



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

Monday, February 26, 2024 5:00 PM

Location: CITY HALL

125 THIRD AVENUE NORTH

South St Paul, Minnesota 55075

Agenda

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B.	
C. Other Items Deemed Necessary by the School Board	



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

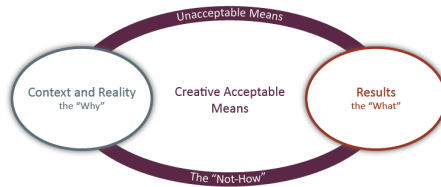
Meeting Date: Monday, February 26, 2024

Place on Agenda: Committee-of-the-Whole Update & Regular Meeting

Action Requested: Approval of Plan

Attachment: Draft of Calendar

Topic: Proposed 24-25 School Calendar
Presenter(s): Amy Winter, Executive Director of Educational Services
Background: Review of discussion from the calendar advisory committee and calendar recommendations for the 24-25 school year.
Recommendation: Proposed calendar adoption
Alternatives: N/A



GC for Calendar Planning - Focus Question: How do we provide an academic calendar in SSPPS that supports the learning of students and adults along with supporting our greater families.

Context and Reality (The Why)	Unacceptable Means (Not Hows)	Desired Results (The What)
<p>Everyone:</p> <ul style="list-style-type: none"> ● Rolling Starts (Prioritized transition grade levels) <ul style="list-style-type: none"> ○ Options: <ul style="list-style-type: none"> ■ None (everyone begins on 9/3) ■ 2 day (G1-5,6,9 on 9/3 rest on 9/4) ■ 3 day (G1-5,6,9 on 9/3 K,7-8,10-12 on 9/4 Prek ?) ● Literacy PD requirements (OLLA: 9 modules) ● Elimination of e-learning/ flex days ● End of school year- week of June 9 ● Which days of recognition/ holidays should we be in session/ take the day off? ● How important is it to clump days off? <p>Secondary:</p> <ul style="list-style-type: none"> ● Proposal of trimester grade 6-12 ● Secondary comp days: Nov 27/ March 21/ May 25 <p>Elementary:</p> <ul style="list-style-type: none"> ● Elementary comp days: Nov 27/ May 23 ● Proposal of day before spring break (change secondary comp day, PD day) ● Placement of spring conferences for elementary <ul style="list-style-type: none"> ○ Fall Conferences: Wednesday (8-8) Thursday (8-4) Friday (8-4- ½ conferences/ ½ PD) Flex 4 hrs. PD ○ Spring Conferences -March 19 (8-8) March 20 (8-8) March 21 (asy. PD elementary or non work day and align PD to secondary on March 7 and come in 1 day early in August) 	<ol style="list-style-type: none"> 1. Must begin after Labor Day/end prior to June 30. 2. Minimum student days- 165 3. Teacher contract days- 185 4. Minimum Instructional hours: <ol style="list-style-type: none"> a. 350 instructional hours prekindergarten b. 850 instructional hours full day daily kindergarten c. 935 instructional hours grades 1-6 d. 1020 instructional hours grades 7-12 5. We will not do minimum days/ hours. 6. E-learning days are only allowed for weather related closing- may adopt up to 5. Definition includes: full access to online instruction by students' teachers, consultation with teachers, accommodations for students who lack access, and accessible options for students with disabilities. Notify families of plans at the beginning of the year and 2 hrs. prior to the start of school. 7. READ ACT: <ol style="list-style-type: none"> a. July 1, 2025 Training Due Date: Prek, K-3 classroom, K-12 reading interventionists, Prek-12 Sped teachers responsible for literacy, curriculum directors, instructional support staff who provide reading support, employees who select literacy instructional materials. b. July 1, 2027 Training Due Date: 	<ul style="list-style-type: none"> ● Elimination of elearning days- does not meet MDE requirement for an attendance day. ● Calendar format- previous year versions difficult to understand and multiple versions.

