



South St. Paul School Board Meeting  
Monday, August 14, 2023 6:00 PM  
Location: CITY HALL  
125 THIRD AVENUE NORTH  
South St Paul, Minnesota 55075

## Agenda

|      |   |           |
|------|---|-----------|
| I.   | <b>ROLL CALL and PLEDGE OF ALLEGIANCE</b>   |           |
| II.  | <b>OATH OF OFFICE</b>   |           |
| A.   | <b>Oath of Office:</b> Kim Humann will be sworn in as an appointed Board member filling the vacancy created by the sudden passing of Bernie Beermann. Kim will serve until the completion of the November 7, 2023, Special Election. (M. Weber) | <b>3</b>  |
| III. | <b>APPROVAL OF MEETING AGENDA/MINUTES</b>   |           |
| A.   | School Board Meeting Agenda, August 14, 2023  |           |
| B.   | Committee-of-the-Whole and Regular Meeting Minutes, July 24, 2023   | <b>4</b>  |
| IV.  | <b>QUALITY-IN-ACTION and REPORTS</b>  |           |
| A.   | <b>Quality-in-Action:</b> CLC Assistant Principal Robin Schwab and her team will highlight the 2023 Summer Learning Program. (R. Schwab )   |           |
| B.   | <b>Report:</b> Vice Chair Monica Weber will highlight the Public Listening Session submissions. (M. Weber)  | <b>8</b>  |
| C.   | <b>Report:</b> School Board members will highlight items from the committee-of-the-whole meeting. (Board)   | <b>9</b>  |
| D.   | <b>Report:</b> Superintendent Zambreno will provide highlights from around the District. (B. Zambreno)  | <b>10</b> |
| V.   | <b>CONSENT ITEMS</b>  |           |
| A.   | Financial Claims: Bills Payable   | <b>11</b> |

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| B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves | 18 |
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**VI. POLICY REVIEW**

**VII. BUSINESS ITEMS**

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| A. Approval, for the South St. Paul School Board to approve the 2024 Health, Dental, and Ancillary Insurance Premium Rates. (J. Milteer) | 23 |
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**VIII. INFORMATIONAL ITEMS**

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



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** August 14, 2023

**Place on Agenda:** Oath of Office

**Action Requested:** Recite the Oath of Office

**Attachment:** Oath of Office 2023

**Topic:** Oath of Office – Swearing in Ceremony

**Presenter(s):** Chair John Raasch

**Background:**

On Monday evening, we are excited to celebrate with the official swearing in of Kim Humann as a member of the South St. Paul School Board. Following an open application period and interview process with three candidates, Kim was selected to fill the School Board vacancy that was created by the sudden passing of Director Bernie Beermann. The Board officially approved Kim’s appointment at their meeting on Monday, June 26 which then began, per Minnesota Statute, a 30-day waiting period prior to being sworn in and seated.

Kim will serve in this role until the completion of a special election on November 7, 2023. The elected Board member on November 7 will serve the remainder of Director Beermann’s term that expires January of 2027.

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

**July 24, 2023**

Chair John Raasch called the July 24, 2023, committee-of-the-whole meeting to order at 5:00 PM with six Board members present: Clafflin, T. Felton, W. Felton, Laliberte, Raasch, and Weber. Others present included Superintendent Brian Zambreno and several staff and community members.

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**Resolution Calling a Special Election**

Lisa Brandecker brought forth a *Resolution Calling a Special Election to Fill a School Board Vacancy*. This resolution, which will go before the Board this evening for approval, is the next step in this special election process. Lisa highlighted the following:

- this vacancy is the result of the unexpected passing of Director Beermann
- On May 8: Approved a *Resolution Declaring a School Board Vacancy*
- May 9-23: two-week application process to temporarily fill the vacancy
- June 26: Kim Humann appointed to fill the vacancy until the conclusion of the special election on Tuesday, November 7, 2023.
- June 26: the Board approved a *Resolution Establishing Dates for Filing Affidavits of Candidacy* that will open the application period of August 1 – 15, 2023.

**Conflict of Interest**

Finance Director Brady Hoffman reviewed, as a part of our annual financial statement audit, School Board members and District administrators are required to complete a Conflict-of-Interest form. As a point of reference, he noted the District's current Conflict of Interest Policy #210 and that it is up for review this fall.

**Transportation Contract**

The current contract with Safe-Way, Inc runs through July 31, 2023. Director Hoffman brought forth a new two-year agreement for the 2023-2024 and 2024-2025 school years. Highlights of the new contract include:

- Modified language to clarify compensation and billing:
  - Adjusted payment terms to align with current practices
  - Compensation when the District does not require compensation (i.e. extreme weather day, E-Learning days, etc.)
- Changes to the bus fleet requirements language
- Daily Route Rate – 9.5% increase for FY2023-24
- Daily Route Rate – 3.5% increase for FY2024-25

Director Hoffman also noted that we have a long history with Safe-Way and they have been a great partner for us in serving our students, families, and community. Based on a review of market comparison data, the proposed increases are reasonable and remain verify competitive.

