



South St. Paul School Board Meeting
 Monday, January 22, 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 22, 2024	
	B. Committee-of-the-Whole and Regular Meeting Minutes, January 8, 2024	3
III.	QUALITY-IN-ACTION and REPORTS	
	A. Quality-in-Action: Ben Kusch, Director of the TriDistrict Center for the Advanced Professional Studies (CAPS) program, along with students, staff and business partners will present their CAPS experience. (B. Kusch)	
	B. Report: Chair 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
IV.	CONSENT ITEMS	
	A. Financial Claims: Bills Payable	10
	B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves	12
V.	POLICY REVIEW	
VI.	BUSINESS ITEMS	
VII.	INFORMATIONAL ITEMS	
	A. Board Members' Reports/Committee Updates/Where Have You Seen a Passion: Board members will report on recent educational activities/events	

in which they have participated as well as other informational items.

VIII. ADJOURNMENT

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

January 8, 2024

Chair John Raasch called the January 8, 2024, 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 arrived at 5:24 PM. Student School Board Representative Renata was absent. Others present included Superintendent Zambreno, Student Board Representatives Luis and several staff members.

Officer, Committee and Liaison Assignments and Other Reorganization Items

Per Minnesota statute, the School Board reviewed and discussed the various components of their organization meeting that will go before them for approval at their regular meeting this evening. The board also discussed and agreed to their committee and liaison assignments as well as officers for the 2024 calendar year.

Grow Your Own Teacher Candidate Agreement

At the end of the 2022-23 school year, Human Resources Director Joel Milteer presented to the Board a grant the Tri-District collaborative received that would provide funding for a Grow Your Own teacher program within each of the three districts. South St. Paul Public Schools identified two staff members who were interested in pursuing their teaching degrees. These staff members are now beginning their education with Metro State University.

This evening, Director Milteer reviewed their individual agreements with the district that will go before the School Board. These agreements define the terms and conditions of their participation in the Grow Your Own program during the course of their education.

2023-24 Calendar Revisions

Amy Winter, Executive Director of Educational Services, reviewed a recommended change to the 2023-24 calendar. Currently, January 26, 2024, is designated as a non-student day K-12 and a full day of Professional Development for staff. The change would shift to four hours of digital learning for students in grades 9-12 and four hours of Professional Development for staff. January 26 would remain a non-student day for students in grades K-8. The change is necessary to ensure students are meeting the required number of hours as defined in Minnesota statute.

Academic Program Update

Amy Winter, Executive Director of Educational Services provided a brief introduction of the sunset of PYP/MYP programming and an outline of a 3-year academic program development beginning in the 2024-25 school year. The presentation primarily focused on the student experience for our high school students and the pathway opportunities for all learners.

The committee-of-the-whole meeting adjourned at 5:56 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

JANUARY 8, 2024

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, January 8, 2024. Chair John Raasch called the meeting to order at 6:00 PM with seven Board members present for roll call: Humann, Claflin, T. Felton, W. Felton, Laliberte, Raasch, and Weber. Superintendent Dr. Brian Zambreno and several staff and community members were also present.

APPROVAL OF AGENDA AND MINUTES

By Director Humann

Seconded by Director Weber

That the South St. Paul School Board approves the January 8, 2024, School Board meeting agenda and the minutes of the December 11, 2023 committee-of-the-whole and regular business meetings.

Motion carried (7-0)

ANNUAL SELECTION OF OFFICERS

Director Weber nominated John Raasch as Board Chair for one-year commencing the first business meeting of January, 2024, to the first business meeting in January, 2025. Seconded by Director Humann.

Motion carried by acclamation

Director Humann nominated Anne Claflin for Vice Chair for one-year commencing the first business meeting of January, 2024, to the first business meeting in January, 2025. Seconded by Director W. Felton.

Motion carried by acclamation

Director W. Felton nominates Kim Humann for Treasurer for one-year commencing the first business meeting of January, 2024, to the first business meeting in January, 2025. Seconded by Director Claflin.

Motion carried by acclamation

Director Raasch nominates Nikki Laliberte for Clerk for one-year commencing the first business meeting of January, 2024, to the first business meeting in January, 2025. Seconded by Director Weber.

Motion carried by acclamation

QUALITY-IN- ACTION and REPORTS

Quality-in-Action -Technology Director Tina Moses provided a Technology Department Update that highlighted the work and various levels of support the technology team provides to our students, staff and families. Director Moses also shared the ongoing work of the District Technology Committee that is helping support the needs of our stakeholders as well as other technology initiatives to enhance our work district-wide.

Public Listening Session Report –Chair Raasch highlighted the Public Listening Session submissions. This evening four alumni attended to share their recommendation and request to rename the our football field after the late Jim Carter.

Committee-of-the-Whole Report – School Board members highlighted items from the committee-of-the-whole meeting.

