



South St. Paul School Board Meeting  
Monday, September 25, 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>APPROVAL OF MEETING AGENDA/MINUTES</b>	
	A. School Board Meeting Agenda, September 25, 2023	
	B. Committee-of-the-Whole and Regular Meeting Minutes, September 11, 2023	3
	C. Joint Work Session with City Council Minutes, September 14, 2023	6
III.	<b>QUALITY-IN-ACTION and REPORTS</b>	
	A. <b>Quality-in-Action:</b> Middle School Principal Leah Bourg along with her team and some students will highlight the W.E.B. program. W.E.B., which stands for Where Everyone Belongs, is a program to smoothly transition 6th grade students from their elementary school to starting their educational journey at SSP Secondary. (L. Bourg)	
	B. <b>Report:</b> Chair John Raasch will highlight the Public Listening Session submissions. (J. Raasch)	7
	C. <b>Report:</b> School Board members will highlight items from the committee-of-the-whole meeting. (Board)	8
	D. <b>Report:</b> Superintendent Zambreno will provide highlights from around the District. (B. Zambreno)	9
IV.	<b>CONSENT ITEMS</b>	
	A. Financial Claims: Bills Payable	10
	B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves	17
V.	<b>POLICY REVIEW</b>	
VI.	<b>BUSINESS ITEMS</b>	

- A. Approval, for the South St. Paul School Board to approve the 2023 Payable 2024 Proposed Levy. (B. Hoffman) 21

**VII. INFORMATIONAL ITEMS**

- A. **Student School Board Representative Report:** Luis and Renata will provide an update on recent events and activities as well as other informational items.

- B. **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. CLOSED SESSION**

- A. Closed Session per the Open Meeting Law (Minn. Stat. § 13D.03) for teacher negotiations. (J. Milteer/B. Hoffman)
- B. Adjourn the Closed Session

**IX. SUPPLEMENTAL AGENDA**

**X. ADJOURNMENT**



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

**September 11, 2023**

Chair John Raasch called the September 11, 2023, committee-of-the-whole meeting to order at 5:00 PM with seven Board members present: Claflin, T. Felton, W. Felton, Humann, Laliberte, Raasch and Weber. Others present included Superintendent Brian Zambreno and several staff and community members.

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**Minnesota Reading to Ensure Academic Development (READ) Act**

Executive Director of Educational Services, Amy Winter highlighted the “Science of Reading” which is a collection of research that has been developed over time on the five big teaching phonemic awareness, phonics, fluency, vocabulary and comprehension. In response to this topic, The Minnesota Reading to Ensure Academic Development Act (Read Act) was adopted into law on May 24, 2023 to replace the Read Well by Third Grade (RWBTG). Director Winter provided clarity around the science of reading, the READ Act and what work is already being done in South St. Paul Public Schools.

**Core Values**

Superintendent Zambreno discussed the upcoming joint work session the School Board is having later this week with the South St. Paul City Council to discuss a common set of core values for the entire community. This collaborative effort is focusing on the experience for our students, staff, families and entire SSP community.

**Organizational Chart**

Superintendent Zambreno provided an overview of the district’s new organizational chart. The organizational chart shows the reporting structure for district leaders as well as key areas of responsibility for each district leader. An organizational chart is a tool to bring clarity around structure, but it also serves as a tool for staff and other stakeholders to know where to go when they have questions or related to various aspects of district work.

In the coming weeks, the communications team will be running a series in our Inside SSPPS Staff Newsletters that will highlight the people and work of each department.

**Committee Updates**

Board members provided updates to their various committee assignments.

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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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SEPTEMBER 11, 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, September 11, 2023. Chair John Raasch called the meeting to order at 6:00 PM with seven Board members present for roll call: Claflin, T. Felton, W. Felton, Humann, 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 Weber

Seconded by Director Claflin

That the South St. Paul School Board approves the September 11, 2023, School Board meeting agenda as well as minutes from the August 28, 2023, committee-of-the-whole and regular meetings. Motion carried (7-0)

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

*Quality-in-Action* – 2023-24 student School Board representatives Renata Awadallah and Luis Robles Torres recited their oath of office.

