



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

Monday, October 9, 2023 5:00 PM

Location: CITY HALL

125 THIRD AVENUE NORTH

South St Paul, Minnesota 55075

Agenda

I. FINANCE	
A. 2023-24 Community Preschool Sliding Fee Schedule (B. Hoffman, J. Zehnder, and K. Sammartano Weeks)	2
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• District 917	
• AMSD	
• Community Education	
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• Finance, Facilities and Long-Range Planning	
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SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: October 9, 2023

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

Action Requested: Approval

Attachment: Preschool Sliding Fee Schedule

Topic: Community Preschool Sliding Fee Schedule for 2023-2024

Presenter(s): Brady Hoffman, Finance Director; Jeanne Zehnder, Community Education Director and Kristen Sammartano Weeks, Early Learning Coordinator

Background:

We are asking for your approval of the Community Preschool Sliding Fee Schedule for 2023-2024 fiscal year. The proposed fees are listed in the attached fee schedule document

Below are some notes regarding the proposed changes:

- The Community Preschool programs are fee-based programs.
- MN School Readiness Programs Statute 124D.15, Subd. 12 states, “A district must adopt a sliding fee schedule based on a family's income but must waive a fee for a participant unable to pay.”
- The sliding fee schedule brackets are based on federal poverty guidelines, and on state eligibility standards for the Pathway II early learning scholarship.
- Financial assistance from School Readiness for Community Preschool scholarships is available.
- The proposed sliding fees for next year remain at or below comparison districts’ sliding fees scales for the 2023-2024 fiscal year.
- Families would need to complete the attached form and provide proof of income to qualify for reduced tuition.

Recommendation: Approval of the 2023-24 Sliding Fee Schedule

Alternatives: Do not approve and direct administration with next steps.

Preschool Fee Agreement 2023-24

South St. Paul Community Preschool is required by MN state School Readiness law to establish a sliding fee scale for preschool students. The sliding fee scale establishes a recommended amount of payment for service based on family income and size. **No child will be excluded because of a family's inability to pay.**

Children and families who qualify for Educational Benefits, participate in certain government programs (SNAP, MFIP, etc.), and/or can provide proof of eligible income can receive Pathway II early learning scholarships. Please request a Pathway II application from the Early Learning Office. Families that do not qualify for scholarships will be charged based on the sliding fee scale. **Questions? Please call 651-457-9418.**

Child and Family Information (please print)

Preschooler's Name: _____ **Birth Date:** _____
First Middle Initial Last

Address: _____ **City/State:** _____ **Zip Code:** _____

Parent/Guardian Name: _____ **Cell Phone:** _____
First Last

Parent/Guardian Email: _____

Gross Annual Income		Household Size						
		2	3	4	5	6	7	8
0	\$36,482	Scholarship	Scholarship	Scholarship	Scholarship	Scholarship	Scholarship	Scholarship
\$36,482	\$45,991	25%	Scholarship	Scholarship	Scholarship	Scholarship	Scholarship	Scholarship
\$45,991	\$55,500	50%	25%	Scholarship	Scholarship	Scholarship	Scholarship	Scholarship
\$55,500	\$65,009	50%	50%	25%	Scholarship	Scholarship	Scholarship	Scholarship
\$65,009	\$74,518	75%	50%	50%	25%	Scholarship	Scholarship	Scholarship
\$74,518	\$84,027	75%	75%	50%	50%	25%	Scholarship	Scholarship
\$84,027	\$93,536	100%	75%	75%	50%	50%	25%	Scholarship
\$93,536	\$103,045	100%	100%	75%	75%	50%	50%	25%
\$103,045+		100%	100%	100%	75%	75%	50%	50%

Full Tuition Amount = \$185 per month for M/W/F program, \$125 per month for T/Th program

Payment is due on the first preschool day of each month, September through May.

- According to the sliding fee scale, I should pay a fee of _____ per month. **-OR-**
- According to the sliding fee scale, I should pay a fee of _____ per month, but I am requesting fee assistance due to special family circumstances. I am able to pay _____. **MUST COMPLETE:** I am requesting fee assistance due to: _____ **-OR-**
- My child qualifies for/receives special education services (ECSE) and fees do not apply.

I certify that the above information is true and correct and that all income is reported. I understand that school district officials may ask to have the information on this application verified. Deliberate misrepresentation of this information may result in my child being disqualified from the preschool program. I will notify the Early Learning Office if/when household income or size changes.

