



South St. Paul School Board Meeting  
Monday, October 23, 2023 6:00 PM  
Location: CITY HALL  
125 THIRD AVENUE NORTH  
South St Paul, Minnesota 55075

## Agenda

<b>I. ROLL CALL and PLEDGE OF ALLEGIANCE</b>	
<b>II. APPROVAL OF MEETING AGENDA/MINUTES</b>	
A. School Board Meeting Agenda, October 23, 2023	
B. Committee-of-the-Whole and Regular Meeting Minutes, October 9, 2023	3
<b>III. QUALITY-IN-ACTION and REPORTS</b>	
A. <b>Quality-in-Action:</b> Amy Winter, Executive Director of Educational Services, and her team will highlight the work of the district's instructional and peer coaches and how they are supporting the work of our teachers. (A. Winter)	
B. <b>Report:</b> Chair John Raasch will highlight the Public Listening Session submissions. (J. Raasch)	6
C. <b>Report:</b> School Board members will highlight items from the committee-of-the-whole meeting. (Board)	7
D. <b>Report:</b> Superintendent Zambreno will provide highlights from around the District. (B. Zambreno)	8
<b>IV. CONSENT ITEMS</b>	
A. Financial Claims: Bills Payable	9
B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves	15
<b>V. POLICY REVIEW</b>	
<b>VI. BUSINESS ITEMS</b>	
A. Approval, for the South St. Paul School Board to approve the 2023-24 Student Teacher Agreement between South St. Paul Public Schools, Special School District 6 and the University of	20

St. Thomas. (J. Milteer)

- B. Approval, for the South St. Paul School Board to approve the preliminary field trip request for the Spring of 2024 IB History Trip to France and Italy. (B. Zambreno) 25

- C. Approval, for the South St. Paul School Board to approve scheduling a special joint work session with the South St. Paul City Council on Monday, October 30, 2023 at 5:30 PM in the training room of city hall. (J. Raasch) 28

**VII. INFORMATIONAL ITEMS**

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

**VIII. SUPPLEMENTAL AGENDA**

**IX. ADJOURNMENT**

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

**October 9, 2023**

Chair John Raasch called the October 9, 2023, committee-of-the-whole meeting to order at 5:00 PM with six Board members present: Claflin, W. Felton, Humann, Laliberte, Raasch and Weber. T. Felton arrived at 5:17 PM. Others present included Superintendent Zambreno, Student Board Representative Renata Awadallah, and several staff members.

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**2023-24 Community Preschool Sliding Fee Schedule**

Community Education Director Jeanne Zehnder reviewed the proposed preschool sliding fee schedule for the 2023-24 fiscal year. The Community Preschool programs are fee-based programs, and per state statute, must adopt a sliding fee schedule based on a family's income. The proposed fees are at or below comparison districts and are based on federal poverty guidelines and state eligibility standards. The proposed fees will go before the board for approval this evening.

**Audit Results**

Finance Director Brady Hoffman reviewed the 2022-23 preliminary audit results and a high-level enrollment look. The Board would like to have additional enrollment data points and updates at upcoming meetings. Director Hoffman noted that the District's auditing firm MMKR will formally present the audit at the November 13 meeting.

**Election Resolution**

Lisa Brandecker, Manager of Administrative Services and Communications, brought forth a required election resolution that approves the election judges for the 2023 special school board election. The resolution will go before the board for approval this evening.

**School Board Member Employment Resolution**

Board member Wendy Felton would like to continue in her role as a substitute in a classified position for the 2023-24 school year. Human Resource Director Milteer shared that 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. Majority approval by the School Board is necessary. This resolution will go before the School Board for approval this evening.

**Committee Updates**

Board members provided updates to their various committee assignments.

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The committee-of-the-whole meeting adjourned at 5:54 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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OCTOBER 9, 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, October 9, 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 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 Humann

Seconded by Director Claflin

That the South St. Paul School Board approves the October 9, 2023, School Board meeting agenda as well as minutes from the September 25, 2023, committee-of-the-whole and regular meetings.

Motion carried (7-0)

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

*Quality-in-Action* – Kaposia Principal Terry Bretoi along with a team of teachers shared their LETRS training and the student achievement results they are experiencing as a result of this critical work.

*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 Weber

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 Laliberte  
Approval, for the South St. Paul School Board to approve the Resolution Appointing Election Judges for the November 7, 2023 Special election.  
Motion carried 7 yeas – T. Felton, Humann, Weber, W. Felton, Claflin, Laliberte, and Raasch.  
0 nays

By Director Weber  
Approval, for the South St. Paul School Board to approve the School Board Employment Resolution.  
Motion carried 7 yeas – Humann, Weber, W. Felton, Claflin, Laliberte, T. Felton, and Raasch.  
0 nays

By Director Humann  
Approval, for the South St. Paul School Board to approve the 2023-24 Community Preschool Sliding Fee Scale.  
Motion carried 7-0

By Director Laliberte  
Approval, for the South St. Paul School Board to approve the Acceptance of Gifts Resolution.  
Motion carried 7 yeas – Weber, W. Felton, Claflin, Laliberte, T. Felton, Humann, and Raasch.  
0 nays

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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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## **CLOSED SESSION**

By Director Weber  
Approval for the School Board to move to a closed session at 7:08 PM per the open meeting law (Minn. Stat. § 13D.03) for the purpose of teacher negotiations.  
Motion carried (7-0)

Closed Session officially began at 7:15 PM.

