



South St. Paul School Board Meeting
Monday, October 9, 2023 6:00 PM
Location: CITY HALL
125 THIRD AVENUE NORTH
South St Paul, Minnesota 55075

Agenda

I. ROLL CALL and PLEDGE OF ALLEGIANCE	
II. APPROVAL OF MEETING AGENDA/MINUTES	
A. School Board Meeting Agenda, October 9, 2023	
B. Committee-of-the-Whole and Regular Meeting Minutes, September 25, 2023	3
III. QUALITY-IN-ACTION and REPORTS	
A. Quality-in-Action: Kaposia Principal Terry Bretoi along with his Kindergarten and Second Grade teams will share their LETRS training work and some early achievement results.(T. Bretoi)	
B. Report: Chair John Raasch will highlight the Public Listening Session submissions. (J. Raasch)	6
C. Report: School Board members will highlight items from the committee-of-the-whole meeting. (Board)	7
D. Report: Superintendent Zambreno will provide highlights from around the District. (B. Zambreno)	8
IV. CONSENT ITEMS	
A. Financial Claims: Bills Payable	9
B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves	16
V. POLICY REVIEW	
VI. BUSINESS ITEMS	
A. Approval, for the South St. Paul School Board to approve the Resolution Appointing Election Judges for the November 7, 2023 Special Election. (L. Brandecker)	21

B. Approval, for the South St. Paul School Board to approve the School Board Employment Resolution. (J. Milteer) 24

C. Approval, for the South St. Paul School Board to approve the Community Preschool Sliding Fee Scale. (B. Hoffman/J/Zehnder/K. Sammartano/Weeks) 26

D. Approval, for the South St. Paul School Board to approve the Acceptance of Gifts Resolution. (B. Hoffman) 28

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. ADJOURN

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

September 25, 2023

Chair John Raasch called the September 25, 2023, committee-of-the-whole meeting to order at 5:00 PM with five Board members present: Clafflin, W. Felton, Humann, Raasch and Weber. Superintendent Zambreno along with Directors Laliberte and T. Felton were absent. Others present included several staff and community members.

2023 Payable 2024 Proposed Property Tax Levy

Finance Director Brady Hoffman provided an overview of the 2023 Payable 2024 Proposed Property Tax Levy that will go before the School Board for approval this evening. As in years past, the board is being asked to approve the levy to the maximum to allow for any downward adjustments to be made as necessary. While there is an anticipated 1.9% reduction for all levies in 2024, there are a number of factors that can affect a taxpayers property tax statement such as home value increase or decrease, city taxes, county taxes, etc. The Truth-in-Taxation hearing will be held during the regular board meeting on December 11.

Yondr Pouch

Middle School Principal Leah Bourg provided an update to the Yondr Pouches that was implemented in the 2022-23 school year for students in grades 6-8. At the beginning of the 2022-23 school year, Yondr pouches were distributed to all middle school students. Each day when students come to school, they place their phone and wearable technology into the Yondr pouch, and magnetically clasp it shut in their first hour of class. The pouch remains locked for the duration of the day. Students may carry the pouch with them or they may keep it in their locker. As they leave the building each day, or on their way to after-school activities, they will pass by a magnetic base to open their pouch.

Over the last year, Yondr pouches have proved to be a successful tool in reducing the number of classroom and learning disruptions, inappropriate cell phone use and negative student to student interactions that the middle school was experiencing during the school day.

Committee Updates

Board members provided updates to their various committee assignments.

Other Updates/Discussion

The Board engaged in conversation and agreed to host two senior center events (January 25 and June 13, 2024). Community Ed staff will purchase and organize the events with Board members serving as greeters and servers and be invoiced for the events.

It was also shared that a Board sunshine fund will be created within the Educational Foundation. Board members will personally contribute to the fund in order to recognize milestones or other personal issues within the Board.

Chair Raasch also shared a draft proposal for a new Board committee, meeting and public listening session structure. Board members will review and plan to discuss more in depth at an upcoming meeting.

The committee-of-the-whole meeting adjourned at 5:53 PM.

