



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

Monday, December 11, 2023 5:00 PM

Location: CITY HALL

125 THIRD AVENUE NORTH

South St Paul, Minnesota 55075

### Agenda

I.	<b>FINANCE (B. Hoffman)</b>	
	A. Truth-in-Taxation	2
	B. Acceptance of Gifts	39
II.	<b>SCHOOL BOARD</b>	
	A. 2024 Board Reorganization (J. Raasch)	42
	B. Committee Updates (Board)	45
	• District 917	
	• AMSD	
	• Community Education	
	• Educational Foundation	
	• Finance, Facilities and Long-Range Planning	
	• Local Issues	
	• Policy	
	• Public Relations/Community Engagement	
	• SSP Open Foundation	
	• Superintendent Executive	
	C.	
	D. Other Items Deemed Necessary by the School Board	



# SOUTH ST. PAUL PUBLIC SCHOOLS

## School Board Agenda Item

**Meeting Date:** Monday, December 11, 2023

**Place on Agenda:** Regular Meeting

**Action Requested:** Approval

**Attachment:** Summary of Payable 2024 Property Tax Levy  
Public Hearing PowerPoint

<b>Topic:</b> Approval of Payable 2024 Levy at \$14,881,493.95
<b>Presenter(s):</b> Brady Hoffman, Director of Finance
<p><b>Background:</b> Attached is the Payable 2024 Property Tax Levy. At the regular meeting, I will be asking for Board approval to set the levy at <b>\$14,881,493.95</b>. This is a decrease of 1.88% from last year's levy.</p> <p>Below is the levy timeline for the Payable 2024 Levy:  <b>September 25</b> – Board of Education approved preliminary levy  <b>September 30</b> – Levy due to Dakota County and Minnesota Department of Education  <b>Mid-November</b> – Dakota County mailed proposed property tax statements to South St Paul property owners  <b>December 11</b> – Board of Education holds Public Hearing for Taxes Payable in 2024 and approves the final payable 2024 levy certification</p> <p>During the regular meeting, we will hold the Public Hearing for Taxes Payable in 2024. I will make a presentation of the levy and provide required information on:</p> <ul style="list-style-type: none"> <li>- District budget</li> <li>- Payable 2024 property tax levy and reasons for the change in levy</li> <li>- After the presentation, the public will be able to make comments regarding the levy</li> </ul>
<b>Recommendation:</b> Approval
<b>Alternatives:</b> N/A

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

<b>Fund Levy Category</b>	<b>FINAL Payable 2023</b>	<b>FINAL Payable 2024</b>	<b>Dollar Change</b>	<b>Percent Change</b>
<b><u>General Fund:</u></b>				
Referendum	\$ 6,056,012	\$ 6,004,307	\$ (51,705)	
Local Optional	1,999,573	1,993,189	(6,384)	
Equity	235,605	220,698	(14,907)	
Transition	90,985	87,948	(3,037)	
Capital Projects Referendum	834,135	940,514	106,379	
Operating Capital	267,385	313,212	45,827	
Alternative Teacher Compensation	282,917	272,061	(10,856)	
Achievement and Integration	175,431	176,069	638	
Reemployment Insurance	30,000	25,000	(5,000)	
Safe Schools	112,211	108,466	(3,745)	
Safe Schools Intermediate	46,755	45,194	(1,561)	
Career and Technical	62,188	63,521	1,333	
Long Term Facilities Maintenance	725,384	714,782	(10,602)	
Building/Land Lease	632,616	626,847	(5,769)	
Capital Facilities Bonds	(174,825)	(176,715)	(1,890)	
Adjustments/Abatements	115,499	(20,317)	(135,816)	
<b>Total General Fund</b>	<b>\$ 11,491,871</b>	<b>\$ 11,394,776</b>	<b>\$ (97,095)</b>	<b>-0.84%</b>
<b><u>Community Service Fund:</u></b>				
Basic Community Education	\$ 154,720	\$ 115,757	\$ (38,963)	
Early Childhood Family Education	65,076	61,821	(3,255)	
Home Visiting	2,389	2,931	542	
School Age Care - Disabled	200,000	200,000	-	
Adjustments/Abatements	394	(133,716)	(134,110)	
<b>Total Community Service Fund</b>	<b>\$ 422,579</b>	<b>\$ 246,793</b>	<b>\$ (175,786)</b>	<b>-41.60%</b>
<b><u>Debt Service Fund:</u></b>				
Initial Debt Service	\$ 3,366,558	\$ 3,203,340	\$ (163,218)	
Capital Facilities Bonds	174,825	176,715	1,890	
Reduction for Debt Excess	(290,733)	(168,952)	121,781	
Adjustments/Abatements	1,171	28,821	27,650	
<b>Total Debt Service Fund</b>	<b>\$ 3,251,821</b>	<b>\$ 3,239,924</b>	<b>\$ (11,897)</b>	<b>-0.37%</b>
<b>Total All Levies</b>	<b>\$ 15,166,271</b>	<b>\$ 14,881,493</b>	<b>\$ (284,778)</b>	<b>-1.88%</b>

**South St. Paul**  
*Public Schools*



# South St. Paul Public Schools

Public Hearing for  
Taxes Payable in 2024

DECEMBER 11, 2023

PRESENTED BY:

BRADY HOFFMAN, DIRECTOR OF  
FINANCE

# Minnesota State Law Requirements

## A Public Meeting...

- Between November 25th & December 28th
- At 6:00 PM or later
- May be part of regularly scheduled meeting
- Must allow for public comments
- May adopt final levy at same meeting

## ...and Presentation of:

- Current year budget
- Proposed property tax levy

# MN Legislature Must Set Funding for Minnesota Public Schools

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Minnesota Constitution ARTICLE XIII

MISCELLANEOUS SUBJECTS

Section 1

**“UNIFORM SYSTEM OF PUBLIC SCHOOLS.** The stability of a republican form of government depending mainly upon the intelligence of the people, it is the duty of the legislature to establish a general and uniform system of public schools. The *legislature shall make such provisions by taxation or otherwise* as will secure a thorough and efficient system of public schools throughout the state.”

As a Result,  
Funding is  
Highly  
Regulated

### State Sets:

- Formulas which determine revenue; most revenue based on specified amounts per pupil
- Tax policy for local schools
- Maximum authorized property tax levy
  - Districts can levy less, but not more than amount authorized by state, unless approved by voters in November

State also authorizes school board to submit referendums for operating & capital needs to voters for approval

# Basic General Education Formula Lags Inflation

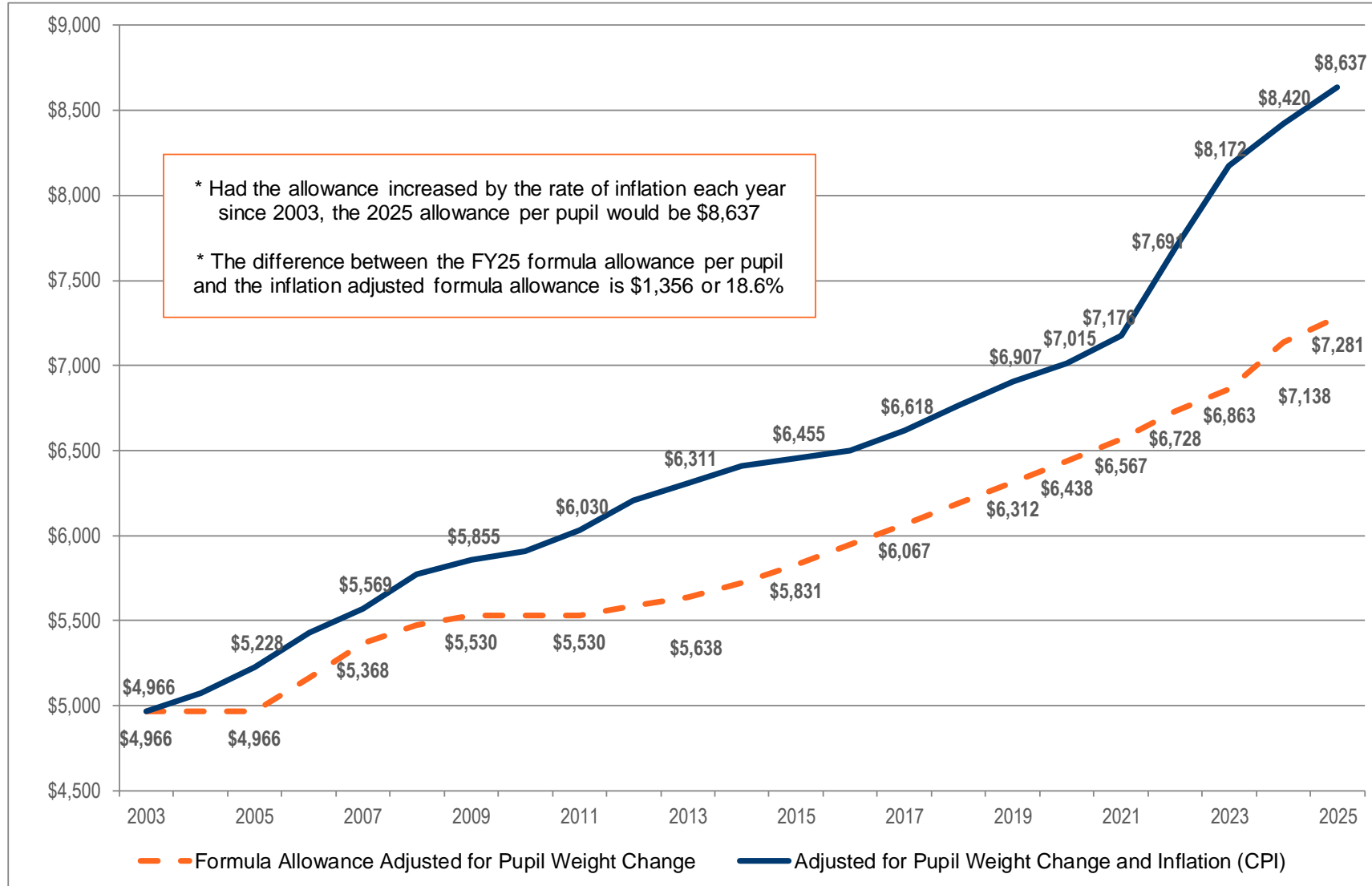
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- Since 2002-03, state General Education Revenue formula has not kept pace with inflation
- For Fiscal Year 2023-24, an increase of 4.00% or \$275 over previous year was approved
- For Fiscal Year 2024-25, an increase of 2.00% or \$143 over previous year was approved