*Quality-in-Action* – Community Education Director Jeanne Zehnder and programming coordinator Linda Jacobs-Busse highlighted the senior center programming.

*Public Listening Session Report* – There were no public 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 Claflin

Seconded by Director Humann

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

Motion carried (7-0)

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## **BUSINESS ITEMS**

By Director W. Felton

Seconded by Director Humann

Approval, for the South St. Paul School Board to approve scheduling a joint work session with the South St. Paul City Council on Thursday, September 14, 2023.

Motion carried (7-0)

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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

That the South St. Paul School Board moves to open the closes session and adjourn the September 11, 2023, meeting at 6:53 PM.

Motion carried (7-0)

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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**  
**Special School District No. 6**

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SEPTEMBER 14, 2023

A joint work session with the South St. Paul School Board and South St. Paul City Council was held in the Training Center at City Hall on Thursday, September 14 2023 beginning at 5:30 PM. Board members Claflin, Humann, Laliberte, W. Felton, Weber, and Raasch as well as Superintendent Brian, Consultant Dennis Cheesebrow, and city council members were present. Director T. Felton was absent.

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The South St. Paul School Board and the South St. Paul City Council held a joint work session to discuss a common set of core values for the entire community. This collaborative effort is focusing on the experience for our students, staff, families and entire SSP community.

Respectfully submitted,

Lisa Brandecker  
Acting Secretary-Clerk  
SSP School Board



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** September 25, 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:** September 25, 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:** September 25, 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:** September 25, 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

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NUMBER	TYP	AMOUNT	DATE	VENDOR
203680	R	5,200.00	09/07/2023	A+ DRIVING SCHOOL
203681	R	4,289.94	09/07/2023	AMAZON CAPITAL SERVICES
203682	R	56,600.00	09/07/2023	BITUMINOUS ROADWAYS INC
203683	R	79.00	09/07/2023	BRAATEN, HAROLD
203684	R	21,074.00	09/07/2023	BUILDING RESTORATION CORPORATION
203685	R	1,597.25	09/07/2023	CAMFIL USA, INC
203686	R	217.50	09/07/2023	CATALYST SOURCING SOLUTIONS
203687	R	105.92	09/07/2023	CENTRAL TURF & IRRIGATION SUPPLY
203688	R	145.31	09/07/2023	CINTAS
203689	R	218.25	09/07/2023	CITY OF SOUTH ST PAUL
203690	R	580.84	09/07/2023	DECKER EQUIPMENT
203691	R	400.36	09/07/2023	EDUCATORS BENEFIT CONSULTANTS LLC
203692	R	1,798.66	09/07/2023	EGAN
203693	R	154.35	09/07/2023	FIRST SUPPLY LLC - TWIN CITIES
203694	R	64.00	09/07/2023	FISCHBACH, DAN
203695	R	217.55	09/07/2023	GERLACH OUTDOOR POWER EQUIPMENT
203696	R	1,468.20	09/07/2023	GERTEN GREENHOUSES & GARDEN CENTER
203697	R	120.33	09/07/2023	GRAINGER, INC
203698	R	138.40	09/07/2023	GRAYBAR
203699	R	6,532.00	09/07/2023	H&B SPECIALIZED PRODUCTS
203700	R	36,880.18	09/07/2023	HILLER COMMERCIAL FLOORS
203701	R	1,132.45	09/07/2023	HORIZON COMMERCIAL POOL SUPPLY
203702	R	584.30	09/07/2023	JOSTENS
203703	R	42,730.00	09/07/2023	KIRK ACOUSTICS INC
203704	R	79.00	09/07/2023	KNIGHT, MARTY
203705	R	300.00	09/07/2023	KRISTIN DAVIS LAW LLC
203706	R	4,680.68	09/07/2023	MARK'S PLUMBING PARTS
203707	R	3,939.66	09/07/2023	MUSKEGON HEIGHTS SOLAR LLC
203708	R	3,207.34	09/07/2023	RATZ, KIM
203709	R	79.00	09/07/2023	SAUERS, TODD
203710	R	675.00	09/07/2023	SQUIRES WALDSPURGER & MACE PA
203711	R	79.00	09/07/2023	TOBIN, CONOR
203712	R	64,366.50	09/15/2023	360 COMMUNITIES
203713	R	63.22	09/15/2023	ACE HARDWARE & PAINT
203714	R	12,918.39	09/15/2023	ADVANCE TERRAZZO & TILE CO. INC
203715	R	1,148.51	09/15/2023	ALLSTREAM
203716	R	2,042.00	09/15/2023	APPAREL LAB
203717	R	4,448.43	09/15/2023	ARVIG
203718	R	750.00	09/15/2023	BACKUPIFY
203719	R	266.82	09/15/2023	BLICK ART MATERIALS
203720	R	30.00	09/15/2023	BOOKLER, PATRICK
203721	R	2,293.86	09/15/2023	CANON FINANCIAL SERVICES
203722	R	149.99	09/15/2023	CATALYST SOURCING SOLUTIONS
203723	R	14,797.56	09/15/2023	CITY OF SOUTH ST PAUL
203724	R	1,320.00	09/15/2023	CONQUER NINJA GYMS
203725	R	64.00	09/15/2023	COURNOYER, SCOTT
203726	R	179.00	09/15/2023	CULLIGAN-MILBERT COMPANY
203727	R	79.00	09/15/2023	ELLERD, JEFFREY
203728	R	14.15	09/15/2023	ERICKSON, LAURA
203729	R	7,474.30	09/15/2023	GO2 PRINT MEDIA GROUP
203730	R	83.82	09/15/2023	GOLDCOM, INC
203731	R	2,610.93	09/15/2023	GRAPHIC EDGE DBA GAME ONE
203732	R	150.00	09/15/2023	GUTZMAN, DEB
203733	R	125.00	09/15/2023	HENNEPIN THEATRE TRUST
203734	R	79.00	09/15/2023	JAMA, SHARMAARKE
203735	R	187.60	09/15/2023	KLOTZ, MICAH