Respectfully submitted by:

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



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

SEPTEMBER 25, 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 25, 2023. Chair John Raasch called the meeting to order at 6:00 PM with five Board members present for roll call: Claflin, W. Felton, Humann, Raasch, and Weber. Superintendent Dr. Brian Zambreno and Directors T. Felton and Laliberte were absent. Several staff and community members were also present.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

MINUTES

By Director Weber

Seconded by Director Claflin

That the South St. Paul School Board approves the September 25, 2023, School Board meeting agenda as well as minutes from the September 11, 2023, committee-of-the-whole and regular meetings and the minutes from the September 14, 2023 Joint Work Session with the City Council. Motion carried (5-0)

QUALITY-IN-ACTION AND REPORTS

Quality-in-Action – Middle School Principal Leah Bourg along with her team and some students highlighted the W.E.B. program. W.E.B, which stands for Where Everyone Belongs, is a program that has 8th grade students serving as W.E.B. leaders to help create a smooth transition for our 6th grade students from their elementary school to starting their educational journey at SSP Secondary.

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.

CONSENT ITEMS

By Director W. Felton

Seconded by Director Claflin

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

Motion carried (5-0)

BUSINESS ITEMS

By Director Weber Seconded by Director Humann
Approval, for the South St. Paul School Board to approve the 2023 Payable 2024 Proposed Levy.
Motion carried (5-0)

INFORMATIONAL ITEMS

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

CLOSED SESSION

By Director Weber Seconded by Director Claflin
Approval for the School Board to move to a closed session at 6:38 PM per the open meeting law (Minn. Stat. § 13D.03) for the purpose of teacher negotiations.
Motion carried (5-0)

Members present: Directors Claflin, W. Felton, Humann, Weber, and Raasch as well as Human Resource Director Joel Milteer, and Finance Director Brady Hoffman. Superintendent Zambreno participated via conference call.

ADJOURN

By Director Weber Seconded by Director Humann
That the School Board moves to open the closed session and adjourn the September 25, 2023, meeting at 7:38 PM.
Motion carried (5-0)

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

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk
Board of Education



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Place on Agenda: Regular Meeting Reports

Action Requested: None

Attachment: None

Topic: School Board Listening Session Report

Presenter(s): Board Chair

Background:

