



South St. Paul School Board Meeting
Monday, January 8, 2024 6:00 PM
Location: CITY HALL
125 THIRD AVENUE NORTH
South St Paul, Minnesota 55075

Agenda

I. ROLL CALL and PLEDGE OF ALLEGIANCE

II. APPROVAL OF MEETING AGENDA/MINUTES

A. School Board Meeting Agenda, January 8, 2024

B. Committee-of-the-Whole and Regular Meeting Minutes,
December 11, 2023

4

III. ELECTION OF OFFICERS

A. Approval, to elect _____ as Board Chair for one-term commencing the first business meeting in January, 2024, to the first business meeting in January, 2025. (J. Raasch)

B. Approval, to elect _____ as Board Vice Chair for one-term commencing the first business meeting in January, 2024, to the first business meeting in January, 2025. (Chair)

C. Approval, to elect _____ as Treasurer for one-term commencing the first business meeting in January, 2024, to the first business meeting in January, 2025. (Chair)

D. Approval, to elect _____ as Clerk for one-term commencing the first business meeting in January, 2024, to the first business meeting in January, 2025. (Chair)

IV. QUALITY-IN-ACTION and REPORTS

A. **Quality-in-Action:** Technology Director Tina Moses will provide a Technology Department Update. (T. Moses)

B. **Report:** Director John Raasch will highlight the Public Listening Session submissions. (J. Raasch)

7

C. Report: School Board members will highlight items from the committee-of-the-whole meeting. (Board)	8
D. Report: Superintendent Zambreno will provide highlights from around the District. (B. Zambreno)	9
V. CONSENT ITEMS	
A. Annual Organizational Items	10
B. Financial Claims: Bills Payable	15
C. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves	24
VI. POLICY	
A. Approval, of the following policies that have been under review for three consecutive meetings:	27
1. #424 - License Status	28
2. #425 - Staff Development	30
3. #507 - Corporal Punishment	36
4. #532 - Use of Peace Officers and Crisis Teams	38
5. #806 - Crisis Management Policy	43
VII. BUSINESS ITEMS	
A. Approval, for the South St. Paul School Board to approve _____ 3-year appointment as the South St. Paul Public School District representative on the Intermediate School District 917 School Board from January 2024 through December 2026. (Chair)	48
B. Approval, for the South St. Paul School Board to approve the Resolution Relating to the Delegation of Clerk and Treasurer Duties to the Finance Director for Day-to Day Business. (Chair)	50
C. Approval, for the South St. Paul School Board to approve the 2023-24 calendar revisions (A. Winter)	52
D. Approval, for the South St. Paul School Board to approve the Grown Your Own Teacher Candidate Agreements. (J. Milteer)	55
E. Approval, for the South St. Paul School Board to approve the U of M Student Teacher Agreement (J. Milteer)	68
F. Approval, for the South St. Paul School Board to approve the Acceptance of Gifts Resolution. (B. Hoffman)	73
VIII. 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.

IX. **ADJOURN**

South St. Paul School Board
Committee-of-the-Whole Meeting Minutes
December 11, 2023

Chair John Raasch called the December 11, 2023, committee-of-the-whole meeting to order at 5:00 PM with six Board members present: Claflin, W. Felton, Humann, Laliberte, Weber and Raasch. Director T. Felton and Student School Board Representative Renata were absent. Others present included Superintendent Zambreno, Student Board Representatives Luis and several staff members.

Truth-in-Taxation

Finance Director Brady Hoffman reviewed the Payable 2024 Property Tax Levy that will go before the School Board for approval this evening. The 2024 levy is decreasing 1.88% from last year's levy. Director Hoffman reviewed how the various components, such as changes in property market values, play into the individual property tax statements for our community.

Acceptance of Gifts

School Board members and district administrators engaged in conversation on the recognition and acceptance process for donations coming before the Board. Currently, District policy 706 states that all gifts need to be accepted by a resolution that is approved by two-thirds of its members. The Board directed the Board Policy committee to review the current policy and bring back policy and guideline recommendations on how the district will accept gifts as well acknowledge the invaluable contributions of our donors.

School Board Reorganization

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.

At the meeting this evening, Chair John Raasch walked the School Board through the 2024 Board reorganization process that includes the selection of officers and committee and liaison assignments. Board members had an opportunity to share and discuss their interests for assignments. Formal reorganization will happen at the first meeting in January.

The committee-of-the-whole meeting adjourned at 5:55 PM.

Respectfully submitted by:

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



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

DECEMBER 11, 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, December 11, 2023. Chair John Raasch called the meeting to order at 6:00 PM with six Board members present for roll call: Claflin, W. Felton, Humann, Laliberte, Raasch, and Weber. T. Felton was absent. Superintendent Dr. Brian Zambreno and several staff and community members were also present.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

MINUTES

By Director Laliberte

Seconded by Director W. Felton

That the South St. Paul School Board approved the December 11, 2023, School Board meeting agenda. November 27, 2023, minutes from the committee-of-the-whole, regular meeting, and November 13, 2023 (revised) regular meeting.

Motion carried (6-0)

QUALITY-IN-ACTION AND REPORTS

Quality-in-Action – Activities Director Brady Krueger and the coaches and advisors highlighted the fall athletic and activity season.

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.

CONSENT ITEMS

By Director Weber

Seconded by Director Humann

A. Financial Claims—Bills Payable

B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves.

Motion carried (6-0)

POLICY REVIEW

By Director Humann

Seconded by Director Laliberte

Approval, of the following policies that have been under review for three consecutive meetings:

#102 - Equal Education Opportunity Policy, #301 - School District Administration, #302 – Superintendent, #303 - Superintendent Selection, #304 - Superintendent Contract, Duties, Evaluation, 305 - Policy Implementation, #306 - Administrator Code of Ethics, #418 - Drug-Free Workplace/Drug-Free School, #419 - Tobacco-Free Environment, #515 - Protection and Privacy of Pupil Records, #601 - School District Curriculum and Instruction Goals, #602 - Organization of School Calendar and School Day, #616 - School District Accountability System
Motion carried (6-0)

PUBLIC HEARING FOR TAXES PAYABLE IN 2024

Finance Director Hoffman presented the district’s budget and the payable 2024 Property Tax Levy and the reasons for the change in the levy.

By Director Weber

Seconded by Director Laliberte

Approval, for the South St. Paul School Board to certify the Payable 2024 Levy at \$15,166,270.46

Motion carried (6-0)

BUSINESS ITEMS

By Director W. Felton

Seconded by Director Humann

Approval, for the South St. Paul School Board to approve the Acceptance of Gifts Resolution
Motion carried 6 yeas – Humann, Weber, W. Felton, Claflin, Laliberte, and Raasch
0 nays

By Director Claflin

Seconded by Director Weber

Approval, for the South St. Paul School Board to approve the agreement with the South St. Paul Teachers' Association Local #861, for contract period of July 1, 2023, to June 30, 2025.
Motion carried (6-0)

INFORMATIONAL ITEMS

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

ADJOURN

By Director Humann

Seconded by Director Weber

That the South St. Paul School Board moves to adjourn the December 11, 2023, meeting at 7:34 PM.
Motion carried (6-0)

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

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk
Board of Education



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Place on Agenda: Regular Meeting Reports

Action Requested: None

Attachment: None

Topic: School Board Listening Session Report

Presenter(s): Board Chair

Background:

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

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

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



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Place on Agenda: Reports

Action Requested: None

Attachment: None

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



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Place on Agenda: Reports

Action Requested: None

Attachment: None

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



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: 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
<p>Background:</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, sets dates, times and locations for regular business meetings, and conduct other business.</p> <p>Attached are the 2024 Organizational Items for the School Board’s review, discussion and approval on Monday evening.</p>
<p>Recommendation:</p> <p>Approval of the 2024 Organizational Items</p>
<p>Alternatives:</p> <p>Do not approve and direct administration with next steps.</p>



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: January 8, 2024

Place on Agenda: Consent Items

Action Requested: Approval

Attachment: Financials – Bills Payable

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

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NUMBER	TYP	AMOUNT	DATE	VENDOR
204345	V	-249.86	01/02/2024	BUILDING RESTORATION CORPORATION
204528	P	3,495.00	12/12/2023	TEACHING STRATEGIES LLC
204529	R	3,261.58	12/15/2023	CANON FINANCIAL SERVICES
204530	R	426.36	12/15/2023	CHILD SUPPORT SERVICES DIVISION
204531	R	8,458.10	12/15/2023	CITY OF SOUTH ST PAUL - UTILITIES
204532	R	14,797.56	12/15/2023	CITY OF SOUTH ST PAUL
204533	R	58.80	12/15/2023	CULLIGAN-MILBERT COMPANY
204534	R	2,335.29	12/15/2023	HASTINGS BUS COMPANY
204535	R	560.00	12/15/2023	HOFFMANN, LINDA
204536	R	347.43	12/15/2023	KWIK TRIP EXTENDED NETWORK
204537	R	475.75	12/15/2023	LOCAL #70
204538	R	11,178.27	12/15/2023	LOFFLER COMPANIES
204539	R	644.90	12/15/2023	MAC ENTERPRISES LLC
204540	R	1,871.40	12/15/2023	MINNESOTA CHILD SUPPORT PAYMENT CENTER
204541	R	5,873.79	12/15/2023	NITTI SANITATION
204542	R	17,252.56	12/15/2023	NORTHLINE TRANSPORTATION
204543	R	166.50	12/15/2023	OFFICE AND PROF EMPLOYEES UNION
204544	R	250.00	12/15/2023	OVERELL, STEPHANIE
204545	R	196.47	12/15/2023	PITNEY BOWES INC PURCHASE POWER
204546	R	7,960.28	12/15/2023	SAFEWAY BUS COMPANY
204547	R	12,418.69	12/15/2023	SOUTH ST PAUL TEACHER'S ASSOCIATION
204548	R	5.00	12/15/2023	SOUTH ST PAUL OPEN FOUNDATION
204549	R	60.00	12/15/2023	SOUTH ST PAUL EDUCATION FOUNDATION
204550	R	956.25	12/15/2023	SSP EASRP
204551	R	14,647.50	12/15/2023	SUNBELT STAFFING
204552	R	69,481.09	12/15/2023	TEACHERS ON CALL
204553	R	53,031.51	12/15/2023	TRANSPORTATION & DELIVERY INC
204554	R	4,440.00	12/15/2023	WYEBOT INC
204555	R	11,716.10	12/15/2023	XCEL ENERGY
204556	R	80.00	12/19/2023	ALM, DENNIS
204557	R	66.00	12/19/2023	ANDERSON, CHRIS
204558	R	200.00	12/19/2023	ANDERSON, FALLON
204559	R	177.00	12/19/2023	ARONSON, ANTHONY
204560	R	84.00	12/19/2023	BAUSCHELT, PAT
204561	R	160.00	12/19/2023	BELL, DANIEL
204562	R	103.00	12/19/2023	BELL, ROYCE
204563	R	25.98	12/19/2023	BONK, ANDREW
204564	R	97.00	12/19/2023	BRADSHAW, NICKOLAS
204565	P	66.00	12/19/2023	BREWSTER, GEORGE
204566	R	200.00	12/19/2023	BRIESE, RYAN
204567	R	84.00	12/19/2023	BROADWAY, SALADIN
204568	R	66.00	12/19/2023	BROWN, BRUCE
204569	R	160.00	12/19/2023	BURKE, JAKE
204570	R	66.00	12/19/2023	CARLSON, JEREMY
204571	R	66.00	12/19/2023	CARLSON, KEATON
204572	R	66.00	12/19/2023	CHAMPION, DANIEL
204573	R	169.00	12/19/2023	COUILLARD, CRAIG
204574	R	177.00	12/19/2023	DOMIN, KYLE
204575	R	103.00	12/19/2023	EVANS, DAN
204576	R	66.00	12/19/2023	FLOYSDAND, DAVID
204577	R	84.00	12/19/2023	GAGNER, JAMES
204578	R	66.00	12/19/2023	GALATO, JAMAL
204579	R	84.00	12/19/2023	GARDNER, TRAVIS
204580	R	168.00	12/19/2023	GUERIN, KERRY
204581	R	97.00	12/19/2023	HARRIS, JOSEPH
204582	R	66.00	12/19/2023	HOLINE, JOHN