*Members present:* Directors Claflin, T. Felton, W. Felton, Humann, Laliberte, Weber, and Raasch as well as Superintendent Brian Zambreno, Human Resource Director Joel Milteer, and Finance Director Brady Hoffman.

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## **ADJOURN**

By Director Weber  
That the School Board moves to open the closed session and adjourn the October 9, 2023, meeting at 7:32 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

### 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 – 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

**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

**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:** October 23, 2023

**Place on Agenda:** Consent Items

**Action Requested:** Approval

**Attachment:** Financials – Bills Payable

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

CHECK CHE		CHECK		
NUMBER	TYP	AMOUNT	DATE	VENDOR
203978	R	16,202.16	10/06/2023	NORHLINE TRANSPORTATION
203979	R	42.96	10/06/2023	SCHOOL SPECIALTY LLC
203980	R	360.00	10/06/2023	SCOOPS CONCESSIONS
203981	R	426.36	10/12/2023	CHILD SUPPORT SERVICES DIVISION
203982	R	475.75	10/12/2023	LOCAL #70
203983	R	1,438.60	10/12/2023	MINNESOTA CHILD SUPPORT PAYMENT CENTER
203984	R	166.50	10/12/2023	OFFICE AND PROF EMPLOYEES UNION
203985	R	12,301.25	10/12/2023	SOUTH ST PAUL TEACHER'S ASSOCIATION
203986	R	5.00	10/12/2023	SOUTH ST PAUL OPEN FOUNDATION
203987	R	60.00	10/12/2023	SOUTH ST PAUL EDUCATION FOUNDATION
203988	P	19.74	10/12/2023	SSP EASRP
203988	R	894.66	10/12/2023	SSP EASRP
203989	R	3,333.00	10/17/2023	A TOUCH OF MAGIC
203990	R	4,000.00	10/17/2023	A&C KITCHEN SERVICES
203991	R	49.66	10/17/2023	ACE HARDWARE & PAINT
203992	R	94.00	10/17/2023	AGUILERA, TERRYN
203993	R	1,168.61	10/17/2023	ALLSTREAM
203994	P	10.99	10/17/2023	AMAZON CAPITAL SERVICES
203994	R	2,755.20	10/17/2023	AMAZON CAPITAL SERVICES
203995	R	81.00	10/17/2023	ANDERSON, ANTHONY
203996	R	162.00	10/17/2023	ANDERSON, ERIC
203997	R	4,390.15	10/17/2023	ARVIG
203998	R	89.00	10/17/2023	AULECIEMS, KARL
203999	R	2,017.20	10/17/2023	BIMBO BAKERIES USA
204000	R	45.00	10/17/2023	BONK, ALLISON
204001	R	79.00	10/17/2023	BRAATEN, HAROLD
204002	R	94.00	10/17/2023	BROADWAY, SALADIN
204003	R	81.00	10/17/2023	BURNS, BRIAN
204004	R	81.00	10/17/2023	CARLSON, JEREMY
204005	R	149.99	10/17/2023	CATALYST SOURCING SOLUTIONS
204006	R	94.00	10/17/2023	CLARK, CORY
204007	R	155.00	10/17/2023	COURNOYER, SCOTT
204008	R	42.00	10/17/2023	CROSS COMMUNITY PLAYERS
204009	R	81.00	10/17/2023	DAHL, MARK
204010	R	81.00	10/17/2023	DANSKY, JEFFREY
204011	R	81.00	10/17/2023	DEMCO, TIMOTHY
204012	R	143.00	10/17/2023	DURKOT, ANDREW
204013	R	100.00	10/17/2023	EASTVIEW HS DEBATE
204014	R	400.36	10/17/2023	EDUCATORS BENEFIT CONSULTANTS LLC
204015	R	114.00	10/17/2023	FISCHBACH, DAN
204016	R	81.00	10/17/2023	FLOYSDAND, DAVID
204017	R	518.98	10/17/2023	FOLLETT SCHOOL SOLUTIONS INC
204018	R	94.00	10/17/2023	GILSON, RYAN
204019	R	3,349.50	10/17/2023	GRAND SLAM
204020	R	345.00	10/17/2023	GUTZMAN, DEB
204021	R	328.38	10/17/2023	HOME DEPOT CREDIT SERVICES
204022	R	81.00	10/17/2023	HUBERT, SHAWN
204023	R	94.00	10/17/2023	HUOT, JOHN
204024	R	45.00	10/17/2023	JOHNSON, THOMAS
204025	R	81.00	10/17/2023	KELLER, DAVID
204026	R	79.00	10/17/2023	KNIGHT, MARTY
204027	R	143.00	10/17/2023	LORINSER, ANTHONY
204028	R	155.00	10/17/2023	MCDERMOTT, MARTY
204029	R	1,680.00	10/17/2023	METRO VOLLEYBALL OFFICIAL ASSOCIATION
204030	R	45.00	10/17/2023	MILLER, LEAH
204031	R	230.00	10/17/2023	MNSTA TREASURER