<ul style="list-style-type: none">• Uneven semester days	<p>Grades 4-12 classroom teachers responsible for literacy, Prek-12 ELL, K-age 21 educators who work with students for graduation incentives program under 124D.68, grades 6-12 instructional support staff who provide reading support.</p> <p>8. CLSD grant</p>	
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SOUTH ST. PAUL PUBLIC SCHOOLS

2024-2025 District Calendar

■ District Holiday
 ✗ Non-Student Day
 / Non-Student Day for some- See Calendar Items list

● 6-12 Conferences
 ◡ PD/Grading
[] 6-12 Trimesters
 ◡ Professional Development (PD)
● K-5 Conferences
 ◡ Comp Time
[] K-5 Semesters
 ◡ Noted Day- See Calendar Items List

CALENDAR ITEMS

Sept 3	1-12 First Day of School
Sept 4	Kindergarten First Day of School
Sept 9	PreK First Day of School
Oct 10	6-12 Evening Conferences 4:00-8:00 pm +4 hrs flex conf (earns 8 hrs comp)
Oct 16	K-12 No School- PD
Oct 17-18	K-12 No School- MEA
Oct 30	K-5 Conferences 4:00-8:00 pm (Earns 4 hrs comp time)
Oct 31	K-5 No School, 6-12 School in Session K-5 Conferences 8:00 am-4:00 pm
Nov 1	K-5 No School- Conferences, 4 hrs conf, 4 hrs PD, 4 hrs flex PD 6-12 No School- PD
Nov 26	6-12 Last Day of Trimester 1
Nov 27	K-12 No School- (6-12 Comp for 10/10) (K-5 Comp for 10/30 conf, 11/1 PD)
Nov 28-29	K-12 No School- District Holiday
Dec 2	K-12 No School- PD
Dec 3	6-12 No School- PD/Grading K-5 School in Session
Dec 4	6-12 First Day of Trimester 2
Dec 23-Jan 2	K-12 No School- Winter Break
Jan 3	K-12 No School- PD
Jan 16	K-5 Last Day of Semester 1
Jan 17	K-5 No School- PD/Grading, 6-12 School in Session
Jan 20	K-12 No School- District Holiday
Jan 21	K-5 First Day of Semester 2
Jan 23	6-12 Evening Conferences 4:00-8:00 pm +4 hrs flex conf (earns 8 hrs comp)
Feb 3	K-12 No School- PD
Feb 17	K-12 No School- District Holiday
Mar 6	6-12 Last Day of Trimester 2
Mar 7	K-5 No School- PD 6-12 No School- PD/Grading
Mar 10	6-12 First Day of Trimester 3
Mar 19	K-5 Conferences 4:00-8:00 pm (Earns 4 hrs comp time)
Mar 20	K-5 No School, 6-12 School in Session K-5 Conferences 8:00 am-8:00 pm (Earns 4 hrs comp time)
Mar 21	K-12 No School (6-12 Comp Day for 1/23)
Mar 24-28	K-12 No School- Spring Break
Apr 24	6-12 Evening Conferences 4:00-8:00 pm +4 hrs flex conf (earns 8 hrs comp)
Apr 25	K-12 No School- PD
May 22	K-12 No School- PD
May 23	No School- (K-5 Comp Day for 3/19 & 3/20) (6-12 Comp Day for 4/24)
May 26	K-12 No School- District Holiday
June 12	K-12 Last Day of School
June 13	K-12 Last Staff Day/Grading

JULY 2024

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 2024

E/S (0/5)

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 2024

E/S (20/20)

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 2024

E (19/21) S (20/21)

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 2024

E/S (17/18)

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 2024

E (14/15) S (T1-0/2, T2-13/13)

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					

Updated - February 1, 2024

JANUARY 2025

E (S1-9/11, S2-9/9) S (19/20)

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

FEBRUARY 2025

E/S (18/19)

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	

MARCH 2025

E (13/15) S (T2-4/5, T3-10/10)

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					

APRIL 2025

E/S (21/22)

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 2025

E/S (19/20)

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 2025

E/S (9/10)