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NUMBER	TYP	AMOUNT	DATE	VENDOR
204583	R	97.00	12/19/2023	HONSA, WILLIAM
204584	R	84.00	12/19/2023	HOULE, TOM
204585	R	77.00	12/19/2023	HUGHES, AMY
204586	R	77.00	12/19/2023	HUNTER, MELANIE
204587	R	97.00	12/19/2023	INGRAM, BRIAN
204588	R	84.00	12/19/2023	JOHNSON, GERALD
204589	R	84.00	12/19/2023	JOHNSON, JAY
204590	R	84.00	12/19/2023	JOHNSON, KEITH
204591	R	41.50	12/19/2023	JOHNSEN, NICOLE
204592	R	100.00	12/19/2023	KAMENOR, MICHELLE
204593	R	103.00	12/19/2023	KELTON, ASSANTE
204594	R	97.00	12/19/2023	KILL, MARK
204595	R	98.00	12/19/2023	KIMBALL, KATHLEEN
204596	R	84.00	12/19/2023	KNOBLAUCH, THOMAS
204597	R	66.00	12/19/2023	KOLTES, GREGORY
204598	R	66.00	12/19/2023	LEHNER, KENNETH
204599	R	98.00	12/19/2023	MARSHALL, KRISTINA
204600	R	168.00	12/19/2023	MARSH, RYAN
204601	R	50.34	12/19/2023	MAURER, ISABELLA
204602	R	98.00	12/19/2023	MCKINNEY, VALISA
204603	R	41.50	12/19/2023	MOUA, DMITRI
204604	R	97.00	12/19/2023	NEUBECK, TRAVIS
204605	R	84.00	12/19/2023	OSMAN, BADASO
204606	R	103.00	12/19/2023	PEASE, STEVEN
204607	R	120.00	12/19/2023	PHIPPS, JAHMAI
204608	R	84.00	12/19/2023	RODRIGUEZ, ANTHONY
204609	R	240.00	12/19/2023	ROGERS, CHRISTOPHER
204610	R	77.00	12/19/2023	SAINSBURY, JENNIFER
204611	R	84.00	12/19/2023	SCOTT, RYAN
204612	R	104.00	12/19/2023	SIMMONS, ELONZO
204613	R	260.00	12/19/2023	SKWIRA, PETER
204614	R	160.00	12/19/2023	SLEEMAN, BRAD
204615	R	177.00	12/19/2023	STUMPF, DAN
204616	R	84.00	12/19/2023	THOMPSON, ERROL
204617	R	168.00	12/19/2023	TOMPERI, LEO
204618	R	98.00	12/19/2023	TURCOTTE, AMBER
204619	R	77.00	12/19/2023	TVEDT, NICOLE
204620	R	77.00	12/19/2023	VALLEZ, MARGARET
204621	R	66.00	12/19/2023	WALTER, BRIAN
204622	R	97.00	12/19/2023	WHISLER, ERIC
204623	R	84.00	12/19/2023	WILSON, SCOTT
204624	R	2,457.22	12/22/2023	GAY, AMBER
204625	R	4,400.00	12/22/2023	806 TECHNOLOGIES INC
204626	R	685.00	12/22/2023	BEFOUR INC
204627	R	1,624.58	12/22/2023	BEST BUY BUSINESS ADVANTAGE ACCOUNT
204628	R	8,265.16	12/22/2023	BEVSO
204629	R	2,107.45	12/22/2023	BIMBO BAKERIES USA
204630	R	1,650.33	12/22/2023	BIX PRODUCE COMPANY
204631	R	350.00	12/22/2023	CANNON FALLS HIGH SCHOOL
204632	R	2,664.72	12/22/2023	CDW GOVERNMENT INC
204633	R	1,129.25	12/22/2023	CHROMEBOOKPARTS.COM
204634	R	576.04	12/22/2023	COLLINS SPORTS MEDICINE
204635	R	51.41	12/22/2023	CONTINENTAL CLAY CO
204636	R	501.00	12/22/2023	CONVERGINT TECHNOLOGIES LLC
204637	R	16,159.40	12/22/2023	CST
204638	R	71.33	12/22/2023	CULLIGAN-MILBERT COMPANY

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NUMBER	TYP	AMOUNT	DATE	VENDOR
204639	R	700.00	12/22/2023	DEWALD, RINA
204640	R	283.50	12/22/2023	DVS RENEWAL
204641	R	210.00	12/22/2023	EDUCATIONAL THEATRE ASSOCIATION
204642	R	14.20	12/22/2023	FLINN SCIENTIFIC INC
204643	R	1,000.00	12/22/2023	HIRTE, DIANA
204644	R	200.00	12/22/2023	HOMELAND HEALTH SPECIALISTS, INC
204645	R	3,300.00	12/22/2023	METROPOLITAN STATE UNIVERSITY
204646	R	1,985.00	12/22/2023	MMKR & CO
204647	R	10,187.84	12/22/2023	NORTHLINE TRANSPORTATION
204648	R	683.94	12/22/2023	PITNEY BOWES INC
204649	R	51.37	12/22/2023	PITNEY BOWES INC PURCHASE POWER
204650	R	389.91	12/22/2023	PLUNKETT'S PEST CONTROL
204651	R	1,781.44	12/22/2023	TEAMWORKS INTERNATIONAL INC
204652	R	12,294.39	12/22/2023	TRIO SUPPLY CO
204653	R	330.00	12/22/2023	TRW
204654	R	56,278.70	12/22/2023	UPPER LAKES FOODS
204655	R	600.00	12/22/2023	WALLACE RADIO SYNDICATION LLC
204656	R	252.92	12/28/2023	BIX PRODUCE COMPANY
204657	R	426.36	12/28/2023	CHILD SUPPORT SERVICES DIVISION
204658	R	177.84	12/28/2023	THE COLLEGE BOARD
204659	R	700.00	12/28/2023	COMPLETE MUSIC
204660	R	84.00	12/28/2023	DIXON, RALFORD
204661	R	1,850.00	12/28/2023	EAST CENTRAL MN EDUCATIONAL CABLE COOP
204662	R	208.00	12/28/2023	EDUCATIONAL THEATRE ASSOCIATION
204663	R	1,530.00	12/28/2023	EVERLAST CLIMBING
204664	R	54.00	12/28/2023	FRED WELLS TENNIS AND EDUCATION CENTER
204665	R	3,418.80	12/28/2023	GRAPHIC EDGE DBA GAME ONE
204666	R	4,871.19	12/28/2023	GREAT RIVER PRINTING SERVICES
204667	R	79.00	12/28/2023	HOVEN, MARTIN
204668	R	100.00	12/28/2023	JAKACKI, DOUG
204669	R	189.00	12/28/2023	LILY OF THE LIGHT LLC
204670	R	438.50	12/28/2023	LOCAL #70
204671	R	1,824.90	12/28/2023	MINNESOTA CHILD SUPPORT PAYMENT CENTER
204672	R	96.00	12/28/2023	NCPERS GROUP LIFE INS
204673	R	166.50	12/28/2023	OFFICE AND PROF EMPLOYEES UNION
204674	R	79.00	12/28/2023	RYAN, DENIS
204675	R	12,418.69	12/28/2023	SOUTH ST PAUL TEACHER'S ASSOCIATION
204676	R	5.00	12/28/2023	SOUTH ST PAUL OPEN FOUNDATION
204677	R	60.00	12/28/2023	SOUTH ST PAUL EDUCATION FOUNDATION
204678	R	944.05	12/28/2023	SSP EASRP
204679	R	97.00	01/03/2024	ARRIOLA, MARK
204680	R	158.40	01/03/2024	ARROW MOWER INC
204681	R	103.00	01/03/2024	ASHENAFI, YOHANES
204682	R	30.00	01/03/2024	BREDEMUS HARDWARE COOMPANY
204683	R	84.00	01/03/2024	BREWSTER, GEORGE
204684	R	2,060.00	01/03/2024	BRIDGEPOINT GLASS
204685	R	3,500.00	01/03/2024	BRIGHTWORKS
204686	R	744.28	01/03/2024	BUILDING CONTROLS GROUP
204687	R	1,121.26	01/03/2024	CAMFIL USA, INC
204688	R	619.11	01/03/2024	CAPITAL ONE TRADE CREDIT
204689	R	88.39	01/03/2024	CINTAS
204690	R	130.00	01/03/2024	CITICARGO & STORAGE
204691	R	160.00	01/03/2024	CONLAN, PATRICK
204692	R	210.00	01/03/2024	CONVERGINT TECHNOLOGIES LLC
204693	R	7,546.00	01/03/2024	CRYSTEEL TRUCK EQUIPMENT
204694	R	177.00	01/03/2024	DAHLSEIDE, EVAN