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NUMBER	TYP	AMOUNT	DATE	VENDOR
204032	R	528.00	10/17/2023	MRI SOFTWARE LLC
204033	R	81.00	10/17/2023	NOVAK, DANIEL
204034	R	81.00	10/17/2023	PETERSON, EVAN
204035	R	503.50	10/17/2023	PITNEY BOWES INC PURCHASE POWER
204036	R	209.06	10/17/2023	QUILL CORPORATION
204037	R	81.00	10/17/2023	RAMIERZ, EDWARD
204038	R	78.00	10/17/2023	RAMOS-MUNOZ, JOSE
204039	R	5,955.85	10/17/2023	SAFEWAY BUS COMPANY
204040	R	1,294.88	10/17/2023	SCHOOL SPECIALTY LLC
204041	R	100.00	10/17/2023	SNDM
204042	R	27.00	10/17/2023	SOUTHPAW ENTERPRISES INC
204043	R	81.00	10/17/2023	SPICER, RICHARD
204044	R	146.72	10/17/2023	SPRINT
204045	R	1,735.33	10/17/2023	T-MOBILE
204046	R	1,777.51	10/17/2023	TEAMWORKS INTERNATIONAL INC
204047	R	3,428.65	10/17/2023	TRIMARK MARLINN LLC
204048	R	6,486.28	10/17/2023	TRIO SUPPLY CO
204049	R	155.07	10/17/2023	ULINE
204050	R	143.00	10/17/2023	VENTURA OLIVEIRA, YNGRID
204051	R	89.00	10/17/2023	WRIGHT, ALDEN
204052	R	132.00	10/19/2023	ALBRECHT, GARY
204053	R	124.95	10/19/2023	AMAZON CAPITAL SERVICES
204054	R	81.00	10/19/2023	ARENT, MATTHEW
204055	R	3,401.35	10/19/2023	BIX PRODUCE COMPANY
204056	R	390.00	10/19/2023	BRIDGEPOINT GLASS
204057	R	81.00	10/19/2023	BURNS, BRIAN
204058	R	20.97	10/19/2023	CAMFIL USA, INC
204059	R	81.00	10/19/2023	CARTER, MATT
204060	R	735.97	10/19/2023	CINTAS
204061	R	65.00	10/19/2023	CITICARGO & STORAGE
204062	R	1,985.34	10/19/2023	CITY OF SOUTH ST PAUL
204063	R	71.05	10/19/2023	CONTINENTAL CLAY CO
204064	R	1,511.88	10/19/2023	DECKER EQUIPMENT
204065	R	319.00	10/19/2023	EGAN
204066	R	93.90	10/19/2023	FIRST SUPPLY LLC - TWIN CITIES
204067	R	192.33	10/19/2023	GENERAL PARTS INC
204068	R	920.06	10/19/2023	GRAINGER, INC
204069	R	214,101.85	10/19/2023	GREAT MINDS PBC
204070	R	1,642.61	10/19/2023	GREAT RIVER PRINTING SERVICES
204071	R	255.00	10/19/2023	HAWKEYE BUILDING AUTOMATION
204072	R	2,500.41	10/19/2023	HORIZON COMMERCIAL POOL SUPPLY
204073	R	1,498.81	10/19/2023	INTEGRATED FIRE & SAFETY
204074	R	50.00	10/19/2023	KENNEDY & GRAVEN
204075	R	78.00	10/19/2023	KLUNDT, DANIEL
204076	R	591.53	10/19/2023	MARK'S PLUMBING PARTS
204077	R	143.00	10/19/2023	MARTINI, JENNIFER
204078	R	7,468.00	10/19/2023	MERIDIAN CONSULTING/DAVID SŁOMKOWSKI
204079	R	12.00	10/19/2023	MIDWEST FENCE & MFG CO
204080	R	40.40	10/19/2023	THE MINNESOTA CHEMICAL CO
204081	R	34.31	10/19/2023	MINNESOTA LOCKS
204082	R	6,275.87	10/19/2023	NETWORK SERVICES COMPANY
204083	R	6,242.47	10/19/2023	NITTI SANITATION
204084	R	78.00	10/19/2023	OLEYAR, DAVID
204085	R	226.21	10/19/2023	OXYGEN SERVICE CO INC
204086	R	2,352.84	10/19/2023	PETERSON BROS. ROOFING & CONSTRUCTION
204087	R	206.91	10/19/2023	PLUNKETT'S PEST CONTROL

