



South St. Paul School Board Meeting
Monday, May 8, 2023 6:00 PM
Location: CITY HALL
125 THIRD AVENUE NORTH
South St Paul, Minnesota 55075

Agenda

I. ROLL CALL and PLEDGE OF ALLEGIANCE	
II. APPROVAL OF MEETING AGENDA/MINUTES	
A. School Board Meeting Agenda, May 8, 2023	
B. Committee-of-the-Whole and Regular Meeting Minutes, April 24, 2023	3
III. QUALITY-IN-ACTION and REPORTS	
A. Quality-in-Action: Lincoln Center 5th Grade and Science Club teacher Emily Molenaar will bring our Lincoln Center Scientists to share about their Science Club experiences. (T. Starkman)	
B. Report: Chair John Raasch will highlight the Public Listening Session submissions. (J. Raasch)	7
C. Report: School Board members will highlight items from the committee-of-the-whole meeting. (Board)	8
D. Report: Superintendent Zambreno will provide highlights from around the District. (B. Zambreno)	9
IV. CONSENT ITEMS	
A. Financial Claims: Bills Payable	10
B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves	17
V. POLICY REVIEW	
VI. BUSINESS ITEMS	
A. Approval, for the South St. Paul School Board to approve the Resolution Declaring a School Board Vacancy. (J. Raasch)	23

B. Approval, for the South St. Paul School Board to approve the Resolution Placing Jesse Rock on Unrequested Leave of Absence. (J. Milteer) 26

C. Approval, for the South St. Paul School Board to approve the preliminary field trip request for the Secondary Building French Class to travel to France during Spring Break 2024. (B. Zambreno) 29

VII. INFORMATIONAL ITEMS

A. **Board Members' Reports/Committee Updates/Where Have You Seen a Passion:** Board members will report on recent educational activities/events in which they have participated as well as other informational items.

VIII. ADJOURN

**South St. Paul School Board
Committee-of-the-Whole Meeting Minutes**

April 24, 2023

Chair John Raasch called the April 24, 2023, committee-of-the-whole meeting to order at 5:01 PM with seven Board members present: Beermann, Claflin, T. Felton, W. Felton, Laliberte, Raasch, and Weber. Others present included Superintendent Brian Zambreno and several staff and community members.

American Indian Parent Advisory Committee Nonconcurrency Response

At the February 27, 2023, School Board meeting, the American Indian Parent Advisory Committee (AIPAC) issued a vote of nonconcurrency. Per the Minnesota Department of Education (MDE), “In the case of nonconcurrency, the school board is given 60 days in which to respond, in writing, to the AIPAC recommendations.”

At the April 10 School Board meeting, Dr. Schmidt and Ms. Gámez reviewed and discussed the district’s response to the AIPAC’s issuance of nonconcurrency and asked for questions and feedback. Since that meeting, Dr. Schmidt and Ms. Gámez have been working closely with the MDE on a plan to toward improved and effective collaboration and partnership with the AIPAC and Liaison Johnson.

This evening, Dr. Schmidt and Ms. Gámez provided a final opportunity to answer any final questions prior to each Board member signing the Nonconcurrency response as required by MDE.

Other Post Employment Benefits (OPEB)

The OPEB Trust was established in 2009 to fund post-employment benefits for current staff and retirees. The current investment targets were set in 2019. At the recommendation of our advisors at Wells Fargo and the Board Finance Committee, Finance Director Brady Hoffman brought forth a proposal to adjust our current investment targets. The recommendation brings higher equity targets and lower fixed income targets, thus providing a good balance of return and risk. This recommendation will go before the Board for approval this evening.

Resolution Relating to the Non-Renewal of Probationary Teachers

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. Human Resource Director Joel Milteer reviewed a resolution that will terminate the contracts of a number of probationary teachers at the end of the 2022-23 school year with non-renewal for the 2023-2024 school year.

Discontinuing and Reducing Educational Programs and Positions

Several weeks ago, the administration shared their initial Pathway to Packer Promise plan that incorporates work and resources to address the district’s achievement concerns. As the district continues to build out the plan and look at the critical work before us, administration is recommending the elimination of the Director of Equity and Learning position at the end of the 2022-23 school year. Administration is also recommending a restructuring of our Department of Equity and Learning which is primarily responsible for district-wide learning and student outcomes. The restructure involves the creation of an Executive Director of Educational Services position which will work closely with our Asst. Director of Equity and Learning as well as the Academic and Student Support Teams in our buildings, to lead all academic and instructional work with an equity lens, and drive SSPPS toward improved academic outcomes.

A resolution will go before the Board this evening to approve the elimination of the Director of Equity and Learning position and the restructuring of the Department of Equity and Learning for the 2023-24 school year.

End of School Year Events

The ending of a school year brings a number of events and celebrations. This evening, Board members discussed their role and responsibility for these events and to ensure they have representatives able to attend.

Student School Board Representative

As a part of its strategic vision, the South St. Paul School Board has made it a priority to increase opportunities to include stakeholder voices in their work. One of the most important voices is that of our South St. Paul Public Schools students. Lisa Brandecker, Administrative Asst. to the Superintendent and School Board has been working closely with the School Board for the last several years to launch a Student School Board Representative position. The initial timeline was to have a student representative in place by fall of 2020. With the COVID pandemic, the superintendent search process, and a turnover on the School Board, this process was put on hold.