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

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

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



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Place on Agenda: Reports

Action Requested: None

Attachment: None

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



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Place on Agenda: Reports

Action Requested: None

Attachment: None

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



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: October 9, 2023

Place on Agenda: Consent Items

Action Requested: Approval

Attachment: Financials – Bills Payable

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

CHECK CHE	CHECK		
NUMBER	TYP	AMOUNT	DATE VENDOR
203857	R	17.38	09/28/2023 ACE HARDWARE & PAINT
203858	R	2,496.00	09/28/2023 ADOBE INC
203859	R	195.00	09/28/2023 AUFDERWORLD CORP
203860	R	2,327.25	09/28/2023 BETTER DESIGN ENTERPRISES LLC
203861	R	154.70	09/28/2023 BLICK ART MATERIALS
203862	R	45.00	09/28/2023 BONK, ALLISON
203863	R	4,587.72	09/28/2023 CANON FINANCIAL SERVICES
203864	R	1,251.57	09/28/2023 CAPITAL ONE TRADE CREDIT
203865	R	3,606.90	09/28/2023 CAPSTONE /COUGHLAN COMPANIES
203866	R	25.59	09/28/2023 CINTAS
203867	R	300.00	09/28/2023 CITY OF WEST ST PAUL
203868	R	99.00	09/28/2023 COURNOYER, SCOTT
203869	R	40.00	09/28/2023 EAST RIDGE HIGH SCHOOL ACTIVITIES
203870	R	400.00	09/28/2023 EDEN PRAIRIE SCHOOLS
203871	R	2,208.46	09/28/2023 FIRST SUPPLY LLC - TWIN CITIES
203872	R	114.00	09/28/2023 FISCHBACH, DAN
203873	R	374.83	09/28/2023 FLINN SCIENTIFIC INC
203874	R	125.00	09/28/2023 GOLDCOM, INC
203875	R	144.03	09/28/2023 GRAINGER, INC
203876	R	49.25	09/28/2023 GRANT, CHRISTINE
203877	R	3,422.61	09/28/2023 GRAPHIC EDGE DBA GAME ONE
203878	R	136.99	09/28/2023 GREAT AMERICAN BUSINESS PRODUCTS
203879	R	55.00	09/28/2023 HANSON, ERIC
203880	R	250.00	09/28/2023 HERITAGE CHRISTIAN ACADEMY
203881	R	143.00	09/28/2023 HERNANDEZ ACEVEDO, OSWALDO
203882	R	37,349.04	09/28/2023 HILLER COMMERCIAL FLOORS
203883	R	325.00	09/28/2023 INFINITE CAMPUS
203884	R	84.00	09/28/2023 INNOVATIVE OFFICE SOLUTIONS LLC
203885	R	143.00	09/28/2023 JAMA, SHARMAARKE
203886	R	81.00	09/28/2023 JOHNSON, THOMAS
203887	R	1,850.00	09/28/2023 JUNIOR ACHIEVEMENT OF THE UPPER MIDWEST
203888	R	30.00	09/28/2023 KIBLER, DOROTHEA
203889	R	321.00	09/28/2023 KRECH IRON WORKS
203890	R	1,195.28	09/28/2023 KWIK TRIP EXTENDED NETWORK
203891	R	447.00	09/28/2023 LAKESHORE LEARNING MATERIALS
203892	R	15.85	09/28/2023 LEMAY, MONICA
203893	R	628.17	09/28/2023 LIGHTNING DISPOSAL INC
203894	R	1,801.40	09/28/2023 LINDENMEYR MUNROE
203895	R	3,738.86	09/28/2023 LINK INTERPRET
203896	R	204.26	09/28/2023 MAC ENTERPRISES LLC
203897	R	99.00	09/28/2023 MCDERMOTT, MARTY
203898	R	202.74	09/28/2023 MCMASTER-CARR SUPPLY COMPANY
203899	R	3,985.00	09/28/2023 MERIDIAN CONSULTING/DAVID SŁOMKOWSKI
203900	R	300.00	09/28/2023 MHS CHOIR BOOSTERS
203901	R	6,680.37	09/28/2023 MINNEHAHA ACADEMY
203902	R	76.47	09/28/2023 MINNESOTA LOCKS
203903	R	35.00	09/28/2023 MINNESOTA DEPARTMENT OF HEALTH
203904	R	79.00	09/28/2023 MITSON, STEPHON
203905	R	27,895.00	09/28/2023 MMKR & CO
203906	R	40.00	09/28/2023 MN ASSOC OF SECRETARIES TO THE PRINCIPAL
203907	R	160.00	09/28/2023 MN DEPT OF LABOR & INDUSTRY
203908	R	600.00	09/28/2023 MN STATE HIGH SCHOOL MATH LEAGUE
203909	R	3,390.00	09/28/2023 MOBILE ED PRODUCTIONS INC
203910	R	250.00	09/28/2023 MOUNDS VIEW HIGH SCHOOL
203911	R	1,557.97	09/28/2023 N2Y
203912	R	1,040.00	09/28/2023 NASSEFF MECHANICAL CONTRACTORS

