



South St. Paul School Board Meeting
 Monday, February 12, 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, February 12, 2024	
	B. Committee-of-the-Whole and Regular Meeting Minutes, January 22, 2024	3
III.	QUALITY-IN-ACTION and REPORTS	
	A. Quality-in-Action: Student Services Director Dr. Candace Burckhardt along with Joel Sundstrom a School Psychology Specialist Student with the University of Minnesota will share insights and highlights on how the School-Based Mental Health Services through Project Aware are making impacts at South St. Paul Public Schools. Project Aware is a U.S. Department of Education Mental Health Service Professional Grant Program that aims to build capacity by addressing school psychologist shortages and develop systems that are better equipped to support student mental health through a multi-tiered system of support (MTSS). (C. Burckhardt)	
	B. Report: Chair John Raasch will highlight the Public Listening Session submissions. (J. Raasch)	6
	C. Report: School Board members will highlight items from the committee-of-the-whole meeting. (Board)	7
	D. Report: Superintendent Zambreno will provide highlights from around the District. (B. Zambreno)	8
IV.	CONSENT ITEMS	
	A. Financial Claims: Bills Payable	9
	B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves	17

V. **POLICY REVIEW**

VI. **BUSINESS ITEMS**

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| A. Approval, for the South St. Paul School Board to approve the FY24 Budget Revisions. (B. Hoffman) | 20 |
| B. Approval, for the South St. Paul School Board to approve the FY25 Budget Guiding Change. (B. Hoffman) | 25 |
| C. Approval, for the South St. Paul School Board to approve the Acceptance of Gifts Resolution. (B. Hoffman) | 27 |
| D. Approval, for the South St. Paul School Board to approve the Final Field Trip Request for the Spanish class to travel to Costa Rica, March 23-30, 2024. (B. Zambreno) | 29 |
| E. Approval, for the South St. Paul School Board to approve the Final Field Trip Request for the French class to travel to France, March 20-30, 2024. (B. Zambreno) | 32 |

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. **ADJOURN**



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

January 22, 2024

Chair John Raasch called the January 22, 2024, committee-of-the-whole meeting to order at 5:00 PM with seven Board members present: Claflin, T. Felton, W. Felton, Humann, Laliberte, Weber and Raasch. Superintendent Zambreno, Student Board Representatives Renata and Luis as well as several staff members were also present.

2024-25 Budget Review

South St. Paul Public Schools, along with all other Minnesota school districts, operate on a fiscal year from July 1-June 30. In planning for the development and projection of the 2024-25 budget, Finance Director Brady Hoffman reviewed the following parts of the planning process: proposed FY24 budget revisions, enrollment, budget assumptions, FY25 Budget Projections, and FY25 Budget Guiding Change.

The district is continuing to see declining enrollment which mainly attributes to the significant decline in birth rates since 2010. The initial budget projection presented makes the assumption that all staff are retained and does not take into account reductions to realign staffing levels to the class size norms as a result of declining enrollment. District leaders will continue to review and refine the budget details and bring a proposed budget adjustment for FY24-25 before the School Board in March.

The committee-of-the-whole recessed at 5:55 PM and reconvened following the regular business meeting at 7:00 PM.

Work Session and School Board Meeting Structure Review

Board members engaged in collaborative dialogue to assess the effectiveness and efficiency of the current board meeting structure. The conversation centered on identifying the purpose of each of the meetings as well as the strengths and challenges that may support or hinder the meeting purposes identified. Concerns were raised regarding the inability to reflect and discuss critical issues in addition to engaging in board work with the allotted time of the committee-of-the-whole meetings. The board also began exploring and identifying potential meeting structures solutions that would contribute to enhancing the overall efficacy of the board's work. Consideration is being given to shifting from two business meetings and two committee-of-the-whole meetings per month to one business meeting and one work session per month. This shift will allow the Board to have more discussion and planning time. The conversation will continue at the February 12 meeting.

The committee-of-the-whole meeting adjourned at 7:45 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 22, 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 22, 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 W. Felton

Seconded by Director Weber

That the South St. Paul School Board approves the January 22, 2024, School Board meeting agenda and the minutes of the January 8, 2024, committee-of-the-whole and regular business meetings.

Motion carried (7-0)

QUALITY-IN- ACTION and REPORTS

Quality-in-Action - Ben Kusch, Director of the Tri District Center for the Advanced Professional Studies (CAPS) program, along with students, staff and business partners presented their CAPS experience.

Public Listening Session Report – Chair John Raasch highlighted the Public Listening Session submissions. none

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. Financial Claims: Bills Payable

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

Motion carried (7-0)

POLICY ITEMS

BUSINESS ITEMS

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 Claflin

Approval, for the South St. Paul School Board to adjourn the January 22, 2024, meeting at 6:52 PM.

Motion carried (7-0)