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					

VIEW THE DISTRICT CALENDAR ONLINE





SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, February 26, 2024

Place on Agenda: Regular Agenda

Action Requested: Approval

Attachment: **District Holiday Schedule**

Topic: District Holiday Schedule
Presenter: Joel Milteer Human Resource Director
<p>Background:</p> <p>The District is proposing a change to the District’s holiday schedule effective with the start of the 2024-25 school year. Currently, the District has eleven (11) holidays on the district calendar with December 24th only being listed as a holiday when the date falls on a week day, Monday through Friday, and not being a holiday when the date falls on a weekend day.</p> <p>Through multiple different market studies in the last two years, we have noticed that most of our surrounding districts list December 24th as a district holiday with the date being recognized on the preceding Friday when the date falls on a Saturday, or the following Monday, when the date falls on a Sunday.</p> <p>The District is proposing that the school board approve December 24th as an ongoing holiday on the district calendar, effective with the start of the 2024-25 school year, with the date being recognized on the preceding Friday when the date falls on a Saturday, or the following Monday, when the date falls on a Sunday.</p>
<p>Recommendation:</p> <p>Approve December 24th as a District holiday, effective with the start of the 2024-25 school year, inclusive of when the date falls on a weekend.</p>
<p>Alternatives:</p> <p>Not approve December 24th as a District holiday when the date falls on the weekend and maintain our current practice of December 24th being a holiday when the date falls on a week day.</p>

2024-25 Holidays

12 Month Eligible Employees – 11 Holidays (12 holidays)

July 4, 2024

September 2, 2024

November 28, 2024

November 29, 2024

December 24, 2024 (change: include regardless of whether or not it falls on the weekend)

December 25, 2024

December 31, 2024

January 1, 2025

January 20, 2025

February 17, 2025

May 26, 2025

June 19, 2025

9 & 10 Month Eligible Employees – 5 Holidays (5 holidays if all holidays fall on a scheduled workday)

*** Designated holiday for eligible part-time custodial staff**

November 28, 2024

November 29, 2024

January 20, 2025

February 17, 2025*

May 27, 2025

Meeting Date: February 26, 2024
Place on Agenda: Committee-of-the-whole and Business Meeting
Action Requested: Approval
Attachment: **Revised Board Meeting Calendar for 2024**

<p>Topic: Revised Board Meeting Calendar for 2024</p>
<p>Presenter(s): Chair John Raasch</p>
<p>Over the past few months, the School Board has undertaken a comprehensive review of its current meeting structure, seeking potential adjustments to enhance the effectiveness of its work. The focus has been on changes that would allow for additional discussion and review time for agenda items, dedicated time for in-depth discussions on critical topics, as well as a restructuring of the frequency and duration of meetings.</p> <p>During the committee-of-the-whole meeting on February 12, the Board reached a consensus to transition from its current structure of two business meetings and two committee-of-the-whole meetings per month to one business meeting and two work sessions per month. Additionally, there are minor changes to the terminology used for Committee-of-the-Whole and Public Listening Session. "Committee-of-the-Whole" is now referred to as "Work Session," and "Public Listening Session" is replaced with "Stakeholder Comments to the Board." These updated terms more accurately reflect the work and purpose of each session.</p> <p>While "Public Listening Session" might imply that the public is predominantly in a passive role of listening, our intent has always been to provide an open forum for stakeholders to actively share their valuable comments and perspectives with the Board. The new title better conveys the dynamic nature of these sessions for input from our stakeholders. Likewise, the title Work Session better conveys the work that is being done in that particular space.</p> <p><u>Revised Structure</u> Second Monday of the Month: Work Session and Stakeholder Comments to the Board Fourth Monday of the Month: Work Session and Business Meeting</p> <p>By eliminating the business meeting on the second Monday of each month, the Board gains additional work session time without the constraints imposed by the televised and live-streamed business meeting, thus allowing for more flexible and focused discussions.</p>
<p>Recommendation: Approve the revised schedule.</p>
<p>Alternatives: Adjust the proposed schedule prior to approval or pull from the agenda and direct administration with next steps.</p>



School Board Work Session and Meeting Schedule 2024

Date/Time	Meeting/Work Session	Location
March 11, 2024		
5:00 PM	Work Session	District Office Conference Room
6:30 PM	Stakeholder Comments to the Board	District Office Conference Room
March 25, 2024		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: Nutrition Services</i>	City Hall Council Chambers
April 8, 2024		
5:00 PM	Work Session	District Office Conference Room
6:30 PM	Stakeholder Comments to the Board	District Office Conference Room
April 22, 2024		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: Packer Pathway</i>	City Hall Council Chambers
May 13, 2024		
5:00 PM	Work Session	District Office Conference Room
6:30 PM	Stakeholder Comments to the Board	District Office Conference Room
*May 28, 2024 (Tuesday)		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: Winter/Spring Activities & Athletics</i>	City Hall Council Chambers
June 10, 2024		
5:00 PM	Work Session	District Office Conference Room
6:30 PM	Stakeholder Comments to the Board	District Office Conference Room
June 24, 2024		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: Safety and Security</i>	City Hall Council Chambers
July 22, 2024		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: Kids' Choice/Summer Academics</i>	City Hall Council Chambers
August 12, 2024		
5:00 PM	Work Session	District Office Conference Room
6:30 PM	Stakeholder Comments to the Board	District Office Conference Room
August 26, 2024		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: Back to School Highlights</i>	City Hall Council Chambers
September 9, 2024		
5:00 PM	Work Session	District Office Conference Room
6:30 PM	Stakeholder Comments to the Board	District Office Conference Room
September 23, 2024		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: Community Education</i>	City Hall Council Chambers