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NUMBER	TYP	AMOUNT	DATE	VENDOR
204088	R	937.86	10/19/2023	PPG ARCHITECTURAL FINISHES
204089	R	80.00	10/19/2023	RENT N SAVE
204090	R	157.34	10/19/2023	SAM'S CLUB
204091	R	143.00	10/19/2023	SAMSON, DARCY
204092	R	92.35	10/19/2023	SHERWIN WILLIAMS CO
204093	R	9,277.02	10/19/2023	STANDARD INSURANCE COMPANY
204094	R	3,487.50	10/19/2023	SUNBELT STAFFING
204095	R	12,196.96	10/19/2023	TWIN CITY JANITOR SUPPLY INC
204096	R	421.88	10/19/2023	TWIN CITY HARDWARE CO
204097	R	227.23	10/19/2023	UNITED REFRIGERATION INC
204098	R	98,959.59	10/19/2023	UPPER LAKES FOODS
204099	R	135.30	10/19/2023	VOSS LIGHTING
204100	R	3,261.32	10/19/2023	WERNER IMPLEMENT CO INC
204101	R	500.52	10/19/2023	XCEL ENERGY
202300152	W	-35.23	10/13/2023	MINNESOTA PAYROLL TAXES
202300153	W	-226.03	10/13/2023	FEDERAL PAYROLL TAXES
202300154	W	-170.91	10/13/2023	PERA
202300155	W	-49.17	10/13/2023	MINNESOTA PAYROLL TAXES
202300156	W	-228.03	10/13/2023	FEDERAL PAYROLL TAXES
202300157	W	-170.91	10/13/2023	PERA
202300158	W	46.73	10/06/2023	MINNESOTA PAYROLL TAXES
202300159	W	218.66	10/06/2023	FEDERAL PAYROLL TAXES
202300160	W	157.89	10/06/2023	PERA
202300182	W	43,654.71	10/13/2023	MINNESOTA PAYROLL TAXES
202300183	W	264,351.12	10/13/2023	FEDERAL PAYROLL TAXES
202300184	W	374.79	10/13/2023	MN DEPT OF REVENUE
202300185	W	47,012.22	10/13/2023	PERA
202300186	W	52,791.78	10/13/2023	TSA/ACH DEDUCTION
202300187	W	138,650.47	10/13/2023	TEACHER RETIREMENT ASSOCIATION
202300188	W	8.82	10/13/2023	TEACHER RETIREMENT ASSOCIATION
202300189	W	0.00	10/13/2023	MINNESOTA PAYROLL TAXES
202300190	W	0.00	10/13/2023	FEDERAL PAYROLL TAXES
		1,012,966.65	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	534,751.75	0.00	85,706.62	620,458.37
02	FOOD SERVICE	10,417.34	0.00	120,425.10	130,842.44
04	COMMUNITY EDUCATION	25,839.91	0.00	1,654.19	27,494.10
05	CAPITAL	802.79	0.00	226,096.81	226,899.60
50	ACTIVITY ACCOUNT	7,272.14	0.00	0.00	7,272.14
***	Fund Summary Totals ***	579,083.93	0.00	433,882.72	1,012,966.65

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

**CHECKRUNS**

<b><u>FUND</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>October 6, 2023 - October 19, 2023</u></b>
1	GENERAL	\$620,458.37
2	FOOD SERVICE	\$130,842.44
4	COMMUNITY EDUCATION	\$27,494.10
5	CAPITAL	\$226,899.60
7	DEBT SERVICE	\$0.00
20	INTERNAL SERVICE	\$0.00
50	ACTIVITY ACCOUNTS	\$7,272.14
	TOTAL	<b><u>\$1,012,966.65</u></b>

**PAYROLL**

**10/15/23**

Payroll Direct Deposit	900094879-900095420	\$781,327.93
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## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** October 23, 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.

Certified

A. Appointments/Reassignments

1. Aaron Roddis – 1.0 FTE Intervention Teacher, Lincoln Center, MA30, Step 20, effective December 4, 2023.

2023-24 Site Solutions Team (\$631 Stipend)

Lincoln

Tina Beeler  
Julie Casillas  
Maggie Costain  
Nicole Derryberry Mauer  
Heather Gysbers  
Arlene McAlpine  
Anna-Claire Rauschnot  
Elizabeth Roszak  
Emily Seaberg  
Robbyn Wincentsen

Kaposia

Candace Burk  
Caitlin Carlson  
Victoria Carrier  
Andrew Cin-Walker  
Kim Dahlen  
Sydney Jacobson  
Kris Kirchner  
Brea Lorentz  
Kristen Sampson  
Kristin Troup  
Michelle Wallace  
Allyson Winter

