



## South St. Paul School Board - Work Session

Monday, March 11, 2024 5:00 PM

Location: District Office

104 - 5th Avenue South

South St Paul, Minnesota 55075

### Agenda

|      |   |    |
|------|---|----|
| I.   | <b>FINANCE (B. Hoffman)</b>   |    |
| A.   | Finance, Facilities and Long-Range Planning Committee Update  | 2  |
| II.  | <b>HUMAN RESOURCES (J. Milteer)</b>   |    |
| A.   | 2024-25 Staffing Update   | 3  |
| B.   | District Holidays   | 4  |
| III. | <b>DISTRICT</b>   |    |
| A.   | Department Updates (Cabinet Members)  | 6  |
| IV.  | <b>SCHOOL BOARD</b>   |    |
| A.   | Board Committee Assignments/Schedule and Other Board Work (J. Raasch)   | 7  |
| B.   | Community Engagement and Board Advocacy (Board Members)   | 9  |
| C.   | Committee Updates (Board)   | 10 |
|      | <ul style="list-style-type: none"><li>• District 917</li><li>• AMSD</li><li>• Community Education</li><li>• Educational Foundation</li><li>• Finance, Facilities and Long-Range Planning</li><li>• Local Issues</li><li>• Policy</li><li>• Public Relations/Community Engagement</li><li>• SSP Open Foundation</li><li>• Superintendent Executive</li></ul> |    |
| D.   |   |    |
| E.   | Other Items Deemed Necessary by the School Board  |    |



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** March 11, 2024

**Place on Agenda:** Work Session

**Action Requested:** None. Review and Discussion Only

**Attachment:** None.

**Topic:** Finance, Facilities, and Long-Range Planning Update

**Presenter(s):** Finance Director Brady Hoffman and the Board's Finance, Facilities, and Long-Range Planning Committee

**Background:**

On Tuesday, March 5, the Finance, Facilities, and Long-Range Planning Committee met and discussed the following items:

- FY24 - 2<sup>nd</sup> Quarter Budget Report – information on current year to date budget
- FY25 Budget Update – we will provide an update on the budget planning to date and next steps in the process
- Long-term Facility Planning – use of space and needs – we will provide an update on work that has been done in partnership with our architects and seek input from the full board

These items will also be presented to the full board on Monday evening's work session.

**Recommendation:**

None at this time

**Alternatives:**

N/A



**SOUTH ST. PAUL PUBLIC SCHOOLS**  
School Board Work Session Agenda Item

**Meeting Date:** March 11, 2024

**Place on Agenda:** Work Session

**Action Requested:** None. Review Only

**Attachment:** None.

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| <b>Topic:</b> 2024-25 Staffing Updates   |
| <b>Presenter(s):</b> Joel Milteer, Director of Human Resources   |
| <p><b>Background:</b></p> <p>The March 25, 2024, the School Board’s business meeting will include budget recommendations for the 2024-25 school year. Based on the budget recommendations, the district will be recommending the following regarding staffing changes for the 2024-25 school year:</p> <ul style="list-style-type: none"> <li>● Discontinuance and/or reductions of teacher positions</li> <li>● Non-renewal of probationary teachers</li> <li>● Identification of potential teaching position(s) for unrequested leave of absence</li> </ul> <p>Each year, we must release a number of probationary teachers for various reasons, including student driven scheduling, changes in enrollment, budget reductions, curriculum changes, licensure issues, mid-year placements, and performance issues. In addition, there may also be the need to place teaching staff on an unrequested leave of absence for the following school year, based on changes in enrollment, budget reductions, and teacher licensing.</p> <p>At the March 11 work session, Director Milteer will review and discuss these items with the Board before bringing them back before the Board for approval at their business meeting on March 25, 2024.</p> |
| <b>Recommendation:</b> None at this time.  |
| <b>Alternatives:</b> N/A   |



