



## South St. Paul School Board - Committee-of-the-Whole

Monday, March 27, 2023 5:00 PM

Location: CITY HALL

125 THIRD AVENUE NORTH

South St Paul, Minnesota 55075

### Agenda

<b>I.</b>	<b>HUMAN RESOURCES (J. Milteer)</b>	
A.	Discontinuing and Reducing Educational Programs and Positions Resolution	2
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<b>II.</b>	<b>FINANCE (B. Hoffman)</b>	
A.	FY23 Budget Revisions	9
<b>III.</b>	<b>SCHOOL BOARD</b>	
A.	Committee Updates (Board)	20
	<ul style="list-style-type: none"><li>District 917</li><li>AMSD</li><li>Community Education</li><li>Educational Foundation</li><li>Finance, Facilities and Long-Range Planning</li><li>Local Issues</li><li>Policy</li><li>Public Relations/Community Engagement</li><li>SSP Open Foundation</li><li>Superintendent Executive</li></ul>	
B.		
C.	Other Items Deemed Necessary by the School Board	



# SOUTH ST. PAUL PUBLIC SCHOOLS

## School Board Agenda Item

**Meeting Date:** Monday, March 27, 2023

**Place on Agenda:** COW and Regular Agenda

**Action Requested:** Approval

**Attachment:** **Discontinuing and Reducing Educational Programs and Positions**

<b>Topic:</b> Discontinuing and Reducing Educational Programs and Positions
<b>Presenter(s):</b> Joel Milteer, Human Resource Director
<p><b>Background:</b></p> <p>At the March 13, 2023, School Board meeting, administration proposed sunseting the Primary Years Programme, and the Middle Years Programme for IB after the 2023-24 school year. In this proposal, administration recommended a restructure of the academic and student support team at Kaposia and Lincoln Center Elementaries which would result in the elimination of the IB Coordinator and Elementary Student Support Specialist positions, with a reduction in the Student Support Specialist position at the middle school. The School Board approved administration’s proposal.</p> <p>In addition, we are aligning staffing to enrollment for the 2023-24 school year and need to make reductions in the following areas:</p> <ul style="list-style-type: none"> <li>• Classroom Teachers</li> </ul> <p>Although we are making these reductions, we are still maintaining low class sizes and providing additional classroom supports through positions created by the passing of the referendum.</p> <p>We are now asking the School Board to approve the resolution for the above noted position eliminations and reductions for the 2023-24 school year.</p>
<p><b>Recommendation:</b></p> <p>Administration recommends approval of the resolution.</p>
<p><b>Alternatives:</b></p> <p>Do not approve the resolution and direct administration with next steps.</p>



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**Special School District No. 6  
(South St. Paul Public Schools)  
State of Minnesota**

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Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION DISCONTINUING AND REDUCING  
POSITIONS**

WHEREAS, the School Board of Special School District No. 6, South St. Paul, received and approved a recommendation from administration for a discontinuance/reduction of the IB Coordinator and Student Support positions at the elementary and middle school levels, due to a restructure of the academic and student support teams at those buildings, and

WHEREAS, administration is also recommending reductions of classroom teaching positions in all schools due to the need to align staffing with current enrollment, and

WHEREAS, said recommendations have been received and considered by the School Board.

BE IT RESOLVED by the School Board of Special School District No. 6, South St. Paul, as follows:

That the following teaching programs and positions, or portions thereof, be discontinued or reduced effective with the start of the 2023-24 school year:

1. IB Coordinator
2. Student Support Specialist
3. Classroom Teachers

The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against:

Whereupon said resolution was declared duly passed and adopted.