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: February 12, 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
204775	R	426.36	01/19/2024	CHILD SUPPORT SERVICES DIVISION
204776	R	438.50	01/19/2024	LOCAL #70
204777	R	1,546.40	01/19/2024	MINNESOTA CHILD SUPPORT PAYMENT CENTER
204778	R	166.50	01/19/2024	OFFICE AND PROF EMPLOYEES UNION
204779	R	12,729.11	01/19/2024	SOUTH ST PAUL TEACHER'S ASSOCIATION
204780	R	5.00	01/19/2024	SOUTH ST PAUL OPEN FOUNDATION
204781	R	60.00	01/19/2024	SOUTH ST PAUL EDUCATION FOUNDATION
204782	R	923.15	01/19/2024	SSP EASRP
204783	R	70.20	01/24/2024	ADOBE INC
204784	R	11,998.64	01/24/2024	CST
204785	R	156,247.89	01/24/2024	IND SCHOOL DISTRICT 197/COMMUNITY ED
204786	R	54,972.83	01/24/2024	IND SCHOOL DISTRICT 199/COMMUNITY ED
204787	R	87,703.70	01/24/2024	INVER HILLS COMMUNITY COLLEGE
204788	R	231.17	01/24/2024	T-MOBILE
204789	R	35,437.00	01/24/2024	TEACHERS ON CALL
204790	R	53,277.87	01/24/2024	TRANSPORTATION & DELIVERY INC
204791	R	4,550.00	01/24/2024	WISE, LEE ANN
204792	R	55,778.08	01/24/2024	XCEL ENERGY
204793	R	149.99	01/24/2024	CATALYST SOURCING SOLUTIONS
204794	R	17.97	01/24/2024	CLASSEN, GLORIA
204795	R	1,480.28	01/24/2024	DAKOTA COUNTY PT&R
204796	R	2,740.50	01/24/2024	HASTINGS SHOW CHOIR BOOSTERS
204796	V	-2,740.50	01/24/2024	HASTINGS SHOW CHOIR BOOSTERS
204797	R	1,734.44	01/24/2024	HASTINGS BUS COMPANY
204798	R	560.00	01/24/2024	HOFFMANN, LINDA
204799	R	190,664.33	01/24/2024	INTERMEDIATE DISTRICT #917
204800	R	79.26	01/24/2024	KUEHN, KIMBERLY
204801	R	10,481.12	01/24/2024	NORTHLINE TRANSPORTATION
204802	R	250.00	01/24/2024	OVERELL, STEPHANIE
204803	R	42.14	01/24/2024	PIEKARSKI, DIAN
204804	R	195.00	01/24/2024	POVOLNY, KATHLEEN
204805	R	132.50	01/24/2024	RATWIK, ROSZAK & MALONEY PA
204806	R	92,095.47	01/24/2024	SAFEWAY BUS COMPANY
204807	R	5,341.56	01/24/2024	SQUIRES WALDSPURGER & MACE PA
204808	R	433.12	01/24/2024	STACK-JOHNSON, SUE
204809	R	294.99	01/24/2024	CATALYST SOURCING SOLUTIONS
204810	R	2,740.50	01/24/2024	HASTINGS BUS COMPANY
204811	R	20,117.76	01/24/2024	NORTHLINE TRANSPORTATION
204812	R	6,030.00	01/26/2024	A+ DRIVING SCHOOL
204813	R	3,900.00	01/26/2024	ABC RENTALS
204814	R	160.00	01/26/2024	ABEL, MICHAEL
204815	R	809.40	01/26/2024	ADWEAR SPECIALTIES INC
204816	R	160.00	01/26/2024	ANDERSON, ERIC
204817	R	103.00	01/26/2024	ANDERSON, THOMAS
204818	R	1,785.90	01/26/2024	APPLE COMPUTER INC
204819	R	4,390.15	01/26/2024	ARVIG
204820	R	206.00	01/26/2024	BELL, ROYCE
204821	R	800.00	01/26/2024	BEST BUY BUSINESS ADVANTAGE ACCOUNT
204822	R	84.00	01/26/2024	BOWMAN, BRADLEY
204823	R	84.00	01/26/2024	BRITT, KEVIN
204824	R	590.00	01/26/2024	BUREAU OF EDUCATION & RESEARCH
204825	R	33,312.57	01/26/2024	CITY OF SOUTH ST PAUL
204826	R	98.00	01/26/2024	COLEMAN, TAMMIE
204827	R	265.00	01/26/2024	COLLINS SPORTS MEDICINE
204828	R	115.00	01/26/2024	COLORADO TIME SYSTEMS INC
204829	R	15,008.00	01/26/2024	COMPUTER INTEGRATION TECHNOLOGIES

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NUMBER	TYP	AMOUNT	DATE	VENDOR
204830	R	80.00	01/26/2024	CONLAN, PATRICK
204831	R	936.00	01/26/2024	CONQUER NINJA GYMS
204832	R	84.00	01/26/2024	CROWE, ROBERT
204833	R	3,195.00	01/26/2024	DASH SPORTS LLC
204834	R	248.83	01/26/2024	DECKER TAPE PRODUCTS
204835	R	84.00	01/26/2024	DEGEZELLE, KEVIN
204836	R	136.24	01/26/2024	DEMCO
204837	R	98.00	01/26/2024	FLAIANI, SOFIA
204838	R	38.73	01/26/2024	FLINN SCIENTIFIC INC
204839	R	5,073.48	01/26/2024	FRONTLINE TECHNOLOGIES GROUP LLC
204840	R	7,541.00	01/26/2024	GO2 PRINT MEDIA GROUP
204841	R	109.98	01/26/2024	GROTH MUSIC CO
204842	R	97.00	01/26/2024	HOLCOMB, BRADLEY
204843	R	315.00	01/26/2024	INFINITE HEALTH COLLABORATIVE
204844	R	200.00	01/26/2024	JAKACKI, DOUG
204845	R	187.00	01/26/2024	KELTON, ASSANTE
204846	R	97.00	01/26/2024	KILL, MARK
204847	R	98.00	01/26/2024	KIMBALL, KATHLEEN
204848	R	132.48	01/26/2024	KLOTZ, MICAH
204849	R	177.00	01/26/2024	KOCH, JOSHUA
204850	R	221.92	01/26/2024	LINK INTERPRET
204851	R	1,435.00	01/26/2024	MCEA EXECUTIVE OFFICE
204852	R	4,568.00	01/26/2024	MEDICINE LAKE TOURS
204853	R	132.48	01/26/2024	MOMMSEN ROGNERUD, ANN MARIE
204854	R	218.00	01/26/2024	MRI SOFTWARE LLC
204855	R	2,087.94	01/26/2024	PEACEMAKER MINNESOTA
204856	R	9,752.00	01/26/2024	PROCARE THERAPY
204857	R	177.00	01/26/2024	PROEHEL, LONNIE
204858	R	747.20	01/26/2024	PROFESSIONAL WIRELESS COMMUNICATIONS
204859	R	66.00	01/26/2024	RADUNZ, DESMOND
204860	R	450.00	01/26/2024	RATZ, KIM
204861	R	858.13	01/26/2024	RED BALLOON BOOKSHOP
204862	R	600.00	01/26/2024	SEVERSON, LAUREL
204863	R	10,337.90	01/26/2024	SOLIANT HEALTH
204864	R	809.40	01/26/2024	ST PAUL PUBLISHING COMPANY
204865	R	9,503.86	01/26/2024	STANDARD INSURANCE COMPANY
204866	R	1,540.00	01/26/2024	STOCKTON, STEPHANIE
204867	R	19,087.35	01/26/2024	SUNBELT STAFFING
204868	R	2,158.71	01/26/2024	TUMBL TRACK
204869	R	144.76	01/26/2024	UNDERWOOD DISTRIBUTING CO
204870	R	3,419.10	01/31/2024	AMAZON CAPITAL SERVICES
204871	R	426.36	01/31/2024	CHILD SUPPORT SERVICES DIVISION
204872	R	438.50	01/31/2024	LOCAL #70
204873	R	1,546.40	01/31/2024	MINNESOTA CHILD SUPPORT PAYMENT CENTER
204874	R	96.00	01/31/2024	NCPERS GROUP LIFE INS
204875	R	166.50	01/31/2024	OFFICE AND PROF EMPLOYEES UNION
204876	R	12,791.19	01/31/2024	SOUTH ST PAUL TEACHER'S ASSOCIATION
204877	R	5.00	01/31/2024	SOUTH ST PAUL OPEN FOUNDATION
204878	R	60.00	01/31/2024	SOUTH ST PAUL EDUCATION FOUNDATION
204879	R	956.25	01/31/2024	SSP EASRP
204880	R	120.00	02/01/2024	ADDISON, DONALD
204881	R	103.00	02/01/2024	ANDERSON, CHRIS
204882	R	257.00	02/01/2024	BELL, DANIEL
204883	R	103.00	02/01/2024	BELL, ROYCE
204884	R	97.00	02/01/2024	BENNEK, JOSEPH
204885	R	80.00	02/01/2024	BESEMER, CADEN

