



**South St. Paul School Board Meeting**  
 Monday, July 24, 2023 6:00 PM  
 Location: CITY HALL  
 125 THIRD AVENUE NORTH  
 South St Paul, Minnesota 55075

## **Agenda**

<b>I.</b>	<b>ROLL CALL and PLEDGE OF ALLEGIANCE</b>	
<b>II.</b>	<b>APPROVAL OF MEETING AGENDA/MINUTES</b>	
	A. School Board Meeting Agenda, July 24, 2023	
	B. Committee-of-the-Whole and Regular Meeting Minutes, June 26, 2023	3
	C. Special School Board Meeting Minutes, June 22, 2023	8
<b>III.</b>	<b>QUALITY-IN-ACTION and REPORTS</b>	
	A. <b>Quality-in-Action:</b> Community Education Director Jeanne Zehnder and her team will highlight the various community resources and programming opportunities available at Central Square. (J. Zehnder)	
	B. <b>Report:</b> Chair John Raasch will highlight the Public Listening Session submissions. (J. Raasch)	9
	C. <b>Report:</b> School Board members will highlight items from the committee-of-the-whole meeting. (Board)	10
	D. <b>Report:</b> Board Chair John Raasch will provide a highlight of Superintendent Zambreno's performance evaluation for 2022-2023. (J. Raasch)	11
	E. <b>Report:</b> Superintendent Zambreno will provide highlights from around the District. (B. Zambreno)	12
<b>IV.</b>	<b>CONSENT ITEMS</b>	
	A. Financial Claims: Bills Payable	13

- B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves 23

V. **POLICY REVIEW**

VI. **BUSINESS ITEMS**

- A. Approval, for the South St. Paul School Board to approve the 2023-2025 Student Transportation Agreement with Safe-Way Bus Company. (B. Hoffman) 28
- B. Approval, for the South St. Paul School Board to approve the Resolution Calling a Special Election to Fill a School Board Vacancy. (L. Brandecker) 46
- C. Approval, for the South St. Paul School Board to terminate the original superintendent contract dated January 1, 2023 for the 2022-2025 contract period, and approve the revised superintendent contract for the 2022-25 contract period. (J. Raasch) 54
- D. Approval, for the South St. Paul School Board to approve the Acceptance of Gifts Resolution. (B. Hoffman) 55

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. **SUPPLEMENTAL AGENDA**

IX. **ADJOURNMENT**

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

**June 26, 2023**

Chair John Raasch called the June 26, 2023, committee-of-the-whole meeting to order at 5:00 PM with six Board members present: Claflin, T. Felton, W. Felton, Laliberte, Raasch, and Weber. Others present included Superintendent Brian Zambreno and several staff and community members.

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**Fiscal Year 2024**

Finance Director Brady Hoffman provided a brief review of the proposed FY24 budget that was presented at the June 12, 2023 committee-of-the-whole meeting. The budget will go before the Board for approval at the regular business meeting this evening.

**South Suburban Adult Basic Education**

South Suburban Adult Basic Education was established in 1974 as a service of the Community Education Departments of the school districts of South St. Paul (SSD 6) and Inver Grove Heights (ISD 199) and expanded in 1981 to include West St. Paul (ISD 197). The purpose of the Consortium Agreement that is going before the Board for approval this evening is to provide corporative efforts between the TriDistricts for Adult Basic Education services, which include Adult Basic Education, GED preparation, English as a Second Language and other applicable services. The Consortium Agreement that is reviewed and updated every five years.

**Elections**

Following the unexpected passing of Director Beermann, the School Board, at their regular meeting on Monday, May 8, approved a resolution declaring a School Board vacancy. Subsequently, the Board opened a two-week application process where three qualified community members submitted applications. Interviews were conducted with the three applicants at a special meeting on Thursday, June 22 where one candidate, Kim Humann, was selected to move forward for appointment at the Monday, June 26 Board meeting.

Following the approval of the proposed Resolution Filling a School Board Vacancy this evening, state statute indicates the newly appointed member must wait 30 days before being seated. Kim Humann's first official meeting and swearing in will be Monday, August 14, 2023. Kim will remain in office until the conclusion of the special election on Tuesday, November 7, 2023. The newly elected member will be sworn in and seated on Monday, November 13, 2023, and fill the remainder of Director Beermann's term which expires in January of 2027. The second election resolution before the Board this evening is to establish filing dates (August 1-15, 2023) for the special election.

**Handbooks**

The South St. Paul Public Schools overhauled its various handbooks a few years ago in an effort to streamline policies and procedures for students and families. The handbook structure includes a Student Rights and Responsibilities Handbook, a Family Handbook and then Guidebooks for each school building and various district programs.

The Student Rights and Responsibilities Handbook, for families in grades K-12, outlines unified, developmentally appropriate behavioral expectations for students across the district, and gives common vocabulary to restorative practices, and disciplinary responses.

The Family Handbook satisfies all of the legal annual notification requirements of the school district. It includes information that is common across the district (e.g. data privacy, food/nutrition, pesticides, asbestos, etc.) as well as other district information of interest (e.g. school closing, community education, cultural liaisons, etc.).

School Building and Program Guidebooks include specific information about procedures that are unique to the specific programs and/or schools, including but not limited to: contact information, calendars, building hours and daily schedules, evacuation and emergency plans, fees, technology, transportation, etc.

The Student Rights and Responsibilities Handbook must be approved by the Board each year. The other handbooks and guidebooks are brought before the Board annually for informational purposes only.

### **Policy**

School district policy #208 requires policies under review to be placed on two consecutive School Board meeting agendas for review and comment by board members, staff and community members. At the third and subsequent meeting, the policies will go before the School Board for approval. Chair John Raasch asked the Board for final questions or comments before a series of policies goes before them for approval this evening.

Additionally, in the case of an emergency, policies may also be approved in one reading. In addition to the 32 policies on the agenda for their third and final reading and approval, a new policy, Overdose Medication Policy #516.5, is being recommended for emergency approval this evening to suffice recent legislation passed in the spring of 2023.

### **Committee Updates**

Board members provided updates to their various committee assignments. Chair John Raasch provided an update on the 2022-23 evaluation of Superintendent Brian Zambreno. A highlight of the evaluation along with a market adjustment discussion will go before the Board in July.

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The committee-of-the-whole meeting adjourned at 5:49 PM.

Respectfully submitted by:

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



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

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JUNE 26, 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, June 26, 2023. Chair John Raasch called the meeting to order at 6:00 PM with six Board members present for roll call: Claflin, T. Felton, W. Felton, Laliberte, Raasch, and Weber. Superintendent Dr. Brian Zambreno and several staff and community members were also present.

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### **PLEDGE OF ALLEGIANCE**

The pledge of allegiance was recited.

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### **MINUTES**

By Director Claflin

Seconded by Director W. Felton

That the South St. Paul School Board approves the June 26, 2023, School Board meeting agenda as well as minutes from the June 12, 2023, committee-of-the-whole and regular meetings.

Motion carried (6-0)

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### **QUALITY-IN-ACTION AND REPORTS**

*Quality-in-Action* – Human Resource Director Joel Milteer highlighted the Grow Your Own Grant (GYOG) program that helps districts recruit and prepare local community members to enter into the teaching profession. Increasing the diversity of educators in the classroom benefits all students, especially those from historically marginalized populations, who often do not see educators who look like them during their time in school. Current SSPPS staff members, Amber Gay and Charmaine Coleman, spoke about what this GYOG opportunity means for them to be able to go back to school and earn their teaching degree. Director Milteer also spoke about the efforts to connect with current SSPPS students to participate in this opportunity.

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

*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.

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## **CONSENT ITEMS**

By Director Weber

Seconded by Director Claflin

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

Motion carried (6-0)

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## **POLICY**

By Director Laliberte

Seconded by Director Weber

Approval, for the following policies that have been under review for three consecutive meetings: #102 - Equal Education Opportunity Policy, #104 - School District Mission Statement Policy, #307 - School Closing Policy, #404 - Employee Background Check Policy, #413 - Harassment and Violence Policy, #418 - Drug-Free Workplace/Drug-Free School Policy, #419 - Tobacco-Free Environment Policy, #437 - Student Teaching Policy, #474 - Staff Information Technology Acceptable Use Policy, #501 - School Weapons Policy, 502 - Search of Student Lockers, Desks, Personal Possessions, and Student's Person, #503 - Student Attendance Policy, #504 - Student Dress and Appearance Policy, #505 - Distribution of Non-School Sponsored Materials on School Premises by Students, and Employees Policy, #506 - Student Discipline, 512 - School-Sponsored Student Publications and Activities Policy, #513 - Student Promotion, Retention, and Program Design, #514 - Bullying Prohibition Policy, #515 - Protection and Privacy of Pupil Records, #516 - Student Medication Policy, #518 - DNR-DNI Orders Policy, #521 - Student Disability Nondiscrimination Policy, #526 - Hazing Prohibition Policy, #528 - Student Parental, Family and Marital Status Nondiscrimination #530 - Immunization Requirements Policy, #531 - The Pledge of Allegiance Policy, #536 - Student Information Technology Acceptable Use Policy, #550 - Attendance at State Tournaments Policy, #608 - Instructional Services - Special Education Policy, #611 - Home Schooling Policy #613 - Graduation Requirements Policy, and #801.1 - Naming of Facilities Policy

Motion carried (6-0)

By Director Weber

Seconded by Director Claflin

Approval, for the following policy, under the emergency clause, to suffice recent legislation passed in the spring of 2023: Overdose Medication Policy #516.5.

Motion carried (6-0)

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## **BUSINESS ITEMS**

By Director W. Felton

Seconded by Director Weber

Approval, for the South St. Paul School Board to approve the 2023-24 Independent Employee Agreement.

Motion carried (6-0)

By Director Laliberte

Seconded by Director Claflin

Approval, for the South St. Paul School Board to approve the South Suburban Adult Basic Education Consortium Agreement for the period of July 1, 2023 to June 30, 2028.

Motion carried (6-0)

By Director Claflin

Seconded by Director Weber

Approval, for the South St. Paul School Board to approve the FY24 Budget.

*Finance Director Brady Hoffman walked through the FY24 budget proposal.*

Motion carried (6-0)

By Director W. Felton  
Approval, for the South St. Paul School Board to approve the 2023-24 Student Rights and Responsibilities Handbook.  
Motion carried (6-0)

Seconded by Director Laliberte

By Director Claflin  
Approval, for the South St. Paul School Board to approve the Resolution Filling School Board Vacancy by Appointment.  
Motion carried 6 yeas – W. Felton, Claflin, Laliberte, T. Felton, Weber and Raasch  
0 nays

Seconded by Director Weber

By Director Claflin  
Approval, for the South St. Paul School Board to approve the Resolution Establishing Dates for Filing Affidavits of Candidacy.  
Motion carried 6 yeas – Claflin, Laliberte, T. Felton, Weber, W. Felton and Raasch  
0 nays

Seconded by Director Laliberte

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### **INFORMATIONAL ITEMS**

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

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### **ADJOURN**

By Director Weber  
Approval, for the School Board to adjourn the June 26, 2023, meeting at 6:59 PM.  
Motion carried (6-0)

Seconded by Director Claflin

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

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk  
Board of Education



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

JUNE 22, 2023

A special meeting of the School Board for Special School District No. 6, South St. Paul, was held in the District Office Conference Room on Thursday, June 22, 2023. Chair John Raasch called the meeting to order at 5:01 PM with six Board members present: Inspectors Claflin, W. Felton, T. Felton, Laliberte, Weber, and Raasch. Lisa Brandecker, Manager of Administrative Services and Communications and four community members were also present.