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** Monday, March 27, 2023

**Place on Agenda:** COW and Regular Agenda

**Action Requested:** Approval

**Attachment:** **Non-Renewal of Probationary Teachers**

<b>Topic:</b> Non-Renewal of Probationary Teachers
<b>Presenter(s):</b> Joel Milteer, Human Resource Director
<b>Background:</b>  Each year, we must release a number of probationary teachers for various reasons, including student driven scheduling, changes in enrollment, budget reductions, curriculum changes, licensure issues, mid-year placements, and performance issues.  Attached is a resolution to terminate the contracts of a number of probationary teachers. This resolution terminates teaching contracts for those listed, at the end of the current 2022-2023 school year, with non-renewal for the 2023-2024 school year.
<b>Recommendation:</b>  Administration recommends approval of the resolution.
<b>Alternatives:</b>  Do not approve the resolution and direct administration with next steps.

**Special School District No. 6  
(South St. Paul Public Schools)  
State of Minnesota**

Inspector \_\_\_\_\_ moved the adoption of the following resolution:

**RESOLUTION RELATING TO THE NON-RENEWAL  
OF PROBATIONARY TEACHERS**

WHEREAS, the following teachers are probationary teachers in Special School District No. 6.

BE IT RESOLVED by the School Board of Special School District No. 6, pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contracts of these probationary teachers in Special School District No. 6, are hereby terminated effective at the end of the 2022 - 2023 school year.

Rebekah Budziszewski	Special Education	Elementary	1.0
Quinn Doheny	Humanities	Secondary	.80
Justin Hingst	Humanities	Secondary	1.0
Kirkja Janson	Science	Secondary	1.0
Linden Kirscht	Vocal Music	Secondary	.60
Faith Purvey	Art	Secondary	1.0
Laurie Rupp	Grade 3	Elementary	1.0
Mara Seurer	Special Education	Elementary	1.0
Chris Sikorowski	Language Arts/Student Support	Secondary	1.0
Kelly Strasser	Special Education	Elementary	1.0
Malin Symreng	Math	Secondary	1.0

BE IT FURTHER RESOLVED that written notice be sent to said teachers regarding non-renewal of their contracts in accordance with Minnesota law.

The motion for the adoption of the foregoing resolution was duly seconded by Inspector \_\_\_\_\_.

On a roll call vote, the following voted in favor:

Inspectors:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.



# SOUTH ST. PAUL PUBLIC SCHOOLS

## School Board Agenda Item

**Meeting Date:** Monday, March 27, 2023

**Place on Agenda:** COW and Regular Agenda

**Action Requested:** Approval

**Attachment:** **Non-Renewal of Long-Term/Limited Contract Substitute Teachers**

<b>Topic:</b> Non-Renewal of Long-Term/Limited Contract Substitute Teachers
<b>Presenter(s):</b> Joel Milteer, Human Resource Director
<p><b>Background:</b></p> <p>In compliance with Minnesota statutes, we are required to terminate the teaching contracts of the District’s long-term/limited contract substitute teachers at the end of each school year.</p> <p>A long-term substitute by definition is one who worked all or part of the school year replacing a specific teacher who has return rights to his or her position. The contracts of the long-term substitutes must be terminated at the end of the school year. Failure to terminate these contracts could result in the district allocating two teachers in each affected position as the regular teachers exercise their right to return from leave.</p> <p>Attached is a resolution to non-renew the teaching contracts of the District’s long-term/limited contract substitute teachers.</p>
<p><b>Recommendation:</b></p> <p>Administration recommends approval of the resolution.</p>
<p><b>Alternatives:</b></p> <p>Do not approve the resolution and direct administration with next steps.</p>

**Special School District No. 6  
(South St. Paul Public Schools)  
State of Minnesota**

Inspector \_\_\_\_\_ moved the adoption of the following resolution:

**RESOLUTION RELATING TO THE NON-RENEWAL  
OF LIMITED CONTRACT / LONG-TERM SUBSTITUTE TEACHERS**

WHEREAS, the following teachers are limited contract/long-term substitute teachers in Special School District No. 6.

BE IT RESOLVED by the School Board of Special School District No. 6, pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contracts of these limited contract/long-term substitute teachers in Special School District No. 6, are hereby terminated effective at the end of the 2022 – 2023 school year.