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NUMBER	TYP	AMOUNT	DATE VENDOR
203736	R	297.00	09/15/2023 LILY OF THE LIGHT LLC
203737	R	475.75	09/15/2023 LOCAL #70
203738	R	79.00	09/15/2023 MARTINI, JENNIFER
203739	R	1,928.00	09/15/2023 MASSP
203740	R	79.00	09/15/2023 MATUS TADEO, HUGO
203741	R	760.01	09/15/2023 MAUER CHEVROLET
203742	R	372.13	09/15/2023 MCMASTER-CARR SUPPLY COMPANY
203743	R	5,535.00	09/15/2023 MEDICINE LAKE TOURS
203744	R	79.00	09/15/2023 MENDEZ WAHLQUIST, LONDON
203745	R	45.60	09/15/2023 MINNESOTA LOCKS
203746	R	1,139.10	09/15/2023 MINNESOTA CHILD SUPPORT PAYMENT CENTER
203747	R	488.65	09/15/2023 MINNESOTA AIR
203748	R	210.00	09/15/2023 MN DEPT OF LABOR & INDUSTRY
203749	R	2,200.00	09/15/2023 MN STATE HIGH SCHOOL LEAGUE
203750	R	187.60	09/15/2023 MOMMSEN ROGNERUD, ANN MARIE
203751	R	2,140.51	09/15/2023 NETWORK SERVICES COMPANY
203752	R	4,144.03	09/15/2023 NITTI SANITATION
203753	R	194.25	09/15/2023 OFFICE AND PROF EMPLOYEES UNION
203754	R	100.00	09/15/2023 OHLAND, ALEXANDRA
203755	R	43.37	09/15/2023 OXYGEN SERVICE CO INC
203756	R	170.32	09/15/2023 PAVEL, DORINDA
203757	R	425.81	09/15/2023 PEARSON EDUCATION INC
203757	V	-425.81	09/15/2023 PEARSON EDUCATION INC
203758	R	1,257.68	09/15/2023 PETERSON BROS. ROOFING & CONSTRUCTION
203759	R	201.00	09/15/2023 PITNEY BOWES INC
203760	R	339.00	09/15/2023 POMP'S TIRE SERVICE
203761	R	1,489.06	09/15/2023 PROFESSIONAL WIRELESS COMMUNICATIONS
203762	R	3,250.00	09/15/2023 PROTOUCH PAINTING
203763	R	4.04	09/15/2023 REALLY GOOD STUFF
203764	R	180.28	09/15/2023 SAM'S CLUB
203765	R	359.28	09/15/2023 SCHOOL SPECIALTY LLC
203766	R	1,638.49	09/15/2023 SCHWAB-VOLLHABER-LUBRATT SERVICE CORP
203767	R	89.11	09/15/2023 SHERWIN WILLIAMS CO
203768	R	5.00	09/15/2023 SOUTH ST PAUL OPEN FOUNDATION
203769	R	60.00	09/15/2023 SOUTH ST PAUL EDUCATION FOUNDATION
203770	R	179.21	09/15/2023 SOVRAN
203771	R	725.00	09/15/2023 SPED FORMS
203772	R	1,513.73	09/15/2023 ST LOUIS PARK SCHOOLS, ISD #283
203773	R	426.27	09/15/2023 STATE SUPPLY COMPANY INC
203774	R	102.11	09/15/2023 STERICYCLE INC
203775	R	225.00	09/15/2023 STRAUSS SKATES & BICYCLES
203776	R	8,551.00	09/15/2023 THOLE, GORDON
203777	R	630.00	09/15/2023 TOAY, GRETCHEN
203778	R	500.00	09/15/2023 TOTAL ENTERTAINMENT/KIDSDANCE
203779	R	31,580.00	09/15/2023 TRAFERA HOLDINGS LLC
203780	R	2,990.00	09/15/2023 TURNITIN,LLC
203781	R	1,372.84	09/15/2023 TWIN CITY JANITOR SUPPLY INC
203782	R	117.42	09/15/2023 TWIN CITY HARDWARE CO
203783	R	332.76	09/15/2023 UNITED REFRIGERATION INC
203784	R	213.40	09/15/2023 VOSS LIGHTING
203785	R	50,890.26	09/15/2023 XCEL ENERGY
203786	R	9,127.20	09/15/2023 XELLO
203787	R	425.81	09/15/2023 NCS PEARSON EDUCATION
203788	R	79.00	09/21/2023 ADLER, JAMES
203789	R	237.00	09/21/2023 AIKORIEGIE, SUNNY
203790	R	300.00	09/21/2023 ALTOONA MUSIC BOOSTERS