Per-pupil allowance for Fiscal Year 2024-25 of \$7,281 would need to increase by another \$1,356 (18.6%) to have kept pace with inflation since 2002-03, resulting in an allowance of \$8,637

# General Education Formula Allowance, 2003-2025

Adjusted for Pupil Weight Change and Inflation (CPI)



Source: MDE June 2023 Inflation Estimates and Minnesota Laws 2023

# Budget Information

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Because approval of school district budget lags certification of tax levy by six months, state requires only current year budget information be presented at this hearing. Fiscal Year 2024-25 budget will be adopted by School Board in June 2024.

**School district budgets are divided into separate funds, based on purposes of revenue, as required by law.**

## **Our District's Funds:**

- General
- Food Service
- Community Service
- Debt Service
- Internal Service
- OPEB\* Trust

*\*Other Post-Employment Benefits*



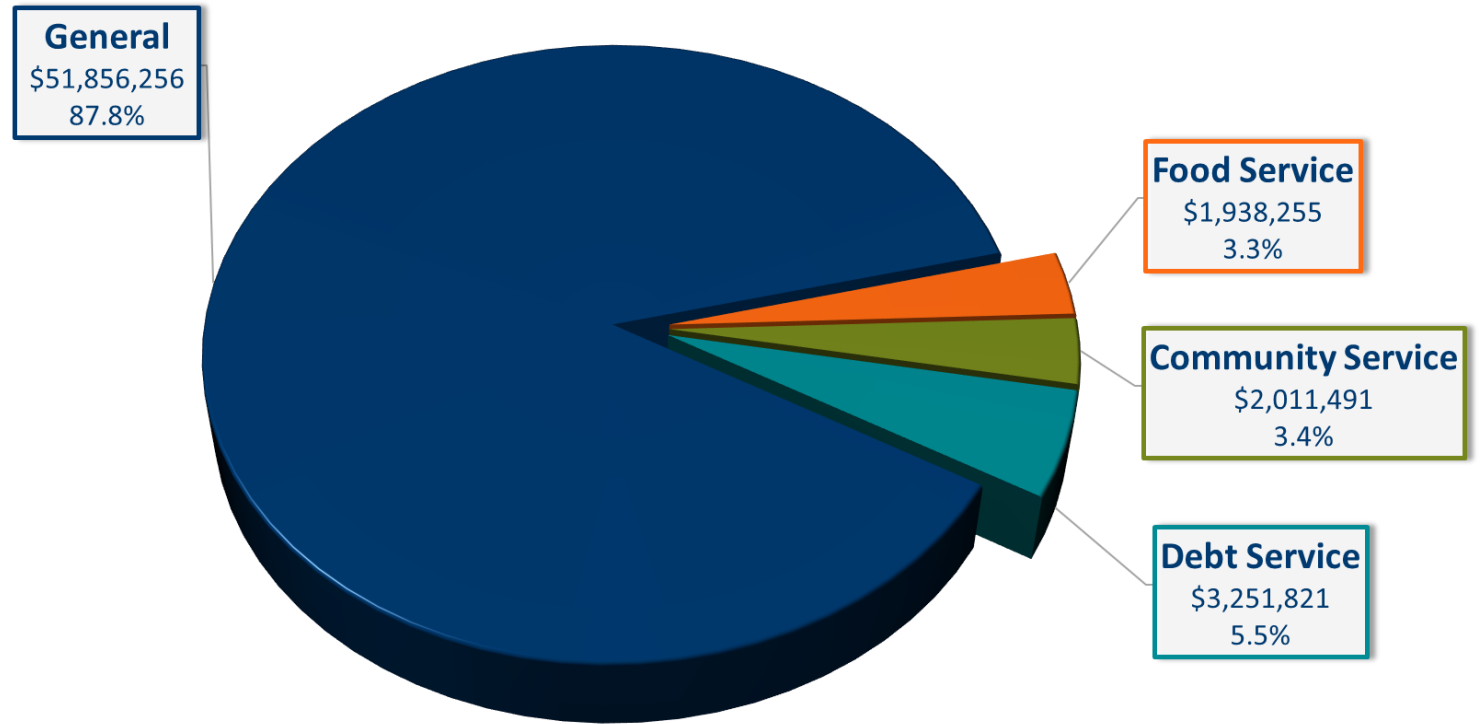
**District Revenues & Expenditures**  
Actual for FY 2023, Budget for FY 2024

FUND	FISCAL 2023 BEGINNING	2022-23 ACTUAL		JUNE 30, 2023 ACTUAL	2023-24 BUDGET		JUNE 30, 2024 PROJECTED
	FUND BALANCES	REVENUES & TRANSFERS IN	EXPENDITURES & TRANSERS OUT	FUND BALANCES	REVENUES & TRANSERS IN	EXPENDITURES & TRANSERS OUT	FUND BALANCES
<b>General/Restricted</b>	\$2,390,530	\$8,510,103	\$7,892,898	\$3,007,735	\$9,703,448	\$9,853,212	\$2,857,971
<b>General/Other</b>	5,878,067	38,822,745	38,019,076	6,681,736	42,152,808	39,671,997	9,162,547
<b>Food Service</b>	822,309	2,091,602	2,048,968	864,943	1,938,255	2,026,265	776,933
<b>Community Service</b>	549,212	2,393,014	2,214,159	728,067	2,011,491	2,076,344	663,214
<b>Debt Service</b>	736,221	13,152,786	13,047,976	841,031	3,251,821	3,379,610	713,242
<b>Internal Service</b>	7,635,362			9,309,663			9,309,663
<b>OPEB* Revocable Trust</b>	(4,918,299)	357,657	(179,088)	(4,381,554)	0	0	(4,381,554)
<b>Total All Funds</b>	<b>13,093,402</b>	<b>65,327,907</b>	<b>63,043,989</b>	<b>17,051,621</b>	<b>59,057,823</b>	<b>57,007,428</b>	<b>19,102,016</b>