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NUMBER	TYP	AMOUNT	DATE	VENDOR
204886	R	84.00	02/01/2024	BOWMAN, DON
204887	R	66.00	02/01/2024	BREWSTER, GEORGE
204888	R	120.00	02/01/2024	BROADWAY, SALADIN
204889	R	97.00	02/01/2024	BUCKNER, SARAH
204890	R	103.00	02/01/2024	CARTER, MATT
204891	R	23,616.62	02/01/2024	CITY OF SOUTH ST PAUL - UTILITIES
204892	R	84.00	02/01/2024	CLARK, CORY
204893	R	97.00	02/01/2024	CORRIGAN, WYATT
204894	R	206.00	02/01/2024	DAHL, MARK
204895	R	84.00	02/01/2024	DEHNICKE, ADAM
204896	R	66.00	02/01/2024	EDWARDS, JAMES
204897	R	6,100.00	02/01/2024	EHLERS & ASSOCIATES
204898	R	165.00	02/01/2024	ELLERD, JEFFREY
204899	R	66.00	02/01/2024	FARAH, AMIR
204900	R	206.00	02/01/2024	GALLOWAY, NATHANIEL
204901	R	177.00	02/01/2024	HOLCOMB, BRADLEY
204902	R	66.00	02/01/2024	HOLINE, JOHN
204903	R	120.00	02/01/2024	HORN, TYLER
204904	R	66.00	02/01/2024	HUNTER, HALEN
204905	R	158.00	02/01/2024	IVERSON, KJERSTIN
204906	R	79.00	02/01/2024	IVERSON, TANYA
204907	R	100.00	02/01/2024	JAKACKI, DOUG
204908	R	242.00	02/01/2024	JEZORSKI, JEFFREY
204909	R	79.00	02/01/2024	JEZORSKI, JOSEPH
204910	R	84.00	02/01/2024	JOHNSON, KEITH
204911	R	84.00	02/01/2024	JONES, TREMAYNE
204912	R	168.00	02/01/2024	JUNGLING, CALEB
204913	R	168.00	02/01/2024	KIEMEL, TIM
204914	R	80.00	02/01/2024	KILL, MARK
204915	R	84.00	02/01/2024	KLINGSPORN, TODD
204916	R	66.00	02/01/2024	KOLTES, GREGORY
204917	R	97.00	02/01/2024	KUBES, TOM
204918	R	6.70	02/01/2024	KUEHL, KATIE
204919	R	84.00	02/01/2024	LALIBERTE, DAMON
204920	R	120.00	02/01/2024	LEHNER, KENNETH
204921	R	80.00	02/01/2024	LEHNER, MICHAEL
204922	R	188.00	02/01/2024	MENA, JUAN
204923	R	79.00	02/01/2024	MOYNIHAN, LINDSAY
204924	R	79.00	02/01/2024	NELSON, CHARLES
204925	R	177.00	02/01/2024	OLSON, PETER
204926	R	168.00	02/01/2024	PETERSON, JAMES
204927	R	61.84	02/01/2024	PITNEY BOWES INC PURCHASE POWER
204928	R	66.00	02/01/2024	RAMIERZ, EDWARD
204929	R	120.00	02/01/2024	ROBINSON, JOSEPH
204930	R	168.00	02/01/2024	RODRIGUEZ, ANTHONY
204931	R	320.00	02/01/2024	ROGERS, CHRISTOPHER
204932	R	103.00	02/01/2024	SAMUELSON, CHASE
204933	R	66.00	02/01/2024	SCHNEIDER, STEPHEN
204934	R	40.00	02/01/2024	SKWIRA, PETER
204935	R	97.00	02/01/2024	SMITH, JAMES
204936	R	66.00	02/01/2024	STINSON, DARRYL
204937	R	66.00	02/01/2024	STOFFEL, EMMANUEL
204938	R	20.00	02/01/2024	STRAIN, DESTINEY
204939	R	177.00	02/01/2024	STUMPF, DAN
204940	R	84.00	02/01/2024	SUNDLAND, KOLTON
204941	R	57.00	02/01/2024	TWIN CITY JANITOR SUPPLY INC