Parent/Guardian Signature

Date



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, October 9, 2023

Place on Agenda: COW

Action Requested: Information Only

Attachment:

Topic: Approve 2022-23 Preliminary Audit Results
Presenter(s): Brady Hoffman, Director of Finance
<p>Background:</p> <p>The school district’s annual financial statement audit took place in August and we are in the final stages of wrap-up. This evening we will review the preliminary audit opinion, findings, and financial results.</p> <p>Aaron Nielsen, the district’s independent auditor from MMKR, will review the final audit reports with the School Board at the November 13 meeting.</p>
Recommendation: N/A
Alternatives: N/A



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: October 9, 2023

Place on Agenda: Committee of the Whole and Regular Meeting

Action Requested: Approval

Attachment: Resolution Appointing Elections Judges for the November 7, 2023 School District Special Election

Topic: Resolution Appointing Elections Judges for the November 7, 2023 School District Special Election
Presenter(s): Lisa Brandecker, Manager of Administrative Services and Communications
Background: As a legal requirement, the School Board will be asked to approve the attached Resolution Appointing Elections Judges for the November 7, 2023 School District Special Election.
Recommendation: Approval of Resolution Appointing Elections Judges for the November 7, 2023 School District Special Election
Alternatives: 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

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 School District on October, 9, 2023, at 6:00 o'clock p.m., for the purpose, in part, of adopting a resolution appointing election judges.

Member _____ moved the adoption of the following Resolution:

**RESOLUTION APPOINTING ELECTION JUDGES
FOR THE NOVEMBER 7, 2023
SCHOOL DISTRICT SPECIAL ELECTION**

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

1. The individuals specified on EXHIBIT A attached hereto, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the School District's special election on November 7, 2023, to act as such at the combined polling place listed on said exhibit.
2. 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.
3. The School District Clerk and the Clerk's designee are hereby authorized to appoint additional election judges, as needed, to fill vacancies that may occur on or before election day.

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.

EXHIBIT A

COMBINED POLLING PLACE

Dakota County Historical Society

ELECTION JUDGES

Head Election Judge LouAnn Goossens

Head Election Judge Tom Polzin

Faye Baumann

Ernesto Bernal

Suzanne Bernal

Catherine Brandes

Barb Chadwick

Joshua Feit

Rozanne Glass

Judy Jarman

Jerry Knock

Steven Porter

Rich Rakness

George Roedler

Jeanette Roedler

James Scanlan

Monica Schlemmer

Patricia Schroeder

Robin Schroeder

Jeremy Weber



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, October 9, 2023

Place on Agenda: Regular Agenda

Action Requested: Approval

Attachment: **Employment of School Board Member as a Substitute**

Topic: Employment of School Board member as a Substitute
Presenter: Joel Milteer Human Resource Director
Background: According to MN Statute 123B.195, School Board members may be employed by the school district as an employee as long as the amount earned does not exceed \$8,000 in a fiscal year. Additionally, employment must receive majority approval at a meeting in which all board members are present. The Board Member has been a substitute in the past and would like to continue as a substitute for the 2023-24 school year. Majority approval by the School Board is necessary.
Recommendation: Approve Board Member as a classified substitute for the district.
Alternatives: Not approve Board Member as a classified substitute for the district.

Member _____ introduced the following Resolution and moved its adoption:

RESOLUTION APPROVING EMPLOYMENT OF THE BOARD MEMBER AS A SUBSTITUTE IN A CLASSIFIED POSITION IN THE SCHOOL DISTRICT

WHEREAS, Minnesota Statutes sections 123B.195 and 471.88, subdivision 5, grant the School District the authority to hire board members for employment;

WHEREAS, Wendy Felton, board member of the South St. Paul Board of Education, is duly qualified for employment as a substitute in a classified position; and

WHEREAS, the School District wishes to employ Ms. Felton as a substitute in a classified position.

NOW THEREFORE BE IT RESOLVED by the South St. Paul Board of Education as follows:

1. The Board hereby approves Ms. Felton for employment as a substitute in a classified position in the School District. In accordance with Minnesota Statutes section 123B.195, Ms. Felton's compensation as a result of this employment relationship with the School District must not exceed \$8,000 per fiscal year.
2. Ms. Felton will be paid no more than the 2023-24 rate of pay listed below for the designated classified substitute assignment:
 - Nutrition Services substitute - \$16.00/hour
 - Student Supervision substitute - \$15.00/hour
 - Clerical substitute - \$19.00/hour

These are the same rates paid to all substitute in classified positions in the School District and is as low as the price of obtaining substitute services from someone other than Ms. Felton.

The motion for the adoption of this Resolution was made at the South St. Paul School Board Meeting on October 9, 2023, by _____, duly seconded by _____, and upon a vote being taken thereon, the following voted in favor of the Resolution:

And the following voted against the Resolution:

Whereupon this Resolution was declared duly passed and adopted



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Place on Agenda: Committee-of-the-Whole

Action Requested: None. Discussion Only.

Attachment: None

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