CHECK CHE		CHECK	
NUMBER	TYP	AMOUNT	DATE VENDOR
203913	R	3,158.64	09/28/2023 NEO ELECTRIC SOLUTIONS
203914	R	300.00	09/28/2023 ONALASKA SHOW CHOIR
203915	R	13.62	09/28/2023 OXYGEN SERVICE CO INC
203916	R	16,800.00	09/28/2023 PARENTSQUARE
203917	R	100.00	09/28/2023 PEACEMAKER MINNESOTA
203918	R	439.29	09/28/2023 PITNEY BOWES INC
203919	R	2,065.29	09/28/2023 PITNEY BOWES INC PURCHASE POWER
203920	R	330.26	09/28/2023 PLUNKETT'S PEST CONTROL
203921	R	1,642.75	09/28/2023 PROFESSIONAL WIRELESS COMMUNICATIONS
203922	R	158.17	09/28/2023 QUILL CORPORATION
203923	R	32.78	09/28/2023 REALLY GOOD STUFF
203924	R	2,427.90	09/28/2023 REALLY GREAT READING COMPANY LLC
203925	R	1,903.25	09/28/2023 REBYL SPORTS, INC
203926	R	3,105.88	09/28/2023 SCHOOL SPECIALTY LLC
203927	R	83.04	09/28/2023 SCHOOL SPECIALTY
203928	R	26,997.00	09/28/2023 SECURLY
203929	R	30.57	09/28/2023 SHERWIN WILLIAMS CO
203930	R	106.00	09/28/2023 SQUIRES WALDSPURGER & MACE PA
203931	R	3,487.50	09/28/2023 SUNBELT STAFFING
203932	R	1,890.00	09/28/2023 TEXTHELP
203933	R	180.00	09/28/2023 THUMB THINGS/BUTTON WORKS
203934	R	222.00	09/28/2023 TINUCCI, SAMANTHA
203935	R	138.65	09/28/2023 TRIO SUPPLY CO
203936	R	460.00	09/28/2023 UNIVERSITY OF OREGON
203937	R	1,600.00	09/28/2023 VARSITY GROUP
203938	R	150.00	09/28/2023 VITAMINK12, LLC
203939	R	79.00	09/28/2023 WARREN, MICHELE
203940	R	475.75	09/29/2023 LOCAL #70
203941	R	1,139.10	09/29/2023 MINNESOTA CHILD SUPPORT PAYMENT CENTER
203942	R	96.00	09/29/2023 NCPERS GROUP LIFE INS
203943	R	194.25	09/29/2023 OFFICE AND PROF EMPLOYEES UNION
203944	R	11,390.45	09/29/2023 SOUTH ST PAUL TEACHER'S ASSOCIATION
203945	R	5.00	09/29/2023 SOUTH ST PAUL OPEN FOUNDATION
203946	R	60.00	09/29/2023 SOUTH ST PAUL EDUCATION FOUNDATION
203947	R	4,948.43	10/03/2023 AMAZON CAPITAL SERVICES
203948	R	100.00	10/03/2023 ANDERSON, FALLON
203949	R	79.00	10/03/2023 BECKER, MARCUS
203950	R	45.00	10/03/2023 BONK, ALLISON
203951	R	100.00	10/03/2023 BRIESE, RYAN
203952	R	143.00	10/03/2023 BYRNE, EDWARD
203953	R	56.00	10/03/2023 COURNOYER, SCOTT
203954	R	94.00	10/03/2023 DOW, BRIAN
203955	R	64.00	10/03/2023 EKEREKE, OTORO
203956	R	188.00	10/03/2023 FAISON, JOHN
203957	R	114.00	10/03/2023 FISCHBACH, DAN
203958	R	143.00	10/03/2023 FREDRICKSON, AARON
203959	R	366.45	10/03/2023 GRAPHIC EDGE DBA GAME ONE
203960	R	7,108.39	10/03/2023 HI-TECH REFRIGERATION
203961	R	45.00	10/03/2023 JOHNSON, THOMAS
203962	R	81.00	10/03/2023 JONES, TREMAYNE
203963	R	94.00	10/03/2023 KARNAS, LUCAS
203964	R	81.00	10/03/2023 KROTZ, CLIFTON
203965	R	94.00	10/03/2023 LIVINGSTON, TYLER
203966	R	94.00	10/03/2023 LOVAS, MICHAEL
203967	R	81.00	10/03/2023 MARX, BENJAMIN
203968	R	112.00	10/03/2023 MCDERMOTT, MARTY