### SCHOOL BOARD CANDIDATE INTERVIEWS

Chair Raasch and Lisa Brandecker, Manager of Administrative Services and Communications highlighted the process for filling the Board vacancy. This evening the Board conducted interviews on the following three applicants:

Kim Humann  
Dan Vick  
Kara Beckman

The quality of all three applicants was high. The Board engaged in conversation on the various qualities that each applicant would bring to the School Board. The School Board agreed to bring Kim Humann forth for appointment at their next meeting on Monday, June 26, 2023. Per state statute, the appointed Board member must wait 30 days before being sworn in and officially seated. Kim Humann's first official meeting and swearing in will be Monday, August 14, 2023. She will remain in office until the conclusion of the special election on Tuesday, November 7, 2023. The newly elected member will be sworn in and seated on Monday, November 13, 2023, and fill the remainder of Director Beermann's term which expires in January of 2027.

By Inspector Weber  
That the School Board move to adjourn the June 22, 2023 special meeting at 6:50 PM.  
Motion carried (6-0)

Seconded by Inspector Laliberte

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

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk  
School Board



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** July 24, 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 – 3<sup>rd</sup> 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:** July 24, 2023

**Place on Agenda:** Reports

**Action Requested:** None

**Attachment:** None

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



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** Monday, July 24 2023

**Place on Agenda:** Regular Business Meeting

**Action Requested:** None.

<b>Topic:</b> Superintendent's Performance Evaluation for 2022-23 school year
<b>Presenter(s):</b> John Raasch, School Board Chair
<b>Background:</b> Chair Raasch will provide a highlight of Superintendent Zambreno's performance evaluation for 2022-2023
<b>Recommendation:</b> N/A
<b>Alternatives:</b> N/A



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** July 24, 2023

**Place on Agenda:** Reports

**Action Requested:** None

**Attachment:** None

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



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** July 24, 2023

**Place on Agenda:** Consent Items

**Action Requested:** Approval

**Attachment:** Financials – Bills Payable

<b>Topic:</b> Financials – Bills Payable
<b>Presenter(s):</b> Chair
<b>Background:</b>  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.
<b>Recommendation:</b>  Administration recommends the approval of the attached financial statement
<b>Alternatives:</b>  N/A

CHECK NUMBER	AMOUNT	CHECK DATE	VENDOR
203186	510.70	06/29/2023	ACADEMY OF HOLY ANGELS
203187	63.52	06/29/2023	ACE HARDWARE & PAINT
203188	2,408.07	06/29/2023	AMAZON CAPITAL SERVICES
203189	130.08	06/29/2023	BACHMANS
203190	309.70	06/29/2023	BEREA LUTHERAN
203191	13.20	06/29/2023	BERSCHNEIDER, JON
203192	1,336.65	06/29/2023	BIMBO BAKERIES USA
203193	8,610.92	06/29/2023	BIX PRODUCE COMPANY
203194	2,627.67	06/29/2023	CANON FINANCIAL SERVICES
203195	212.35	06/29/2023	CENTRAL TURF & IRRIGATION SUPPLY
203196	910.10	06/29/2023	CHESTERTON ACADEMY OF THE ST CROIX
203197	2,150.00	06/29/2023	CHROMEBOOKPARTS.COM
203198	81.67	06/29/2023	CINTAS
203199	953.50	06/29/2023	CINTAS
203200	3,594.80	06/29/2023	COMMUNITY OF SAINTS
203201	196.00	06/29/2023	CONQUER NINJA GYMS
203202	823.07	06/29/2023	CONVERGINT TECHNOLOGIES LLC
203203	3,629.00	06/29/2023	CRETIN-DERHAM HALL
203204	1,539.96	06/29/2023	CROWN OF LIFE
203205	58.85	06/29/2023	CULLIGAN-MILBERT COMPANY
203206	748.74	06/29/2023	DECKER EQUIPMENT
203207	195.00	06/29/2023	EXCEL AV GROUP LLC
203208	309.70	06/29/2023	FIRST BAPTIST SCHOOL
203209	46.34	06/29/2023	FIRST SUPPLY LLC - TWIN CITIES
203210	216.65	06/29/2023	GERTEN GREENHOUSES & GARDEN CENTER
203211	583.30	06/29/2023	GROVES ACADEMY
203212	10.60	06/29/2023	GUY BROWN LLC
203213	934.80	06/29/2023	HAND-IN-HAND
203214	4,488.10	06/29/2023	HERTZ FURNITURE
203215	1,740.40	06/29/2023	HILL-MURRAY SCHOOL
203216	243.20	06/29/2023	HOLY SPIRIT CHURCH & SCHOOL
203217	190.30	06/29/2023	HOME DEPOT CREDIT SERVICES
203218	4,263.08	06/29/2023	HORIZON COMMERCIAL POOL SUPPLY
203219	13,266.32	06/29/2023	INTERMEDIATE DISTRICT #917
203220	179.15	06/29/2023	JOHNSTONE SUPPLY
203221	462.62	06/29/2023	LIGHTNING DISPOSAL INC
203222	108.00	06/29/2023	LILY OF THE LIGHT LLC
203223	553.98	06/29/2023	MARK'S PLUMBING PARTS
203224	7,976.51	06/29/2023	MEI TOTAL ELEVATOR SOLUTIONS
203225	255.93	06/29/2023	MINNESOTA GLOVE INC
203226	520.00	06/29/2023	MINNESOTA DEPARTMENT OF HEALTH
203227	220.40	06/29/2023	MN WALDORF SCHOOL
203228	25.12	06/29/2023	NAPA AUTO PARTS
203229	1,470.60	06/29/2023	NATIVITY OF OUR LORD
203230	7,268.51	06/29/2023	NETWORK SERVICES COMPANY
203231	868.30	06/29/2023	NEW LIFE ACADEMY
203232	5,640.18	06/29/2023	NITTI SANITATION
203233	261.72	06/29/2023	OSI BATTERIES
203234	43.37	06/29/2023	OXYGEN SERVICE CO INC
203235	120.78	06/29/2023	PITNEY BOWES INC
203236	14,325.43	06/29/2023	EAST SIDE JERSEY DAIRY
203237	931.00	06/29/2023	PROVIDENCE ACADEMY
203238	3,550.00	06/29/2023	RATZ, KIM
203239	162.50	06/29/2023	SCIENCE MUSEUM OF MINNESOTA
203240	149.89	06/29/2023	SHERWIN WILLIAMS CO
203241	156.72	06/29/2023	SPRINT

CHECK NUMBER	AMOUNT	DATE	CHECK VENDOR
203242	10,109.90	06/29/2023	ST AGNES SCHOOL
203243	1,263.50	06/29/2023	ST ANNE'S ACADEMY
203244	6,484.70	06/29/2023	ST CROIX LUTHERAN ACADEMY
203245	7,355.85	06/29/2023	ST JOSEPH'S SCHOOL
203246	264.10	06/29/2023	ST PAUL ACADEMY
203247	641.25	06/29/2023	ST THOMAS ACADEMY
203248	9,120.67	06/29/2023	STANDARD INSURANCE COMPANY
203249	259.70	06/29/2023	TEACHERS ON CALL
203250	3,297.00	06/29/2023	THE BIRCH AGENCY INC
203251	4,206.44	06/29/2023	TRANE US INC
203252	3,591.00	06/29/2023	TRINITY AT RIVER RIDGE
203253	16,132.02	06/29/2023	TRIO SUPPLY CO
203254	745.39	06/29/2023	TWIN CITY JANITOR SUPPLY INC
203255	248.36	06/29/2023	UNITED REFRIGERATION INC
203256	38,863.80	06/29/2023	UPPER LAKES FOODS
203257	537.70	06/29/2023	VISITATION SCHOOL
203258	120.30	06/29/2023	WHEELCO TRUCK & TRAILER PARTS
203259	431.75	06/30/2023	LOCAL #70
203260	485.15	06/30/2023	MIDWEST RESALE SPECIALIST INC
203261	824.00	06/30/2023	MINNESOTA CHLD SUPPORT PAYMENT CENTER
203262	112.00	06/30/2023	NCPERS GROUP LIFE INS
203263	222.25	06/30/2023	OFFICE AND PROF EMPLOYEES UNION
203264	5.00	06/30/2023	SOUTH ST PAUL OPEN FOUNDATION
203265	60.00	06/30/2023	SOUTH ST PAUL EDUCATION FOUNDATION
203266	8,440.00	07/03/2023	ACTIVE INTERNET TECHNOLOGIES
203267	750.00	07/03/2023	BACKUPIFY
203268	14,883.00	07/03/2023	BRAINPOP LLC
203269	13,349.13	07/03/2023	FRONTLINE TECHNOLOGIES GROUP LLC
203270	64,515.25	07/03/2023	HEALTH PARTNERS
203271	47,197.00	07/03/2023	INFINITE CAMPUS
203272	3,081.00	07/03/2023	MESPA
203273	311,375.79	07/03/2023	MINNESOTA INSURANCE SCHOLASTIC TRUST
203274	1,330.00	07/03/2023	MN ASSOC OF SCHOOL ADMIN
203275	11,224.00	07/03/2023	MN SCHOOL BOARDS ASSOCIATION
203276	17,080.00	07/03/2023	POWERSCHOOL GROUP LLC
203277	7,836.15	07/03/2023	SEESAW LEARNING INC
203278	246,636.00	07/03/2023	SFM
203279	37,671.00	07/03/2023	SKYWARD ACCOUNTING DEPT
203280	10,227.46	07/03/2023	SPED FORMS
203281	1,625.00	07/06/2023	A+ DRIVING SCHOOL
203282	104.40	07/06/2023	AMAZON CAPITAL SERVICES
203283	150.00	07/06/2023	ANDRYSKI, JENNIE
203284	1,790.00	07/06/2023	BADLANDS QUILTING
203285	484.03	07/06/2023	BIRCHBARK BOOKS & NATIVE ARTS
203286	150.00	07/06/2023	BUI-CLIFFORD, MARIA
203287	340.73	07/06/2023	CAPITAL ONE TRADE CREDIT
203288	150.00	07/06/2023	COLEBECK, SUZANNE
203289	150.00	07/06/2023	CRAMER, ELIZABETH
203290	150.00	07/06/2023	CROWLEY, ANGELA
203291	5,840.44	07/06/2023	DAKOTA COUNTY FINANCE
203292	150.00	07/06/2023	FINE, SHANE
203293	150.00	07/06/2023	FITZSIMONS, TINA
203294	150.00	07/06/2023	GROTH, SAMANTHA
203295	390.00	07/06/2023	GUTZMAN, DEB
203296	150.00	07/06/2023	HART, THOMAS
203297	1,853.16	07/06/2023	HASTINGS BUS COMPANY