# SOUTH ST. PAUL PUBLIC SCHOOLS

## School Board Agenda Item

**Meeting Date:** Monday, March 11, 2024

**Place on Agenda:** Work Session

**Action Requested:** None. Review and Discussion Only

**Attachment:** District Holiday Schedule

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| <b>Topic: District Holiday Schedule</b>  |
| <b>Presenter(s): Joel Milteer, Human Resource Director</b>   |
| <p><b>Background:</b> At the Monday, February 26, 2024, school board meeting, the school board approved a change to the District’s holiday schedule effective with the start of the 2024-25 school year. The attached holiday schedule identified both May 26, 2024 (for 12 month employees) and May 27, 2024 (for 9 month employees) as holidays when both of these dates should have been the same, May 26, 2024.</p> <p>The District will be bringing the corrected list of holidays for 9 and 12 month employees to the School board through the Consent Agenda at the March 25, 2024 meeting for approval of this correction.</p> |
| <p><b>Recommendation:</b> Approve the updated District holiday list for 9 and 12 month employees aligning May 26, 2024 as the designated holiday.</p>  |
| <p><b>Alternatives:</b> Not approve the updated District holiday list for 9 and 12 month employees aligning May 26, 2024 as the designated holiday.</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 26, 2025



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Place on Agenda:** Work Session

**Action Requested:** None. Information and Discussion Only

**Attachment:**

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| <b>Topic:</b> Department Updates   |
| <b>Presenter(s):</b> Superintendent's Cabinet (Executive Director of Educational Services, Director of Human Resources, Director of Student Services, and Director of Finance) |
| <b>Background:</b><br>Members of the Superintendent's Cabinet will provide updates on the work of their department.  |
| <b>Recommendation:</b> N/A   |
| <b>Alternatives:</b> N/A   |



# SOUTH ST. PAUL PUBLIC SCHOOLS

## School Board Agenda Item

**Meeting Date:** March 11, 2024

**Place on Agenda:** Work Session

**Action Requested:** None. Review and Discussion Only

**Attachment:** 2024 Board Committee and Liaison Assignments

**Topic:** Board Committee Assignments/Schedule and Other Board Work

**Presenter(s):** Chair John Raasch

**Background:**

With a new Board meeting structure in place, the Board will take time at their work session on Monday evening to review and discuss the committee and liaison structure that was approved in January as well as other additional board work. Part of that discussion will include:

- Eliminating the Public Relations/Community Engagement committee and shifting it the work of the full Board
- With the elimination of the Public Relations/Community Engagement Committee, the need to spread out the remaining committee assignments by having Director Laliberte take over Director Humann’s assignment on the Superintendent/Executive Committee.
- Set dedicated dates/times for the monthly committee meetings of Policy, Superintendent/Executive, and the Finance, Facilities, and Long-Range Planning.
- Planning of other necessary Board work like School Board evaluation, Mid-Year Superintendent Goals Check-in, Board training, etc.

The Board will need to formally approve any adjustments to the 2024 Board Committee and Liaison Assignments at their next business meeting on March 25, 2024.

**Recommendation:**

None at this time.

**Alternatives:**

N/A



# SOUTH ST. PAUL SCHOOL BOARD

**Chair** – John Raasch  
**Vice Chair** – Anne Claflin  
**Treasurer** – Kim Humann  
**Clerk** – Nikki Laliberte

## 2024 Committee Assignments

|   |   |   |
|---|---|---|
| <b>Finance, Facilities, and Long Range Planning</b> | 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<br>Wendy Felton<br>Kim Humann    |
| <b>Policy</b>                                       | Review district policies and recommend necessary policy changes to the Board. No recurring schedule. Meet as needed   | Tim Felton<br>Kim Humann<br>John Raasch       |
| <b>Public Relations/Community Engagement</b>        | Works with administration to engage community in various planning/projects for the District. No recurring schedule. Meet as needed  | Tim Felton<br>Wendy Felton<br>Nikki Laliberte |
| <b>Superintendent/Executive</b>                     | 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<br>Kim Humann<br>John Raasch     |

## 2024 Liaison Assignments

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

**Place on Agenda:** Work Session

**Action Requested:** None. Information and Discussion Only

**Attachment:**

|   |
|---|
| <b>Topic:</b> Community Engagement and Board Advocacy   |
| <b>Presenter(s):</b> School Board Members   |
| <b>Background:</b><br>School Board members will discuss various opportunities and events for active community involvement, while also considering avenues to champion advocacy initiatives on behalf of the district. |
| <b>Recommendation:</b> N/A  |
| <b>Alternatives:</b> N/A  |



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

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

**Action Requested:** None. Discussion Only.

**Attachment:** None

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