CHECK CHE		CHECK		
NUMBER	TYP	AMOUNT	DATE	VENDOR
203969	R	188.00	10/03/2023	PATTERSON, JAMES
203970	R	143.00	10/03/2023	PENSINI, BRIANNA
203971	R	33.00	10/03/2023	PRO-ED
203972	R	79.00	10/03/2023	RAMOS-MUNOZ, JOSE
203973	R	188.00	10/03/2023	RICK, CHRISTOPHER
203974	R	250.00	10/03/2023	SHEEHAN, JAMES
203975	R	79.00	10/03/2023	TINUCCI, SAMANTHA
203976	R	100.00	10/03/2023	WHITAKER, HEATHER
203977	R	55,952.25	10/04/2023	FURY MOTORS
202300113	W	35.95	09/15/2023	MINNESOTA PAYROLL TAXES
202300114	W	210.93	09/15/2023	FEDERAL PAYROLL TAXES
202300115	W	159.97	09/15/2023	TEACHER RETIREMENT ASSOCIATION
202300138	W	63,196.88	09/28/2023	US BANK
202300139	W	44,097.78	09/29/2023	MINNESOTA PAYROLL TAXES
202300140	W	266,602.24	09/29/2023	FEDERAL PAYROLL TAXES
202300141	W	374.79	09/29/2023	MN DEPT OF REVENUE
202300142	W	48,454.70	09/29/2023	PERA
202300143	W	53,793.31	09/29/2023	TSA/ACH DEDUCTION
202300144	W	136,689.21	09/29/2023	TEACHER RETIREMENT ASSOCIATION
202300145	W	-35.65	09/15/2023	MINNESOTA PAYROLL TAXES
202300146	W	-228.03	09/15/2023	FEDERAL PAYROLL TAXES
202300147	W	-170.91	09/15/2023	PERA
202300148	W	0.00	09/29/2023	MINNESOTA PAYROLL TAXES
202300149	W	0.00	09/29/2023	FEDERAL PAYROLL TAXES
202300150	W	334.82	09/29/2023	TSA/ACH DEDUCTION
202300151	W	67,836.52	09/29/2023	HEALTH PARTNERS
232400098	A	98.24	09/22/2023	COSTELLO, JESSICA
232400099	A	88.96	09/22/2023	HANA, DINA
232400100	A	934.40	09/22/2023	LAROSE, TYLER
232400101	A	9.98	09/22/2023	MOEN, PAUL
232400102	A	74.99	09/22/2023	PICKAR, LAURA
232400103	A	38.57	09/22/2023	RIESELNMAN, NINA
232400104	A	51.99	09/22/2023	WOLDERUFEL, HAREGEWOIN
232400105	A	90.00	09/29/2023	AHSENMACHER WINTER, AMY
232400106	A	90.00	09/29/2023	ANDERSON, CHAD
232400107	A	90.00	09/29/2023	BARTER, ANDREW
232400108	A	90.00	09/29/2023	BAUER, MEREDITH
232400109	A	90.00	09/29/2023	BERCHTOLD, JAMIE
232400110	A	90.00	09/29/2023	BOURG, LEAH
232400111	A	90.00	09/29/2023	BRANDECKER, LISA
232400112	A	90.00	09/29/2023	BRETOI, TERRENCE
232400113	A	90.00	09/29/2023	BURCKHARDT, CANDACE
232400114	A	90.00	09/29/2023	CHILDS, DANETTE
232400115	A	90.00	09/29/2023	FENTON, MARK
232400116	A	90.00	09/29/2023	GAMEZ, LESLY
232400117	A	441.24	09/29/2023	GUSTILO, CHRISTOPHER
232400118	A	90.00	09/29/2023	HANSEN, JODY
232400119	A	90.00	09/29/2023	HOFFMAN, BRADY
232400120	A	45.00	09/29/2023	JACOBS-BUSE, LINDA
232400121	A	46.00	09/29/2023	KAUFMAN, LISA
232400122	A	90.00	09/29/2023	KRUEGER, BRADY
232400123	A	45.00	09/29/2023	LENTSCH, PETER
232400124	A	45.00	09/29/2023	LOUGH, LAWRENCE
232400125	A	57.63	09/29/2023	MILLER, MELISSA
232400126	A	90.00	09/29/2023	MILTEER, JOEL
232400127	A	90.00	09/29/2023	MOSES, CHRISTINA

CHECK CHE		CHECK		
NUMBER	TYP	AMOUNT	DATE	VENDOR
232400128	A	90.00	09/29/2023	OCHOCKI, CHARLES
232400129	A	45.00	09/29/2023	OSTER, PATRICK
232400130	A	45.00	09/29/2023	PENMAN, MICHELLE
232400131	A	90.00	09/29/2023	PETERSON, LORI
232400132	A	50.21	09/29/2023	RIESELNAN, NINA
232400133	A	90.00	09/29/2023	SCHWAB, ROBIN
232400134	A	90.00	09/29/2023	SEXAUER, JENNIFER
232400135	A	90.00	09/29/2023	TAYLOR MINER, MELANEE
232400136	A	483.84	09/29/2023	TERRELL, ALISON
232400137	A	45.00	09/29/2023	VANDERBILT, TONY
232400138	A	90.00	09/29/2023	WELLS, TRAVIS
232400139	A	90.00	09/29/2023	ZAMBRENO, BRIAN
232400140	A	90.00	09/29/2023	ZEHNDER, JEAN