CHECK NUMBER	AMOUNT	CHECK DATE	VENDOR
203298	150.00	07/06/2023	HAYDEN, ATASHA
203299	150.00	07/06/2023	HOLTON, SANDRA
203300	343.79	07/06/2023	HOLY TRINITY SCHOOL
203301	2,318.96	07/06/2023	INTERMEDIATE DISTRICT #917
203302	5,929.65	07/06/2023	JOHNSON, CHRISTINE
203303	150.00	07/06/2023	KELLER, KATIE
203304	1,974.50	07/06/2023	KENNEDY & GRAVEN
203305	150.00	07/06/2023	KIME, TAYLOR
203306	852.72	07/06/2023	KWIK TRIP EXTENDED NETWORK
203307	297.33	07/06/2023	LAKESHORE LEARNING MATERIALS
203308	150.00	07/06/2023	MARKS, KRISTA
203309	150.00	07/06/2023	MATHEWS, KYLIE
203310	693.00	07/06/2023	MEDICINE LAKE TOURS
203311	150.00	07/06/2023	MILLER, SUSANN
203312	150.00	07/06/2023	MUA, NGIA
203313	150.00	07/06/2023	NELSON, ALISON
203314	150.00	07/06/2023	OMANA RAMIREZ, MARIA
203315	365.44	07/06/2023	PLUNKETT'S PEST CONTROL
203316	1,332.90	07/06/2023	POSTMASTER, SOUTH ST PAUL
203317	150.00	07/06/2023	REEVES, SARAH
203318	150.00	07/06/2023	REGAN, JOSH
203319	150.00	07/06/2023	RICHTER, ALICIA
203320	4,661.25	07/06/2023	RIFTON EQUIPMENT
203321	150.00	07/06/2023	RILEY, REEVE
203322	150.00	07/06/2023	RYAN, CORY
203323	1,672.16	07/06/2023	SAM'S CLUB
203324	300.00	07/06/2023	SCHILLE, AMANDA
203325	150.00	07/06/2023	SKARDA, KATRINA
203326	150.00	07/06/2023	SPIER, GRETCHEN
203327	6,576.78	07/06/2023	SQUIRES WALDSPURGER & MACE PA
203328	38,546.65	07/06/2023	TRANSPORTATION & DELIVERY INC
203329	27,067.29	07/06/2023	WIDE AREA TRANSPORTATION SERVICES INT
203330	31,472.29	07/06/2023	XCEL ENERGY
203331	880.00	07/13/2023	ABC RENTALS
203332	44.10	07/13/2023	AMAZON CAPITAL SERVICES
203333	282.10	07/13/2023	BIG BELL ICE CREAM
203334	8,656.93	07/13/2023	CITY OF SOUTH ST PAUL - UTILITIES
203335	288.00	07/13/2023	CONQUER NINJA GYMS
203336	175.00	07/13/2023	DEWALD, RINA
203337	3,058.00	07/13/2023	EVERLAST CLIMBING
203338	4,502.33	07/13/2023	FOXTROT MARKETING GROUP
203339	6,672.05	07/13/2023	GRAPHIC EDGE DBA GAME ONE
203340	150.00	07/13/2023	HARRIS, CATHLEEN
203341	560.00	07/13/2023	HOFFMANN, LINDA
203342	16,506.75	07/13/2023	IND SCHOOL DISTRICT 197/COMMUNITY ED
203343	71,761.14	07/13/2023	INVER HILLS COMMUNITY COLLEGE
203344	942.09	07/13/2023	JOHNSON, CHRISTINE
203345	392.75	07/13/2023	LINK INTERPRET
203346	2,880.00	07/13/2023	MERIDIAN CONSULTING/DAVID SLOMKOWSKI
203347	58.00	07/13/2023	MRI SOFTWARE LLC
203348	4,363.58	07/13/2023	MUSKEGON HEIGHTS SOLAR LLC
203349	4,490.00	07/13/2023	NDC4 CABLE COMMISSION
203350	2,331.00	07/13/2023	NORTHLINE TRANSPORTATION
203351	375.00	07/13/2023	OVERELL, STEPHANIE
203352	116.97	07/13/2023	QUILL CORPORATION
203353	25,962.68	07/13/2023	SAFEWAY WISCONSIN INC

CHECK NUMBER	AMOUNT	CHECK DATE	VENDOR
203354	17.73	07/13/2023	SHRED RIGHT
203355	11,067.85	07/13/2023	TRANSPORTATION & DELIVERY INC
203356	5,127.96	07/13/2023	TUMBL TRACK
203357	298.54	07/13/2023	ULINE
203358	579.95	07/13/2023	WILLIAM V MACGILL & COMPANY
203359	4,607.70	07/13/2023	XCEL ENERGY
203360	576.00	07/13/2023	ADWEAR SPECIALTIES INC
203361	19,500.00	07/13/2023	ARTHUR J. GALLAGHER RISK MGMT
203362	86,649.53	07/13/2023	BREMER BANK, NA
203363	1,454.99	07/13/2023	CATALYST SOURCING SOLUTIONS
203364	7,216.21	07/13/2023	CESO TECHNOLOGY LLC
203365	52.95	07/13/2023	CULLIGAN-MILBERT COMPANY
203366	400.36	07/13/2023	EDUCATORS BENEFIT CONSULTANTS LLC
203367	950.00	07/13/2023	EHLERS & ASSOCIATES
203368	900.00	07/13/2023	GENCK, JONATHON
203369	1,600.00	07/13/2023	IND SCHOOL DISTRICT #11
203370	46.99	07/13/2023	INTEREUM INC
203371	36,015.23	07/13/2023	INTERMEDIATE DISTRICT #917
203372	175.00	07/13/2023	LAND TITLE INC
203373	865.00	07/13/2023	MASSP
203374	1,505.00	07/13/2023	PITNEY BOWES INC
203375	8,333.34	07/13/2023	SOUTH ST PAUL EDUCATION FOUNDATION
203376	431.75	07/17/2023	LOCAL #70
203377	153.31	07/17/2023	MIDWEST RESALE SPECIALIST INC
203378	824.00	07/17/2023	MINNESOTA CHILD SUPPORT PAYMENT CENTER
203379	222.25	07/17/2023	OFFICE AND PROF EMPLOYEES UNION
203380	5.00	07/17/2023	SOUTH ST PAUL OPEN FOUNDATION
203381	60.00	07/17/2023	SOUTH ST PAUL EDUCATION FOUNDATION
203382	131.88	07/20/2023	ACE HARDWARE & PAINT
203383	750.00	07/20/2023	ALLINA HEALTH
203384	356.39	07/20/2023	ARAMARK UNIFORM SERVICES
203385	974.52	07/20/2023	BEVSO
203386	890.74	07/20/2023	BIMBO BAKERIES USA
203387	2,722.46	07/20/2023	BIX PRODUCE COMPANY
203388	499.50	07/20/2023	CHROMEBOOKPARTS.COM
203389	654.33	07/20/2023	CINTAS
203390	542.44	07/20/2023	CROWN OF LIFE
203391	91.22	07/20/2023	CULLIGAN-MILBERT COMPANY
203392	120.00	07/20/2023	DIETRICH, MEGAN
203393	3,851.79	07/20/2023	EAST SIDE JERSEY DAIRY
203394	5,084.00	07/20/2023	EGAN
203395	13.00	07/20/2023	ERICKSON, JESSICA
203396	25.90	07/20/2023	EVENSON, MARA
203397	2,600.00	07/20/2023	FIELD ENVIROMENTAL CONSULTING
203398	8.80	07/20/2023	GAMIAO, MARIA
203399	160.95	07/20/2023	GERTEN GREENHOUSES & GARDEN CENTER
203400	53.90	07/20/2023	GRAINGER, INC
203401	8,900.00	07/20/2023	HILDI INCORPORATED
203402	5,664.41	07/20/2023	INTERMEDIATE DISTRICT #917
203403	1,295.83	07/20/2023	JOHNSON, CHRISTINE
203404	2.69	07/20/2023	JOHNSTONE SUPPLY
203405	13.70	07/20/2023	JOSTENS
203406	1,400.00	07/20/2023	KOY, ZENITH
203407	14,404.61	07/20/2023	LOFFLER COMPANIES
203408	869.00	07/20/2023	LORENZ RECOGNITION
203409	579.90	07/20/2023	MARK'S PLUMBING PARTS

CHECK NUMBER	AMOUNT	CHECK DATE	VENDOR
203410	64.62	07/20/2023	MCMASTER-CARR SUPPLY COMPANY
203411	100.00	07/20/2023	MN DEPT OF LABOR & INDUSTRY
203412	100.00	07/20/2023	MN DEPT OF LABOR & INDUSTRY
203413	499.00	07/20/2023	MOBILE ENTERTAINMENT
203414	8.62	07/20/2023	NAPA AUTO PARTS
203415	12,410.57	07/20/2023	NASSEFF MECHANICAL CONTRACTORS
203416	2,145.70	07/20/2023	NETWORK SERVICES COMPANY
203417	7,599.00	07/20/2023	NORTHEAST METRO #916
203418	140.70	07/20/2023	OFFICE OF MN IT SERVICES
203419	525.98	07/20/2023	OSPREY WILDS ENVIROMENTAL LEARNING CTR
203420	42.93	07/20/2023	OXYGEN SERVICE CO INC
203421	1,453.54	07/20/2023	PETERSON BROS. ROOFING & CONSTRUCTION
203422	108.00	07/20/2023	POVOLNY, KATHLEEN
203423	240.00	07/20/2023	RENT N SAVE
203424	17.70	07/20/2023	SCHINDELDECKER, CARRIE
203425	33.55	07/20/2023	SCHROEDER, SETH
203426	2,390.00	07/20/2023	SHERMCO INDUSTRIES
203427	259.48	07/20/2023	SHERWIN WILLIAMS CO
203428	9,734.00	07/20/2023	SHI INTERNATIONAL CORP
203429	3,504.80	07/20/2023	SPIETH AMERICA
203430	144.00	07/20/2023	ST PAUL INDOOR TENNIS CLUB
203431	1,947.67	07/20/2023	T-MOBILE
203432	510.95	07/20/2023	UNITED REFRIGERATION INC
203433	11,152.14	07/20/2023	UPPER LAKES FOODS
203434	16.98	07/20/2023	ACE HARDWARE & PAINT
203435	1,142.51	07/20/2023	ALLSTREAM
203436	18,500.00	07/20/2023	ALLSTREAM
203437	4,390.12	07/20/2023	ARVIG
203438	8,312.00	07/20/2023	ASSOC OF METROPOLITAN SCHOOL DISTRICTS
203439	288.00	07/20/2023	AT YOUR PACE ONLINE
203440	600.00	07/20/2023	BARNHART, NORMAN
203441	53.33	07/20/2023	CINTAS
203442	65.00	07/20/2023	CITICARGO & STORAGE
203443	55.00	07/20/2023	CROWN TROPHY
203444	44.95	07/20/2023	CULLIGAN-MILBERT COMPANY
203445	283.98	07/20/2023	FIRST SUPPLY LLC - TWIN CITIES
203446	597.89	07/20/2023	GOLDCOM, INC
203447	8,000.00	07/20/2023	I LOVE U GUYS FOUNDATION
203448	10.31	07/20/2023	KUEHN, KIMBERLY
203449	340.00	07/20/2023	LITERACY MINNESOTA
203450	964.00	07/20/2023	MASSP
203451	1,504.79	07/20/2023	MEI TOTAL ELEVATOR SOLUTIONS
203452	1,330.00	07/20/2023	MN ASSOC OF SCHOOL ADMIN
203453	8,897.72	07/20/2023	NETWORK SERVICES COMPANY
203454	5,873.24	07/20/2023	NITTI SANITATION
203455	17.00	07/20/2023	PIEKARSKI, DIAN
203456	144.65	07/20/2023	SHERWIN WILLIAMS CO
203457	84,200.00	07/20/2023	SHI INTERNATIONAL CORP
203458	240.00	07/20/2023	STEVE RUMMLER HOPE NETWORK
202200460	6,947.58	06/26/2023	BMO HARRIS BANK - CREDIT CARD
202200461	2,843.65	06/26/2023	AMAZON.COM
202200462	300.80	06/26/2023	RIVERSIDE INSIGHTS
202200463	374.99	06/26/2023	RED BALLOON BOOKSHOP
202200464	90.00	06/26/2023	THE WORKS
202200465	15.00	06/26/2023	KNOWLAN'S
202200466	835.71	06/26/2023	WALMART P-CARD

