



## South St. Paul School Board - Work Session

Monday, January 13, 2025 5:00 PM

District Office, 104 - 5th Avenue South, South St Paul, Minnesota 55075

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### I. ANNUAL BOARD ORGANIZATION

I.A. Organizational Items (Brandecker)

I.B. Designation of Clerk and Treasurer Duties Resolution  
(Brandecker)

### II. BOARD WORK

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

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



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

**Meeting Date:** January 13, 2025  
**Place on Agenda:** Work Session and Special Business Meeting  
**Action Requested:** Approval  
**Attachment:** 2025 Organizational Items

<b>Topic:</b> 2025 Organizational Items
<b>Presenter(s):</b> Vice Chair Anne Claflin
<p>In compliance with Minnesota Statute 123B.14, Subd. 1, the South St. Paul School Board is required to hold its annual organizational meeting on the first Monday in January or as soon as practicable. The purpose of this meeting includes: Seating newly elected board members, Electing officers (chair, vice chair, clerk, and treasurer), Establishing dates, times, and locations for regular board meetings, and Conducting other district business.</p> <p><b>Meeting Dates to Note</b></p> <ul style="list-style-type: none"><li>● <b>2024 School Board Committee Assignments:</b> Included to help board members review and reflect on committee preferences for the 2025 calendar year.</li><li>● <b>Proposed 2025 Board Meeting Calendar:</b> Key dates and adjustments included:<ul style="list-style-type: none"><li>○ <b>Monday, January 13, 2025:</b> <i>A special meeting</i> will be held to swear in and seat newly elected board members and approve organizational business as required by statute. This meeting will take place off-camera in the District Office Conference Room immediately following the regularly scheduled work session.</li><li>○ <b>Monday, March 24, 2025:</b> This regularly scheduled meeting falls during spring break. To encourage greater participation from staff, students, and the community, and to allow staff to take vacation during the break, administration recommends rescheduling this meeting to <b>Monday, March 31, 2025</b>. This adjustment follows discussions with the city and Town Square TV to ensure availability.</li><li>○ <b>Tuesday, May 27, 2025:</b> Due to the holiday, the regular meeting is shifted from Monday. to Tuesday</li></ul></li></ul> <p>These proposed adjustments aim to enhance accessibility and engagement while accommodating holidays and district scheduling needs.</p>
<b>Recommendation:</b> Approval of the 2025 Organizational items
<b>Alternatives:</b> Do not approve and direct administration with next steps.

### **2025 School Board Meeting Schedule**

The South St. Paul School Board typically holds their work session on the second Monday of each month and a short work session with a regular business meeting on the fourth Monday of each month. The exceptions are July where the Board only meets on the fourth Monday of the month (work session/business meeting), and only the second Monday of the month in December (work session/business meeting). Other meetings may be added throughout the year as needed. Administration recommends the attached proposed Board meeting schedule for 2025.

### **2025 Board Committee and Liaison Assignments**

The Committee and Liaison assignment are used to facilitate the mission and work of the School Board. Board consensus for the 2025 Board Committee and Liaison assignments.

### **Official Newspaper**

Minn. Stat. §123.B.09, Subd. 10 states: "The board shall cause its official proceedings to be published once in the official newspaper of the district. Such publication shall be made within 30 days of the meeting at which such proceedings occurred." In past years, legal notices and minutes have been published in the Pioneer Press, (which under Minn. Stat. §. 331A.01, Subd. 10 qualifies as the district's official newspaper because it is published within the district). In addition, the full minutes are available on the district's website [www.sspps.org](http://www.sspps.org). Administration recommends the Pioneer Press as the District's official newspaper for 2024.

### **Signature Plate**

Administration recommends that the School Board approve the resolution to authorize the use of facsimile signatures (school district officers) and authorize for surety bond protection and use of the facsimile signature plate of the previous year's School Board Officers until such time a new plate can be purchased.

RESOLUTION RELATING TO THE AUTHORIZATION  
AND USE OF FACSIMILE SIGNATURES BY SCHOOL DISTRICT OFFICERS AND  
PROVIDING FOR SURETY BOND FOR PROTECTION

### **Designate Official Depositories**

Administration recommends the School Board approve the identified banks and investment institutions for 2025 and, further, that Director of Finance be authorized to conduct collateral transactions as may be required:

- *Demand Accounts Depositories*
  - US Bank
  - Bremer Bank
- *Investment Depositories*
  - MN School District Liquid Asset Fund Plus
  - Charles Schwab
  - Wells Fargo
  - Zions bank

### **Authorization to Lease, Purchase and Contract for Goods and Services**

Administration recommends the School Board authorize, as permitted by Minnesota Statute 123B.52, the Superintendent of Schools or the Director of Finance to lease, purchase, and contract for goods and services, within the budget as approved by the School Board, provided that any transaction in an amount exceeding the minimum amount for which bids are required (per Minn. Stat. §471.345) must first be specifically authorized by the School Board and must fulfill all other applicable legal requirements for school district contracts.