\*Other Post Employment Benefits

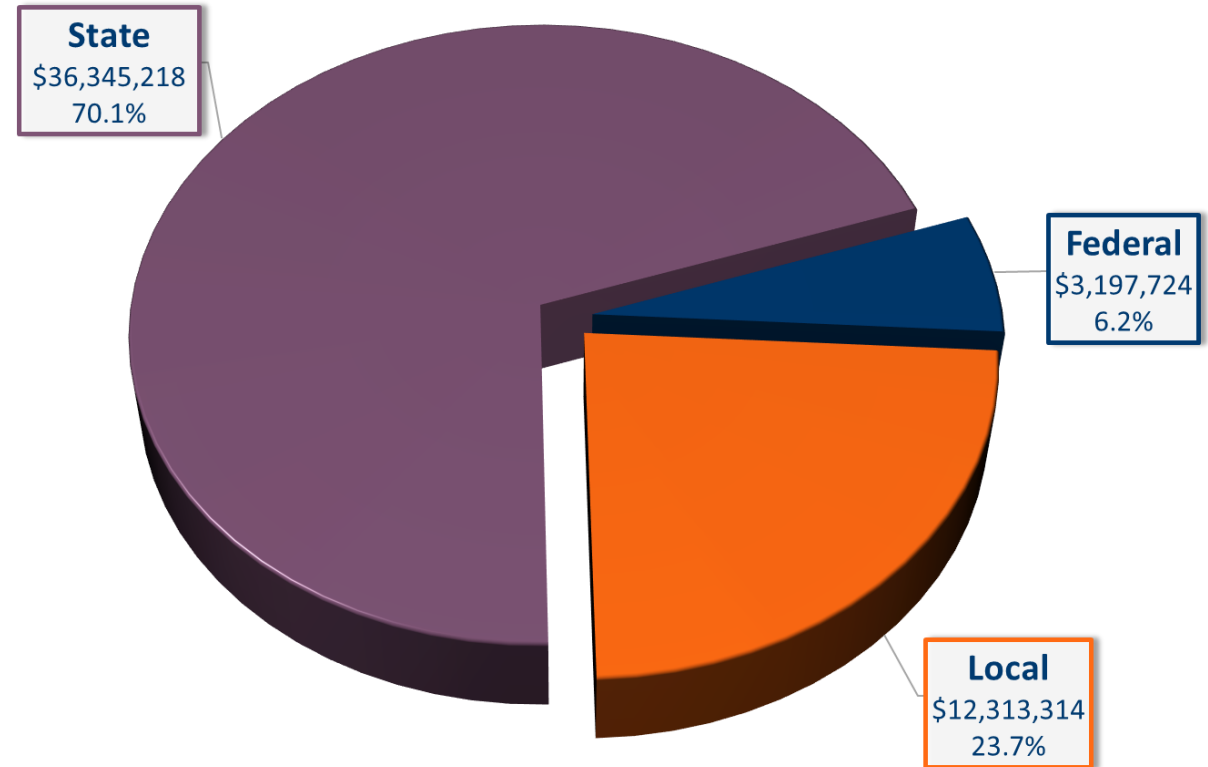
# Revenue - All Funds -

2023-24 Budget  
\$59,057,823



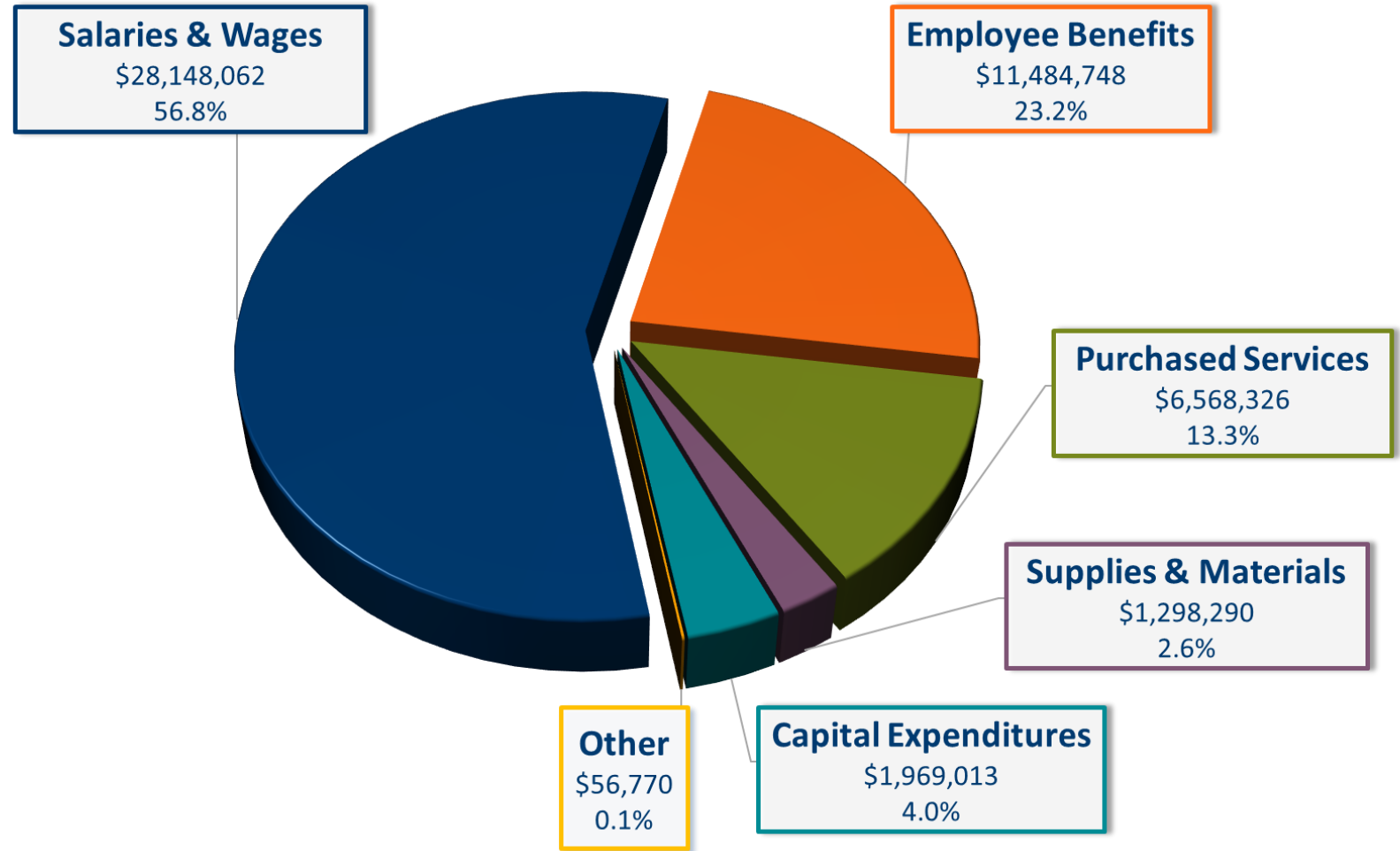
# General Fund Revenue

2023-24 Budget  
\$51,856,256



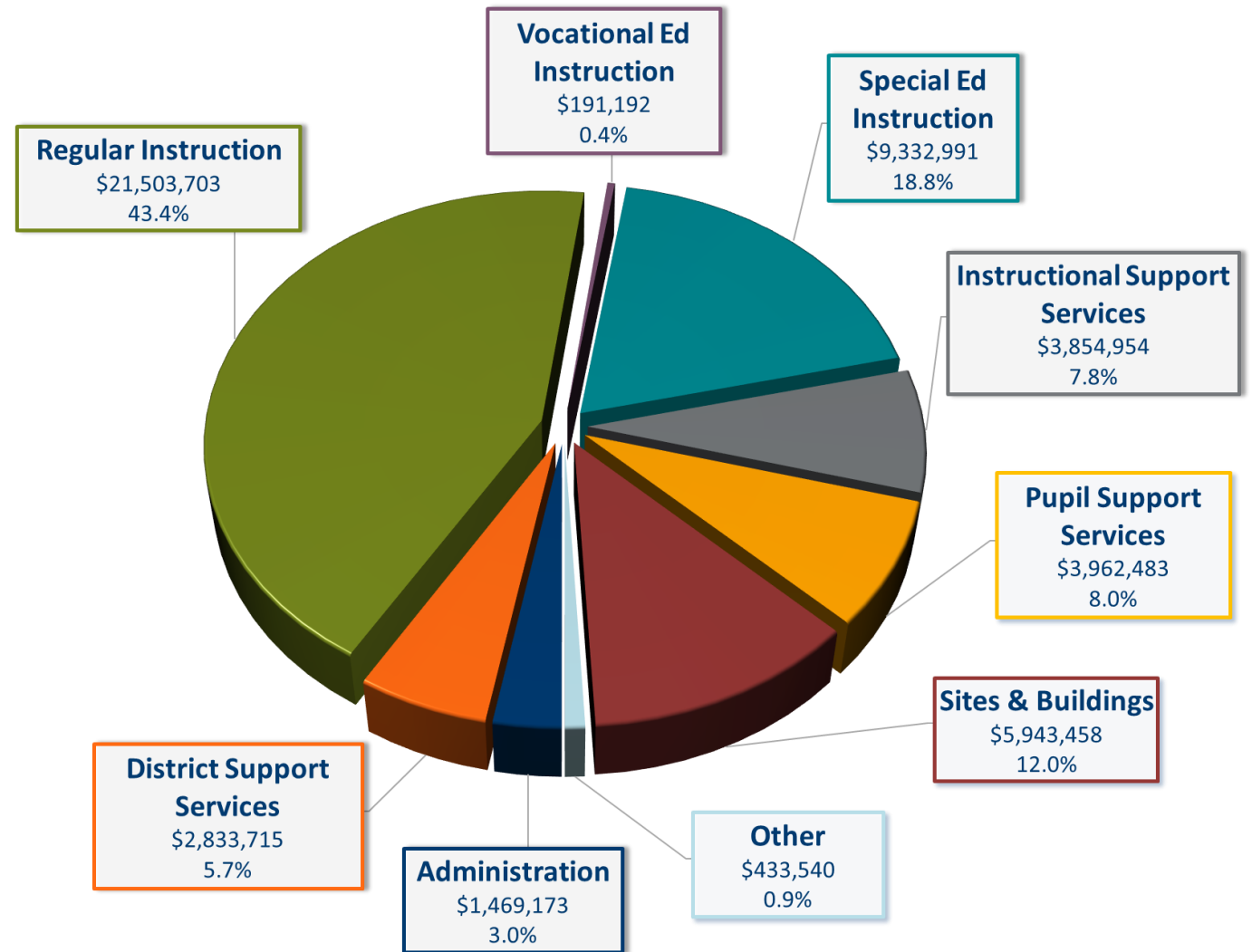
# General Fund Expenditures - by Object -