CHECK NUMBER	AMOUNT	DATE	VENDOR
202200467	199.64	06/26/2023	CUB FOODS
202200468	811.80	06/26/2023	TRIPLE SHIFT ENTERTAINMENT
202200469	203.54	06/26/2023	SCHOLASTIC
202200470	9.00	06/26/2023	BMO HARRIS BANK - CREDIT CARD
202200471	676.73	06/26/2023	SAM'S CLUB
202200472	885.41	06/26/2023	THE COOP
202200473	230.27	06/26/2023	PANERA BREAD
202200474	-236.58	06/30/2023	PERA
202200475	-265.22	06/30/2023	PERA
202200476	53,988.57	06/26/2023	HEALTH PARTNERS
202200477	968.09	06/30/2023	MINNESOTA PAYROLL TAXES
202200478	5,377.34	06/30/2023	FEDERAL PAYROLL TAXES
202200479	1,967.15	06/30/2023	TSA/ACH DEDUCTION
202200480	3,169.83	06/30/2023	TEACHER RETIREMENT ASSOCIATION
202200481	56,220.08	06/30/2023	MINNESOTA PAYROLL TAXES
202200482	337,516.87	06/30/2023	FEDERAL PAYROLL TAXES
202200483	836.73	06/30/2023	MN DEPT OF REVENUE
202200484	35,713.42	06/30/2023	PERA
202200485	48,581.80	06/30/2023	TSA/ACH DEDUCTION
202200486	190,843.03	06/30/2023	TEACHER RETIREMENT ASSOCIATION
202200487	38.26	06/30/2023	FEDERAL PAYROLL TAXES
202200488	0.00	06/30/2023	MINNESOTA PAYROLL TAXES
202200489	0.00	06/30/2023	FEDERAL PAYROLL TAXES
202200490	13,201.67	06/30/2023	MEDSURETY
202300005	28,834.29	07/13/2023	MINNESOTA PAYROLL TAXES
202300006	173,178.06	07/13/2023	FEDERAL PAYROLL TAXES
202300007	483.04	07/13/2023	MN DEPT OF REVENUE
202300008	15,382.53	07/13/2023	PERA
202300009	36,426.12	07/13/2023	TSA/ACH DEDUCTION
202300010	107,591.47	07/13/2023	TEACHER RETIREMENT ASSOCIATION
202300011	10,770.97	07/14/2023	MINNESOTA PAYROLL TAXES
202300012	63,986.46	07/14/2023	FEDERAL PAYROLL TAXES
202300013	383.99	07/14/2023	MN DEPT OF REVENUE
202300014	20,462.14	07/14/2023	PERA
202300015	10,825.41	07/14/2023	TSA/ACH DEDUCTION
202300016	17,673.99	07/14/2023	TEACHER RETIREMENT ASSOCIATION
202300017	0.00	07/14/2023	MINNESOTA PAYROLL TAXES
202300018	0.00	07/14/2023	FEDERAL PAYROLL TAXES
202300021	304.30	07/14/2023	PERA
202300002	46,624.00	07/03/2023	MSRS
202300003	218,410.54	07/05/2023	HEALTH PARTNERS
202300004	1,800.00	07/06/2023	MSRS
202300023	1,239.00	07/12/2023	MEDSURETY
202300024	52,296.26	07/14/2023	HEALTH PARTNERS
202300025	129,796.98	07/17/2023	HEALTH PARTNERS
202300026	198.00	07/17/2023	HEALTH PARTNERS
222300454	90.00	06/28/2023	ANDERSON, CHAD
222300455	90.00	06/28/2023	BAUER, MEREDITH
222300456	44.26	06/28/2023	BEELE, TINA
222300457	90.00	06/28/2023	BERCHTOLD, JAMIE
222300458	90.00	06/28/2023	BOCK, SHAUNA
222300459	90.00	06/28/2023	BOURG, LEAH
222300460	90.00	06/28/2023	BRANDECKER, LISA
222300461	90.00	06/28/2023	BRETOI, TERENCE
222300462	90.00	06/28/2023	CHILDS, DANETTE
222300463	24.98	06/28/2023	DAHL, LAURA

CHECK NUMBER	AMOUNT	CHECK DATE	VENDOR
222300464	133.62	06/28/2023	DEVINE, JOHN
222300465	90.00	06/28/2023	EDLEFSEN, DEANNE
222300466	90.00	06/28/2023	FENTON, MARK
222300467	90.00	06/28/2023	GAMEZ, LESLY
222300468	178.49	06/28/2023	GUSTILO, CHRISTOPHER
222300469	90.00	06/28/2023	HANSEN, JODY
222300470	52.00	06/28/2023	HART, JILLIAN
222300471	62.67	06/28/2023	HERSCOVICI, ABIGAIL
222300472	90.00	06/28/2023	HOFFMAN, BRADY
222300473	361.72	06/28/2023	HOLSEN, ERIC
222300474	45.00	06/28/2023	JACOBS-BUSE, LINDA
222300475	52.97	06/28/2023	JANSON, KIRKJA
222300476	66.93	06/28/2023	KAUFMAN, LISA
222300477	106.24	06/28/2023	KOHANEK, JESSICA
222300478	142.02	06/28/2023	KRUEGER, BRADY
222300479	346.07	06/28/2023	LENARZ, TAMMY
222300480	45.00	06/28/2023	LENTSCH, PETER
222300481	45.00	06/28/2023	LOUGH, LAWRENCE
222300482	90.00	06/28/2023	MILTEER, JOEL
222300483	445.44	06/28/2023	MOEN, PAUL
222300484	9.05	06/28/2023	MOLUMBY, MARY
222300485	41.41	06/28/2023	NYGAARD, COURTNEY
222300486	90.00	06/28/2023	OCHOCKI, CHARLES
222300487	5.24	06/28/2023	OSEGARD, HEATHER
222300488	45.00	06/28/2023	OSTER, PATRICK
222300489	45.00	06/28/2023	PENMAN, MICHELLE
222300490	90.00	06/28/2023	PETERSON, LORI
222300491	90.00	06/28/2023	SCHMIDT, CHAD
222300492	90.00	06/28/2023	SCHWAB, ROBIN
222300493	42.84	06/28/2023	SIKOROWSKI, CHRIS
222300494	90.00	06/28/2023	STANKE, JULIAN
222300495	90.00	06/28/2023	TAYLOR MINER, MELANEE
222300496	15.72	06/28/2023	TRETTEL, AMY
222300497	45.00	06/28/2023	VANDERBILT, TONY
222300498	90.00	06/28/2023	WELLS, TRAVIS
222300499	51.09	06/28/2023	WELSH, LYNNE
222300500	14.00	06/28/2023	WOOD, BROOKE
222300501	90.00	06/28/2023	ZAMBRENO, BRIAN
222300502	90.00	06/28/2023	ZEHNDER, JEAN
222300503	136.11	06/28/2023	HABER, CHARLOTTE
222300504	28.82	06/29/2023	OSEGARD, HEATHER
232400001	33.60	07/12/2023	BRANDECKER, LISA
232400002	127.55	07/12/2023	EDLEFSEN, DEANNE
232400003	118.36	07/12/2023	EMERY, HEATHER
232400004	614.71	07/12/2023	FREMSTAD, EMILEE
232400005	368.90	07/12/2023	HOLSEN, ERIC
232400006	77.62	07/12/2023	SCHULTZ, MEGHAN
232400007	60.12	07/12/2023	WINCENTSEN, ROBBYN
232400008	41.92	07/12/2023	WOHLERS, DARI
232400009	75.00	07/12/2023	WOOD, BROOKE
232400010	3,312.00	07/12/2023	AHSENMACHER WINTER, AMY

3,451,652.80 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	1,633,494.16	0.00	1,328,461.57	2,961,955.73
02	FOOD SERVICE	10,743.30	112.15	102,927.27	113,782.72
04	COMMUNITY EDUCATION	55,018.85	0.00	30,846.44	85,865.29
05	CAPITAL	1,580.52	0.00	253,858.04	255,438.56
07	DEBT RETIREMENT	0.00	0.00	950.00	950.00
08	TRUST FUND	0.00	0.00	13,201.67	13,201.67
50	ACTIVITY ACCOUNT	20,458.83	0.00	0.00	20,458.83
***	Fund Summary Totals ***	1,721,295.66	112.15	1,730,244.99	3,451,652.80

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





## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** July 24, 2023

**Place on Agenda:** Consent Items

**Action Requested:** Approval

**Attachment:** Staffing

<b>Topic:</b> Staffing
<b>Presenter(s):</b> Chair
<b>Background:</b>  The staffing report includes the Appointments, Resignations, Transfers, Retirements, Abolishments and Leaves being recommended to the School Board for approval.
<b>Recommendation:</b>  Administration recommends approval of the proposed staffing and supplemental staffing as presented.
<b>Alternatives:</b>  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)**

**7-24-23**

**Certified**

**A. Appointments/Reassignments**

1. Andrew Barter – Assistant Principal (12-Month), Middle School, effective July 1, 2023.
2. Kimberly Demarre – 1.0 FTE Grade 1 Elementary Teacher, Kaposia Education Center, BA00, Step 8, effective August 21, 2023.
3. Emilee Fremstad – 1.0 FTE Math Teacher, Middle School, BA00, Step 3, effective August 22, 2023. (rehire)
4. Noel Giesbrecht – 1.0 FTE Special Education Teacher, High School, BA00, Step 2, effective August 22, 2023. (rehire)
5. Matthew Munding – 1.0 FTE Music Teacher, Kaposia Education Center, BA00, Step 5, effective August 21, 2023.
6. Erika Nordstrom – 1.0 FTE Grade 4 Elementary Teacher, Lincoln Center, MA00, Step 2, effective August 21, 2023.
7. Thomas Parks – 1.0 FTE Equity and Instructional Coach, Middle School, MA00, Step 14, effective August 21, 2023.
8. Mara Seurer – 1.0 FTE Special Education Teacher, Lincoln Center, BA00, Step 3, effective August 22, 2023. (rehire)
9. Olivia Smith – 1.0 FTE Special Education Teacher, High School, MA00, Step 4, effective August 21, 2023.
10. Shannon Smith – 1.0 FTE School Counselor, Middle School, MA60, Step 20, effective August 28, 2023.
11. Mindy Tengwall – 1.0 FTE Intervention Teacher, Lincoln Center, MA00, Step 20, effective August 21, 2023.