Superintendent Report – Superintendent Zambreno provided highlights from around the District.

CONSENT ITEMS

By Director Humann

Seconded by Director Claflin

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

Motion carried (7-0)

POLICY ITEMS

By Director Laliberte

Seconded by Director Weber

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

- 1. #424 - License Status
- 2. #425 - Staff Development
- 3. #507 - Corporal Punishment
- 4. #532 - Use of Peace Officers and Crisis Teams
- 5. #806 - Crisis Management Policy

Motion carried (7-0)

BUSINESS ITEMS

By Director Humann

Seconded by Director Claflin

Approval, for the South St. Paul School Board to approve Director Weber 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.

Motion carried (7-0)

By Director Weber

Seconded by Director Claflin

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.

Motion carried 7 yeas – Humann, Weber, W. Felton, Claflin, Laliberte, T. Felton and Raasch.
0 nays

By Director Laliberte

Seconded by Director Humann

Approval, for the South St. Paul School Board to approve the 2023-24 calendar revisions.

Motion carried (7-0)

By Director Claflin
Approval, for the South St. Paul School Board to approve the Grown Your Own Teacher
Candidate Agreement.
Motion carried (7-0)

Seconded by Director Weber

By Director Humann
Approval, for the South St. Paul School Board to approve the U of M Student Teacher
Agreement.
Motion carried (7-0)

Seconded by Director Laliberte

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

Seconded by Director Laliberte

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 Claflin
Approval, for the South St. Paul School Board to adjourn the January 8, 2024, meeting at 6:52
PM.
Motion carried (7-0)

Seconded by Director Humann

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 22, 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

CHECKRUNS

<u>FUND</u>	<u>DESCRIPTION</u>	<u>January 5, 2024 - January 18, 2024</u>
1	GENERAL	\$0.00
2	FOOD SERVICE	\$0.00
4	COMMUNITY EDUCATION	\$0.00
5	CAPITAL	\$0.00
7	DEBT SERVICE	\$0.00
20	INTERNAL SERVICE	\$0.00
50	ACTIVITY ACCOUNTS	\$0.00
	TOTAL	<u>\$0.00</u> (A)

PAYROLL

01/12/2024

Payroll Direct Deposit 900098161-900098723 \$785,483.70

(A) - With a vacancy in the finance department, we have shifted our bill pay cycle to process checks approximately every two weeks instead of weekly. Due to timing of when the last checks were processed (Jan 4) and calendar year reporting deadlines (W2's, 941's, etc), no checks were processed between January 5 and January 18th.



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: January 22, 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)

1-22-24

Certified

A. Appointments/Reassignments

1. Lauren Steffel – Special Education Teacher, Lincoln Center, increase from .3 to .45 FTE, effective January 16, 2024.
2. Dawson Shanley (Revised) – 1.0 FTE **Long-Term Substitute**-Health and Intervention Teacher, Middle School, BA00, Step 1, effective January 3, 2024.

2023-24 ECA

BASKETBALL – BOYS

Middle School Coach	Larry Britton	\$2,237.00
Middle School Coach (Revised)	Dajoun Davis*	\$2,237.00

SWIMMING - BOYS

Assistant/Diving Coach	Orn, Erin*	\$1,834.00
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WRESTLING

Volunteer	Price, Levi*	
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THEATER

Winter Technical Director	McTier, Brian**	\$1,206.00
Spring Technical Director	McTier, Brian**	\$1,206.00
Spring Costumer	Ebert, Lori**	\$1,206.00

* indicates non-district employee

** indicates returning non-district employee

B. Resignations/Retirements/Leaves/Reductions/Other

1. Tim Alexander – Resignation, LTS – Health Teacher, Middle School, effective January 26, 2024.
2. Tyne Grefe – Leave of Absence, Language Arts Teacher, Middle School, February 14, 2024 through March 1, 2024
3. Sydney Jacobson – Leave of Absence, Occupational Therapist, Kaposia Education Center, April 1, 2024 through June 7, 2024

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

1-22-24

Classified

A. Appointments/Reassignments

1. Carla Rakness – Assistant-Nutrition Services, Kaposia Education Center, \$17.39 per hour, 17.5 hours per week, effective January 22, 2024.

B. Resignations/Retirements/Leaves/Reductions/Other

1. Carla Rakness – Resignation, Student Supervisor, Kaposia Education Center, effective January 19, 2024.
2. Ethan Hallstrom – Resignation, PT Cleaner, Secondary Building, effective January 19, 2024.
3. Steven Yang – Resignation, PT Cleaner, Kaposia Education Center, effective January 12, 2024.
4. Krista Kandt – Resignation, Assistant-Special Education, Secondary Building, effective January 26, 2024.
5. Kelly Jones – Resignation, HR Specialist, District Office, effective January 18, 2024.