



South St. Paul School Board - Committee-of-the-Whole
Monday, January 8, 2024 5:00 PM
Location: CITY HALL
125 THIRD AVENUE NORTH
South St Paul, Minnesota 55075

Agenda

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B. Other Reorganizational Items	
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• Community Education	
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• Finance, Facilities and Long-Range Planning	
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• Superintendent Executive	
B.	
C. Other Items Deemed Necessary by the School Board	



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: January 8, 2024

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

Action Requested: Approval

Attachment: 2024 Organizational Items

Topic: 2024 Organizational Items
Presenter(s): Chair John Raasch
Background: 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, sets dates, times and locations for regular business meetings, and conduct other business. Attached are the 2024 Organizational Items for the School Board's review, discussion and approval on Monday evening.
Recommendation: Approval of the 2024 Organizational Items
Alternatives: Do not approve and direct administration with next steps.



2024 School Board Meeting Schedule

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. Other meetings may be added throughout the year as needed. Administration recommends the attached proposed Board meeting schedule for 2024.

2024 Board Committee and Liaison Assignments

The Committee and Liaison assignment are used to facilitate the mission and work of the School Board. Board consensus for the attached 2024 Board Committee and Liaison assignments.

Official Newspaper

Minnesota Statute 123.B.09, Subd. 10 states: "The board shall cause its official proceedings to be published once in the official newspaper of the district. Such publication shall be made within 30 days of the meeting at which such proceedings occurred." In past years, legal notices and minutes have been published in the Pioneer Press, (which under M.S. 331A.01, Subd. 10 qualifies as the district's official newspaper because it is published within the district). In addition, the full minutes are available on the district's website www.sspps.org. Administration recommends the Pioneer Press as the District's official newspaper for 2024.

Signature Plate

Administration recommends that the School Board approve the resolution to authorize the use of facsimile signatures (school district officers) and authorize for surety bond protection and use of the facsimile signature plate of the previous year's School Board Officers until such time a new plate can be purchased.

RESOLUTION RELATING TO THE AUTHORIZATION
AND USE OF FACSIMILE SIGNATURES BY SCHOOL DISTRICT OFFICERS AND
PROVIDING FOR SURETY BOND FOR PROTECTION

Designate Official Depositories

Administration recommends the School Board approve the identified banks and investment institutions for 2024 and, further, that Director of Finance be authorized to conduct collateral transactions as may be required:

- *Demand Accounts Depositories*
 - US Bank
 - Bremer Bank

- *Investment Depositories*
 - MN School District Liquid Asset Fund Plus
 - TD Ameritrade
 - Wells Fargo
 - Zions bank

Authorization to Lease, Purchase and Contract for Goods and Services

Administration recommends the School Board authorize, as permitted by Minnesota Statute 123B.52, the Superintendent of Schools or the Director of Finance to lease, purchase, and contract for goods and services, within the budget as approved by the School Board, provided that any transaction in an amount exceeding the minimum amount for which bids are required (per Minnesota Statute 471.345) must first be specifically authorized by the School Board and must fulfill all other applicable legal requirements for school district contracts.

Authorization to Make Payments in Advance of School Board Approval

Administration recommends the School Board authorize the Superintendent of Schools or designee/Director of Finance to make payments between School Board meetings in advance of School Board approval under the following conditions and to include such payments in the next list of bills submitted to the School Board for approval:

- Payments of claims which cannot be deferred until the next School Board meeting without the loss to the district of a discount privilege, or because of contract terms, purchase order terms, or a vendor's standard terms which are part of a contract, in accordance with Minnesota Statute 123B.02, Subd. 18.
- Payments of claims within the standard payment period as defined in Minnesota Statute 471.425.

Authorization of Petty Cash Accounts

Administration recommends the School Board authorize the use of imprest funds (petty cash accounts), that the Superintendent of Schools or designee/Director of Finance be appointed as custodian of such funds, and that their only uses be for the payment of proper claims against the district, excluding salaries and personal expenses, which it is impractical to pay in any other manner, and for travel expense advances, all as permitted by Minnesota Statute 123B.11.