Middle School

Connie Ecklund  
Emilee Fremstad  
Karen Hammel  
Andrew Harrison  
Melissa Hinkle  
Margaret Palumbo  
Aimee Rumpza  
Molly Timmerman  
Jacob Truby  
Joquan Williams  
Brooke Wood

High School

Shane Eggerstedt  
Linda Gilbert  
Andrew Gustafson  
Lisa Kaufman  
Brandon Lambert  
Jessika Lukes Cuhel  
Christopher Marquis  
Amy McEvoy  
Nina Riesselman  
Alison Terrell

2023-24 Teacher Mentor (\$754 Stipend)

Lincoln

Susan Bergquist  
Julie Casillas  
Nicola Derryberry Mauer  
Maggie Ferris  
Katie Gross  
Heather Gysbers  
Michelle Jensen  
Drew Johnson  
Sam Mast (LC/KEC)  
Emily Molenaar

Kaposia

Jeane Anderson  
Lauren Foley  
Sydney Jacobson  
Kelly Kopp  
Kim Laska  
Dianne Spannbauer  
Chris Wallace  
Michelle Wallace  
Lindsey Wilkening  
Allyson Winter

CLC

Laura Dahl  
Jessica Oftedahl  
Jody Sielski

ABE

Kori McKibben

Middle School

Josh Craig  
 Julia Finn (MS/HS)  
 Jon Gustafson  
 Melissa Hinkle  
 Eric Holsen (MS/HS)  
 Michael Kretzschmar  
 Mike Kvalheim  
 Rachel Mettill  
 Mark Meyer  
 Peggy Palumbo  
 Scott Sundly  
 Molly Timmerman  
 Teresa Tonda  
 Brooke Wood

High School

Jessika Lukes Cuhel  
 Amy McEvoy  
 Don Nihart  
 Carole Pankow  
 Elizabeth Ritzer  
 Lauren Ryan  
 Angie Ryter  
 Meghan Schultz  
 Scott Youdas

2023-24 Building & Instructional Leadership Team (BILT) (\$1,000 Stipend)

Lincoln

Brenda Applequist  
 Susan Bergquist  
 Amanda Flandrich  
 Michelle Jensen  
 Jesse Moen  
 Lindsey Peterson  
 Lauren Ryan  
 Emily Schmidt  
 Kris Thompson

Kaposia

Marcy Caridad-Aquino  
 Kim DeMarre  
 Lauren Foley  
 Megan Frantzen  
 Erin Gross  
 Kelly Kopp  
 Kim Laska  
 Lindsey Wilkening

CLC

Jessica Oftedahl  
 Jody Sielski

ABE

Kori McKibbon

ECSE

Amy Litfin

Middle School

Josh Craig  
 Jon Gustafson  
 Daniel Hodge  
 Michael Kretzschmar  
 Michael Kvalheim  
 Tom Parks  
 Scott Sundly  
 Mark Westpfahl

High School

Kari Aanenson  
 Conrad Anderson  
 Bill Bauman  
 Joe Burk  
 Chris Gustilo  
 Jeff Lagoo  
 Melissa Miller  
 Carole Pankow  
 Laura Parnell  
 Kris Weinfurtnr

Peer Coach

Tiffany Brian  
 Kathleen Hanley

2023-24 ECA

BASKETBALL – BOYS

Varsity Asst/JV Coach	King, Adam**	\$4,532
Varsity & Sophomore Coach	Moe, Devon	\$4,532
Middle School Coach	Baggett, Anthony**	\$2,237

BASKETBALL – GIRLS

Middle School Coach	Britton, Larry	\$2,237
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HOCKEY – BOYS

Varsity Asst Coach	Warner, Hunter*	\$4,532
Varsity Asst/JV Coach	Ross, Nick*	\$4,532
Additional Coach	Blueger, Robert*	\$4,000 (Booster Club)
Additional Coach	Krier, Taylor*	\$3,500 (Booster Club)

MUSIC

Show Choir Choreographer	Wold, Mason**	\$2,608 (Booster Club)
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ACADEMICS/OTHER

SADD Advisor	McEvoy, Amy	\$2,010
SADD Advisor	Williams, Joquan	\$2,010

\* indicates non-district employee  
 \*\* indicates returning non-district employee

B. Resignations/Retirements/Leaves/Reductions/Other

1. Laura Callies – Rescind, Middle School Coach, Basketball-Girls, effective October 23, 2023.
2. Melissa Miller – Retirement, 1.0 FTE Science Teacher, High School, effective October 31, 2023.
3. Heather Osegard – Resignation, 1.0 FTE Physical Education Teacher, Middle School, effective October 20, 2023.
4. Amy Peabody – Leave of absence, Special Education Teacher, Kaposia Education Center, effective November 20, 2023, through December 22, 2023.