2023-24 Budget  
\$49,525,209



# General Fund Expenditures - by Program -

2023-24 Budget  
\$49,525,209

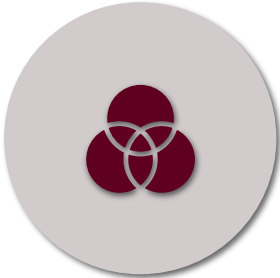


# Payable 2024 Property Tax Levy

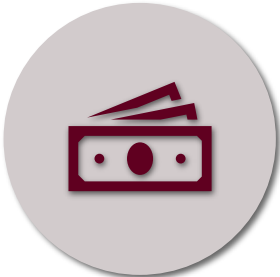
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Determination of levy



Compare 2023 to 2024 levies



Reasons for changes in tax levy



Impact on taxpayers

# Property Tax Background

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- Every owner of taxable property pays property taxes to various “taxing jurisdictions” (county, city/township, school district, special districts) in which property is located
- Each taxing jurisdiction sets own tax levy, often based on limits in state law
- County sends bills, collects taxes from property owners & distributes funds back to other taxing jurisdictions

# Sample of parcel specific notice mailed to every property owner between November 11 & November 24

## Contents:

- Proposed property taxes compared to last year
  - By taxing jurisdiction
  - By voter approved & other for school district
- Time & place of public meetings



Spruce County  
 Jane Smith, Auditor-Treasurer  
 345 12th Street East, Box 78  
 Spruceville, MN 55555-5555  
 (555) 345-6789  
 www.co.spruce.mn.us

### TAXPAYER(S):

John and Mary Johnson  
 123 Pine Rd S  
 Spruceville, MN 55555-5555

### Property Information

**PIN Number:** 01.234.56.789.R1      **Property Address:** 789 Pine Rd S  
 Spruceville, MN 55555

### Property Description:

Lot 1, Block 1, Spruce Acres Subdivision

## PROPOSED TAXES 2024

THIS IS NOT A BILL. DO NOT PAY.

VALUES AND CLASSIFICATION			
Step	Taxes Payable Year	2023	2024
1	Estimated Market Value	\$125,000	\$150,000
	Homestead Exclusion	\$	\$23,800
	Taxable Market Value	\$125,000	\$126,200
	Class	Res NHmstd	Res Hmstd
PROPOSED TAX			
2	Property Taxes before credits		\$1,479.52
	School building bond credit	\$	12.00
	Agricultural market value credit		
	Other credits		
	Property Taxes after credits		\$1,467.52
PROPERTY TAX STATEMENT			
3	Coming in 2024		
<b>The time to provide feedback on PROPOSED LEVIES is NOW</b> It is too late to appeal your value without going to Tax Court.			

### Proposed Property Taxes and Meetings by Jurisdiction for Your Property

Contact Information	Meeting Information	Actual 2023	Proposed 2024
State General Property Tax	No public meeting	\$0	\$0
County of Spruce Spruce County Courthouse 123 Spruce St Spruceville, MN 55555 www.co.spruce.mn.us (555) 123-4567	December 6, 7:00 PM	\$438.06	\$484.18
City of Spruceville Mayor's Office 456 Spruce St Spruceville, MN 55555 www.ci.spruceville.mn.us (555) 123-7654	December 2, 6:30 PM Spruceville City Hall	\$273.79	\$312.06
Spruceville School District 999 150 1st St N Spruceville, MN 55555 www.spruceville.k12.mn.us (555) 123-6789	December 9, 7:00 PM Spruceville High School Cafeteria		
Voter Approved Levies		\$289.35	\$296.68
Other Levies		\$340.11	\$374.60
<i>Your school district was scheduled to hold a referendum at the November general election. If the referendum was approved by the voters, the school district's voter approved property tax for 2024 may be higher than the proposed amount shown on this notice.</i>			
<b>Total excluding any special assessments</b>		<b>\$1,341.31</b>	<b>\$1,467.52    9.4%</b>

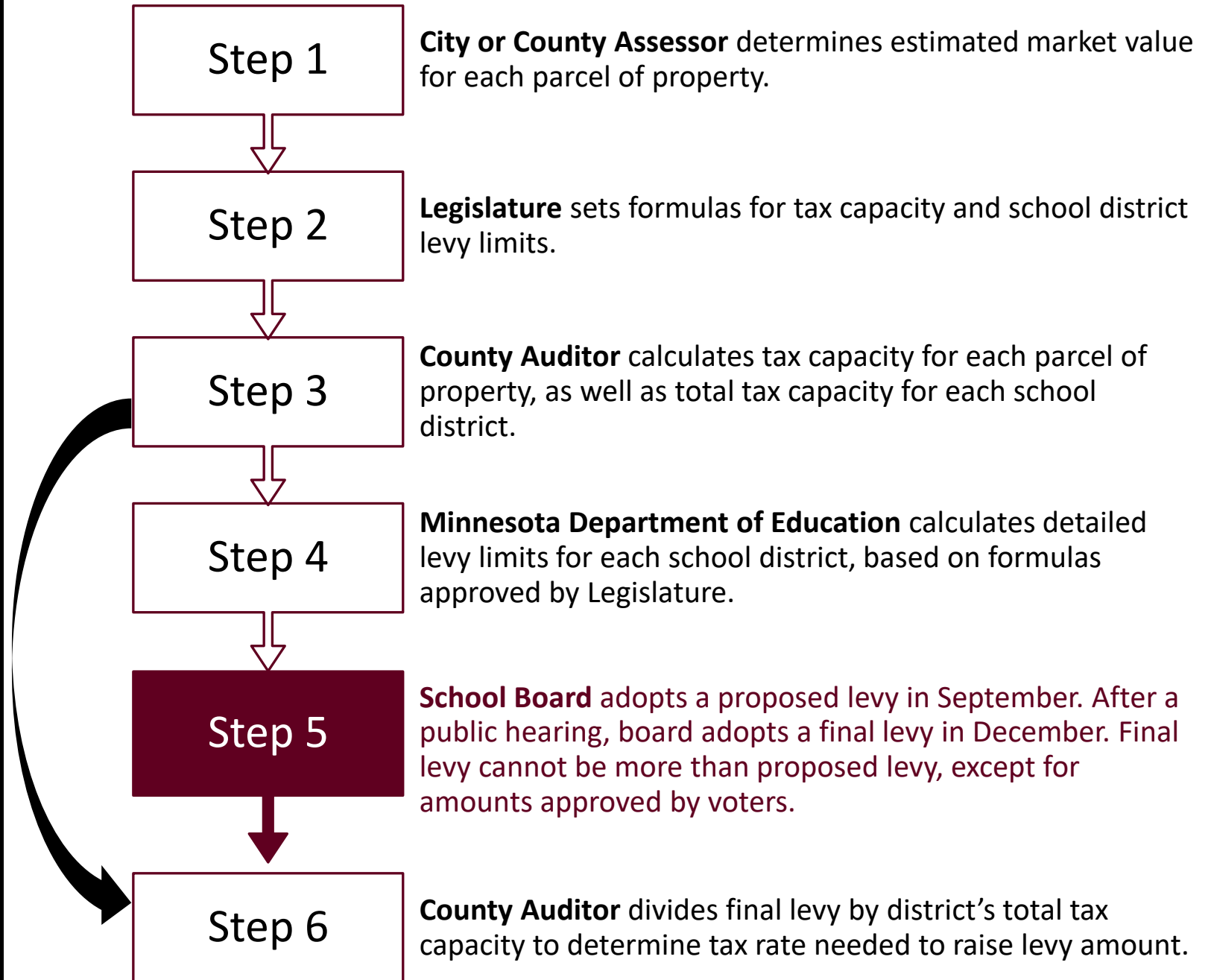
# School District Property Taxes

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- Each school district may levy taxes in over 40 different categories
- Maximum levy amounts (calculated by MDE) for each category are set by:
  - State law
  - Voter approval
- Property Tax Process
  - Key steps in process are summarized on next slide
  - Any of these steps may affect taxes on a parcel of property, but district has control over only 1 of 6 steps

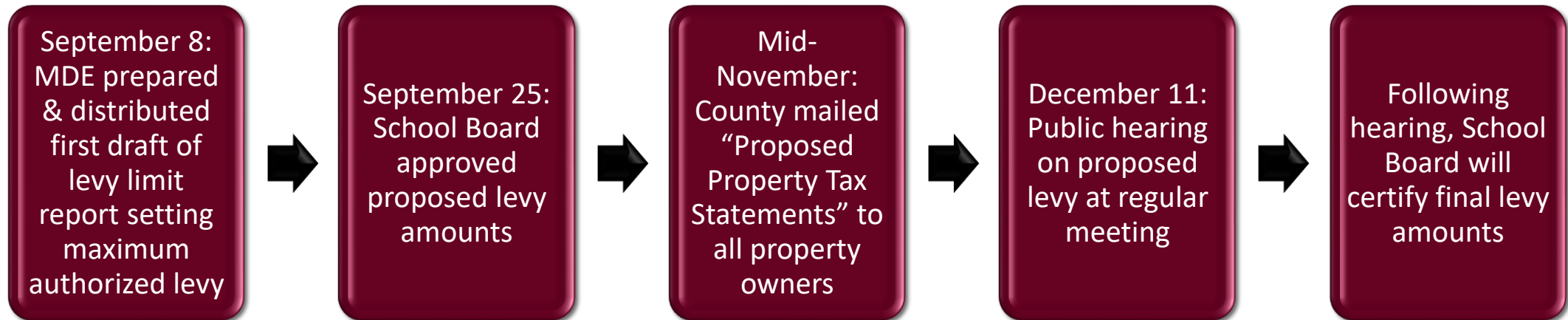
# School District Property Tax Process

*Note:* For certain levy categories, tax rates & levy amounts are based on referendum market value, rather than tax capacity.