2024 Professional Services

Administration recommends the School Board authorize the Superintendent of Schools, his designee/Director of Finance, and other designees, to utilize the following services (Services are paid on a time and materials utilized basis):

- *Legal Counsel*
 - The firm of Rupp, Anderson, Squires & Waldspurger, P.A.
 - The firm of Ratwik, Roszak & Maloney
 - The firm of Knutson, Flynn & Deans
- *Architects*
 - Wold
- *District Auditor*
 - Malloy, Montague, Karnowski, Radosevich, and Co. (MMKR)
- *District Financial Advisors*
 - Elhers & Associates
 - PFM



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 – 3rd 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 – 3rd 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 – Anne Claflin
Treasurer – Kim Humann
Clerk – Nikki Laliberte

2024 Committee Assignments

Finance, Facilities, and Long Range Planning	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 Wendy Felton Kim Humann
Policy	Review district policies and recommend necessary policy changes to the Board. No recurring schedule. Meet as needed	Tim Felton Kim Humann John Raasch
Public Relations/Community Engagement	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
Superintendent/Executive	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 Kim Humann John Raasch

2024 Liaison Assignments

AMSD (Association of Metropolitan School Districts)	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)
Community Education Advisory Committee	Works in part with the Community Education Director to assess community needs, programming, and evaluate program effectiveness. Typically meets the 2 nd Tuesday of each month @ 4:15 PM	Kim Humann Nikki Laliberte (A)
Intermediate School Dist. 917	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. Typically meets on the first Tuesday of each month at 4:45 PM.	Monica Weber
MN State High School League	The School Board Chair attends official MSHSL meetings as needed.	John Raasch
SSP Educational Foundation	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 nd Wednesday of every month @ 6:00 PM	Wendy Felton Anne Claflin (A)
SSP Open Foundation	Raises funds to support extra-curricular activities at SSP Secondary. Typically meets the 3 rd Wednesday of every month @ 8:00 PM	Tim Felton
Local Issues	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

Meeting Date: Monday, January 8, 2024

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

Action Requested: Approval

Attachment: Grow Your Own Grant Agreements

Topic: Grow Your Own Grant Agreements
Presenter(s): Joel Milteer, Human Resources Director, and Brian Zambreno
<p>Background:</p> <p>At the end of the 2022-23 school year, I presented to the Board a grant received by the Tri-District providing funding for a grow your own teacher program within each of the three districts. We initially identified two of our staff interested in pursuing their teaching degrees and who are now beginning their education with Metro State University. Tonight, I am bringing forward their individual agreements with the district for School Board approval.</p> <p>These agreements define the terms and conditions of their participation in the grow your own program during the course of their education.</p>
<p>Recommendation:</p> <p>Approval of individual agreements for the district’s Grow Your Own Teacher Preparation Program.</p>
<p>Alternatives:</p> <p>Do not approve the individual agreements for the Grow Your Own Teacher Preparation Program and direct administration with next steps.</p>



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, January 8, 2024

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

Action Requested: Approval

Attachment: N/A

Topic: 2023-24 Calendar Request

Presenter(s): Amy Winter, Executive Director of Educational Services

Background:

MDE provide guidance around a minimum requirement of hours/ days students should complete in an academic school year. This proposal is to adjust the 2023-24 calendar to ensure students are meeting the minimum requirement of hours and days.