**Classified**

**A. Appointments/Reassignments**

1. Chris Anderson – Special Education Assistant, Kaposia Education Center, \$20.16 per hour, 32.5 hours per week, effective October 16, 2023.
2. Faith Burciaga – Student Supervisor, Lincoln Center, \$16.94 per hour, 17.5 hours per week, effective October 23, 2023.
3. Enrique Carmona Diaz – Part-Time Cleaner, Secondary Building, \$18.21 per hour, 20 hours per week, effective October 16, 2023.
4. Hannah Maloney – Student Supervisor, Kaposia Education Center, \$16.94 per hour, 17.5 hours per week, effective October 24, 2023.
5. Natalie Villanueva – Preschool Teacher, Lincoln Center, \$31.29 per hour, 37.5 hours per week, effective October 16, 2023.
6. Christine Weiderich – Academic Support Specialist (Class IV), Secondary Building, \$23.77 per hour, effective November 1, 2023.
7. Artheila Williams – Nutrition Services Assistant, Secondary Building, \$17.39 per hour, 20 hours per week, effective October 10, 2023.

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

1. Chris Anderson – Resignation, Student Supervisor, Kaposia Education Center, effective October 13, 2023.
2. Nicole Boudreau – Resignation, Special Education Assistant, Kaposia Education Center, effective October 17, 2023.
3. Ariel Moralez – Leave of absence, Special Education Assistant, Lincoln Center, effective January 9, 2024, through March 29, 2024.
6. Dwayne Smith – Resignation, Part-Time Cleaner, Secondary Building, effective September 11, 2023. (revised from termination)



# SOUTH ST. PAUL PUBLIC SCHOOLS

## School Board Agenda Item

**Meeting Date:** Monday, October 23, 2023

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

**Action Requested:** Approval

**Attachment:** 2023-2024 Student Teacher Agreement – St. Thomas University

<b>Topic:</b> Student Teacher Agreement – St. Thomas University
<b>Presenter(s):</b> Joel Milteer, Human Resources Director, and Brian Zambreno
<p><b>Background:</b></p> <p>A student teacher placement has been coordinated between St. Thomas University and South St. Paul School District beginning in October 2024. To finalize the student teacher placement, approval of the agreement between St. Thomas University and South St. Paul Schools is necessary. This agreement and placement aligns with South St. Paul Schools Student Teaching Policy #437.</p>
<p><b>Recommendation:</b></p> <p>Approval of 2023-24 Student Teacher Agreement with St. Thomas University.</p>
<p><b>Alternatives:</b></p> <p>Do not approve Student Teacher Agreement and direct administration with next steps.</p>

**MUTUAL AGREEMENT FOR STUDENT TEACHING  
BETWEEN  
UNIVERSITY OF ST. THOMAS  
ST. PAUL, MINNESOTA  
AND  
SOUTH ST. PAUL PUBLIC SCHOOLS  
2023-2024**

This agreement is entered into between South St. Paul Public Schools, South St. Paul, Minnesota (the "District") and University of St. Thomas, St. Paul, Minnesota (the "College/University"). The purpose of this Agreement is to outline the terms of the training/student teaching experience for the student of the College/University and to identify the responsibilities of the College/University and the District.

The following conditions are made a part of the agreement:

**The College/University agrees to:**

1. Place at the District only student teachers who are eligible for such placement under state and College/University rules, and School Board regulations. All student teacher placements will be initiated through and approved by the District through its department of human resources.
2. Inform its faculty and students of the District's policies and regulations that relate to the placement at the District.
3. Provide District with College/University student teaching expectations/requirements.
4. Pay stipend to the cooperating teacher of the District based on College/University policy for each student teacher placed, subject to timely receipt by College/University of properly completed Form W-9s from the District or cooperating teacher, as applicable.
5. Provide regular student teaching supervision by a qualified designee(s) of the College/University.
6. Cooperate with the District in the development and implementation of the District's Student Teaching Program.
7. Notify the District in the event a student teacher placed at the District is no longer enrolled in the College/University's program.

**The District agrees to:**

1. Supply to the student teacher so placed by College/University an opportunity to work in a teaching learning situation under the supervision of a practicing teacher who holds a continuing license and has at least three years total teaching experience.

2. Cooperate with College/University in the development and implementation of the District's Student Teaching Program.
3. Ensure that all student teachers placed at the District complete a criminal background check, at the expense of the student teacher or College/University, prior to the student teacher beginning at the District.
4. Provide appropriate supervision of the student teacher while at the District pursuant to rules promulgated by its Board. Such rules may not conflict with any minimum requirements established by the State or College/University with regard to the Student Teaching Program.
5. Immediately notify College/University if there is a change in the licensure status of any cooperating teacher providing supervision to any student teacher assigned hereunder.
6. Not replace any of its employees nor fill any vacancies normally filled by an employee with a student teacher assigned under this agreement. Therefore, a student teacher will not act as a substitute teacher.
7. Provide the College/University with copies of all policies and regulations applicable to student teachers.
8. Provide emergency medical care to the student teacher or College/University faculty member, at the District (if available) in case of injury or illness, or obtain other appropriate treatment as they choose. Any hospital or medical costs arising from such injury or illness will be the sole responsibility of the College/University faculty member or student teacher who received the treatment and not the District.
9. Reserve the right to deny a student teaching opportunity to an applicant and to terminate a student teaching assignment at any time, due to a lack of funding or for any other non-discriminatory reason. In addition, a student teacher's participation in the program may be terminated at any time (a) with the mutual consent of both parties, or (b) unilaterally by College/University for any non-discriminatory reason. District will consult with College/University prior to terminating a student teacher's participation in the program. College/University will promptly notify District of any termination of a student teacher's participation in the program.
10. Recognize that it is the policy of both the District and the College/University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The District agrees to adhere to this policy in implementing this agreement.