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NUMBER	TYP	AMOUNT	DATE	VENDOR
203791	R	6,325.00	09/21/2023	AMAZEWORKS
203792	R	3,102.73	09/21/2023	AMAZON CAPITAL SERVICES
203793	R	94.00	09/21/2023	ANDERSON, ANTHONY
203794	R	81.00	09/21/2023	ANDERSON, ERIC
203795	R	79.00	09/21/2023	ANDERSON, JULIE
203796	R	79.00	09/21/2023	AULECIEMS, KARL
203797	R	79.00	09/21/2023	BARKLEY, NICHOLAS
203798	R	602.34	09/21/2023	BECKER, ANGELA
203799	R	94.00	09/21/2023	BOCHE, BRIAN
203800	R	94.00	09/21/2023	BURNS, BRIAN
203801	R	33.61	09/21/2023	CLASSEN, GLORIA
203802	R	3,750.00	09/21/2023	CODEHS, INC
203803	R	4,350.00	09/21/2023	CONCORD LANES
203804	R	99.00	09/21/2023	COURNOYER, SCOTT
203805	R	143.00	09/21/2023	DURKOT, ANDREW
203806	R	79.00	09/21/2023	ELLERD, JEFFREY
203807	R	81.00	09/21/2023	FAISON, JOHN
203808	R	94.00	09/21/2023	FEINE, DANIEL
203809	R	94.00	09/21/2023	FIORAVANTI, MARC
203810	R	370.00	09/21/2023	FISCHBACH, DAN
203811	R	81.00	09/21/2023	FLOYSDAND, DAVID
203812	R	129.00	09/21/2023	GLOBE PRINTING & OFFICE SUPPLIES
203813	R	143.00	09/21/2023	GRIGGS, RYAN
203814	R	68.00	09/21/2023	GUZZETTA, BRITTANI
203815	R	94.00	09/21/2023	HOLT, JAMES
203816	R	79.00	09/21/2023	HOVEN, MARTIN
203817	R	182,785.63	09/21/2023	IND SCHOOL DISTRICT 197/COMMUNITY ED
203818	R	73,810.02	09/21/2023	IND SCHOOL DISTRICT 199/COMMUNITY ED
203819	R	15,000.00	09/21/2023	INFINITE HEALTH COLLABORATIVE
203820	R	240.80	09/21/2023	INTERMEDIATE DISTRICT #287
203821	R	19,592.29	09/21/2023	INTERMEDIATE DISTRICT #917
203822	R	143.00	09/21/2023	JACKSON, KIP
203823	R	79.00	09/21/2023	JAEWON, KIM
203824	R	307.00	09/21/2023	JAMA, SHARMAARKE
203825	R	126.00	09/21/2023	JOHNSON, THOMAS
203826	R	94.00	09/21/2023	KELLER, DAVID
203827	R	510.00	09/21/2023	KRISTIN DAVIS LAW LLC
203828	R	7.92	09/21/2023	KUEHN, KIMBERLY
203829	R	80.80	09/21/2023	LAMANNA, KRISTIN
203830	R	222.00	09/21/2023	LAMERS, CHARLES
203831	R	175.00	09/21/2023	LEHNER, KENNETH
203832	R	169.75	09/21/2023	LOFFLER COMPANIES
203833	R	347.00	09/21/2023	MCDERMOTT, MARTY
203834	R	94.00	09/21/2023	MCNAUGHTON, NATHAN
203835	R	2,184.00	09/21/2023	MEDICINE LAKE TOURS
203836	R	12.80	09/21/2023	MILLER, TRISTA
203837	R	7,414.43	09/21/2023	NASSEFF MECHANICAL CONTRACTORS
203838	R	704.00	09/21/2023	NEW WAY HYPNOSIS CLINIC INC
203839	R	13,592.80	09/21/2023	NORTHLINE TRANSPORTATION
203840	R	81.00	09/21/2023	NOVAK, DANIEL
203841	R	40.77	09/21/2023	PIEKARSKI, DIAN
203842	R	79.00	09/21/2023	RYAN, DENIS
203843	R	79.00	09/21/2023	SAUERS, RILEY
203844	R	79.00	09/21/2023	SAUERS, TODD
203845	R	94.00	09/21/2023	SCOTT, RYAN
203846	R	24.55	09/21/2023	SIMONDS, MICHAEL