# Approval of District's Tax Levy in 2023 (Payable 2024)

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## Overview of District's Proposed Tax Levy

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- Proposed Payable 2024 tax levy is a decrease from 2023 of \$284,777 or -1.9%
- Changes by levy category and reasons for major increases & decreases in levy are included on following slides

Comparison of Actual Tax Levy Payable in 2023 to Proposed Levy Payable in 2024

<b>Fund Levy Category</b>	<b>Actual Levy Payable in 2023</b>	<b>Proposed Levy Payable in 2024</b>	<b>\$ Change</b>	<b>% Change</b>
<b>General</b>				
Voter Approved Operating Referendum	\$6,056,012	\$6,004,307	(\$51,704)	
Local Optional Revenue (LOR)	1,999,572	1,993,188	(6,384)	
Equity	235,605	220,698	(14,907)	
Voter Approved Technology Referendum	834,135	940,514	106,379	
Operating Capital	267,385	313,212	45,827	
Alternate Teacher Compensation	282,917	272,061	(10,856)	
Achievement and Integration	175,431	176,069	639	
Long Term Facilities Maintenance	725,384	714,782	(10,602)	
Instructional Lease	632,616	626,847	(5,769)	
Other	342,139	330,129	(12,010)	
Prior Year Adjustments	(59,325)	(197,033)	(137,707)	
<b>Total, General Fund</b>	<b>\$11,491,871</b>	<b>\$11,394,775</b>	<b>(\$97,095)</b>	<b>-0.8%</b>
<b>Community Service</b>				
Basic Community Education	\$154,721	\$115,757	(\$38,964)	
Early Childhood Family Education	65,075	61,821	(3,254)	
School-Age Child Care	200,000	200,000	0	
Other	2,389	2,931	542	
Prior Year Adjustments	394	(133,715)	(134,109)	
<b>Total, Community Service Fund</b>	<b>\$422,579</b>	<b>\$246,795</b>	<b>(\$175,784)</b>	<b>-41.6%</b>
<b>Debt Service</b>				
Voter Approved	\$3,366,558	\$3,203,340	(\$163,218)	
Other	174,825	176,715	1,890	
Reduction for Debt Excess	(290,733)	(168,952)	121,781	
Prior Year Adjustments	1,172	28,821	27,650	
<b>Total, Debt Service Fund</b>	<b>\$3,251,821</b>	<b>\$3,239,924</b>	<b>(\$11,897)</b>	<b>-0.4%</b>
<b>Total Levy, All Funds</b>	<b>\$15,166,270</b>	<b>\$14,881,494</b>	<b>(\$284,777)</b>	<b>-1.9%</b>
<b>Subtotal by Truth in Taxation Categories:</b>				
Voter Approved	10,163,608	10,187,553	23,945	
Other	5,002,662	4,693,941	(308,721)	
<b>Total</b>	<b>\$15,166,270</b>	<b>\$14,881,494</b>	<b>(\$284,777)</b>	<b>-1.9%</b>

# Explanation of Levy Changes

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**Category:**

General Fund – Voter Approved Technology Referendum

**Change:**

+\$106,379

**Use of Funds:**

Technology Costs

**Reasons for Change:**

- Levy is based on voter approved tax rate applied to tax base
- District's tax base increased

# Explanation of Levy Changes

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**Category:**

General & Community Service Funds – Prior Year Adjustments

**Change:**

-\$137,707 (General) & -\$134,109 (Community Service)

**Use of Funds:**

Various

**Reason for Change:**

- Initial levies are based on estimates. In later years, amounts are updated and levies are retroactively adjusted.

# Explanation of Levy Changes

**Category:**

Debt Service – Voter Approved & Reduction for Debt Excess

**Change:**

-\$163,218 (Voter Approved) & +\$121,781 (Debt Excess)

**Use of Funds:**

Debt Payments

**Reasons for Changes:**

- Debt service levies are coordinated to maintain a level or declining tax rate
- Districts are required to levy at 105% of debt service payment amounts to cover delinquencies in tax collections
- Because delinquencies are generally less than 5%, most districts gradually build up fund balances in debt service funds
- Formulas in state law determine adjustments to tax levy for debt excess balances

# Factors Impacting Individual Taxpayers' School Taxes

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Many factors can cause a tax bill for an individual property to increase or decrease from year to year

- Changes in value of individual property
- Changes in total value of all property within District
- Increases or decreases in levy amounts caused by changes in state funding formulas, local needs & costs, voter-approved referendums & other factors

# What's happening with each slice?

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Higher Market Value Increase = Bigger Slice



Lower Market Value Increase = Smaller Slice



Each Property Owner pays a portion of the pie

# Impact of Property Valuations

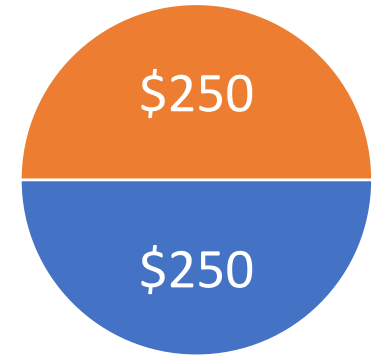
Two properties in the district

- Both houses are valued at \$100,000

Total levy of \$500

- Each property will pay \$250 of levy

\$100,000



\$100,000



# Impact of Property Valuations

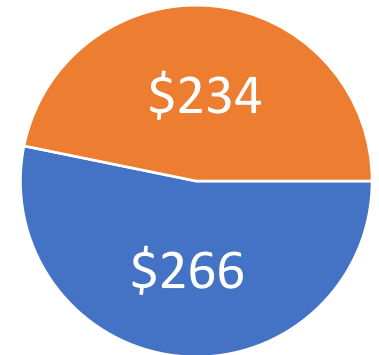
## Two properties in the district

- Orange house value increases by 10%
- Blue house value increases by 25%

## Total levy of \$500

- School District will still generate the same amount of levy even though values increased
- Orange house pays less
- Blue house pays more

\$110,000



\$125,000



# Four Year School Levy Comparison

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- Examples include school district taxes only & are shown based on no change and a 24.4% increase in property value for residential homes over the past four years
  - Actual changes in value may be more or less than this for any parcel of property
  - Intended to provide a fair representation of what happened to school district property taxes over this period for typical properties
- Examples are for property in City of South St. Paul
- Amounts for 2024 are preliminary estimates; final amounts could change slightly
- Estimates prepared by Ehlers (District's municipal financial advisors)

Estimated Changes in School Property Taxes, 2021 to 2024  
*Based on No Changes in Property Values*

Type of Property	Estimated Market Value	Actual Taxes Payable in 2021	Actual Taxes Payable in 2022	Actual Taxes Payable in 2023	Estimated Taxes Payable in 2024	Change in Taxes 2021 to 2024	Change in Taxes 2023 to 2024
Residential Homestead	\$150,000	\$683	\$637	\$828	\$728	\$45	-\$100
	200,000	948	886	1,136	1,001	53	-135
	275,000	1,346	1,259	1,598	1,410	64	-188
	350,000	1,744	1,632	2,060	1,819	75	-241
	400,000	2,009	1,881	2,368	2,092	83	-276
	500,000	2,516	2,355	2,964	2,618	102	-346
Commercial/ Industrial #	\$250,000	\$1,460	\$1,325	\$1,633	\$1,463	\$3	-\$170
	500,000	3,090	2,805	3,406	3,059	-31	-347
	750,000	4,719	4,284	5,179	4,655	-64	-524
	1,000,000	6,349	5,764	6,952	6,251	-98	-701