955,927.91 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	532,073.15	0.00	107,440.73	639,513.88
02	FOOD SERVICE	11,155.69	49.25	1,234.58	12,439.52
04	COMMUNITY EDUCATION	26,949.33	0.00	816.26	27,765.59
05	CAPITAL	802.79	0.00	203,720.02	204,522.81
20	INTERNAL SERVICE	0.00	0.00	2,374.74	2,374.74
21	MEDICAL	0.00	0.00	65,461.78	65,461.78
50	ACTIVITY ACCOUNT	3,849.59	0.00	0.00	3,849.59
***	Fund Summary Totals ***	574,830.55	49.25	381,048.11	955,927.91

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

CHECKRUNS

<u>FUND</u>	<u>DESCRIPTION</u>	<u>September 22, 2023 - October 5, 2023</u>
1	GENERAL	\$639,513.88
2	FOOD SERVICE	\$12,439.52
4	COMMUNITY EDUCATION	\$27,765.59
5	CAPITAL	\$204,522.81
7	DEBT SERVICE	\$0.00
20	INTERNAL SERVICE	\$67,836.52
50	ACTIVITY ACCOUNTS	\$3,849.59
	TOTAL	<u>\$955,927.91</u>

PAYROLL

9/29/23

Payroll Direct Deposit	900094336-900094878	\$784,257.38
------------------------	---------------------	--------------



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: October 9, 2023

Place on Agenda: Consent Items

Action Requested: Approval

Attachment: Staffing

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

Certified

A. Appointments/Reassignments

1. Laura Shubat – 1.0 FTE Long-Term Substitute Elementary Teacher, Lincoln Center, BA00, Step 1, effective September 25, 2023, through November 30, 2023.
2. Rebecca Spreigl – Instructional overload (Specialist), Lincoln Center, effective for the 2023-24 school year.

Nurse Consultant; Community Education Programs (October 2, 2023 – June 30, 2024)
39 hours @ hourly rate of pay; up to 80 additional hours as necessary and approved)
Kayla Rogers – Licensed School Nurse

2023-24 Targeted Services – Credit Recovery (\$31.50 per hour; 4.5 hours per week)
Jessica Oftedahl – After School Skill Development, Community Learning Center
Christopher Marquis – After School Credit Recovery, High School

2023-24 Virtual Teacher – Community Learning Center (\$31.50 per hour; 3 hours per week)
Jessica Kohanek
Christopher Marquis
Melissa Miller
Jessica Oftedahl
Luke Olson

2023-24 ECA

BASKETBALL – GIRLS

Varsity Asst Coach	Peterson, Lindsey	\$4,532
Freshman Coach	Bakken, Chris	\$3,775
Middle School Coach	Callies, Laurie	\$2,237

DANCE TEAM

Asst Coach	Fitzgerald, Janna**	\$2,237 + \$500 Boosters = \$2,737
Asst Coach (<i>shared</i>)	Molnar, Hope*	\$2,237 - \$1,037 = \$1,200
Asst Coach (<i>shared</i>)	Beach, Cassandra*	\$2,237 - \$1,200 = \$1,037
Additional Coach	Jerikovskyy, Lauren**	\$1,000 (Booster Club)

HOCKEY – GIRLS

Varsity Asst Coach	Palmquist, Josh	\$4,532
Varsity Asst/JV	Shepard, Jamie	\$4,532
Additional Coach	Moline, Mike**	\$3,000 (Booster Club)
Additional Coach	Palmquist, Abby**	\$1,500 (Booster Club)
Additional Coach	Strom, Brigitte**	\$1,500 (Booster Club)

WRESTLING

Varsity Asst/JV Coach	Trevino, Jose**	\$4,532
Middle School Coach	Kvalheim, Mike	\$3,053
Middle School Coach	Sundy, Scott	\$3,053
Additional Coach	Brandner, Dwain**	\$1,000 (Booster Club)

ACADEMICS/OTHERART CLUB

Art Club – Middle School	Timmerman, Molly	\$1,192
Art Club – High School	Eggerstedt, Shane	\$1,192