**Committee Updates**

Board members provided updates to their various committee assignments. Chair John Raasch highlighted Superintendent Zambreno's 2022-23 evaluation as well as a contract market adjustment that will go before the Board for approval this evening. The Board also reviewed and discussed these at their June 26 committee meeting.

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The committee-of-the-whole meeting adjourned at 5:45 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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JULY 24, 2023

The regular meeting of the School Board, Special School District No. 6, South St. Paul, was held in the city hall council chambers on Monday, July 24, 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 W. Felton

Seconded by Director Weber

That the South St. Paul School Board approves the July 24, 2023, School Board meeting agenda as well as minutes from the June 26, 2023, committee-of-the-whole and regular meetings and the June 22, 2023 Special meeting.

Motion carried (6-0)

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

*Quality-in-Action* – Community Education Director Jeanne Zehnder and her team highlighted the various community resources and programming opportunities available at Central Square.

*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.

*Performance Evaluation Report* – Chair Raasch highlighted Superintendent Zambreno's 2022-23 performance evaluation as well as a contract market adjustment recommendation.

*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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## **BUSINESS ITEMS**

By Director Laliberte

Seconded by Director Claflin

Approval, for the South St. Paul School Board to approve the 2023-2025 Student Transportation Agreement with Safe-Way Bus Company.

Motion carried (6-0)

By Director Claflin

Seconded by Director Weber

Approval, for the South St. Paul School Board to approve the Resolution Calling a Special Election to Fill a School Board Vacancy.

Motion carried (6-0)

By Director Weber

Seconded by Director Claflin

Approval, for the South St. Paul School Board to terminate the original superintendent contract dated January 1, 2023 for the 2022-25 contract period and approve the revised superintendent contract for the 2022-2025 contract period.

Motion carried (6-0)

By Director Weber

Seconded by Director Laliberte

Approval, for the South St. Paul School Board to approve the Acceptance of Gifts Resolution.

Motion carried (6-0)

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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 Claflin

Seconded by Director Weber

Approval, for the School Board to adjourn the July 24, 2023, meeting at 6:48 PM.

Motion carried (6-0)

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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

### School Board Agenda Item

**Meeting Date:** August 14, 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:** August 14, 2023

**Place on Agenda:** Reports

**Action Requested:** None

**Attachment:** None

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



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** August 14, 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><br><br>Superintendent Zambreno will provide highlights from around the District. |
| <b>Recommendation:</b><br><br>N/A   |
| <b>Alternatives:</b><br><br>N/A   |