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

Jana Beck – ECFE Teacher, Family Education Center, increase from .65 FTE to .66 FTE

Patricia Cooper – ECFE Parent Educator, Family Education Center, increase from .71 FTE to .72 FTE

Manuel Spreigl – 1.0 FTE Social Studies Teacher, change from Middle School to High School

**2023-24 ECA**

**DANCE TEAM – FALL** (Community Education)

Head Coach	Childs, Danette	\$2,000
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**FOOTBALL**

Varsity Asst Coach	Kluender, Gus**	\$4,231
Varsity Asst Coach	Edwards, Darren	\$4,231
Varsity Asst Coach	Duffy, Ryan**	\$4,231
Additional Coach	Woods, Paxton*	\$4,231 (Booster Club)
Additional Coach	Douglas, Isaac**	\$4,231 (Booster Club)

SOCCER – GIRLS

Freshman Coach	Podgorski, Alyssa*	\$2,821
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VOLLEYBALL

Varsity & Sophomore Coach	Meyer, Marisa*	\$3,668
Additional Coach	Higley, Nicholle**	\$3,500 (Booster Club)

STUDENT COUNCIL

Advisor – MS (20%)	Fremstad, Emilee	\$534.80 (\$2,674 @ 20%)
Advisor – MS (20%)	Harrison, Andrew	\$534.80 (\$2,674 @ 20%)
Advisor – MS (20%)	Timmerman, Molly	\$534.80 (\$2,674 @ 20%)
Advisor – MS (20%)	Ward, Brooke	\$534.80 (\$2,674 @ 20%)
Advisor – MS (20%)	Westphal, Mark	\$534.80 (\$2,674 @ 20%)

ACADEMICS/OTHER

WEB Advisor	Fremstad, Emily	\$1,760
WEB Advisor	Timmerman, Molly	\$1,760
WEB Advisor	Ward, Brooke	\$1,760

\* indicates non-district employee

\*\* indicates returning non-district employee

B. Resignations/Retirements/Leaves/Reductions/Other

1. Andrew Barter – Resignation, 1.0 FTE Student Support Specialist, Middle School, effective June 30, 2023.
2. James Bierma – Resignation, 1.0 FTE School Counselor, Middle School, effective July 13, 2023.
3. Jo Lynn Bucki – Resignation, .73 FTE ABE Teacher, South Suburban Adult Basic Education, effective July 13, 2023.
4. John Devine – Resignation, 1.0 FTE Band Teacher, High School, Middle School, Kaposia Education Center, effective June 29, 2023.
5. D. Marie Hydukovich – Resignation, 1.0 FTE Media Specialist, District-wide, effective June 30, 2023.
6. Shawnee Krueger – Resignation, 1.0 FTE Licensed School Nurse, Lincoln Center, effective August 4, 2023.
7. Christian Rund – Resignation, 1.0 FTE Humanities Teacher, High School, effective June 30, 2023.
8. Christian Rund – Resignation, Freshman Coach, Baseball, effective June 30, 2023.
9. Emily Russell – Resignation, 1.0 FTE Early Childhood Special Education Teacher, Lincoln Center, effective July 31, 2023.

**Classified**

A. Appointments/Reassignments

1. Candace Burckhardt – Director of Student Services, District Office, effective July 24, 2023.
2. Sherry Campbell – Student Supervisor, Lincoln Center, \$16.94 per hour, 17.5 hours per week, effective September 5, 2023.
3. Emma Davis – Special Education Assistant, High School, \$20.16 per hour, 32.5 hours per week, effective August 28, 2023.
4. Louis Gagnon – Special Education Assistant, Lincoln Center, \$20.16 per hour, 32.5 hours per week, effective August 28, 2023.
5. Jill Joyce – Benefits Specialist (Temporary), District Office, \$33.00 per hour, 24 hours per week, effective July 24, 2023. (end date to be determined)
6. Nicolle Koehnen – Early Learning Screener, Family Education Center, \$28.00 per hour, up to 5 hours per week, up to 250 hours per fiscal year, effective July 10, 2023.
7. Reginald Nabors – Custodian (Step 1), Lincoln Center, \$22.67 per hour, 40 hours per week, effective July 3, 2023.
8. Stephanie Oliva – Special Education Assistant, Middle School, \$20.16 per hour, 32.5 hours per week, effective September 5, 2023.
9. Jennifer Peine – Custodian (Step 1), Kaposia Education Center, \$22.67 per hour, 40 hours per week, effective July 3, 2023.
10. Christopher Rivers – Special Education Assistant, High School, \$20.16 per hour, 32.5 hours per week, effective August 28, 2023.
11. Khong Xiong – Cultural Liaison, Middle School and Lincoln Center, \$29.29 per hour, 35 hours per week, effective August 21, 2023.
12. Kirsten Young – Student Supervisor, Kaposia Education Center, \$16.94 per hour, 17.5 hours per day, effective September 5, 2023.

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

Samantha Blackbird – Special Education Assistant, change from Kaposia Education Center to Lincoln Center

Megan Bowen – Preschool Teacher, Lincoln Center, increase from 18.75 hours to 37.5 hours per week

Laurine Cheney – Early Learning Assistant, Lincoln Center, decrease from 27 hours to 21 hours per week

Denise Geldernick – Early Learning Assistant, Family Education Center, increase from 15 hours to 20.25 hours per week

Nicolle Koehnen – Preschool Teacher, Lincoln Center, decrease from 30 hours to 22.5 hours per week

Soviett Loyd – Preschool Teacher, Kaposia Education Center, decrease from 37.5 hours to 18.75 hours per week

Tracy Ritter – Preschool Teacher, Kaposia Education Center, decrease from 22.5 hours to 11.25 hours per week

Ashley Young – Early Learning Assistant, Lincoln Center, increase from 28.75 hours to 35 hours per week

Title Change – Effective July 1, 2023

Lesly Gamez – Change from Assistant Director of Equity & Learning to Assistant Director of Educational Services

### **2023 Summer School**

Special Education Assistant – Extended School Year (ESY) (July 10 -27; \$20.16 per hour)  
Emma Davis

#### **B. Resignations/Retirements/Leaves/Reductions/Other**

1. Barbara Lamfers – Resignation, Benefits Specialist, District Office, effective August 3, 2023.
2. Reginald Nabors – Resignation, Part-Time Cleaner, Lincoln Center, effective June 30, 2023.
3. Danielle Nicholson – Resignation, Student Supervisor, Kaposia Education Center, effective June 26, 2023.
4. Gabrielle Nielsen – Resignation, Office Assistant-Elementary (Class III), Kaposia Education Center, effective June 15, 2023.
5. Lawrence Nitti – Leave of absence, Part-Time Cleaner, Central Square Community Center, effective June 8, 2023, through approximately October 30, 2023.
6. Marissa Ochs – Resignation, Student Support Assistant, Lincoln Center, effective July 20, 2023.
7. Jennifer Peine – Resignation, Part-Time Cleaner, Kaposia Education Center, effective June 30, 2023.
8. Jennifer Peine – Resignation, Student Supervisor, Kaposia Education Center, effective June 30, 2023.



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** Monday, July 24, 2023

**Place on Agenda:** Committee of the Whole and Regular Meeting

**Action Requested:** Approval

**Attachment:** Student Transportation Agreement – Safe-Way Bus Co.

<b>Topic:</b> Approval of 2023-2025 Student Transportation Agreement
<b>Presenter(s):</b> Brady Hoffman, Finance Director
<b>Background:</b> <p>The current contract with Safe-Way, Inc runs through July 31, 2023. The district has negotiated a new two-year agreement for the 2023-2024 and 2024-2025 school years.</p> <p>Below are the key changes in language and contract terms:</p> <ul style="list-style-type: none"><li>• Modified language to clarify compensation and billing:<ul style="list-style-type: none"><li>○ Adjusted payment terms to align with current practices</li><li>○ Compensation when the District does not require compensation (i.e. extreme weather day, E-Learning days, etc)</li></ul></li><li>• Changes to the bus fleet requirements language</li><li>• Daily Route Rate – 9.5% increase for FY2023-24</li><li>• Daily Route Rate – 3.5% increase for FY2024-25</li></ul> <p>We have had a long history with Safe-Way and they have been a great partner for us in serving our students, families, and community. Based on review of market comparison data, the proposed increases are reasonable and remain verify competitive.</p>
<b>Recommendation:</b> Approval of the 2023-2025 Student Transportation Agreement with Safe-Way Bus Co
<b>Alternatives:</b> Do not approve and direct administration with next steps.

## STUDENT TRANSPORTATION AGREEMENT

THIS AGREEMENT is made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between Special School District 6 (South Saint Paul), South Saint Paul, Dakota County, Minnesota, with its District Office at 104 5th Avenue South, South Saint Paul, Minnesota 55075, hereinafter called "District" and Safe-Way Bus Co with its local office at 6030 Carmen Avenue, Inver Grove Heights, Minnesota 55075, hereinafter called "Contractor." The District and Contractor are collectively referred to as the "Parties" and individually referred to as a "Party".

### WITNESSETH

WHEREAS, District desires student transportation services to transport certain students served by District,

WHEREAS, Contractor operates a student transportation service within and about the geographical boundaries of District, and

NOW THEREFORE, in consideration of the mutual covenants and conditions agreed to and contained herein, District and Contractor agree as follows:

### 1. SCOPE OF SERVICES REQUIRED

Contractor shall, during the term of this AGREEMENT, provide student transportation services to certain students identified by District and attending a public school, a non-public or charter school located within or outside the geographical boundary of the District, and provide such number of school buses and personnel as are required to fulfill District's needs for student transportation services as described in this AGREEMENT.

- a. Regular "To and From" Route Services:
  - i. Seven (7) routes and twenty-one (21) runs (generally 3 runs per route) morning and afternoon on a 3-tier schedule.
- b. Special education (SPED) route and shuttle transportation, in-district
  - i. Provide service for students who have special transportation included in their Individualized Education Plans.
  - ii. Morning and Afternoon routes including three (3) with lifts, using Class A/B buses.
  - iii. Midday routes - including two (2) with lifts, using Class A/B buses.
- c. Special education route and shuttle transportation, out-of-district sites
  - i. Provide services for students who have special bus services included in their Individualized Education Plans.
  - ii. Morning and Afternoon routes - to Intermediate School District 917 program sites in Apple Valley, Rosemount and Eagan; and other program sites as determined from time to time.
  - iii. Midday routes and targeted service routes

- d. Special transportation services, routes and shuttle, including McKinney-Vento services
  - i. Students served in this service category are students displaced or experiencing homelessness (HHM) and covered by the provisions of the federal McKinney-Vento Act.
- e. Early Childhood services
  - i. the District provides a half day early childhood program that requires midday bus service
- f. Extra-curricular, Field trip and athletic trips
- g. Community education based services and programming as needed

## 2. DISTRICT POLICIES AND GUIDELINES

In the design and operation of its student transportation services, the District expects the Contractor to provide the requested services and satisfy the following student bus service guidelines, consistent with Minnesota Statutes 123B.88, other applicable state laws and regulations, and District policy and practices:

- a. Operate regular and special needs "to & from" routes, where the District uses the following definitions:
  - i. A run is defined as one trip delivering students to or from one or more school(s) during a single time period morning and afternoon.
  - ii. A daily route is defined as a bus used for one or more runs for up to a certain number of "live" [i.e. with students] hours per day, split however the District defines routes from time-to-time. Run or route time to be defined from first pickup to last drop-off for any run session.
- b. Operate regular routes to transport public and nonpublic students between home and their school as follows and as defined by the District at the present time:
  - i. Elementary [grades K-5] and kindergarten students 1.0 miles,
  - ii. Secondary [grades 6-12] students 1.5 miles,
  - iii. Less than the designated eligibility distances above where hazardous conditions exist or as modified by the District from time-to-time.
  - iv. Walking distances to bus stops will not exceed 0.5 mile anywhere in the District; and
  - v. Bus routes and runs will not enter public cul-de-sacs or dead-end public roads and streets having less than a 100 foot turning radius without the prior District approval.
  - vi. The District reserves its right to modify the eligibility policy as enrollments, natural conditions and circumstances dictate.
- c. General Specifications
  - i. Buses will arrive during an "AM window" of 15 minutes prior to the start of the school and/or designated school program;
  - ii. Buses will be in the designated loading area prior to the dismissal time for the school and depart within 10 minutes after the dismissal bell;