CHECK CHE		CHECK		
NUMBER	TYP	AMOUNT	DATE	VENDOR
204695	R	472.45	01/03/2024	EGAN
204696	R	1,500.00	01/03/2024	EVERLAST CLIMBING
204697	R	73.22	01/03/2024	FIRST SUPPLY LLC - TWIN CITIES
204698	R	443.45	01/03/2024	GERTEN GREENHOUSES & GARDEN CENTER
204699	R	202.85	01/03/2024	GRAINGER INC
204700	R	533.31	01/03/2024	GRAYBAR
204701	R	84.00	01/03/2024	HAGEN, TAYLOR
204702	R	14,717.00	01/03/2024	HAWKEYE BUILDING AUTOMATION
204703	R	103.00	01/03/2024	HINBERG, RODNEY
204704	R	3,261.54	01/03/2024	HORIZON COMMERCIAL POOL SUPPLY
204705	R	325.00	01/03/2024	INFINITE CAMPUS
204706	R	280.96	01/03/2024	INTEGRATED FIRE & SAFETY
204707	R	37.74	01/03/2024	INTEREUM INC
204708	R	3,275.93	01/03/2024	INTERMEDIATE DISTRICT #917
204709	R	2,743.00	01/03/2024	IXL LEARNING
204710	R	177.00	01/03/2024	KUBES, TOM
204711	R	160.00	01/03/2024	LELVISKA, IAN
204712	R	575.29	01/03/2024	LIGHTNING DISPOSAL INC
204713	R	220.61	01/03/2024	LINK INTERPRET
204714	R	93.89	01/03/2024	MARK'S PLUMBING PARTS
204715	R	588.71	01/03/2024	MCMASTER-CARR SUPPLY COMPANY
204716	R	223.86	01/03/2024	MIDWEST MACHINERY CO
204717	R	472.88	01/03/2024	MINNESOTA GLOVE INC
204718	R	93.99	01/03/2024	MINNESOTA LOCKS
204719	R	10.00	01/03/2024	MN DEPT OF LABOR & INDUSTRY
204720	R	401.00	01/03/2024	MRI SOFTWARE LLC
204721	R	1,479.67	01/03/2024	MUSKEGON HEIGHTS SOLAR LLC
204722	R	4,516.25	01/03/2024	NASSEFF MECHANICAL CONTRACTORS
204723	R	3,740.00	01/03/2024	NDC4 CABLE COMMISSION
204724	R	27,913.22	01/03/2024	NEO ELECTRIC SOLUTIONS
204725	R	66.10	01/03/2024	NETWORK SERVICES COMPANY
204726	R	46.87	01/03/2024	OXYGEN SERVICE CO INC
204727	R	3,095.47	01/03/2024	PETERSON BROS. ROOFING & CONSTRUCTION
204728	R	10,767.00	01/03/2024	PROCARE THERAPY
204729	R	677.70	01/03/2024	PROFESSIONAL WIRELESS COMMUNICATIONS
204730	R	2,577.15	01/03/2024	QUALITY LOCKSMITH SERVICE
204731	R	234.00	01/03/2024	RIVER HEIGHTS CHAMBER OF COMMERCE
204732	R	743.22	01/03/2024	SHERWIN WILLIAMS CO
204733	R	2,450.00	01/03/2024	SHI INTERNATIONAL CORP
204734	R	16,561.50	01/03/2024	SOLIANT HEALTH
204735	R	530.00	01/03/2024	SPARK PATH
204736	R	5,915.00	01/03/2024	SPRIGGS PLUMBING & HEATING INC
204737	R	3,813.00	01/03/2024	ST CROIX FIRE & SAFETY
204738	R	210.21	01/03/2024	ST PAUL PIONEER PRESS
204739	R	9,306.20	01/03/2024	STANDARD INSURANCE COMPANY
204740	R	61.33	01/03/2024	STATE SUPPLY COMPANY INC
204741	R	1,527.50	01/03/2024	SUNBELT RENTALS
204742	R	9,857.70	01/03/2024	TWIN CITY JANITOR SUPPLY INC
204743	R	1,373.14	01/03/2024	UNITED REFRIGERATION INC
204744	R	1,293.00	01/03/2024	VOSS LIGHTING
204745	R	97.00	01/03/2024	WENDORF, NATHAN
202300270	W	-71.98	12/01/2023	MINNESOTA PAYROLL TAXES
202300271	W	-464.06	12/01/2023	FEDERAL PAYROLL TAXES
202300272	W	-343.35	12/01/2023	TEACHER RETIREMENT ASSOCIATION
202300273	W	71.98	12/01/2023	MINNESOTA PAYROLL TAXES
202300274	W	464.06	12/01/2023	FEDERAL PAYROLL TAXES

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NUMBER	TYP	AMOUNT	DATE	VENDOR
202300275	W	343.35	12/01/2023	TEACHER RETIREMENT ASSOCIATION
202300278	W	115,145.28	12/04/2023	HEALTH PARTNERS
202300279	W	1,190.50	12/05/2023	MEDSURETY
202300280	W	43,273.69	12/15/2023	MINNESOTA PAYROLL TAXES
202300281	W	260,898.16	12/15/2023	FEDERAL PAYROLL TAXES
202300282	W	1,049.97	12/15/2023	MN DEPT OF REVENUE
202300283	W	45,808.09	12/15/2023	PERA
202300284	W	56,640.87	12/15/2023	TSA/ACH DEDUCTION
202300285	W	138,065.96	12/15/2023	TEACHER RETIREMENT ASSOCIATION
202300286	W	0.00	12/15/2023	MINNESOTA PAYROLL TAXES
202300287	W	0.00	12/15/2023	FEDERAL PAYROLL TAXES
202300288	W	0.00	12/18/2023	MINNESOTA PAYROLL TAXES
202300289	W	65.86	12/18/2023	FEDERAL PAYROLL TAXES
202300290	W	60.25	12/18/2023	PERA
202300312	W	91,315.93	12/29/2023	HEALTH PARTNERS
202300313	W	44,099.76	12/29/2023	MINNESOTA PAYROLL TAXES
202300314	W	264,154.45	12/29/2023	FEDERAL PAYROLL TAXES
202300315	W	1,227.07	12/29/2023	MN DEPT OF REVENUE
202300316	W	47,431.70	12/29/2023	PERA
202300317	W	56,739.72	12/29/2023	TSA/ACH DEDUCTION
202300318	W	138,322.67	12/29/2023	TEACHER RETIREMENT ASSOCIATION
202300319	W	0.00	12/29/2023	MINNESOTA PAYROLL TAXES
202300320	W	0.00	12/29/2023	FEDERAL PAYROLL TAXES
232400261	A	158.07	12/07/2023	ANDERSON, CONRAD
232400262	A	117.55	12/07/2023	BAULEKE, CHRISTOPHER
232400263	A	66.15	12/07/2023	EMERY, HEATHER
232400264	A	30.00	12/07/2023	GAMEZ, LESLY
232400265	A	558.21	12/07/2023	GUSTILO, CHRISTOPHER
232400266	A	209.15	12/07/2023	HABER, CHARLOTTE
232400267	A	975.21	12/07/2023	HOLSEN, ERIC
232400268	A	13.76	12/07/2023	MOLUMBY, MARY
232400269	A	92.90	12/07/2023	MONJEAU, SARAJANE
232400270	A	242.72	12/07/2023	RENVILLE SOTO, COURTNEY
232400271	A	90.00	12/26/2023	AHSENMACHER WINTER, AMY
232400272	A	90.00	12/26/2023	ANDERSON, CHAD
232400273	A	90.00	12/26/2023	BARTER, ANDREW
232400274	A	90.00	12/26/2023	BAUER, MEREDITH
232400275	A	129.43	12/26/2023	BAULEKE, CHRISTOPHER
232400276	A	90.00	12/26/2023	BERCHTOLD, JAMIE
232400277	A	555.35	12/26/2023	BINDER, ALLISON
232400278	A	90.00	12/26/2023	BOURG, LEAH
232400279	A	90.00	12/26/2023	BRANDECKER, LISA
232400280	A	925.56	12/26/2023	BRETOI, TERRENCE
232400281	A	67.47	12/26/2023	BRIAN, TIFFANY
232400282	A	90.00	12/26/2023	BURCKHARDT, CANDACE
232400283	A	90.00	12/26/2023	CHILDS, DANETTE
232400284	A	90.00	12/26/2023	FENTON, MARK
232400285	A	142.84	12/26/2023	FREMSTAD, EMILEE
232400286	A	90.00	12/26/2023	GAMEZ, LESLY
232400287	A	96.60	12/26/2023	GUSTILO, CHRISTOPHER
232400288	A	151.89	12/26/2023	HANLEY, KATHLEEN
232400289	A	90.00	12/26/2023	HANSEN, JODY
232400290	A	23.34	12/26/2023	HERSCOVICI, ABIGAIL
232400291	A	90.00	12/26/2023	HOFFMAN, BRADY
232400292	A	45.00	12/26/2023	JACOBS-BUSE, LINDA
232400293	A	401.00	12/26/2023	KRUEGER, BRADY

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NUMBER	TYP	AMOUNT	DATE	VENDOR
232400294	A	12.50	12/26/2023	LASKA, KIMBERLY
232400295	A	45.00	12/26/2023	LENTSCH, PETER
232400296	A	56.94	12/26/2023	LEVINE, SANDRA
232400297	A	33.18	12/26/2023	LIESENER, PATRICIA
232400298	A	45.00	12/26/2023	LOUGH, LAWRENCE
232400299	A	19.75	12/26/2023	MEDINA CUENCA, DAISY
232400300	A	90.00	12/26/2023	MILTEER, JOEL
232400301	A	19.98	12/26/2023	MOEN, PAUL
232400302	A	90.00	12/26/2023	MOSES, CHRISTINA
232400303	A	90.00	12/26/2023	OCHOCKI, CHARLES
232400304	A	45.00	12/26/2023	OSTER, PATRICK
232400305	A	45.00	12/26/2023	PENMAN, MICHELLE
232400306	A	90.00	12/26/2023	PETERSON, LORI
232400307	A	19.78	12/26/2023	RENVILLE SOTO, COURTNEY
232400308	A	90.00	12/26/2023	SCHWAB, ROBIN
232400309	A	90.00	12/26/2023	SEXAUER, JENNIFER
232400310	A	90.00	12/26/2023	TAYLOR MINER, MELANEE
232400311	A	45.00	12/26/2023	VANDERBILT, TONY
232400312	A	90.00	12/26/2023	WELLS, TRAVIS
232400313	A	90.00	12/26/2023	ZAMBRENO, BRIAN
232400314	A	90.00	12/26/2023	ZEHNDER, JEAN

1,885,757.18 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	1,071,264.97	0.00	345,111.70	1,416,376.67
02	FOOD SERVICE	19,437.22	0.00	81,993.73	101,430.95
04	COMMUNITY EDUCATION	48,302.75	0.00	8,825.95	57,128.70
05	CAPITAL	1,605.58	0.00	94,238.55	95,844.13
20	INTERNAL SERVICE	0.00	0.00	3,814.74	3,814.74
21	MEDICAL	0.00	0.00	202,646.47	202,646.47
50	ACTIVITY ACCOUNT	8,515.52	0.00	0.00	8,515.52
***	Fund Summary Totals ***	1,149,126.04	0.00	736,631.14	1,885,757.18

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

CHECKRUNS

<u>FUND</u>	<u>DESCRIPTION</u>	<u>December 7, 2023 - January 4, 2024</u>
1	GENERAL	\$1,416,376.67
2	FOOD SERVICE	\$101,430.95
4	COMMUNITY EDUCATION	\$57,128.70
5	CAPITAL	\$95,844.13
7	DEBT SERVICE	\$0.00
20	INTERNAL SERVICE	\$206,461.21
50	ACTIVITY ACCOUNTS	\$8,515.52
	TOTAL	<u>\$1,885,757.18</u>

PAYROLL

12/15/2023 & 12/29/2023

Payroll Direct Deposit	900097056-900098160	\$1,541,918.68
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SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: January 8, 2024

Place on Agenda: Consent Items

Action Requested: Approval

Attachment: Staffing

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

VII.A.1 Staff Appointments, Resignations, Retirements, Terminations and Leaves (Joel Milteer)

1-8-24

Certified

A. Appointments/Reassignments

1. Stephanie Edgeton – 1.0 FTE Special Education Teacher, Lincoln Center, BA30, Step 4, effective January 3, 2024.
2. Dawson Shanley – 1.0 FTE Health and Intervention Teacher, Middle School, BA00, Step 1, effective January 3, 2024.

