



South St. Paul School Board - Work Session

Monday, March 10, 2025 5:00 PM

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

I. FINANCE

I.A. 2024-25 Budget Revisions (R. Chhoth)

I.B. 2025-26 Budget Guiding Change Document (R. Chhoth)

II. DEPARTMENT UPDATES

II.A. Department Updates (Cabinet)

III. SCHOOL BOARD

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

III.A.1. MSBA/MASA Joint Day at the Capitol

III.B. Committee Updates (Board)

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

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

IV. CLOSED SESSION

IV.A. Closed Session per the Open Meeting Law (Minn. Stat. § 13D.03) for maintenance negotiations. (J. Milteer/R. Chhoth)



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Meeting Date: March 10, 2025

Place on Agenda: Work Session

Action Requested: Review Only. Approval will be requested at the March 24, 2025 business meeting.

Attachment: **2024-25 Revised Budget Summary**

Topic: 2024-25 Revised Budget
Presenter(s): Ra Chhoth, Finance Director
Background: <p>Each year the School Board will revise the current year budget as more current information is available. The board packet includes a summary document that explains the revisions to the 2024-25 budget.</p> <p>While all funds are listed, the only proposed budget adjustments at this time are for the general fund. These revisions are a result of prior year audit results, enrollment, and updated assumptions for revenues and expenditures.</p>
Recommendation: <p>Review Only. Approval will be requested at the March 24, 2025 business meeting.</p>
Alternatives: <p>N/A</p>

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South St. Paul
Public Schools



2024-2025 Budget Revisions

March 10, 2025

FY25 Budget Revisions

FY25 revision helps establish projections for future years. As a result, we are proposing revisions based on updated enrollment, staffing, revised estimates, and final FY24 audit results.

The proposed revisions account for the following:

- Updated federal entitlements and related expenditure budgets
- Updated Special Education Cross Subsidy Aid Entitlement
- Updated state aid estimates based on enrollment and final impacts of the legislative mandates.
- Other expenditure revisions to account for updated staffing estimates and miscellaneous non-salary adjustments.
- Overall, these revisions increase revenues \$1,289,900 and increase expenditures \$1,031,095 improving our bottom line by approximately \$274,938
- The revisions are detailed on the following page

Projected Fund Balances – Following the proposed FY24 budget revisions is an updated fund balance summary incorporating those change.

- The original adopted budget for FY25 had a projected unassigned fund balance percent of 16.14% (\$8,114,646)
- After incorporating the final FY24 audit results and the FY25 revisions, the projected unassigned fund balance % for FY25 is 18.17% (\$9,447,326)
- These updated fund balance amount are used as the basis for future years projection

**South St Paul Public Schools
Budget Revision Details**

	Beginning Fund Bal	Revenue	Expenditures	Ending Fund Bal
GENERAL FUND				
ORIGINAL BUDGET	\$ 12,574,335	\$ 50,967,027	\$ 50,950,894	\$ 12,590,468
Final Audit Results	914,205	-	-	
Levy Adjustment - Reemploy Ins	-	-	-	
Adjust Federal Allocations	-	-	434,361	
Change in Special Ed Cross Subsidy	-	816,788	-	
Updated State Aid Estimates	-	223,112	-	
Interest Earnings	-	250,000	-	
Summer Unemployment	-	-	-	
Updated Staffing Estimates	-	-	192,742	
Other Non-salary costs	-	-	403,992	
TOTAL REVISIONS	914,205	1,289,900	1,031,095	
REVISED BUDGET	\$ 13,488,540	\$ 52,256,927	\$ 51,981,989	\$ 13,763,478
FOOD SERVICE FUND				
ORIGINAL BUDGET	\$ 864,943	\$ 2,151,000	\$ 2,215,449	\$ 800,494
Final Audit Results	378,268	-	-	
TOTAL REVISIONS	378,268	-	-	
REVISED BUDGET	\$ 1,243,211	\$ 2,151,000	\$ 2,215,449	\$ 1,178,762
COMMUNITY ED FUND				
ORIGINAL BUDGET	\$ 728,068	\$ 2,261,384	\$ 2,248,963	\$ 740,489
Final Audit Results	164,030	-	-	
TOTAL REVISIONS	164,030	-	-	
REVISED BUDGET	\$ 892,098	\$ 2,261,384	\$ 2,248,963	\$ 904,519
DEBT SERVICE FUND				
ORIGINAL BUDGET	\$ 841,031	\$ 3,239,924	\$ 3,225,875	\$ 855,080
Final Audit Results	(20,875)	-	-	
TOTAL REVISIONS	(20,875)	-	-	
REVISED BUDGET	\$ 820,156	\$ 3,239,924	\$ 3,225,875	\$ 834,205