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NUMBER	TYP	AMOUNT	DATE	VENDOR
203847	R	143.00	09/21/2023	SOSA, MIQUEL
203848	R	81.00	09/21/2023	STECHMANN, KARLA
203849	R	3,557.25	09/21/2023	SUNBELT STAFFING
203850	R	4,984.00	09/21/2023	SUPERIOR SEALCOAT SERVICE INC
203851	R	81.00	09/21/2023	THARALDSON, RYAN
203852	R	79.00	09/21/2023	TINUCCI, SAMANTHA
203853	R	287.20	09/21/2023	TRIO SUPPLY CO
203854	R	81.00	09/21/2023	WALTER, BRIAN
203855	R	79.00	09/21/2023	WINKELMANN, JACK
203856	R	19.00	09/21/2023	ZUNIGA, CATHERINE
202300103	W	67,815.33	09/05/2023	HEALTH PARTNERS
202300104	W	43,047.06	09/15/2023	MINNESOTA PAYROLL TAXES
202300105	W	258,019.08	09/15/2023	FEDERAL PAYROLL TAXES
202300106	W	374.96	09/15/2023	MN DEPT OF REVENUE
202300107	W	41,890.91	09/15/2023	PERA
202300108	W	53,665.21	09/15/2023	TSA/ACH DEDUCTION
202300109	W	138,101.84	09/15/2023	TEACHER RETIREMENT ASSOCIATION
202300110	W	0.00	09/15/2023	MINNESOTA PAYROLL TAXES
202300111	W	0.00	09/15/2023	FEDERAL PAYROLL TAXES
202300112	W	69.65	09/15/2023	TSA/ACH DEDUCTION
202300135	W	32,999.89	09/18/2023	HEALTH PARTNERS
202300136	W	78,738.30	09/11/2023	HEALTH PARTNERS
202300137	W	308.00	09/15/2023	HEALTH PARTNERS
232400088	A	367.24	09/18/2023	ANDERSON, CONRAD
232400089	A	63.94	09/18/2023	BOELTER, LISA
232400090	A	76.77	09/18/2023	EMERY, HEATHER
232400091	A	81.00	09/18/2023	HANSON, ERIC
232400092	A	44.20	09/18/2023	JENSON, ALLISON
232400093	A	371.16	09/18/2023	KRUEGER, BRADY
232400094	A	222.21	09/18/2023	LENARZ, TAMMY
232400095	A	51.55	09/18/2023	RAMIREZ, JENNA
232400096	A	16.94	09/18/2023	SKAAR, DELANEY
232400097	A	117.42	09/18/2023	TIMMERMAN, MOLLY