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** August 14, 2023

**Place on Agenda:** Consent Items

**Action Requested:** Approval

**Attachment:** Financials – Bills Payable

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

| CHECK<br>NUMBER | AMOUNT     | CHECK<br>DATE | VENDOR                                 |
|-----------------|------------|---------------|--|
| 203459          | 79.80      | 07/27/2023    | AVANT ASSESSMENT LLC                   |
| 203460          | 356.75     | 07/27/2023    | HOBART CORPORATION                     |
| 203461          | 308.30     | 07/27/2023    | HULT, JILL                             |
| 203462          | 137.70     | 07/27/2023    | IMAGES BY DESIGN                       |
| 203463          | 138,225.31 | 07/27/2023    | IND SCHOOL DISTRICT 197/COMMUNITY ED   |
| 203464          | 22,844.51  | 07/27/2023    | IND SCHOOL DISTRICT 199/COMMUNITY ED   |
| 203465          | 42.28      | 07/27/2023    | SCHMITT MUSIC                          |
| 203466          | 1,171.21   | 07/27/2023    | TWIN CITY JANITOR SUPPLY INC           |
| 203467          | 626.50     | 07/27/2023    | ADWEAR SPECIALTIES INC                 |
| 203468          | 300.00     | 07/27/2023    | ALTOONA MUSIC BOOSTERS                 |
| 203469          | 991.80     | 07/27/2023    | AMAZON CAPITAL SERVICES                |
| 203470          | 600.00     | 07/27/2023    | AMPLIFIED IT                           |
| 203471          | 2,553.06   | 07/27/2023    | BLICK ART MATERIALS                    |
| 203472          | 2,627.67   | 07/27/2023    | CANON FINANCIAL SERVICES               |
| 203473          | 1,059.69   | 07/27/2023    | FLINN SCIENTIFIC INC                   |
| 203474          | 349.20     | 07/27/2023    | GRAPHIC EDGE DBA GAME ONE              |
| 203475          | 64,486.70  | 07/27/2023    | HEALTH PARTNERS                        |
| 203476          | 8,700.00   | 07/27/2023    | HUDL                                   |
| 203477          | 199.00     | 07/27/2023    | MN ASSOC OF SCHOOL ADMIN               |
| 203478          | 350.00     | 07/27/2023    | NORTH HIGH CHOIR                       |
| 203479          | 7,695.00   | 07/27/2023    | NORTHLINE TRANSPORTATION               |
| 203480          | 4,049.50   | 07/27/2023    | PEAR DECK INC                          |
| 203481          | 156.72     | 07/27/2023    | SPRINT                                 |
| 203482          | 9,192.26   | 07/27/2023    | STANDARD INSURANCE COMPANY             |
| 203483          | 17,500.00  | 07/27/2023    | THE MORRIS LEATHERMAN COMPANY          |
| 203484          | 2,194.56   | 07/27/2023    | UCP SEGUIN - MINNESOTA                 |
| 203485          | 431.75     | 07/28/2023    | LOCAL #70                              |
| 203486          | 824.00     | 07/28/2023    | MINNESOTA CHILD SUPPORT PAYMENT CENTER |
| 203487          | 80.00      | 07/28/2023    | NCPERS GROUP LIFE INS                  |
| 203488          | 222.25     | 07/28/2023    | OFFICE AND PROF EMPLOYEES UNION        |
| 203489          | 5.00       | 07/28/2023    | SOUTH ST PAUL OPEN FOUNDATION          |
| 203490          | 60.00      | 07/28/2023    | SOUTH ST PAUL EDUCATION FOUNDATION     |
| 203491          | 495.00     | 08/03/2023    | ALLINA HEALTH                          |
| 203492          | 48.96      | 08/03/2023    | CINTAS                                 |
| 203493          | 10,000.00  | 08/03/2023    | GALLAGHER BASSETT SERVICES INC         |
| 203494          | 84,987.51  | 08/03/2023    | IND SCHOOL DISTRICT #197               |
| 203495          | 18,030.05  | 08/03/2023    | INTERMEDIATE DISTRICT #917             |
| 203496          | 5,539.52   | 08/03/2023    | MINNESOTA SODDING COMPANY              |
| 203497          | 737.00     | 08/03/2023    | ABC RENTALS                            |
| 203498          | 119.24     | 08/03/2023    | ACE HARDWARE & PAINT                   |
| 203499          | 1,400.00   | 08/03/2023    | ADA SPORTS AND RACKETS LLC             |
| 203500          | 18.15      | 08/03/2023    | ALLRED, KEITH                          |
| 203501          | 1,151.26   | 08/03/2023    | ALLSTREAM                              |
| 203502          | 1,602.50   | 08/03/2023    | AMAZON CAPITAL SERVICES                |
| 203503          | 261.45     | 08/03/2023    | ATTAINMENT COMPANY                     |
| 203504          | 4,750.00   | 08/03/2023    | BAUER SERVICES                         |
| 203505          | 2,308.20   | 08/03/2023    | BLICK ART MATERIALS                    |
| 203506          | 16.00      | 08/03/2023    | BROWN, JOANN                           |
| 203507          | 956.09     | 08/03/2023    | CAPITAL ONE TRADE CREDIT               |
| 203508          | 13,200.00  | 08/03/2023    | CARNEGIE LEARNING                      |
| 203509          | 149.99     | 08/03/2023    | CATALYST SOURCING SOLUTIONS            |
| 203510          | 9,365.00   | 08/03/2023    | CYBERSOFT TECHNOLOGIES                 |
| 203511          | 654.00     | 08/03/2023    | DASH SPORTS LLC                        |
| 203512          | 2,740.00   | 08/03/2023    | EDPUZZLE                               |
| 203513          | 400.36     | 08/03/2023    | EDUCATORS BENEFIT CONSULTANTS LLC      |
| 203514          | 1,338.00   | 08/03/2023    | EGAN                                   |