With the application process for the Student School Board Representative position officially launched, the School Board discussed various options on how this new position will operate for the 2023-24 school year. Directors Laliberte and Claflin will serve as the Board mentors for the student representative(s) selected.

Committee Updates

Board members provided updates to the various committees in which they serve.

The committee-of-the-whole meeting adjourned at 5:50 PM.

Respectfully submitted by:

Lisa Brandecker, Acting Secretary-Clerk
South St. Paul Board of Education



SOUTH ST. PAUL PUBLIC SCHOOLS
Special School District No. 6

APRIL 24, 2023

The regular meeting of the School Board, Special School District No. 6, South St. Paul, was held in the city hall council chambers on Monday, April 24, 2023. Chair John Raasch called the meeting to order at 6:00 PM with seven Board members present for roll call: Beermann, Claflin, T. Felton, W. Felton, Laliberte, Raasch, and Weber. Superintendent Dr. Brian Zambreno and several staff and community members were also present.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

MINUTES

By Director Laliberte

Seconded by Director Claflin

That the South St. Paul School Board approves the April 24, 2023, School Board meeting agenda as well as minutes from the April 10, 2023, committee-of-the-whole and regular meetings.

Motion carried (7-0)

QUALITY-IN-ACTION AND REPORTS

Quality-in-Action – The South St. Paul High School’s Women’s Society student group along with the Assistance League of St. Paul/Minneapolis highlighted their partnership to bring greater access to feminine care products in South St. Paul High School. The student group worked with their peers to identify the placement of the feminine care product dispensers, the types of product in the dispensers, and creating a system for upkeep of filling the dispensers. Thanks to the generosity of the Assistance League who provided the funding for this project.

Public Listening Session Report – Chair Raasch reported there were no listening session submissions.

Committee-of-the-Whole Report – Vice Chair Weber provided a highlight of the School Board’s discussion at their committee-of-the-whole meeting this evening.

Superintendent Report – Superintendent Zambreno provided highlights from around the district.

CONSENT ITEMS

By Director Weber

Seconded by Director Claflin

- A. Financial Claims—Bills Payable
- B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves.
- C. Investment Policy Statement

Motion carried (7-0)

BUSINESS ITEMS

By Director Felton
Approval, for the South St. Paul School Board to approve the Resolution Discontinuing and Reducing Positions
Motion carried 7 yeas – Beermann, Weber, W. Felton, Claflin, Laliberte, T. Felton and Raasch
0 nays

By Director Laliberte
Approval, for the South St. Paul School Board to approve the Resolution Relating to the Nonrenewal of Probationary Teachers.
Motion carried 7 yeas – Weber, W. Felton, Claflin, Laliberte, T. Felton, Beermann and Raasch
0 nays

INFORMATIONAL ITEMS

School Board members reported on various educational activities/events in which they have participated as well as other informational items.

ADJOURN

By Director Beermann
Approval, for the School Board to adjourn the April 24, 2023, meeting at 6:36 PM.
Motion carried (7-0)

Official Board Minutes are available in the District Office at 104 – 5th Ave. So. – So. St. Paul

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk
Board of Education



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: May 8, 2023

Place on Agenda: Regular Meeting Reports

Action Requested: None

Attachment: None

Topic: School Board Listening Session Report

Presenter(s): Board Chair

Background:

At the committee-of-the-whole and regular business meetings, the Board Chair will provide an overview of the listening session submissions.

The South St. Paul School Board provides the following opportunities for community members to address the board:

- **In-Person** on the first meeting date of each month according to the schedule listed on the [district's website](#). Public listening sessions are held at City Hall (125 – 3rd Avenue North) beginning at 4:15 PM.
- **Electronic form submissions** are accepted on all meeting dates listed on the [district's website](#). Click [here](#) to submit a Public Listening Session comment.
 - Form submissions will be acknowledged by Board Chair and/or Superintendent on-air during the regular business meeting. The Board Chair and/or Superintendent will also follow-up personally with the individuals submitting a Public Listening Session form.



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: May 8, 2023

Place on Agenda: Reports

Action Requested: None

Attachment: None

Topic: Committee-of-the-Whole Meeting Update
Presenter(s): Board
Background: School Board members will highlight items from the committee-of-the-whole meeting.
Recommendation: N/A
Alternatives: N/A



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: May 8, 2023

Place on Agenda: Reports

Action Requested: None

Attachment: None

Topic: Superintendent's Update
Presenter(s): Dr. Brian Zambreno, Superintendent
Background: Superintendent Zambreno will provide highlights from around the District.
Recommendation: N/A
Alternatives: N/A



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: May 8, 2023
Place on Agenda: Consent Items
Action Requested: Approval
Attachment: Financials – Bills Payable

Topic: Financials – Bills Payable
Presenter(s): Chair
Background: It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.
Recommendation: Approve financial statement
Alternatives: N/A