1,515,391.17 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	512,986.61	0.00	283,451.15	796,437.76
02	FOOD SERVICE	439.99	363.50	170.32	973.81
04	COMMUNITY EDUCATION	282,583.62	0.00	32,864.00	315,447.62
05	CAPITAL	802.79	0.00	221,371.13	222,173.92
20	INTERNAL SERVICE	0.00	0.00	13,044.89	13,044.89
21	MEDICAL	0.00	0.00	166,508.63	166,508.63
50	ACTIVITY ACCOUNT	804.54	0.00	0.00	804.54
***	Fund Summary Totals ***	797,617.55	363.50	717,410.12	1,515,391.17

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

**CHECKRUNS**

<b><u>FUND</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>September 7, 2023 - September 21, 2023</u></b>
1	GENERAL	\$796,437.76
2	FOOD SERVICE	\$973.81
4	COMMUNITY EDUCATION	\$315,447.62
5	CAPITAL	\$222,173.92
7	DEBT SERVICE	\$0.00
20	INTERNAL SERVICE	\$179,553.52
50	ACTIVITY ACCOUNTS	\$804.54
	TOTAL	<b><u>\$1,515,391.17</u></b>

**PAYROLL**

**09/15/2023**

Payroll Direct Deposit	900093843-900094335	\$761,811.90
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## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** September 25, 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)**

**9-25-23**

**Certified**

**A. Appointments/Reassignments**

1. Nathaniel Knapp-Vasquez – 1.0 FTE Grade 5 Elementary Teacher, Lincoln Center, BA00, Step 1, effective September 18, 2023.

**Change of Assignment**

Christopher Bauleke – Change from 1.0 FTE Special Education Teacher, High School, to 1.0 FTE Peer Coach (TOSA), District-wide, effective September 18, 2023.

Christine Wallace – Intervention Teacher, Kaposia Education Center, increase from .4 to .5 FTE, effective for the 2023-24 school year.