| <u>CHECK</u>  |               | <u>CHECK</u> |   |
|---------------|---------------|--------------|---|
| <u>NUMBER</u> | <u>AMOUNT</u> | <u>DATE</u>  | <u>VENDOR</u>                           |
| 203515        | 1,249.10      | 08/03/2023   | FLINN SCIENTIFIC INC                    |
| 203516        | 2,012.98      | 08/03/2023   | GERTEN GREENHOUSES & GARDEN CENTER      |
| 203517        | 705.00        | 08/03/2023   | GUTZMAN, DEB                            |
| 203518        | 1,262.25      | 08/03/2023   | HIRSHFIELD'S                            |
| 203519        | 260.60        | 08/03/2023   | IMAGE360                                |
| 203520        | 650.00        | 08/03/2023   | IND SCHOOL DISTRICT #11                 |
| 203521        | 1,587.49      | 08/03/2023   | INNOVATIVE OFFICE SOLUTIONS LLC         |
| 203522        | 7,108.56      | 08/03/2023   | INTEGRATED SYSTEMS CORPORATION          |
| 203523        | 294.00        | 08/03/2023   | JOSTENS                                 |
| 203524        | 822.50        | 08/03/2023   | KENNEDY & GRAVEN                        |
| 203525        | 1,092.37      | 08/03/2023   | LINDENMEYR MUNROE                       |
| 203526        | 540.00        | 08/03/2023   | LINK INTERPRET                          |
| 203527        | 13,218.00     | 08/03/2023   | MARTINEK, MIKE                          |
| 203528        | 239.11        | 08/03/2023   | MCMASTER-CARR SUPPLY COMPANY            |
| 203529        | 2,937.00      | 08/03/2023   | MEDICINE LAKE TOURS                     |
| 203530        | 1,360.00      | 08/03/2023   | MMKR & CO                               |
| 203531        | 5,590.00      | 08/03/2023   | MN HISTORICAL SOCIETY                   |
| 203532        | 954.24        | 08/03/2023   | NCS PEARSON EDUCATION                   |
| 203533        | 201.00        | 08/03/2023   | PITNEY BOWES INC                        |
| 203534        | 42,910.00     | 08/03/2023   | PROTOUCH PAINTING                       |
| 203535        | 3,667.06      | 08/03/2023   | QUILL CORPORATION                       |
| 203536        | 341.90        | 08/03/2023   | RECYCLE TECHNOLOGIES                    |
| 203537        | 26.95         | 08/03/2023   | SAM'S CLUB                              |
| 203538        | 1,230.76      | 08/03/2023   | SCHOLASTIC INC                          |
| 203539        | 2,635.54      | 08/03/2023   | SCHOOL SPECIALTY LLC                    |
| 203540        | 1,428.35      | 08/03/2023   | TEACHERS ON CALL                        |
| 203541        | 12,000.00     | 08/03/2023   | TRAFERA HOLDINGS LLC                    |
| 203542        | 932.64        | 08/03/2023   | TRIO SUPPLY CO                          |
| 203543        | 11,067.00     | 08/03/2023   | YONDR INC                               |
| 203544        | 617.40        | 08/10/2023   | GRAPHIC EDGE DBA GAME ONE               |
| 203545        | 15,453.80     | 08/10/2023   | IND SCHOOL DISTRICT #622                |
| 203546        | 15.99         | 08/10/2023   | ACE HARDWARE & PAINT                    |
| 203547        | 1,222.66      | 08/10/2023   | BLICK ART MATERIALS                     |
| 203548        | 5,596.73      | 08/10/2023   | CAMFIL USA, INC                         |
| 203549        | 616.25        | 08/10/2023   | CATALYST SOURCING SOLUTIONS             |
| 203550        | 137.03        | 08/10/2023   | CINTAS                                  |
| 203551        | 1,965.33      | 08/10/2023   | COLLINS SPORTS MEDICINE                 |
| 203552        | 1,314.34      | 08/10/2023   | CONVERGINT TECHNOLOGIES LLC             |
| 203553        | 52.95         | 08/10/2023   | CULLIGAN-MILBERT COMPANY                |
| 203554        | 125.00        | 08/10/2023   | DEWALD, RINA                            |
| 203555        | 724.42        | 08/10/2023   | EMI AUDIO                               |
| 203556        | 10.38         | 08/10/2023   | FIRST SUPPLY LLC - TWIN CITIES          |
| 203557        | 265.77        | 08/10/2023   | FLINN SCIENTIFIC INC                    |
| 203558        | 56.67         | 08/10/2023   | GRAINGER, INC                           |
| 203559        | 3,429.69      | 08/10/2023   | GRAPHIC EDGE DBA GAME ONE               |
| 203560        | 1,820.14      | 08/10/2023   | HORIZON COMMERCIAL POOL SUPPLY          |
| 203561        | 688.02        | 08/10/2023   | INNOVATIVE OFFICE SOLUTIONS LLC         |
| 203562        | 15.66         | 08/10/2023   | INTEREUM INC                            |
| 203563        | 984.63        | 08/10/2023   | KWIK TRIP EXTENDED NETWORK              |
| 203564        | 1,494.45      | 08/10/2023   | MARK'S PLUMBING PARTS                   |
| 203565        | 1,100.00      | 08/10/2023   | MASSP                                   |
| 203566        | 7,000.00      | 08/10/2023   | METRO EAST CONFERENCE                   |
| 203567        | 599.00        | 08/10/2023   | MN ADMINISTRATORS FOR SPECIAL EDUCATION |
| 203568        | 4,401.68      | 08/10/2023   | MUSKEGON HEIGHTS SOLAR LLC              |
| 203569        | 9.07          | 08/10/2023   | NAPA AUTO PARTS                         |
| 203570        | 5,315.09      | 08/10/2023   | NASSEFF MECHANICAL CONTRACTORS          |