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NUMBER	TYP	AMOUNT	DATE	VENDOR
204942	R	97.00	02/01/2024	VANGUILDER, CRAIG
204943	R	84.00	02/01/2024	VASKE, RYAN
204944	R	84.00	02/01/2024	VEITH, DOUGLAS
204945	R	168.00	02/01/2024	WILLIAMS, ANTHONY
204946	R	84.00	02/01/2024	WILSON, SCOTT
204947	R	103.00	02/01/2024	ZABADAL, GEORGE
204948	R	22,950.78	02/02/2024	NETWORK SERVICES COMPANY
204949	R	50.00	02/08/2024	SKWIRA, PETER
204950	R	97,192.39	02/08/2024	UPPER LAKES FOODS
202300325	W	44,368.96	01/12/2024	MINNESOTA PAYROLL TAXES
202300326	W	263,026.70	01/12/2024	FEDERAL PAYROLL TAXES
202300327	W	584.22	01/12/2024	MN DEPT OF REVENUE
202300328	W	48,183.15	01/12/2024	PERA
202300329	W	53,613.45	01/12/2024	TSA/ACH DEDUCTION
202300330	W	138,943.79	01/12/2024	TEACHER RETIREMENT ASSOCIATION
202300331	W	0.00	01/12/2024	MINNESOTA PAYROLL TAXES
202300332	W	0.00	01/12/2024	FEDERAL PAYROLL TAXES
202300361	W	1,166.50	01/17/2024	MEDSURETY
202300362	W	-113.68	01/12/2024	MINNESOTA PAYROLL TAXES
202300363	W	-630.51	01/12/2024	FEDERAL PAYROLL TAXES
202300364	W	-378.43	01/12/2024	PERA
202300365	W	43,931.14	01/30/2024	MINNESOTA PAYROLL TAXES
202300366	W	261,375.96	01/30/2024	FEDERAL PAYROLL TAXES
202300367	W	374.00	01/30/2024	MN DEPT OF REVENUE
202300368	W	46,457.23	01/30/2024	PERA
202300369	W	53,542.54	01/30/2024	TSA/ACH DEDUCTION
202300370	W	138,952.37	01/30/2024	TEACHER RETIREMENT ASSOCIATION
202300371	W	0.00	01/30/2024	MINNESOTA PAYROLL TAXES
202300372	W	20.28	01/30/2024	FEDERAL PAYROLL TAXES
202300373	W	18.56	01/30/2024	PERA
202300374	W	0.00	01/30/2024	MINNESOTA PAYROLL TAXES
202300375	W	0.00	01/30/2024	FEDERAL PAYROLL TAXES
202300376	W	-65.36	01/30/2024	MINNESOTA PAYROLL TAXES
202300377	W	-362.08	01/30/2024	FEDERAL PAYROLL TAXES
202300378	W	-201.25	01/30/2024	PERA
202300379	W	65.36	01/30/2024	MINNESOTA PAYROLL TAXES
202300380	W	362.08	01/30/2024	FEDERAL PAYROLL TAXES
202300381	W	201.25	01/30/2024	PERA
202300382	W	106.71	01/30/2024	TSA/ACH DEDUCTION
202300384	W	118.00	01/30/2024	MN DEPT OF REVENUE
232400315	A	90.00	01/30/2024	AHSENMACHER WINTER, AMY
232400316	A	90.00	01/30/2024	ANDERSON, CHAD
232400317	A	90.00	01/30/2024	BARTER, ANDREW
232400318	A	90.00	01/30/2024	BAUER, MEREDITH
232400319	A	90.00	01/30/2024	BERCHTOLD, JAMIE
232400320	A	90.00	01/30/2024	BOURG, LEAH
232400321	A	90.00	01/30/2024	BRANDECKER, LISA
232400322	A	90.00	01/30/2024	BRETOI, TERRENCE
232400323	A	90.00	01/30/2024	BURCKHARDT, CANDACE
232400324	A	90.00	01/30/2024	CHILDS, DANETTE
232400325	A	90.00	01/30/2024	FENTON, MARK
232400326	A	90.00	01/30/2024	GAMEZ, LESLY
232400327	A	90.00	01/30/2024	HANSEN, JODY
232400328	A	90.00	01/30/2024	HOFFMAN, BRADY
232400329	A	45.00	01/30/2024	JACOBS-BUSE, LINDA
232400330	A	90.00	01/30/2024	KRUEGER, BRADY

CHECK CHE		CHECK		
NUMBER	TYP	AMOUNT	DATE	VENDOR
232400331	A	45.00	01/30/2024	LENTSCH, PETER
232400332	A	45.00	01/30/2024	LOUGH, LAWRENCE
232400333	A	90.00	01/30/2024	MILTEER, JOEL
232400334	A	90.00	01/30/2024	MOSES, CHRISTINA
232400335	A	175.00	01/30/2024	NYGAARD, LINDA
232400336	A	90.00	01/30/2024	OCHOCKI, CHARLES
232400337	A	45.00	01/30/2024	OSTER, PATRICK
232400338	A	45.00	01/30/2024	PENMAN, MICHELLE
232400339	A	90.00	01/30/2024	PETERSON, LORI
232400340	A	90.00	01/30/2024	SCHWAB, ROBIN
232400341	A	90.00	01/30/2024	SEXAUER, JENNIFER
232400342	A	90.00	01/30/2024	TAYLOR MINER, MELANEE
232400343	A	45.00	01/30/2024	VANDERBILT, TONY
232400344	A	90.00	01/30/2024	WELLS, TRAVIS
232400345	A	80.50	01/30/2024	WOHLERS, DARI
232400346	A	90.00	01/30/2024	ZAMBRENO, BRIAN
232400347	A	90.00	01/30/2024	ZEHNDER, JEAN
232400348	A	109.12	01/31/2024	BAULEKE, CHRISTOPHER
232400349	A	80.97	01/31/2024	BINDER, ALLISON
232400350	A	29.34	01/31/2024	BRANDECKER, LISA
232400351	A	265.06	01/31/2024	FREMSTAD, EMILEE
232400352	A	197.32	01/31/2024	GUSTILO, CHRISTOPHER
232400353	A	33.83	01/31/2024	HABER, CHARLOTTE
232400354	A	12.50	01/31/2024	HAFFELY, ANGELA
232400355	A	132.70	01/31/2024	HANLEY, KATHLEEN
232400356	A	37.68	01/31/2024	HARRISON, ANDREW
232400357	A	28.98	01/31/2024	HOLSEN, ERIC
232400358	A	17.98	01/31/2024	JOHNSON, BRENDA
232400359	A	102.00	01/31/2024	MCEVOY, AMY
232400360	A	48.27	01/31/2024	RAMIREZ, JENNA
232400361	A	199.62	01/31/2024	SCHULTZ, MEGHAN
232400362	A	50.04	01/31/2024	WOHLERS, DARI
232400363	A	71.13	02/02/2024	EMERY, HEATHER
232400364	A	59.96	02/02/2024	GUSTILO, CHRISTOPHER
232400365	A	72.70	02/02/2024	HABER, CHARLOTTE
232400366	A	8.75	02/02/2024	HAFFELY, ANGELA
232400367	A	1,513.28	02/02/2024	HOLSEN, ERIC
232400368	A	250.00	02/02/2024	HUNDT, TODD
232400369	A	80.99	02/02/2024	KLEIN, TRAVIS
232400370	A	410.93	02/02/2024	MCDONALD, CEIL
232400371	A	150.00	02/02/2024	PARNELL, LAURA
232400372	A	42.90	02/02/2024	SARACENO, DANIELLE
232400373	A	74.99	02/02/2024	SMITH, MARY
232400374	A	61.57	02/02/2024	TAYLOR MINER, MELANEE
232400375	A	54.98	02/02/2024	TUCCITTO, SANDRA
232400376	A	17.03	02/02/2024	WOHLERS, DARI
232400377	A	20.25	02/02/2024	YODAS, SCOTT
232400378	A	14.95	02/02/2024	ZIMMERMAN, AARON

2,232,835.13 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	1,065,887.93	0.00	712,260.66	1,778,148.59
02	FOOD SERVICE	18,928.00	26.70	98,770.90	117,725.60
04	COMMUNITY EDUCATION	260,516.08	0.00	32,004.35	292,520.43
05	CAPITAL	1,594.06	0.00	30,946.34	32,540.40
07	DEBT RETIREMENT	0.00	0.00	4,100.00	4,100.00
50	ACTIVITY ACCOUNT	7,800.11	0.00	0.00	7,800.11
***	Fund Summary Totals ***	1,354,726.18	26.70	878,082.25	2,232,835.13