	6/30/2024 Beginning Fund Balance	Revised Budget		Fund Balance Buildup/(Usage)	6/30/2025 Ending Fund Balance
		2024-25 Revenues	2024-25 Expenditures		
General Fund					
Unassigned	8,114,646	40,712,386	39,329,479	1,332,680	9,447,326
Assigned:					
ATPPS Program	103,601	757,381	757,951	(570)	103,031
Curriculum & Technology	1,000,000	-	-	-	1,000,000
Staff Development	75,000	-	-	-	75,000
Construction	200,000	-	-	-	200,000
Building Maintenance	1,000,000	-	-	-	1,000,000
Technology Replacement	400,000	-	-	-	400,000
Assigned	2,778,601	757,381	757,951	(570)	2,778,031
Restricted:					
Student Activities	281,724	225,000	172,856	52,144	333,868
Gifted & Talented	107,608	38,675	46,685	(8,010)	99,598
Career & Tech Program	-	64,336	64,336	-	-
Achievement & Integration	-	582,495	589,024	(6,529)	(6,529)
Library Aid	-	50,174	51,896	(1,722)	(1,722)
Literacy Incentive Aid	-	113,694	130,567	(16,873)	(16,873)
Area Learning Center	-	-	957,369	(957,369)	(957,369)
QCOMP	-	757,381	757,951	(570)	(570)
Student Support Personnel	-	38,479	47,814	(9,335)	(9,335)
Learning & Development	-	576,182	626,409	-	-
Basic Skills	-	4,833,380	4,797,010	36,370	36,370
Medical Assistance	31,842	100,000	134,390	(34,390)	(2,548)
Staff Development	140,375	433,220	476,194	(42,975)	97,401
Safe Schools	173,607	150,263	150,048	215	173,822
Operating Capital	1,109,948	652,551	785,605	(133,054)	976,894
Long-Term Facilities Maintenance	510,613	1,179,966	1,127,048	52,918	563,531
Capital Projects Levy	221,680	940,514	939,696	818	222,498
American Indian	17,896	50,850	39,661	11,189	29,085
Total Restricted	2,595,293	10,787,160	11,894,559	(1,057,172)	1,538,121
Total General Fund	13,488,540	52,256,927	51,981,989	274,938	13,763,478
Unrestricted Fund Balance %	21.67%				23.52%
Unassigned Fund Balance %	16.14%				18.17%
Food Service					
Nonspendable	34,339	-	-	-	34,339
Restricted	1,208,872	2,151,000	2,215,449	(64,449)	1,144,423
Total Food Service	1,243,211	2,151,000	2,215,449	(64,449)	1,178,762
Community Education					
Restricted:					
Regular Community Education	583,974	1,271,555	1,374,257	(102,702)	481,272
Early Childhood Family Education	195,478	281,500	213,804	67,696	263,174
School Readiness	8,825	297,150	303,157	(6,007)	2,818
Adult Basic Education	103,821	385,179	345,622	39,557	143,378
Restricted for Community Education	-	26,000	12,124	13,876	13,876
Total Community Education	892,098	2,261,384	2,248,963	12,421	904,519
Debt Service					
Restricted:					
General Debt Service	820,156	3,239,924	3,225,875	14,049	834,205
Total Debt Service	820,156	3,239,924	3,225,875	14,049	834,205
Total All Funds	16,444,005	59,909,235	59,672,276	236,958	16,680,963



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Meeting Date: March 10, 2025
Place on Agenda: Work Session
Action Requested: Review Only.
Attachment: Budget Guiding Change Document Template

Topic: 2025 - 26 Budget Guiding Change Draft
Presenter(s): Ra Chhoth, Finance Director
Background: A Guiding Change Document is a tool that empowers leaders to set clear project parameters, allowing the team to then fully engage in the creative process. At their committee meeting on Monday evening, the Finance, Facilities, and Long Range Planning Committee will work collaboratively to develop the 2025-26 Budget Guiding Change document that will set the budget development parameters for district and school leaders. A draft of their work will be brought before the full board for review at the work session on Monday evening.
Recommendation: N/A
Alternatives: N/A

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SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Meeting Date: March 10, 2025

Place on Agenda: Work Session

Action Requested: None.

Attachment: None.

Topic: Department Updates
Presenter(s): District Cabinet Team
Background: As part of the Monday, March 10 Work Session, our District Cabinet team will share brief updates on the key work happening in each department. This is an opportunity to highlight current priorities, progress, and focus areas across the district. These updates are meant to keep you informed and provide a snapshot of the work supporting our schools, staff, and students.
Recommendation: N/A
Alternatives: 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.

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. Here are some upcoming opportunities: <ul style="list-style-type: none">● Monday, March 10 (9:00 - 3:00 PM) MSBA/MASA Joint Day at the Capitol● Thursday, March 13 (6:00 - 8:00 PM - SSP Secondary) CDLU/BPO MultiCultural Day Event● Friday March 14 - Sunday, March 16<ul style="list-style-type: none">○ Theater Production (Secondary Auditorium)● March 24 - 28<ul style="list-style-type: none">○ Spring Break● Monday, March 31<ul style="list-style-type: none">○ 5:00 PM - Board Work Session (City Hall)○ 6:00 PM - Board Business Meeting (City Hall)
Recommendation: N/A
Alternatives: N/A

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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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