### **Authorization to Make Payments in Advance of School Board Approval**

Administration recommends the School Board authorize the Superintendent of Schools or designee/Director of Finance to make payments between School Board meetings in advance of School Board approval under the following conditions and to include such payments in the next list of bills submitted to the School Board for approval:

- Payments of claims which cannot be deferred until the next School Board meeting without the loss to the district of a discount privilege, or because of contract terms, purchase order terms, or a vendor's standard terms which are part of a contract, in accordance with Minn. Stat. § 123B.02, Subd. 18.
- Payments of claims within the standard payment period as defined in Minn. Stat. §471.425.

### **Authorization of Petty Cash Accounts**

Administration recommends the School Board authorize the use of imprest funds (petty cash accounts), that the Superintendent of Schools or designee/Director of Finance be appointed as custodian of such funds, and that their only uses be for the payment of proper claims against the district, excluding salaries and personal expenses, which it is impractical to pay in any other manner, and for travel expense advances, all as permitted by Minn. Stat. § 123B.11.

### **Mileage Reimbursement**

Reimbursement for automobile travel is provided at the mileage rate established by the Internal Revenue Service (IRS).

### **2025 Professional Services**

Administration recommends the School Board authorize the Superintendent of Schools, his designee/Director of Finance, and other designees, to utilize the following services (Services are paid on a time and materials utilized basis):

- *District Legal Counsel*
  - The firm of Rupp, Anderson, Squires & Waldspurger, P.A.
  - The firm of Ratwik, Roszak & Maloney
  - The firm of Knutson, Flynn & Deans
  - The firm of FordHarrison
- *District Architects*
  - Wold Architects & Engineers
- *District Auditor*
  - LB Carlson (Malloy, Montague, Karnowski, Radosevich, and Co. - MMKR)
- *District Financial Advisors*
  - Ehlers Public Financial Advisors



# School Board Work Session and Meeting Schedule 2025

Date/Time	Meeting/Work Session	Location
<b>January 13, 2025</b>		
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
7:00 PM	Special Board Meeting	District Office Conference Room
<b>January 27, 2025</b>		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: Middle School</i>	City Hall Council Chambers
<b>February 10, 2025</b>		
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
<b>February 24, 2025</b>		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: - TBD or Winter athletics/activities</i>	City Hall Council Chambers
<b>March 10, 2025</b>		
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
<b>*March 31, 2025</b>		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: TBD or Winter athletics/activities</i>	City Hall Council Chambers
<b>April 14, 2025</b>		
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
<b>April 28, 2025</b>		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: TBD</i>	City Hall Council Chambers
<b>May 12, 2025</b>		
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

<b>*May 27, 2025 (Tuesday)</b>		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: Spring Activities &amp; Athletics</i>	City Hall Council Chambers
<b>June 9, 2025</b>		
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
<b>June 23, 2025</b>		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: TBD</i>	City Hall Council Chambers
<b>July 28, 2025</b>		
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
<b>August 11, 2025</b>		
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
<b>August 25, 2025</b>		
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
<b>September 8, 2025</b>		
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
<b>September 22, 2025</b>		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: TBD</i>	City Hall Council Chambers
<b>October 13, 2025</b>		
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
<b>October 27, 2025</b>		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: TBD</i>	City Hall Council Chambers
<b>November 10, 2025</b>		
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

<b>November 24, 2025</b>		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: TBD or Fall Activities &amp; Athletics</i>	City Hall Council Chambers
<b>*December 8, 2025</b>		
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: TBD or Fall Activities &amp; Athletics</i>	City Hall Council Chambers

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

*\*Denotes change in regularly scheduled meeting patterns.*

### **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. In-person sessions are traditionally held at 6:30 PM on the second Monday of each month at the District Office.