* indicates non-district employee

** indicates returning non-district employee

B. Resignations/Retirements/Leaves/Reductions/Other

1. Jackson Lund – Resignation, 1.0 FTE Grade 5 Elementary Teacher, Kaposia Education Center, effective date to be determined.
2. Matthew Munding – Leave of absence, 1.0 FTE Music Teacher, Kaposia Education Center, effective September 25, 2023, through October 6, 2023.
3. Heather Osegard – Resignation, 1.0 FTE Physical Education Teacher, Middle School, effective date to be determined.
4. Megan O’Toole – Resignation, Assistant Coach, Gymnastics, effective September 27, 2023.
5. Jessica Rice – Leave of absence, .15 FTE ABE Teacher, Central Square Community Center, effective September 11, 2023, through September 22, 2023.

Classified

A. Appointments/Reassignments

1. Claudia Carmona Gonzalez – Part-Time Cleaner, Secondary Building, \$18.66 per hour, 20 hours per week, effective October 2, 2023.
2. Jenna Hart – Student Services Director Administrative Assistant (Class V), District Office, \$25.56 per hour, 40 hours per week, effective October 3, 2023.
3. Jennifer Hoppe – Special Education Assistant, Kaposia Education Center, \$20.16 per hour, 32.5 hours per week, effective October 10, 2023.
4. Joshua Misco – Student Supervisor, Kaposia Education Center, \$16.94 per hour, 17.5 hours per week, effective October 2, 2023.
5. Anjelica Palma Castano – Educational Assistant, Lincoln Center, \$18.53 per hour, 32.5 hours per week, effective October 10, 2023.
6. Darian Schwartz – Early Learning Assistant, Kaposia Education Center, \$18.53
7. per hour, 7.5 hours per week, effective September 21, 2023.
8. Patricia White – Nutrition Services Assistant, Lincoln Center, \$17.39 per hour, 17.5 hours per week, effective October 4, 2023.
9. Kirsten Young – Special Education Assistant, Kaposia Education Center, \$20.16 per hour, 32.5 hours per week, effective September 27, 2023. (revised effective date)

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

Theresa Ortiz – Nutrition Services Assistant, Lincoln Center, increase from 17.5 to 20 hours per week

B. Resignations/Retirements/Leaves/Reductions/Other

1. Cindy Brewster – Resignation, Educational Assistant, Lincoln Center, effective September 25, 2023.
2. Alexis Clardy – Rescind, Kids' Choice Program Assistant, Kaposia Education Center, effective September 25, 2023.
3. Elizabeth Einck – Resignation, Special Education Assistant, Lincoln Center, effective October 6, 2023.
4. Alexandra Glass – Termination, Special Education Assistant, Lincoln Center, effective June 8, 2023.
5. Jenna Hart – Resignation, Student Support Services Administrative Assistant (Class V), Secondary Building, effective October 2, 2023.

6. Jesse Martinez – Resignation, Special Education Assistant, Middle School, effective September 29, 2023.
7. Angelica Palma Castano – Resignation, Student Supervisor, Lincoln Center, effective October 6, 2023.
8. Gabriella Salais – Resignation, Special Education Assistant, Middle School, effective September 22, 2023.
9. Dana Schulte – Resignation, Fitness Instructor, Central Square Community Center, effective August 29, 2023.
10. Monserrat Valdepena – Leave of absence, Kids’ Choice Program Assistant, Kaposia Education Center, effective September 29, 2023, through December 22, 2023.



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

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: October 9, 2023

Place on Agenda: Regular Agenda/Business Items

Action Requested: Approval

Attachment: Acceptance of Gifts Resolution

Topic: Acceptance of Gifts
Presenter(s): Finance Director Brady Hoffman
Background: 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.
Recommendation: Administration recommends the approval of the Acceptance of Gifts Resolution
Alternatives: 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: **October 9, 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

Donation Amount	Designated To	Donation From	Purpose
\$6,000	District	Dakota Electric	To support the development of more hands-on learning experiences in the design wing.
\$250	Secondary	Students Achieving Volunteering	Classroom Supplies for Tammy Lenarz
\$100	Kaposia	Mendoza-Navarro LLC	Classroom Supplies

VALUE IN KIND

Donation Item	Designated To	Donation From	Purpose

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