2023-24 ECA

HOCKEY – BOYS

Additional Coach	Moen, Paul	\$1,500.00 (Booster Club)
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SWIMMING - BOYS

Assistant/JV Coach	Truby, Jacob (50%)	\$1,834.00
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WRESTLING

Volunteer Coach	Hendrick, Seth	Volunteer
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* indicates non-district employee

** indicates returning non-district employee

B. Resignations/Retirements/Leaves/Reductions/Other

1. Joe Burk – Resignation, Building & Instructional Leadership Team (BILT), High School, effective December 11, 2023.

VII.A.2 Staff Appointments, Resignations, Retirements, Terminations and Leaves (Joel Milteer)

1-8-24

Classified

A. Appointments/Reassignments

1. Abigail Brundieck – Water Safety Instructor, Central Square Community Center, \$17.00 per hour, effective December 26, 2023.
2. Brooklynne Carruthers – Assistant Gymnastics Instructor, Central Square Community Center, \$15.00 per hour, effective November 20, 2023.
3. Julio Castillo – Part-Time Cleaner, Lincoln Center, \$18.66 per hour, 20 hours per week, effective January 3, 2024.
4. Kayleigh Kippola – Assistant Gymnastics Instructor, Central Square Community Center, \$15.00 per hour, effective October 31, 2023.

5. Allysa Patterson – Assistant Cook Manager, Lincoln Center, \$20.72 per hour, 33.75 hours per week, effective December 18, 2023.
6. Janessa Rosario – Student Supervisor, Kaposia Education Center, \$16.94 per hour, 17.5 hours per week, effective January 3, 2024.
7. Kaelyn Sauter – Kids’ Choice Program Assistant Substitute, District-wide, \$18.86 per hour, varying hours per week, effective December 21, 2023.
8. Amy Webb – Early Learning Assistant, Family Education Center, \$18.53 per hour, 7.5 hours per week, effective January 3, 2024.

B. Resignations/Retirements/Leaves/Reductions/Other

1. Terrence Bonk – Leave of absence, Part-Time Cleaner, High School, December 18, 2023, through January 3, 2024.
2. Candace Burk – Resignation, Social Worker, Kaposia Education Center, effective January 5, 2024.
3. Orianna Diaz – Resignation, Special Education Assistant, High School, effective December 19, 2023.
4. Jose Ortiz – Resignation, Part-Time Cleaner, Lincoln Center, effective December 22, 2023.
5. Margaret Palumbo – Leave of absence, 1.0 FTE Health Teacher, Middle School, January 3, 2024, through February 20, 2024.
6. Pauline Sayer – Leave of absence, Special Education Assistant, Lincoln Center, January 11, 2024, through January 24, 2024.



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: January 8, 2024

Place on Agenda: Regular Business Meeting Agenda

Action Requested: Approval

Attachment: 424, 425, 507, 532, and 806

Topic: Policy Review – Final Reading and Approval
Presenter(s): Chair John Raasch
<p>Background:</p> <p>School district policy #208 requires policies under review to be placed on two consecutive School Board meeting agendas for review and comment by board members, staff and community members. At the third and subsequent meeting, the policies then go before the School Board for approval.</p> <p>The policies listed above were reviewed by the Board policy committee on November 15. These policies then were on the November 27 and December 11 board agendas for review and comment. The policies are now in their third and final reading and up for approval at the Monday, January 8, 2024 Board meeting.</p>
<p>Recommendation:</p> <p>Approval</p>
<p>Alternatives:</p> <p>N/A</p>



Adopted: June 14, 2004

MSBA/MASA Model Policy 424

Revised: 6/26/06; 5/22/17; 1/8/24

Orig. 1999

Rev. 2023

424 LICENSE STATUS

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until the school district verifies through the Minnesota education licensing system available on the Minnesota Department of Education website that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.
- D. The school district must annually report to the Professional Educator Licensing and Standards Board: (1) all new teacher hires and terminations, including layoffs, by race and ethnicity; and (2) the reasons for all teacher resignations and requested leaves of absence. The report must not include data that would personally identify individuals.

III. PROCEDURE

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent or the superintendent's designee prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and

responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.

- C. If it is discovered that a teacher's license has expired, the superintendent or the superintendent's designee will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty, which are grounds for immediate discharge from employment.
- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's or the superintendent's designee's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References:

Minn. Stat. § 122A.16 (Highly Qualified Teacher Defined)
Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)
Minn. Stat. § 122A.40 (Employment; Contracts; Termination – Immediate Discharge)
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639, (Minn. App. 1993)

Cross References:



Adopted: January 24, 2005

MSBA/MASA Model Policy 4258

Revised: 6/14/05; 6/25/07; 6/10/09
11/26/18; 1/8/24

Orig. 2001
Rev. 2016

425 STAFF DEVELOPMENT

I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS

- A. The Board of Education will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.
 - 1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents and administrators.
- B. Establishing the Site Professional Development Teams
 - 1. Administrators will determine the site professional development teams based on site and staff need.
 - 2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas and special education.

III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

- A. The Advisory Staff Development Committee will develop a Staff Development Plan which will be reviewed and subject to approval by the Board of Education.
- B. The Staff Development Plan must contain the following elements:
 - 1. Staff development outcomes which are consistent with the education outcomes as may be determined periodically by the Board of Education;
 - 2. The means to achieve the staff development outcomes;
 - 3. The procedures for evaluating progress at each school site toward meeting educational outcomes;

4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
 - a. Improve student achievement of state and local education standards in all areas of the curriculum by using best practices methods;
 - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, and gifted children, within the regular classroom and other settings;
 - c. Provide an inclusive curriculum for a racially, ethnically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
 - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
 - e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution; and
 - f. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.
5. The Staff Development Plan also must:
 - a. Support stable and productive professional communities achieved through ongoing and school-wide progress and growth in teaching practice;
 - b. Emphasize coaching, professional learning communities, classroom action research and other job-embedded models;
 - c. Maintain a strong subject matter focus premised on students' learning goals consistent with Minn. Stat. § 120B.125;
 - d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and
 - e. Reinforce national and state standards of effective teaching practice.
6. Staff development activities must:
 - a. Focus on the school classroom and research-based strategies that improve student learning;
 - b. Provide opportunities for teachers to practice and improve their instructional skills over time;

- c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
 - d. Enhance teacher content knowledge and instructional skills; including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;
 - e. Align with state and local academic standards;
 - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring; and
 - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system.
- 7. Staff development activities may include curriculum development and curriculum training programs, and activities that provide teachers and other members of site-based teams training to enhance team performance.
 - 8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.
- C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
 - D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the Board of Education the extent to which staff at the site have met the outcomes of the Staff Development Plan.
 - E. The Advisory Staff Development Committee shall assist the School District in preparing any reports required by the Minnesota Department of Education (MDE) relating to staff development including, but not limited to, the reports referenced in Section VII. below.

IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

- A. Each Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The Board of Education will review the site plans for consistency with the Staff Development Plan.
- B. The Site Professional Development Team must demonstrate to the Board of Education the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the Board of Education can be made by the Advisory Staff Development Committee to avoid duplication of effort.

- C. If the Board of Education determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

V. STAFF DEVELOPMENT FUNDING

- A. Unless the School District is in statutory operating debt or a majority of the School District Board and a majority of its licensed teachers vote to waive the requirement to reserve basic revenue for staff development, the School District will reserve an amount up to two percent of its basic revenue for: in-service education for violence prevention programs to help students learn how to resolve conflicts within their families and communities in non-violent, effective ways; staff development plans; curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; the cost of substitute teachers for staff development purposes; pre-service and in-service education for special education professionals and paraprofessionals; and other related costs for staff development efforts.
- B. The School District may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.
- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minn. Stat. § 122A.61.

VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS

- A. On an annual basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
- B. Upon approval of the budget by the Board of Education, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the Board of Education and/or Superintendent for consistency with the Staff Development Plan.

- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

VII. PARAPROFESSIONALS, TITLE I AIDES, AND OTHER INSTRUCTIONAL SUPPORT STAFF

- A. The school district must provide a minimum of eight hours of paid orientation or professional development annually to all paraprofessionals, Title I aides, and other instructional support staff. Six of the eight hours must be completed before the first instructional day of the school year or within 30 days of hire.
- B. The orientation or professional development must be relevant to the employee's occupation and may include collaboration time with classroom teachers and planning for the school year.
- C. For paraprofessionals who provide direct support to students, at least 50 percent of the professional development or orientation must be dedicated to meeting the requirements of this section. Professional development for paraprofessionals may also address the requirements of Minnesota Statutes, section 120B.363, subdivision 3.
- D. A school administrator must provide an annual certification of compliance with this requirement to the MDE Commissioner.

VIII. REPORTING

- A. The School District and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures as part of the school district's world's best workforce report.
 - 1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
 - 2. The report will provide a breakdown of expenditures for:
 - a. curriculum development and curriculum training programs;
 - b. Staff development training models, workshops, and conferences; and
 - c. the cost of releasing teachers or providing substitute teachers for staff development purposes.

The report also must indicate whether the expenditures were incurred at the district level or the school site level, and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

B. The report will be signed by the superintendent and staff development chair.

Legal References:

Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)
Minn. Stat. § 121A.642 (Paraprofessional Training)
Minn. Stat. § 122A.187 (Expiration and Renewal)
Minn. Stat. § 122A.40, Subds. 7, 7a and 8 (Employment; Contracts; Termination - Additional Staff Development and Salary)
Minn. Stat. § 122A.41, Subds. 4, 4a and 5 (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Stat. § 122A.70 (Teacher Mentorship and Retention of Effective Teachers)
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. § 123B.147, subd. 3 (Principals)
Minn. Stat. § 124D.861 (Achievement and Integration for Minnesota)
Minn. Stat. § 124D.862 (Achievement and Integration Revenue)
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

Cross References:



Adopted: October 25, 2004

MSBA/MASA Model Policy 507

Orig. 1995

Revised: 5/9/16; 4/13/20; 1/8/24

Rev. 2023

507 CORPORAL PUNISHMENT AND PRONE RESTRAINT

I. PURPOSE

The purpose of this policy is to describe limitations on use of corporal punishment and prone restraint upon a student.

II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district shall inflict corporal punishment or use prone restraint upon a student except as provided below.

III. DEFINITIONS

- A. “Corporal punishment” means conduct involving:
1. hitting or spanking a person with or without an object; or
 2. unreasonable physical force that causes bodily harm or substantial emotional harm.
- B. “Prone restraint” means placing a child in a face-down position.

IV. PROHIBITIONS

- A. An employee or agent of a district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct.
- B. An employee or agent of a district, including a school resource officer, security personnel, or police officer contracted with a district, shall not use prone restraint or compressive restraint except that the restrictions on prone and compressive restraints do not apply under the circumstances enumerated in Minnesota Statutes, section 609.06, subdivision 1(1). All peace officers, including those who are school resource officers or otherwise agents of a school district, may use force as reasonably necessary to carry out official duties, including, but not limited to, making arrests and enforcing orders of the court.
- C. An employee or agent of a district, including a school resource officer, security personnel, or police officer contracted with a district, shall not inflict any form of physical holding that restricts or impairs a pupil's ability to breathe; restricts or impairs a pupil's ability to communicate distress; places pressure or weight on a

pupil's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a pupil's torso.

- D. Conduct that violates this Article is not a crime under Minnesota Statutes, section 645.241, but may be a crime under Minnesota Statutes, chapter 609 if the conduct violates a provision of Minnesota Statutes, chapter 609. Conduct that violates IV.1 above is not per se corporal punishment under the statute. Nothing in this Minnesota Statutes, section 121A.58 or 125A.0941 precludes the use of reasonable force under Minnesota Statutes, section 121A.582.