Anna Karsten	Long-Term Substitute	Secondary
Dawn Kelly	Long-Term Substitute	Secondary
Beth Murphy	Long-Term Substitute	Elementary
Melinda Peterson	Long-Term Substitute	Secondary
Kalley Stern	Long-Term Substitute	Elementary

BE IT FURTHER RESOLVED that written notice be sent to said teachers regarding non-renewal of their contracts in accordance with Minnesota law.

The motion for the adoption of the foregoing resolution was duly seconded by Inspector \_\_\_\_\_.

On a roll call vote, the following voted in favor:

Inspectors:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.



# SOUTH ST. PAUL PUBLIC SCHOOLS

## School Board Agenda Item

**Meeting Date:** Monday, March 27, 2023

**Place on Agenda:** Regular Agenda: Business Item

**Action Requested:** Approval

**Attachment:**

<b>Topic:</b> 2022-2024 Office and Professional Employees International Union, Local No. 12
<b>Presenter(s):</b> Human Resources Director Joel Milteer and Finance Director Brady Hoffman
<p><b>Background:</b></p> <p>The school district has reached a tentative agreement with South St. Paul Office and Professional Employees International Union Local No. 12, for the contract period of July 1, 2022, to June 30, 2024. Office and Professional Employees International Union Local No. 12 employees voted in favor of the proposed contract on March 21, 2023. The proposed agreement is within the parameters established by the Board of Education.</p> <p>The components of the settlement have been provided to the School Board and the bargaining unit has voted in favor of this settlement. The Agreement includes the creation of a step schedule in year one, which provides for increases based on years of service and 2.0% in year two, along with a 2.0% increase in year two for the district contribution for health insurance.</p>
<p><b>Recommendation:</b></p> <p>Approve the agreement with South St. Paul Office and Professional Employees International Union Local No. 12, for the contract period of July 1, 2022, to June 30, 2024.</p>
<p><b>Alternatives:</b></p> <p>Do not approve the contract and direct administration with next steps.</p>



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** Monday, March 27, 2023

**Place on Agenda:** COW and Regular Meeting

**Action Requested:** Approval

**Attachment:** Budget Revisions – 2022-23 Budget  
Budget Revisions Power Point

<b>Topic:</b> Budget Revisions – 2022-23 Budget
<b>Presenter(s):</b> Brady Hoffman, Finance Director
<b>Background:</b>  The board packet includes two pages that incorporate the proposed 2022-23 budget revisions.  While all funds are listed, the only proposed budget adjustments at this time are for the general fund and the debt service fund. These revisions are a result of prior year audit results, enrollment, and updated assumptions for revenues and expenditures.
<b>Recommendation:</b> Approval
<b>Alternatives:</b> N/A

South St Paul Public Schools  
2022-23 Budget Summary

	Original Budget June 27, 2022		Revised Budget #1 March 27, 2023		CHANGE	
	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures
<b>GENERAL FUND</b>	\$ 45,715,777	\$ 45,597,467	\$ 46,495,449	\$ 46,135,984	\$ 779,672	\$ 538,517
<b>FOOD SERVICE FUND</b>	1,846,996	1,854,532	1,846,996	1,854,532	-	-
<b>COMMUNITY ED FUND</b>	2,106,414	1,897,014	2,106,414	1,897,014	-	-
<b>DEBT SERVICE FUND</b>	3,012,550	2,976,532	13,084,237	13,048,219	10,071,687	10,071,687
<b>TOTAL BUDGET AMOUNT</b>	<b>\$ 52,681,737</b>	<b>\$ 52,325,545</b>	<b>\$ 63,533,096</b>	<b>\$ 62,935,749</b>	<b>\$ 10,851,359</b>	<b>\$ 10,610,204</b>