**Liability:**

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and will not be responsible for the acts of the other party and the results thereof. The District's liability will be governed by Minnesota Statutes Section 466.04, as amended.

**Term of Agreement:**

This agreement will commence on September 27, 2023, and end on June 30, 2024. This Agreement may be terminated by either party at any time upon 60 days' written notice to the other party. Termination by the District will not automatically become effective with respect to student teachers then participating in the learning experience program, and said student teachers may be allowed to continue at the sole option of the District.

**General Provisions:**

1. Neither the District nor the College/University will assign or transfer any rights or obligations under this agreement without the prior written consent of the other party.
2. Any amendments to this agreement will be in writing and signed by authorized representatives from each party.
3. The parties agree that in fulfilling the duties of this agreement, they are responsible for complying with the Americans with Disabilities Act, 42 U.S.C. Chapter 12101, et seq., and any regulations promulgated by the Act.
4. Student teachers are participants in an educational program, and for purposes of this agreement, shall not be considered employees of either the College/University or the District, except as provided for in Minnesota Statutes Section 122A.69. Student teachers shall not be entitled or eligible to participate in any benefits or privileges given or extended to employees of the College/University or the District, except as provided by Minnesota Statutes Section 122A.69.
5. Except as otherwise provided in law or College/University policy, data on students is private and may not be shared with any other party. If the District receives a request from a third party for any data provided to the District by the College/University, the District agrees to immediately notify the College/University. The parties additionally acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and 34 C.F.R. § 99, apply to the use and disclosure of education records that are created or maintained under this agreement. Specifically, each party agrees that to the extent that it maintains Education Records of the other party's students (the "receiving party"), it shall maintain such Education Records in accordance with the requirements of the Family Educational Rights and Privacy Act, as amended ("FERPA"), and any other applicable U.S. or state laws, regulations or accrediting agency standards applicable to the privacy or confidentiality of such Education Records. Without limiting the foregoing, the receiving party agrees that with respect to such records, (a) the receiving party is subject to the requirements of 34 C.F.R. § 99.33(a) governing the use and redisclosure of personally identifiable information from Education Records of the other party's ("disclosing party") students; (b) it shall not disclose or allow access to personally identifiable

information from an Education Record of the disclosing party's students without the prior written consent of the eligible student (or parent/guardian, as the case may be) as defined in 34 C.F.R. § 99.3, except as permitted by law; and (c) to the extent that the disclosing party discloses personally identifiable information from Education Records to the receiving party, the receiving party's officers, employees and agents will use and have access to the information only for the purposes for which disclosure is made. Pursuant to FERPA requirements, all Education Records of College/University's student teachers, regardless of whether maintained directly by College/University, District or by other entities, remain the property of the disclosing party. The receiving party agrees to access and use Education Records of the disclosing party's students only for legitimate and lawful educational purposes, pursuant to the disclosing party's FERPA policy, and further agrees to return or destroy such Education Records immediately upon the written request of the disclosing party. As used herein, "Education Records" means all such records described by 34 C.F.R. § 99.3 maintained by, for or on behalf of the disclosing party, including without limitation, any record, file, data, or other information concerning any student's financial information protected under the Gramm-Leach-Bliley Act.

- 6. Student teachers assigned to the learning experience program at the District under this agreement will be required to sign a Student Teaching Program Agreement before the student teacher begins the Student Teaching Program at the District.

**Approved:**

Signed For: **University of St. Thomas**

Name: Eddy Rojas Name: Amy Smith

Title: EVP and Provost Title: Interim Dean

Signature:  Signature: 

