



South St. Paul School Board Meeting

Monday, August 26, 2024 6:00 PM

CITY HALL, 125 THIRD AVENUE NORTH, South St Paul, Minnesota 55075

I. ROLL CALL and PLEDGE OF ALLEGIANCE

II. APPROVAL OF MEETING AGENDA/MINUTES

II.A. School Board Meeting Agenda, August 26, 2024

II.B. Work Session and Regular Meeting Minutes, July 22, 2024

II.C. Special Work Session Minutes, July 29, 2024

II.D. Work Session Minutes, August 12, 2024

III. QUALITY-IN-ACTION and REPORTS

III.A. **Quality-in-Action:** Building Principals will provide a highlight of the upcoming 2024-25 school year.

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

III.C. **Report:** School Board members will highlight items from the Board's Work Sessions. (Board)

III.D. **Report:** Superintendent Zambreno will provide highlights from around the District. (B. Zambreno)

IV. CONSENT ITEMS

IV.A. Financial Claims: Bills Payable

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

V. POLICY REVIEW

VI. BUSINESS ITEMS

VI.A. Approval, for the South St. Paul School Board to approve the Health, Dental, and LTD Insurance Rates for 2025. (J. Milteer)

VI.B. Approval, for the South St. Paul School Board to approve the VEBA Trust Changel. (J. Milteer)

VI.C. Approval, for the South St. Paul School Board to approve the 2025 Continuing Teacher's Contracts. (J. Milteer)

VI.D. Approval, for the South St. Paul School Board to approve the Acceptance of Gifts Report. (B. Hoffman)

VI.E. Approval, for the South St. Paul School Board to approve the Joint Powers Agreement for Childhood Vaccinations between the County of Dakota and Special School District 6. (C. Burckhardt)

VII. INFORMATIONAL ITEMS

VII.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 PUBLIC SCHOOLS

Special School District No. 6

Work Session - July 22, 2024

The School Board Work Session for South St. Paul Public Schools, Special School District 6, was held at City Hall on Monday, July 22, 2024. Vice Chair Anne Claflin called the meeting to order at 5:00 PM with five Board members present: Claflin, T. Felton, W. Felton, Humann, and Laliberte. Chair Raasch, Director Weber, and Superintendent Brian Zambreno were absent. Several staff and community members were present.

Finance

Conflict of Interest Forms: Each year as a requirement of our annual financial statement audit, board members and administrators are required to complete a conflict of interest form. Finance Director Brady Hoffman reviewed the board policy 210 – Conflict of Interest as a reference and provided Board members with the form to complete.

Display Board Lease: In November/December 2023, the district hosted two EdTech playgrounds for teachers and staff to demo new classroom display board options. Based on feedback, the three finalists were invited to provide a more in-depth demonstration to the District Technology Committee. A summary of the finalists was provided to staff and staff were invited to vote on their preferred option. Based on this process, the display board of choice was the Promethean. The plan is to replace all classroom displays over a four-year timeline. The first wave consists of 50 promethean displays and 5 TV's for elementary intervention. The total cost of wave 1 for the displays, wall mounts, and installation is \$224,876. We are recommending a 5-year lease purchase arrangement to finance the purchase. This evening, administration is requesting board approval of the first wave of display board purchases through Trafera and authorize the district to enter into a lease purchase agreement to finance the purchase with Vantage Financial. Board members engaged with district leaders on the funding options and supported administration's recommendation for a lease purchase agreement option.

Election

Resolution Calling General Election- Lisa Brandecker, Manager of Administrative Services and Communications, reviewed the upcoming School Board filing period for the three open school board seats. The next legal step in the process for the School Board is to approve the Resolution Relating to the Election of School Board Members and Calling the School District General Election. This resolution officially calls for the School District to hold its general election on Tuesday, November 5, 2024, for the purpose of electing three(3) school board members for terms of four (4) years each and directs the School Board Clerk to begin completing the details legally required for said election. It is noted that due to the Board's revised meeting structure, the School Board will need to hold a Special Meeting on Tuesday, November 12, 2024, to canvas the General Election results within the legal timeline requirements. This special meeting will occur prior to the Board's regularly scheduled work session.

Resolution Establishing Procedures for the Counting of Write-in Votes for School Board Elections - Legislation allows cities and school districts to pass resolutions that require that write-in votes are only tabulated if they exceed the votes for non-write-in candidates. The write-in voting counting process is overly time consuming and unnecessary. This legislation alleviates extra work of tabulating all write-in votes. The School Board approved a similar resolution for last year's special election. The resolution this evening reflects revised legislative changes noting this resolution and write in vote process will remain in effect until revoked or legislation changes.

Public Relations and Community Engagement

Lisa Brandecker reviewed opportunities for the Board to engage with staff, students, and community members. Engagement opportunities included attending the SSP Farmer's Market, Night to Unite, All Staff Opening Days, On the Road Again, and the Great Halloween Get Together.

Special Work Session

The Board will approve scheduling a special work session on Monday, July 29, 2024, to engage in board governance training and a school board evaluation process.

Adjourn

The South St. Paul School Board adjourned their July 22, 2024, work session at 5:33 PM.

Official Board Minutes are available in the
District Office at 104 - 5th Ave. S. - South St. Paul

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk
School Board

SOUTH ST. PAUL PUBLIC SCHOOLS

Special School District No. 6

July 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, July 22, 2024. Vice Chair Anne Claflin called the meeting to order at 6:00 PM with five Board members present for roll call: Claflin, T. Felton, W. Felton, Humann, and Laliberte. Chair Raasch, Director Weber, and Superintendent Superintendent Zambreno were absent. Several staff and community members were present.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

MINUTES

By Director Laliberte

Seconded by Director W. Felton

That the South St. Paul School Board approves the July 22, 2024, School Board meeting agenda as well as minutes from the June 24, 2024, work session and regular meeting.

Motion carried (5-0)

QUALITY-IN-ACTION AND REPORTS

Quality-in-Action - Robin Schwab, highlighted the 2024-Summer Learning Academy.

Report - There were no stakeholder comments to the board submissions this evening.

Work Session Report - Highlights were provided of the School Board's discussion at their work session meeting this evening.

Superintendent Report - Executive Director of Educational Services, Amy Winter, provided highlights from around the district.

CONSENT ITEMS

By Director Humann

Seconded by Director Laliberte

A. Financial Claims - Bills Payable

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

Motion Carried (5-0)

POLICY APPROVAL

By Director Humann

Seconded by Director W. Felton

Approval, for the South St. Paul School Board to approve the following policies that are on their third and final reading: #506 - Student Discipline, #507 - Corporal Punishment and Prone Restraint, # 605 - Alternative Education, #607 - Organization of Grade Levels, #610 - Field Trips, #507.5 - School Resource Officer.

Motion carried (5-0)

BUSINESS ITEMS

By Director Humann

Seconded by Director Laliberte

Approval, for the South St. Paul School Board to approve the Acceptance of Gifts Resolution.

Motion carried 5 yeas - Laliberte T. Felton, Humann, W. Felton, and Claflin
0 nays

By Director Humann

Seconded by Director Laliberte

Approval, for the South St. Paul School Board to approve the purchase of Display Boards and authorize the Superintendent and Finance Director to enter into a lease purchase agreement.

Motion carried (5-0)

By Director W. Felton

Seconded by Director Humann

Approval, for the South St. Paul School Board to approve scheduling a special work session on Monday, July 29, 2024 at 5:00 PM.

Motion carried (5-0)

By Director Humann

Seconded by Director Laliberte

Approval, for the South St. Paul School Board to approve the Resolution Relating to the Election of School Board Members and Calling the School District General Election.

Motion carried 5 yeas - T. Felton, Humann, W. Felton, Laliberte and Claflin
0 nays

By Director Humann

Seconded by Director W. Felton

Approval, for the South St. Paul School Board to approve the Resolution Establishing Procedures for the Counting of Write-in Votes for School Board Elections.

Motion carried 5 yeas - Humann, W. Felton, Laliberte. T. Felton and Claflin
0 nays

INFORMATIONAL ITEMS

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

CLOSED SESSION

By Director Humann

Seconded by Director W. Felton

Approval for the School Board to move to a closed session per the Open Meeting Law (Minn. Stat. § 13D.05 subdivision 3(b)) for the confidential discussion with the Board's attorney to discuss a pending Minnesota Department of Human Rights Charge. Closed Session officially began at 6:50 PM.

Motion carried (5-0)

Members present: Directors T. Felton, W. Felton, Humann, Laliberte, and Claflin as well as Human Resource Director Joel Milteer, the District's legal counsel.

ADJOURN

By Director Humann

Seconded by Director Laliberte

The School Board moved to open the closed session and adjourned the July 22, 2024, meeting at 7:37 PM.

Motion carried (5-0)

Official Board Minutes are available in the
District Office at 104 - 5th Ave. S. - South St. Paul

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk
Board of Education



SOUTH ST. PAUL PUBLIC SCHOOLS

Special School District No. 6

Work Session - July 29, 2024

The School Board Special Work Session for South St. Paul Public Schools, Special School District 6, was held in the District Office Conference Room on Monday, July 29, 2024. Chair John Raasch called the work session to order at 5:00 PM with seven Board members present: Claflin, T. Felton, W. Felton, Humann, Laliberte, Raasch, and Weber. Superintendent Dr. Brian Zambreno as well as several staff and community members were also present.

Board Work

The School Board held a work session focused on board development and growth. The training session, facilitated by Ray Queener of TeamWorks International, included discussions on effective governance and management, emphasizing the district roles and responsibilities of the board and administration. Additionally, the board engaged in a comprehensive evaluation and reflection on their work over the past year, identifying strengths and areas for growth. The session provided an opportunity for board members to align on best practices and strategies for continued improvement in their governance work.

Adjourn

The South St. Paul School Board adjourned their July 29, 2024 work session at 7:15 PM.

Official Board Minutes are available in the
District Office at 104 - 5th Ave. S. - South St. Paul

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk
Board of Education

SOUTH ST. PAUL PUBLIC SCHOOLS

Special School District No. 6

Work Session - August 12, 2024

The School Board Work Session for South St. Paul Public Schools, Special School District 6, was held in the District Office Conference Room on Monday, August 12, 2024. Vice Chair Anne Claflin called the meeting to order at 5:00 PM with six Board members present: Claflin, T. Felton, W. Felton, Humann, Laliberte, and Weber. Chair Raasch was absent. Superintendent Dr. Brian Zambreno and several staff and community members were also present.

PeaceMaker Minnesota

John Laliberte, Dan McNeil, and Hayla Drake, from PeaceMaker Minnesota, provided the School Board with an update on the history of PeaceMaker's partnership with South St. Paul Public Schools, specifically, Kaposia Education Center. PeaceMaker's goal is to help schools to be safer places, free from bullying and harassment, and to help youth learn positive relational skills like empathy, respect, cooperation and how to resolve conflicts peacefully. The PeaceMaker team is currently seeking funding from the SSP Educational Foundation to support having one part-time Peace Guide at Kaposia for the 2024-25 school year to support the work of the district's support team.

Human Resources

VEBA Trust Change- The District uses a company called MEDSURETY to help manage our employee's voluntary benefits such as Health Reimbursement Accounts (HRAs) and Voluntary Employee Beneficiary Associations (VEBAs). Previously, the District offered a VEBA plan for employees to be able to set aside pre-tax income for future payment of medical expenses. Human Resource Director Joel Milteer shared that the District has been notified by MEDSURETY of upcoming changes to our previous VEBATrust partner. This will impact employee members of the plan who still have dollars in their grandfathered HRA/VEBA. Currently MEDSURETY has two Funded HRA/ VEBA trusts; BPAS and MATRIX. MEDSURETY has terminated the BPAS trust. This requires that they transfer the district's current trust over to their MATRIX trust. The Board will approve this change at the August 26, 2024 meeting.