October 14, 2024		
5:00 PM	Work Session	District Office Conference Room
6:30 PM	Stakeholder Comments to the Board	District Office Conference Room
October 28, 2024		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: Lincoln Center</i>	City Hall Council Chambers
*November 12, 2024 (Tuesday)		
5:00 PM	Work Session	District Office Conference Room
6:30 PM	Stakeholder Comments to the Board	District Office Conference Room
November 25, 2024		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: Kaposia</i>	City Hall Council Chambers
December 9, 2024		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: Fall Activities & Athletics</i>	City Hall Council Chambers

District Office Conference Room (104 – 5th Ave. So.) • **City Hall Council Chambers** (125 – 3rd Ave. No.)

Work Session

The School Board's Work Session serves as a designated forum for School Board members to engage in dialogue and deliberation on matters pertaining to district business. This inclusive session is open to the public and convenes at 5:00 PM on the second Monday of each month at the District Office. Additionally, a brief work session precedes their 6:00 PM Board meeting on the fourth Monday of each month, at City Hall.

Stakeholder Comments to the Board

Stakeholder Comments to the Board is an informal setting for stakeholders of South St. Paul Public Schools (students, families, staff, community members, etc.) to share comments or school/district concerns with Board members.

Business Meeting

The School Board's Business meeting is a formal meeting where Board members review and approve staffing and other official district business. The business meeting also includes a Quality-in-Action (QIA) that celebrates the remarkable achievements and outstanding efforts of our students and staff. The meeting is open to the public and commences at 6:00 PM at City Hall on the fourth Monday of the month.



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: February 26, 2024

Place on Agenda: COW

Action Requested: None, review only

Attachment: FY25 Budget Update PPT

Topic: 2024-25 Budget Update
Presenter(s): Brady Hoffman, Finance Director
<p>As we continue to develop the 2024-25 budget, we will provide an update to the school board on the following items:</p> <ul style="list-style-type: none"> - The “fiscal cliff” reality facing school districts. - Legislative session impacts - Enrollment - Class size norms - The impact on staffing due to declining enrollment <p>Administration will continue to provide updates and review budget recommendations with the school board over the coming months. The final budget will be brought to the school board for approval in June.</p>
Recommendation: N/A
Alternatives: N/A