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

CHECKRUNS

<u>FUND</u>	<u>DESCRIPTION</u>	<u>January 19, 2024 - February 8, 2024</u>
1	GENERAL	\$1,778,148.59
2	FOOD SERVICE	\$117,725.60
4	COMMUNITY EDUCATION	\$292,520.43
5	CAPITAL	\$32,540.40
7	DEBT SERVICE	\$4,100.00
20	INTERNAL SERVICE	\$0.00
50	ACTIVITY ACCOUNTS	\$7,800.11
	TOTAL	<u>\$2,232,835.13</u>

PAYROLL

01/30/24

Payroll Direct Deposit	900098724-900099279	\$779,811.75
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SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: February 12, 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)**

2-12-24

Certified

A. Appointments/Reassignments

1. Heidi Therres – 1.0 Early Childhood Special Education Teacher, Birth to Two, District Wide, BA+30, Step 1, effective February 12, 2024
2. Victoria Lough - ECFE Substitute Teacher, Family Education Cener, \$29.33 per hour, effective February 7, 2024

B. Resignations/Retirements/Leaves/Reductions/Other

1. Kori McKibbon – Leave of Absence, ABE Teacher, SSP Education Center, effective April 2, 2024 through.
2. Nicola Derryberry-Maurer – Leave of Absence, Grade 1 Teacher, Lincoln Center, effective February 2 through February 16, 2024.
3. Dianne Spannbauer – Leave of Absence, Grade 1 Teacher, Kaposia Education Center, effective February 20 through March 31, 2024.
4. Daniel Hodge – Leave of Absence, MTSS Specialist/School Psychologist, Middle School, effective March 1 through March 31, 2024.

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

2-12-24

Classified

A. Appointments/Reassignments

1. Thomas Schulze – Part-Time Cleaner, Kaposia Education Center, \$18.67 per hour, 20 hours per week, effective January 24, 2024.
2. Carla Rakness (Revised) – Assistant-Nutrition Services, Kaposia Education Center, \$17.39 per hour, **20 hours per week**, effective January 22, 2024.
3. Benjamin Becraft – Finance Specialist, District Office, effective February 14, 2024.
4. Monserrat Valdepena – Kid’s Choice Program Substitute, Kaposia Education Center, \$17.00 per hour
5. Dominique Burgin – Student Supervisor Substitute, Lincoln Cener Elementary, \$15.00 per hour
6. Ashley Young – Kid’s Choice Program Substitute, Kaposia Education Center, \$17.00 per hour

B. Resignations/Retirements/Leaves/Reductions/Other

1. Linda Stein – Leave of Absence, Assistant-Special Education, Kaposia Education Center, effective February 20, 2024 through March 6, 2024.
2. Martiza Fordice – Resignation, Part-Time Cleaner, Lincoln Center, effective January 18, 2024.
3. Kayla Thomas – Leave of Absence, Assistant-Special Education, High School, effective February 19, 2024 through March 12, 2024.
4. Amira Redd – Resignation, Student Supervisor, Kaposia Education Center, effective February 7, 2024.



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, February 12, 2024

Place on Agenda: Regular Meeting

Action Requested: Approval

Attachment: 2023-24 Revised Budget Summary

Topic: Budget Revisions – 2023-24 Budget
Presenter(s): Brady Hoffman, Finance Director
Background: Each year the School Board will revise the current year budget as more current information is available. The board packet includes a summary document that explains the revisions to the 2023-24 budget. While all funds are listed, the only proposed budget adjustments at this time are for the general fund. These revisions are a result of prior year audit results, enrollment, and updated assumptions for revenues and expenditures. These revisions were reviewed with the School Board at the January 22, 2024, committee of the whole work session.
Recommendation: Approval
Alternatives: N/A

South St. Paul
Public Schools



2023-2024 Budget Revisions

February 12, 2024

FY24 Budget Revisions

FY24 is the baseline for the FY25 and beyond projections. As a result, we are proposing revisions based on updated enrollment, staffing, revised estimates, and final FY23 audit results.

The proposed revisions account for the following:

- Negative Levy adjustments for unemployment insurance. District levied unemployment costs being reported during COVID that were waived and not passed on to the District
- Updated federal entitlements and related expenditure budgets
- Updated Special Education Cross Subsidy Aid Entitlement
- Updated state aid estimates based on enrollment and final impacts of the legislative session (i.e. Student Support Aid, Library Aid, etc)
- Incorporate revenue and expenditure budgets for the newly enacted summer unemployment benefits for between term employees
- Other expenditure revisions to account for updated staffing estimates and miscellaneous non-salary adjustments.
- Overall, these revisions increase revenues \$1,305,000 and increase expenditures \$751,000, improving our bottom line by approximately \$554,000
- The revisions are detailed on the following page

Projected Fund Balances – Following the proposed FY24 budget revisions is an updated fund balance summary incorporating those change.

- The original adopted budget for FY24 had a projected unassigned fund balance percent of 13.67% (\$6,769,783)
- After incorporating the final FY23 audit results and the FY24 revisions, the projected unassigned fund balance % for FY24 is 15.53% (\$7,806,259)
- These updated fund balance amount are used as the basis for the FY25 budget projection

**South St Paul Public Schools
Budget Revision Details**

	Beginning Fund Bal	Revenue	Expenditures	Ending Fund Bal
GENERAL FUND				
ORIGINAL BUDGET	\$ 8,628,061	\$ 51,856,256	\$49,525,209	\$ 10,959,108
Final Audit Results	1,061,410	-	-	
Levy Adjustment - Reemploy Ins	-	(238,100)	-	
Adjust Federal Allocations	-	165,142	248,166	
Change in Special Ed Cross Subsidy	-	550,000	-	
Updated State Aid Estimates	-	198,640	-	
Interest Earnings	-	500,000	-	
Summer Unemployment	-	129,255	120,467	
Updated Staffing Estimates	-	-	218,450	
Other Non-salary costs	-	-	164,037	
TOTAL REVISIONS	1,061,410	1,304,937	751,120	
REVISED BUDGET	\$ 9,689,471	\$ 53,161,193	\$ 50,276,329	\$ 12,574,335
FOOD SERVICE FUND				
ORIGINAL BUDGET	\$ 814,773	\$ 1,938,255	\$ 2,026,265	\$ 726,763
Final Audit Results	50,170	-	-	
TOTAL REVISIONS	50,170	-	-	
REVISED BUDGET	\$ 864,943	\$ 1,938,255	\$ 2,026,265	\$ 776,933
COMMUNITY ED FUND				
ORIGINAL BUDGET	\$ 758,612	\$ 2,011,491	\$ 2,076,344	\$ 693,759
Final Audit Results	(30,545)	-	-	
TOTAL REVISIONS	(30,545)	-	-	
REVISED BUDGET	\$ 728,067	\$ 2,011,491	\$ 2,076,344	\$ 663,214
DEBT SERVICE FUND				
ORIGINAL BUDGET	\$ 772,239	\$ 3,251,821	\$ 3,379,610	\$ 644,450
Final Audit Results	68,792	-	-	
TOTAL REVISIONS	68,792	-	-	
REVISED BUDGET	\$ 841,031	\$ 3,251,821	\$ 3,379,610	\$ 713,242