2025 Health, Dental, and LTD Insurance Rates- In 2017 South St. Paul Public Schools moved to a self-insured plan for dental insurance and in 2018 for health insurance, with rates determined annually by the district. A key component of a self-insured plan is to build and maintain an adequate reserve to ensure funds are available to offset fluctuating costs. Based on analysis of claims history, expected future claims and the need to continue to maintain our reserve account for payment of claims; administration recommends no change in rates and approval of the proposed 2025 health and dental insurance rates presented. These rates will go before the Board for approval at their August 26, 2024, meeting.

Studer

Superintendent Zambreno provided the Board with an update on the District's partnership with Studer Education. District leaders are currently collaborating with Studer to revitalize the district's strategic plan which was last done over 10 years ago with TeamWorks International. In addition, Studer is helping support the district in leadership development and providing tools to enhance communication and culture. This initiative will actively involve a broad range of stakeholders through various channels, including a strategic plan steering committee and focus groups.

Public Relations and Community Engagement

School Board members reviewed and discussed the various opportunities and events to engage with the SSP community. The board asked about sponsoring an upcoming senior center social. Lisa Brandecker will work with the Community Education Team on the Octoberfest event.

Stakeholder Comments to the Board

There were no attendees or submissions for the Stakeholder Comments to the Board.

Board Committee Updates

Board members provided updates on the various committees in which they serve.

Adjourn

The South St. Paul School Board adjourned their August 12, 2024 work session at 7:47 PM.

Official Board Minutes are available in the
District Office at 104 - 5th Ave. S. - South 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: Stakeholder Comments to the Board

Presenter(s): Board Chair

At the Work Session and Regular Business Meeting, the Board Chair will provide an overview of the Stakeholder Comments to the Board 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](#). Stakeholder Comments to the Board sessions are held at the District Office (104 - 5th Avenue South) beginning at 6:30PM.
- **Electronic form Submissions** are accepted on all meeting dates listed on the [district's website](#). Click [here](#) to submit a Stakeholder Comment tot the Board.
 - Form submissions will be acknowledged by the 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 Stakeholder Comment to the Board form.

Passionate Learners Positively Changing Our World



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Place on Agenda: Reports

Action Requested: None

Attachment: None

Topic: Work Session Meeting Update
Presenter(s): Board
Background: School Board members will highlight items from the Work Session meeting.
Recommendation: N/A
Alternatives: N/A

Passionate Learners Positively Changing Our World



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



Meeting Date: August 26, 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

CHECK CHE		CHECK		
NUMBER	TYP	AMOUNT	DATE	VENDOR
206036	V	-78.54	08/19/2024	STACK-JOHNSON, SUE
206328	R	2,111.55	07/26/2024	AMAZON CAPITAL SERVICES
206329	R	359.40	07/26/2024	AMERICAN FLAGPOLE & FLAG CO
206330	R	1,014.60	07/26/2024	BEVSO
206331	R	159.57	07/26/2024	BIMBO BAKERIES USA
206332	R	1,291.44	07/26/2024	BIX PRODUCE COMPANY
206333	R	3,261.58	07/26/2024	CANON FINANCIAL SERVICES
206334	R	453.40	07/26/2024	CAPITAL ONE TRADE CREDIT
206335	R	7,360.54	07/26/2024	CESO TECHNOLOGY LLC
206336	R	122.86	07/26/2024	CINTAS
206337	R	1,212.25	07/26/2024	CPI
206338	R	9,365.00	07/26/2024	CYBERSOFT TECHNOLOGIES
206339	R	3,698.00	07/26/2024	DAKOTA UNLIMITED
206340	R	725.00	07/26/2024	DEWALD, RINA
206341	R	10,629.00	07/26/2024	DOOR SERVICE COMPANY OF THE TWIN CITIES
206342	R	2,459.34	07/26/2024	FIRST SUPPLY LLC - TWIN CITIES
206343	R	592.31	07/26/2024	G & B ENVIRONMENTAL INC
206344	R	319.92	07/26/2024	GERTEN GREENHOUSES & GARDEN CENTER
206345	R	229.95	07/26/2024	GRAINGER INC
206346	R	309.59	07/26/2024	GRAPHIC EDGE DBA GAME ONE
206347	R	592.00	07/26/2024	HOME DEPOT CREDIT SERVICES
206348	R	12,169.50	07/26/2024	HURON CONSULTING SERVICES LLC
206349	R	12,500.00	07/26/2024	I LOVE U GUYS FOUNDATION
206350	R	28,906.78	07/26/2024	INTERMEDIATE DISTRICT #917
206351	R	2,279.43	07/26/2024	INTERMEDIATE DISTRICT #288
206352	R	3,888.00	07/26/2024	JB OFFICEWORKS LLC
206353	R	888.53	07/26/2024	KAPOSIA EDUCATION CENTER PTA
206354	R	25,625.00	07/26/2024	LAKE CITY TRANSPORTATION LLC
206355	R	1,025.22	07/26/2024	LIGHTNING DISPOSAL INC
206356	R	3,340.00	07/26/2024	LINDENMEYR MUNROE
206357	P	34.00	07/26/2024	LOCAL #70
206358	R	3,328.00	07/26/2024	MERIDIAN CONSULTING/DAVID SLOMKOWSKI
206359	R	1,416.00	07/26/2024	MESPA
206360	R	22.75	07/26/2024	MINNESOTA LOCKS
206361	P	366.00	07/26/2024	MINNESOTA CHILD SUPPORT PAYMENT CENTER
206362	R	35.00	07/26/2024	MINNESOTA DEPARTMENT OF HEALTH
206363	R	4,766.04	07/26/2024	NASSEFF MECHANICAL CONTRACTORS
206364	R	227.05	07/26/2024	NETWORK SERVICES COMPANY
206365	R	9,575.28	07/26/2024	NORTHLINE TRANSPORTATION
206366	R	76.92	07/26/2024	OXYGEN SERVICE CO INC
206367	R	20.65	07/26/2024	PROPIO LS LLC
206368	R	2,320.00	07/26/2024	PROTOUCH PAINTING
206369	R	126.50	07/26/2024	RATWIK, ROSZAK & MALONEY PA
206370	R	224.00	07/26/2024	RINALDI, LINDA
206371	R	1,736.20	07/26/2024	SCHOLASTIC INC
206372	R	131.66	07/26/2024	SCHWAB-VOLLHABER-LUBRATT SERVICE CORP
206373	R	28.50	07/26/2024	SHERWIN WILLIAMS CO
206374	S	9,539.08	07/26/2024	STANDARD INSURANCE COMPANY
206375	S	9,542.61	07/26/2024	STANDARD INSURANCE COMPANY
206376	R	154.46	07/26/2024	TWIN CITY JANITOR SUPPLY INC
206377	R	21,073.67	07/26/2024	SAFEWAY BUS COMPANY
206377	P	3,678.06	07/26/2024	SAFEWAY BUS COMPANY
206378	R	426.36	07/29/2024	CHILD SUPPORT SERVICES DIVISION
206379	R	404.50	07/29/2024	LOCAL #70
206380	R	519.00	07/29/2024	MINNESOTA CHILD SUPPORT PAYMENT CENTER
206381	R	64.00	07/29/2024	NCPERS GROUP LIFE INS

CHECK CHE		CHECK		
NUMBER	TYP	AMOUNT	DATE	VENDOR
206382	R	176.25	07/29/2024	OFFICE AND PROF EMPLOYEES UNION
206383	R	5.00	07/29/2024	SOUTH ST PAUL OPEN FOUNDATION
206384	R	60.00	07/29/2024	SOUTH ST PAUL EDUCATION FOUNDATION
206385	R	2,400.00	08/02/2024	806 TECHNOLOGIES INC
206386	P	6,365.00	08/02/2024	A+ DRIVING SCHOOL
206387	R	633.00	08/02/2024	ADWEAR SPECIALTIES INC
206388	R	4,655.88	08/02/2024	ALLSTREAM
206389	R	6,046.93	08/02/2024	AMAZON CAPITAL SERVICES
206390	R	1,976.25	08/02/2024	AMPERSAND THERAPY LLC
206391	R	750.00	08/02/2024	BACKUPIFY
206392	P	442.14	08/02/2024	BEVSO
206392	R	432.37	08/02/2024	BEVSO
206392	V	-874.51	08/20/2024	BEVSO
206393	P	187.11	08/02/2024	BIMBO BAKERIES USA
206394	P	899.72	08/02/2024	BIX PRODUCE COMPANY
206394	R	760.34	08/02/2024	BIX PRODUCE COMPANY
206395	R	7,780.50	08/02/2024	BRAINPOP LLC
206396	P	14.20	08/02/2024	CAHN, JOANNA
206397	R	1,761.05	08/02/2024	CAMBRIDGE UNIVERSITY PRESS
206398	R	86,520.00	08/02/2024	CDW GOVERNMENT INC
206399	R	142.26	08/02/2024	CINTAS
206400	P	176.36	08/02/2024	CINTAS
206400	R	117.30	08/02/2024	CINTAS
206401	R	186,915.60	08/02/2024	COMPUTER INTEGRATION TECHNOLOGIES
206402	R	37,090.86	08/02/2024	CONVERGINT TECHNOLOGIES LLC
206403	R	52.95	08/02/2024	CULLIGAN-MILBERT COMPANY
206404	R	285.70	08/02/2024	DECKER EQUIPMENT
206405	R	2,740.00	08/02/2024	EDPUZZLE
206406	R	415.17	08/02/2024	EDUCATORS BENEFIT CONSULTANTS LLC
206407	R	1,508.00	08/02/2024	EPIC SPECIAL EDUCATION STAFFING
206408	R	637.56	08/02/2024	GOLDCOM INC
206409	R	1,419.87	08/02/2024	GRAPHIC EDGE DBA GAME ONE
206410	R	30,561.85	08/02/2024	GREAT MINDS PBC
206411	R	2,375.00	08/02/2024	GREAT RIVER OFFICE PRODUCTS
206412	R	11,950.00	08/02/2024	HAWKEYE BUILDING AUTOMATION
206413	R	94.89	08/02/2024	INNOVATIVE OFFICE SOLUTIONS LLC
206414	R	7,108.56	08/02/2024	INTEGRATED SYSTEMS CORPORATION
206415	R	2,067.39	08/02/2024	INTERMEDIATE DISTRICT #288
206416	R	1,444.50	08/02/2024	JOSTENS
206417	R	412.00	08/02/2024	KEYS TO LITERACY LLC
206418	R	200.00	08/02/2024	KUYAYKI PERU - MN
206419	R	108.00	08/02/2024	LILY OF THE LIGHT LLC
206420	R	10,877.19	08/02/2024	LOFFLER COMPANIES
206421	R	575.00	08/02/2024	MASPA/STATE NEGOTIATORS
206422	P	984.00	08/02/2024	MASSP
206423	R	2,990.00	08/02/2024	MYSTERY SCIENCE INC
206424	R	8,137.91	08/02/2024	NETWORK SERVICES COMPANY
206425	R	21,114.00	08/02/2024	NORTHEAST METRO #916
206426	R	435.41	08/02/2024	PLUNKETT'S PEST CONTROL
206427	R	2,561.04	08/02/2024	SCHOOL SPECIALTY LLC
206428	R	839.92	08/02/2024	SCHWAB-VOLHABER-LUBRATT SERVICE CORP
206429	R	8,227.96	08/02/2024	SEESAW LEARNING INC
206430	R	378.85	08/02/2024	SOUTH ST PAUL STEEL
206431	R	30.00	08/02/2024	SQUIRES WALDSPURGER & MACE PA
206432	P	1,510.60	08/02/2024	SUNBELT STAFFING
206432	R	1,507.10	08/02/2024	SUNBELT STAFFING