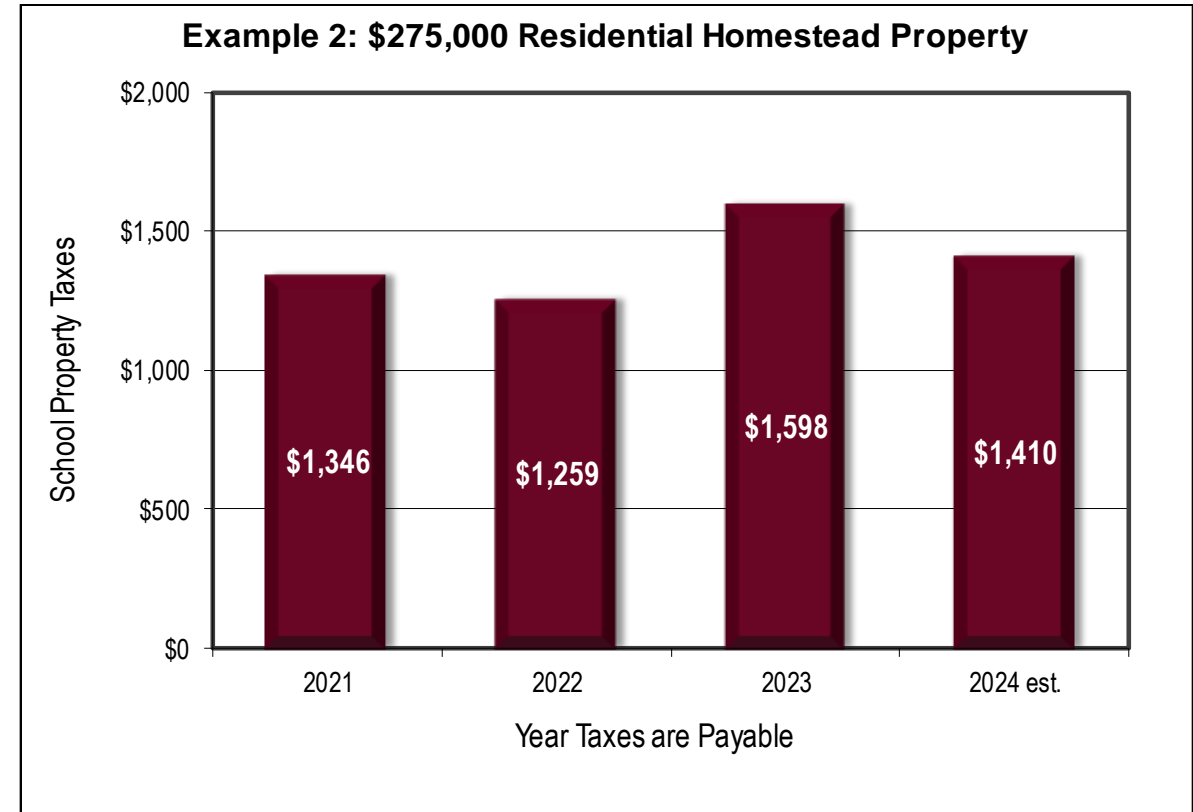
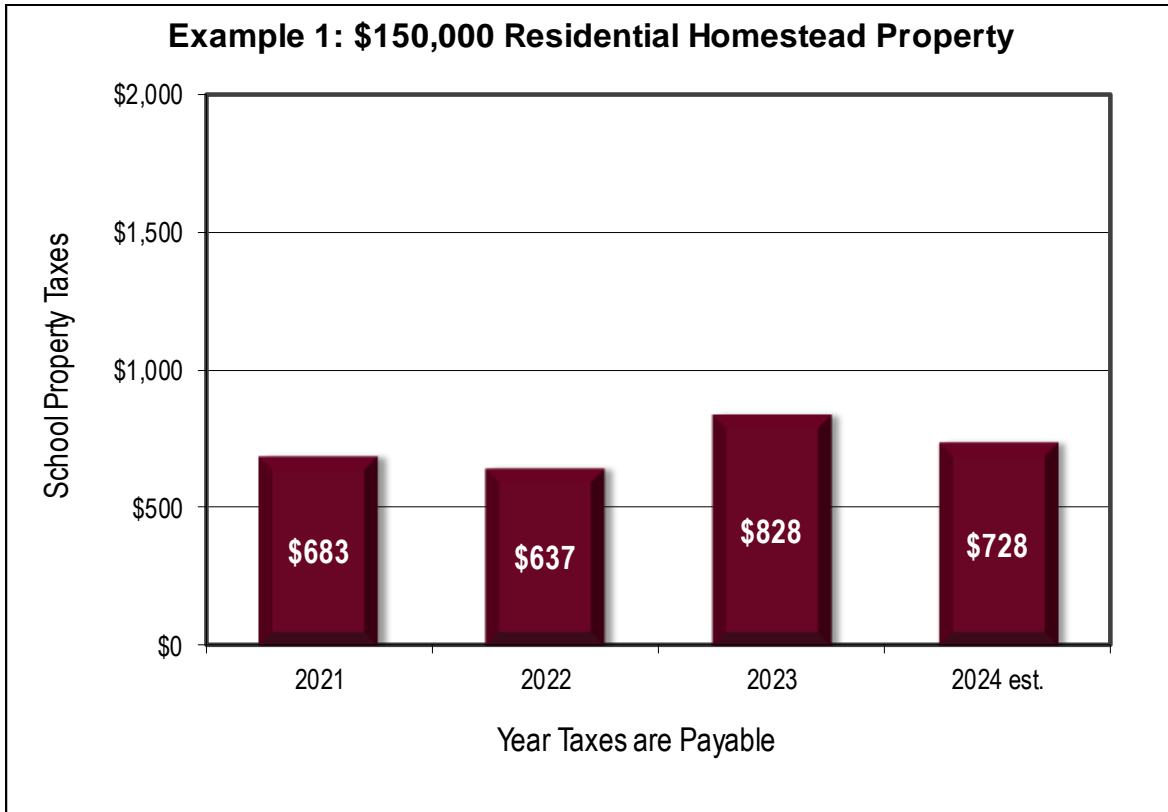
# For commercial-industrial property, amounts above are for property in South St. Paul. Taxes for commercial-industrial property in other municipalities may be slightly different, due to the impact of the Fiscal Disparities Program.

**General Notes**

1. Amounts are based on school district taxes only, and do not include taxes for city or township, county, state, or other taxing jurisdictions.
2. Estimates of taxes payable in 2024 are preliminary, based on the best data available.
3. For all examples of properties, taxes are calculated based on no changes in estimated market value from 2021 to 2024.

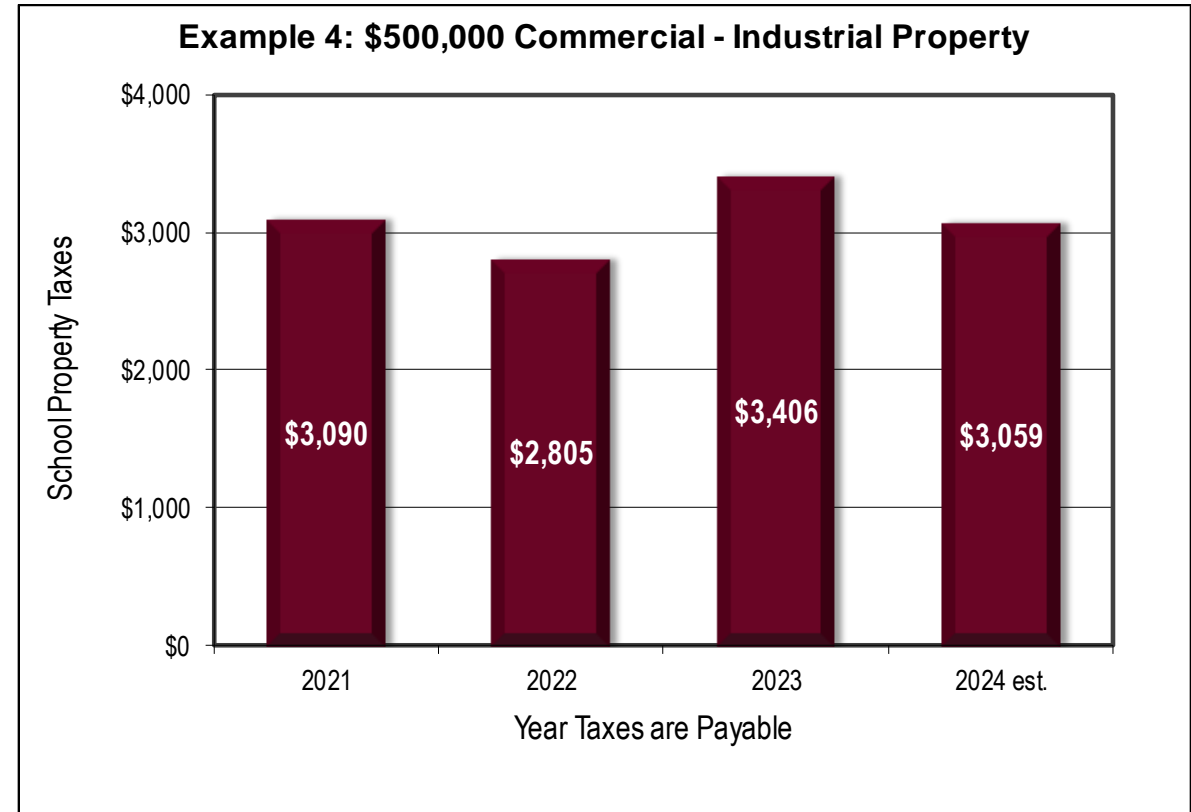
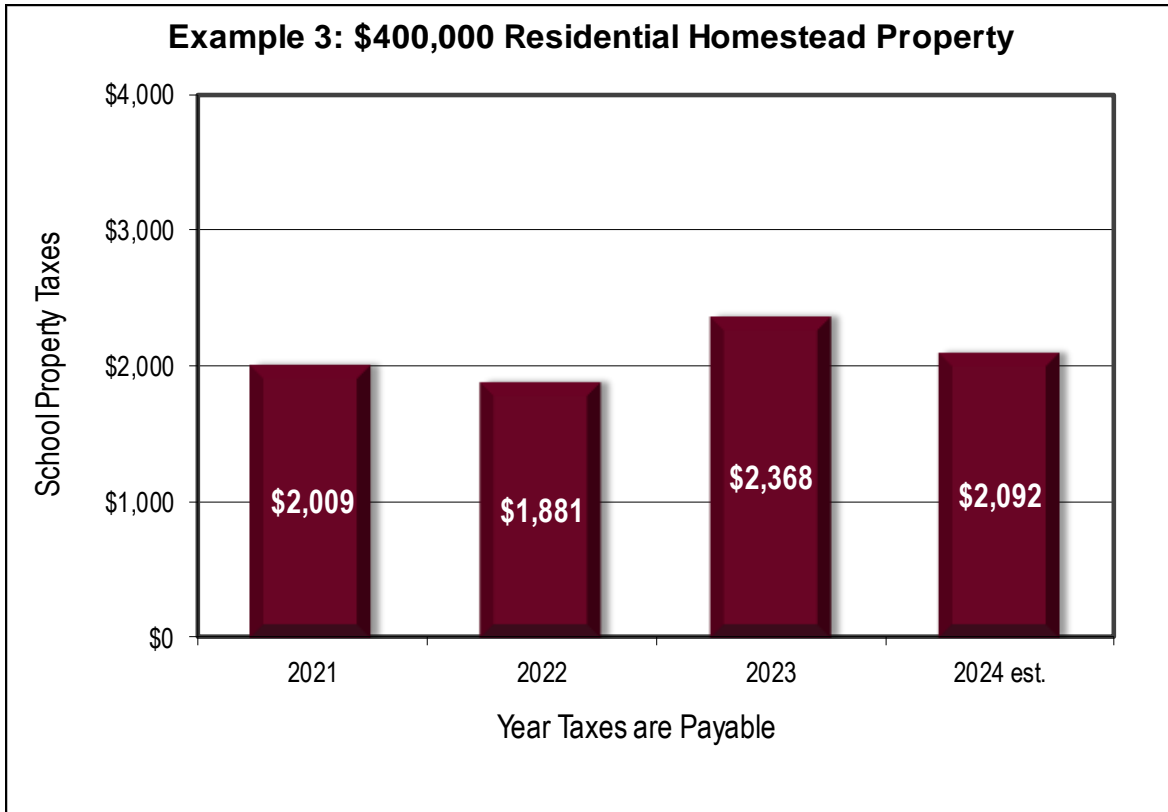
# Estimated Changes in School Property Taxes, 2021-24