| CHECK<br>NUMBER | AMOUNT      | DATE       | CHECK<br>VENDOR                       |
|-----------------|-------------|------------|---------------------------------------|
| 203571          | 1,600.18    | 08/10/2023 | NETWORK SERVICES COMPANY              |
| 203572          | 5,409.00    | 08/10/2023 | NORTHLINE TRANSPORTATION              |
| 203573          | 20,981.02   | 08/10/2023 | PETERSON BROS. ROOFING & CONSTRUCTION |
| 203574          | 435.41      | 08/10/2023 | PLUNKETT'S PEST CONTROL               |
| 203575          | 39.48       | 08/10/2023 | QUILL CORPORATION                     |
| 203576          | 380.00      | 08/10/2023 | RENT N SAVE                           |
| 203577          | 498.72      | 08/10/2023 | SHERWIN WILLIAMS CO                   |
| 203578          | 1,270.53    | 08/10/2023 | STATE SUPPLY COMPANY INC              |
| 203579          | 21,711.00   | 08/10/2023 | SUPERIOR SEALCOAT SERVICE INC         |
| 203580          | 412.77      | 08/10/2023 | TWIN CITY JANITOR SUPPLY INC          |
| 203581          | 1,080.00    | 08/10/2023 | VIC'S CRANE & HEAVY HAUL INC          |
| 203582          | 43,791.45   | 08/10/2023 | XCEL ENERGY                           |
| 202300019       | 0.00        | 07/14/2023 | MINNESOTA PAYROLL TAXES               |
| 202300020       | 330.34      | 07/14/2023 | FEDERAL PAYROLL TAXES                 |
| 202300022       | 150.00      | 07/14/2023 | TSA/ACH DEDUCTION                     |
| 202300027       | -44.27      | 07/13/2023 | MINNESOTA PAYROLL TAXES               |
| 202300028       | -322.79     | 07/13/2023 | FEDERAL PAYROLL TAXES                 |
| 202300029       | -251.04     | 07/13/2023 | TEACHER RETIREMENT ASSOCIATION        |
| 202300030       | 0.00        | 07/13/2023 | MINNESOTA PAYROLL TAXES               |
| 202300031       | -51.40      | 07/13/2023 | FEDERAL PAYROLL TAXES                 |
| 202300033       | 23,841.15   | 07/27/2023 | MINNESOTA PAYROLL TAXES               |
| 202300034       | 143,704.73  | 07/27/2023 | FEDERAL PAYROLL TAXES                 |
| 202300035       | 143.46      | 07/27/2023 | MN DEPT OF REVENUE                    |
| 202300036       | 5,915.80    | 07/27/2023 | PERA                                  |
| 202300037       | 36,145.80   | 07/27/2023 | TSA/ACH DEDUCTION                     |
| 202300038       | 99,077.14   | 07/27/2023 | TEACHER RETIREMENT ASSOCIATION        |
| 202300039       | 12,115.26   | 07/28/2023 | MINNESOTA PAYROLL TAXES               |
| 202300040       | 75,390.66   | 07/28/2023 | FEDERAL PAYROLL TAXES                 |
| 202300041       | 237.83      | 07/28/2023 | MN DEPT OF REVENUE                    |
| 202300042       | 25,690.74   | 07/28/2023 | PERA                                  |
| 202300043       | 10,639.43   | 07/28/2023 | TSA/ACH DEDUCTION                     |
| 202300044       | 22,497.36   | 07/28/2023 | TEACHER RETIREMENT ASSOCIATION        |
| 202300045       | 0.00        | 07/28/2023 | MINNESOTA PAYROLL TAXES               |
| 202300046       | 0.00        | 07/28/2023 | FEDERAL PAYROLL TAXES                 |
| 202300054       | 13,965.07   | 07/31/2023 | MEDSURETY                             |
| 202300032       | 44,472.78   | 07/24/2023 | HEALTH PARTNERS                       |
| 202300047       | 304,835.28  | 07/26/2023 | BOND TRUST SERVICES CORPORATION       |
| 202300048       | 272,875.00  | 07/26/2023 | BOND TRUST SERVICES CORPORATION       |
| 202300049       | 3,250.00    | 07/26/2023 | BOND TRUST SERVICES CORPORATION       |
| 202300050       | 475.00      | 07/26/2023 | BOND TRUST SERVICES CORPORATION       |
| 202300051       | 475.00      | 07/26/2023 | BOND TRUST SERVICES CORPORATION       |
| 202300052       | 114,294.90  | 08/01/2023 | HEALTH PARTNERS                       |
| 202300052       | -114,294.90 | 08/03/2023 | HEALTH PARTNERS                       |
| 202300053       | 114,294.90  | 07/31/2023 | HEALTH PARTNERS                       |
| 202300061       | 251,554.63  | 08/07/2023 | HEALTH PARTNERS                       |
| 202300062       | 1,162.50    | 08/07/2023 | MEDSURETY                             |
| 232400011       | 677.27      | 07/26/2023 | BOCK, SHAUNA                          |
| 232400012       | 61.27       | 07/26/2023 | MILTEER, JOEL                         |
| 232400013       | 20.03       | 07/26/2023 | OSEGARD, HEATHER                      |
| 232400014       | 90.00       | 07/26/2023 | AHSENMACHER WINTER, AMY               |
| 232400015       | 90.00       | 07/26/2023 | ANDERSON, CHAD                        |
| 232400016       | 90.00       | 07/26/2023 | BARTER, ANDREW                        |
| 232400017       | 90.00       | 07/26/2023 | BAUER, MEREDITH                       |
| 232400018       | 90.00       | 07/26/2023 | BERCHTOLD, JAMIE                      |
| 232400019       | 45.00       | 07/26/2023 | BOCK, SHAUNA                          |
| 232400020       | 90.00       | 07/26/2023 | BOURG, LEAH                           |