Date: Oct 5, 2023 Date: Oct 4, 2023

Signed For: **South St. Paul Public Schools**

Signature: \_\_\_\_\_  
School Board Chair

Date: \_\_\_\_\_



# SOUTH ST. PAUL PUBLIC SCHOOLS

## School Board Agenda Item

**Meeting Date:** October 23, 2023

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

**Action Requested:** Preliminary Approval

**Attachment:** Preliminary Field Trip Request – IB History (France and Italy)

<b>Topic:</b> Field Trips
<b>Presenter(s):</b> Brian Zambreno, Superintendent of Schools
<p><b>Background:</b></p> <p>Per school board Field Trip Policy #610, field trips that involve a trip to another country for instructional or supplementary, must be requested well in advance of the planned activity. A field trip out of the country must be completed and approved at each level: principal, superintendent, and school board. Initial school board approval must be received at least one year in advance of the trip. A final school board approval must be within one month of the trip.</p> <p>In order to provide more depth to their understanding of history and to foster cultural awareness, IB History teachers have led a group of IB History student to Europe every other year since 1994. This proposed trip will visit sites that the IB students have studied over their two-year study of European and World History.</p>
<p><b>Recommendation:</b></p> <p>Preliminary approval for the field trip to France and Italy.</p>
<p><b>Alternatives:</b></p> <p>Don't approve the attached field trip request and direct administration with next steps.</p>



**EXTENDED FIELD TRIP APPLICATION**

Sponsoring Activity 2025 IB Humanities Europe Trip

Sponsoring Staff Conrad Anderson

Field Trip Date(s) Spring Break 2025 (Tentative...March 19-29, 2025 – dependent on final calendar)

Number of class days missed 2-3 (depending on flight arrangements)

Destination France and Italy

Estimated # of Students 35 Estimated # of Chaperones 4

Mode of Transportation Planes, Trains, Bus Flight Arrangements (If applicable) TBD

Hotel Accommodations (name/address/phone) Will arrive apx. 30 days before; Information will be given to Principal as soon as it arrives.

Reservations under what name Conrad Anderson / Worldstrides Educational Travel

**Field Trip Information**

Program Description Every other year since 1994 (except for Covid delay in 2022), the I.B. History teachers have led a group of I.B. History students to Europe. We are now going to expand this program to include our IB English department to provide an inter-disciplinary approach.

Educational Objective To visit sites that I.B. students have studied over their two year study of European / World History and experienced in their IB English Literature program; To provide more depth to their understanding of history and literature; To foster cultural awareness.

Arrangements for Non-Participating Students N/A

Method of Payment  
Cost to Students Program Fee, Taxes, Incidentals = apx. \$4,800-4,950  
Cost to District Expense of Substitute Teachers to cover Chaperones  
(specify dept. budget and other funding sources)  
Other (specify funding source) \_\_\_\_\_

Signature of Sponsoring Staff *Conrad Anderson*

Signature of Principal/Activities Director *[Signature]*

Signature of Superintendent *[Signature]*

Signature of Board Chair \_\_\_\_\_

**To: Superintendent Dr. Zambreno, Board Members, Principal Chuck Ochocki**  
**From: Conrad Anderson**  
**Re: Preliminary 2025 IB Humanities Trip to Europe Approval**

We are in the preliminary stages of planning this trip, but we would like to get preliminary approval from administration and the school board before we get further into the planning, recruiting, and collecting of deposits from students. We are doing it even earlier for this trip because the company we travel with will allow students to spread the cost over 15 months, making it more affordable for our students.

The I.B. Europe History Trip is a trip that we have planned every other year since 1994. For our next trip we will begin collaborating with the IB English department to provide an interdisciplinary approach, thus making it our "IB Humanities Trip to Europe." Our next trip will be in March/April 2025 (depending on finalization of next year's academic calendar). The travel agency makes the final determination of flights, but we are requesting that we do not leave until the evening of Wednesday before Spring Break so that our students will only miss 2 days of school. Please be aware that there has been an instance in the past in which we had to leave a day earlier because of late changes in the itinerary by the travel company that we are using.

The trip that we are planning will include the countries of France and Italy (Paris to Rome). We will once again be traveling with Worldstrides Educational Travel, whom we have traveled with since 2000. This company provides us with a guide that will be with us for the entire length of the tour of Europe, and past guides have been tremendous. Worldstrides also does a very good job of providing us with safe, secure, and centrally located hotels, as well as excellent dining options.

If we get the requisite number of students to enroll, the chaperones will include Conrad Anderson, Peter Schultz, Brandon Lambert, and Kelly Pederson.

The Extended Field Trip Application is attached; please accept this for preliminary approval. We will continue to follow the procedures and guidelines for "Out-of-the-Country" Field Trips and will submit this for Final Approval next fall.

If you have any questions or concerns that you need addressed, please contact Conrad Anderson at the high school.

Sincerely,



Conrad Anderson  
IB History Teacher / IB DP Coordinator  
651.457.9408 ext. 1374  
[canderson@sspps.org](mailto:canderson@sspps.org)



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** October 23, 2023

**Place on Agenda:** Regular Business Meeting

**Action Requested:** Approval

**Attachment:** None

<b>Topic:</b> Joint Work Session with the City of South St. Paul
<b>Presenter(s):</b> Chair John Raasch
<b>Background:</b>  The South St. Paul Public School Board will be holding a joint meeting with the South St. Paul City Council on Monday, October 30, 2023, to continue their work toward creating a common set of core values.
<b>Recommendation:</b>  N/A
<b>Alternatives:</b>  N/A