CHECK NUMBER	AMOUNT	CHECK DATE	VENDOR
202692	8,125.00	04/27/2023	A+ DRIVING SCHOOL
202693	318.56	04/27/2023	AMAZON CAPITAL SERVICES
202694	900.00	04/27/2023	BATTERIES PLUS BULBS
202695	16.00	04/27/2023	BONK, OLIVIA
202696	83.00	04/27/2023	BOVA, EDWARD
202697	350.00	04/27/2023	BURGESON, NANCY
202698	333.81	04/27/2023	CANON FINANCIAL SERVICES
202699	65.00	04/27/2023	CITICARGO & STORAGE
202700	14,526.33	04/27/2023	CITY OF SOUTH ST PAUL
202701	180.00	04/27/2023	CLIA LABORATORY PROGRAM
202702	94.56	04/27/2023	COLLINS SPORTS MEDICINE
202703	1,000.00	04/27/2023	COMPUTER INTEGRATION TECHNOLOGIES
202704	75.00	04/27/2023	CROWE, ROBERT
202705	2,099.15	04/27/2023	DAKOTA COUNTY PT&R
202706	108.00	04/27/2023	ED'S TROPHIES
202707	199.99	04/27/2023	FOLLETT SCHOOL SOLUTIONS, INC
202708	83.00	04/27/2023	GEIB, SCOTT
202709	739.20	04/27/2023	GRAPHIC EDGE DBA GAME ONE
202710	225.00	04/27/2023	GUTZMAN, DEB
202711	175.00	04/27/2023	HASTINGS GOLF CLUB
202712	63,941.62	04/27/2023	HEALTH PARTNERS
202713	560.00	04/27/2023	HOFFMANN, LINDA
202714	894.64	04/27/2023	HOLY TRINITY SCHOOL
202715	93,656.65	04/27/2023	INTERMEDIATE DISTRICT #917
202716	75.00	04/27/2023	JAKACKI, DOUG
202717	83.00	04/27/2023	JUNDT, JOHN
202718	1,014.75	04/27/2023	LINDENMEYR MUNROE
202719	9,560.00	04/27/2023	MERIDIAN CONSULTING GROUP DAVID SLOMKOWSKI
202720	8,400.00	04/27/2023	MOA ENTERTAINMENT COMPANY LLC
202721	450.00	04/27/2023	MOE, JONATHON
202722	60.00	04/27/2023	NATIONAL SPEECH & DEBATE ASSOCIATION
202723	515.88	04/27/2023	NETWORK SERVICES COMPANY
202724	1,000.00	04/27/2023	NORTHERN CLAY CENTER
202725	13,476.00	04/27/2023	NORTHLINE TRANSPORTATION
202726	250.00	04/27/2023	OVERELL, STEPHANIE
202727	228.29	04/27/2023	PROFESSIONAL WIRELESS COMMUNICATIONS
202728	55.98	04/27/2023	QUILL CORPORATION
202729	1,750.00	04/27/2023	RATZ, KIM
202730	443.30	04/27/2023	REBYL SPORTS, INC
202731	1,404.80	04/27/2023	RUPP, ANDERSON, SQUIRES & WALDSPURGER, PA
202732	4,278.96	04/27/2023	SCHMITTY & SONS TRANSPORTATION
202733	8,575.75	04/27/2023	SOUTH ST PAUL EDUCATION FOUNDATION
202734	156.72	04/27/2023	SPRINT
202735	128.00	04/27/2023	ST PAUL INDOOR TENNIS CLUB
202736	9,136.40	04/27/2023	STANDARD INSURANCE COMPANY
202737	19,894.63	04/27/2023	TEACHERS ON CALL
202738	109.32	04/27/2023	UNITED REFRIGERATION INC
202739	46,299.53	04/27/2023	UPPER LAKES FOODS
202740	460.98	04/27/2023	WILLIAM V MACGILL & COMPANY
202741	150.00	04/27/2023	WOLFE, LOREN
202742	901.25	04/27/2023	THE WORKS
202743	376.89	04/28/2023	DS ERICKSON & ASSOCIATES, PLLC
202744	415.50	04/28/2023	LOCAL #70
202745	230.24	04/28/2023	MIDWEST RESALE SPECIALIST INC
202746	1,732.00	04/28/2023	MINNESOTA CHILD SUPPORT PAYMENT CENTER
202747	112.00	04/28/2023	NCPERS GROUP LIFE INS