**2023-24 ECA**

**BASKETBALL – BOYS**

Head Coach	Edwards, Darren	\$6,628
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**BASKETBALL – GIRLS**

Head Coach	Douglas, Isaac	\$6,628
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**DANCE TEAM**

Head Coach	Wilson, Rozlyn**	\$5,010
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**FOOTBALL**

Middle School Coach	Schmidt, Kenneth*	\$2,237
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**GYMNASTICS**

Head Coach	Tautges, Kaia**	\$5,476
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**HOCKEY – GIRLS**

Head Coach	Palmquist, David	\$6,628
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**SWIMMING – BOYS**

Head Coach	Kier, Ty	\$5,177
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**VOLLEYBALL**

Middle School Coach	Renteria, Leanne**	\$2,237 (Flex)
Additional Coach	Aura, Sarah**	\$1,000 (Booster Club)

**WRESTLING**

Head Coach	Nihart, Don	\$6,628
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**MUSIC**

Asst Show Choir	Kadlec, Madeline	\$1,152
Vocal Music – MS	Kadlec, Madeline	\$839
Vocal Music – HS	Kadlec, Madeline	\$1,152

\* indicates non-district employee

\*\* indicates returning non-district employee

B. Resignations/Retirements/Leaves/Reductions/Other

1. Lindsay Alejandrino – Resignation, SADD Advisor, Secondary Building, effective September 11, 2023.
2. Jana Beck – Retirement, .66 FTE Early Childhood Family Education Teacher, Family Education Center, effective January 19, 2024.
3. Jillian Cole – Leave of absence, 1.0 FTE Special Education Teacher, Middle School, effective October 9, 2023, through November 17, 2023.

**Classified**

**A. Appointments/Reassignments**

1. Julio Castillo – Student Supervisor, Lincoln Center, \$16.94 per hour, 17.5 hours per week, effective September 5, 2023.
2. Alexis Clardy – Kids’ Choice Program Assistant, Kaposia Education Center, \$18.86 per hour, 5.25 hours on student days, 5.5 hours on non-student days and summer program, effective September 25, 2023.
3. Elizabeth Demma – Special Education Assistant, Middle School, \$20.16 per hour, 32.5 hours per week, effective September 25, 2023.
4. Travis Klein – Nutrition Services Assistant, Secondary Building, \$17.39 per hour, 20 hours per week, effective September 25, 2023.
5. Victoria Menzie – Special Education Assistant, Lincoln Center, \$20.16 per hour, 32.5 hours per week, effective September 25, 2023.
6. Devon Moe – Special Education Assistant, Middle School, \$20.16 per hour, 32.5 hours per week, effective September 25, 2023.
7. Courtney Renville Soto – American Indian Cultural Liaison, District-wide, \$29.29 per hour, 26.25 hours per week, effective September 18, 2023.
8. Kayla Thomas – Special Education Assistant, High School, \$20.16 per hour, 32.5 hours per week, effective September 25, 2023.
9. Kirsten Young – Special Education Assistant, Kaposia Education Center, \$20.16 per hour, 32.5 hours per week, effective September 25, 2023.

Change of Assignment – Effective September 25, 2023

Eric Hanson – Change from Special Education Assistant to Student Support Assistant, Middle School

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

1. Elizabeth Birnstengel – Retirement, District Records Assistant (Class III), Secondary Building, effective April 1, 2024.
2. Devon Moe – Resignation, Student/Security Monitor, Middle School, effective September 22, 2023.
3. Lisa Natvig – Leave of absence, Part-Time Cleaner, Secondary Building, effective September 8, 2023, through approximately September 25, 2023.
4. Dwayne Smith – Termination, Part-Time Cleaner, Secondary Building, effective September 8, 2023.
5. Kirsten Young – Resignation, Student Supervisor, Kaposia Education Center, effective September 22, 2023.