*Based on No Changes in Property Value*



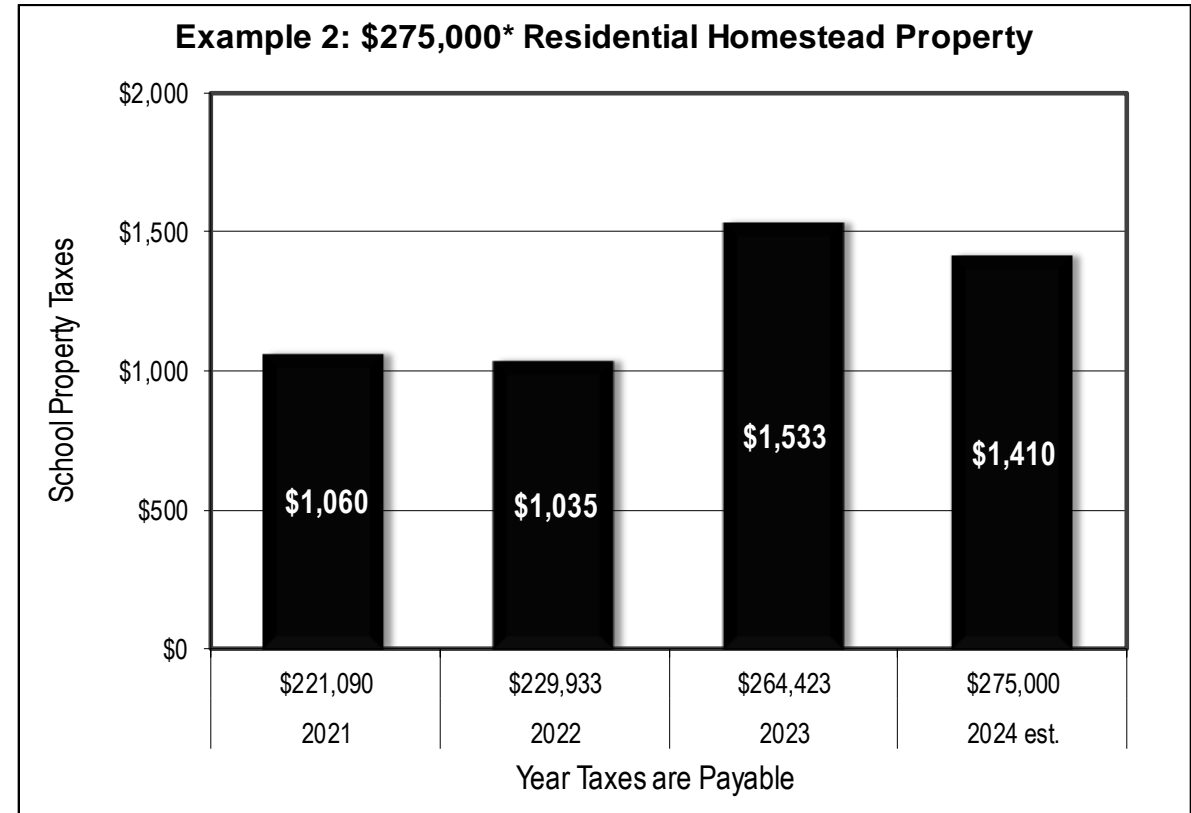
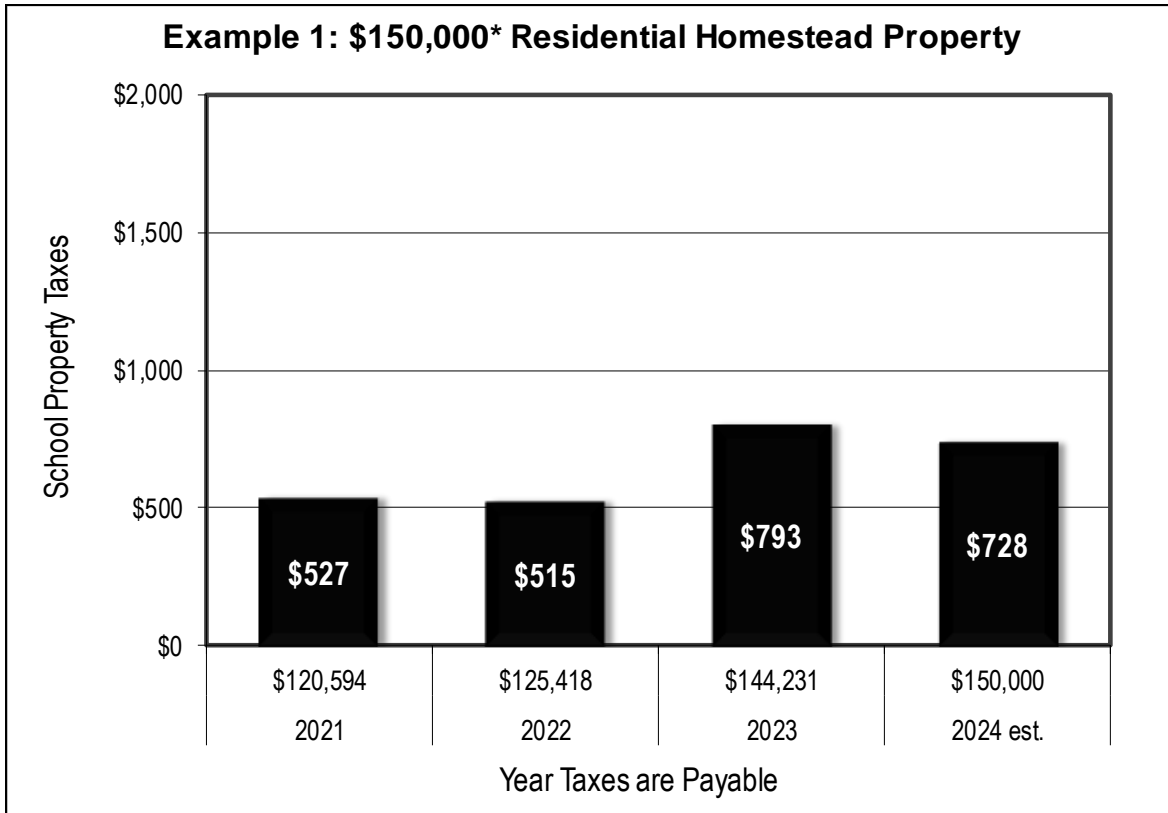
# Estimated Changes in School Property Taxes, 2021-24

*Based on No Changes in Property Value*



# Estimated Changes in School Property Taxes, 2021-24

*Based on 24.4% Cumulative Changes in Property Value*



\* Estimated market value for taxes payable in 2024. Taxes are calculated based on changes in market value of 4.0% from 2021 to 2022, 15.0% from 2022 to 2023 and 4.0% from 2023 to 2024.