V. EXCEPTIONS

A teacher school principal, and other school staff may use reasonable force under the conditions set forth in Policy 506 (Student Discipline).

VI. VIOLATION

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

Legal References: Minn. Stat. § 123B.25 (Actions Against Districts and Teachers)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 609.06 Subd. 1 (6)(7) (Authorized Use of Force)
Op. Atty. Gen. 169f (August 22, 2023) (School Pupils: Discipline)
Op. Atty. Gen. 169f Supp. (September 20, 2023) (School Pupils: Discipline)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)



Adopted: January 10, 2005

MSBA/MASA Model Policy 532

Orig. 2003

Revised: 10/27/08; 11/28/11; 3/23/15; 11/14/16

Rev. 2023

4/9/18; 1/8/24

532 USE OF SCHOOL RESOURCE OFFICERS, PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting positive learning environments that are safe for all members of the school community and designed to meet the diverse needs of all learners. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

All students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel may cause physical injury to themselves or others the student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

- A. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- B. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term "peace officer" includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.

- C. “School Resource Officer” is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- D. “Crisis team” means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- E. The phrase “remove the student from school grounds” is the act of securing the person or a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. “Emergency” means a situation in which immediate intervention is necessary to protect a student or other individual from physical injury.
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student’s behavior may cause physical injury to themselves or others the school building’s crisis team may be summoned. The crisis team may attempt to de-escalate the student’s behavior by means including, but not limited to, those described in the student’s IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student’s behavior may cause physical injury to themselves or others, the crisis team may remove the student from school grounds.

If the student’s behavior cannot be safely managed, school personnel may immediately request assistance from the school resource officer or a peace officer.

B. Removal By School Resource Officer or Peace Officer

If a student with an IEP engages in conduct which may cause physical injury to themselves or others the school building’s crisis team, building administrator, or the building administrator’s designee, may request that the school resource officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a school building or school grounds on two separate school days within 30 calendar days, or a pattern of use emerges the team will meet within 10 calendar days to determine if the student’s IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which causes physical injury to themselves or others school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

1. In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the school resource officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
2. In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:
 - a) Corporal punishment prohibited by Minn. Stat. § 121A.58;
 - b) Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
 - c) Totally or partially restricting a child's senses as punishment;
 - d) Denying or restricting a child's access to equipment and devices such as walkers, wheel chairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
 - e) Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minn. Stat. § 626.556;
 - f) Physical holding (as defined in Minn. Stat. § 125A.0941) that restricts or impairs a child's ability to breathe;
 - g) Withholding regularly scheduled meals or water; and/or
 - h) Denying a child access to toilet facilities.
3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile

or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minnesota Statutes, section 125A.0942, subdivision 5, and otherwise comply with the requirements of section 125A.0942.

G. Reporting to the Minnesota Department of Education (MDE)

Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of seclusion. By January 15, April 15, July 15, and October 15 of each year, districts must report, in a form and manner determined by the Commissioner, about individual students who have been secluded. By July 15 each year, districts must report summary data. The summary data must include information on the use of restrictive procedures for the prior school year, July 1 through June 30, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)

Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.67, Subd. 2 (Aversive and Deprivation Procedures)
Minn. Stat. § 121A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act of 2004 (IDEA))
34 C.F.R. § 300.535 (IDEA Regulation Regarding Involvement of Law Enforcement)

Cross References:

MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)



Adopted: April 17, 2000

MSBA/MASA Model Policy 806
Orig. 1999

Revised: 1/24/05; 9/26/05; 2/26/17; 3/12/18; 1/13/20
1/8/24

Revised 2014

806 CRISIS MANAGEMENT POLICY

I. PURPOSE

This policy serves as a guide for the school district, building administrators, employees, students, school board members and community members regarding potential crisis situations. Each school building maintains, at the site, emergency management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the district.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis situation.

II. GENERAL STATEMENT OF POLICY INFORMATION

The school district's Emergency Management Plan has been created in consultation with local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency. It is designed so that each building administrator can tailor an emergency management plan to meet that building's specific situation and needs.

The school district administration and/or the administration of each building shall create and annually review and update building-specific emergency management plans.

III. GENERAL EMERGENCY PROCEDURES

The school's emergency procedures include general emergency plans for securing the building, classroom evacuation, building evacuation, campus evacuation, and sheltering. These districtwide procedures may be modified by a building principal when creating the building-specific emergency management plans. The plans should designate the individual(s) who will determine when these actions will be taken and must include assigned duties for employees.

IV. EMERGENCY MANAGEMENT PLAN ELEMENTS

A. In the event of an emergency, the principal or administration will immediately or as soon as safely practicable contact the superintendent or designee with the status of the emergency situation and begin implementation of the emergency plan as determined by the assessment of the situation.

- B. The superintendent or designee will implement a command team if the emergency necessitates such action. The team will take action as required.
- C. The school's emergency procedures will be kept on the district's server in each building, and be readily available in the school buildings to address the potential emergencies, including but not limited to:
- Unidentified/Unauthorized Person
 - Armed person
 - Hostage Situation
 - Evacuation to Offsite Location
 - Severe Weather
 - Bomb Threat
 - Bus Accident
 - Hostage
 - Suicide, Suicide Threats, and Student or Staff Death at School or Elsewhere
 - Allergic Reaction
 - Drug Overdose & Other Medical Emergencies
 - Assault
 - Sexual Assault
 - Missing or Abducted Student
 - Utility Incidents
 - Hazardous Materials Spill
 - Suspicious Package or Material
 - Other Emergencies as Determined to be Necessary
- D. In addition, the school's emergency procedures will address the following plans and documents:
- Lockdown Procedures
 - Hold Procedures
 - Secure Procedures
 - Evacuation/Relocation Procedures
 - Shelter-In-Place Procedures
 - Reunification Procedures
 - Media Procedures
 - Post-Crisis Procedures
 - Staff Training
 - Facility Diagrams
 - Off-site Locations
 - Emergency Contacts
- E. Emergency Response Teams:
The building administrator in each school building will identify an emergency response team trained to respond in an emergency.

1. Composition: All team members will be trained to carry out the building's emergency management plan and have knowledge of procedures, evacuation routes and safe areas. Team members must be willing to be actively involved with resolving crises and be available to assist when necessary. Each building will maintain a current list of crisis response team members and update it annually or as changes occur. A copy of the list will be kept on file on the district server.
2. Leadership: The building administrator or designee serves as the leader of the crisis response team and the primary contact for emergency response officials. When they are present, emergency response agents may elect to take command and control of the situation. It is critical in this situation that school officials assume a resource role and are available to the emergency response personnel.

V. TRAINING AND PREPARATION FOR EMERGENCIES

- A. The district administration will ensure that proper training and response preparation for emergencies occurs on an ongoing basis. The building principal is responsible for training school employees and students on emergency response procedures at each site.
- B. Required school safety drills will be coordinated at each site by the building principal in cooperation with local emergency management agencies, such as the School Resource Officer(s). Each building will conduct at least five lockdown drills, five fire drills, and one severe weather drill annually.
 1. Fire Drills: All drills will be documented and shall include the drill date and the time required to evacuate the building.
 2. Lockdown Drills: A lockdown drill is designed to teach students and staff how to respond in the event of a situation that requires locking-down the building. A lockdown drill is not a simulation, and may not include any sensorial components, activities, or elements that mimic a real-life emergency. Lockdown drills must be:
 - a) Accessible.
 - b) Developmental and age appropriate, including using appropriate language and vocabulary.
 - c) Culturally aware.
 - d) Trauma-informed.
 - e) Inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

In addition, lockdown drills must:

- a) Include a reasonable amount of time to debrief with students afterward.
- b) Allow students to access any mental health services available on campus.
- c) Not be combined with any other type of emergency preparedness drill.
- d) Be accompanied by an announcement using age-appropriate language, informing students and staff that it is a drill and there is no danger.
- e) Include notice at least 24 hours in advance to parents and guardians, and allow them to opt their students out of participating.

At a regularly scheduled Board meeting, the Board must consider the effect of active shooter drills on the safety of students and staff, and the effect of active shooter drills on the mental health and wellness of students and staff.

Active shooter simulations, which include functional exercises and may incorporate sensorial components, activities, or elements mimicking a real-life shooting, shall not include student participation or be conducted during regular school hours. An active shooter simulation is not an active shooter drill or a lockdown.

Severe Weather Drills: Principals or their designee will annually review the sheltering plan and verify during the drill that it continues to meet the needs of the building, including shelter area capacity.

3. Violence Prevention: Secondary School students must be provided at least one standard class period of violence prevention training annually. The training must be evidence-based and may be delivered in-person, virtually, or digitally. Training must, at a minimum, teach students:
 - a) How to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;
 - b) The importance of taking threats seriously and seeking help; and
 - c) The steps to report dangerous, violent, threatening, harmful, or potentially harmful activity.

C. Communication: District administration will develop and implement the following communication procedures:

1. Uniform warning system

2. School closure due to emergency
3. Notification of school staff, students and families, community and media
4. Student victims of criminal offenses at or on school property.

Legal References:

Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. Ch. 12A (Natural Disaster, State Assistance)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 299F.30 (Fire Drill in School)
Minn. Stat. § 326B.02, Subd. 6 (Powers)
Minn. Stat. § 326B.02 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (Trespases on School Property)
Minn. Rules Part 7510 (Fire Safety)

Cross References:

MSBA/MASA Model Policy 307 (Emergency Closing of Schools)
MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
<https://dps.mn.gov/divisions/sfm/documents/2011comprehensiveschoolsafetyguide.pdf>



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: January 8, 2024

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

Action Requested: Approval

Attachment: Intermediate District 917 Board Appointment

Topic: Intermediate District 917 Board Appointment
Presenter(s): School Board Chair
<p>Background:</p> <p>Intermediate School District #917 provides special education, career and technical education, and alternative education for students located in the southeast metro area of Minnesota. ISD 917 serves nine-member school districts. Each of the nine member districts appoint one of their Board members to represent their home district on the ISD 917 School Board. The appointment is for a 3-year term.</p>
<p>Recommendation:</p> <p>Approve _____'s 3-year appointment as the South St. Paul Public School District representative on the Intermediate School District 917 School Board from January 2024 through December 2026.</p>
<p>Alternatives:</p> <p>Do not approve _____'s appointment and bring the discussion back to a committee-of-the-whole meeting.</p>

NOTICE OF ELECTION

TO: _____

You are hereby notified that at a meeting of Special School District No. 6, SSP, MN, Dakota County, Minnesota, held on the 8th day of January, 2024, you were duly appointed a School Board Member of Intermediate School District 917, to represent Special School District No. 6, for a three-year term which will end on December 31, 2026.

Dated _____

Clerk of Appointing Special School District 6

ACCEPTANCE

TO Nikki Laliberte

Clerk of Special School District No. 6, Dakota County, Minnesota:

I hereby signify my acceptance of the office of School Board Member of Intermediate School District 917, which your notice of appointment, dated January 8, 2024, informs me that I have been appointed.