- iii. Bus loads will not exceed manufacturer's capacity per bus and van;
  - iv. Reasonable bus loads for secondary and elementary students considering ride lengths and the age of students transported; and
  - v. Student safety will be foremost in all services.
  - vi. Comply with the District policies for student transportation, bus safety and video equipment
  - vii. District may utilize the state law for the voluntary surrender by parents and guardians of the bus privileges, as it deems appropriate from time to time.
- d. Routing and Communications
- i. All routing shall be the primary responsibility of the District. The District expects that Contractor will cooperate with the District in making routing decisions and determining all pick-up and drop-offs. The District uses Versatrans routing software.
  - ii. The District will be responsible for notifying each passenger of his/her pick-up time at the beginning of school and in the event of a major change in a bus route.
  - iii. Contractor will be required to respond to all public inquiries and handle all daily transportation concerns.
  - iv. Contractor shall provide the District with monthly head counts per bus route to the District.
- e. Student Services and Discipline:
- i. The District is ultimately responsible and has authority to determine student eligibility for transportation, consistent with applicable state laws, and to suspend or expel any student from transportation services. Drivers are responsible only for such discipline as is required to safely and properly operate buses. Each driver shall handle all disciplinary matters in strict accordance with District policy. In no case will a driver eject a student from a bus for misbehavior except in the event of an extreme emergency endangering the safety of the student, other students, the driver or the bus assistant, and then only after radio notice to Contractor
  - ii. Additional procedures and regulations for the administration of discipline, not addressed in the District discipline policies, shall be established cooperatively between District and Contractor, and included with the service plan identified in this AGREEMENT.
  - iii. All discipline problems shall be reported in writing following completion of the route, and the District should receive the report no later than the end of the next school day.
  - iv. Contractor shall provide the District with a report of bus discipline incidents, including date, time of day, bus route, and disposition as the occurrence happens.

### **3. TERM**

The term of this AGREEMENT shall commence August 1, 2023 and shall continue through July

31, 2025. For purposes of this AGREEMENT, the term "Contract Year" shall mean each one-year period commencing August 1 and ending July 31 during the term of this AGREEMENT.

a. District Changes

The District will reserve the right to increase or decrease the number of buses or vans over the life of the contract. The cost of the added or reduced buses or vans will be at the unit cost approved in the basic contract(s). Should the program significantly change in scope then either party may request, following provisions in the Contract, that appropriate pricing adjustments be considered.

#### **4. COMPENSATION AND BILLING**

In consideration for services rendered hereunder, District shall pay to Contractor all sums due and owing and calculated in accordance with the rates for services set forth in ATTACHMENT A attached hereto and made a part hereof.

- a. Regular Route Services. The Parties agree that the District will pay the Contractor the amount due for regular route services in ATTACHMENT A of this AGREEMENT in ten (10) monthly payments starting no later than 20 days from the date of the first invoice in August and District will make payment as prompt as possible.
- b. Other Services. The Parties agree that the District will pay the Contractor the amount due for all other services, other than regular route services, pursuant to ATTACHMENT A of this AGREEMENT not later than 20 days from the date of the invoice for services herein provided during the prior month of each Contract Year and the District will make payment as prompt as possible.
- c. Contractor will be guaranteed payment of all school days approved by the school board, on the published school calendar for transportation services.
- d. In the event the District does not require transportation on a scheduled school day, the Parties agree that the District will compensate the Contractor with payment of 100% of a full-day charge for regular route service minus the fuel. Contractor agrees to pay all drivers and staff their regularly scheduled wages on days not transported.

If days are rescheduled, the district will pay driver wages plus fuel.

#### **5. FUEL PRICE ADJUSTMENT PROVISION**

The District understands that the prices for fuel used in providing student transportation services have been changing in recent years. The District will agree to a fuel price adjustment which will be based on an agreed indexed fuel price (Index Price) and compensation determined for actual prices compared to the Index Price.

- a. For contract years during the Term of the AGREEMENT, the Index Price for diesel and unleaded gasoline will be the range of \$2.50-3.75 per gallon excluding the federal fuel excise taxes.

- b. The District and the Contractor will share equally (50%/50%) in fuel purchases with fuel prices above and below this Index Price.
- c. The Contractor will be required to substantiate the (1) quantity of fuel used in fulfilling the service requirements of this AGREEMENT and the contract and (2) the price paid for the fuel purchased from time to time.
- d. The actual diesel and unleaded gasoline cost for this clause shall be the lesser price of the service provider's price paid for their diesel and unleaded gasoline or the pump price at a designated service station in the District for the same period of time, month or day.

## **6. CONTRACT SECURITY**

In consideration of the recent contractual relationship between District and the Contractor, District waives the contract security this time. The District reserves the right, at its sole discretion, to cancel or modify this waiver should conditions occur that the District determines requires surety in the form of contract security or other for the performance of this AGREEMENT.

## **7. TRANSPORTATION VEHICLES AND EQUIPMENT**

- a. Buses and Vans
  - i. All equipment must meet all provisions and must conform to all standards and specifications set forth by the State of Minnesota, Minnesota State Patrol, Minnesota Department of Education, and all Federal laws and regulations. Buses used on daily routes must have at least a manufacturer's capacity of 77 passengers.
    - 1. Conventional buses - twelve (15) model years.
    - 2. Vans - twelve (12) model years
  - ii. All vehicles must pass any and all inspections by the Minnesota State Patrol. Contractor must provide most recent Minnesota State Patrol annual inspection data.
  - iii. All buses and mini buses shall be well maintained by Contractor. The buses to be used by Contractor are as set forth on the attached "Attachment B Replacement Buses Provided by Contractor."
- b. Buses and Vans Used for Daily Services for Special Needs Students
  - i. The District shall reserve, at its sole discretion, the right to require a bus or Type III vehicle size, as it shall determine to meet the requirements of students with special needs using each vehicle. All vehicles to be used to transport students in wheelchairs shall be equipped in compliance with State of Minnesota rules on minimum standards promulgated in Minnesota Rules 7470.1600.
- c. The District shall provide approved car seats, harnesses, supports and/or protective devices for those students who will require such devices to insure their safe transportation, as provided in Minnesota Rules 7470.1600, subparts 6 and 7
- d. Replacement and Stand-By Buses and Type III Vehicles
  - i. Replacement, substitute and stand-by buses required to serve this AGREEMENT

and needed for co-curricular and field trips, and and/or for emergencies shall not be older than fifteen (15) model years or 200,000 miles at the start of each school year during the contract term.

- e. The District would like the option of using a trailer with co-curricular and field trips, as the District solely determines, to handle sports equipment, luggage and other bulky items.
- f. Fleet Maintenance
  - i. Contractor shall maintain all vehicles and equipment in first class condition. Proper maintenance of all equipment is of the utmost importance to the District, and therefore the following additional minimum requirements must be met:
    - 1. Contractor must have a maintenance system with preventative maintenance scheduling and inspections.
    - 2. Contractor must be able to supply the District with monthly maintenance reports summarizing all repairs, parts and responsible mechanics.
    - 3. District reserves the right to inspect any and all buses at any time for purposes of assuring Contractor's compliance.
- g. Two-Way Radios and Cellular Communication
  - i. Contractor shall install and maintain two-way radios in all buses provided under the Contract. The District will monitor the two-way radios continuously and at all times during the scheduled school days, and hours before and after school and during the school day.
  - ii. Contractor will make cellular telephone equipment available to drivers who will complete out-of-district field trips and co-curricular trips.
- h. Global Positioning System (GPS)
  - i. GPS will be available on all daily regular and SPED route buses and vans, which will be compatible with the Districts routing and parent app systems.
  - ii. Contractor will purchase GPS units for each bus in operation under this contract. District will reimburse the Contractor for the cost of the technology during the first year of this contract.
  - iii. If for any reason this contract is terminated or not renewed, Contractor will purchase the technology from District at the original purchase price and Contractor will retain ownership of the GPS units and any related equipment.
  - iv. Contractor is responsible for maintaining the equipment in working order and District is responsible for a maintenance technology fee as part of the agreement. Fee will be listed on Rate Sheet – Attachment A.
  - v. Contractor will provide video and GPS information when requested by the District. GPS information may not be released directly to anyone outside the District without the District's permission.
- i. On Board Cameras.
  - i. On-board digital cameras will be available on all buses and Type III vans that will be used for the District service.

## **8. SERVICE PROVIDER ANNUAL SERVICE PLAN**

Contractor shall provide the District on or before the tenth (10th) day of August preceding each Contract Year with a "service plan for student transportation services" for approval by the District. Contractor shall work with District's Superintendent of Schools or his/her designee in planning

services and otherwise performing the Contract. The "service plan" must include at a minimum the following:

- a. Route or routes including bus route numbering, route maps, and route times.
- b. List of drivers, both primary and substitutes, and the assigned routes and buses for the primary drivers
- c. List of students assigned to each bus and route, together with grade levels
- d. List of bus and van equipment that will be used in providing the contract services, along with make of equipment, year of manufacture, and mileage.
- e. Staffing plan of employees, in addition to the above drivers, who will be assigned to fulfill the responsibilities contemplated in the Contract.
- f. Operating policies and procedures of the Contractor related to their fulfilling the terms of the Contract.
- g. Insurance information required
- h. Compliance with District performance criteria
- i. An inventory of equipment such as approved car seats, harnesses, supports and/ or protective devices for those students, owned by the Contractor and/or the District, that will be examined by the Parties for condition and compliance of this equipment with state and federal laws and state regulations.

## **9. PERSONNEL**

- a. Drivers
  - i. Drivers shall be carefully chosen based upon their driving skill and character. Each driver must have his or her traffic and criminal records researched, and the District will consider the provision of a drug screen if needed.
  - ii. The District will require that training of new drivers meet applicable federal and state laws and regulations. Contractor shall provide an overall description of the training process and shall have established in-service programs addressing specific transportation topics including, but not limited to:
    1. Proper backing procedures,
    2. Railroad crossing safety,
    3. Seasonal weather conditions,
    4. Behavior based accident prevention,
    5. Loading and unloading procedures, and
    6. Evacuation procedures.
- b. Management and Supervision
  - i. A supervisor and necessary support staff shall be required for on-site management at the terminal. Contractor shall be required to have personnel available to respond to all public inquiries and handle all daily transportation concerns.
- c. Student Safety Program
  - i. Contractor shall employ and designate a safety official with primary responsibility

to effectively administer and conduct a bus driver safety program and student safety program. The District will assist in the scheduling of student related bus safety programming and activities.

## **10. TERMINAL AND PHYSICAL BASE**

Contractor shall maintain a terminal and physical base within the boundaries of the District adequate, as determined by the District, for the maintenance and operation of the equipment required. The terminal should be located near enough to the District to provide service within thirty (30) minutes to any part of the District, or that part of the District served if less than the entire District.