| <u>CHECK</u>  |               | <u>CHECK</u> |                       |
|---------------|---------------|--------------|-----------------------|
| <u>NUMBER</u> | <u>AMOUNT</u> | <u>DATE</u>  | <u>VENDOR</u>         |
| 232400021     | 90.00         | 07/26/2023   | BRANDECKER, LISA      |
| 232400022     | 329.95        | 07/26/2023   | BRETOI, TERRENCE      |
| 232400023     | 45.00         | 07/26/2023   | BURCKHARDT, CANDACE   |
| 232400024     | 90.00         | 07/26/2023   | CHILDS, DANETTE       |
| 232400025     | 90.00         | 07/26/2023   | EDLEFSEN, DEANNE      |
| 232400026     | 90.00         | 07/26/2023   | FENTON, MARK          |
| 232400027     | 90.00         | 07/26/2023   | GAMEZ, LESLY          |
| 232400028     | 52.26         | 07/26/2023   | GROSS, ERIN           |
| 232400029     | 90.00         | 07/26/2023   | HANSEN, JODY          |
| 232400030     | 90.00         | 07/26/2023   | HOFFMAN, BRADY        |
| 232400031     | 45.00         | 07/26/2023   | JACOBS-BUSE, LINDA    |
| 232400032     | 12.00         | 07/26/2023   | KEENAN, SUSAN         |
| 232400033     | 90.00         | 07/26/2023   | KRUEGER, BRADY        |
| 232400034     | 45.00         | 07/26/2023   | LENTSCH, PETER        |
| 232400035     | 45.00         | 07/26/2023   | LOUGH, LAWRENCE       |
| 232400036     | 90.00         | 07/26/2023   | MILTEER, JOEL         |
| 232400037     | 90.00         | 07/26/2023   | MOSES, CHRISTINA      |
| 232400038     | 90.00         | 07/26/2023   | OCHOCKI, CHARLES      |
| 232400039     | 45.00         | 07/26/2023   | OSTER, PATRICK        |
| 232400040     | 45.00         | 07/26/2023   | PENMAN, MICHELLE      |
| 232400041     | 90.00         | 07/26/2023   | PETERSON, LORI        |
| 232400042     | 90.00         | 07/26/2023   | SCHWAB, ROBIN         |
| 232400043     | 90.00         | 07/26/2023   | TAYLOR MINER, MELANEE |
| 232400044     | 45.00         | 07/26/2023   | VANDEBILT, TONY       |
| 232400045     | 90.00         | 07/26/2023   | WELLS, TRAVIS         |
| 232400046     | 90.00         | 07/26/2023   | ZAMBRENO, BRIAN       |
| 232400047     | 90.00         | 07/26/2023   | ZEHNDER, JEAN         |

2,185,808.05 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                 | 916,649.91           | 0.00           | 346,731.39     | 1,263,381.30 |
| 02          | FOOD SERVICE            | 1,025.42             | 18.15          | 11,588.46      | 12,632.03    |
| 04          | COMMUNITY EDUCATION     | 185,391.50           | 12.00          | 4,643.13       | 190,046.63   |
| 05          | CAPITAL                 | 802.79               | 0.00           | 136,084.22     | 136,887.01   |
| 07          | DEBT RETIREMENT         | 0.00                 | 0.00           | 581,910.28     | 581,910.28   |
| 50          | ACTIVITY ACCOUNT        | 950.80               | 0.00           | 0.00           | 950.80       |
| ***         | Fund Summary Totals *** | 1,104,820.42         | 30.15          | 1,080,957.48   | 2,185,808.05 |

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

**CHECKRUNS**

| <b><u>FUND</u></b> | <b><u>DESCRIPTION</u></b> | <b><u>July 21, 2023 - August 10, 2023</u></b> |
|--------------------|---------------------------|---|
| 1                  | GENERAL                   | \$1,263,381.30                                |
| 2                  | FOOD SERVICE              | \$12,632.03                                   |
| 4                  | COMMUNITY EDUCATION       | \$190,046.63                                  |
| 5                  | CAPITAL                   | \$136,887.01                                  |
| 7                  | DEBT SERVICE              | \$581,910.28                                  |
| 8                  | TRUST FUND/FLEX           | \$0.00  |
| 50                 | ACTIVITY ACCOUNTS         | \$950.80                                      |
|                    | <b>TOTAL</b>              | <b><u>\$2,185,808.05</u></b>                  |

Checks 203459 - 203582

Employee ACH 232400011-232400047

Wire Payments 202300019,20,22,27-202300062

**PAYROLL**

**7/28/23**

|                        |                     |              |
|------------------------|---------------------|--------------|
| Payroll Direct Deposit | 900092492-900092952 | \$654,027.86 |
|------------------------|---------------------|--------------|



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** August 14, 2023

**Place on Agenda:** Consent Items

**Action Requested:** Approval

**Attachment:** Staffing

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

**8-14-23**

**Certified**

A. Appointments/Reassignments

1. Emma Cole – .4 FTE French Teacher, .4 FTE Family and Consumer Science Teacher, .2 FTE Credit Recovery Teacher, High School, MA15, Step 9, effective August 21, 2023.
2. Mary Dobe – .8 FTE Social Studies Teacher, High School, MA00, Step 2, effective August 21, 2023.
3. Connie Ecklund – 1.0 FTE Math Intervention Teacher, Middle School, MA45, Step 20, effective August 21, 2023. (revised placement)
4. E. Patrick Neer – 1.0 FTE Social Studies Teacher, Middle School, MA00, Step 1, effective August 21, 2023.
5. Paul Putt – 1.0 FTE English Language Learner Teacher, Middle School, MA15, Step 12, effective August 21, 2023.
6. Jacob Truby – 1.0 FTE Dean of Students, Middle School, MA60, Step 11, effective August 21, 2023.