Dated _____

Appointed for Intermediate School District 917

FORM OF OATH TO BE ADMINISTERED TO SCHOOL DISTRICT OFFICERS UPON QUALIFYING

I do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Minnesota, and faithfully discharge the duties of my office according to law and the best of my ability and understanding, so help me God.

School Board Member
Intermediate School District 917

Sworn and subscribed to, before me this ____ day of _____ 2024.

Notary



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: January 8, 2024

Place on Agenda: Regular Business Meeting

Action Requested: Approval

Attachment: RESOLUTION RELATING TO THE DELEGATION OF CLERK AND TREASURER DUTIES TO THE FINANCE DIRECTOR FOR DAY-TO-DAY BUSINESS

Topic: Delegation of Day-to-Day Clerk and Treasurer Duties
Presenter(s): Chair
<p>Background:</p> <p>State law requires boards to select from its members a chair, clerk, and treasurer. The law also provides boards the opportunity to delegate, by resolution, the duties of the clerk and treasurer, to a person employed by the district to perform the day-to-day operations of the clerk and treasure (i.e. deposit funds in the official depository, make and transmit certified reports to the commissioner, etc.).</p>
<p>Recommendation:</p> <p>Approve, RESOLUTION RELATING TO THE DELEGATION OF CLERK AND TREASURER DUTIES TO THE FINANCE DIRECTOR FOR DAY-TO-DAY BUSINESS</p>
<p>Alternatives:</p> <p>Do not approve and direct administration with next steps.</p>

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD
OF SPECIAL SCHOOL DISTRICT NO. 6
(SOUTH ST. PAUL PUBLIC SCHOOLS)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Special School District No. 6 (South St. Paul Public Schools), State of Minnesota, was duly held in said school district on the 8th day of January 2024, at 6:00 o'clock p.m.

Member _____ introduced the following Resolution and moved its adoption:

**RESOLUTION RELATING TO THE DELEGATION OF CLERK AND TREASURER
DUTIES TO THE FINANCE DIRECTOR FOR DAY-TO-DAY BUSINESS**

WHEREAS Minnesota Statutes 123B.414., Subd. 1, empowers the School Board to combine the duties of the offices of Clerk and Treasurer of the School Board in one person in the Finance Office of the School District.

WHEREAS, the School District has decided to combine the duties of the Clerk and Treasurer in one person in the Finance Office.

NOW, THEREFORE, BE IT RESOLVED, that the **Finance Director** of South St. Paul Public Schools is designated by the School Board of Special School District 6 to perform the duties of the Clerk and Treasurer of the District.

The motion for the adoption of the foregoing resolution was duly seconded by _____, and upon a vote being taken thereon, the following voted in favor thereof:

And the following voted against the resolution:

Whereupon this Resolution was declared duly passed and adopted this 9th day of January 2023.

Secretary-Clerk, School Board



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
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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	31			

FEBRUARY						
S	M	T	W	T	F	S
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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
	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				

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 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

Background:

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.

These agreements define the terms and conditions of their participation in the grow your own program during the course of their education.

Recommendation:

Approval of individual agreements for the district's Grow Your Own Teacher Preparation Program.

Alternatives:

Do not approve the individual agreements for the Grow Your Own Teacher Preparation Program and direct administration with next steps.

**South St. Paul Schools Grow Your Own Program
Teacher Candidate Agreement**

This Tuition Reimbursement Agreement (“Agreement”) is entered into by **South St. Paul Special School District No. 6** (“District”), and **Charmaine Coleman** (“Teacher Candidate”). The District and the Teacher Candidate are referred to in this Agreement as “the Parties.”

WHEREAS, the District has a need to fill and maintain teaching positions that require specific licenses and/or education;

WHEREAS, the District wishes to hire, employ, and retain well-qualified teachers to deliver services to the benefit of its students;

WHEREAS, the District has applied for and has received a Grow Your Own grant (“Grant”) under Minnesota Statutes, section 122A.73, subdivision 2;

WHEREAS, the Teacher Candidate wishes to obtain their first professional teaching license;

WHEREAS, the Parties desire to specify the terms of their Agreement governing the benefit of tuition assistance provided to the Teacher Candidate.

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises and covenants contained in this Agreement and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

1. Course Selection. Prior to the commencement of the course or program, the Teacher Candidate must submit a statement of any courses or programs for which the Teacher Candidate will seek tuition expenses/payment under this Agreement to the Superintendent or designee for approval. The statement must indicate the anticipated completion date of the course or program. The course or program must be from an accredited institution and must be one of the following:
 - (1) a Professional Educator Licensing and Standards Board-approved teacher preparation program;
 - (2) a Council for the Accreditation of Educator Preparation-accredited teacher preparation program from a private, not for profit, institution of higher education; or

- (3) an institution that has an articulated transfer pathway with a board-approved teacher preparation program

as required under Minnesota Statutes, section 122A.73, subdivision 2.

No tuition disbursement will be made under this Agreement for any course or program that does not meet the above requirements. The Teacher Candidate must receive written approval of the course or program from the Superintendent or designee prior to registering for the course. The written approval applies only to the specific course or program identified and approved.

2. Tuition and License Disbursement. The Teacher Candidate will register for courses after receiving approval from the Superintendent or designee. The Teacher Candidate will submit an invoice to the Human Resources or Finance department for any expenses related to tuition or license disbursement or reimbursement. Upon successful completion of the course or program, the District will cover the Teacher Candidate's expenses: up to \$44,760 for the cost of tuition, fees, textbooks, fees for licensure exam and licensure fees for the Teacher Candidate's pre-approved teacher preparation program and teacher license.

Successful completion of the course will be demonstrated by submission of a copy of a transcript to Human Resources showing that the Teacher Candidate has completed the course and obtained a letter grade of "C" or higher. In courses where grades are assigned on a pass/fail basis, a pass grade shall be deemed to be a "C".

The District will disburse funds to the College/University directly, or the Teacher Candidate, if the District is unable to establish a third-party agreement with the College/University. The District will disburse funds within 30 calendar days of receipt of proof of course/program registration or after will reimburse the Teacher Candidate after receipt of documentation of amounts owed/paid for all allowable expenses. If funds are disbursed to the College/University or Teacher Candidate, the Teacher Candidate must provide the district with proof of payment equaling the funds disbursed within 30 calendar days after the disbursement of funds. If funds disbursed were greater than actual costs, the difference must be reimbursed to the District from the Teacher Candidate.

If a Teacher Candidate does not successfully complete a course, demonstrated by a grade of less than a "C," and/or the Teacher Candidate discontinues or drops out of a course before successful completion of that course, the Teacher Candidate will be responsible for reimbursing any fees and/or costs provided to the Teacher Candidate for that course. The Teacher Candidate must work with the District to arrange a reimbursement schedule. Failure by the Teacher Candidate to reimburse the District and/or grant program for incomplete courses may result in legal action to recoup the funds provided to the Teacher Candidate.

3. Stipend and Expense Disbursement. In addition to Tuition and License Disbursement, the District will also pay the Teacher Candidate:

- (1) An \$8,000 stipend, inclusive of all taxes and other payroll related costs to be paid in equal installments during the time that the Teacher Candidate is student-teaching for the District;

Disbursement of up to \$6,000, inclusive of all taxes and other payroll costs for pre-approved program-related expenses (i.e. purchase of computer, childcare, transportation). The Teacher Candidate must provide invoices and/or estimated costs to the School District prior to purchase. The invoice and/or estimated costs, must include an itemized list of the expenses the Teacher Candidate expects to incur. The School District will review the submitted proposed expenses, and advise the Teacher Candidate of any expenses that will not be approved by email within 15 business days of the Teacher Candidate submitting the request. Once expenses have been approved by the School District, payment to the Teacher Candidate will be provided to purchase the required expenses within 30 calendar days.

4. Requirements for Expense Disbursement. The Teacher Candidate must enroll in and complete a course or program and incur tuition expenses during their enrollment in order for funds to be disbursed under this Agreement. The District is not obligated to pay any amount under this Agreement, and any such obligation for payment under this Agreement shall cease if any of the following occur:

- (1) the Teacher Candidate does not complete the course or program;
- (2) the Teacher Candidate receives a letter grade below "C;"

- (3) the Teacher Candidate attends a course or program for which approval has not been received;
- (4) the Teacher Candidate resigns, abandons or is terminated from any pre-existing employment with the District;
- (5) the District loses any funding for the Grow Your Own district program.

5. District Employment During the Educational Program. The Teacher Candidate is required to be employed by the School District during the entirety of the Teacher Candidate's educational program. The role/position in which the Teacher Candidate is employed will be at the discretion of the District. Teacher Candidates, at the time of beginning the educational program, who are current School District employees, will remain in the current position throughout the educational program unless the Teacher Candidate applies for and is selected for another position within the School District. Teacher Candidates who are not current employees of the School District when they begin the educational program, must apply for open non-licensed positions within the School District and be selected for one of those positions in order to qualify to be a Teacher Candidate in the Grow Your Own Program.
6. Term of Agreement to Teach. In consideration of the tuition disbursement, license disbursement, stipend and expense disbursement described above, the Teacher Candidate agrees to maintain employment with the District for a minimum of an additional four (4) full school years after completing the course or program. In the event the Teacher Candidate completes the course or program after the start of a school year, the District will have the right to defer the commencement of the Teacher Candidate's four year commitment as a result of this Agreement until the start of the next school year. The District currently employs the Teacher Candidate as a **Student Support Assistant**, and the employment relationship shall not be altered by this Agreement.
7. Reimbursement in the Event the Teacher Candidate Does Not Complete Four Year Term of Employment as Teacher. Because the District has agreed to provide the Teacher Candidate with the tuition disbursement, license disbursement, stipend and expense disbursement as described above in exchange for the Teacher Candidate obtaining the above-described license and/or education, the District will lose the benefit of this Agreement if the Teacher Candidate does not complete a minimum of four (4) full school years of teaching service with the District following completion of the course or program. In the event the Teacher Candidate does not complete at least four (4) full school years of employment as a teacher for the District (after the Teacher Candidate completes the course or program), the Teacher Candidate agrees to

repay the District all sums Teacher Candidate has received pursuant to this Agreement.

The Teacher Candidate shall enter into an agreement to repay the District (“repayment agreement”) and if all sums are not paid when due as set forth in the repayment agreement, Teacher Candidate agrees to confess judgment to the District pursuant to Minn. Stat. §548.22 for all sums due and to become due. The Teacher Candidate agrees to also pay for all of the District’s expenses in remedying the matter including, but not limited to court fees, and attorney fees, should the District have to initiate legal action to collect the amount that the Teacher Candidate owes. The District retains the right to collect any unpaid sums in any manner permitted by law.

8.No Guaranteed Employment. Nothing in this Agreement requires the District to continue to employ Teacher Candidate for any length of time.

9. No Teaching Positions Meeting Teacher Candidate License Area. In the event the Teacher Candidate successfully completes the educational program and/or receives a valid Minnesota teaching license, and there are no teacher openings within the Tri-District (South St. Paul, Inver Grove Heights, or West St. Paul School Districts) for which the teacher is qualified and/or selected. The Teacher Candidate will continue to serve in the non-licensed position for up to four (4) full school years. The Teacher Candidate is expected to apply to any and all open positions within the Tri-District for which the Teacher Candidate is qualified and licensed.