# State Property Tax Refunds & Deferral

## Homestead Credit Refund

- Available for all homestead property, both residential and agricultural (house, garage and one acre (HGA) only)
- Refund is sliding scale, based on total property taxes and income (maximum refund is \$3,140 for homeowners and \$2,440 for renters)

## Special Property Tax Refund

- Available for all homestead property, both residential & agricultural (HGA only) with a gross tax increase of at least 6% and \$100 over prior year
- Refund is 60% of tax increase that exceeds greater of 6% or \$100 (max \$2,500)

## Senior Citizen Property Tax Deferral

- Allows people 65 years of age or older with household income of \$96,000 or less to defer a portion of property taxes on their home
- Deferred property taxes plus accrued interest must be paid when home is sold or homeowner(s) dies

# Next Steps

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Board accepts public  
comments on  
proposed levy

Board certifies 2024  
property tax levy

**South St. Paul**  
*Public Schools*



PUBLIC COMMENTS



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** December 11, 2023

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

**Action Requested:** Approval

**Attachment:** Acceptance of Gifts Resolution

<b>Topic:</b> Acceptance of Gifts
<b>Presenter(s):</b> Brady Hoffman, Finance Director
<b>Background:</b>  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.
<b>Recommendation:</b>  Administration recommends the approval of the Acceptance of Gifts Resolution
<b>Alternatives:</b>  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: December 11, 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**

<b>Donation Amount</b>	<b>Designated To</b>	<b>Donation From</b>	<b>Purpose</b>
\$250.00	High School	Croatian Hall	All Night Senior Party
\$500.00	Kaposia Education Center	Kaposia Education Center PTA	Peace Makers MN
\$200.00	High School	Rauchwater, Inc.	All Night Senior Party
\$3,366.00	Middle School	SSP Education Foundation	Middle School Xello Program
\$1,350.00	High School	SSP Education Foundation	Debate Team Fees
\$3,090.00	High School	SSP Education Foundation	ECA Student Fees
\$959.11	Lincoln Center	SSP Education Foundation	PE Classroom
\$14,584.26	High School	SSP Open Foundation	Football Coach Salaries
\$675.00	High School	SSP Open Foundation	Athletics Hudl Payment
\$5,920.75	High School	SSP Open Foundation	Boys Hockey Coach Salaries
\$250.00	High School	Students Achieving Volunteering Exc	Classroom supplies

**VALUE IN KIND**

<b>Donation Item</b>	<b>Designated To</b>	<b>Donation From</b>	<b>Purpose</b>

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



# SOUTH ST. PAUL PUBLIC SCHOOLS

## School Board Agenda Item

**Meeting Date:** December 11, 2023

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

**Action Requested:** None at this time. Review only.

**Attachment:** 2024 School Board Meeting Schedule Draft  
2023 School Board Committee Assignments

<b>Topic:</b> 2024 School Board Reorganization
<b>Presenter(s):</b> John Raasch
<p><b>Background:</b></p> <p>Per statute M.S. 123B.14, Subd. 1, the South St. Paul School Board is required to hold their yearly organizational meeting on the first Monday in January or as soon as practicable. The purpose of the reorganization meeting is to seat newly elected board members, select a chair, vice chair, clerk, and treasurer, set dates, times and locations for regular business meetings, and conduct other business.</p> <p>Attached you will find the 2023 School Board committee assignments. We are providing these so Board members can begin reflecting on which committees they are interested in for the upcoming 2024 calendar year.</p> <p>Also attached is the proposed 2024 board meeting calendar. A couple of things to note are two shifts in meetings from Mondays to Tuesdays due to the Memorial Day and Veterans Day holidays in May and November respectively.</p> <p>The meeting calendar and the committee assignments will be reviewed again and formally approved at the Monday, January 8, 2024, reorganization meeting.</p>
<p><b>Recommendation:</b></p> <p>None at this time. Review and discussion only.</p>
<p><b>Alternatives:</b></p> <p>N/A</p>



## 2024 School Board Schedule Committee-of-the-Whole and Regular Business Meetings

**January 8** ..... Board Reorganization

**January 22** ..... TriDistrict CAPS

**February 12** ..... Student Services

**February 26** ..... Middle School

**March 11** ..... Kaposia

**March 25** ..... District-Wide

**April 8**..... Activities Department

**April 22**..... High School/CLC

**May 13** ..... Lincoln

**\*May 28 (Tues.)** ..... Student Services

**June 10** ..... Activities Department

**June 24** ..... District-Wide

**July 22** ..... Kids' Choice

**August 12** ..... District-Wide

**August 26** ..... Bldg. Principals

**September 9** ..... Community Education

**September 23** ..... Middle School

**October 14**..... Kaposia

**October 28**..... Educational Services

**\*November 12 (Tues.)**..... High School/CLC

**November 25**..... Lincoln

**December 9** ..... Activities Department

The South St. Paul School Board typically holds their committee-of-the-whole and regular business meetings on the second and fourth Monday of each month, except for July and December, where these meetings are only held once during those months.

### Committee-of-the-Whole

The committee-of-the-whole is intended to provide space for School Board members to hear and discuss district business. The committee-of-the-whole meeting is open to the public and begins at 5:00 PM at City Hall (125 – 3<sup>rd</sup> Avenue North)

### Regular Business Meeting

The regular business meeting is for School Board members to review and approve staffing and other official business. The regular meeting is open to the public and begins at 6:00 PM at City Hall (125 – 3<sup>rd</sup> Avenue North)

*\*Schools/programs scheduled for Quality-in-Action at the regular business meetings are listed on their respective dates.*



# SOUTH ST. PAUL SCHOOL BOARD

**Chair** – John Raasch  
**Vice Chair** – Monica Weber  
**Treasurer** – Anne Claflin  
**Clerk** – Nikki Laliberte

## 2023 Committee Assignments

<b>Finance, Facilities, and Long Range Planning</b>	Meets with the superintendent and Finance Director to discuss key finance items and budget planning. Meets to discuss various building and grounds items and/or planning projects for the District. No recurring schedule. Meet as needed	Anne Claflin Monica Weber Wendy Felton
<b>Policy</b>	Review district policies and recommend necessary policy changes to the Board. No recurring schedule. Meet as needed	Kim Humann Tim Felton John Raasch
<b>Public Relations/Community Engagement</b>	Works with administration to engage community in various planning/projects for the District. No recurring schedule. Meet as needed	Tim Felton Wendy Felton Nikki Laliberte
<b>Superintendent/Executive</b>	This committee has traditionally been represented by the Chair, Vice Chair and Treasurer. Organizes and prepares Superintendent evaluation and other executive business. No recurring schedule. Meet as needed	Anne Claflin John Raasch Monica Weber

## 2023 Liaison Assignments

<b>AMSD (Association of Metropolitan School Districts)</b>	Meets monthly with area board representatives, superintendents, and local legislators to discuss and advocate for student and district needs. Typically meets the first Friday of each month @ 7:30 AM	Monica Weber Anne Claflin (A)
<b>Community Education Advisory Committee</b>	Works in part with the Community Education Director to assess community needs, programming, and evaluate program effectiveness. Typically meets the 2 <sup>nd</sup> Tuesday of each month @ 4:15 PM	Kim Humann Monica Weber (A)
<b>Intermediate School Dist. 917</b>	District 917 is an intermediate district, comprised of nine member districts throughout Dakota County, that serves special education, secondary technical, and DCALS (Dakota County Alternative Learning School) students. *ISD 917 offers a \$5,000 stipend for this position. Typically meets on the first Tuesday of each month at 4:30 PM.	Wendy Felton
<b>MN State High School League</b>	The School Board Chair attends official MSHSL meetings as needed.	John Raasch
<b>SSP Educational Foundation</b>	Raises funds to provide an innovative source of public-school funding to support enrichment initiatives, scholarships, research opportunities, training, intervention, and prevention strategies that extend beyond the normal classroom experience. Typically meets the 2 <sup>nd</sup> Wednesday of every month @ 6:00 PM	Wendy Felton Anne Claflin (A)
<b>SSP Open Foundation</b>	Raises funds to support extra-curricular activities at SSP Secondary. Typically meets the 3 <sup>rd</sup> Wednesday of every month @ 8:00 PM	Tim Felton
<b>Local Issues</b>	Meets the fourth Wednesday of each month from 8:00 – 9:00 AM. Local Issues is hosted by the River Heights Chamber of Commerce with the intent to bring local elected officials, city, school and business leaders together to discuss items relevant to SSP.	Anne Claflin



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

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

**Action Requested:** None. Discussion Only.

**Attachment:** None

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