# SOUTH ST. PAUL PUBLIC SCHOOLS

## School Board Agenda Item

**Meeting Date:** Monday, September 25, 2023

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

**Action Requested:** Approval

**Attachment:** 2023 Payable 2024 Proposed Levy Summary

<b>Topic:</b> 2023 Payable 2024 Proposed Levy
<b>Presenter(s):</b> Brady Hoffman, Director of Finance
<p><b>Background:</b></p> <p>At the Committee of the Whole meeting, we will review information regarding our 2023 Payable 2024 Proposed Levy Certification. This proposed certification is for taxes payable in calendar year 2024, and is revenue for the 2024-2025 school year. We are recommending we approve the proposed levy at “maximum”. Proposed levies for school districts carry the option of levying the “Maximum” versus a specific amount due to continuing updates by the Department of Education. This “Maximum” option protects school districts whose levies may increase. Levying a specific dollar amount prevents further increases.</p> <p>We are required to certify our Proposed Levy to the County Auditor by September 30, 2023. The information submitted to the County Auditor is the information used for the proposed property taxes mailed to each taxpayer in November.</p> <p>Truth in Taxation statutes require a hearing be conducted during regular school board meetings. The statute also requires that the date and time of the regular school board meeting when hearings are scheduled be announced at the time the proposed levy is certified.</p> <p>The Truth in Taxation hearing will be held during the regular board meeting on December 11, 2023 at 6:00 pm.</p>
<p><b>Recommendation:</b> Approval of 2023 Payable 2024 Proposed Levy</p>
<p><b>Alternatives:</b> N/A</p>

**South St Paul Public Schools  
Proposed Payable 2024 Levy**

<b>Fund Levy Category</b>	<b>FINAL Payable 2023</b>	<b>PROPOSED Payable 2024</b>	<b>Dollar Change</b>	<b>Percent Change</b>
<b><u>General Fund:</u></b>				
Referendum	\$ 6,056,012	\$ 6,004,307	\$ (51,705)	
Local Optional	1,999,573	1,993,189	(6,384)	
Equity	235,605	220,698	(14,907)	
Transition	90,985	87,948	(3,037)	
Capital Projects Referendum	834,135	940,514	106,379	
Operating Capital	267,385	313,212	45,827	
Alternative Teacher Compensation	282,917	272,115	(10,802)	
Achievement and Integration	175,431	176,069	638	
Reemployment Insurance	30,000	25,000	(5,000)	
Safe Schools	112,211	108,466	(3,745)	
Safe Schools Intermediate	46,755	45,194	(1,561)	
Career and Technical	62,188	63,521	1,333	
Long Term Facilities Maintenance	725,384	714,782	(10,602)	
Building/Land Lease	632,616	626,847	(5,769)	
Capital Facilities Bonds	(174,825)	(176,715)	(1,890)	
Adjustments/Abatements	115,499	(20,317)	(135,816)	
<b>Total General Fund</b>	<b>\$ 11,491,871</b>	<b>\$ 11,394,830</b>	<b>\$ (97,041)</b>	<b>-0.8%</b>
<b><u>Community Service Fund:</u></b>				
Basic Community Education	\$ 154,720	\$ 115,757	\$ (38,963)	
Early Childhood Family Education	65,076	61,821	(3,255)	
Home Visiting	2,389	2,931	542	
School Age Care - Disabled	200,000	200,000	-	
Adjustments/Abatements	394	(133,716)	(134,110)	
<b>Total Community Service Fund</b>	<b>\$ 422,579</b>	<b>\$ 246,793</b>	<b>\$ (175,786)</b>	<b>-41.6%</b>
<b><u>Debt Service Fund:</u></b>				
Initial Debt Service	\$ 3,366,558	\$ 3,203,340	\$ (163,218)	
Capital Facilities Bonds	174,825	176,715	1,890	
Reduction for Debt Excess	(290,733)	(168,952)	121,781	
Adjustments/Abatements	1,171	28,821	27,650	
<b>Total Debt Service Fund</b>	<b>\$ 3,251,821</b>	<b>\$ 3,239,924</b>	<b>\$ (11,897)</b>	<b>-0.4%</b>
<b>Total All Levies</b>	<b>\$ 15,166,271</b>	<b>\$ 14,881,547</b>	<b>\$ (284,724)</b>	<b>-1.9%</b>