## **11. INSURANCE COVERAGE**

Contractor agrees, at its sole expense, to procure and keep in force during the entire period of this contract public liability, property damage liability and workers' compensation insurance. While the District reserves the right to determine the extent of coverage for each item of insurance coverage, the Contractor must provide the above referenced insurance with the following minimum limits:

- a. Contractor must carry \$1M Combined Single Limit of Liability on Auto Insurance.
- b. Contractor must carry \$1M per Occurrence /\$1M Aggregate on General Liability Insurance.
- c. Contractor must carry \$1M Umbrella or Excess Liability policy.
- d. Contractor must list the district as an additional insured on a primary & non-contributory basis for the following lines of insurance coverage: Auto Liability, General Liability, and Umbrella/Excess. Contractor must agree to submit to the District a CG2010 endorsement and a Hold Harmless statement.
- e. Contractor must include a "waiver of subrogation" endorsement on the following lines of insurance coverage: Auto Liability, General Liability, Workers Compensation, and Umbrella/Excess Liability.
- f. A certificate of insurance listing the coverages and amounts including a statement that the insured's (bus company) coverage is Primary and Non-Contributory in favor of the school district, waiver of subrogation, Hold Harmless statement and naming the District as an "additional insured" must be provided not later than August 10th prior to the start of each school year. Any changes in these insurance coverages and policies should also be provided to the District within thirty (30) days of their effective date.

## **12. OTHER PROVISIONS**

Contractor agrees to comply with the following:

- a. Governing Law

This AGREEMENT shall be deemed to be made in and shall be construed in accordance with the laws of the State of Minnesota. All references in this AGREEMENT to the "State" shall mean the State of Minnesota.

b. Data Privacy

Contractor agrees and understands that certain student information and data will be provided to the Contractor as required to provide the services in this AGREEMENT. Contractor further agrees that the Contractor and its employees will fully comply with the provisions of Minnesota Statute Chapter 13, also known as "Minnesota Government Data Practices Act", and in particular the following section as it applies to contracts for services with units of government:

Subd. 6. Contracts. Except as provided in section 13.46, subdivision 5, in any contract between a governmental unit subject to this chapter and any person, when the contract requires that data on individuals be made available to the contracting parties by the governmental unit, that data shall be administered consistent with this chapter. A contracting party shall maintain the data on individuals which it received according to the statutory provisions applicable to the data.

c. Student Records/Confidentiality

Pursuant to Family Educational Rights and Privacy (FERPA) regulations at 34 CFR 99.31, the District, as an educational institution, is permitted to disclose, without the prior consent of a student's parent (or an eligible student over 18 years of age), personally identifiable information from education records to 1) a party to whom the District has outsourced institutional services or functions it would normally be required to perform with District employees and 2) a party whose employees, acting in the course of their employment and performance of services pursuant to a contracted AGREEMENT with the District are deemed to have a legitimate educational interest or need to access student educational records.

The District has outsourced its school transportation obligations to Contractor and has determined that Contractor is an entity with a legitimate educational interest or need to access certain educational records related to student transportation needs, specifically special education students subject to the requirements of the IDEA and served by Individualized Educational Plans (IEPs). Accordingly, the parties agree that it is in the best interests of all parties for the District to disclose to Contractor such information from student education records, including IEPs, as may be necessary for Contractor to provide accurate and complete transportation services to all eligible students under the AGREEMENT. Any eligible student's IEP will be used by Contractor for routing purposes only and for no other reason. District information acquired as a result of these services is confidential and shall not be disclosed unless required by law. The only person at Contractor to have direct access to this confidential information will be the router.

In the event that any disclosure of any documentation/information acquired by Contractor under this AGREEMENT is required by law, Contractor will notify the District of such obligation prior

to such disclosure. Notwithstanding the above, Contractor shall be in full compliance with all non disclosure and other requirements of FERPA and the IDEA, as required by the District and with HIPAA and its respective rules and regulations as well as laws of the State of Minnesota regarding student records. Further, any documentation or information obtained pursuant to this AGREEMENT will only be used for the limited purpose in which it was disclosed and will be destroyed or returned to the District, at the sole discretion of the District, upon termination of this AGREEMENT.

d. Force Majeure

In the event Contractor is unable to provide the transportation services herein specified because of any act of God, civil disturbance, fire, flood, war, governmental action, labor dispute, including picketing, strike, or lockout, or any condition or cause beyond Contractor's control, District may excuse Contractor from performance under this AGREEMENT.

e. Assignment

The services contemplated under this AGREEMENT are deemed to be in the nature of personal services. The Contractor, without the prior consent of the District, shall not assign this AGREEMENT. The parties agree that assignment by Contractor of any sums due and owing Contractor under this AGREEMENT shall not constitute an assignment of the AGREEMENT.

f. Subcontract

The Contractor shall not subcontract any of the services required to be performed in this AGREEMENT, unless the Contractor has received the full prior consent of District.

g. Termination

If either party shall willfully violate any of the covenants or duties imposed upon it by this AGREEMENT, such willful violation shall entitle the other party to terminate this AGREEMENT. The party desiring to terminate for such cause shall give the offending party thirty (30) days written notice to remedy the violation. If at the end of such time the party notified has not removed the cause of complaint or remedied the purported violation, then this AGREEMENT shall be deemed terminated.

h. Survival

The mutual obligations described in this AGREEMENT shall survive the termination or expiration of this AGREEMENT.

i. Severability

In the event any provision specified herein is held or determined by a court of competent jurisdiction to be illegal, void or in contravention of any applicable law, the remainder of this

AGREEMENT shall remain in full force and effect.

j. Modification

District and Contractor may modify the terms of this AGREEMENT in whole or in part as circumstances may justify by mutual written agreement executed by the duly authorized representatives of the parties. All other terms and conditions will remain as described in this AGREEMENT.

k. Governing Law

This AGREEMENT shall be deemed to be made in and shall be construed in accordance with the laws of the State of Minnesota. All references in this AGREEMENT to the "State" shall mean the State of Minnesota.

l. Governmental Taxation/Mandates

If Contractor incurs any additional fees, costs or taxes due to compliance with any new Local, State or Federal laws, or any mandated regulations beyond Safe-Way's control (for example: changes to unemployment insurance, paid safe and sick time or paid family medical leave laws or ordinances) the contractor may request a meeting with the District to in good faith discuss the impact of the mandates and consider mutually agreeable solutions and/or modifications to the existing Agreement. If the District and the Contractor cannot come to an agreement or solution, then either party may terminate this agreement upon 60 days written notice to the other party.

m. Notices To Parties

All notices to be given by the parties to this AGREEMENT shall be in writing and served by depositing same in the United States Postal Service, postage prepaid, registered or certified mail. Notices to District shall be addressed to:

Dr. Brian Zambreno, Superintendent  
South St. Paul Public Schools  
104 5th Avenue South  
South St. Paul, Minnesota 55075

Notices to Contractor shall be addressed to:

Jane Stiles, Co-President  
Safe-Way Bus Co  
6030 Carmen Avenue,  
Inver Grove Heights, Minnesota 55075

Either District or Contractor may change its address of record for receipt of official notice by giving the other written notice of such change and any necessary mailing instructions.

n. Entire Agreement

This AGREEMENT sets forth the entire agreement between District and Contractor concerning the subject matter hereof. There are no representations, either oral or written, between District and Contractor other than those contained in this AGREEMENT.

IN WITNESS WHEREOF, the Parties hereto have executed this AGREEMENT this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

South Saint Paul Public Schools

Safe-Way Bus Co

By: \_\_\_\_\_  
Chair

By: Jane Stiles 7/12/2023  
Jane Stiles, Co-President

By: \_\_\_\_\_  
Clerk

## ATTACHMENT A PRICE AND RATE SCHEDULE

**REGULAR “TO AND FROM” ROUTES.** The cost for all regular “to and from” routes, home-to-school transportation, for the days of school operation A.M and P.M

<b>Home-to-School Routes 2023-2024 (Year 1)</b> <i>Based on 4 hours of live time</i>		
Type of Service	Daily Rate	Half Day Rate
Type C School Bus	\$297.97	\$148.99
Excess Time	\$18.63 per one-quarter (¼) hour of time	

<b>Home-to-School Routes 2024-2025 (Year 2)</b> <i>Based on 4 hours of live time</i>		
Type of Service	Daily Rate	Half Day Rate
Type C School Bus	\$308.40	154.20
Excess Time	\$19.28 per one-quarter (¼) hour of time	

**SPECIAL TRANSPORTATION.** Includes Special Education, Special Services, McKinney Vento and Vocational Programs

<b>Special Transportation - In District 2023-2024 (Year 1)</b> <i>Based on 4 hours of live time</i>		
Type of Service	Daily Rate	Half Day Rate
Van or Alternative Vehicle	NA	NA
Type A/B School Bus	\$297.97	\$148.99
Type C/D School Bus	\$297.97	\$148.99
Lift	\$15.83	\$15.83
Aide/Monitor	\$35.00 Per Hour for special circumstances*	
Excess Time	\$18.63 per one-quarter (¼) hour of time	

**Special Transportation - In District 2024-2025 (Year 2)**

*Based on 4 hours of live time*

<b>Type of Service</b>	<b>Daily Rate</b>	<b>Half Day Rate</b>
Van or Alternative Vehicle	N/A	N/A
Type A/B School Bus	\$308.40	\$154.20
Type C/D School Bus	\$308.40	\$154.20
Lift	\$16.38	\$16.38
Aide/Monitor	\$36.23 Per Hour for special circumstances*	
Excess Time	\$19.28 per one-quarter (1/4) hour of time	

**Special Transportation - Out of District 2023-2024 (Year 1)**

*Based on 4 hours of live time*

<b>Type of Service</b>	<b>Daily Rate</b>	<b>Half Day Rate</b>
Van or Alternative Vehicle	NA	NA
Type A/B School Bus	\$297.97	\$148.99
Type C/D School Bus	\$297.97	\$148.99
Cost Per Mile	\$1.64	\$1.64
Lift	\$15.83	\$15.83
Aide/Monitor	\$35.00 Per Hour for special circumstances*	
Excess Time	\$18.63 per one-quarter (1/4) hour of time	

**Special Transportation - Out of District 2024-2025 (Year 2)**

*Based on 4 hours of live time*

<b>Type of Service</b>	<b>Daily Rate</b>	<b>Half Day Rate</b>
Van or Alternative Vehicle	N/A	N/A
Type A/B School Bus	\$308.40	\$154.20
Type C/D School Bus	\$308.40	\$154.20
Cost Per Mile	\$1.70	\$1.70
Lift	\$16.38	\$16.38
Aide/Monitor	\$ 36.38 Per Hour for special circumstances*	
Excess Time	\$19.28 per one-quarter (1/4) hour of time	

**Midday, Shuttle and Targeted Services Routes 2023-2024 (Year 1)**

*Based on 2 hours of live time*

<b>Type of Service</b>	<b>Daily Rate</b>
Route vehicle (all types)	\$148.99
Lift	\$15.83
Aide/Monitor	\$35.00 Per Hour for special circumstance*
Excess Time	\$18.63 per one-quarter (¼) hour of time

**Midday, Shuttle and Targeted Services Routes 2024-2025 (Year 2)**

*Based on 2 hours of live time*

<b>Type of Service</b>	<b>Daily Rate</b>
Route vehicle (all types)	\$154.20
Lift	\$16.38
Aide/Monitor	\$36.23 Per Hour for special circumstances*
Excess Time	\$19.28 per one-quarter (¼) hour of time

**Charter, Athletics and Field Trip including Community Education  
2023-2024 (Year 1)**

<b>Type of Service</b>	<b>Trip Rate - Within District</b>	<b>Trip Rate - Outside of District</b>
Min Cost per Trip	\$104.58	\$139.45
Cost - Drive (Hourly)	\$52.91	\$52.91
Cost - Wait (Hourly)	\$28.35	\$28.35
Cost per Mile (outside 7 co area)	NA	\$2.01
Late Cancel	\$55	
Trailer Fee	\$165	
Overnight trips	<i>Rates to be negotiated on per-request basis.</i>	