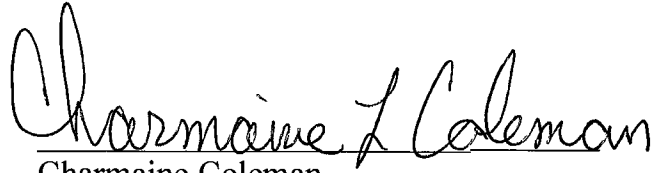
10.Termination for Cause. The Teacher Candidate must meet all performance expectations in either their non-licensed or licensed position during their educational program and the four (4) year commitment period after successful completion of the educational program. Failure to meet performance expectations may result in discipline up to and including termination. Termination for cause from employment with the School District in either role for the time period from the beginning of the educational program through the full four (4) year term of their teaching assignment as indicated in this agreement, will result in the Teacher Candidate reimbursing the School District and/or grant program based on the terms in Paragraph (6) above.

11. Governing Law, Forum and Severability. This Agreement will be construed and enforced in accordance with the laws of the State of Minnesota. Parties agree that any action to enforce the terms of this Agreement shall be brought in a State court of competent jurisdiction in Minnesota. If any part of this Agreement is construed to be in violation of any law, the remaining portions shall remain in full force and effect.

12. Entire Agreement. This Agreement constitutes the entire agreement between the Parties. No Party has relied upon statements or promises that are not set forth in this Agreement. Any change or amendment to this Agreement shall be made in writing, signed by the parties.

I have read and understood the foregoing Tuition Disbursement Agreement and acknowledge that it is the complete Agreement and by signing below agree to be bound by its terms and conditions.

Dated: 12-22-23


Charmaine Coleman

South St. Paul Schools

Dated: _____

Its: School Board Chair

Dated: _____

Its: School Board Clerk

**South St. Paul Schools Grow Your Own Program
Teacher Candidate Agreement**

This Tuition Reimbursement Agreement (“Agreement”) is entered into by **South St. Paul Special School District No. 6** (“District”), and **Amber Gay** (“Teacher Candidate”). The District and the Teacher Candidate are referred to in this Agreement as “the Parties.”

WHEREAS, the District has a need to fill and maintain teaching positions that require specific licenses and/or education;

WHEREAS, the District wishes to hire, employ, and retain well-qualified teachers to deliver services to the benefit of its students;

WHEREAS, the District has applied for and has received a Grow Your Own grant (“Grant”) under Minnesota Statutes, section 122A.73, subdivision 2;

WHEREAS, the Teacher Candidate wishes to obtain their first professional teaching license;

WHEREAS, the Parties desire to specify the terms of their Agreement governing the benefit of tuition assistance provided to the Teacher Candidate.

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises and covenants contained in this Agreement and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

1. Course Selection. Prior to the commencement of the course or program, the Teacher Candidate must submit a statement of any courses or programs for which the Teacher Candidate will seek tuition expenses/payment under this Agreement to the Superintendent or designee for approval. The statement must indicate the anticipated completion date of the course or program. The course or program must be from an accredited institution and must be one of the following:
 - (1) a Professional Educator Licensing and Standards Board-approved teacher preparation program;
 - (2) a Council for the Accreditation of Educator Preparation-accredited teacher preparation program from a private, not for profit, institution of higher education; or

- (3) an institution that has an articulated transfer pathway with a board-approved teacher preparation program

as required under Minnesota Statutes, section 122A.73, subdivision 2.

No tuition disbursement will be made under this Agreement for any course or program that does not meet the above requirements. The Teacher Candidate must receive written approval of the course or program from the Superintendent or designee prior to registering for the course. The written approval applies only to the specific course or program identified and approved.

2. Tuition and License Disbursement. The Teacher Candidate will register for courses after receiving approval from the Superintendent or designee. The Teacher Candidate will submit an invoice to the Human Resources or Finance department for any expenses related to tuition or license disbursement or reimbursement. Upon successful completion of the course or program, the District will cover the Teacher Candidate's expenses: up to \$44,760 for the cost of tuition, fees, textbooks, fees for licensure exam and licensure fees for the Teacher Candidate's pre-approved teacher preparation program and teacher license.

Successful completion of the course will be demonstrated by submission of a copy of a transcript to Human Resources showing that the Teacher Candidate has completed the course and obtained a letter grade of "C" or higher. In courses where grades are assigned on a pass/fail basis, a pass grade shall be deemed to be a "C".

The District will disburse funds to the College/University directly, or the Teacher Candidate, if the District is unable to establish a third-party agreement with the College/University. The District will disburse funds within 30 calendar days of receipt of proof of course/program registration or after will reimburse the Teacher Candidate after receipt of documentation of amounts owed/paid for all allowable expenses. If funds are disbursed to the College/University or Teacher Candidate, the Teacher Candidate must provide the district with proof of payment equaling the funds disbursed within 30 calendar days after the disbursement of funds. If funds disbursed were greater than actual costs, the difference must be reimbursed to the District from the Teacher Candidate.

If a Teacher Candidate does not successfully complete a course, demonstrated by a grade of less than a "C," and/or the Teacher Candidate discontinues or drops out of a course before successful completion of that course, the Teacher Candidate will be responsible for reimbursing any fees and/or costs provided to the Teacher Candidate for that course. The Teacher Candidate must work with the District to arrange a reimbursement schedule. Failure by the Teacher Candidate to reimburse the District and/or grant program for incomplete courses may result in legal action to recoup the funds provided to the Teacher Candidate.

3. Stipend and Expense Disbursement. In addition to Tuition and License Disbursement, the District will also pay the Teacher Candidate:

- (1) An \$8,000 stipend, inclusive of all taxes and other payroll related costs to be paid in equal installments during the time that the Teacher Candidate is student-teaching for the District;

Disbursement of up to \$6,000, inclusive of all taxes and other payroll costs for pre-approved program-related expenses (i.e. purchase of computer, childcare, transportation). The Teacher Candidate must provide invoices and/or estimated costs to the School District prior to purchase. The invoice and/or estimated costs, must include an itemized list of the expenses the Teacher Candidate expects to incur. The School District will review the submitted proposed expenses, and advise the Teacher Candidate of any expenses that will not be approved by email within 15 business days of the Teacher Candidate submitting the request. Once expenses have been approved by the School District, payment to the Teacher Candidate will be provided to purchase the required expenses within 30 calendar days.

4. Requirements for Expense Disbursement. The Teacher Candidate must enroll in and complete a course or program and incur tuition expenses during their enrollment in order for funds to be disbursed under this Agreement. The District is not obligated to pay any amount under this Agreement, and any such obligation for payment under this Agreement shall cease if any of the following occur:

- (1) the Teacher Candidate does not complete the course or program;
- (2) the Teacher Candidate receives a letter grade below "C;"
- (3) the Teacher Candidate attends a course or program for which approval has not been received;

- (4) the Teacher Candidate resigns, abandons or is terminated from any pre-existing employment with the District;
 - (5) the District loses any funding for the Grow Your Own district program.
5. District Employment During the Educational Program. The Teacher Candidate is required to be employed by the School District during the entirety of the Teacher Candidate's educational program. The role/position in which the Teacher Candidate is employed will be at the discretion of the District. Teacher Candidates, at the time of beginning the educational program, who are current School District employees, will remain in the current position throughout the educational program unless the Teacher Candidate applies for and is selected for another position within the School District. Teacher Candidates who are not current employees of the School District when they begin the educational program, must apply for open non-licensed positions within the School District and be selected for one of those positions in order to qualify to be a Teacher Candidate in the Grow Your Own Program.
6. Term of Agreement to Teach. In consideration of the tuition disbursement, license disbursement, stipend and expense disbursement described above, the Teacher Candidate agrees to maintain employment with the District for a minimum of an additional four (4) full school years after completing the course or program. In the event the Teacher Candidate completes the course or program after the start of a school year, the District will have the right to defer the commencement of the Teacher Candidate's four year commitment as a result of this Agreement until the start of the next school year. The District currently employs the Teacher Candidate as a **Special Education Assistant**, and the employment relationship shall not be altered by this Agreement.
7. Reimbursement in the Event the Teacher Candidate Does Not Complete Four Year Term of Employment as Teacher. Because the District has agreed to provide the Teacher Candidate with the tuition disbursement, license disbursement, stipend and expense disbursement as described above in exchange for the Teacher Candidate obtaining the above-described license and/or education, the District will lose the benefit of this Agreement if the Teacher Candidate does not complete a minimum of four (4) full school years of teaching service with the District following completion of the course or program. In the event the Teacher Candidate does not complete at least four (4) full school years of employment as a teacher for the District (after the Teacher Candidate completes the course or program), the Teacher Candidate agrees to repay the District all sums Teacher Candidate has received pursuant to this Agreement.

The Teacher Candidate shall enter into an agreement to repay the District (“repayment agreement”) and if all sums are not paid when due as set forth in the repayment agreement, Teacher Candidate agrees to confess judgment to the District pursuant to Minn. Stat. §548.22 for all sums due and to become due. The Teacher Candidate agrees to also pay for all of the District’s expenses in remedying the matter including, but not limited to court fees, and attorney fees, should the District have to initiate legal action to collect the amount that the Teacher Candidate owes. The District retains the right to collect any unpaid sums in any manner permitted by law.

8.No Guaranteed Employment. Nothing in this Agreement requires the District to continue to employ Teacher Candidate for any length of time.

9. No Teaching Positions Meeting Teacher Candidate License Area. In the event the Teacher Candidate successfully completes the educational program and/or receives a valid Minnesota teaching license, and there are no teacher openings within the Tri-District (South St. Paul, Inver Grove Heights, or West St. Paul School Districts) for which the teacher is qualified and/or selected. The Teacher Candidate will continue to serve in the non-licensed position for up to four (4) full school years. The Teacher Candidate is expected to apply to any and all open positions within the Tri-District for which the Teacher Candidate is qualified and licensed.

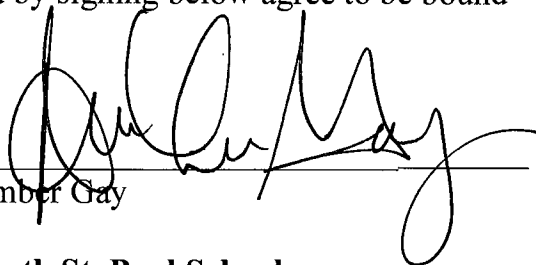
10.Termination for Cause. The Teacher Candidate must meet all performance expectations in either their non-licensed or licensed position during their educational program and the four (4) year commitment period after successful completion of the educational program. Failure to meet performance expectations may result in discipline up to and including termination. Termination for cause from employment with the School District in either role for the time period from the beginning of the educational program through the full four (4) year term of their teaching assignment as indicated in this agreement, will result in the Teacher Candidate reimbursing the School District and/or grant program based on the terms in Paragraph (6) above.

11. Governing Law, Forum and Severability. This Agreement will be construed and enforced in accordance with the laws of the State of Minnesota. Parties agree that any action to enforce the terms of this Agreement shall be brought in a State court of competent jurisdiction in Minnesota. If any part of this Agreement is construed to be in violation of any law, the remaining portions shall remain in full force and effect.

12. Entire Agreement. This Agreement constitutes the entire agreement between the Parties. No Party has relied upon statements or promises that are not set forth in this Agreement. Any change or amendment to this Agreement shall be made in writing, signed by the parties.