	6/30/2023 Beginning Fund Balance	Revised Budget		Fund Balance Buildup/(Usage)	6/30/2024 Ending Fund Balance
		2023-24 Revenues	2023-24 Expenditures		
General Fund					
Unassigned	4,866,864	42,647,075	39,707,680	2,939,395	7,806,259
Assigned:					
ATPPS Program	39,872	810,670	715,437	95,233	135,105
Curriculum & Technology	1,000,000	-	-	-	1,000,000
Staff Development	75,000	-	-	-	75,000
Construction	100,000	-	-	-	100,000
Building Maintenance	200,000	-	-	-	200,000
Technology Replacement	400,000	-	-	-	400,000
Assigned	1,814,872	810,670	715,437	95,233	1,910,105
Restricted:					
Student Activities	260,569	175,000	175,000	-	260,569
Gifted & Talented	112,803	40,497	86,870	(46,373)	66,430
Career & Tech Program	-	67,955	67,955	-	-
Learning & Development	-	569,209	569,209	-	-
Basic Skills	-	4,677,094	4,677,094	-	-
Medical Assistance	91,711	100,000	140,000	(40,000)	51,711
Staff Development	161,344	444,720	475,123	(30,403)	130,941
Safe Schools	216,711	102,573	117,300	(14,727)	201,984
Operating Capital	1,140,270	1,223,842	1,270,435	(46,593)	1,093,677
Long-Term Facilities Maintenance	428,932	1,240,091	1,240,091	-	428,932
Capital Projects Levy	299,870	834,135	834,135	-	299,870
Debt Reduction	251,503	28,332	-	28,332	279,835
Flexible Benefits	44,021	200,000	200,000	-	44,021
Total Restricted	3,007,735	9,703,448	9,853,212	(149,764)	2,857,971
Total General Fund	9,689,471	53,161,193	50,276,329	2,884,864	12,574,335
<i>Unrestricted Fund Balance %</i>	<i>14.55%</i>				<i>19.33%</i>
<i>Unassigned Fund Balance %</i>	<i>10.60%</i>				<i>15.53%</i>
Food Service					
Nonspendable	13,875	-	-	-	13,875
Restricted	851,068	1,938,255	2,026,265	(88,010)	763,058
Total Food Service	864,943	1,938,255	2,026,265	(88,010)	776,933
Community Education					
Restricted:					
Regular Community Education	542,321	1,036,300	1,125,936	(89,636)	452,685
Early Childhood Family Education	116,798	272,983	284,930	(11,947)	104,851
School Readiness	13,332	295,208	261,968	33,240	46,572
Adult Basic Education	53,154	382,000	378,510	3,490	56,644
Restricted for Community Education	2,462	25,000	25,000	-	2,462
Total Community Education	728,067	2,011,491	2,076,344	(64,853)	663,214
Debt Service					
Restricted:					
General Debt Service	841,031	3,251,821	3,379,610	(127,789)	713,242
Total Debt Service	841,031	3,251,821	3,379,610	(127,789)	713,242
Total All Funds	12,123,512	60,362,760	57,758,548	2,604,212	14,727,724



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, February 12, 2024

Place on Agenda: Regular Meeting

Action Requested: Approval

Attachment: Guiding Change Document – 2024-25 Budget

Topic: Guiding Change Document – 2024-25 Budget
Presenter(s): Brady Hoffman, Finance Director
<p>Background:</p> <p>A Guiding Change Document is a tool used by boards to identify parameters for administration to use while they are preparing a recommendation to go before the school board.</p> <p>The Guiding Change Framework defines three critical components, including:</p> <ul style="list-style-type: none"> • Results (<i>What is our goal?</i>) – define the desired outcomes in terms of vision for the future and benefit to the district. • Current Reality (<i>What are our current conditions?</i>) – define the current conditions of the district and its environment in terms of strategic plan, external/internal influences and trends, and data, facts and perceptions • Unacceptable Means (<i>What will we not do?</i>) – define the few, high-level approaches, behaviors or intentions that the district will not engage in to achieve the desired results. <p>This framework takes an “end-in-view” approach in which a single result is not predetermined therefore promoting the development of a variety of options.</p> <p>Attached is a final version of the Guiding Change Document for the 2024-25 budget cycle. The Guiding Change was discussed and reviewed during the committee of the whole on January 22, 2024.</p>
Recommendation: Approval
Alternatives: Do not approve and direct administration with next steps.



GUIDING CHANGE: 2024-25 Budget

Context & Reality <i>"The Why"</i>	Unacceptable Means <i>"The Not-How"</i>	Results <i>"The What"</i>
<ol style="list-style-type: none"> 1. State provided significant funding increases for FY24. Those increases are still not enough to keep pace with inflation and are not sustainable in the current state budget. 2. The academic performance of SSPPS students indicates that less than 50% of students are proficient on grade level standards in math, reading, and/or science. 3. Overall enrollment has decreased over the past 5+ years. The District is no longer realizing a net gain in open enrollment. The District is anticipating declining enrollment to continue for the next several years. 4. 80% of costs are salaries and benefits. 5. State and federal funding for programs such as special education and English learners is not keeping pace with program costs despite increased funding. 6. The School Board is required to establish the budget by July 1, 2024. 	<ol style="list-style-type: none"> 1. Violate law, financial regulations, contracts or agreements. 2. Recommend budget changes that do not address financial sustainability and expected outcomes. 3. The District will not substantially reduce the following programs: <ul style="list-style-type: none"> • Arts programs • Athletics/activities 	<ol style="list-style-type: none"> 1. Align budget to District Mission, Vision, long-term Goals. 2. Establishing a budget that strives to maintain a consistent fund balance as we face declining enrollment and uncertain sustainability of state funding levels. 3. Strategically direct budget resources to improving student outcomes and proficiency in grade level standards. 4. Consider additions, reductions and redesign. 5. Deliver high quality programming that attracts and retains students. 6. Efficient and effective use of resources through ongoing evaluation of current services and programs. 7. Strive for equity in all that we do 8. Develop programs and systems aligned with the academic strategic plan (Pathway to Packer Promise) 9. Maintain class size norms