FY25 Budget Planning

Brady Hoffman
Director of Finance
February 26, 2024

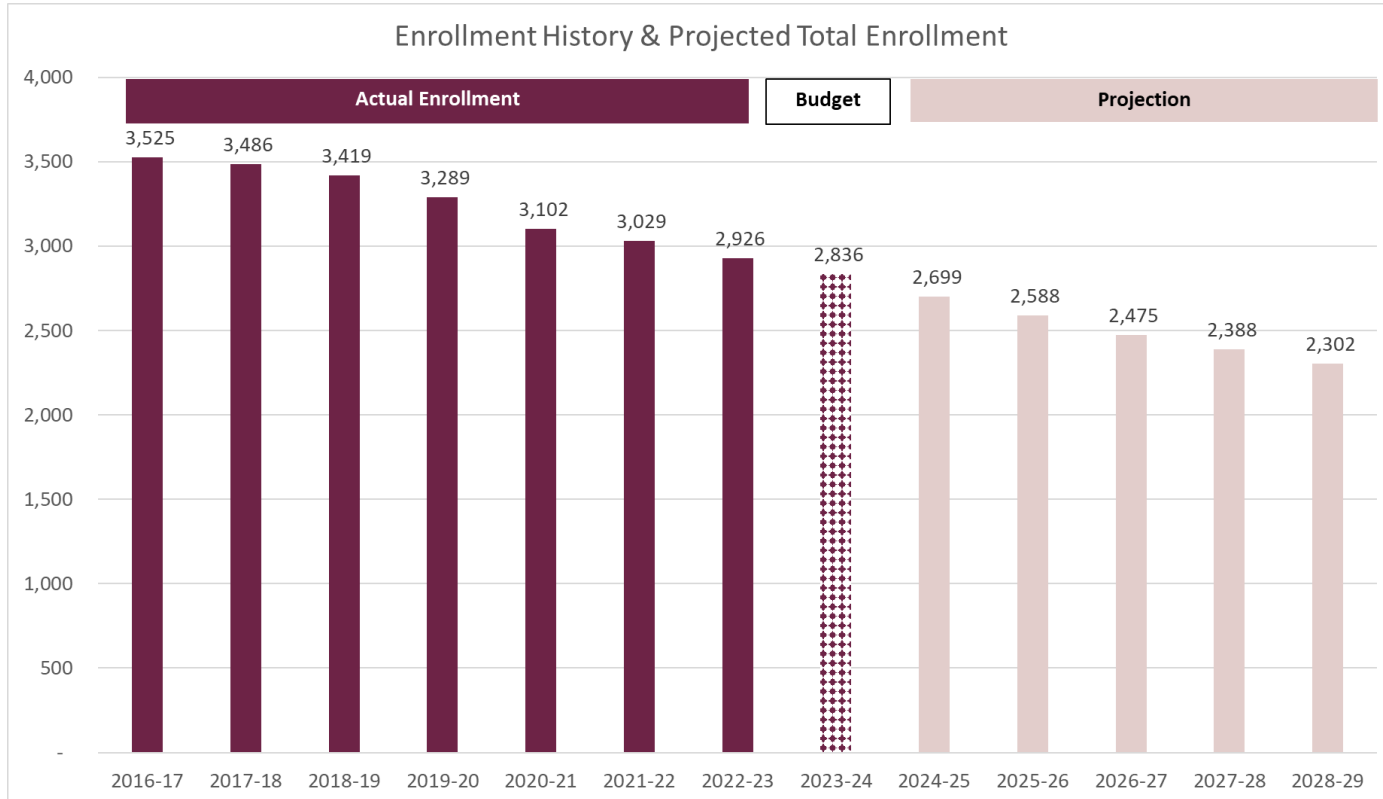


FY 2024-25 Budget Update

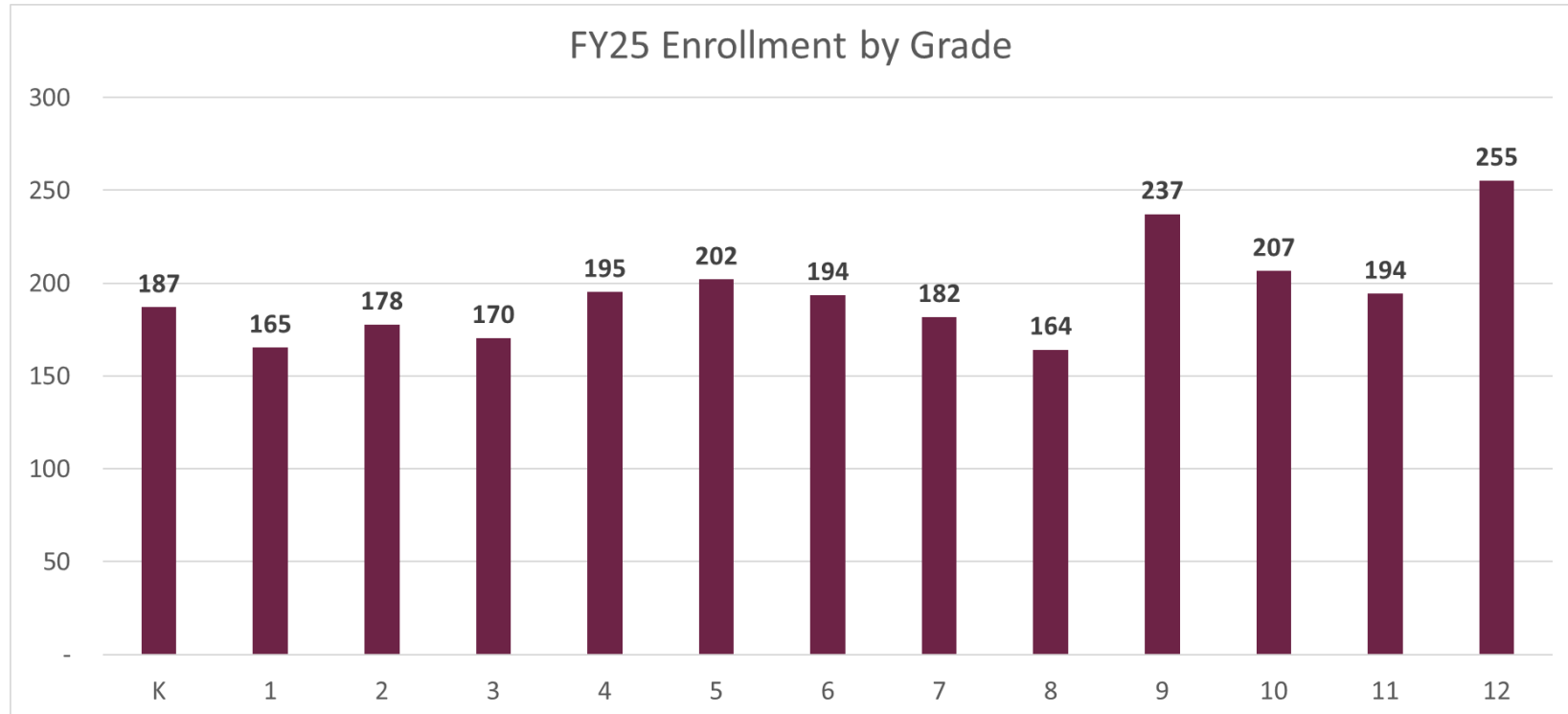
- **MN Post Article - why \$2B in new school funding is leaving Minnesota districts scrambling for cash**
 - Fiscal Cliff is real across MN
 - COVID Recovery Aid Ending & Declining Enrollment
 - \$2.2 Billion earmarked for 65 new mandates
 - Cross subsidy issues and inflation impacts still exist
 - https://www.minnpost.com/other-nonprofit-media/2024/02/why-2-billion-in-new-funding-is-leaving-minnesota-school-districts-scrambling-for-cash/?utm_medium=email



Enrollment Projection



FY25 Projected ADM's



Class Size Norms

Grade 3 Scenario:

Total Grade Level Enrollment: 170 ADM

Enrollment per Site: 85

Norm: 23-27

	Enrollment	# of Sections	Class Size Avg	Over / (Under) Norm
4 Sections	85	4	21.25	(1.75)
3 Sections	85	3	28.33	1.33
Combined	170	7	24.29	-

Grade	2024-25 Norms
K	20-24
1	21-25
2	22-26
3	23-27
4	24-28
5	25-29
6-8	27-31
9-12	29-33

Budget Summary

GENERAL FUND BUDGET SUMMARY

	Actual 2022-23	Revised Budget 2023-24	Projected 2024-25	Projected 2025-26	Projected 2026-27