**South St Paul Public Schools  
Budget Revision Details**

	Beginning Fund Bal	Revenue	Expenditures	Ending Fund Bal
<b>GENERAL FUND</b>				
<b>ORIGINAL BUDGET</b>	<b>\$ 5,958,785</b>	<b>\$ 45,715,777</b>	<b>\$45,597,467</b>	<b>\$ 6,077,095</b>
Final Audit Results	2,309,811	-	-	
Enrollment adjustment	-	201,645	-	
Adjust Federal Allocations	-	360,269	-	
Change in other revenues	-	217,758	-	
Staffing costs	-	-	137,379	
Tech Levy Adjustment	-	-	77,351	
Increased Fuel & Utility Costs	-	-	225,100	
Other Non-salary costs	-	-	98,687	
<b>TOTAL REVISIONS</b>	<b>2,309,811</b>	<b>779,672</b>	<b>538,517</b>	
<b>REVISED BUDGET</b>	<b>\$ 8,268,596</b>	<b>\$ 46,495,449</b>	<b>\$ 46,135,984</b>	<b>\$ 8,628,061</b>
<b>FOOD SERVICE FUND</b>				
<b>ORIGINAL BUDGET</b>	<b>\$ 628,789</b>	<b>\$ 1,846,996</b>	<b>\$ 1,854,532</b>	<b>\$ 621,253</b>
Final Audit Results	193,520	-	-	
<b>TOTAL REVISIONS</b>	<b>193,520</b>	<b>-</b>	<b>-</b>	
<b>REVISED BUDGET</b>	<b>\$ 822,309</b>	<b>\$ 1,846,996</b>	<b>\$ 1,854,532</b>	<b>\$ 814,773</b>
<b>COMMUNITY ED FUND</b>				
<b>ORIGINAL BUDGET</b>	<b>\$ 360,348</b>	<b>\$ 2,106,414</b>	<b>\$ 1,897,014</b>	<b>\$ 569,748</b>
Final Audit Results	188,864	-	-	
<b>TOTAL REVISIONS</b>	<b>188,864</b>	<b>-</b>	<b>-</b>	
<b>REVISED BUDGET</b>	<b>\$ 549,212</b>	<b>\$ 2,106,414</b>	<b>\$ 1,897,014</b>	<b>\$ 758,612</b>
<b>DEBT SERVICE FUND</b>				
<b>ORIGINAL BUDGET</b>	<b>\$ 719,646</b>	<b>\$ 3,012,550</b>	<b>\$ 2,976,532</b>	<b>\$ 755,664</b>
Final Audit Results	16,575	-	-	
2022A Bond Refunding	-	10,071,687	10,071,687	
<b>TOTAL REVISIONS</b>	<b>16,575</b>	<b>10,071,687</b>	<b>10,071,687</b>	
<b>REVISED BUDGET</b>	<b>\$ 736,221</b>	<b>\$ 13,084,237</b>	<b>\$ 13,048,219</b>	<b>\$ 772,239</b>

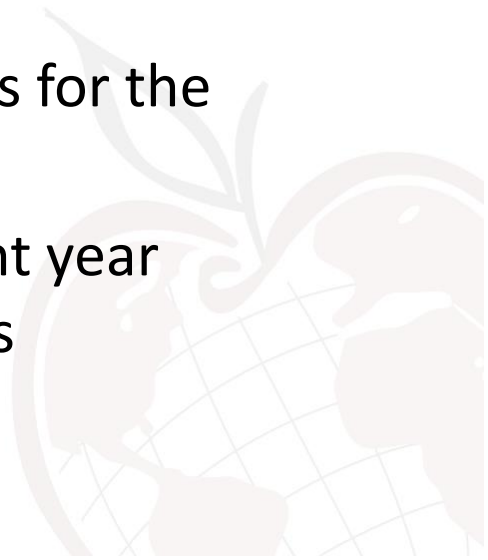
# 2022-23 Budget Revisions

Brady Hoffman  
Director of Finance  
March 27, 2023



# 2022-23 Budget Revisions

- The Original Budget was adopted on June 27<sup>th</sup>, 2022
- Since that time
  - We completed our Fiscal Year 2022 Audit
  - Onboarded new staff and welcomed students for the 2022-2023 school year
  - Analyzed enrollment trends, reviewed current year projections, analyzed budget to actual results