CHECK CHE		CHECK		
NUMBER	TYP	AMOUNT	DATE	VENDOR
206433	R	1,180.00	08/02/2024	T-MOBILE
206434	R	150,640.00	08/02/2024	TRAFERA HOLDINGS LLC
206435	R	1,307.90	08/02/2024	TRIO SUPPLY CO
206436	R	13,848.92	08/02/2024	TWIN CITY JANITOR SUPPLY INC
206436	V	2.00	08/02/2024	TWIN CITY JANITOR SUPPLY INC
206437	R	2,158.58	08/02/2024	UCP SEGUIN - MINNESOTA
206438	P	1,233.94	08/02/2024	UPPER LAKES FOODS
206438	R	3,853.51	08/02/2024	UPPER LAKES FOODS
206439	P	1,134.00	08/02/2024	VIRCO INC
206440	R	367.56	08/02/2024	WORLD DATA PRODUCTS INC
206441	R	4,400.00	08/02/2024	WYEBOT INC
206442	R	13,748.92	08/02/2024	TWIN CITY JANITOR SUPPLY INC
206443	R	940.50	08/08/2024	ABC RENTALS
206443	V	-940.50	08/19/2024	ABC RENTALS
206444	R	93.51	08/08/2024	ACE HARDWARE & PAINT
206445	R	738.57	08/08/2024	AMAZON CAPITAL SERVICES
206446	R	750.00	08/08/2024	BACKUPIFY
206447	R	1,056.72	08/08/2024	BOCA CHICA
206448	R	1,898.10	08/08/2024	CAPSTONE /COUGHLAN COMPANIES
206449	R	149.99	08/08/2024	CATALYST SOURCING SOLUTIONS
206450	R	104.86	08/08/2024	CINTAS
206451	R	162.00	08/08/2024	COMPUTER INTEGRATION TECHNOLOGIES
206452	R	896.74	08/08/2024	CUMMINS INC
206453	R	800.00	08/08/2024	DEWALD, RINA
206454	R	11,320.00	08/08/2024	DOOR SERVICE COMPANY OF THE TWIN CITIES
206455	R	5,427.53	08/08/2024	EGAN
206456	R	550.00	08/08/2024	GENCK, JONATHON
206457	R	85.00	08/08/2024	GERTEN GREENHOUSES & GARDEN CENTER
206458	R	376.63	08/08/2024	GOLDCOM INC
206459	R	233.97	08/08/2024	GRAINGER INC
206460	R	479.15	08/08/2024	GRAPHIC EDGE DBA GAME ONE
206461	R	1,110.00	08/08/2024	GUTZMAN, DEBRA
206462	R	131.40	08/08/2024	IMAGES BY DESIGN
206463	R	17,821.16	08/08/2024	IND SCHOOL DISTRICT #622
206464	R	200,393.82	08/08/2024	IND SCHOOL DISTRICT 197/COMMUNITY ED
206465	R	86,541.79	08/08/2024	IND SCHOOL DISTRICT 199/COMMUNITY ED
206466	R	29.76	08/08/2024	INNOVATIVE OFFICE SOLUTIONS LLC
206467	R	12,395.89	08/08/2024	INTERMEDIATE DISTRICT #917
206468	R	987.25	08/08/2024	JOHNSTONE SUPPLY
206469	R	52.32	08/08/2024	KUEHN, KIMBERLY
206470	R	82.10	08/08/2024	MAC ENTERPRISES LLC
206471	R	98.28	08/08/2024	MARK'S PLUMBING PARTS
206472	R	200.16	08/08/2024	MAWSECO #938
206473	R	766.54	08/08/2024	MCMASTER-CARR SUPPLY COMPANY
206474	R	373.82	08/08/2024	MIDWEST MACHINERY CO
206475	R	515.63	08/08/2024	THE MINNESOTA CHEMICAL CO
206476	R	597.97	08/08/2024	MINNESOTA AIR
206477	R	210.00	08/08/2024	MN DEPT OF LABOR & INDUSTRY
206478	R	3,380.00	08/08/2024	MUSIC THEATRE INTERNATIONAL
206479	R	4,155.78	08/08/2024	MUSKEGON HEIGHTS SOLAR LLC
206480	R	182.92	08/08/2024	NAPA AUTO PARTS
206481	R	1,113.20	08/08/2024	NETWORK SERVICES COMPANY
206482	R	4,642.56	08/08/2024	NORTHLINE TRANSPORTATION
206483	R	236.68	08/08/2024	OXYGEN SERVICE CO INC
206484	R	13,500.00	08/08/2024	PEAR DECK INC
206485	R	11.89	08/08/2024	PIEKARSKI, DIAN

CHECK CHE		CHECK		
NUMBER	TYP	AMOUNT	DATE	VENDOR
206486	R	143.04	08/08/2024	PLUNKETT'S PEST CONTROL
206487	R	936.10	08/08/2024	QUILL CORPORATION
206488	R	5,521.76	08/08/2024	SCHOOL HEALTH CORPORATION
206489	R	5,045.67	08/08/2024	SCHOOL SPECIALTY LLC
206490	R	447.37	08/08/2024	SHERWIN WILLIAMS CO
206491	R	5,760.80	08/08/2024	SMARTPASS INC
206492	R	1,070.01	08/08/2024	SPORTS FACILITIES GROUP INC
206493	R	3,196.70	08/08/2024	SQUIRES WALDSPURGER & MACE PA
206494	R	78.00	08/08/2024	ST PAUL PIONEER PRESS
206495	R	38.08	08/08/2024	STACK-JOHNSON, SUE
206496	R	1,516.90	08/08/2024	SUNBELT STAFFING
206497	R	2,615.32	08/08/2024	T-MOBILE
206498	R	8,887.50	08/08/2024	THOLE, GORDON
206499	R	2,589.60	08/08/2024	TURNITIN,LLC
206500	R	1,835.15	08/08/2024	TWIN CITY JANITOR SUPPLY INC
206501	R	68.57	08/08/2024	TWIN CITY HARDWARE CO
206502	R	865.80	08/08/2024	VOSS LIGHTING
206503	R	69,298.39	08/08/2024	XCEL ENERGY
206504	R	2,242.00	08/08/2024	YONDR INC
206505	R	426.36	08/15/2024	CHILD SUPPORT SERVICES DIVISION
206506	R	438.50	08/15/2024	LOCAL #70
206507	R	885.00	08/15/2024	MINNESOTA CHILD SUPPORT PAYMENT CENTER
206508	R	176.25	08/15/2024	OFFICE AND PROF EMPLOYEES UNION
206509	R	5.00	08/15/2024	SOUTH ST PAUL OPEN FOUNDATION
206510	R	60.00	08/15/2024	SOUTH ST PAUL EDUCATION FOUNDATION
206511	R	1,170.66	08/15/2024	AMAZON CAPITAL SERVICES
206512	R	5,110.14	08/15/2024	ARVIG
206513	R	1,236.28	08/15/2024	BLICK ART MATERIALS
206514	R	575.13	08/15/2024	CDW GOVERNMENT INC
206515	R	65.00	08/15/2024	CITICARGO & STORAGE
206516	R	3,025.98	08/15/2024	CITY OF SOUTH ST PAUL - UTILITIES
206517	R	1,047.35	08/15/2024	CULLIGAN-MILBERT COMPANY
206518	R	60.00	08/15/2024	DIETRICH, MEGAN
206519	R	602.11	08/15/2024	EMI AUDIO
206520	R	6,799.00	08/15/2024	FOLLETT SCHOOL SOLUTIONS INC
206521	R	3,339.50	08/15/2024	FOXTROT MARKETING GROUP
206522	R	2,837.50	08/15/2024	HUDL
206523	R	122.50	08/15/2024	KHUNISORN, PLOY
206524	R	3,021.65	08/15/2024	LITERACY ACTION NETWORK
206525	R	372.93	08/15/2024	MAUER CHEVROLET
206526	R	1,513.00	08/15/2024	MEDICINE LAKE TOURS
206527	R	7,000.00	08/15/2024	METRO EAST CONFERENCE
206528	R	45.00	08/15/2024	MRI SOFTWARE LLC
206529	R	6,280.62	08/15/2024	NITTI SANITATION
206530	R	3,481.92	08/15/2024	NORTHLINE TRANSPORTATION
206531	R	1,281.87	08/15/2024	PITNEY BOWES INC PURCHASE POWER
206532	R	148.99	08/15/2024	SCHOOL SPECIALTY LLC
206533	R	77.13	08/21/2024	ACE HARDWARE & PAINT
206534	R	970.69	08/21/2024	AMAZON CAPITAL SERVICES
206535	R	2,040.00	08/21/2024	AMPERSAND THERAPY LLC
206536	R	28.05	08/21/2024	BLICK ART MATERIALS
206537	R	3,261.58	08/21/2024	CANON FINANCIAL SERVICES
206538	R	5,002.25	08/21/2024	CDW GOVERNMENT INC
206539	R	380.52	08/21/2024	CINTAS
206540	R	2,192.11	08/21/2024	COLLINS SPORTS MEDICINE
206541	R	35.33	08/21/2024	CULLIGAN-MILBERT COMPANY

CHECK CHE		CHECK		
NUMBER	TYP	AMOUNT	DATE	VENDOR
206542	R	1,303.00	08/21/2024	DASH SPORTS LLC
206543	R	85.05	08/21/2024	FIRST SUPPLY LLC - TWIN CITIES
206544	R	1,535.00	08/21/2024	FOXTROT MARKETING GROUP
206545	R	559.00	08/21/2024	GERTEN GREENHOUSES & GARDEN CENTER
206546	R	349.80	08/21/2024	GRAPHIC EDGE DBA GAME ONE
206547	R	252.84	08/21/2024	GRAYBAR
206548	R	13.35	08/21/2024	GUTZMAN, DEBRA
206549	R	51.30	08/21/2024	HOME DEPOT CREDIT SERVICES
206550	R	1,799.61	08/21/2024	HORIZON COMMERCIAL POOL SUPPLY
206551	R	23,041.28	08/21/2024	INTERMEDIATE DISTRICT #917
206552	R	857.77	08/21/2024	KWIK TRIP EXTENDED NETWORK
206553	R	286.27	08/21/2024	LOWE'S
206554	R	86.19	08/21/2024	MAC ENTERPRISES LLC
206555	R	102.44	08/21/2024	MCMASTER-CARR SUPPLY COMPANY
206556	R	1,620.00	08/21/2024	METRO VOLLEYBALL OFFICIAL ASSOCIATION
206557	R	12.50	08/21/2024	MINNESOTA LOCKS
206558	R	2,800.00	08/21/2024	NASSEFF MECHANICAL CONTRACTORS
206559	R	661.95	08/21/2024	NETWORK SERVICES COMPANY
206560	R	26.50	08/21/2024	POMP'S TIRE SERVICE
206561	R	14.75	08/21/2024	PROPIO LS LLC
206562	R	19,940.00	08/21/2024	REFRACTORY SERVICE INC
206563	R	26.47	08/21/2024	SCHOOL SPECIALTY LLC
206564	R	250.00	08/21/2024	SKYWARD ACCOUNTING DEPT
206565	R	874.51	08/21/2024	ST PAUL BEVERAGE SOLUTIONS
206566	R	78.54	08/21/2024	STACK-JOHNSON, SUE
206567	R	9,719.40	08/21/2024	STANDARD INSURANCE COMPANY
206568	R	1,434.84	08/21/2024	TEAMWORKS INTERNATIONAL INC
206569	R	7,718.00	08/21/2024	THE MASCOT COMPANY
206570	R	75.84	08/21/2024	TWIN CITY JANITOR SUPPLY INC
206571	R	3,807.19	08/21/2024	UNITED REFRIGERATION INC
206572	R	3,200.00	08/21/2024	VARSITY ATHLETIC APPAREL
206573	R	187.00	08/21/2024	VOSS LIGHTING
206574	R	206.40	08/21/2024	WALLACE RADIO SYNDICATION LLC
206575	R	8,648.71	08/21/2024	XCEL ENERGY
202400015	W	27,127.70	07/29/2024	MINNESOTA PAYROLL TAXES
202400016	W	162,769.90	07/29/2024	FEDERAL PAYROLL TAXES
202400017	W	703.76	07/29/2024	MN DEPT OF REVENUE
202400018	W	6,778.25	07/29/2024	PERA
202400019	W	40,950.01	07/29/2024	TSA/ACH DEDUCTION
202400020	W	113,387.69	07/29/2024	TEACHER RETIREMENT ASSOCIATION
202400021	W	-59.62	07/29/2024	MINNESOTA PAYROLL TAXES
202400022	W	-386.41	07/29/2024	FEDERAL PAYROLL TAXES
202400023	W	-364.12	07/29/2024	MN DEPT OF REVENUE
202400024	W	-330.92	07/29/2024	TEACHER RETIREMENT ASSOCIATION
202400025	W	59.62	07/29/2024	MINNESOTA PAYROLL TAXES
202400026	W	386.41	07/29/2024	FEDERAL PAYROLL TAXES
202400027	W	386.47	07/29/2024	MN DEPT OF REVENUE
202400028	W	330.92	07/29/2024	TEACHER RETIREMENT ASSOCIATION
202400029	W	13,841.55	07/30/2024	MINNESOTA PAYROLL TAXES
202400030	W	82,869.39	07/30/2024	FEDERAL PAYROLL TAXES
202400031	W	26,381.57	07/30/2024	PERA
202400032	W	12,233.46	07/30/2024	TSA/ACH DEDUCTION
202400033	W	23,910.22	07/30/2024	TEACHER RETIREMENT ASSOCIATION
202400034	W	0.00	07/30/2024	MINNESOTA PAYROLL TAXES
202400035	W	0.00	07/30/2024	FEDERAL PAYROLL TAXES
202400036	W	1,164.00	07/15/2024	MEDSURETY

CHECK CHE		CHECK		
NUMBER	TYP	AMOUNT	DATE	VENDOR
202400037	W	225,750.00	07/26/2024	BOND TRUST SERVICES CORPORATION
202400038	W	1,650.00	07/26/2024	BOND TRUST SERVICES CORPORATION
202400039	W	209,650.00	07/26/2024	BOND TRUST SERVICES CORPORATION
202400040	W	134,852.12	07/01/2024	HEALTH PARTNERS
202400041	W	205,167.33	07/09/2024	HEALTH PARTNERS
202400042	W	154.00	07/15/2024	HEALTH PARTNERS
202400043	W	120,977.94	07/15/2024	HEALTH PARTNERS
202400044	W	115,813.80	07/22/2024	HEALTH PARTNERS
202400045	W	156,299.50	07/22/2024	HEALTH PARTNERS
202400046	W	-21.39	07/30/2024	TEACHER RETIREMENT ASSOCIATION
202400047	W	-24.15	07/30/2024	TEACHER RETIREMENT ASSOCIATION
202400048	W	897.33	07/31/2024	MINNESOTA PAYROLL TAXES
202400049	W	6,494.47	07/31/2024	FEDERAL PAYROLL TAXES
202400050	W	549.01	07/31/2024	PERA
202400051	W	4,928.56	07/31/2024	TEACHER RETIREMENT ASSOCIATION
202400052	W	16,658.71	07/31/2024	MEDSURETY
202400053	W	2,316.28	07/23/2024	UNITED STATES TREASURY
202400054	W	35,900.00	07/02/2024	MSRS
202400055	W	0.00	08/06/2024	MINNESOTA PAYROLL TAXES
202400056	W	106.88	08/06/2024	FEDERAL PAYROLL TAXES
202400057	W	97.78	08/06/2024	PERA
202400058	W	26,795.60	08/14/2024	MINNESOTA PAYROLL TAXES
202400059	W	159,857.43	08/14/2024	FEDERAL PAYROLL TAXES
202400064	W	-26,795.60	08/14/2024	MINNESOTA PAYROLL TAXES
202400065	W	-159,857.43	08/14/2024	FEDERAL PAYROLL TAXES
202400070	W	26,750.53	08/14/2024	MINNESOTA PAYROLL TAXES
202400071	W	159,635.95	08/14/2024	FEDERAL PAYROLL TAXES
202400072	W	726.11	08/14/2024	MN DEPT OF REVENUE
202400073	W	5,546.44	08/14/2024	PERA
202400074	W	40,850.57	08/14/2024	TSA/ACH DEDUCTION
202400075	W	112,510.35	08/14/2024	TEACHER RETIREMENT ASSOCIATION
202400076	W	1,395.00	08/06/2024	VALLEYFAIR
202400077	W	1,146.03	08/06/2024	WALMART P-CARD
202400078	W	9,681.72	08/06/2024	BMO HARRIS BANK - CREDIT CARD
202400079	W	934.50	08/06/2024	ADVANCED SPORTSWEAR LLC
202400080	W	54.25	08/06/2024	UNITED STATES POSTAL SERVICE
202400081	W	1,228.52	08/06/2024	SAM'S CLUB
202400082	W	1,216.68	08/06/2024	TRIPLE SHIFT ENTERTAINMENT
202400083	W	-120.00	08/06/2024	MINNESOTA ZOO
202400084	W	250.00	08/06/2024	MINNSPRA
202400085	W	1,211.26	08/06/2024	DODGE NATURE CENTER
202400086	W	5,675.63	08/06/2024	AMAZON.COM
202400087	W	297.00	08/06/2024	REALLY GREAT READING COMPANY LLC
202400088	W	14,762.81	08/15/2024	MINNESOTA PAYROLL TAXES
202400089	W	100,183.36	08/15/2024	FEDERAL PAYROLL TAXES
202400090	W	29,737.48	08/15/2024	PERA
202400091	W	12,837.47	08/15/2024	TSA/ACH DEDUCTION
202400092	W	41,673.39	08/15/2024	TEACHER RETIREMENT ASSOCIATION
202400093	W	0.00	08/15/2024	MINNESOTA PAYROLL TAXES
202400094	W	0.00	08/15/2024	FEDERAL PAYROLL TAXES
202400095	W	146,960.10	08/05/2024	HEALTH PARTNERS
202400096	W	90,533.96	08/01/2024	HEALTH PARTNERS
202400097	W	173,312.92	08/12/2024	HEALTH PARTNERS
202400098	W	91,299.36	08/19/2024	HEALTH PARTNERS
242500011	A	90.00	07/30/2024	AHSENMACHER WINTER, AMY
242500012	A	90.00	07/30/2024	ANDERSON, CHAD

CHECK CHE		CHECK		
NUMBER	TYP	AMOUNT	DATE	VENDOR
242500013	A	90.00	07/30/2024	BARTER, ANDREW
242500014	A	90.00	07/30/2024	BAUER, MEREDITH
242500015	A	90.00	07/30/2024	BERCHTOLD, JAMIE
242500016	A	90.00	07/30/2024	BOURG, LEAH
242500017	A	90.00	07/30/2024	BRANDECKER, LISA
242500018	A	90.00	07/30/2024	BRETOI, TERRENCE
242500019	A	90.00	07/30/2024	BURCKHARDT, CANDACE
242500020	A	604.24	07/30/2024	BURK, IAN
242500021	A	90.00	07/30/2024	CHILDS, DANETTE
242500022	A	90.00	07/30/2024	DANIELSON, JENNIFER
242500023	A	90.00	07/30/2024	FENTON, MARK
242500024	A	90.00	07/30/2024	GAMEZ, LESLY
242500025	A	90.00	07/30/2024	HANSEN, JODY
242500026	A	90.00	07/30/2024	HOFFMAN, BRADY
242500027	A	492.42	07/30/2024	HOLSEN, ERIC
242500028	A	45.00	07/30/2024	JACOBS-BUSE, LINDA
242500029	A	90.00	07/30/2024	KRUEGER, BRADY
242500030	A	45.00	07/30/2024	LENTSCH, PETER
242500031	A	45.00	07/30/2024	LOUGH, LAWRENCE
242500032	A	90.00	07/30/2024	MILTEER, JOEL
242500033	A	90.00	07/30/2024	MOSES, CHRISTINA
242500034	A	90.00	07/30/2024	OCHOCKI, CHARLES
242500035	A	45.00	07/30/2024	OSTER, PATRICK
242500036	A	45.00	07/30/2024	PENMAN, MICHELLE
242500037	A	90.00	07/30/2024	PETERSON, LORI
242500038	A	90.00	07/30/2024	SCHWAB, ROBIN
242500039	A	90.00	07/30/2024	SEXAUER, JENNIFER
242500040	A	90.00	07/30/2024	TAYLOR MINER, MELANEE
242500041	A	45.00	07/30/2024	VANDERBILT, TONY
242500042	A	90.00	07/30/2024	WELLS, TRAVIS
242500043	A	90.00	07/30/2024	ZAMBRENO, BRIAN
242500044	A	90.00	07/30/2024	ZEHNDER, JEAN
242500045	A	11.66	08/05/2024	BECRAFT, BENJAMIN
242500046	A	82.61	08/05/2024	EMERY, HEATHER
242500047	A	697.63	08/05/2024	HOLSEN, ERIC
242500048	A	38.68	08/05/2024	MOLAND, SHELLY
242500049	A	44.97	08/05/2024	SEXAUER, JENNIFER
242500050	A	54.14	08/05/2024	THERRES, HEIDI
242500051	A	35.94	08/05/2024	WATT, ANNA
242500052	A	26.00	08/09/2024	COLEMAN, CHARMAINE
242500053	A	64.97	08/09/2024	SEXAUER, JENNIFER

4,338,471.39 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	1,078,366.96	0.00	976,128.57	2,054,495.53
02	FOOD SERVICE	4,109.12	27.55	22,859.02	26,995.69
04	COMMUNITY EDUCATION	335,328.09	0.00	19,701.61	355,029.70
05	CAPITAL	1,620.80	0.00	215,324.24	216,945.04
07	DEBT RETIREMENT	0.00	0.00	437,050.00	437,050.00
20	INTERNAL SERVICE	0.00	0.00	70,500.80	70,500.80
21	MEDICAL	0.00	0.00	1,167,186.51	1,167,186.51
50	ACTIVITY ACCOUNT	10,268.12	0.00	0.00	10,268.12
***	Fund Summary Totals ***	1,429,693.09	27.55	2,908,750.75	4,338,471.39

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

CHECKRUNS

**July 19, 2024 - August
22, 2024**

FUND	DESCRIPTION	
1	GENERAL	\$ 2,054,495.53
2	FOOD SERVICE	26,995.69
4	COMMUNITY EDUCATION	355,029.70
5	CAPITAL	216,945.04
7	DEBT SERVICE	437,050.00
20	INTERNAL SERVICE	1,237,687.31
50	ACTIVITY ACCOUNTS	<u>10,268.12</u>
	TOTAL	\$ 4,338,471.39

PAYROLL

7/30/24 & 8/15/24

Payroll Direct Deposit	900105204-900106550	\$ 1,547,844.51
-------------------------------	----------------------------	------------------------



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Meeting Date: August 26, 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.

Passionate Learners Positively Changing Our World

Certified

A. Appointments/Reassignments

1. Steven Miner - .8 Language Arts Teacher, .2 FACS Teacher, High School - Secondary Location, BA+30, Step 1, effective 2024-2025 school year.
2. Noelle Frost - 1.0 FTE EL Teacher, Middle School - Secondary Location, MA+15, Step 11, effective 2024-2025 school year.
3. Don Nihart - 1.0 FTE Credit Recovery Teacher, High School - Secondary Location, BA+60, Step 20, effective 2024-2025 school year.
4. Sean Kelly - 1.0 FTE Special Education Resource Teacher, High School - Secondary Location, MA, Step 2, effective 2024-2025 school year.
5. Eamon, Whiteaker-Smith - .86 FTE ECFE Teacher Parent Educator, Family Education Center, MA, Step 1, effective 2024-2025 school year.
6. Elina Wennerlund - 1.0 FTE Art Teacher, Middle School - Secondary Location, BA, Step 1, effective 2024-2025 school year.
7. Benjamin Labey - 1.0 FTE Social Studies, Middle School - Secondary Location, BA, Step 3, effective 2024-2025 school year.
8. Avery Snyder - 1.0 FTE Kindergarten Teacher, Lincoln Elementary, BA, Step 1, effective 2024-2025 school year.
9. Ian Burk - .6 FTE Medical Careers Teacher, High School - Secondary Location, EdSplst, Step 20, effective 2024-2025 school year.
10. Jesse Rock - .6 FTE Chemistry Science Teacher, High School - Secondary Location, MA+60, Step 10, effective 2024-2025 school year.
11. Rebecca Spreigl - .2 FTE overload added to Media/Tech Specialist, Lincoln Elementary, effective 2024-2025 school year.
12. Soviatt Loyd - 1.0 FTE Kindergarten Teacher, Kaposia Elementary, BA+15, Step 3, effective 2024-2025 school year.
13. Kari Kielsa - 1.0 FTE Special Education Resource Teacher, Lincoln Elementary, MA+60, Step 20, effective 2024-2025 school year.
14. Zara Pylvainen - 1.0 FTE English Language Arts, Middle School - Secondary Location, MA+15, Step 7, effective 2024-2025 school year.
15. Laura Miller - 1.0 FTE Special Education Teacher, Lincoln Elementary, MA, Step 7, effective 2024-2025 school year.

16. Maggie Stoltzman - 1.0 FTE, Social Worker, Kaposia Elementary, effective 2024-2025 school year.
17. Peter Eltjes - 1.0 FTE Special Education Teacher, Middle School, BA+15, Step 1, effective 2024-2025 school year.
18. Daniel Beattie - 1.0 FTE Computer Science/STEM, Middle School, MA, Step 1, effective 2024-2025 school year.
19. Megan Gavin - 1.0 FTE, Spanish Teacher, High School, MA+60, Step 14, effective 2024-2025 school year.
20. Reid Jackowick - 1.0 FTE, Middle Level Alternative and Math Intervention, Middle School, MA+15, Step 7, effective 2024-2025 school year.
21. Emma Hanlin - 1.0 FTE, ELL Teacher, Middle School, effective 2024-2025 school year.
- 22. Constance Barone - 1.0 FTE, Kindergarten Teacher, Kaposia Elementary, BA, Step 3, Effective 2024-2025 school year.**
- 23. Carmen Thompson - 1.0 FTE, Kindergarten Teacher, Kaposia Elementary, BA, Step 1, Effective 2024-2025 school year.**
- 24. Grace Gaertner - 1.0 FTE, Kindergarten Teacher, Kaposia Elementary, BA, Step 3, Effective 2024-2025 school year.**
- 25. Teranique Bowen-Jerez - 1.0 FTE, PreSchool Teacher, Kaposia Elementary, BA, Step 3, Effective 2024-2025 school year.**

K CAMP 2024-2025 - Kaposia Elementary, 2.5 hours per day, July 22-25, 2024

Katie Gross - Teacher

Ann Vogel - Teacher

Lindsey Peterson - Teacher

ATHLETICS 2024-25

Cross Country Boys & Girls Varsity Asst	DeGidio, Curtis	\$2,821.00
Football Volunteer Coach	Nick Krammer	True Volunteer
Football Volunteer Coach	Felton, Tim	True Volunteer
Soccer Girls C/9 Coach	Griffin, MaKayla	\$2,821.00
Swimming Girls Head Coach	Firkus, Emily	\$5,177.00
Swimming Girls Varsity Asst Coach	Nylin, Jen	\$3,668.00
Volleyball Asst Varsity & Sophomore Coach	English, Amariae	\$2,821.00
Volleyball Additional Coach	Deming, Dawn	\$2,500.00 (booster paid)

ACTIVITIES 2024-25

SADD (shared)	McEvoy, Amy	\$2,736.00
---------------	-------------	------------

SADD (shared)	Williams, Joquan	\$1,284.55
Fall Dance Coach	Josie Knapp	\$1,100.00
Fall Dance Coach	Danette Childs	\$900.00

AFFINITY GROUPS 2024-25

Sexuality and Gender Alliance (SAGA) 6-12	Zender, Beth	\$4,027.00
Women's Society 9-12	Ritzer, Ellie	\$4,027.00

OTHER SECONDARY 2024-25

Senior All-Night Party Advisor	Macioch, Joleen	\$900.00
--------------------------------	-----------------	----------

KAPOSIA 2024-25

Kaposia - Art Club	Daniels, Maren	\$1,192.00
Kaposia - Math Masters	Cin-Walker, Andrew	\$1,192.00
Kaposia - Geography	Croonquist, Jill	\$1,192.00
Kaposia - Lego League	Kopp, Kelly	\$1,224.00
Kaposia - Lego League	Oleshko, Mallory	\$1,224.00
Kaposia - Lego League Explorer/Junior	Gorman, Lisa	\$1,224.00
Kaposia - Lego League Explorer/Junior	Chirhart, Noel	\$1,224.00
Kaposia - Student Council Advisor	Johnson, Brenda	\$1,224.00

B. Resignations/Retirements/Leaves/Reductions/Other

1. Jillian Cole - Resignation, Special Education Teacher, Teacher Mentor, Middle School - Secondary Location, effective July 22, 2024.
2. Noel Giesbrecht - Resignation, Special Education Teacher, High School - Secondary Location, effective August 9, 2024.
3. Soviet Loyd - Resignation, Preschool Teacher, Kaposia Elementary, effective August 8, 2024.
4. Shaylin Theisen - Leave of Absence, Revised Dates, Effective September 20, 2024 through June 12, 2025.
5. Joquan Williams - Leave of Absence, Social Worker, Middle School, effective September 1, 2024 through November 30, 2024
6. Erin Gross - Resignation, Kindergarten Teacher, Kaposia Elementary, effective August 31, 2024
7. Kori McKibbon - Resignation, ABE Teacher, SSP Education Center, effective August 14, 2024
8. Kristin Sampson - Resignation, Kindergarten Teacher, Kaposia Elementary, Effective August 31, 2024

9. Natalie Villanueva - Resignation, Preschool Teacher, Lincoln Center Elementary, Effective August 12, 2024

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

8-26-2024

Classified

A. Appointments/Reassignments

1. Tanaya Niederkorn - 1.0 FTE Special Education Assistant, Kaposia Elementary, \$20.16 per hour, effective August 26, 2024.
2. Celine Ferguson - Kids Choice Program Assistant - Summer Substitute Only, Kaposia Elementary, \$18.86 per hour, 5.5 hours per day as needed to sub, effective until August 23, 2024.
3. Adiana Contreras - Lifeguard, Central Square Community Center, \$16.00 per hour, up to 20 hours per week, effective July 29, 2024.
4. Louise Vega - Early Learning Preschool Assistant, Lincoln Elementary, \$18.53 per hour, 12.5 hours a week, effective September 9, 2024.
5. Pa Kou Thao - 1.0 FTE Administrative Assistant - Admin Services, District Office, Clerical Classification IV, Step 1, \$23.77, effective August 19, 2024.
6. Charmaine Coleman - Change from 1.0 FTE Educational Assistant to 1.0 FTE Special Education Assistant, Middle School - Secondary Location, \$20.16 per hour, effective 2024-2025 school year.
7. Annie Balza - Youth Gymnastics Instructor change to Youth Gymnastics Co-Lead, \$20.00 per hour, Up to 20 hours a week, effective July 29, 2024
8. Ana Cuate - 1.0 FTE Cultural Liaison, Lincoln Elementary and Middle School - Secondary Location, \$30.46 per hour, effective 2024-2025 school year.
9. Amanda Kasel - Student Supervisor, Lincoln Elementary, \$17.62, 3.5 hours per day, effective September 3, 2024
10. Thomas Moses - Water Safety Instructor, Central Square Community Center, \$17.00, effective August 14, 2024
11. Alexandra Cervantez - Speech Language Pathologist Assistant, Kaposia Education Center, \$28.50, 20 hours per week, effective August 26, 2024
12. Nancy Trost - Student Supervisor, Kaposia Elementary, \$17.62, 3.5 hours per day, effective September 3, 2024
13. Jill Clark - 1.0 FTE Licensed School Health Associate, Lincoln Center Elementary, \$32.24 per hour, effective August 26, 2024

14. Darian Schwartz - Early Learning Preschool Assistant, Kaposia Elementary, \$18.53 per hour, 12 hours per week, effective September 9, 2024
15. Iliana Galaviz - 1.0 FTE Special Education Assistant, High School, \$20.16 per hour, effective August 26, 2024.
16. Ryan Palm - PT Cleaner, Secondary Building, \$18.66 per hour, effective date March 13, 2024, 4 hours per day
17. **Reneesha Price-Presley - Community Preschool Program Assistant, Lincoln Center, \$20.30 per hour, Up to 21 hours per week, Effective August 26, 2024**
18. **John Kromshroeder - 1.0 FTE, Night Supervisor/Engineer, Secondary Building, Step 6, \$29.01 per hour**
19. **Anjelica Palma-Castano - Student Supervisor, Lincoln Elementary, \$17.62, 3.5 hours per day, effective September 3, 2024**
20. **Carolyn Plasch - 1.0 FTE, Early Learning Preschool Assistant, Lincoln Center, \$20.30 per hour, Effective August 26, 2024**

K CAMP 2024-2025 - Kaposia Elementary, 2.5 hours per day, July 22-25, 2024

Anjelica Palma, Castano - Educational Assistant - \$18.53 per hour

Liza Cuchna - Special Education Assistant - \$20.16 per hour

Samantha Blackbird - Special Education Assistant - \$20.16 per hour

B. Resignations/Retirements/Leaves/Reductions/Other

1. Ty Kier - Resignation, Swim and Diving Head Coach, Secondary Location, effective July 11, 2024.
2. Kaia Tautges - Resignation, Early Learning Assistant, Kaposia Elementary, effective July 22, 2024.
3. Andrew Molohon - Resignation, Cultural Liaison, Secondary Location, Lincoln Elementary, effective July 31, 2024.
4. Janea Teklu - Resignation, Special Education Assistant, Lincoln Elementary, effective August 5, 2024.
5. Blia Vang Her - Resignation, Human Resource Specialist, District Office, effective August 15, 2024.
6. Janessa Rosario - Resignation, Student Supervisor, Kaposia Elementary, effective July 15, 2024.

7. Zuly Sanchez Luna - Resignation, Preschool Assistant, Kaposia Elementary, effective August 2, 2024.
8. Kenneth Gobeli - Resignation, PT Cleaner, Secondary Location, effective June 3, 2024.
9. Tammye Cleveland - Resignation, PT Cleaner, Lincoln Elementary, effective June 6, 2024.
10. Susannah Spring - Resignation, PT Summer Cleaner, Lincoln Elementary, effective August 15, 2024.
11. Carla Rakness - Leave of Absence, Nutrition Services Assistant, Kaposia Elementary, effective September 3 through October 7, 2024
12. Clarissa Belmares - Resignation, Special Education Assistant, Kaposia Elementary, effective August 31, 2024
13. Martha Therres - Resignation, Nutrition Assistant, Lincoln Center, Effective July 25, 2024
14. **Evalyna Satar - Termination, Assistant - Kids Choice, Kaposia Elementary, Effective August 23, 2024**
15. **Teranique Bowen-Jerez - Resignation, Kids Choice Supervisor, effective August 23, 2024**



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, August 26, 2024

Place on Agenda: Regular Board Meeting

Action Requested: Approval

Attachment: Proposed 2025 Health, Dental & Other Insurance Rates

Topic:																														
Presenter(s):																														
<p>Background:</p> <p>In 2017 we moved to a self-insured plan for dental insurance and in 2018 for health insurance, with rates determined annually by the district. A key component of a self-insured plan is to build and maintain an adequate reserve to ensure funds are available to offset fluctuating costs.</p> <p>Based on analysis of claims history, expected future claims and the need to continue to maintain our reserve account for payment of claims; administration recommends no change in rates and approval of the proposed 2025 health and dental insurance rates presented.</p> <p>Additional information regarding this recommendation is listed below:</p> <ul style="list-style-type: none"> • We have reached our reserve fund goal. • The chart below illustrates health & dental rate changes since moving to self-insured plans. <table border="1" data-bbox="302 1073 1208 1514"> <thead> <tr> <th>Year</th> <th>Health Self-Insured % of Rate Change</th> <th>Dental Self-Insured % of Rate Change</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>--</td> <td>0%</td> </tr> <tr> <td>2018</td> <td>8%</td> <td>0%</td> </tr> <tr> <td>2019</td> <td>8%</td> <td>0%</td> </tr> <tr> <td>2020</td> <td>8%</td> <td>0%</td> </tr> <tr> <td>2021</td> <td>0%</td> <td>0%</td> </tr> <tr> <td>2022</td> <td>0%</td> <td>0%</td> </tr> <tr> <td>2023</td> <td>0%</td> <td>0%</td> </tr> <tr> <td>2024</td> <td>0%</td> <td>0%</td> </tr> <tr> <td>2025</td> <td>0%</td> <td>0%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • The proposed 2025 health, dental and other ancillary insurance rates are attached. <p>The recommendation for the 2025 health & dental insurance rates were shared with the district's insurance committee.</p>	Year	Health Self-Insured % of Rate Change	Dental Self-Insured % of Rate Change	2017	--	0%	2018	8%	0%	2019	8%	0%	2020	8%	0%	2021	0%	0%	2022	0%	0%	2023	0%	0%	2024	0%	0%	2025	0%	0%
Year	Health Self-Insured % of Rate Change	Dental Self-Insured % of Rate Change																												
2017	--	0%																												
2018	8%	0%																												
2019	8%	0%																												
2020	8%	0%																												
2021	0%	0%																												
2022	0%	0%																												
2023	0%	0%																												
2024	0%	0%																												
2025	0%	0%																												
<p>Recommendation:</p> <p>Administration recommends approval of the proposed 2025 health, dental and ancillary insurance premium rates.</p>																														
<p>Alternatives:</p> <p>Do not approve and direct administration with next steps.</p>																														

South St. Paul Schools

Proposed 2025 Health and Dental Insurance Rates

Health Insurance

Coverage Type	\$500-\$35 Deductible Plan Annual Rate	\$1500-\$35 Deductible Plan Annual Rate	\$3200-80% HSA Plan Annual Rate
Single	\$10,383.68	\$9,367.88	\$7,717.94
Single + One	\$21,878.16	\$19,737.95	\$16,261.43
Family	\$29,541.28	\$26,651.46	\$21,957.22

Dental Insurance

Coverage Type	Annual Rate
Single	\$612.00
Family	\$1,587.12

2024-2025 Ancillary Insurance Rates (The Standard)

Basic Life & AD&D Insurance Rates

Plan	Rates/\$1,000
Basic Life	\$0.090
Basic AD&D	\$0.020

Voluntary Life & AD&D Insurance Rates

Age Range	Employee Rate per \$1,000
<25	\$0.05
25-29	\$0.05
30-34	\$0.06
35-39	\$0.08
40-44	\$0.10
45-49	\$0.15
50-54	\$0.23
55-59	\$0.43
60-64	\$0.52
65-69	\$0.96
70+	\$1.97
AD&D Rate	\$0.02

Long-Term Disability Insurance Rate

Long Term Disability	Rate
LTD Rate/\$100 of Covered Payroll	\$.320



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, August 26, 2024

Place on Agenda: Regular Board Meeting

Action Requested: Approval

Attachment:

Topic: Change to District VEBA Account
Presenter(s): Joel Milteer, Director of Human Resources
Background: The District uses a company called MEDSURETY to help manage our employee’s voluntary benefits such as Health Reimbursement Accounts (HRAs) and Voluntary Employee Beneficiary Associations (VEBAs). Previously, the District offered a VEBA plan for employees to be able to set aside pre-tax income for future payment of medical expenses. The District has been notified by MEDSURETY of upcoming changes to our previous VEBA Trust partner. This will impact employee members of the plan who still have dollars in their grandfathered HRA/VEBA. Currently MEDSURETY has two Funded HRA/ VEBA trusts; BPAS and MATRIX. MEDSURETY has terminated the BPAS trust. This requires that they transfer the district’s current trust over to their MATRIX trust.
Recommendation: Administration recommends approval of the proposed change moving from the BPAS to MATRIX HRA/VEBA Trust, effective Fall of 2024.
Alternatives: Do not approve and direct administration with next steps.

Passionate Learners Positively Changing Our World



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, August 26, 2024

Place on Agenda: Regular Board Meeting

Action Requested: Approval

Attachment: Continuance of Teacher Contracts for 2024-2025

Topic: Continuance of Teacher Contracts for 2024-2025
Presenter(s): Joel Milteer, Human Resource Director
Background: As part of the annual staffing process, administration identifies probationary teachers to retain and those who will be granted tenure for the upcoming school year. As a result, the attached document reflects additional probationary teachers from the 2023-24 school year who would be granted tenure for the 2024-2025 school year.
Recommendation: Administration recommends approval of retaining the listed probationary staff and providing tenure to the listed staff.
Alternatives: Do not approve the recommendation and direct administration with next steps.

Passionate Learners Positively Changing Our World

Approval, Continue Teachers' Contracts for 2024-25

The teachers listed below meet the necessary criteria to qualify for continuance of employment in this District following the close of the 2023-2024 school year, at scheduled salary. The assignments listed are for identification purposes and may be changed for the coming school year.

<u>Granting Tenure (Third year or First Year, if Tenured in Another District)</u>		<u>FTE</u>
Dimitri Shakhov	ELL Teacher	1.0
Brittini Peters	Kindergarten Teacher	1.0



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Meeting Date: August 26, 2024
Place on Agenda: Regular Agenda/Business Items
Action Requested: Approval
Attachment: Acceptance of Gifts Report

Topic: Acceptance of Gifts
Presenter(s): Brady Hoffman, Finance Director
Background: Per school board policy, the School Board may receive and accept , for the benefit of the school district, bequests, donations of money or gifts for any purpose. All gifts received by the District must comply with applicable fire codes, health guidelines, and safety regulations (i.e. furniture, technology, and appliances).
Recommendation: Administration recommend the approval of the Acceptance of Gifts Report
Alternatives: Do not approve the Acceptance of Gifts Report and direct administration with next steps.

Passionate Learners Positively Changing Our World

Board Meeting Date: August 26, 2024

Acceptance of Gifts

Monetary

Donation Amount	Designated To	Donation From	Purpose
\$2,500	Community Education	SSP Lion's	Gymnastics

Value in Kind

Donation Item	Designated To	Donation From	Purpose



Meeting Date: August 26, 2024

Place on Agenda: Work Session and Business Items

Action Requested: Approval

Attachment: Joint Powers Agreement for Childhood Vaccinations

Topic: Joint Powers Agreement for Childhood Vaccinations
Presenter(s): Dr. Candace Burckhardt, Director of Student Services
Background: Minnesota requires childhood vaccinations (or exemption) for all students to attend school. South St. Paul Public Schools would like to enter into a Joint Powers Agreement with Dakota County in order to be able to host vaccine clinics at our school sites. The goal of this is to provide convenient access to childhood vaccination services to families.
Recommendation: Administration recommends the approval of the attached Joint Powers Agreement for Childhood Vaccinations
Alternatives: Do not approve the JPA and provide administration with next steps.

**JOINT POWERS AGREEMENT FOR CHILDHOOD VACCINATIONS
BETWEEN THE COUNTY OF DAKOTA AND
SPECIAL SCHOOL DISTRICT 6**

This Joint Powers Agreement (“Agreement”) is entered into by and between the County of Dakota, a political subdivision of the State of Minnesota, by and through its Department of Public Health (“County”), and Special School District 6, 104 5th Ave S, South St. Paul, MN 55075, “School District”, by and through their respective governing bodies (collectively referred to as “Parties” herein.)

RECITALS

WHEREAS, the County and the School District are governmental units as that term is defined in Minn. Stat. §471.59;

WHEREAS, under Minn. Stat. §471.59, subd.1, two or more governmental units may enter into an agreement to cooperatively exercise any power common to the contracting Parties, and one of the participating governmental units may exercise one of its powers on behalf of the other governmental units;

WHEREAS, the County is permitted to provide such childhood vaccinations pursuant to statutes and grant(s) it has received from the Minnesota Department of Health;

WHEREAS, School District is interested in providing convenient access to childhood vaccination services to families in the School District;

WHEREAS, the County intends to enter into a subcontract with Homeland Health Specialist, Inc. to provide childhood vaccinations at School District, as outlined in Exhibit 2, Service Grid;

WHEREAS it is convenient to both the School District and the County for such vaccination services to be provided to children in the School District on School District property;

NOW, THEREFORE, in consideration of the mutual promises and covenants herein, the County and School District hereby agree as follows:

1. Effective Date.
This agreement is dependent on the approval and execution of a contract between the County and Homeland Health Specialist, Inc. to provide childhood vaccinations at the School District. To the extent such contract has been executed, the effective date of this Agreement shall be the date the last party executes this Agreement. County will provide a copy of its contract with Homeland Health Specialist, Inc. to School District upon request.
2. Purpose. The purpose of this Agreement is to for Dakota County, through its contract with Homeland Health Specialist, Inc., to provide childhood vaccinations at School District locations. All services provided by the County and Homeland Health Specialist, Inc., are described in Exhibit 2, Service Grid.
3. School District Obligations. School District agrees to do as follows: (1) to designate an area within a School District building where vaccinations may be provided to applicable students in

the School District; (2) to work with the County and Homeland Health Specialist, Inc. to determine mutually agreeable dates and times for such vaccinations; (3) to advertise and/or promote the vaccination clinics to families residing in the School District; (4) to work with the County to prepare a mutually acceptable vaccination consent form to be signed by each vaccination recipient's parent or legal guardian; and (5) to have a School District representative present during the vaccination clinics to provide consent forms to be signed by each child's parent or legal guardian. A signed consent form must be received by County or Homeland Health Specialist, Inc. prior to each child's vaccination(s).

The grant funds utilized to pay Homeland Health Specialist, Inc, for services it will provide School District hereunder are subject to the terms and conditions contained in both the Federal COVID-19 Vaccination Implementation Grant Agreement between Dakota County and the State of Minnesota dated May 10, 2021, as may be periodically amended, including amendments dated November 30, 2021 and December 13, 2023. ("State Contracts"). Homeland Health Specialist, INC, agrees to comply with all terms and conditions contained in such contracts that are applicable to the County. County will provide copies of these contracts to School District upon request.

4. County Obligations.

The County, through its contractual relationship with Homeland Health Specialist, INC, agrees to provide childhood vaccinations to children in the School District as described in Exhibit 2 from the Effective Date through March 31, 2026, on the dates and times agreed upon by School District, Homeland Health Specialist, Inc., and the County.

5. Authorized Representatives. The following named persons are designated as the Authorized Representatives of the parties for purposes of this Agreement. These persons have authority to bind the party they represent and to consent to modifications, except that the Authorized Representatives shall have only authority specifically granted by their respective governing boards. Notice required to be provided pursuant this Agreement shall be provided to the following named persons and addresses unless otherwise stated in this Agreement, or in a modification to this Agreement.

The County's Authorized Representative is:
Marti Fischbach, Community Services Director
Telephone: 651-554-5742
Email: Marti.Fischbach@co.dakota.mn.us

The School District's Authorized Representative is:
Brian Zambreno, Superintendent
PH: 651-457-9400
Email: bzambreno@sspps.org

The parties shall provide written notification to each other of any change to the Authorized Representative. Such written notification shall be effective to change the designated liaison under this Agreement, without necessitating an amendment of this Agreement.

6. Assignment. The School District may neither assign nor transfer any rights or obligations under this Agreement without the prior consent of the County and a fully executed assignment agreement, executed by the County and the School District.

7. Indemnification. The parties agree to indemnify, defend and hold harmless the other, its officers, agents and employees against any and all liability, loss, costs, damages, claims or actions its officers, agents or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the indemnifying party, its officers, agents, or employees, in the execution, performance or failure to adequately perform its obligations pursuant to this Agreement. Nothing herein shall be construed as a waiver by School District or County of any of the immunities or limitations of liability to which they may be entitled pursuant to Minn. Stat. Ch. 466 or any other statute or law.
8. Insurance Terms. Each Party shall maintain policies of insurance or self-insurance that cover the services provided under this Agreement in an amount not less than the statutory maximum set forth in Minn. Stat. § 466.04 or other applicable statutes.
9. Audit. The School District shall maintain books, records, documents and other evidence pertaining to the costs or expenses associated with the work performed pursuant to this Agreement. Upon request the School District shall allow the County, Legislative Auditor or the State Auditor to inspect, audit, copy or abstract all of the books, records, papers or other documents relevant to this Agreement. The School District shall use generally accepted accounting principles in the maintenance of such books and records, and shall retain all of such books, records, documents and other evidence for a period of six (6) years from the date of the completion of the activities funded by this Agreement.
10. Data Practices. The School District agrees with respect to any data that it possesses regarding the Agreement to comply with all of the provisions of the Minnesota Government Data Practices Act contained in Minnesota Statutes Chapter 13, as the same may be amended from time to time. Minn. Stat. § 144.3351 allows for the sharing of certain immunization data between School District and County. Pursuant to this statute, School District agrees that the County must collect and maintain the following information about each child receiving a vaccination:
 - (1) patient's name, address, date of birth, gender, parent or guardian's name; and
 - (2) date vaccine was received, vaccine type, lot number, and manufacturer of all immunizations received by the patient, and whether there is a contraindication or an adverse reaction indication.
11. Relationship of the Parties. Nothing contained in this Agreement is intended or should be construed as creating or establishing the relationship of co-partners or joint ventures between the County and the School District, nor shall the County be considered or deemed to be an agent, representative or employee of the School District in the performance of this Agreement. Personnel of the School District or other persons while engaging in the performance of this Agreement shall not be considered employees of the County and shall not be entitled to any compensation, rights or benefits of any kind whatsoever.
12. Governing Law, Jurisdiction and Venue. Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be with the appropriate state court with competent jurisdiction in Dakota County.

13. Compliance with Law. The School District agrees to conduct its work under this Agreement in compliance with all applicable provisions of federal, state, and local laws, ordinances, or regulations, and further agrees to comply with the Standard Assurances attached as Exhibit 1. The School District is responsible for obtaining and complying with all federal, state, or local permits, licenses, and authorizations necessary for performing the work.
14. Default and Remedies.
- (a) Events of Default. The following shall, unless waived in writing by the County, constitute an event of default under this Agreement: If the School District fails to fully comply with any material provision, term, or condition contained in this Agreement.
- (b) Notice of Event of Default and Opportunity to Cure. Upon the County's giving the School District written notice of an event of default, the School District shall have thirty (30) calendar days in which to cure such event of default, or such longer period of time as may be reasonably necessary so long as the School District is using its best efforts to cure and is making reasonable progress in curing such events of default (the "Cure Period"). In no event shall the Cure Period for any event of default exceed two (2) months. Within ten (10) calendar days after receipt of notice of an event of default, the School District shall propose in writing the actions that the School District proposes to take and the schedule required to cure the event of default.
- (c) Remedies. Upon the School District's failure to cure an event of default within the Cure Period, the County may terminate this Agreement and its obligation to provide childhood vaccinations under this Agreement for cause by providing thirty (30) days' written notice to the School District. Such notice to terminate for cause shall specify the circumstances warranting termination of the Agreement. Notice of Termination shall be made by certified mail or personal delivery to the Authorized Representative of the other Party. For purposes of termination and default, all days are calendar days.
15. Non-Appropriation. Notwithstanding any provision of this Agreement to the contrary, this Agreement may be terminated immediately by the County in the event sufficient funds from the County, State, or Federal sources are not appropriated, obtained and continued at least the level relied on for the funding of this Agreement, and the non-appropriation of funds did not result from any act or bad faith on the part of the County.
16. Exhibits. The following exhibits are attached to and incorporated within this Subgrant Agreement:
- Exhibit 1: Standard Assurances;
Exhibit 2: Service Grid;
17. Waiver. If the County fails to enforce any provision of this Agreement, that failure shall not result in a waiver of the right to enforce the same or another provision of this Agreement.
18. Complete Agreement. This Agreement and Exhibits contain all negotiations and agreements between the County and the School District. Any amendment to this Agreement must be in writing and executed by the County and the School District. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party. In the event of a

conflict between the terms of any Exhibit and the body of this Agreement, this Agreement shall control.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated below.

Approved as to form:

COUNTY OF DAKOTA

Assistant County Attorney/Date
KS-24-236-

By: _____

Title: _____

Date: _____

Dakota County Contract
Dakota County BR

SPECIAL SCHOOL DISTRICT 6

School District Board
Resolution number/date: _____

By: _____

Title: _____

Date: _____

**EXHIBIT 1
STANDARD ASSURANCES**

1. **NON-DISCRIMINATION.** During the performance of this Contract, the Contractor shall not unlawfully discriminate against any employee or applicant for employment because the person is a member of a protected class under, and as defined by, federal law or Minnesota state law including, but not limited to, race, color, creed, religion, sex, gender, gender identity, pregnancy, national origin, disability, sexual orientation, age, familial status, marital status, veteran's status, or public assistance status. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without unlawful discrimination.. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices which set forth the provisions of this nondiscrimination clause.

The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, sex, national origin, disability, sexual orientation, age, marital status, veteran's status, or public assistance status.

No funds received under this Contract shall be used to provide religious or sectarian training or services.

The Contractor shall comply with any applicable federal or state law regarding non-discrimination. The following list includes, but is not meant to limit, laws which may be applicable:

A. The Equal Employment Opportunity Act of 1972, as amended, 42 U.S.C. § 2000e *et seq.* which prohibits discrimination in employment because of race, color, religion, sex, or national origin.

B. Equal Employment Opportunity-Executive Order No.11246, 30 FR 12319, signed September 24, 1965, as amended, which is incorporated herein by reference, and prohibits discrimination by U.S. Government contractors and subcontractors because of race, color, religion, sex, or national origin.

C. The Rehabilitation Act of 1973, as amended, 29 U.S.C. § 701 *et seq.* and 45 C.F.R. 84.3 (J) and (K) implementing Sec. 504 of the Act which prohibits discrimination against qualified handicapped persons in the access to or participation in federally-funded services or employment.

D. The Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 *et seq.* as amended, and Minn. Stat. § 181.81, which generally prohibit discrimination because of age.

E. The Equal Pay Act of 1963, as amended, 29 U.S.C. § 206(d), which provides that an employer may not discriminate on the basis of sex by paying employees of different sexes differently for the same work.

F. Minn. Stat. Ch. 363A, as amended, which generally prohibits discrimination because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age.

G. Minn. Stat. § 181.59 which prohibits discrimination against any person by reason of race, creed, or color in any state or political subdivision contract for materials, supplies, or construction. Violation of this section is a misdemeanor and any second or subsequent violation of these terms may be cause for forfeiture of all sums due under the Contract.

H. Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 through 12213, 47 U.S.C. §§ 225, 611, with regulations at 29 C.F.R. § 1630, which prohibits discrimination against qualified individuals on the basis of a disability in term, condition, or privilege of employment.

I. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, *et seq.* and including 45 CFR Part 80, prohibits recipients, including their contractors and subcontractors, of federal financial assistance from discriminating on the basis of race, color or national origin which includes not discriminating against those persons with limited English proficiency.

J. The Pregnancy Discrimination Act of 1978, which amended Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000e *et seq.* which prohibits discrimination on the basis of pregnancy, childbirth, or related medical conditions.

K. Equal Protection of the Laws for Faith-based and Community Organizations-Executive Order No. 13279, signed December 12, 2002 and as amended May 3, 2018. Prohibits discrimination against grant seeking organizations on the basis of religion in the administration or distribution of federal financial assistance under social service programs, including grants and loans.

L. Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, with regulations at 41 C.F.R. Part 60-250, which prohibits discrimination in employment against protected veterans.

2. **DATA PRIVACY.** For purposes of this Contract, all data created, collected, received, stored, used, maintained, or disseminated by Contractor in the performance of this Contract are subject to the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, ("MGDPA") and the Minnesota Rules implementing the MGDPA. Contractor must comply with the MGDPA as if it were a governmental entity. The remedies in Minn. Stat. § 13.08 apply to the Contractor. Contractor does not have a duty to provide access to public data to a data requestor if the public data are available from the County, except as required by the terms of this Contract. If Contractor is a subrecipient of federal grant funds under this Contract, it will comply with the federal requirements for the safeguarding of protected personally identifiable information ("Protected PII") as required in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200, and the County Protected PII procedures, which are available upon request. Additionally, Contractor must comply with any other applicable laws on data privacy. All subcontracts shall contain the same or similar data practices compliance requirements.

3. **RECORDS DISCLOSURE/RETENTION.** Contractor's bonds, records, documents, papers, accounting procedures and practices, and other evidences relevant to this Contract are subject to the examination, duplication, transcription, and audit by the County and either the Legislative or State Auditor, pursuant to Minn. Stat. § 16C.05, subd. 5. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract. The Contractor agrees to maintain such evidences for a period of six (6) years from the date services or payment were last provided or made or longer if any audit in progress requires a longer retention period.

4. **WORKER HEALTH, SAFETY AND TRAINING.** Contractor shall be solely responsible for the health and safety of its employees in connection with the work performed under this Contract. Contractor shall make arrangements to ensure the health and safety of all subcontractors and other persons who may perform work in connection with this Contract. Contractor shall ensure all personnel of Contractor and subcontractors are properly trained and supervised and, when applicable, duly licensed or certified appropriate to the tasks engaged in under this Contract. Each Contractor shall comply with federal, state, and local occupational safety and health standards, regulations, and rules promulgated pursuant to the Occupational Health and Safety Act which are applicable to the work to be performed by Contractor.

5. **PROHIBITED TELLECOMMUNICATIONS EQUIPMENT/SERVICES.** If Contractor is a subrecipient of federal grant funds under this Contract, Contractor certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018) (the "Act"), and 2 CFR § 200.216, Contractor will not use funding covered by this Contract to procure or obtain, or to extend, renew, or enter into any contract to procure or obtain, any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Contractor will include this certification as a flow down clause in any agreement related to this Contract.

6. **CONTRACTOR GOOD STANDING.** If Contractor is not an individual, Contractor must be registered to do business in Minnesota with the Office of the Minnesota Secretary of State and shall maintain an active/in good standing status with the Office of the Minnesota Secretary of State, and shall notify County of any changes in status within five calendar days of such change. Business entities formed under the laws of a jurisdiction other than Minnesota must maintain a certificate of authority (foreign corporations, limited liability companies, limited partnerships, and limited liability limited partnerships), or a statement of foreign qualification (foreign limited liability partnerships), or a statement of partnership authority (general partnerships). See Minn. Stat. §§ 303.03 (corporations); 322C.0802 (limited liability companies); 321.0902 and 321.0907 (foreign limited partnership); 321.0102(7) (foreign limited liability limited partnerships); 323A.1102(a) (foreign limited liability partnership); 321.0902 and 321.0907 (foreign general partnerships).

7. **CONTRACTOR DEBARMENT, SUSPENSION, AND RESPONSIBILITY CERTIFICATION.** Federal Regulation 45 CFR 92.35 prohibits the State/Agency from purchasing goods or services with federal money from vendors who have been suspended or debarred by the federal government. Similarly, Minn. Stat. § 16C.03, subd. 2 provides the Commissioner of Administration with the authority to debar and suspend vendors who seek to

contract with the State/Agency. Vendors may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner.

By signing this Contract, the Contractor certifies that it and its principals* and employees:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state, or local governmental department or agency; and
- B. Have not within a three (3) year period preceding this Contract: 1) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract; 2) violated any federal or state antitrust statutes; or 3) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and
- C. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for: 1) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction; 2) violating any federal or state antitrust statutes; or 3) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and
- D. Are not aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this Contract are in violation of any of the certifications set forth above; and
- E. Shall immediately give written notice to the Authorized Representative should Contractor come under investigation for allegations of fraud or a criminal offense in connection with obtaining, or performing a public (federal, state, or local government) transaction; violating any federal or state antitrust statutes; or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

*"Principals" for the purposes of this certification means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager; plant manager; head of a subsidiary, division, or business segment and similar positions).

8. **HEALTH DATA PRIVACY.** When applicable to the Contractor's duties under this Contract, the Contractor agrees to comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA), the Health Information Technology for Economic and Clinical Health Act (HITECH), Minnesota Health Records Act, and any other applicable health data laws, rules, standards, and requirements in effect during the term of this Contract.

9. **APPEALS.** The Contractor shall assist the County in complying with the provisions of Minn. Stat. § 256.045, Administrative and Judicial Review of Human Services Matters, if applicable.

10. **REPORTING.** Contractor shall comply with the provisions of the "Child Abuse Reporting Act", Minn. Stat. § 626.556, as amended, and the "Vulnerable Adult Reporting Act", Minn. Stat. § 626.557, as amended, and any rules promulgated by the Minnesota Department of Human Services, implementing such Acts.

11. **PSYCHOTHERAPISTS.** Contractor has and shall continue to comply with the provisions of Minn. Stat. Ch. 604, as amended, with regard to any currently or formerly employed psychotherapists and/or applicants for psychotherapist positions.

12. **EXCLUDED MEDICAL ASSISTANCE PROVIDERS.** By signing this contract, Provider certifies that it is not excluded. 42 U.S.C. § 1397 *et seq.* (subch. XX) of the Social Security Act.

13. **MDHS THIRD-PARTY BENEFICIARY.** The following applies to contracts related to adult mental health services; see Minn. Stat. § 245.466, subd. 2. Contractor acknowledges and agrees that the Minnesota Department of Human Services is a third-party beneficiary and as a third-party beneficiary, is an affected party under this Contract. Contractor specifically acknowledges and agrees that the Minnesota Department of Human Services has standing to and may take any appropriate administrative action or sue Contractor for any appropriate relief in law or equity, including, but not limited to, rescission, damages, or specific performance of all or any part of the Contract between the County Board and Contractor. Contractor specifically acknowledges that the County Board and the

Minnesota Department of Human Services are entitled to and may recover from Contractor reasonable attorneys' fees and costs and disbursements associated with any action taken under this paragraph that is successfully maintained. This provision shall not be construed to limit the rights of any party to the Contract or any other third

14. party beneficiary, nor shall it be construed as a waiver of immunity under the Eleventh Amendment to the United States Constitution or any other waiver of immunity. (Minn. Stat. § 245.466, subd. 3; Minn. R. 9525.1870, subp. 2).

Directions for Online Access to Excluded Providers

To ensure compliance with this regulation, identification of excluded entities and individuals can be found on the Office of Inspector General (OIG) website at https://oig.hhs.gov/exclusions/exclusions_list.asp

Attycv/Exh SA (Rev. 1-23)

EXHIBIT 2 – Service Grid**Goal**

Dakota County Public Health (DCPH) Department as being the Provider of Record for the Childhood Vaccinations will support the vaccination efforts of School District to improve vaccination rates and expediate compliance to the Minnesota requirements for school attendance.

School District's responsibilities

- Meet with Homeland Health Specialist, Inc. and County in advance of clinic to discuss logistics and ensure the space for the clinic will meet the needs of this Agreement
- Provide limited staff during the clinic to be an usher or greeter
- Request signed vaccination consent forms from parents prior to event
- Facilitate logistics of on-site vaccination events
- Conduct communication campaigns to staff and families of the School District.

Homeland Health Specialist, Inc. responsibilities under its Agreement with the County

- Meet with DCPH or identified School Districts in advance of the clinic to make sure identified space meets the needs for the clinic and to determine logistics for the clinic.
- Provide nursing staff and administration as the Provider of Record up to a mutually agreed upon number of vaccinations, not to exceed a mutually agreed upon total number of vaccinations.
- Provide clinic supplies needed to vaccinate
- Work with DCPH or identified school partners to contact prioritized cohorts based on MDH and Center for Disease Control's (CDC) criteria to notify them of vaccine availability.
- Be the Provider of Record, meeting all of MDH requirements including but not limited to:
 - Pre-registration of clients
 - Scheduling of client appointments
 - Obtaining and tracking signed written consent forms for minor clients from parents or legal guardians
 - Gating of clients to ensure that clients meet vaccination criteria as provided by the County
 - Logistics for vaccination clinic
 - Documentation of doses and sending data to MIIC, within 7 days of administration of each vaccine as required by MDH
 - Review of client health information to determine whether contraindications or precautions exist that would medically exclude a potential vaccine recipient
 - Logistics for vaccination clinic including nurse staffing, supplies and removal of medical waste
 - Documentation of doses and sending data to MIIC within 7 days of administration of each vaccine as required by MDH
 - Bill client's insurance as applicable
 - Provide onsite or virtual interpreters as needed
- Provide clinic summary email to DCPH with a report after each clinic is completed, including:
 - Number of clients registered
 - Number of clients receiving one or more vaccinations
 - Number of clients denied vaccination due to not meeting vaccination criteria
 - Summary including immunizations given by date, by district, and by immunization type
 - Client satisfaction data
- Provide individual-level data to DCPH for its records, following all data practices and HIPAA requirements, either through encrypted email or other secure process
- Submit monthly invoices to PHInvoices@co.dakota.mn.us

County responsibilities

- Execute Contract, provide payment for services and monitor outcomes with Homeland Health Specialist, Inc.

- Meet with Homeland Health Specialist, Inc. and School District in advance of clinic to discuss logistics and ensure the space for the clinic will meet the needs of the Homeland Health Specialist, Inc.
- Provide limited staff during the clinic to be an usher or greeter.
- Provide on-site District vaccination clinic services in the event Homeland Health Specialist, Inc. is unable to provide services and County agrees to perform, based on its capacity and resources, to perform such services.

Inclusion, Diversity & Equity

The County embraces and supports person-centered practices and expects contractors to do the same. Person-centered practices are structured in a way to support a client's comfort and ability to express choice, control, and direction in all aspects of service delivery and support. While the nature of some services and service deliveries is such that it must account for factors beyond the client's choice, control and direction, including, but not limited to, the terms of this Contract, court orders, the safety of the client and others, and governing law, the County values consideration of the client's perspective, knowing that services are more efficient and effective when aligned with client choice. [For more information, refer to *Person-Centered, Informed Choice and Transition Protocol*, Minnesota Department of Human Services, issued 3/27/17 and updates.]

The County further recognizes that pervasive racism, discrimination and other institutional and community biases, as well as harm from historical trauma, are experienced by cultural communities and that this may contribute to overrepresentation of cultural communities in some County services. Appropriate service delivery often requires open discussion considering the real-life experiences of the people served, paying attention to the impact of pervasive racism and bias. At the referral level, it means inquiring with families about how to integrate their family or individual culture into service delivery. At the service level, it includes attention to outcomes for families receiving services in order to assess whether effectiveness differs in cultural communities and responding to any differences.

It is expected that while performing services for the County, the School District shall abstain from unacceptable behaviors including, but not limited to:

- Racial, ethnic or discriminatory jokes or slurs;
- Hostile, condemning, or demeaning communications, both verbal and written;
- Behavior demonstrating disrespect, dishonesty, intimidation, or disruption to the work relationship; and
- Retaliation against any person who reports or addresses unacceptable behavior.

It is the responsibility of the School District to ensure staff delivering services for the County are aware of these expectations and trained as needed to ensure respectful, cooperative and professional conduct in interactions with County staff and clients. If the County experiences or receives a report of an unacceptable behavior, it will share the report with School District. The School District must inform the County of steps taken to remedy the unacceptable behavior within ten (10) working days. If the unacceptable behavior persists, the County may terminate the Contract pursuant to the termination provision in the Contract.