- Elimination of late starts for secondary from January 2024-May 2024
- January 26 Professional Development Day will shift to 4 hours of student digital learning day and 4 hours professional development day for high school.
- 12th grade students will attend school on June 3, 2024

Recommendation:

See above

Alternatives:

N/A

SOUTH ST. PAUL PUBLIC SCHOOLS

2023-2024 Academic Calendar

Student-Family Connect
 District Holiday
 Non-Student Day
 Flex Learning or eLearning

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

SEPTEMBER	
4	District Holiday
5	First Day for Grades 1-5, 6, 9
6	First Day for Grades 7-8, 10-12
7	First Day of Kindergarten
11	First Day of Preschool
OCTOBER	
9	Non-Student Day
12	9-12 Student-Family Connect
19-20	Non-Student Day / MEA Conference
NOVEMBER	
1	K-5 Student-Family Connect 6-8 Student-Family Connect
2	K-5 Flex Learning K-5 Student-Family Connect 6-8 Student-Family Connect
3	Non-Student Day
22	Non-Student Day
23-24	District Holiday
DECEMBER	
1	Non-Student Day
26-28	Non-Student Days / Winter Break
25	District Holiday
29	District Holiday
JANUARY	
1	District Holiday
2	Non-Student Day / Winter Break
15	District Holiday
25	9-12 Student-Family Connect
26	PreK-8 Non-Student Day
26	9-12 eLearning
FEBRUARY	
19	District Holiday
MARCH	
6	K-5 Student-Family Connect 6-8 Student-Family Connect
7	K-5 Flex Learning K-5 Student-Family Connect
8	Non-Student Day
14	6-8 Student-Family Connect
25-29	Non-Student Days / Spring Break
APRIL	
25	9-12 Student-Family Connect
26	Non-Student Day
MAY	
24	Non-Student Day
27	District Holiday
JUNE	
6	Student Last Day / Commencement
7	Non-Student Day
19	District Holiday

Student Days / Term

K-8 Semesters (171)

- **Fall** (Sept 5 - Jan 25) 87 days
- **Spring** (Jan 29 - June 6) 84 days

High School Trimesters (171)

- **Fall** (Sept 5 - Nov 30) 56 days
- **Winter** (Dec 4 - Mar 7) 59 days
- **Spring** (Mar 11 - June 6) 56 days

Scheduled Flex Learning

K-5 Only

- **November 2**
- **March 7**

District Holidays

- | | |
|----------------------------|----------------------------|
| • July 4, 2023 | • January 1, 2024 |
| • September 4, 2023 | • January 15, 2024 |
| • November 23, 2023 | • February 19, 2024 |
| • November 24, 2023 | • May 27, 2024 |
| • December 25, 2023 | • June 19, 2024 |
| • December 29, 2023 | |

Student-Family Connections

(Parent/Guardian-Teacher Conferences)

GRADES K-5

Fall

- Nov 1 (4:00 - 8:00 pm)
- Nov 2 (12:00 - 8:00 pm)

Spring

- Mar 6 (4:00 - 8:00 pm)
- Mar 7 (12:00 - 8:00 pm)

GRADES 6-8

Fall

- Nov 1 (4:00 - 8:00 pm)
- Nov 2 (4:00 - 8:00 pm)

Spring

- Mar 6 (4:00 - 8:00 pm)
- Mar 14 (4:00 - 8:00 pm)

GRADES 9-12

Fall

- Oct 12 (4:00 - 8:00 pm)

Winter

- Jan 25 (4:00 - 8:00 pm)

Spring

- April 25 (4:00 - 8:00 pm)



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, January 8, 2024

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

Action Requested: Approval of Plan

Attachment: N/A

Topic: Sunset/ Sunset of PYP/MYP
Presenter(s): Amy Winter, Executive Director of Educational Services & Chuck Ochocki, South St. Paul High School Principal
Background: Brief introduction of the sunset of PYP/MYP programming and outline of 3-year academic program development beginning in 2024-25 school year. This presentation will primarily focus on the end stop at the high school experience for our students. This presentation will provide an explanation around pathway opportunities for all learners.
Recommendation: None
Alternatives: N/A



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Place on Agenda: Committee-of-the-Whole

Action Requested: None. Discussion Only.

Attachment: None

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