



South St. Paul School Board Meeting

Monday, January 13, 2025 6:00 PM

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

I. ROLL CALL and PLEDGE OF ALLEGIANCE

II. OATH OF OFFICE

II.A. Oath of Office for re-elected member Monica Weber and newly elected members Paul Cumings and Ryan Duffy (A. Claflin)

III. APPROVAL OF MEETING AGENDA

III.A. Special School Board Meeting Agenda, January 13, 2025 (A. Claflin)

IV. ELECTION OF OFFICERS

IV.A. Approval, to elect _____ as Board Chair for one-term commencing the first business meeting in January, 2025, to the first business meeting in January, 2026. (A. Claflin)

IV.B. Approval, to elect _____ as Board Vice Chair for one-term commencing the first business meeting in January, 2025, to the first business meeting in January, 2026. (Chair)

IV.C. Approval, to elect _____ as Treasurer for one-term commencing the first business meeting in January, 2025, to the first business meeting in January, 2026. (Chair)

IV.D. Approval, to elect _____ as Clerk for one-term commencing the first business meeting in January, 2025, to the first business meeting in January, 2026. (Chair)

V. BUSINESS ITEMS

V.A. Annual Organizational Items - 2025 (Chair)

V.B. Approval, for the South St. Paul School Board to approve the Resolution Relating to the Delegation of Clerk and Treasurer Duties to the Finance Director for Day-to-Day Business. (Chair)

VI. ADJOURNMENT



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Meeting Date: January 13, 2025
Place on Agenda: Special Business Meeting
Action Requested: Recite the Oath of Office
Attachment: Oath of Office 2025

Topic: Oath of Office - Swearing in Ceremony
Presenter(s): Vice Chair Anne Claflin
On Monday evening, we are excited to celebrate with the official swearing in of Paul Cumings, Ryan Duffy and Monica Weber for their terms on the SSPPS School Board. All three members were elected during the November 8, 2024 general election and will serve four year terms that expire beginning January of 2029.
Recommendation:
Alternatives:



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

Topic: 2025 Organizational Items
Presenter(s): 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>Meeting Dates to Note</p> <ul style="list-style-type: none">● 2024 School Board Committee Assignments: Included to help board members review and reflect on committee preferences for the 2025 calendar year.● Proposed 2025 Board Meeting Calendar: Key dates and adjustments included:<ul style="list-style-type: none">○ Monday, January 13, 2025: <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.○ Monday, March 24, 2025: 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 Monday, March 31, 2025. This adjustment follows discussions with the city and Town Square TV to ensure availability.○ Tuesday, May 27, 2025: Due to the holiday, the regular meeting is shifted from Monday. to Tuesday <p>These proposed adjustments aim to enhance accessibility and engagement while accommodating holidays and district scheduling needs.</p>
Recommendation: Approval of the 2025 Organizational items
Alternatives: 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. 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
January 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
7:00 PM	Special Board Meeting	District Office Conference Room
January 27, 2025		
5:00 PM	Work Session	City Hall Conference Room
6:00 PM	Business Meeting <i>QIA: Middle School</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 or 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 31, 2025		
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
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: TBD</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: TBD or Fall Activities & Athletics</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: TBD or Fall Activities & Athletics</i>	City Hall Council Chambers

District Office Conference Room (104 – 5th Ave. So.) · **City Hall Council Chambers** (125 – 3rd 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) for the most up-to-date schedule.



SOUTH ST. PAUL SCHOOL BOARD

Chair – Kim Humann
Vice Chair – Anne Claflin
Treasurer – Paul Cumings
Clerk – Wendy Felton

Committee Assignments		
		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 Paul Cumings Monica Weber
Policy	Review district policies and recommend necessary policy changes to the Board. Meet as needed.	Ryan Duffy Tim Felton Kim Humann
Superintendent/Executive	This committee is represented by the Chair, Vice Chair and Clerk. Organizes and prepares Superintendent evaluation and other executive business. Meet as needed	Anne Claflin Wendy Felton Kim Humann

Liaison Assignments		
		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	Ryan Duffy Monica Weber (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 (no meetings December, March, June, July, or August)	Kim Humann Paul Cumings (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 or second Tuesday of each month at 4:30 PM.	Monica Weber (2026)
MSHSL	The School Board Chair attends official MSHSL meetings as needed.	Kim Humann
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 Ryan Duffy (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.	Paul Cumings Anne Claflin (A)



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

Topic: Delegation of Day-to-Day Clerk and Treasurer Duties
Presenter(s): Chair
Background: <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>
Recommendation: <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>
Alternatives: <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 13th 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 13th day of January 2025.

Secretary-Clerk, School Board