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: February 12, 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
<p>Background:</p> <p>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.</p>
<p>Recommendation:</p> <p>Administration recommends the approval of the Acceptance of Gifts Resolution</p>
<p>Alternatives:</p> <p>Do not approve the Acceptance of Gifts Resolution and direct administration with next steps.</p>



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

**ACCEPTANCE OF GIFTS
 RESOLUTION**

Board Meeting Date: **February 12, 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
\$200	SSPPS Wrestling	Kathleen Hanzlik	Wrestling Program
\$5,920.75	Boys Hockey Coach Salaries	SSP Open Foundation	Salaries – Boy’s Hockey Coaches
\$2,074.71	6-12 Boys/Girls Wrestling	SSP Open Foundation	Transportation Costs to Bi State Tournament
\$100.00	ECFE	Southwest Lioness Lions	ECFE Program

VALUE IN KIND

Donation Item	Designated To	Donation From	Purpose
Flute	SSP Band Program	Sean and Kelly Deering	5 th Grade Band Program

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

And the following voted against:

Whereupon said resolution was declared duly passed and adopted



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, February 12, 2024

Place on Agenda: Regular Agenda/Business Items

Action Requested: Final Approval

Attachment: Field Trip – Costa Rica

Topic: Field Trips
Presenter(s): Dr. Zambreno, Superintendent of Schools
<p>Background:</p> <p>Per school board Field Trip Policy #610, field trips that involve a trip to another country for instructional or supplementary, must be requested well in advance of the planned activity. A field trip out of the country must be completed and approved at each level: student, principal, superintendent, and school board. Initial school board approval must be received at least one year in advance of the trip. A final school board approval must be within one month of the trip.</p> <p>For this field trip abroad, students will travel to Costa Rica. Students will have the opportunity to practice their Spanish while learning about the biodiversity within the Cosa Rican Jungles.</p> <p>There are 12 students and two chaperones that are going on the trip. They will depart on Saturday, March 23, 2024, and return on Saturday, March 30, 2024. The trip was preliminary approved by the school board on January 9, 2023. This request if for final approval</p>
<p>Recommendation:</p> <p>Administration recommends final approval for the field trip to Costa Rica.</p>
<p>Alternatives:</p> <p>Don't approve the attached field trip request and direct administration with next steps.</p>



OUT-OF-THE-COUNTRY FIELD TRIP APPLICATION

Sponsoring Activity: **Spring break trip to Costa Rica (2024)**

Sponsoring Staff: **Jesse Rock & Lindsay Alejandrino**

Field Trip Date(s): Approx: **March 23 - March 30th, 2024**

Number of class days missed: **0**

Destination: **San Jose, Monteverde, San Carlos, Sarapiqui and other surrounding cities in Costa Rica- Travel**

Travel Company: ACIS

Estimated # of Students **13 (names attached)**

Estimated # of Chaperones **2**

Mode of Transportation: **Flight and Bus within Costa Rica** Flight Arrangements (If applicable): **See attached**

Hotel Accommodations (name/address/phone): **Hotel arrangements are still in process.**

Reservations under what name: **Jesse Rock/ACIS**

Field Trip Information

Program Description: **Students will have the opportunity to practice their Spanish while learning about the biodiversity within the Costa Rican Jungles.**

Educational Objective: **We will fly into San Jose and travel to Monteverde (by bus) in the Northeast part of the country. Students will begin the trip by spending 2 days / nights in Monteverde where they will be able to tour the Doka Estate coffee plantation as well as explore the famous Cloud Forest through a canopy tour. Then we will travel to San Carlos where students will hike through Arenal Volcano National Park. From there students will have the opportunity to visit a local high school and practice their Spanish skills and learn about Costa Rica customs, culture and lifestyle. Next, we will travel to Sarapiqui for two days where students will be able to learn about a Reforestation Service project at a local farm, take part in a native Costa Rican cooking lesson and finish with a Wildlife viewing where students will be able to see white-faced capuchin monkeys, toucans, quetzals and other wildlife. Finally, we will travel back to San Jose to depart back home.**

Arrangements for Non-Participating Students: **N/A**

Method of Payment

Cost to Students **\$3,164**

Cost to District - The teacher chaperone is paid for by ACIS if 5 students sign up, then the expense of an additional chaperone is covered with every 6 additional students that sign up

Signature of Sponsoring Staff

Signature of Principal/Activities Director

Signature of Superintendent

Signature of Board Chair

Travelers:

Jesse Rock
Lindsay Alejandrino

Mia Balderrama
Sophia Bebeau
Jordan Danich
Elise Deleon
Paige Humenik
Walton Joswiak
Mariana Lopez Valenzuela
Catherine Schmidt
Hazel Skarda
Sidney Thompson
Emma Tjaden
Montgomery Whitaker



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, February 12, 2024

Place on Agenda: Regular Agenda/Business Items

Action Requested: Final Approval

Attachment: Field Trip – France Field Trip

Topic: Field Trips
Presenter(s): Dr. Zambreno, Superintendent of Schools
<p>Background:</p> <p>Per school board Field Trip Policy #610, field trips that involve a trip to another country for instructional or supplementary, must be requested well in advance of the planned activity. A field trip out of the country must be completed and approved at each level: student, principal, superintendent, and school board. Initial school board approval must be received at least one year in advance of the trip. A final school board approval must be within one month of the trip.</p> <p>For this field trip abroad, students will travel to France. Students will have the opportunity to practice their French while learning about French history and culture.</p> <p>There are 34 students and 5 adult chaperones that are going on the trip. They will depart on Wednesday, March 20, 2024, and return on Thursday, March 28, 2024. The trip was preliminary approved by the school board on May 8, 2023. This request is for final approval</p>
<p>Recommendation:</p> <p>Administration recommends final approval for the field trip to France.</p>
<p>Alternatives:</p> <p>Don't approve the attached field trip request and direct administration with next steps.</p>



OUT-OF-THE-COUNTRY FIELD TRIP APPLICATION

Sponsoring Activity: **Spring break trip to France (2024)**

Sponsoring Staff: **Sara Voss & Sarah Klankay (Michael Kretzschmar) Emma Zeis**

Field Trip Date(s): **Approx: March 20th - March 30th, 2024**

Number of class days missed: **2**

Destination: **Paris, Loire Valley, Saint Malo, and Normandy region in France**

Estimated # of Students **15-20** Estimated # of Chaperones **2 (3 if more than 18 students)**

Mode of Transportation: **Flight and Bus/Train within France** Flight Arrangements (If applicable): **TBD**

Hotel Accommodations (name/address/phone): **We are traveling with a company called EF Tours. They arrange all hotels & trip arrangements.**