Enrollment	2,926	2,836	2,699	2,588	2,475
Total Beginning Fund Balance	\$ 8,268,596	\$ 9,689,470	\$ 12,574,334	\$ 12,574,334	\$ 12,574,334
Revenues	47,332,848	53,161,193	50,982,000	50,319,000	49,464,000
Expenditures	45,911,974	50,276,329	52,137,000	52,562,000	51,778,000
<i>Expenditures Adjustments</i>	-	-	<i>(1,155,000)</i>	<i>(2,243,000)</i>	<i>(2,314,000)</i>
Revised Expenditures	45,911,974	50,276,329	50,982,000	50,319,000	49,464,000
Variance (Revenues - Expenditures)	1,420,874	2,884,864	-	-	-
Total Ending Fund Balance	\$ 9,689,470	\$ 12,574,334	\$ 12,574,334	\$ 12,574,334	\$ 12,574,334
Unassigned Fund Balance %	10.60%	15.53%	15.31%	15.51%	15.78%
Total Fund Balance %	21.10%	25.01%	24.12%	23.92%	24.29%

Budget Adjustments

- Reduction Target \$1,155,000
- Class Size Realignment \$630k - \$990k
 - 8.4 – 13.2 FTE's
- Balance to address \$165k - \$525k



Questions





SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Place on Agenda: Committee-of-the-Whole

Action Requested: None. Discussion Only.

Attachment: None

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