### **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.

**Schedule changes can occur so please visit the district's website ([www.sspps.org/about/school-board/meetings](http://www.sspps.org/about/school-board/meetings)) for the most up-to-date schedule.**



# SOUTH ST. PAUL SCHOOL BOARD

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

Committee Assignments			
		2024	2025
<b>Finance, Facilities, and Long Range Planning</b>	Meets with the superintendent and Finance Director to discuss key finance items and budget planning. Meets to discuss various building and grounds items and/or planning projects for the District. Meets prior to the work session on the second Monday of month at 4:00 PM.	Anne Claflin Wendy Felton Kim Humann	
<b>Policy</b>	Review district policies and recommend necessary policy changes to the Board. Meet as needed.	Tim Felton Kim Humann John Raasch	
<b>Superintendent/Executive</b>	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
<b>AMSD (Association of Metropolitan School Districts)</b>	Meets monthly with area board representatives, superintendents, and local legislators to discuss and advocate for student and district needs. Typically meets the first Friday of each month @ 7:30 AM	Monica Weber Anne Claflin (A)	
<b>Community Education Advisory Committee</b>	Works in part with the Community Education Director to assess community needs, programming, and evaluate program effectiveness. Typically meets the 2 <sup>nd</sup> Tuesday of each month @ 4:15 PM (no meetings December, March, June, July, or August)	Kim Humann Nikki Laliberte (A)	
<b>Intermediate School Dist. 917</b>	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 or second Tuesday of each month at 4:30 PM.	Monica Weber (2026)	
<b>MSHSL</b>	The School Board Chair attends official MSHSL meetings as needed.	John Raasch	
<b>SSP Educational Foundation</b>	Raises funds to provide an innovative source of public-school funding to support enrichment initiatives, scholarships, research opportunities, training, intervention, and prevention strategies that extend beyond the normal classroom experience. Typically meets the 2 <sup>nd</sup> Wednesday of every month @ 6:00 PM	Wendy Felton Anne Claflin (A)	
<b>SSP Open Foundation</b>	Raises funds to support extra-curricular activities at SSP Secondary. Typically meets the 3 <sup>rd</sup> Wednesday of every month @ 8:00 PM	Tim Felton	
<b>Local Issues</b>	Meets the fourth Wednesday of each month from 8:00 – 9:00 AM. Local Issues is hosted by the River Heights Chamber of Commerce with the intent to bring local elected officials, city, school and business leaders together to discuss items relevant to SSP.	Anne Claflin	



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

**Meeting Date:** January 13, 2025

**Place on Agenda:** Work Session and Special Business Meeting

**Action Requested:** Approval

**Attachment:** RESOLUTION RELATING TO THE DELEGATION OF CLERK AND TREASURER DUTIES TO THE FINANCE DIRECTOR FOR DAY-TO-DAY BUSINESS

<b>Topic:</b> Delegation of Day-to-Day Clerk and Treasurer Duties
<b>Presenter(s):</b> Chair
<b>Background:</b> <p>State law requires boards to select from its members a chair, clerk, and treasurer. The law also provides boards the opportunity to delegate, by resolution, the duties of the clerk and treasurer, to a person employed by the district to perform the day-to-day operations of the clerk and treasurer (i.e. deposit funds in the official depository, make and transmit certified reports to the commissioner, etc.).</p>
<b>Recommendation:</b> <p>Administration recommends the approval of the RESOLUTION RELATING TO THE DELEGATION OF CLERK AND TREASURER DUTIES TO THE FINANCE DIRECTOR FOR DAY-TO-DAY BUSINESS</p>
<b>Alternatives:</b> <p>Do not approve and direct administration with next steps.</p>

EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD  
OF SPECIAL SCHOOL DISTRICT NO. 6  
(SOUTH ST. PAUL PUBLIC SCHOOLS)  
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Special School District No. 6 (South St. Paul Public Schools), State of Minnesota, was duly held in said school district on the 13<sup>th</sup> day of January 2025, at 7:00 o'clock p.m.

Member \_\_\_\_\_ introduced the following Resolution and moved its adoption:

**RESOLUTION RELATING TO THE DELEGATION OF CLERK AND TREASURER  
DUTIES TO THE FINANCE DIRECTOR FOR DAY-TO-DAY BUSINESS**

**WHEREAS** Minnesota Statutes 123B.414., Subd. 1, empowers the School Board to combine the duties of the offices of Clerk and Treasurer of the School Board in one person in the Finance Office of the School District.

**WHEREAS**, the School District has decided to combine the duties of the Clerk and Treasurer in one person in the Finance Office.

**NOW, THEREFORE, BE IT RESOLVED**, that the **Finance Director** of South St. Paul Public Schools is designated by the School Board of Special School District 6 to perform the duties of the Clerk and Treasurer of the District.

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

And the following voted against the resolution:

Whereupon this Resolution was declared duly passed and adopted this 13<sup>th</sup> day of January 2025.

\_\_\_\_\_  
Secretary-Clerk, School Board



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

**Place on Agenda:** Work Session

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

**Attachment:** None

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

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

**Place on Agenda:** Work Session

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

**Attachment:** None.

<b>Topic:</b> Public Relations and Community Engagement
<b>Presenter(s):</b> 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.
<b>Recommendation:</b>  N/A
<b>Alternatives:</b>  N/A

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