CHECK NUMBER	AMOUNT	CHECK DATE	VENDOR
202748	250.50	04/28/2023	OFFICE AND PROF EMPLOYEES UNION
202749	11,593.20	04/28/2023	SOUTH ST PAUL TEACHER'S ASSOCIATION
202750	5.00	04/28/2023	SOUTH ST PAUL OPEN FOUNDATION
202751	60.00	04/28/2023	SOUTH ST PAUL EDUCATION FOUNDATION
202752	771.88	04/28/2023	SSP EASRP
202753	298.53	05/04/2023	360 COMMUNITIES
202754	1,011.00	05/04/2023	ADA SPORTS AND RACKETS, LLC
202755	2,283.00	05/04/2023	ADWEAR SPECIALTIES, INC
202756	1,118.39	05/04/2023	ALLSTREAM
202757	587.59	05/04/2023	AMAZON CAPITAL SERVICES
202758	83.00	05/04/2023	ANDERSON, ANTHONY
202759	1,157.00	05/04/2023	APPAREL LAB
202760	750.00	05/04/2023	BACKUPIFY
202761	485.03	05/04/2023	BOCA CHICA
202762	75.00	05/04/2023	BROWN, BRIAN
202763	970.67	05/04/2023	CAPITAL ONE TRADE CREDIT
202764	5,514.99	05/04/2023	CATALYST SOURCING SOLUTIONS
202765	7,732.97	05/04/2023	DAKOTA COUNTY PT&R
202766	301.30	05/04/2023	DAVIS, MAXWELL
202767	400.36	05/04/2023	EDUCATORS BENEFIT CONSULTANTS, LLC
202768	73.00	05/04/2023	EIGENHEER, RUSSEL
202769	339.62	05/04/2023	FUN JUMPS ENTERTAINMENT
202770	27.39	05/04/2023	HOME DEPOT CREDIT SERVICES
202771	13,520.50	05/04/2023	INTERMEDIATE DISTRICT #287
202772	31.00	05/04/2023	INTERMEDIATE DISTRICT #917
202773	83.00	05/04/2023	JACOBS, DONALD
202774	75.00	05/04/2023	JAKACKI, DOUG
202775	46.77	05/04/2023	JENNIGES, MONICA
202776	497.32	05/04/2023	KWIK TRIP EXTENDED NETWORK
202777	3,425.40	05/04/2023	LINDENMEYR MUNROE
202778	83.00	05/04/2023	MADISON, MICHAEL
202779	120.00	05/04/2023	MCDONALD, CHRIS
202780	2,489.92	05/04/2023	OPD BUSINESS SOLUTIONS LLC
202781	83.00	05/04/2023	REED, DUANE
202782	525.00	05/04/2023	RICHARD ALAN PRODUCTIONS
202783	75.00	05/04/2023	RUIZ, ANTHONY JR
202784	1,337.79	05/04/2023	SAM'S CLUB
202785	55.32	05/04/2023	SCHOOL SPECIALTY, LLC
202786	40.75	05/04/2023	SCHWAAB, INC
202787	156,440.00	05/04/2023	SHI INTERNATIONAL CORP
202788	83.00	05/04/2023	SKWIRA, PETER
202789	1,760.00	05/04/2023	STOCKTON, STEPHANIE
202790	1,960.00	05/04/2023	T-MOBILE
202791	21,245.69	05/04/2023	TEACHERS ON CALL
202792	75.00	05/04/2023	THEOBALD, MARK
202793	79.98	05/04/2023	TRACTOR SUPPLY CREDIT PLAN
202794	194.99	05/04/2023	TRAFERA HOLDINGS, LLC
202795	300.00	05/04/2023	TWO RIVERS HS ACTIVITIES
202796	175.98	05/04/2023	VALDIVIE, AMANDA
202797	16.00	05/04/2023	WOODWARD, MICHELLE
202798	6,738.00	05/04/2023	NORTHLINE TRANSPORTATION
202799	6,104.42	05/04/2023	SAFEWAY WISCONSIN, INC
202800	66,284.36	05/04/2023	WIDE AREA TRANSPORTATION SERVICES INT, LLC
202200372	130,720.47	04/24/2023	HEALTH PARTNERS
202200373	43,286.89	04/28/2023	MINNESOTA PAYROLL TAXES
202200374	263,720.88	04/28/2023	FEDERAL PAYROLL TAXES