Reservations under what name: **Sara Voss / EF Tours**

Field Trip Information

Program Description: **Students will have the opportunity to practice their French while learning about French history and culture!**

Educational Objective: **We will fly into Paris and have 2 days to visit the capital city and the château de Versailles. We will then travel to the Loire Valley to visit several castles - Chambord, Chenonceaux, and Amboise. We will depart the "playground of kings" and head to Saint Malo to tour the city and visit Mont Saint Michel. Students will then venture to the Normandy region to visit the D-Day beaches and the Caen Memorial. Throughout the entire voyage students will use their French language speaking and reading skills as we visit the sites, order our meals, shop, and speak with one another. Please contact me if you have further questions!!**

Arrangements for Non-Participating Students: **N/A (subs may be needed if we depart earlier than the start of Spring Break. We will fundraise to pay for those.**

Method of Payment Cost to Students **\$3,599 (estimated) Less \$200 for May application - as well as Fundraiser opportunities!**

Cost to District - The teacher chaperone is paid for by EF Tours if 6 students sign up, the expense of an additional chaperone is covered with every 6 additional students that sign up!

Signature of Sponsoring Staff Sara Voss

Signature of Principal/Activities Director [Signature]

Signature of Superintendent [Signature]

Signature of Board Chair [Signature]

SOUTH ST. PAUL FRANCE TRIP
EF TOURS: PARIS AND THE CHÂTEAUX
MARCH 20-28, 2024

Student Travelers/ Chaperones

Teachers Traveling:

Zeis (Cole), Emma

Kretschmar, Michael

Voss, Sara

Other adults:

Everson, Daniel

Raasch, Stacy

Students Traveling/Grade:

Terrance Allen -11

Isabelle Amelse -10

Renata Awadallah -12

Adeline Bennett -10

Ethan Bennett - 10

Jack Binman - 12

Reiss Cahn - 10

Hailey Carlson - 11

Kaylee Contreras - 11

Jordyn Dybsetter - 10

Hannah Horner - 11

Wyatt Hren - 10

Madeline Kegley - 11

Kaleigh Kippola - 10

Grace Kliniski - 12

Charles Lipiniski - 11

Aniyah Lumpkin - 12

SOUTH ST. PAUL FRANCE TRIP
EF TOURS: PARIS AND THE CHÂTEAUX
MARCH 20-28, 2024

Sophia Lundgren - 11

Isabella Maurer - 11

Monica Mejia - 12

Cooper Meyer - 11

William Murray - 12

Queen Nyakeoga - 12

Katherine Raasch - 11

Victoria Schroeder - 11

Alexander Sielski - 10

Sebastien Simonds - 11

Mikayla Sparks - 11

Cadence Sundly - 12

Isabella Ulrick - 11

Gabriel Waldo - 10

Madeline Wisell - 11

Yaay Yang - 10

Maximillian Zapf - 10

Pre-Departure Meetings and Itinerary - South Saint Paul France Trip

March 20 - 28, 2024



EF - Education First Tours

Lindsay Lewis - Senior EF Experience Specialist

Direct: 417.429.0403

SSP - Teacher Leader

Sara Voss

Cell: 612.703.1785

Preparatory Meetings:

Our MANDATORY pre-departure meeting for students and parents will be on Thursday, February 29th – Leap Day! at 7:00PM in the Lecture Hall.

Please find the student meeting dates and topics below:

1/25 PM (1/26 AM will be a Google meet due to E-Learning Day) CODE: France24 – Voyage Basics

2/1 PM (2/2 AM) Transportation

2/8 PM (2/9 AM) Hotels

2/15 PM (2/16 AM) Parlez-vous Francais?

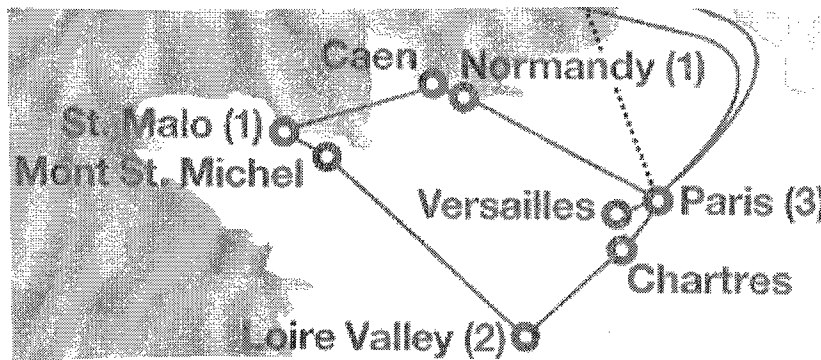
2/22 PM (2/23 AM) Tourist sites

2/29 – 7:00 PM – Predeparture Meeting for Students and Parents – Lecture Hall

3/7 PM (3/8 AM) Packing

3/14 PM (3/15 AM) Last minute details

3/20 – Depart for FRANCE!!!



20 Mar Wed. Depart MSP for Paris

2:00 PM Meet at MSP International Airport at Delta Group Check IN

5:25 PM Depart MSP Delta Airlines Flight #0152

21 Mar Thurs.

7:55 AM Arrive Paris (De Gaulle)

Meet Tour Director at the airport

Take a walking tour of Paris - see Notre Dame Cathedral, Conciergerie, Sainte Chapelle

Dinner at a local restaurant

Check into Hotel (**info coming soon**)

22 Mar Fri.

Tour Paris with a local guide - see Place de la Concorde, Champs-Elysees, Arc de Triomphe, Les Invalides, Eiffel Tower

Travel to Versailles - tour the chateau, enjoy lunch, & visit the gardens

Paris dinner and boat cruise on the Seine

23 Mar Sat.

Travel to Chartres - visit the Cathedral/have lunch in town

Travel to Chambord - visit the chateau

Travel to the Loire Valley - enjoy dinner at the hotel!

24 Mar Sun.

Tour the Loire Valley - visit the Chateau d'Amboise and the Chateau de Chenonceau/gardens

Special dinner at the Troglodyte restaurant

25 Mar Mon.

Travel to Mont Saint Michel - visit the abbey island fortress!

Travel to St. Malo - visit St. Vincent Cathedral/walking tour of the city

26 Mar Tues.

Travel to the Normandy region - visit the Caen memorial

Travel to the Arromanches

Travel to the American Cemetery at Omaha beach - visit Pointe du Hoc

27 Mar Wed.

Travel back to Paris

Time for lunch, museum visits, shopping

Enjoy our final dinner at a local Paris restaurant!

28 Mar Thurs.

6:45AM - leave for the airport

10:30AM - DEPART for MSP - Delta Airlines Flight #0153