Title Change – Effective for the 2023-24 school year

Jessica Oftedahl – Change from Student Support Specialist to Dean of Students, Community Learning Center

**2023 Summer School** (\$31.50 per hour)

Kindergarten Camp (July 31 – August 3)

|                  |                 |
|------------------|-----------------|
| <u>Lincoln</u>   | <u>Kaposia</u>  |
| Tina Beeler      | Erin Gross      |
| Jessica Costello | Mary Molumby    |
| Katie Gross      | Kristin Sampson |
| Kristin Spanjers | Sarah Wotipka   |

**2023-24 ECA**

DANCE TEAM – FALL (Community Education)

|                 |               |       |
|-----------------|---------------|-------|
| Assistant Coach | Knapp, Josie* | \$900 |
|-----------------|---------------|-------|

SOCCER – BOYS

|                     |              |         |
|---------------------|--------------|---------|
| Middle School Coach | Mendez, Ray* | \$2,237 |
|---------------------|--------------|---------|

VOLLEYBALL

|  |                   |         |
|--|-------------------|---------|
| Freshman Coach                           | Martinez, Carina* | \$2,821 |
| Freshman Coach ( <i>in place of JV</i> ) | Vasquez, Aleah*   | \$2,821 |

THEATRE – FALL

|                    |                    |         |
|--------------------|--------------------|---------|
| Technical Director | McTier, Brian**    | \$1,206 |
| Vocal Director     | Sehman, Molly**    | \$1,809 |
| Choreographer      | Kendall, Mikayla** | \$1,206 |
| Fall Costumer      | Ebert, Lori**      | \$1,206 |

SAFETY PATROL

|                         |                   |         |
|-------------------------|-------------------|---------|
| Safety Patrol – Kaposia | Wallace, Michelle | \$1,582 |
|-------------------------|-------------------|---------|

STUDENT COUNCIL

|                   |                   |         |
|-------------------|-------------------|---------|
| Advisor – Kaposia | Wallace, Michelle | \$1,224 |
|-------------------|-------------------|---------|

ACADEMICS/OTHERKaposia

|                             |                    |         |
|-----------------------------|--------------------|---------|
| Art Club                    | Daniels, Maren     | \$1,192 |
| Math Masters                | Cin-Walker, Andrew | \$1,192 |
| Geography                   | Croonquist, Jill   | \$1,192 |
| Lego League                 | Kopp, Kelly        | \$1,224 |
| Lego League                 | Oleshko, Mallory   | \$1,224 |
| Lego League Explorer/Junior | Chirhart, Noel     | \$1,224 |
| Lego League Explorer/Junior | Gorman, Lisa       | \$1,224 |

\* indicates non-district employee

\*\* indicates returning non-district employee

B. Resignations/Retirements/Leaves/Reductions/Other

1. Kevin Eckmann – Leave of absence, 1.0 FTE Math Teacher, Middle School, effective for the 2023-24 school year.
2. Deanne Edlefsen – Resignation, Assistant Principal, Lincoln Center, effective August 15, 2023.
3. Abby Fangel – Resignation, 1.0 FTE Intervention Teacher, Lincoln Center, effective July 28, 2023.
4. LaVonne Francis – Leave of absence, 1.0 FTE Elementary Teacher, Lincoln Center, effective for the 2023-24 school year.

**Classified**

A. Appointments/Reassignments

1. Nicole Arrigoni – Educational Assistant, Lincoln Center, \$18.53 per hour, 32.5 hours per week, effective August 28, 2023.
2. Mark Cramer – Assistant Cook Manager, Lincoln Center, \$20.72 per hour, 33.75 hours per week, effective August 28, 2023.
3. Marta Flores – Office Assistant (Classification III), Secondary Building, \$22.60 per hour, 40 hours per week, effective August 21, 2023.
4. John Fries – Part-Time Cleaner, Kaposia Education Center, \$18.21 per hour, 20 hours per week, effective July 31, 2023. (rehire)
5. Sara Mason – Head Engineer-Elementary (Step 7), Lincoln Center, \$29.60 per hour, 40 hours per week, effective August 14, 2023.
6. Jeannie Massie – Nutrition Services Assistant, Secondary Building, \$17.39 per hour, 28.75 hours per week, effective August 28, 2023.
7. Colleen Wojnar – Special Education Assistant, Lincoln Center, \$20.16 per hour, 32.5 hours per week, effective August 28, 2023.