CHECK NUMBER	AMOUNT	DATE	CHECK VENDOR
202200375	386.53	04/28/2023	MN DEPT OF REVENUE
202200376	49,050.54	04/28/2023	PERA
202200377	54,626.30	04/28/2023	TSA/ACH DEDUCTION
202200378	131,048.39	04/28/2023	TEACHER RETIREMENT ASSOCIATION
202200379	0.00	04/28/2023	MINNESOTA PAYROLL TAXES
202200380	0.00	04/28/2023	FEDERAL PAYROLL TAXES
202200396	-94.37	05/02/2023	SAM'S CLUB
202200397	57,669.57	05/01/2023	HEALTH PARTNERS
202200398	20,198.71	04/30/2023	MEDSURETY
222300319	90.00	04/26/2023	ANDERSON, CHAD
222300320	90.00	04/26/2023	BAUER, MEREDITH
222300321	90.00	04/26/2023	BERCHTOLD, JAMIE
222300322	90.00	04/26/2023	BOCK, SHAUNA
222300323	90.00	04/26/2023	BOURG, LEAH
222300324	90.00	04/26/2023	BRANDECKER, LISA
222300325	606.42	04/26/2023	BRETOI, TERRENCE
222300326	64.19	04/26/2023	BURK, IAN
222300327	90.00	04/26/2023	CHILDS, DANETTE
222300328	98.25	04/26/2023	DORAN, ANDREW
222300329	88.98	04/26/2023	EBERT, LORI
222300330	90.00	04/26/2023	EDLEFSEN, DEANNE
222300331	107.22	04/26/2023	EMERY, HEATHER
222300332	90.00	04/26/2023	FENTON, MARK
222300333	90.00	04/26/2023	GAMEZ, LESLY
222300334	1,202.30	04/26/2023	GUSTILO, CHRISTOPHER
222300335	35.04	04/26/2023	HANA, DINA
222300336	765.00	04/26/2023	HANSEN, JODY
222300337	90.00	04/26/2023	HOFFMAN, BRADY
222300338	552.70	04/26/2023	HOLSEN, ERIC
222300339	45.00	04/26/2023	JACOBS-BUSE, LINDA
222300340	90.00	04/26/2023	KRUEGER, BRADY
222300341	217.88	04/26/2023	LAGOO, JEFFREY
222300342	45.00	04/26/2023	LENTSCH, PETER
222300343	112.33	04/26/2023	LEVINE, SANDRA
222300344	45.00	04/26/2023	LOUGH, LAWRENCE
222300345	38.49	04/26/2023	MCNEESE, LORI
222300346	90.00	04/26/2023	MILTEER, JOEL
222300347	90.00	04/26/2023	OCHOCKI, CHARLES
222300348	45.00	04/26/2023	OSTER, PATRICK
222300349	309.88	04/26/2023	PALMQUIST, DAVID
222300350	419.96	04/26/2023	PALMQUIST, JOSHUA
222300351	45.00	04/26/2023	PENMAN, MICHELLE
222300352	90.00	04/26/2023	PETERSON, LORI
222300353	464.70	04/26/2023	PURVEY, FAITH
222300354	112.56	04/26/2023	RAMIREZ, JENNA
222300355	90.00	04/26/2023	SCHMIDT, CHAD
222300356	90.00	04/26/2023	SCHWAB, ROBIN
222300357	90.00	04/26/2023	STANKE, JULIAN
222300358	90.00	04/26/2023	TAYLOR MINER, MELANEE
222300359	99.50	04/26/2023	TUCCITTO, SANDRA
222300360	45.00	04/26/2023	VANDERBILT, TONY
222300361	98.46	04/26/2023	WEINFURTNER, MARY
222300362	90.00	04/26/2023	WELLS, TRAVIS
222300363	90.00	04/26/2023	ZAMBRENO, BRIAN
222300364	90.00	04/26/2023	ZEHNDER, JEAN

<u>CHECK</u> <u>NUMBER</u>	<u>CHECK</u> <u>AMOUNT</u>	<u>DATE</u>	<u>VENDOR</u>
	1,398,568.06		Totals for checks

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL	784,715.36	0.00	361,544.53	1,146,259.89
02	FOOD SERVICE	10,537.04	16.00	47,210.09	57,763.13
04	COMMUNITY EDUCATION	25,688.46	0.00	16,013.17	41,701.63
05	CAPITAL	777.73	0.00	111,517.41	112,295.14
08	TRUST FUND	0.00	0.00	20,198.71	20,198.71
50	ACTIVITY ACCOUNT	20,349.56	0.00	0.00	20,349.56
***	Fund Summary Totals ***	842,068.15	16.00	556,483.91	1,398,568.06

***** End of report *****

CHECKRUNS

<u>FUND</u>	<u>DESCRIPTION</u>	<u>April 21, 2023 - May 4, 2023</u>
1	GENERAL	\$1,146,259.89
2	FOOD SERVICE	\$57,763.13
4	COMMUNITY EDUCATION	\$41,701.63
5	CAPITAL	\$112,295.14
7	DEBT SERVICE	\$0.00
8	TRUST FUND/FLEX	\$20,198.71
50	ACTIVITY ACCOUNTS	\$20,349.56
	TOTAL	<u>\$1,398,568.06</u>

Checks 202692 - 202800

Employee ACH 222300319-222300364

Wire Payments 202200372-202200398

PAYROLL

4/28/2023

Payroll Direct Deposit	900089549-900090069	\$781,325.09
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SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: May 8, 2023
Place on Agenda: Consent Items
Action Requested: Approval
Attachment: Staffing

Topic: Staffing
Presenter(s): Chair
Background: The staffing report includes the Appointments, Resignations, Transfers, Retirements, Abolishments and Leaves being recommended to the School Board for approval.
Recommendation: Administration recommends approval of the proposed staffing and supplemental staffing as presented.
Alternatives: Amend the motion to remove a certain appointment, resignation, transfer, retirement, abolishment, or leave. Provide administration with directions for next steps.

**VII.A.1 Staff Appointments, Resignations, Retirements, Terminations
and Leaves (Joel Milteer)**

5-8-23

Certified

A. Appointments/Reassignments

1. Kaley Hedberg – 1.0 FTE Grade 3 Elementary Teacher, Kaposia Education Center, MA00, Step 6, effective August 21, 2023.
2. Jackson Lund – 1.0 FTE Grade 5 Elementary Teacher, Kaposia Education Center, BA00, Step 8, effective August 21, 2023.
3. Melissa Miller – 1.0 FTE Science Teacher, High School, Specialist, Step 20, effective August 28, 2023.
4. Laura Parnell – 1.0 FTE School Psychologist/MTSS Specialist, MA00, Step 1, effective August 21, 2023.
5. Tatiana Walker – 1.0 FTE Special Education Teacher, High School, MA60, Step 20, effective August 21, 2023.