I have read and understood the foregoing Tuition Disbursement Agreement and acknowledge that it is the complete Agreement and by signing below agree to be bound by its terms and conditions.

Dated: 12/22/23



Amber Gay

South St. Paul Schools

Dated: _____

Its: School Board Chair

Dated: _____

Its: School Board Clerk



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: 2023-2024 Student Teacher Agreement – University of Minnesota

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



UNIVERSITY OF MINNESOTA

CLINICAL EXPERIENCE TEACHING AFFILIATION AGREEMENT

This Clinical Experience Affiliation Agreement is made this 11 day of December, 2023 (the "Agreement") by and between **Regents of the University of Minnesota through its College of Education and Human Development** (hereinafter referred to as ("University")) and the **South St Paul Public Schools** (hereinafter "School District").

WHEREAS, the University seeks to provide opportunities to its teacher candidates to complete clinical experiences in a school setting which may include field experience, student teaching, or practicum (the "Clinical Experience");

WHEREAS, the School District is able and willing to provide such Clinical Experience to the teacher candidates who meet appropriate requirements as set forth herein; and

NOW THEREFORE, in consideration of the mutual promises herein contained, the parties enter into the Agreement as follows:

1. DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY

- A. *Selection of Teacher Candidates.* University will place with the School District only University students who are a part of its State of Minnesota approved teacher licensure program ("Teacher Candidates") and eligible for such placement under State, University, and school board guidelines and regulations.
- B. *Education of Teacher Candidates.* The University will be responsible for the classroom education of its Teacher Candidates which includes the administration of the program, the curriculum content, and the requirements of matriculation, grading and graduation.
- C. *Expectations of Teacher Candidates During a Clinical Experience.* The University is responsible for communicating the program requirements and clinical experience expectations to the teacher candidates.
- D. *Cooperating Teacher Training.* The University will provide the cooperating teacher with the necessary information and training that addresses their role, program expectations, candidate assessments, procedures, and timelines.
- E. *Handling of Records and Data.* All records and data received by the University as a result of this agreement will be treated by the University in accordance with the terms of the Minnesota Government Data Practices Act and all applicable state and federal laws.
- F. *Advising Teacher Candidates of Rights and Responsibilities.* The University will be responsible for advising the Teacher Candidate of their own responsibilities under this Agreement. The Teacher Candidate shall be advised of their obligations to abide by the policies and procedures of the School District, and should any Teacher Candidate fail to abide by any policy and/or procedure, he or she may be removed from the clinical experience or program.
- G. *Honorarium.* For and in consideration of the placement of a student teaching Teacher Candidate with School District, the University agrees to pay each cooperating/mentor teacher selected to guide the student's experience an honorarium. This honorarium is in addition to the regular salary paid by the School District. This section is not intended to provide an honorarium for pre-student teaching field experience placements. Any consideration for field experience placements will be discussed between the parties on a case-by-case basis. Nothing about this Agreement, including the University's payment of this honorarium, shall make the cooperating/mentor teacher an employee, agent, or representative of the University. The cooperating/mentor teacher is responsible for any tax withholding or reporting associated with this honorarium.

2. DUTIES AND RESPONSIBILITIES OF THE SCHOOL DISTRICT

- A. *Establishment of Clinical Experiences.* The School District authorizes the use of its facilities as may be agreed upon by the School District and the University for Clinical Experience, professional development, and observations.
- B. *Policies of School District.* In advance of the Teacher Candidate's participation in the Clinical Experience, the School District shall provide directly to the Teacher Candidates all of the applicable district and school policies.
- C. *Cooperating Teacher Eligibility Requirements.* The School District agrees to provide cooperating teachers who will supervise Teacher Candidate activities during the Clinical Experience. School District represents any School District cooperating teacher selected to work with a Teacher Candidate will meet the following minimum requirements:
 - i For student teaching and practicum, the cooperating teacher: (i) has at least three years of teaching experience as a teacher of record in the licensure area; (ii) holds a professional license aligned to the assignment; (iii) has completed, or is willing to complete, professional development in coaching strategies for adult learners; and (iv) models effective instruction, including the use of state academic standards or, if unavailable, national discipline-specific standards, and culturally responsive teaching.
 - ii For field experiences prior to student teaching, the cooperating teacher: (i) has at least two years of teaching experience; (ii) holds a Tier 2 license or professional license aligned to the assignment; and (iii) models effective instruction, including the use of state academic standards or, if unavailable, national discipline-specific standards, and culturally responsive teaching.
- D. *Status Change Notification.* The School District shall immediately notify the University if there is a change in the licensure status of any cooperating teacher providing supervision to any Teacher Candidate.
- E. *Vacancies.* The School District shall not replace any of its employees nor fill any vacancies normally filled by an employee with a Teacher Candidate assigned under this Agreement. For the avoidance of doubt, a Teacher Candidate shall not act as a substitute teacher if they are enrolled in an undergraduate teacher education program. Teacher candidates who are enrolled in post-baccalaureate or graduate teacher preparation programs, have previously earned a bachelor's degree, have an appropriate MN teaching license, have approval from their University liaison and School District, may serve as substitute teachers in their student teaching placement
- F. *Reporting of Teacher Candidate Progress.* The School District shall provide all information requested by the University on a Teacher Candidate's performance. If there are any Teacher Candidate evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the School District.
- G. *Student Records.* The School District shall protect the confidentiality of Teacher Candidate records and data, whether such records or data are received from the University or the Teacher Candidate or are generated by the School as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the Teacher Candidate unless required to do so by law or as dictated by the terms of this Agreement.
- H. *Background Check.* The School District shall communicate directly with the Teacher Candidate regarding any School District required criminal background checks that need to be completed prior to the start of the Clinical Experience. Any expense related to the criminal background checks will be the responsibility of the Teacher Candidate.

3. MUTUAL TERMS AND CONDITIONS

- A. *Number of Participating Teacher Candidates.* The parties will mutually agree upon the number of Teacher Candidates that shall be assigned to the School District for each Clinical Experience.

- B. *Removal of Noncompliant Teacher Candidate.* University may withdraw, suspend or terminate a Teacher Candidate for violations of the University's student code, academic deficiencies, behavioral violations, or other reasons subject to University policy, process, and procedures. The University liaison will notify the School District administrator promptly if a Teacher Candidate becomes suspended or withdraws from the teaching program or University. In cases where a teacher candidate's performance or conduct threatens the safety and welfare of students, visitors, or staff of the School District, the School District may suspend the teacher candidate's participation at the School District site(s). The School District administrator will consult with the University liaison before suspending a Teacher Candidate, except where consultation is not reasonably possible under the circumstances.
- C. *Termination of Placement.* If a Teacher Candidate feels threatened, harassed, discriminated against, or unsafe as a result of Cooperating Teacher, or School District, conduct during the Clinical Experience, or Cooperating Teacher's conduct threatens the safety and welfare of Teacher Candidate or students of the School District, the University may suspend or terminate the placement of the Teacher Candidate with the Cooperating Teacher. In such case, the University liaison will promptly notify the School District administrator of the placement termination. In the case that a Cooperating Teacher leaves the School District, is suspended, or is terminated, the School District administrator will notify the University liaison promptly.
- D. *Term of Agreement.* This term of this Agreement shall be five (5) years, commencing on December 11, 2023 and ending December 11, 2028.
- E. *Termination of Agreement.* The University or the School District may terminate this Agreement for any reason upon thirty (30) days' written notice, with or without cause. Should the School District terminate this Agreement for reasons other than a material breach and prior to the completion of an academic semester, all Teacher Candidates enrolled at that time shall continue their educational experience until it would have been concluded absent the termination.
- F. *Nondiscrimination.* The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act.
- G. *Governing Law.* This Agreement is governed by and interpreted in accordance with the laws of the State of Minnesota, without regard to its principles of conflicts of law. All disputes regarding this Agreement shall be resolved in the state courts located in Minneapolis, Minnesota.
- H. *Modification of Agreement.* This Agreement shall only be modified in writing signed by both parties.
- I. *Relationship of Parties.* The relationship between parties to this Agreement to each other is that of independent contractors. The relationship of the parties will not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors. The Teacher Candidate is a participant in an educational program, and for purposes of this Agreement, shall not be considered an employee of either the School District or University and neither party shall have responsibility for payment of workers' compensation benefits to the Teacher Candidate.
- J. *Liability & Insurance.* Each party to this Agreement is responsible for the negligent acts and/or omissions of its own officers, Teacher Candidates, employees, volunteers and agents. Neither party is considered the agent of the other and neither party assumes any responsibility to the other for the consequences of any act or omission of any person or entity not a party to this Agreement.

Each party shall maintain during the term of this Agreement a liability insurance program with coverage for itself, its officers, employees, volunteers and agents. Evidence of liability insurance shall be provided upon request by either party. The University shall maintain professional and general liability insurance in minimum amounts of \$1,000,000 for each claim/\$3,000,000 annual aggregate, and that policy shall include within the scope of its coverage all University Teacher Candidates for activities performed within the course and scope of their duties under this agreement. General liability coverage for Teacher Candidates is limited to bodily injury and property damage claims.

Nothing contained in this section or elsewhere in this Agreement will be construed as: (i) an express or implied waiver by either party of its governmental immunity; (ii) an express or implied acceptance by

University of liabilities arising as a result of actions which lie in tort or could lie in tort in excess of the liabilities allowable under the applicable governmental immunity laws.

K. *Entire Agreement.* This Agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regards to this relationship.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement as of the date previously indicated.

Regents of the University of Minnesota

South St Paul Public Schools

By: _____

By: _____

Name:

Name:

Title:

Title:

Date: _____

Date: _____



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: January 8, 2024

Place on Agenda: Regular Agenda/Business Items

Action Requested: Approval

Attachment: Acceptance of Gifts Resolution

Topic: Acceptance of Gifts
Presenter(s): Brady Hoffman, Finance Director
Background: Per school board policy, the School Board may receive and accept, for the benefit of the school district, bequests, donations or gifts for any proper purpose. All gifts received by the District must comply with applicable fire codes, health guidelines, and safety regulations (i.e. furniture, technology, and appliances). Gifts may only be accepted by the adoption of a resolution approved by two-thirds of its members.
Recommendation: Administration recommends the approval of the Acceptance of Gifts Resolution
Alternatives: Do not approve the Acceptance of Gifts Resolution and direct administration with next steps.



Special School District No. 6
 (South St. Paul Public Schools)
 State of Minnesota

**ACCEPTANCE OF GIFTS
 RESOLUTION**

Board Meeting Date: **January 8, 2024**

Member _____ introduced the following resolution and moved its adoption:

Be it Resolved, that the School Board of South St. Paul Public Schools, Special School District No 6, accept the following donations as indicated in the detailed background listed below:

MONETARY

Donation Amount	Designated To	Donation From	Purpose
\$100	High School	Dana and Molly Babbitt	Senior All Night Party
\$1,000	Kaposia Education Center	SSP Lions	Student Agendas
\$3,766.29	High School	SSP Open Foundation	Salaries – Girl’s Hockey Coaches
\$2,240.50	High School	SSP Open Foundation	Salaries - Wrestling Coaches

VALUE IN KIND

Donation Item	Designated To	Donation From	Purpose

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted