



South St. Paul School Board - Work Session

Monday, December 9, 2024 5:00 PM

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

I. FINANCE

I.A. CLC Roof Bid (M. Fenton)

I.B. Truth-in-Taxation: Payable 2025 Property Tax Levy (B. Zambreno and J. Mutzenberger)

II. SCHOOL BOARD

II.A. Public Relations and Community Engagement (Board)

II.B. 2025 Board Reorganization (J. Raasch)

II.C. Committee Updates (Board)

- District 917
- AMSD
- Community Education
- Educational Foundation
- Finance, Facilities and Long-Range Planning
- Local Issues
- Policy
- SSP Open Foundation
- Superintendent Executive

II.D. Other Items Deemed Necessary by the School Board



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Meeting Date: December 9, 2024
Place on Agenda: Work Session and Business Meeting
Action Requested: Approval
Attachment: South Saint Paul Education Center (CLC) Roof Bid

Topic: South Saint Paul Education Center (CLC) Roof Project
Presenter(s): Mark Fenton, Director of Building and Grounds
Background: District staff have been working in coordination with Garland Company, Inc to develop bid specifications for the roof replacement at the South Saint Paul Education Center (CLC) for the summer of 2025. Based on the design, the district published a call for bids for the project. The district opened the bids on November 13th, 2024 at 2:00pm. As a reminder, the funding for this project will be from LTFM (long term facility maintenance), and does not impact the general fund operations of the district.
Recommendation: Administration recommends the approval of this bid
Alternatives: Do not approve and direct administration with next steps

Passionate Learners Positively Changing Our World



since 1895

THE GARLAND COMPANY, INC.

HIGH PERFORMANCE BUILDING ENVELOPE SOLUTIONS

TROY THOMPSON
MN Representative
MN 612-991-4651
E-Mail: tthompson@garlandind.com

November 13th, 2024

**Mr. Mark Fenton
Director of Buildings & Grounds
South St. Paul Public Schools
104 Fifth Avenue South
South St. Paul, MN 55075**

RE: 2025 Building Envelope Repairs

Dear Mr. Fenton,

Today sealed bids were opened to tally results for the 2025 Building Envelope Repair project at the South Saint Paul Education Center (CLC). Please see the attached tally sheet identifying the bid results.

Berwald Roofing of North St. Paul, MN is the lowest responsible bidder. They submitted all of the required documents per the specification. They were also contacted and confirmed their intention to complete the project as specified. Therefore, it is our formal recommendation to award the base bid to Berwald Roofing in the amount of \$463,700.

If you have any further questions please feel free to contact me. Thank you and we look forward to seeing this project through its completion.

Thank you,

Troy Thompson
The Garland Company

South St. Paul
Public Schools



2025 Building Envelope Repairs

Bid Results

Contractor	Berwald Roofing	B.L. Dalsin Roofing	Palmer West Construction	Peterson Bros. Roofing
Responsible Contractor Compliance	submitted	submitted	submitted	submitted
Bid Bond	5%	5%	5%	5%
Addenda #1	#1	#1	#1	#1
Base Bid - Community Learning Center	\$463,700	\$485,086	\$516,800	\$565,300
Unit Price: Deck Replacement	\$50	\$500	\$23	\$150



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, December 09, 2024
Place on Agenda: Regular Meeting
Action Requested: Approval
Attachment: Summary of Payable 2025 Property Tax Levy
 Public Hearing PowerPoint

Topic: Approval of Payable 2025 Levy at \$15,292,231.41
Presenter(s): Jason Mutzenberger, Interim Director of Finance
<p>Background:</p> <p>Attached is the Payable 2025 Property Tax Levy. At the regular meeting, we will be asking for Board approval to set the levy at \$15,292,231.41. This is an increase of 2.76% from last year.</p> <p>Below is the levy limitation timeline for the Payable 2025 Levy: September 23 - Board of Education approved preliminary levy September 30 - Levy due to Dakota County and Minnesota Department of Education Mid-November - Dakota County mailed proposed property tax statements to South St Paul property owners December 09 - Board of Education hold Public Hearing for Taxes Payable in 2025 and approves the final payable 2025 levy certification</p> <p>During the regular meeting, we will hold the Public Hearing for Taxes Payable in 2025. We will make a presentation of the levy and provide required information on:</p> <ul style="list-style-type: none"> - District Budget - Payable 2025 property tax levy and reasons for the change in levy - After the presentation, the public will be able to make comments regarding the levy
<p>Recommendation:</p> <p>Approval of Payable 2025 Levy</p>
Alternatives: N/A

**South St Paul Public Schools
Final Payable 2025 Levy**

Fund Levy Category	FINAL Payable 2024	FINAL Payable 2025	Dollar Change	Percent Change
<u>General Fund:</u>				
Referendum	\$ 6,004,307	\$ 5,792,549	\$ (211,758)	
Local Optional	1,993,188	2,002,314	9,126	
Equity	220,698	220,729	31	
Transition	87,948	82,963	(4,985)	
Capital Projects Referendum	940,514	988,603	48,089	
Operating Capital	313,212	317,304	4,092	
Alternative Teacher Compensation	272,061	254,901	(17,160)	
Achievement and Integration	176,069	171,807	(4,262)	
Reemployment Insurance	25,000	30,000	5,000	
Safe Schools	108,466	102,318	(6,148)	
Safe Schools Intermediate	45,194	42,632	(2,562)	
Career and Technical	63,521	93,431	29,910	
Long Term Facilities Maintenance	714,782	636,949	(77,833)	
Building/Land Lease	626,847	640,885	14,038	
Capital Facilities Bonds	(176,715)	-	176,715	
Adjustments/Abatements	(20,317)	(95,001)	(74,684)	
Total General Fund	\$ 11,394,775	\$ 11,282,385	\$ (112,390)	-0.99%
<u>Community Service Fund:</u>				
Basic Community Education	\$ 115,757	\$ 102,610	\$ (13,147)	
Early Childhood Family Education	61,821	62,197	376	
Home Visiting	2,931	2,776	(155)	
School Age Care - Disabled	200,000	225,000	25,000	
Adjustments/Abatements	(133,715)	29,013	162,728	
Total Community Service Fund	\$ 246,795	\$ 421,595	\$ 174,801	70.83%
<u>Debt Service Fund:</u>				
Initial Debt Service	\$ 3,203,340	\$ 3,587,640	\$ 384,300	
Capital Facilities Bonds	176,715	-	(176,715)	
Reduction for Debt Excess	(168,952)	(0)	168,952	
Adjustments/Abatements	28,821	611	(28,210)	
Total Debt Service Fund	\$ 3,239,924	\$ 3,588,251	\$ 348,327	10.75%
Total All Levies	\$ 14,881,494	\$ 15,292,231	\$ 410,738	2.76%

South St. Paul
Public Schools



South St. Paul Public Schools

Public Hearing for
Taxes Payable in 2025

DECEMBER 9, 2024

PRESENTED BY:

JASON MUTZENBERGER,
CHIEF FINANCIAL OFFICER

Minnesota State Law Requirements

A Public Meeting...

- Between November 25th & December 30th
- At 6:00 PM or later
- May be part of regularly scheduled meeting
- Must allow for public comments
- May adopt final levy at same meeting

...and Presentation of:

- Current year budget
- Proposed property tax levy

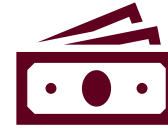
Hearing Agenda



Background
Information on
School Funding



District's Budget



District's Proposed
Tax Levy for Taxes
Payable in 2025



Public Comments

MN Legislature Must Set Funding for Minnesota Public Schools

Minnesota Constitution ARTICLE XIII

MISCELLANEOUS SUBJECTS

Section 1

“UNIFORM SYSTEM OF PUBLIC SCHOOLS. The stability of a republican form of government depending mainly upon the intelligence of the people, it is the duty of the legislature to establish a general and uniform system of public schools. The *legislature shall make such provisions by taxation or otherwise* as will secure a thorough and efficient system of public schools throughout the state.”

As a Result, Funding is Highly Regulated

State Sets:

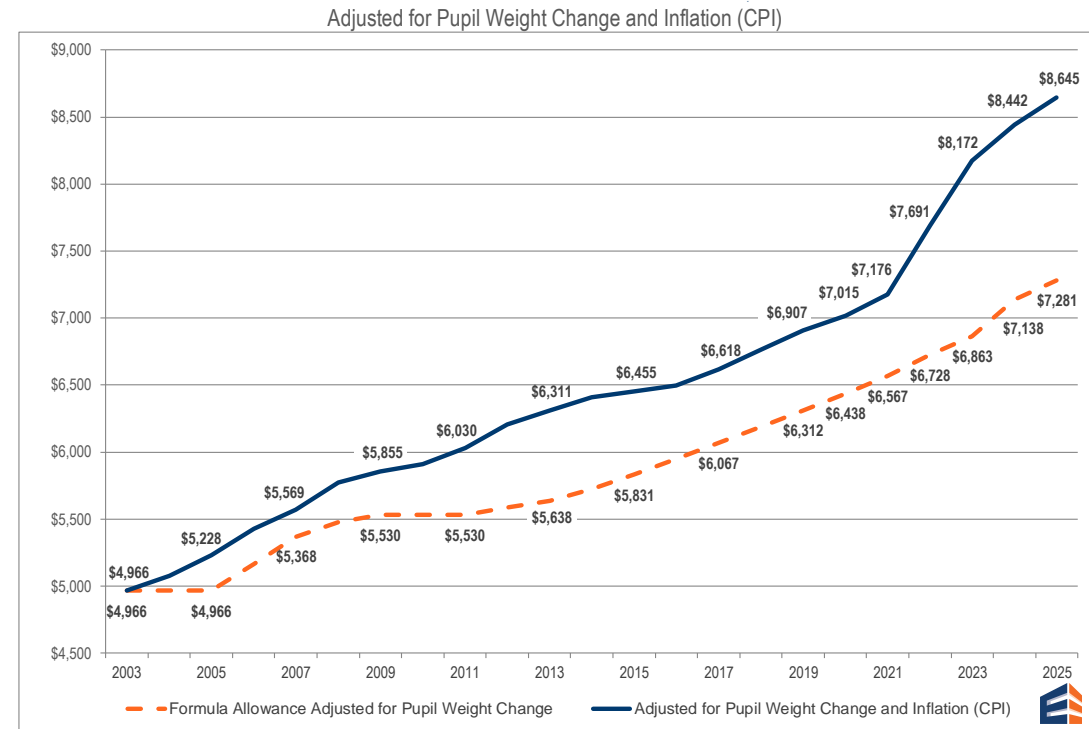
- Formulas which determine revenue; most revenue based on specified amounts per pupil
- Tax policy for local schools
- Maximum authorized property tax levy
 - Districts can levy less, but not more than amount authorized by state, unless approved by voters in November

State also authorizes school board to submit referendums for operating & capital needs to voters for approval

General Education Formula Allowance, 2003-25

- Since 2002-03, state General Education Revenue formula has not kept pace with inflation
- For Fiscal Year 2023-24, an increase of 4.00% or \$275 over previous year was approved
- For Fiscal Year 2024-25, an increase of 2.00% or \$143 over previous year was approved

Per-pupil allowance for Fiscal Year 2024-25 of \$7,281 would need to increase by another \$1,364 (18.7%) to have kept pace with inflation since 2002-03, resulting in an allowance of \$8,645



According to MN Department of Education (MDE):

FY 2023 costs of providing programs were underfunded statewide by \$726 million

Even with recent funding, costs will be underfunded by \$455 million statewide by FY 2027



Primary options to bridge funding gap are to cut regular program budgets or increase referendum revenue, most districts have done both

Underfunding of Special Education

Budget Information

Because approval of school district budget lags certification of tax levy by six months, state requires only current year budget information be presented at this hearing. Fiscal Year 2025-26 budget will be adopted by School Board in June 2025.

School district budgets are divided into separate funds, based on purposes of revenue, as required by law.

Our District's Funds:

- General
- Food Service
- Community Service
- Debt Service
- Internal Service
- OPEB* Trust

**Other Post-Employment Benefits*



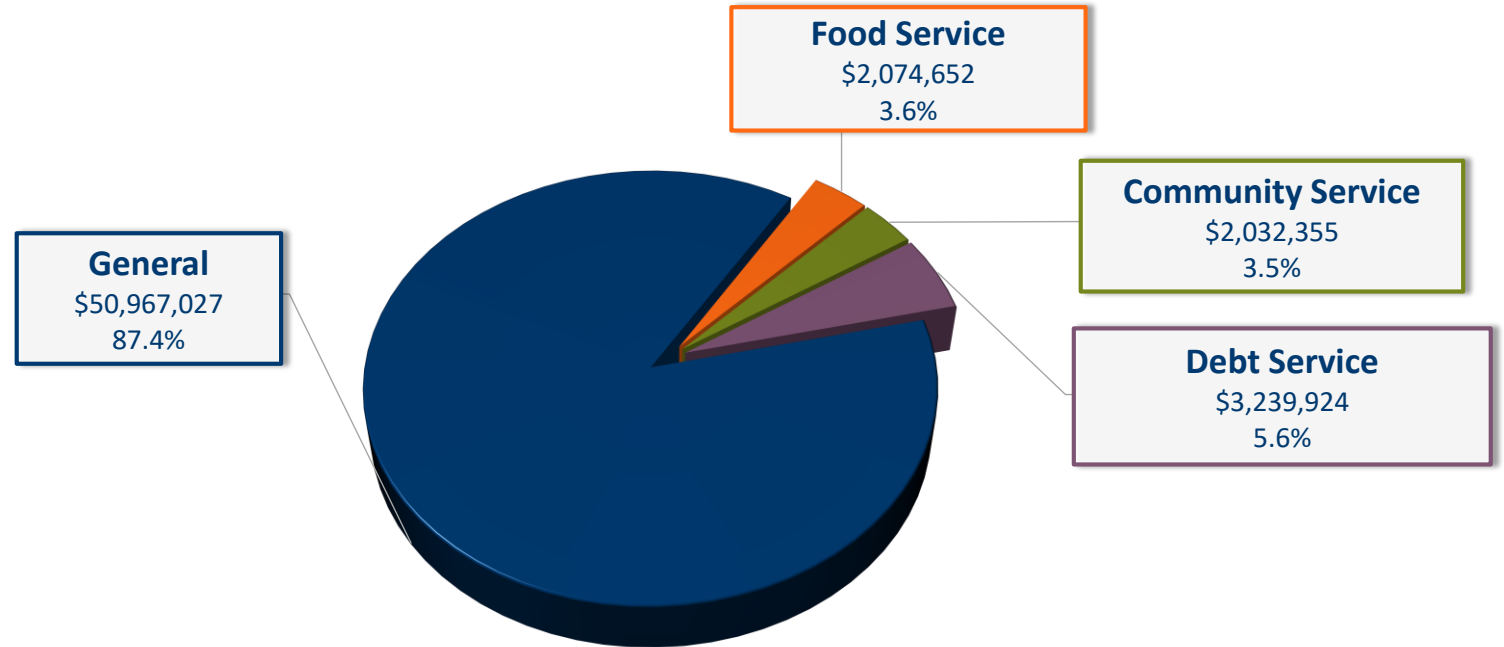
District Revenues & Expenditures
Actual for FY 2024, Budget for FY 2025

FUND	FISCAL 2024 BEGINNING	2023-24 ACTUAL		JUNE 30, 2024 ACTUAL	2024-25 BUDGET		JUNE 30, 2025 PROJECTED
	FUND BALANCES	REVENUES & TRANSFERS IN	EXPENDITURES & TRANSERS OUT	FUND BALANCES	REVENUES & TRANSERS IN	EXPENDITURES & TRANSERS OUT	FUND BALANCES
General/Restricted	\$3,007,735	\$11,119,685	\$11,072,669	\$3,054,751	\$9,968,955	\$10,102,611	\$2,921,095
General/Other	6,681,736	43,508,143	39,192,967	10,996,912	40,998,072	40,848,283	11,146,701
Food Service	864,943	2,529,187	2,150,920	1,243,210	2,074,652	2,313,133	1,004,729
Community Service	728,067	2,347,490	2,183,458	892,099	2,032,355	2,171,454	753,000
Debt Service	841,031	3,359,010	3,379,885	820,156	3,239,924	3,225,875	834,205
Internal Service	9,309,663			10,079,223			10,079,223
OPEB* Revocable Trust	(4,381,554)	754,901	(121,595)	(3,505,058)	0	0	(3,505,058)
Total All Funds	\$17,051,621	\$63,618,416	\$57,858,304	\$23,581,293	\$58,313,958	\$58,661,356	\$23,233,895

*Other Post Employment Benefits

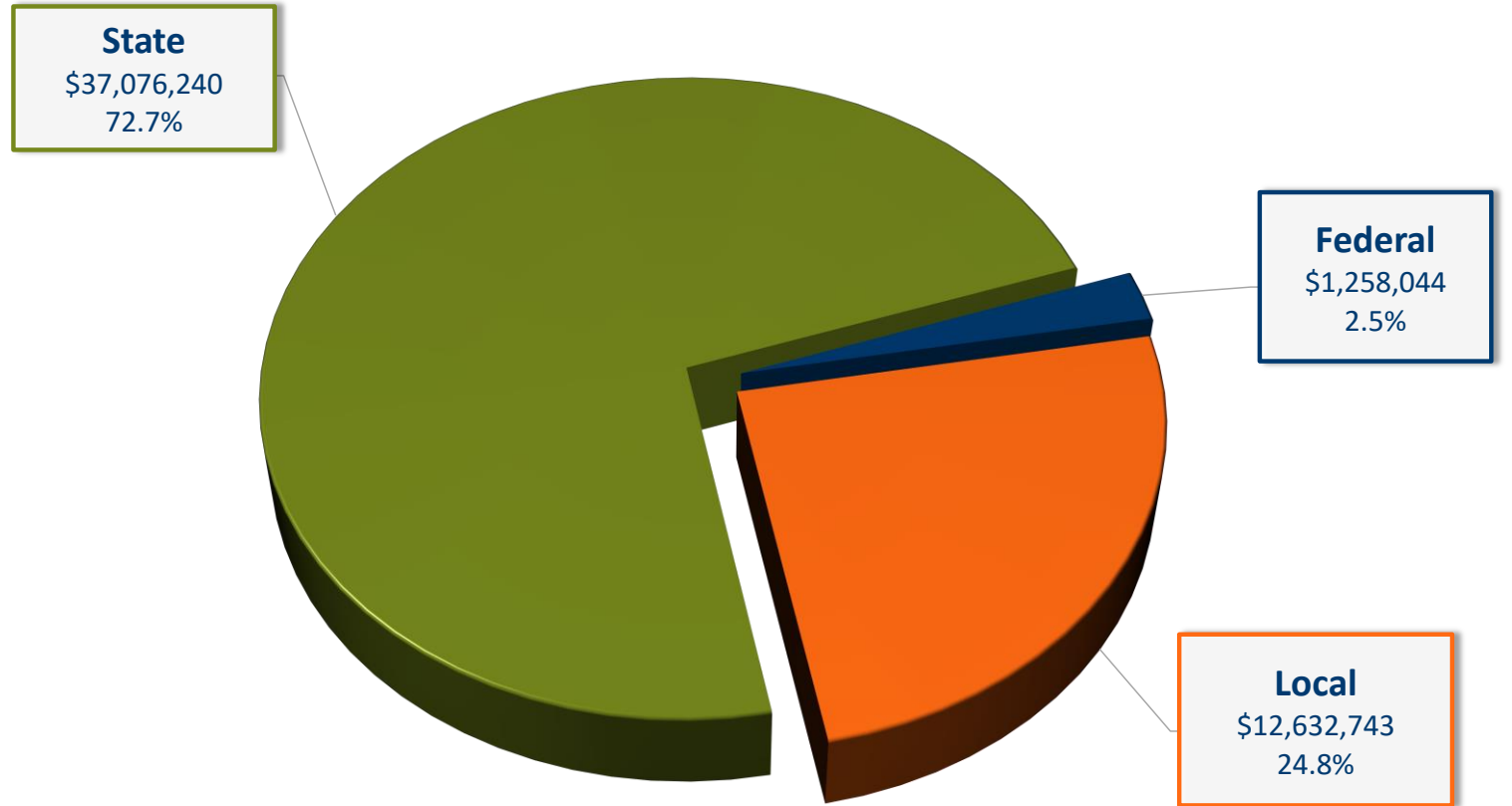
Revenue - All Funds -

2024-25 Budget
\$58,313,958



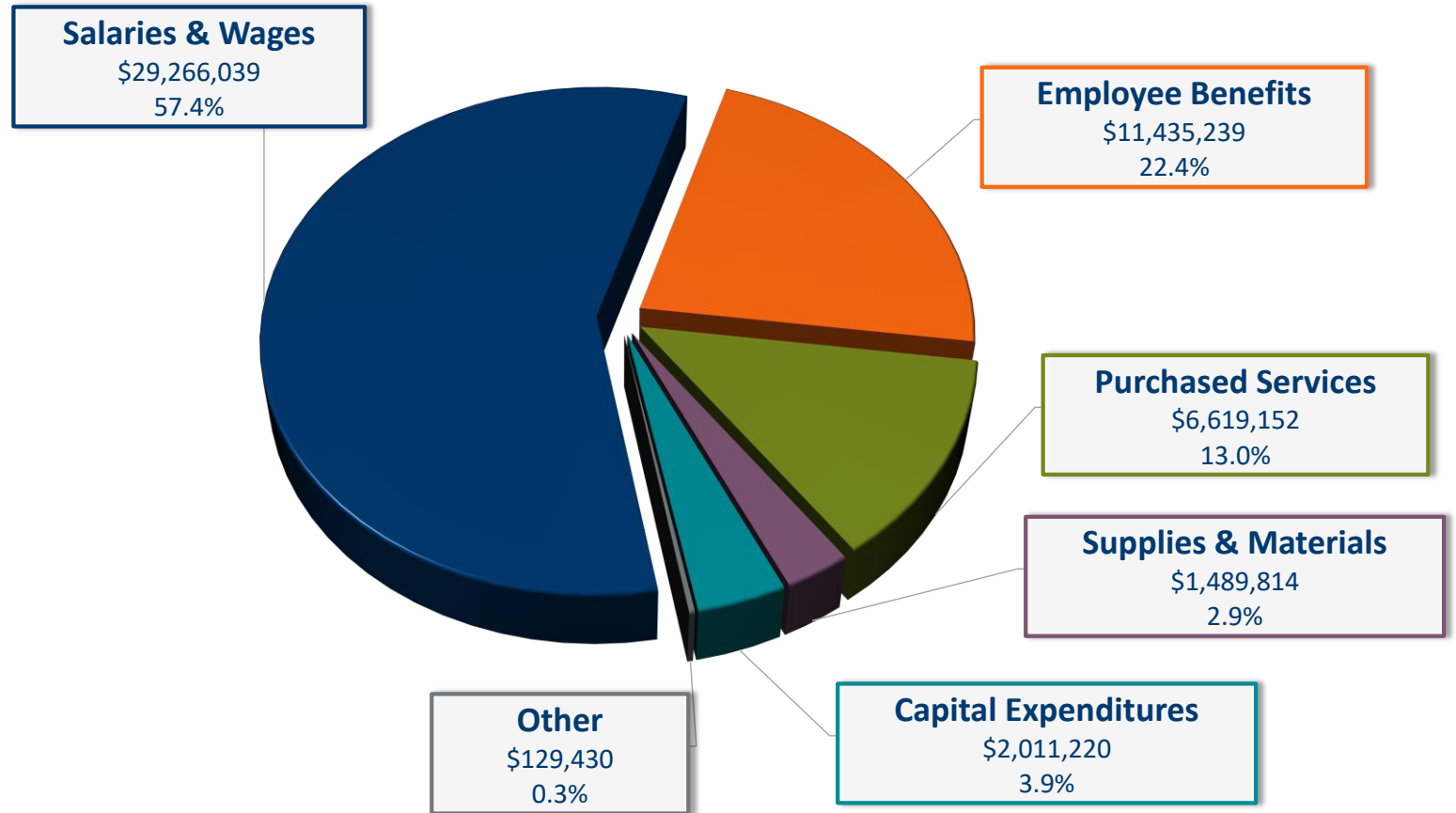
General Fund Revenue

2024-25 Budget
\$50,967,027



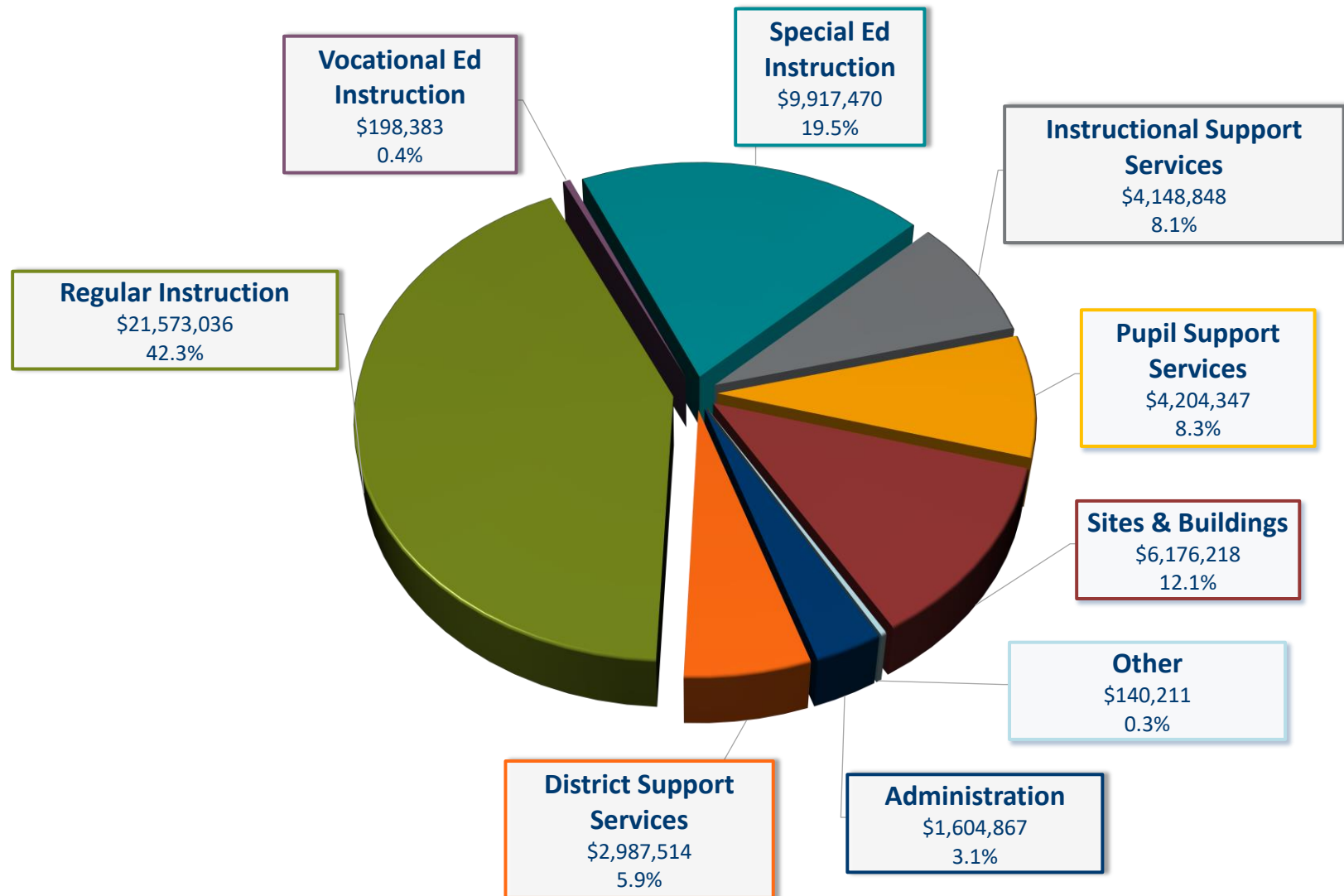
General Fund Expenditures - by Object -

2024-25 Budget
\$50,950,894



General Fund Expenditures - by Program -

2024-25 Budget
\$50,950,894



Change in Tax Levy does not Determine Change in Budget



Tax levy is based on many state-determined formulas plus voter approved referendums



Some increases in tax levies are revenue neutral, offset by reductions in state aid



Expenditure budget is limited by state-set revenue formulas, voter-approved levies & fund balance



An increase in school taxes does not always correlate to an equal increase in budget

Difference in Levy Cycles



School District:

- Budget year begins July 1st
- 2025 taxes provide revenue for 2025-26 fiscal year
- Budget adopted in June 2025



City/County:

- Budget year begins January 1st
- 2025 taxes provide revenue for 2025 calendar year budget

Sample of parcel specific notice mailed to every property owner between November 10th – 25th

Property Tax Background:

- Every owner of taxable property pays property taxes to various “taxing jurisdictions” (county, city/township, school district, special districts) in which property is located
- Each taxing jurisdiction sets own tax levy, often based on limits in state law
- County sends bills, collects taxes from property owners & distributes funds back to other taxing jurisdictions



Spruce County
Jane Smith, Auditor-Treasurer
345 12th Street East, Box 78
Spruceville, MN 55555-5555
(555) 345-6789
www.co.spruce.mn.us

TAXPAYER(S):

John and Mary Johnson
123 Pine Rd S
Spruceville, MN 55555-5555

Property Information

PIN Number: 01.234.56.789.R1 Property Address: 789 Pine Rd S
Spruceville, MN 55555

Property Description:
Lot 1, Block 1, Spruce Acres Subdivision

PROPOSED TAXES 2025			
THIS IS NOT A BILL. DO NOT PAY.			
Step	VALUES AND CLASSIFICATION		
	1	Taxes Payable Year	2024
	Estimated Market Value	\$125,000	\$150,000
	Homestead Exclusion	\$	\$33,0500
	Taxable Market Value	\$125,000	\$116,950
	Class	Res NHmstd	Res Hmstd
Step	PROPOSED TAX		
	Property taxes before credits		\$1,562.46
2	School building bond credit		\$ 12.00
	Agricultural market value credit		
	Other credits		
	Property taxes after credits		\$1,550.46
Step	PROPERTY TAX STATEMENT		
	Coming in 2025		
The time to provide feedback on PROPOSED LEVIES is NOW			
It is too late to appeal your value without going to Tax Court.			

Proposed Property Taxes and Meetings by Jurisdiction for Your Property

Contact Information	Meeting Information	Actual 2024	Proposed 2025
State General Property Tax	No public meeting	\$0	\$0
County of Spruce Spruce County Courthouse 123 Spruce St Spruceville, MN 55555 www.co.spruce.mn.us (555) 123-4567	December 5, 7:00 PM	\$438.06	\$484.18
City of Spruceville Mayor's Office 456 Spruce St Spruceville, MN 55555 www.ci.spruceville.mn.us (555) 123-7654	December 2, 6:30 PM Spruceville City Hall	\$273.79	\$312.06
Spruceville School District 999 150 1st St N Spruceville, MN 55555 www.spruceville.k12.mn.us (555) 123-6789 Voter Approved Levies Other Levies	December 9, 7:00 PM Spruceville High School Cafeteria	\$289.35 \$340.11	\$296.68 \$374.60
Metro Special Taxing Districts		\$57.76	\$58.70
Spruceville Metropolitan Council www.spruce.metrocouncil.org (555) 555-5555 Spruceville, MN 55055	December 11, 7:30 PM Spruce Park Centre 500 Pine St.		
Other Special Taxing Districts Tax Increment Tax	No public meeting No public meeting	\$12.80 \$10.15	\$13.02 \$11.22
Total excluding any special assessments		\$1,422.02	\$1,560.46
			9.0%

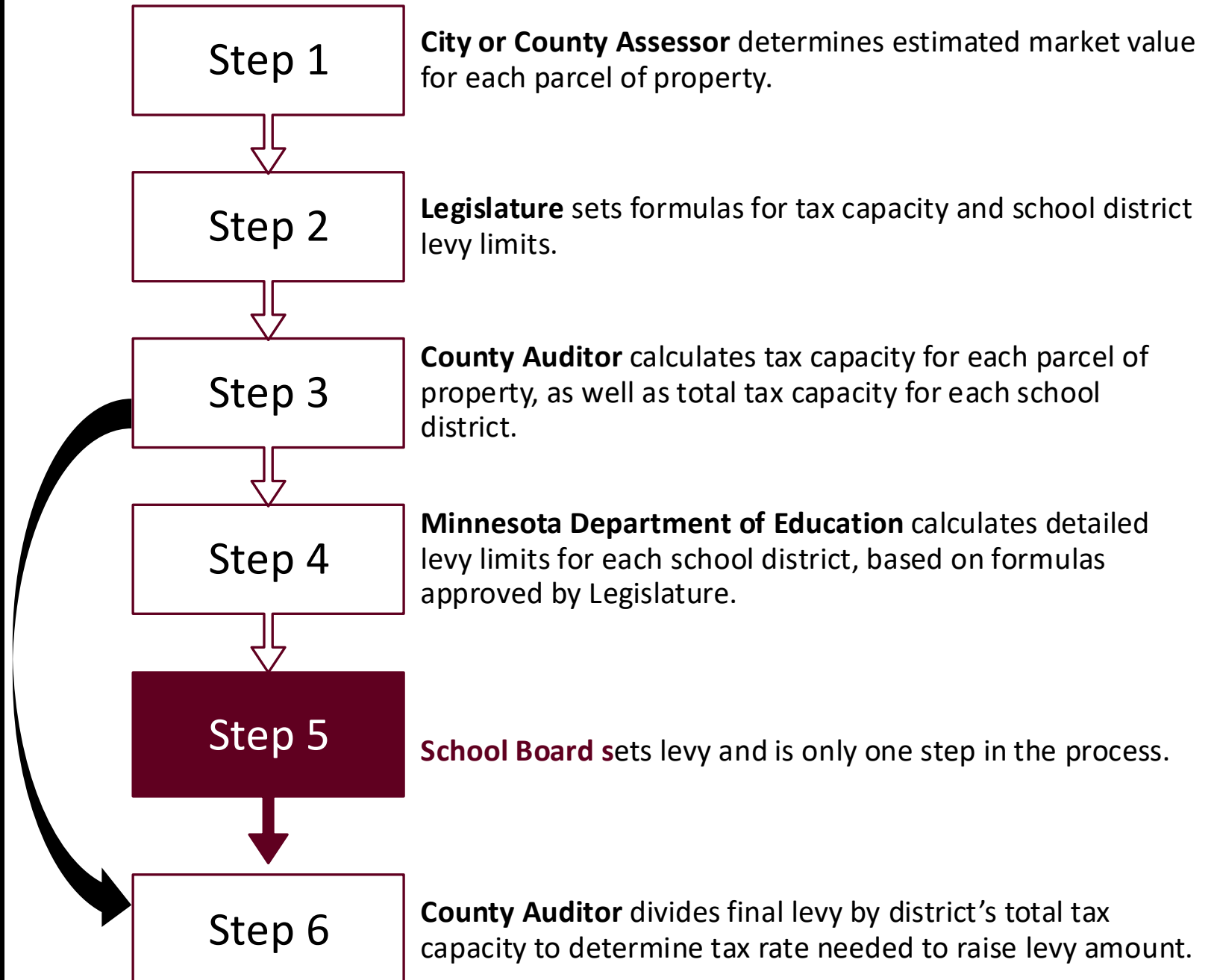
Your school district was scheduled to hold a referendum at the November general election. If the referendum was approved by the voters, the school district's voter approved property tax for 2025 may be higher than the proposed amount shown on this notice.

School District Property Taxes

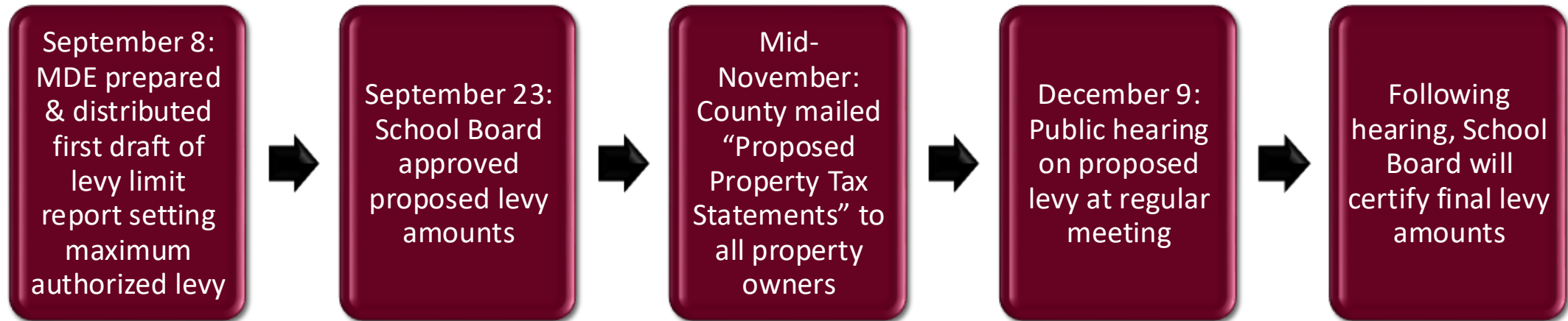
- Each school district has limited authority to levy taxes
- MDE calculates levy amounts for various categories, set by:
 - State law
 - Voter approval

School District Property Tax Process

Note: For certain levy categories, tax rates & levy amounts are based on referendum market value, rather than tax capacity.



Approval of District's Tax Levy in 2024 (Payable 2025)





Overview of District's Proposed Tax Levy

- Proposed Payable 2025 tax levy is an increase from 2024 of \$410,737 or 2.8%
- Changes by levy category and reasons for major increases & decreases in levy are included on following slides

Fund Levy Category	Actual Levy Payable in 2024	Proposed Levy Payable in 2025	\$ Change	% Change
General				
Voter Approved Operating Referendum	\$6,004,307	\$5,792,549	(\$211,758)	
Local Optional Revenue (LOR)	1,993,188	2,002,314	9,126	
Equity	220,698	220,729	31	
Voter Approved Technology Referendum	940,514	988,603	48,088	
Operating Capital	313,212	317,304	4,092	
Alternate Teacher Compensation	272,061	254,901	(17,160)	
Achievement and Integration	176,069	171,807	(4,262)	
Long Term Facilities Maintenance (LTFM)	714,782	636,949	(77,833)	
Instructional Lease	626,847	640,885	14,038	
Other	330,129	351,344	21,215	
Prior Year Adjustments	(197,033)	(95,001)	102,032	
Total, General Fund	\$11,394,775	\$11,282,385	(\$112,390)	-1.0%
Community Service				
Basic Community Education	\$115,757	\$102,610	(\$13,147)	
Early Childhood Family Education	61,821	62,197	376	
School-Age Child Care	200,000	225,000	25,000	
Other	2,931	2,776	(155)	
Prior Year Adjustments	(133,715)	29,013	162,728	
Total, Community Service Fund	\$246,795	\$421,595	\$174,801	70.8%
Debt Service				
Voter Approved	\$3,203,340	\$3,587,640	\$384,300	
Other	176,715	0	(176,715)	
Reduction for Debt Excess	(168,952)	(0)	168,952	
Prior Year Adjustments	28,821	611	(28,210)	
Total, Debt Service Fund	\$3,239,924	\$3,588,251	\$348,327	10.8%
Total Levy, All Funds	\$14,881,494	\$15,292,231	\$410,737	2.8%
Subtotal by Truth in Taxation Categories:				
Voter Approved	10,187,553	10,258,206	70,653	
Other	4,693,941	5,034,026	340,085	
Total	\$14,881,494	\$15,292,231	\$410,737	2.8%

Explanation of Levy Changes

Category:

General Fund - Voter Approved Operating Referendum

Change:

-\$211,758

Use of Funds:

General Operating Expenses

Reason for Change:

Projected decrease in enrollment, offset by increase due to inflationary adjustment approved by voters

Explanation of Levy Changes

Category:

General & Community Service Funds – Prior Year Adjustments

Change:

+\$102,032 (General) & +\$162,728 (Community Service)

Use of Funds:

Various

Reasons for Change:

Initial levies are based on estimates. In later years, amounts are updated and levies are retroactively adjusted.

Explanation of Levy Changes

Category:	Debt Service – Voter Approved & Reduction for Debt Excess
Change:	+\$384,300 (Voter Approved) & +\$168,952 (Debt Excess)
Use of Funds:	Debt Payments
Reasons for Changes:	<ul style="list-style-type: none">• Debt service levies are coordinated to maintain a level or declining tax rate• Districts are required to levy at 105% of debt service payment amounts to cover delinquencies in tax collections• Because delinquencies are generally less than 5%, most districts gradually build up fund balances in debt service funds• Formulas in state law determine adjustments to tax levy for debt excess balances

Explanation of Levy Changes

Category:

Debt Service – Other

Change:

-\$176,715

Use of Funds:

Payment for bonds

Reason for Change:

Final payment will be made on Capital Facilities bonds for Pay
2024/FY 2024-25

Factors Impacting Individual Taxpayers' School Taxes

Many factors can cause a tax bill for an individual property to increase or decrease from year to year

- Changes in value of individual property
- Changes in total value of all property within District
- Increases or decreases in levy amounts caused by changes in state funding formulas, local needs & costs, voter-approved referendums & other factors

What's happening with each slice?

Higher Market Value Increase = Bigger Slice



Lower Market Value Increase = Smaller Slice



Each Property Owner pays a portion of the pie

Impact of Property Valuations

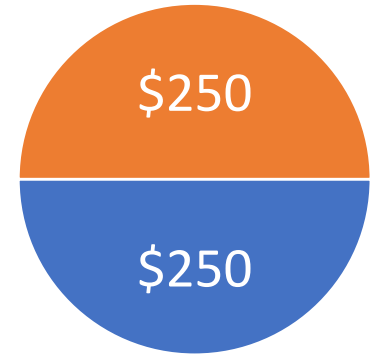
Two properties in the district

- Both houses are valued at \$100,000

Total levy of \$500

- Each property will pay \$250 of levy

\$100,000



\$100,000



Impact of Property Valuations

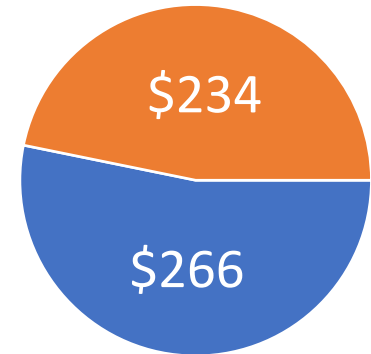
Two properties in the district

- Orange house value increases by 10%
- Blue house value increases by 25%

Total levy of \$500

- School District will still generate the same amount of levy even though values increased
- Orange house pays less
- Blue house pays more

\$110,000



\$125,000





Minnesota Legislative Changes for Pay 2025

In 2023, The Minnesota State Legislature passed laws that affect property taxes for taxes payable in 2025.

Recap of one major change:

- Provided a tax benefit to homeowners by increasing the homestead exclusion for valuations between \$76,000 and \$517,000

Four Year School Levy Comparison

- Examples include school district taxes only & are shown based on no change and a 17.3% increase in property value for residential homes over the past four years
 - Actual changes in value may be more or less than this for any parcel of property
 - Intended to provide a fair representation of what happened to school district property taxes over this period for typical properties
- Examples are for property in City of South St. Paul
- Amounts for 2025 are preliminary estimates; final amounts could change slightly
- Estimates prepared by Ehlers (District's municipal financial advisors)

Estimated Changes in School Property Taxes, 2022 to 2025

Based on No Changes in Property Values

Type of Property	Estimated Market Value	Actual Taxes Payable in 2022	Actual Taxes Payable in 2023	Actual Taxes Payable in 2024	Estimated Taxes Payable in 2025	Change in Taxes 2022 to 2025	Change in Taxes 2024 to 2025
Residential Homestead	\$150,000	\$637	\$828	\$729	\$691	\$54	-\$38
	200,000	886	1,136	1,002	960	74	-42
	275,000	1,259	1,598	1,412	1,363	104	-49
	300,000	1,383	1,752	1,548	1,498	115	-50
	400,000	1,881	2,368	2,094	2,036	155	-58
	500,000	2,355	2,964	2,622	2,574	219	-48
Commercial/Industrial #	\$250,000	\$1,325	\$1,633	\$1,465	\$1,433	\$108	-\$32
	500,000	2,805	3,406	3,063	3,001	196	-62
	750,000	4,284	5,179	4,662	4,570	286	-92
	1,000,000	5,764	6,952	6,260	6,139	375	-121

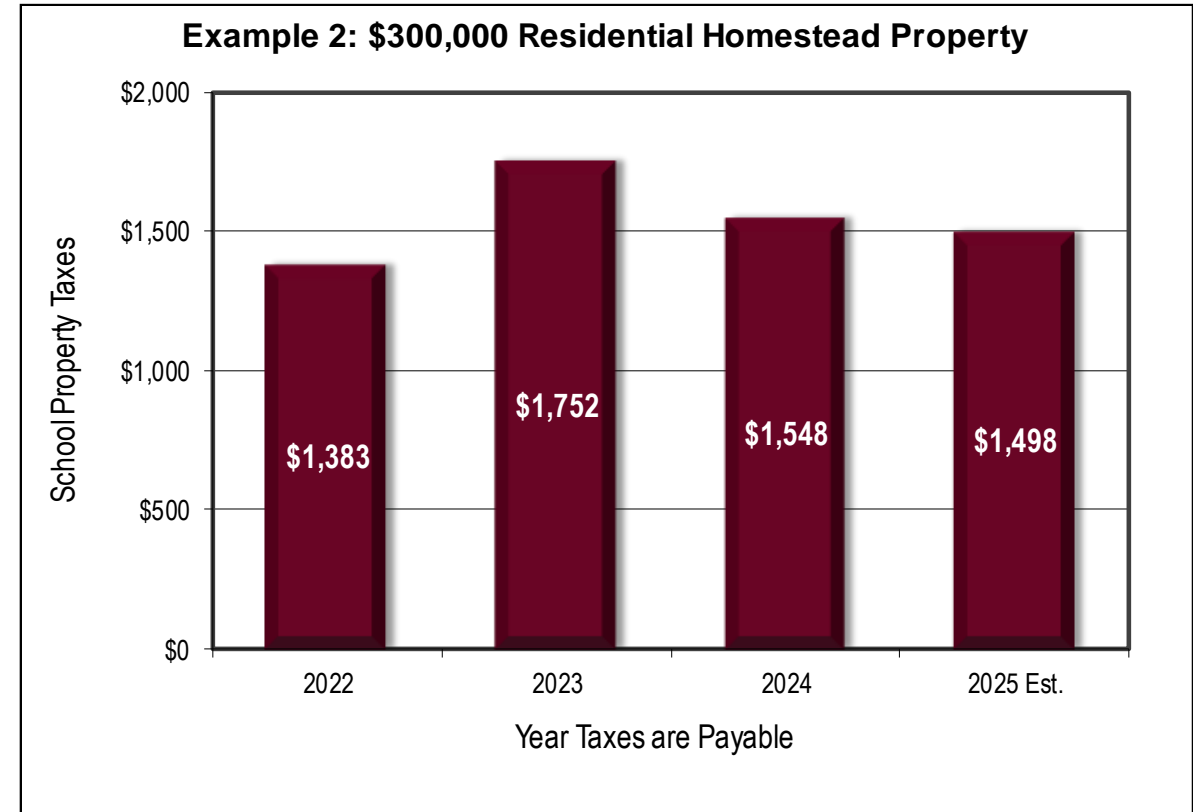
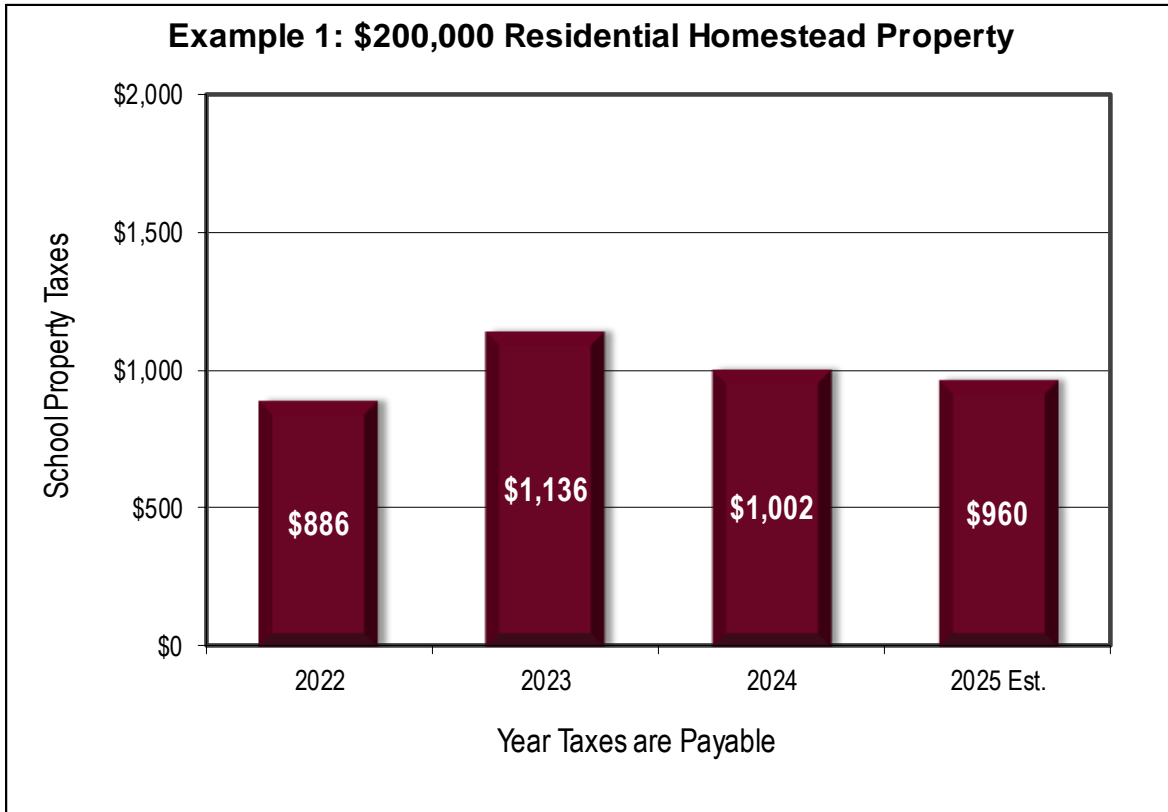
For commercial-industrial property, amounts above are for property in South St. Paul. Taxes for commercial-industrial property in other municipalities may be slightly different, due to the impact of the Fiscal Disparities Program.

General Notes

1. Amounts are based on school district taxes only, and do not include taxes for city or township, county, state, or other taxing jurisdictions.
2. Estimates of taxes payable in 2025 are preliminary, based on the best data available.
3. For all examples of properties, taxes are calculated based on no changes in estimated market value from 2022 to 2025.

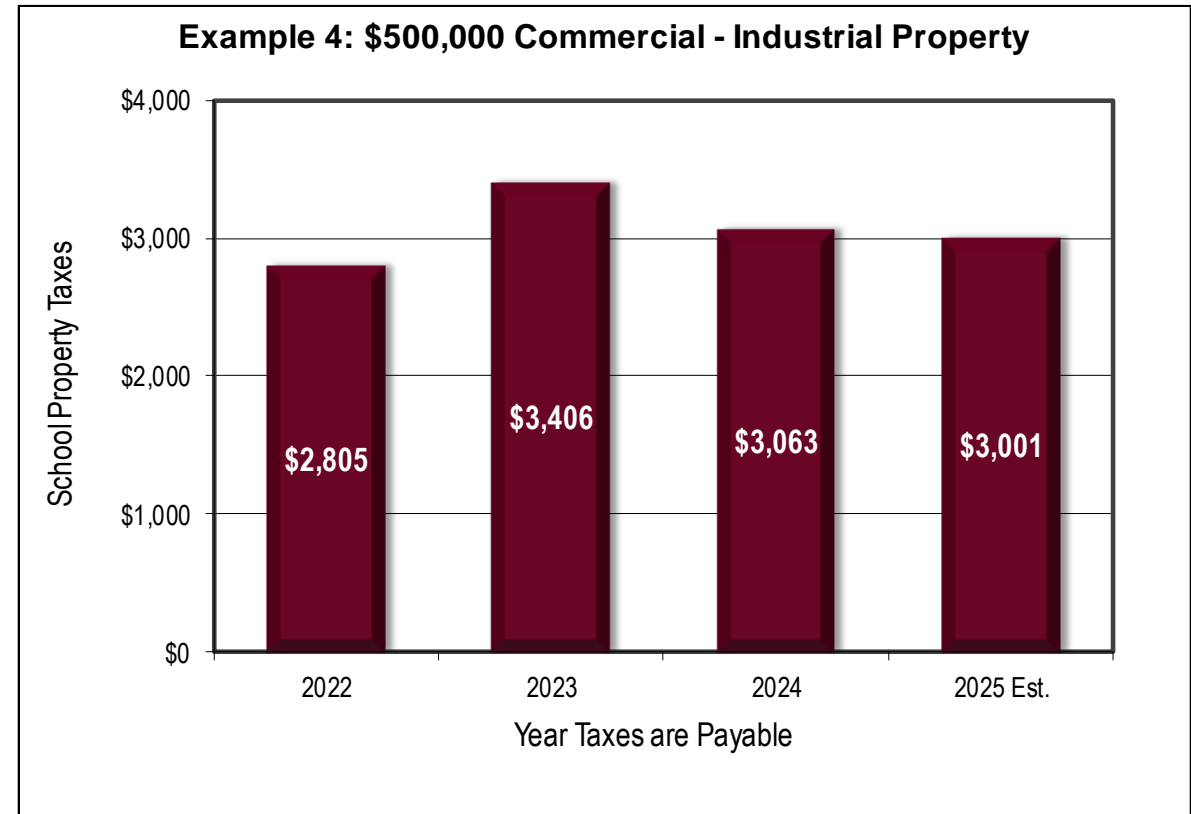
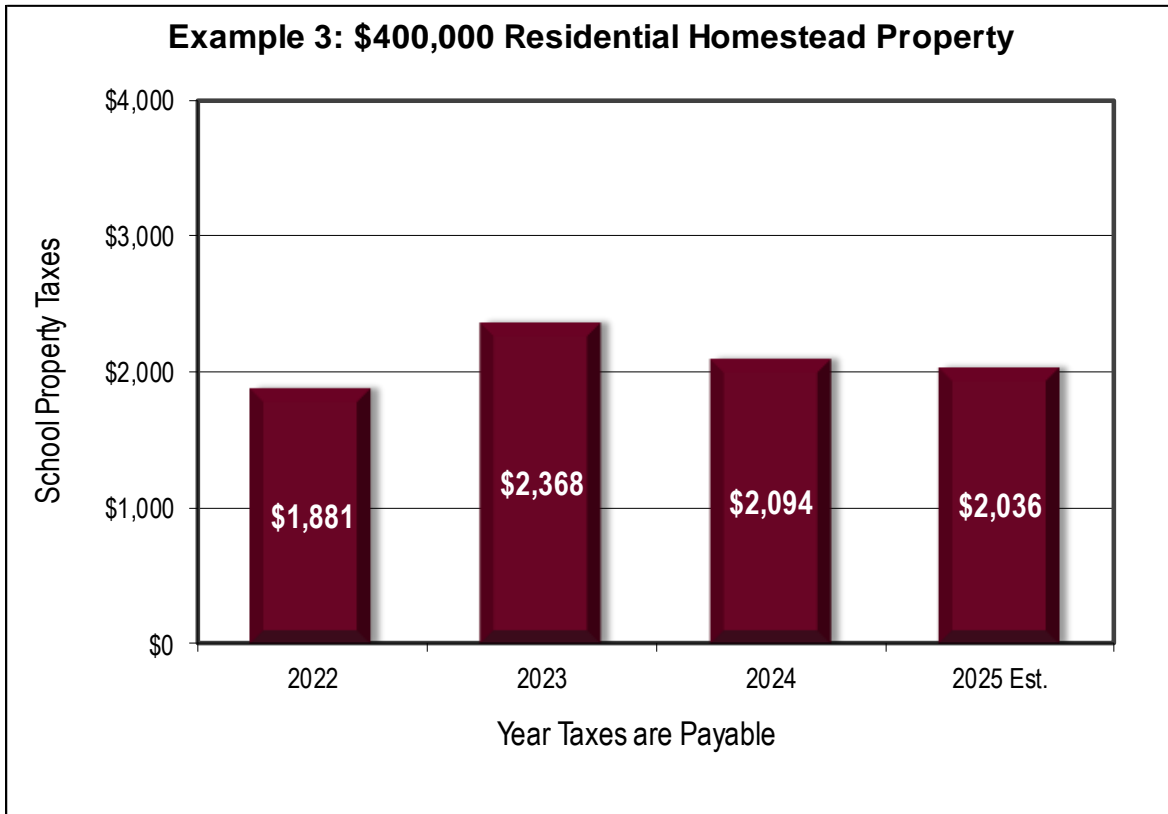
Estimated Changes in School Property Taxes, 2022-25

Based on No Changes in Property Value



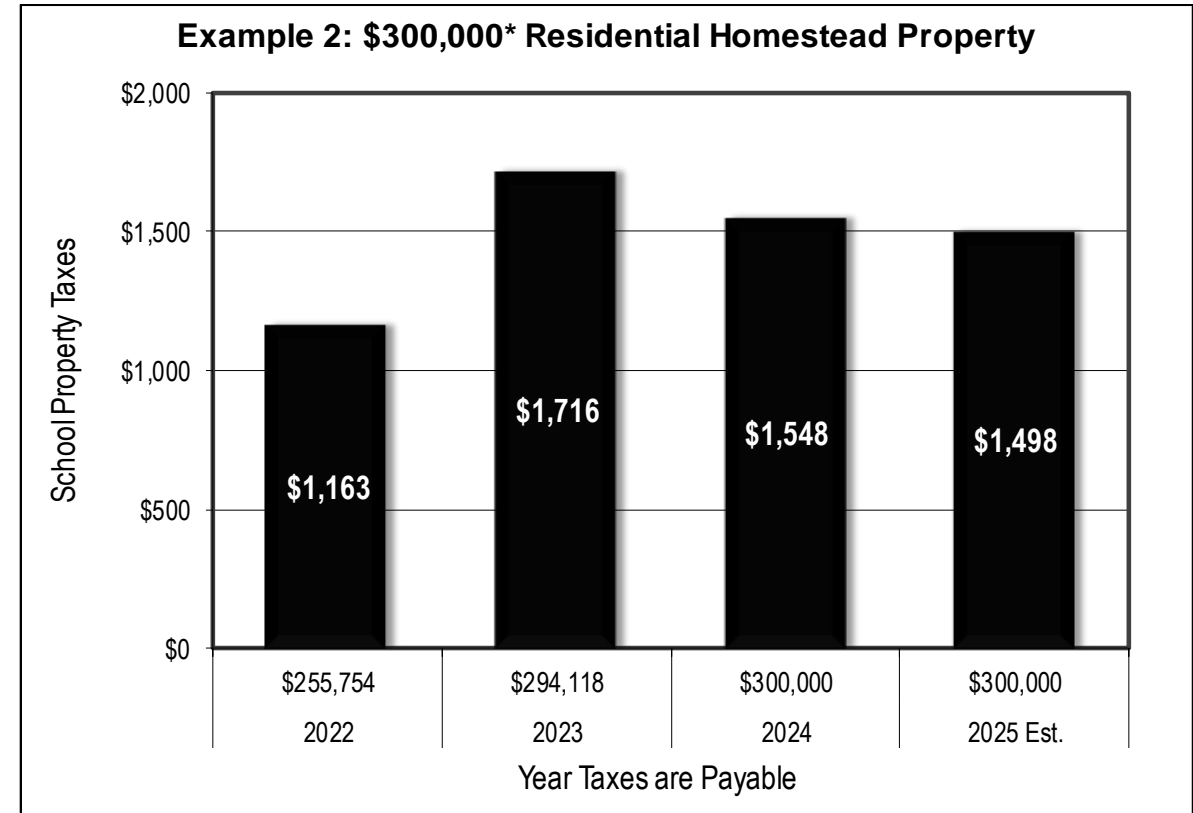
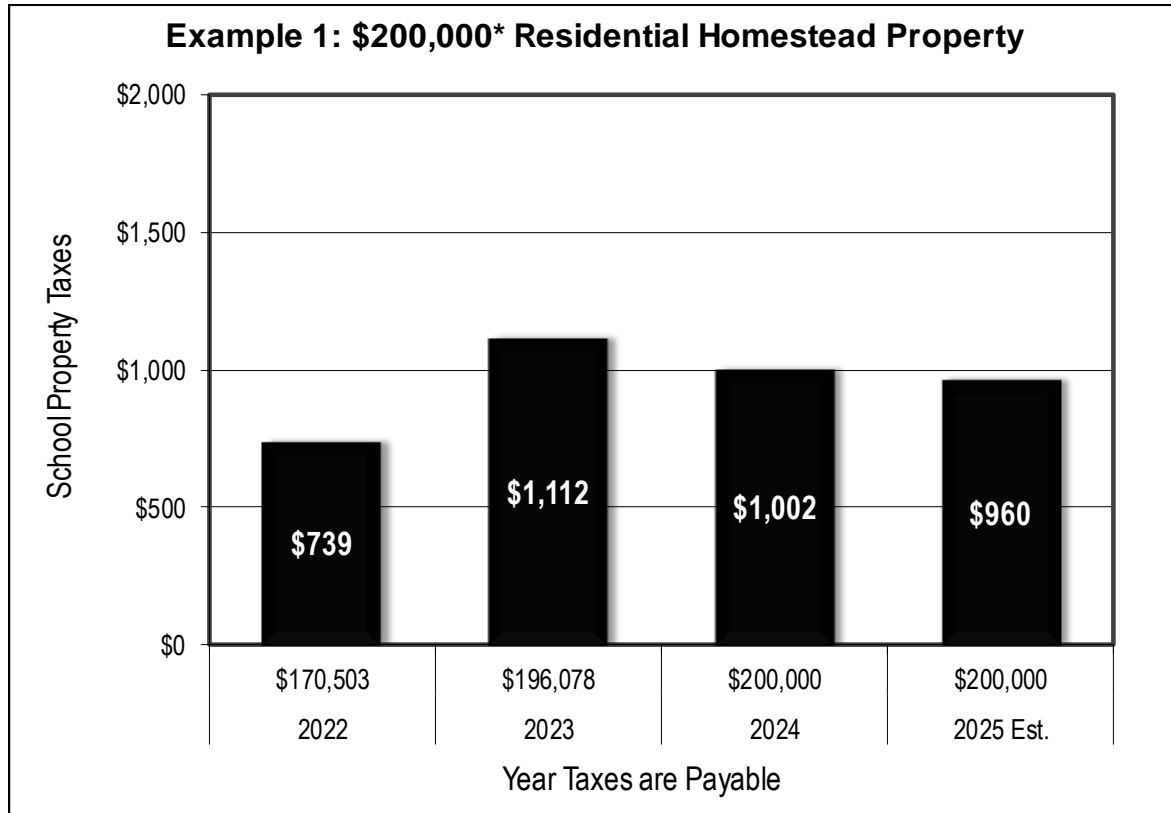
Estimated Changes in School Property Taxes, 2022-25

Based on No Changes in Property Value



Estimated Changes in School Property Taxes, 2022-25

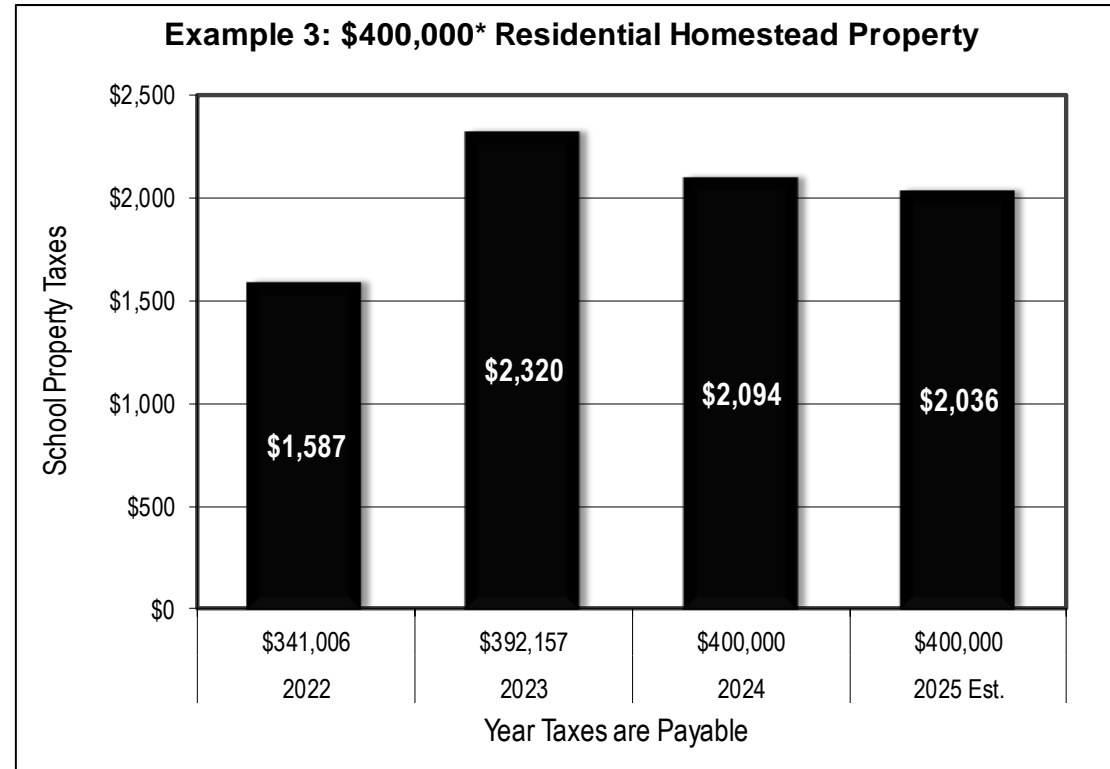
Based on 17.3% Cumulative Changes in Property Value



* Estimated market value for taxes payable in 2025. Taxes are calculated based on changes in market value of 15.0% from 2022 to 2023, 2.0% from 2023 to 2024 and 0.0% from 2024 to 2025.

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State Property Tax Refunds & Deferral

Homestead Credit Refund

- Available for all homestead property, both residential and agricultural (house, garage and one acre (HGA) only)
- Refund is sliding scale, based on total property taxes and income (maximum refund is \$3,310 for homeowners and \$2,640 for renters)