Change of Assignment – Effective for the 2023-24 school year

Benjamin Anderson – Change from 1.0 FTE Grade 5 Teacher, Kaposia Education Center, to .6 FTE English/Language Arts and .4 FTE Social Studies Teacher, Middle School

Andrew Barter – Change from 1.0 FTE Student Support Specialist, to .6 FTE Student Support Specialist and .4 FTE Focus Teacher, Community Learning Center

Alexis Gould – 1.0 FTE Special Education Teacher, change from Lincoln Center to Kaposia Education Center

Melissa Hinkle – Change from .8 FTE Science and .2 FTE Building Substitute, to .5 FTE Science and .5 FTE Math, Middle School

Jeff Lagoo – Physical Education Teacher, change from .8 FTE High School and .2 FTE Community Learning Center to 1.0 FTE High School

Tammy Lenarz – Physical Education Teacher, change from .8 FTE High School and .2 FTE Kaposia Education Center, to 1.0 FTE High School

Samuel Mast – Change from 1.0 FTE Music Teacher, Lincoln Center, to .6 FTE Music and .35 FTE Band, Lincoln Center, and .25 FTE Band, Kaposia Education Center (overload)

Jessica Oftedahl – Change from .6 FTE Student Support Specialist and .4 FTE English/Language Arts to 1.0 FTE Student Support Specialist, Community Learning Center

Heather Osegard – Physical Education Teacher, change from .8 FTE Middle School and .2 FTE Lincoln Center, to 1.0 FTE Middle School

Lauren Ryan – Change from 1.0 FTE Peer Coach (TOSA), to 1.0 FTE ATPPS/TDE Coordinator and Peer Coach (TOSA), District-wide

Ashley Sherwood – Change from 1.0 FTE Student Support Specialist, Lincoln Center, to 1.0 FTE School Psychologist, Kaposia Education Center

Michelle Wallace – Change from 1.0 FTE Student Support Specialist to 1.0 FTE Intervention Teacher, Kaposia Education Center

Allyson Winter – Spanish Teacher, change from .8 FTE Kaposia and .2 FTE High School, to 1.0 FTE Kaposia

2023 Summer School (\$31.50 per hour)

Summer Learning Academy – Lincoln Center (June 19 – July 27)

Margret Barringer
Kim Bauer
Deb Borrell – Substitute
Jeanine Brown – Substitute
Maciel Caridad Aquino
Andrew Cin-Walker
Jessica Costello
Lauren Foley
Lindsey Franzone
Kathleen Hanley
Michelle Jensen
Kristine Kirchner
Jody Krone
Matthew Miller
Emily Molenaar
Kfukfu Nsangong
Mallory Oleshko
Amy Peabody – Substitute
Sarah Ridgeway
Maria Schmidt
Jennifer Sexauer – Substitute
Ashley Sherwood – Coordinator
Rebecca Spreigl
Robbyn Wincentzen

Summer Programming Nurse – Lincoln Center/Secondary Building (June 19 – July 27)

Kayla Rogers

High School Program Coordinator (June 19 – July 27)

Jessica Oftedahl

Summer Learning Academy – Middle School (July 10 – July 27)

Shelly Moland - Coordinator
Thomas Munos
Jenna Ramirez

Packer Preview – Middle School (June 19 – July 20)

Melissa Hinkle
Linda Pederson
Sara Voss

Middle School Summer Learning Intervention (July 10 – 27)

Scott Sundly – Reading Intervention
 Emilee Fremstad – Math Intervention
 Graham Judd – Electives Intervention

Credit Recovery (Grades 10-12) (June 19 – July 27)

Conrad Anderson
 Allison Binder
 Jenna Kvalheim
 Chris Marquis
 Sue Meyer
 Melissa Miller
 Connor Murphy
 Hannah O’Brien
 Luke Olson
 Scott Youdas
 Elizabeth Zender – Substitute

2022-23 ECA

TRACK

Additional Coach	Bjorklund, Randy	\$4,231 (Booster Club)
<i>(Previously approved as \$3,000; additional \$1,231)</i>		

ACADEMICS/OTHER

Anime Club (6-8) 50%	Harrison, Andrew	\$596 (flex position)
Anime Club (6-8) 50%	Sosa, Juan	\$596 (flex position)
Sr. All Night Party Coordinator	Macioch, Joleen	\$600

2023-24 ECA

TEACHER LEADERSHIP

Teacher Licensure Coordinator (50%)	Mettille, Rachel	\$377 (\$754 @ 50%)
Teacher Licensure Coordinator (50%)	Moland, Shelly	\$377 (\$754 @ 50%)

*indicates a non-district employee
 ** indicates a returning non-district employee

B. Resignations/Retirements/Leaves/Reductions/Other

1. Quinn Doheny – Resignation, .8 FTE Humanities Teacher, Middle School, effective May 12, 2023.
2. Linden Kirscht – Resignation, Varsity Singers/Show Choir Director, Secondary Building, effective June 8, 2023.