**Charter, Athletics and Field Trip including Community Education  
2024-2023 (Year 2)**

<b>Type of Service</b>	<b>Trip Rate - Within District</b>	<b>Trip Rate - Within District</b>
Min Cost per Trip	\$108.24	\$144.33
Cost - Drive (Hourly)	\$54.76	\$54.76

Cost - Wait (Hourly)	\$29.34	\$29.34
Cost per Mile (outside 7 co area)	N/A	\$2.08
Late Cancel	\$56.93	
Trailer Fee	\$170.78	
Overnight Trips	<i>Rates to be negotiated on per-request basis.</i>	

<b>Summer School 2023-2024 (Year 1)</b> <i>Based on 4 hours of live time</i>	
<b>Type of Service</b>	<b>Daily Rate</b>
Van or Alternative Vehicle	NA
Type A/B School Bus	\$297.97
Type C/D School Bus	\$297.97
Lift	\$15.83
Aide/Monitor	\$35.00 Per Hour for special circumstances*

<b>Summer School 2024-2025 (Year 2)</b> <i>Based on 4 hours of live time</i>	
<b>Type of Service</b>	<b>Hourly Rate</b>
Van or Alternative Vehicle	N/A
Type A/B School Bus	\$308.40
Type C/D School Bus	\$308.40
Lift	\$308.40
Aide/Monitor	Per Hour for special circumstances*

\* Safe-way Bus does not provide or hire bus aides/monitors. However, if the District is presented with an unforeseen absence of their bus aide/monitor, the District can ask Safe-way to provide a Safe-way staff member to fill in for the absent District aide/monitor. The cost for this service is noted throughout Attachment A-Price and Rate Schedule.

**ATTACHMENT B – REPLACEMENT BUSES PROVIDED BY  
CONTRACTOR**

Bus#	YEAR	MAKE AND MODE	PA SS.	W/C	Video	GPS
23	2013	INTL-IC	12	3	SEON	GEOTAB
26	2016	IH/CE	14	3	SEON	GEOTAB
59	2008	CHEV-MID BUS	20		SEON	GEOTAB
60	2008	CHEV-MID BUS	20		SEON	GEOTAB
61	2008	CHEV-MID BUS	20		NONE	GEOTAB
62	2014	CHEV-MID BUS	20		SEON	GEOTAB
63	2014	CHEV-MID BUS	20		SEON	GEOTAB
300	2013	INTL-IC	77		SEON	GEOTAB
832	2012	INTL-IC	77		SEON	GEOTAB
833	2012	INTL-IC	77		SEON	GEOTAB
834	2012	INTL-IC	77		SEON	GEOTAB
835	2012	INTL-IC	77		SEON	GEOTAB
822	2011	INTL-IC	77		SEON	GEOTAB
823	2011	INTL-IC	77		SEON	GEOTAB



# SOUTH ST. PAUL PUBLIC SCHOOLS

## School Board Agenda Item

**Meeting Date:** Monday, July 24, 2023

**Place on Agenda:** Regular Meeting

**Action Requested:** Approval

**Attachment:** Resolution Calling a Special Election to Fill a School Board Vacancy

<b>Topic:</b> Board Elections
<b>Presenter(s):</b> Lisa Brandecker, Manager of Administrative Services and Communications
<p><b>Background:</b></p> <p>Following the unexpected passing of Director Beermann, the School Board, at their regular meeting on Monday, May 8, approved a <i>Resolution Declaring a School Board Vacancy</i>. Subsequently, the Board opened a two-week application process to temporarily fill the vacancy. On June 26, the Board appointed Kim Humann to fill the vacancy until the conclusion of the special election on Tuesday, November 7, 2023. Additionally the Board approved, on June 26, a <i>Resolution Establishing Dates for Filing Affidavits of Candidacy</i> that will open the application period of August 1 – 15, 2023.</p> <p>The next step in the special election process is to approve a <i>Resolution Calling a Special Election to Fill a School Board Vacancy</i> which will go before the Board for approval on Monday evening.</p>
<b>Recommendation:</b> Approval of the <i>Resolution Calling a Special Election to Fill a School Board Vacancy</i> .
<b>Alternatives:</b> N/A

EXTRACT OF MINUTES OF A MEETING  
OF THE SCHOOL BOARD  
OF SPECIAL SCHOOL DISTRICT NO. 6  
(SOUTH ST. PAUL PUBLIC SCHOOLS)  
STATE OF MINNESOTA

HELD: July 24, 2023

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 the South St. Paul City Council Chambers on Monday, July 24, 2023, at 6:00 o'clock p.m.

The following members were present:

and the following were absent:

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

**RESOLUTION CALLING A SPECIAL ELECTION  
TO FILL A SCHOOL BOARD VACANCY**

WHEREAS, a vacancy has occurred in the office of School Board member with a term expiring January 4, 2027.

BE IT RESOLVED by the School Board of Special School District No. 6, State of Minnesota, as follows:

1. It is necessary for the School District to hold a special election to elect one (1) individual to fill a vacancy in the term of School Board member expiring January 4, 2027.
2. The Clerk shall accept Affidavits of Candidacy for these offices between 84 and 98 days before the date of the special election.
3. The Clerk shall include on the special election ballot the names of the individuals who file or have filed Affidavits of Candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The Clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

4. The special election is hereby called and directed to be held on Tuesday, November 7, 2023, between the hours of 7:00 o'clock a.m and 8:00 o'clock p.m. This date is a uniform election date specified in Minnesota Statutes, Section 205A.05.

5. Pursuant to Minnesota Statutes, Section 205A.11, the School District's combined polling place and the precincts served by the combined polling place, as previously established and designated by the June 21, 2023, decision of the Dakota County District Court is hereby designated for this special election.

6. The Clerk is hereby authorized and directed to cause written notice of said special election to be given to the county auditor of each county in which the School District is located, in whole or in part, at least seventy-four (74) days prior to the date of said election. The notice shall specify the date of said special election and the office or offices to be voted on at said special election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

7. The Clerk is hereby authorized and directed to cause notice of said special election to be posted for public inspection at the administrative offices of the School District at least ten (10) days before the date of said special election.

8. The Clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the School District at least four (4) days before the date of said special election and to cause two sample ballots to be posted in each combined polling place on election day. The sample ballots shall not be printed on the same color paper as the official ballot.

9. The Clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the School District, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election. The notice of election so posted and published shall state the office or offices to be filled as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

10. The Clerk is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in the combined polling place on election day.

11. The Clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this special election. The Clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate officials regarding preparation and distribution of ballots, election administration and cost sharing.

12. The Clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color, instructions, and content as may be necessary to accommodate an optical scan voting system or to comply with the form and content requirements of applicable state election laws:

**[Form of Ballot on the Following Page]**


# Special Election Ballot

Special School District No. 6  
(South St. Paul Public Schools)

November 7, 2023

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**Instructions to Voters:**

To vote, completely fill in the oval(s) next to your choice(s) like this: .

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**Special Election  
for School Board Member**

To fill vacancy in term expiring January 4, 2027  
Vote for One

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Name

Name

\_\_\_\_\_  
write-in, if any

13. Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

14. The name of each candidate to fill the vacancy in office at this special election shall be rotated with the names of the other candidates to fill that vacancy in the manner specified in Minnesota law.

15. If the School District will be contracting to print the ballots for this special election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer, at the request of the election official, shall furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The Clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

16. The Clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the election date. The Clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance by publishing the Notice of Testing once in the official newspaper and by causing the notice to be posted in the office of the county auditor, the administrative offices of the School District, and the office of any other local election official conducting the test.

17. The Clerk is hereby authorized and directed to cause notice of the location of the counting center or the place where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the election and in the newspaper of widest circulation once on the day preceding the election, or once the week preceding the election if the newspaper is a weekly.

18. As required by Minnesota Statutes, Section 203B.121, the School Board hereby establishes a ballot board to process, accept and reject absentee ballots at School District elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the School District and generally to carry out the duties of a ballot board as provided by Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The Clerk or the Clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The Clerk or the Clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the School Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges;

provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day. Each member of the ballot board must be provided adequate training on the processing and counting of absentee ballots, including but not limited to instruction on accepting and rejecting absentee ballots, storage of absentee ballots, timelines and deadlines, the role of the ballot board, procedures for opening absentee ballot envelopes, procedures for counting absentee ballots, and procedures for reporting absentee ballot totals.

19. The Clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the combined polling place during the special election. The election judges shall act as clerks of election, count the ballots cast and submit the results to the School Board for canvass in the manner provided for other school district elections. The election must be canvassed between the third and the tenth day following the election.

20. The Clerk shall make all Campaign Financial Reports required to be filed with the School District under Minnesota Statutes, Section 211A.02 available on the School District's website. The Clerk must post the report on the School District's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The School District must make a report available on the School District's website for four years from the date the report was posted to the website. The Clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

The motion for the adoption of the foregoing resolution was duly seconded by

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

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, July 24 2023

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

**Action Requested:** Approval

**Topic:** Superintendent's Performance Evaluation and Revisions to the 2022-2025 Superintendent Contract

**Presenter(s):** John Raasch, School Board Chair

**Background:**

Chair Raasch will provide a highlight of Superintendent Zambreno's performance evaluation for 2022-2023 as well as recommended revisions to Section III. Compensation of the superintendent's contract modifying the salary for the 2023-24 and 2024-25 school years.

**Recommendation:**

Termination of the original superintendent contract dated January 1, 2023 (revised) for the 2022-2025 contract period, and approval of the revised superintendent contract for the 2022-2025 contract period.

**Alternatives:**

Do not approve the revised superintendent contract and direct administration with next steps.



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** July 24, 2023

**Place on Agenda:** Regular Agenda/Business Items

**Action Requested:** Approval

**Attachment:** Acceptance of Gifts Resolution

<b>Topic:</b> Acceptance of Gifts
<b>Presenter(s):</b> Brady Hoffman, Finance Director
<b>Background:</b>  Per school board policy, the School Board may receive and accept, for the benefit of the school district, bequests, donations or gifts for any proper purpose. All gifts received by the District must comply with applicable fire codes, health guidelines, and safety regulations (i.e. furniture, technology, and appliances). Gifts may only be accepted by the adoption of a resolution approved by two-thirds of its members.
<b>Recommendation:</b>  Administration recommends the approval of the Acceptance of Gifts Resolution
<b>Alternatives:</b>  Do not approve the Acceptance of Gifts Resolution and direct administration with next steps.



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

**ACCEPTANCE OF GIFTS  
 RESOLUTION**

Board Meeting Date: **July 24, 2023**

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

Be it Resolved, that the School Board of South St. Paul Public Schools, Special School District No 6, accept the following donations as indicated in the detailed background listed below:

**MONETARY**

<b>Donation Amount</b>	<b>Designated To</b>	<b>Donation From</b>	<b>Purpose</b>

**VALUE IN KIND**

<b>Donation Item</b>	<b>Designated To</b>	<b>Donation From</b>	<b>Purpose</b>
Easy Stand Zing Stander, Size 1 with multiple accessories. <i>(Equipment used to assist students getting out of their wheelchair to another location)</i>	Student Services Department	Portillo Family	To be used as needed.

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