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

Nicole Lindorfer – Nutrition Services Assistant, Secondary Building, increase from 20 hours to 35 hours per week

Ashley Young – Early Learning Assistant, change from Lincoln Center to Kaposia Education Center

**2023 Summer School**

Special Education Assistant – Kindergarten Camp (July 31-August 3; \$20.16 per hour)

| <u>Lincoln</u>     | <u>Kaposia</u>    |
|--------------------|-------------------|
| Samantha Blackbird | Clarissa Belmares |
| Patrick Griffith   | Jordan Stenberg   |
| Chris Gustafson    |                   |
| Ricco Losoya       |                   |

B. Resignations/Retirements/Leaves/Reductions/Other

1. Nicole Arrigoni – Resignation, Special Education Assistant, Lincoln Center, effective July 27, 2023.
2. Serenity Belmares - .4 FTE leave of absence, Special Education Assistant, Lincoln Center, effective for the 2023-24 school year.

3. Christine Gustafson – Leave of absence, Special Education Assistant, Lincoln Center, effective October 31, 2023, through approximately January 31, 2024.
4. Malinda Helfrey – Resignation, Special Education Assistant, Kaposia Education Center, effective July 26, 2023.
5. Marietta Kvilhaug – Resignation, Special Education Assistant, Lincoln Center, effective September 5, 2023.
6. Sara Mason – Resignation, Night Supervisor/Engineer-Elementary (Step 5), Kaposia Education Center, effective August 11, 2023.
7. Sonia Watkins – Resignation, Nutrition Services Assistant, Lincoln Center, effective July 25, 2023.



# SOUTH ST. PAUL PUBLIC SCHOOLS

## School Board Agenda Item

**Meeting Date:** Monday, August 14, 2023

**Place on Agenda:** Committee-of-the-Whole (discussion)  
Regular Agenda (action)

**Action Requested:** Approval

**Attachment:** Proposed 2024 Health, Dental & Other Insurance Rates

**Topic:** Proposed 2024 Health & Dental Insurance Rates

**Presenter(s):** Joel Milteer, Director of Human Resources

**Background:**

In 2017 we moved to a self-insured plan for dental insurance and in 2018 for health insurance, with rates determined annually by the district. A key component of a self-insured plan is to build and maintain an adequate reserve to ensure funds are available to offset fluctuating costs.

Based on analysis of claims history, expected future claims and the need to continue to maintain our reserve account for payment of claims; administration recommends no change in rates and approval of the proposed 2024 health and dental insurance rates presented. Additional information regarding this recommendation is listed below:

- We have reached our reserve fund goal.
- The chart below illustrates health & dental rate changes since moving to self-insured plans.

| Year | Health Self-Insured % of Rate Change | Dental Self-Insured % of Rate Change |
|------|--------------------------------------|--------------------------------------|
| 2017 | --                                   | 0%                                   |
| 2018 | 8%                                   | 0%                                   |
| 2019 | 8%                                   | 0%                                   |
| 2020 | 8%                                   | 0%                                   |
| 2021 | 0%                                   | 0%                                   |
| 2022 | 0%                                   | 0%                                   |
| 2023 | 0%                                   | 0%                                   |
| 2024 | 0%                                   | 0%                                   |

- The proposed 2024 health, dental and other ancillary insurance rates are attached.

The recommendation for the 2024 health & dental insurance rates were shared with the district’s insurance committee.

**Recommendation:**

Administration recommends approval of the proposed 2024 health, dental and ancillary insurance premium rates.

**Alternatives:**

Do not approve and direct administration with next steps

# South St. Paul Schools

## Proposed 2024 Health and Dental Insurance Rates

### Health Insurance

| Coverage Type | \$500-\$35 Deductible Plan Annual Rate | \$1500-\$35 Deductible Plan Annual Rate | \$3200-80% HSA Plan Annual Rate |
|---------------|--|---|---------------------------------|
| Single        | \$10,383.68                            | \$9,367.88                              | \$7,717.94                      |
| Single + One  | \$21,878.16                            | \$19,737.95                             | \$16,261.43                     |
| Family        | \$29,541.28                            | \$26,651.46                             | \$21,957.22                     |

### Dental Insurance

| Coverage Type | Annual Rate |
|---------------|-------------|
| Single        | \$612.00    |
| Family        | \$1,587.12  |

### 2023-2024 Ancillary Insurance Rates (The Standard)

#### Basic Life & AD&D Insurance Rates

| Plan       | Rates/\$1,000 |
|------------|---------------|
| Basic Life | \$0.090       |
| Basic AD&D | \$0.020       |

#### Voluntary Life & AD&D Insurance Rates

| Age Range | Employee Rate per \$1,000 |
|-----------|---------------------------|
| <25       | \$0.05                    |
| 25-29     | \$0.05                    |
| 30-34     | \$0.06                    |
| 35-39     | \$0.08                    |
| 40-44     | \$0.10                    |
| 45-49     | \$0.15                    |
| 50-54     | \$0.23                    |
| 55-59     | \$0.43                    |
| 60-64     | \$0.52                    |
| 65-69     | \$0.96                    |
| 70+       | \$1.97                    |
| AD&D Rate | \$0.02                    |

#### Long-Term Disability Insurance Rate

| Long Term Disability              | Rate     |
|-----------------------------------|----------|
| LTD Rate/\$100 of Covered Payroll | \$.0.320 |