3. Jeffrey Lagoo – Resignation, Head Coach, Boys’ Hockey, effective April 26, 2023.
4. Jeffrey Lagoo – Resignation, Varsity & Freshman Assistant Coach, Football, effective April 26, 2023.
5. Jeffrey Lagoo – Resignation, Additional Coach, Boys’ Golf, effective April 26, 2023.
6. **Jennifer Larson – Resignation, 1.0 FTE Special Education Teacher, Middle School, effective June 12, 2023.**

**VII.A.2 Staff Appointments, Resignations, Retirements, Terminations
and Leaves (Joel Milteer)**

5-8-23

Classified

A. Appointments/Reassignments

1. Alicia Severin – Kids’ Choice Summer Program Assistant, Lincoln Center, \$18.86 per hour, 5.5 hours per day, up to 8 hours on field trip days, effective June 1, 2023, through August 25, 2023.
2. Kaelyn Sauter – Kids’ Choice Summer Program Assistant, Lincoln Center, \$18.86 per hour, 5.5 hours per day, up to 8 hours on field trip days, effective June 1, 2023, through August 25, 2023.
3. Brandon Willcox – K-12 Instructional Coordinator with Focus on Literacy, District Office, effective May 15, 2023. (revised effective date)

Change of Assignment

Dina Hana – Nutrition Services Assistant, Secondary Building, increase from 20 hours to 26.25 hours per week, effective April 24, 2023

Emily Haus – Special Education Assistant, change from Kaposia Education Center to Middle School, effective May 1, 2023

2023 Summer School

Cultural Liaison – Summer Programs (June 19 – July 27; \$28.44 per hour; up to 4 hours per day)
Daisy Medina Cuenca

Educational Assistant - High School Credit Recovery

(June 19 – July 27; \$18.53 per hour; up to 5 hours per day)

Mary Larson

Stephanie Simones

Educational Assistant – Summer Learning Academy

(June 19 – July 27; \$18.53 per hour; up to 4.25 hours per day)

Elizabeth Craig

Patrick Griffith

Angelica Palma Castano

B. Resignations/Retirements/Leaves/Reductions/Other

1. Susann Bougie – Retirement, Early Learning Assistant, Kaposia Education Center, effective June 8, 2023.
2. Joan Hoye – Leave of absence, Part-Time Cleaner, Secondary Building, effective May 3, 2023, through May 17, 2023.
3. Diane Tiffany – Retirement, IB Curriculum Coordinator, Lincoln Center, effective May 12, 2023.

Elimination of Position – Effective June 30, 2023

Chad Schmidt – Director of Equity & Learning



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: May 8, 2023

Place on Agenda: Committee-of-the-Whole and Regular Business Meeting

Action Requested: Approval

Attachment: School Board Policy 214 - School Board Vacancies and Procedures for Filling of Vacancies

Resolution Declaring a School Board Vacancy

Topic: School Board Vacancy
Presenter(s): Chair John Raasch
<p>Background:</p> <p>With the sad news of the unexpected passing of School Board member Bernie Beermann, the district will begin the process of filling this vacancy per Minnesota Statute 123B.09 and School Board Policy 214- School Board Vacancies and Procedures for Filling of Vacancies. On Monday evening, the School Board will review and discuss this process.</p>
<p>Recommendation:</p> <p>Administration recommends the approval of the Resolution Declaring a School Board Vacancy.</p>
<p>Alternatives:</p> <p>Do not approve the Resolution Declaring a School Board Vacancy and direct administration with next steps.</p>

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

Pursuant to due call and notice thereof, a regular meeting of the School Board of Special School District No. 6 (South St. Paul Public Schools), State of Minnesota, was duly held in said school district on the 8th day of May, 2023, at 6:00 o'clock p.m.

Director _____ introduced the following resolution and moved its adoption:

RESOLUTION DELCARING A SCHOOL BOARD VACANCY

WHEREAS, with the extremely sad news of the unexpected passing of school board member Bernie Beermann on Sunday, April 30, 2023, a vacancy exists in the office of school board member with a term expiring the first Monday in January, 2027; and

WHEREAS, the vacancy occurred more than ninety (90) days prior to the first Tuesday after the first Monday in November in the year the vacancy occurred and prior to the fourth year of the vacant term;

NOW, THEREFORE, BE IT RESOLVED by the School Board of Special School District No.6, South St. Paul Public Schools, State of Minnesota, as follows:

The School Board hereby declares as follows:

1. that a vacancy exists on the School Board pursuant to Minnesota Statute 123B.09, subd. 3.
2. The School Board will open an application process for appointment per School Board Policy 214 – School Board Vacancies and Procedures for Filling of Vacancies
3. The appointment will be effective until completion of a special election to be held on the first Tuesday after the first Monday in November of 2023 where the newly elected member will be sworn into office for the remainder of Director Beermann’s term which expires the first Monday in January, 2027

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

Directors

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
)SS.
COUNTY OF DAKOTA)

I, the undersigned, being the fully qualified and acting secretary-clerk of Special School District No. 6, State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the School Board of said school district, duly called and held on the date therein indicated, so far as such minutes relate to *Declaring a School Board Vacancy*, and that said resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such Secretary-Clerk this 8th day of May, 2023.

Secretary-Clerk
Special School District No. 6
State of Minnesota



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, May 8, 2023

Place on Agenda: COW and Regular Agenda

Action Requested: Approval

Attachment: **Resolution to Place an Individual with Continuing Contract Rights on Unrequested Leave of Absence**

Topic: Resolution to Place an Individual with Continuing Contract Rights on Unrequested Leave of Absence (ULA)

Presenter(s): Joel Milteer, Human Resource Director

Background:

On April 10, 2023, the School Board approved the resolution proposing to place one individual teacher in the Science department on ULA. Individuals proposed to be placed on ULA may request a hearing before the School Board within fourteen days of placement notice. A hearing was not requested.