# Changes in Budget Assumptions

- Revenue Assumptions:
  - Updated enrollment projection – Increase of 33 ADM's
  - Adjusted federal revenues for updated allocations
  - Adjusted other state aids (i.e., Special Education) based on audit results and updated calculations
- Expenditure Assumptions:
  - Took into account variances in the prior year audit.
  - Revised salary and benefit expenses based on known staffing changes
  - Updated non-salary costs (i.e., fuel, utilities, etc)
- Debt Service
  - Incorporated the issuance of the 2022A Refunding Bonds

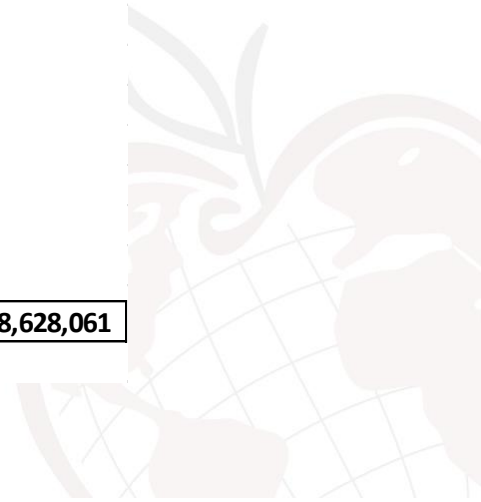


# Budget Summary

	Original Budget June 27, 2022		Revised Budget #1 March 27, 2023		CHANGE	
	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures
<b>GENERAL FUND</b>	\$ 45,715,777	\$ 45,597,467	\$ 46,495,449	\$ 46,135,984	\$ 779,672	\$ 538,517
<b>FOOD SERVICE FUND</b>	1,846,996	1,854,532	1,846,996	1,854,532	-	-
<b>COMMUNITY ED FUND</b>	2,106,414	1,897,014	2,106,414	1,897,014	-	-
<b>DEBT SERVICE FUND</b>	3,012,550	2,976,532	13,084,237	13,048,219	10,071,687	10,071,687
<b>TOTAL BUDGET AMOUNT</b>	<b><u>\$ 52,681,737</u></b>	<b><u>\$ 52,325,545</u></b>	<b><u>\$ 63,533,096</u></b>	<b><u>\$ 62,935,749</u></b>	<b><u>\$ 10,851,359</u></b>	<b><u>\$ 10,610,204</u></b>

# General Fund

	<u>Beginning Fund Bal</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>Ending Fund Bal</u>
<b>GENERAL FUND</b>				
<b>ORIGINAL BUDGET</b>	<b>\$ 5,958,785</b>	<b>\$45,715,777</b>	<b>\$45,597,467</b>	<b>\$ 6,077,095</b>
Final Audit Results	2,309,811	-	-	
Enrollment adjustment	-	201,645	-	
Adjust Federal Allocations	-	360,269	-	
Change in other revenues	-	217,758	-	
Staffing costs	-	-	137,379	
Tech Levy Adjustment	-	-	77,351	
Increased Fuel & Utility Costs	-	-	225,100	
Other Non-salary costs	-	-	98,687	
<b>TOTAL REVISIONS</b>	<b>2,309,811</b>	<b>779,672</b>	<b>538,517</b>	
<b>REVISED BUDGET</b>	<b>\$ 8,268,596</b>	<b>\$46,495,449</b>	<b>\$46,135,984</b>	<b>\$ 8,628,061</b>