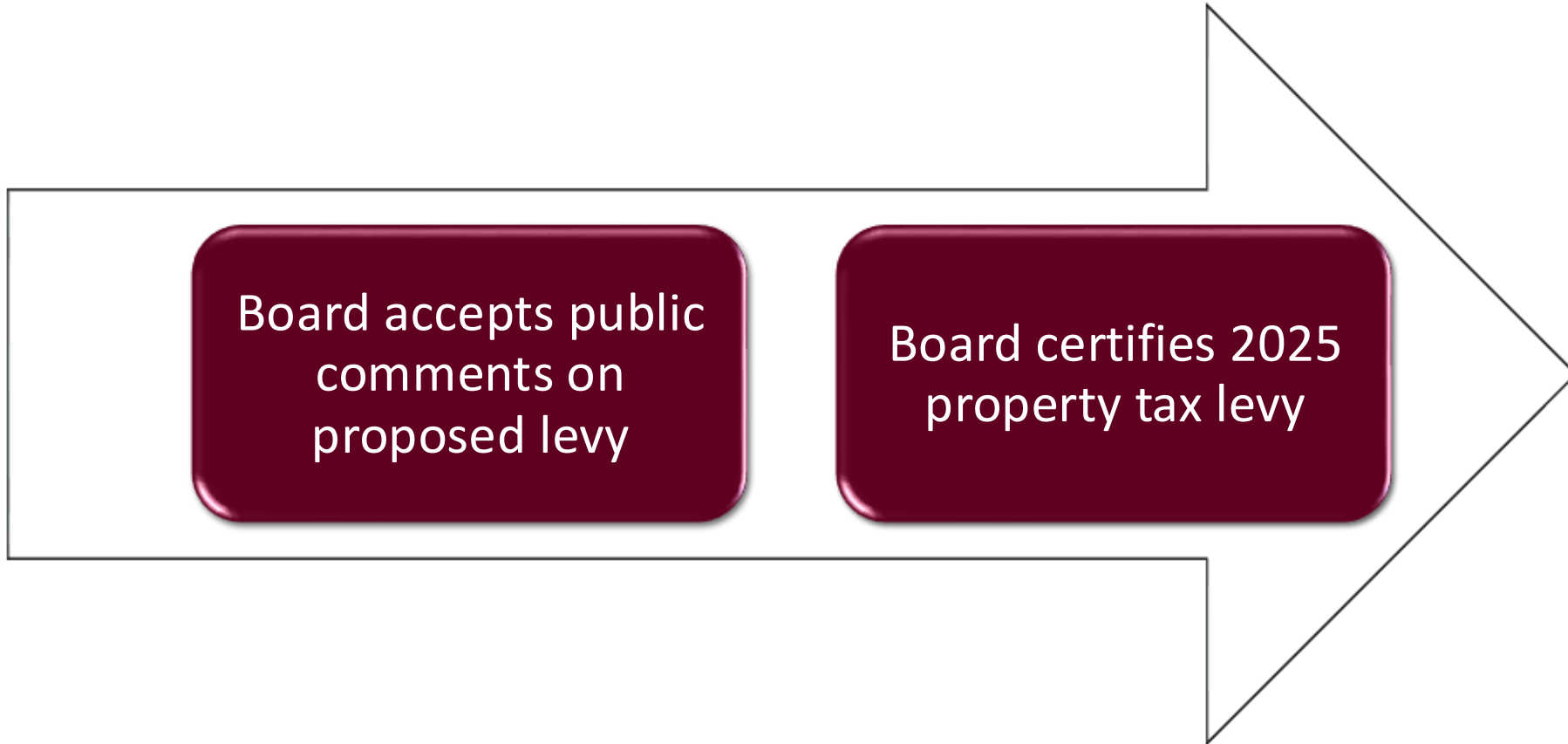
Special Property Tax Refund

- Available for all homestead property, both residential & agricultural (HGA only) with a gross tax increase of at least 12% and \$100 over prior year
- Refund is 60% of tax increase that exceeds greater of 12% or \$100 (max \$1,000)

Senior Citizen Property Tax Deferral

- Allows people 65 years of age or older with household income of \$96,000 or less to defer a portion of property taxes on their home
- Deferred property taxes plus accrued interest must be paid when home is sold or homeowner(s) dies

Next Steps



South St. Paul
Public Schools



PUBLIC COMMENTS



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Place on Agenda: Work Session

Action Requested: None. Review and Discussion Only

Attachment: None.

Topic: Public Relations and Community Engagement
Presenter(s): School Board Members
School Board members will engage in conversation regarding opportunities to partner with the students, staff, and families of South St. Paul Public Schools, as well as the greater South St. Paul community, to continue moving the District's mission and vision forward.
Recommendation: N/A
Alternatives: N/A

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SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Meeting Date: December 9, 2024

Place on Agenda: Work Session

Action Requested: None. Discussion Only

Attachment: 2025 School Board Meeting Schedule Draft
2024 Board Committee and Liaison Assignments

Topic: Board Reorganization
Presenter(s): John Raasch, Board Chair
Background: <p>Per Minnesota Statute 123B.14, Subd. 1, the South St. Paul School Board is required to hold its yearly organizational meeting on the first Monday in January or as soon as practicable. The purpose of this meeting is to seat newly elected board members, select a chair, vice chair, clerk, and treasurer, establish dates, times, and locations for regular business meetings, and conduct other district business.</p> <p>Attachments include:</p> <ul style="list-style-type: none">• The 2024 School Board committee assignments to help members reflect on committee preferences for the upcoming 2025 calendar year.• The proposed 2025 board meeting calendar, which includes a few key notes:<ul style="list-style-type: none">○ Monday, January 13, 2025: A special meeting is scheduled to seat new board members and approve organizational business, as required by statute. This open meeting will be off-camera and held in the District Office Conference Room prior to the regularly scheduled work session.○ Monday, March 24, 2025: This date is highlighted for further discussion. Board members previously deliberated whether to continue holding a meeting during spring break week or to reschedule.○ Tuesday, May 27, 2025: This meeting is shifted from Monday to Tuesday due to the Memorial Day holiday.
Recommendation: Review and discuss only.
Alternatives: N/A

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School Board Work Session and Meeting Schedule 2025

Date/Time	Meeting/Work Session	Location
January 13, 2025		
4:00 PM	Finance, Facilities, and Long-Range Planning Committee	District Office Conference Room
4:30 PM	Special Board Meeting	District Office Conference Room
5:00 PM	Work Session	District Office Conference Room
6:30 PM	Stakeholder Comments to the Board	District Office Conference Room
January 27, 2025		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: TBD</i>	City Hall Council Chambers
February 10, 2025		
4:00 PM	Finance, Facilities, and Long-Range Planning Committee	District Office Conference Room
5:00 PM	Work Session	District Office Conference Room
6:30 PM	Stakeholder Comments to the Board	District Office Conference Room
February 24, 2025		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: TBD - Winter athletics/activities</i>	City Hall Council Chambers
March 10, 2025		
4:00 PM	Finance, Facilities, and Long-Range Planning Committee	District Office Conference Room
5:00 PM	Work Session	District Office Conference Room
6:30 PM	Stakeholder Comments to the Board	District Office Conference Room
March 24, 2025 (SPRING BREAK WEEK)		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: TBD</i>	City Hall Council Chambers
April 14, 2025		
4:00 PM	Finance, Facilities, and Long-Range Planning Committee	District Office Conference Room
5:00 PM	Work Session	District Office Conference Room
6:30 PM	Stakeholder Comments to the Board	District Office Conference Room
April 28, 2025		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: TBD</i>	City Hall Council Chambers
May 12, 2025		
4:00 PM	Finance, Facilities, and Long-Range Planning Committee	District Office
5:00 PM	Work Session	District Office Conference Room
6:30 PM	Stakeholder Comments to the Board	District Office Conference Room

*May 27, 2025 (Tuesday)		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: Spring Activities & Athletics</i>	City Hall Council Chambers
June 9, 2025		
4:00 PM	Finance, Facilities, and Long-Range Planning Committee	District Office Conference Room
5:00 PM	Work Session	District Office Conference Room
6:30 PM	Stakeholder Comments to the Board	District Office Conference Room
June 23, 2025		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: TBD</i>	City Hall Council Chambers
July 28, 2025		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: Kids' Choice/Summer Academics</i>	City Hall Council Chambers
August 11, 2025		
4:00 PM	Finance, Facilities, and Long-Range Planning Committee	District Office Conference Room
5:00 PM	Work Session	District Office Conference Room
6:30 PM	Stakeholder Comments to the Board	District Office Conference Room
August 25, 2025		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: Back to School Highlights</i>	City Hall Council Chambers
September 8, 2025		
4:00 PM	Finance, Facilities, and Long-Range Planning Committee	District Office Conference Room
5:00 PM	Work Session	District Office Conference Room
6:30 PM	Stakeholder Comments to the Board	District Office Conference Room
September 22, 2025		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: TBD</i>	City Hall Council Chambers
October 13, 2025		
4:00 PM	Finance, Facilities, and Long-Range Planning Committee	District Office Conference Room
5:00 PM	Work Session	District Office Conference Room
6:30 PM	Stakeholder Comments to the Board	District Office Conference Room
October 27, 2025		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: Lincoln Center</i>	City Hall Council Chambers
November 10, 2025		
4:00 PM	Finance, Facilities, and Long-Range Planning Committee	District Office Conference Room
5:00 PM	Work Session	District Office Conference Room
6:30 PM	Stakeholder Comments to the Board	District Office Conference Room

November 24, 2025		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: Kaposia</i>	City Hall Council Chambers
December 8, 2025		
4:00 PM	Finance, Facilities, and Long-Range Planning Committee	City Hall Conference Room
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: Fall Activities & Athletics</i>	City Hall Council Chambers

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

Work Session

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

Stakeholder Comments to the Board

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

Business Meeting

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



SOUTH ST. PAUL SCHOOL BOARD

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

Committee Assignments			
		2024	2025
Finance, Facilities, and Long Range Planning	Meets with the superintendent and Finance Director to discuss key finance items and budget planning. Meets to discuss various building and grounds items and/or planning projects for the District. Meets prior to the work session on the second Monday of month at 4:00 PM.	Anne Claflin Wendy Felton Kim Humann	
Policy	Review district policies and recommend necessary policy changes to the Board. Meet as needed.	Tim Felton Kim Humann John Raasch	
Superintendent/Executive	This committee is represented by the Chair, Vice Chair and Treasurer. Organizes and prepares Superintendent evaluation and other executive business. Meet as needed	Anne Claflin Kim Humann John Raasch	

Liaison Assignments			
		2024	2025
AMSD (Association of Metropolitan School Districts)	Meets monthly with area board representatives, superintendents, and local legislators to discuss and advocate for student and district needs. Typically meets the first Friday of each month @ 7:30 AM	Monica Weber Anne Claflin (A)	
Community Education Advisory Committee	Works in part with the Community Education Director to assess community needs, programming, and evaluate program effectiveness. Typically meets the 2 nd Tuesday of each month @ 4:15 PM	Kim Humann Nikki Laliberte (A)	
Intermediate School Dist. 917	District 917 is an intermediate district, composed of nine member districts throughout Dakota County, that serves special education, secondary technical, and DCALS (Dakota County Alternative Learning School) students. Typically meets on the first Tuesday of each month at 4:45 PM.	Monica Weber (2026)	
MSHSL	The School Board Chair attends official MSHSL meetings as needed.	John Raasch	
SSP Educational Foundation	Raises funds to provide an innovative source of public-school funding to support enrichment initiatives, scholarships, research opportunities, training, intervention, and prevention strategies that extend beyond the normal classroom experience. Typically meets the 2 nd Wednesday of every month @ 6:00 PM	Wendy Felton Anne Claflin (A)	
SSP Open Foundation	Raises funds to support extra-curricular activities at SSP Secondary. Typically meets the 3 rd Wednesday of every month @ 8:00 PM	Tim Felton	
Local Issues	Meets the fourth Wednesday of each month from 8:00 – 9:00 AM. Local Issues is hosted by the River Heights Chamber of Commerce with the intent to bring local elected officials, city, school and business leaders together to discuss items relevant to SSP.	Anne Claflin	



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Place on Agenda: Work Session

Action Requested: None. Discussion Only.

Attachment: None

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

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