Attached is a resolution to place a science teacher on ULA.

Recommendation:

Administration recommends approval of the resolution.

Alternatives:

Do not approve the resolution and direct administration with next steps.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION PLACING **JESSE ROCK ON
UNREQUESTED LEAVE OF ABSENCE**

WHEREAS, on April 10, 2023, the School Board of Special School District No. 6 adopted a resolution proposing placement of **Jesse Rock** on unrequested leave of absence, pursuant to Minnesota Statutes Section 122A.40, on the grounds of discontinuance of position and financial limitations; and

WHEREAS, said written notice of the proposed placement on unrequested leave was received by **Jesse Rock** by certified mail (or personal service) on April 18, 2023; and

WHEREAS, said written notice of the proposed placement on unrequested leave contained a statement setting forth the reasons for the proposed placement as well as a statement that he was entitled to a hearing before the school board provided he make a request in writing within fourteen (14) days of receipt of said notice, and that if no hearing was requested within said fourteen day period it constituted acquiescence by him to the school board's proposed action; and

WHEREAS, no written request of any kind was received by the school board or superintendent of schools from **Jesse Rock** for a hearing as of May 2, 2023; and

WHEREAS, said failure to make written request for a hearing within fourteen days after receipt of notice of proposed placement on unrequested leave constitutes acquiescence by **Jesse Rock** to his placement on unrequested leave.

BE IT HEREBY RESOLVED, by the School Board of Special School District No. 6 that **Jesse Rock** be and hereby is placed on unrequested leave of absence as a science teacher of Special School District No. 6 on the grounds of discontinuance of position and financial limitations effective at the end of the 2022-2023 school year on June 30, 2023, pursuant to Minnesota Statutes, Section 122A.40, subdivision 10, without pay or fringe benefits.

BE IT FURTHER RESOLVED that said placement on unrequested leave of absence is not the result of the implementation of an education district agreement.

BE IT FURTHER RESOLVED, that a notice of placement on unrequested leave, together with a copy of this resolution be forwarded to said science teacher personally and that an affidavit of same be placed in his file, together with a copy of the notice and resolution.

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 the same:

Whereupon said resolution was declared duly passed and adopted.



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: May 8, 2023

Place on Agenda: Committee-of-the-Whole Regular Agenda/Business Items

Action Requested: Approval

Attachment: Preliminary Field Trip Request – France

Topic: Field Trips
Presenter(s): Dr. Brian Zambreno, Superintendent of Schools
<p>Background:</p> <p>Per school board Field Trip Policy #610, field trips that involve a trip to another country for instructional or supplementary, must be requested well in advance of the planned activity. A field trip out of the country must be completed and approved at each level: principal, superintendent, and school board. Initial school board approval must be received at least one year in advance of the trip. A final school board approval must be within one month of the trip.</p> <p>This proposed trip to France will immerse our secondary students in the language and culture they have been studying.</p>
<p>Recommendation:</p> <p>Administration recommends the preliminary approval for the field trip to France.</p>
<p>Alternatives:</p> <p>Don't approve the attached field trip request and direct administration with next steps.</p>



OUT-OF-THE-COUNTRY FIELD TRIP APPLICATION

Sponsoring Activity: **Spring break trip to France (2024)**

Sponsoring Staff: **Sara Voss & Sarah Klankey (Michael Kretzschmar)**

Field Trip Date(s): **Approx: March 20th - March 30th, 2024**

Number of class days missed: **2**

Destination: **Paris, Loire Valley, Saint Malo, and Normandy region in France**

Estimated # of Students **15-20**

Estimated # of Chaperones **2 (3 if more than 18 students)**

Mode of Transportation: **Flight and Bus/Train within France** Flight Arrangements (If applicable): **TBD**

Hotel Accommodations (name/address/phone): **We are traveling with a company called EF Tours. They arrange all hotels & trip arrangements.**

Reservations under what name: **Sara Voss / EF Tours**

Field Trip Information

Program Description: **Students will have the opportunity to practice their French while learning about French history and culture!**

Educational Objective: **We will fly into Paris and have 2 days to visit the capital city and the château de Versailles. We will then travel to the Loire Valley to visit several castles - Chambord, Chenonceaux, and Amboise. We will depart the "playground of kings" and head to Saint Malo to tour the city and visit Mont Saint Michel. Students will then venture to the Normandy region to visit the D-Day beaches and the Caen Memorial. Throughout the entire voyage students will use their French language speaking and reading skills as we visit the sites, order our meals, shop, and speak with one another. Please contact me if you have further questions!!**

Arrangements for Non-Participating Students: **N/A (subs may be needed if we depart earlier than the start of Spring Break. We will fundraise to pay for those.**

Method of Payment

Cost to Students **\$3,599 (estimated) Less \$200 for May application - as well as Fundraiser opportunities!**

Cost to District - The teacher chaperone is paid for by EF Tours if 6 students sign up, the expense of an additional chaperone is covered with every 6 additional students that sign up!

Signature of Sponsoring Staff Sara Voss

Signature of Principal/Activities Director COO

Signature of Superintendent _____

Signature of Board Chair _____