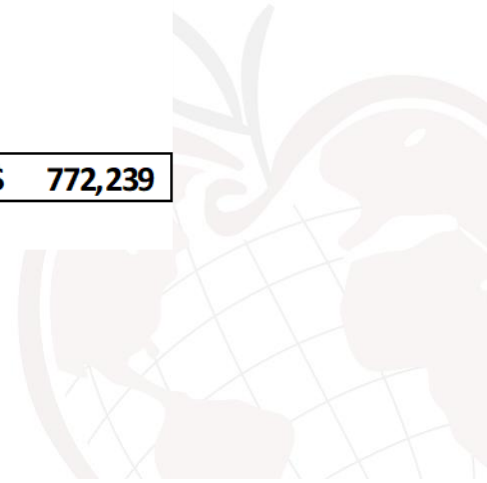


# General Fund Balance

	6/30/2022 Beginning Fund Balance	Budget		Fund Balance Buildup/(Usage)	6/30/2023 Ending Fund Balance
		2022-23 Revenues	2022-23 Expenditures		
<b>General Fund</b>					
<b>Unassigned</b>	<b>4,830,115</b>	<b>37,315,731</b>	<b>37,511,641</b>	<b>(195,910)</b>	<b>4,634,205</b>
<b>Assigned</b>	<b>1,047,952</b>	<b>822,249</b>	<b>886,757</b>	<b>(64,508)</b>	<b>983,444</b>
<b>Restricted:</b>					
Student Activities	239,317	175,000	175,000	-	239,317
Gifted & Talented	125,540	42,392	85,844	(43,452)	82,088
Career & Tech Program	-	63,396	63,396	-	-
Learning & Development	-	602,283	602,283	-	-
Basic Skills	-	3,238,236	3,238,236	-	-
Medical Assistance	153,852	100,000	140,000	(40,000)	113,852
Staff Development	106,017	447,602	452,299	(4,697)	101,320
Safe Schools	232,460	110,912	115,000	(4,088)	228,372
Operating Capital	1,080,235	1,292,971	1,247,594	45,377	1,125,612
Long-Term Facilities Maintenance	132,737	1,267,306	934,043	333,263	466,000
Capital Projects Levy	61,918	789,039	483,891	305,148	367,066
Debt Reduction	223,171	28,332	-	28,332	251,503
Flexible Benefits	35,282	200,000	200,000	-	35,282
<b>Total Restricted</b>	<b>2,390,530</b>	<b>8,357,469</b>	<b>7,737,586</b>	<b>619,883</b>	<b>3,010,413</b>
<b>Total General Fund</b>	<b>8,268,596</b>	<b>46,495,449</b>	<b>46,135,984</b>	<b>359,465</b>	<b>8,628,061</b>
<b>Unrestricted Fund Balance %</b>	<b>12.89%</b>				<b>12.18%</b>
<b>Unassigned Fund Balance %</b>	<b>10.59%</b>				<b>10.04%</b>

# Debt Service Fund

	<u>Beginning Fund Bal</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>Ending Fund Bal</u>
<b>DEBT SERVICE FUND</b>				
<b>ORIGINAL BUDGET</b>	<b>\$ 719,646</b>	<b>\$ 3,012,550</b>	<b>\$ 2,976,532</b>	<b>\$ 755,664</b>
Final Audit Results	16,575	-	-	
2022A Bond Refunding	-	10,071,687	10,071,687	
<b>TOTAL REVISIONS</b>	<b>16,575</b>	<b>10,071,687</b>	<b>10,071,687</b>	
<b>REVISED BUDGET</b>	<b>\$ 736,221</b>	<b>\$13,084,237</b>	<b>\$13,048,219</b>	<b>\$ 772,239</b>



Question / Comments





# SOUTH ST. PAUL PUBLIC SCHOOLS

## School Board Agenda Item

**Meeting Date:** March 27, 2023

**Place on Agenda:** Committee-of-the-Whole

**Action Requested:** None. Discussion Only.

**Attachment:** None

<b>Topic:</b> Committee Updates
<b>Presenter(s):</b> School Board Members
<p><b>Background:</b></p> <p>School Board members will provide an update for the following committees that they serve on:</p> <ul style="list-style-type: none"> <li>• District 917</li> <li>• Association for Metropolitan School Districts (AMSD)</li> <li>• Community Education</li> <li>• SSP Educational Foundation</li> <li>• Finance, Facilities and Long-Range Planning</li> <li>• Local Issues</li> <li>• SSP Open Foundation</li> <li>• District Policy</li> <li>• District Community Engagement and Public Relations</li> <li>• District Superintendent/Executive</li> </ul>
<p><b>Recommendation:</b></p> <p>N/A</p>
<p><b>Alternatives:</b></p> <p>N/A</p>