



## **Special Board Meeting Session**

Monday, April 14, 2025 6:00 PM

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

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### **I. ROLL CALL**

### **II. APPROVAL OF MEETING AGENDA**

II.A. Special School Board Meeting Agenda, April 14, 2025.

### **III. BUSINESS ITEMS**

III.A. Approval, for the South St. Paul School Board to approve the Resolution Discontinuing and Reducing Positions.

III.B. Approval, for the South St. Paul School Board to approve the agreement with the South St. Paul Office and Professional Employees International Union Local No. 12, for the contract period of July 1, 2024 to June 30, 2026.

III.C. Approval, for the South St. Paul School Board to approve the 2024-25 Budget Revisions and presented and reviewed at the March 10, 2025 work session. (R. Chhoth)

### **IV. ADJOURNMENT**



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

**Meeting Date:** Monday, April 14, 2025

**Place on Agenda:** Regular Agenda

**Action Requested:** Approval

**Attachment:** **Resolution for Discontinuing and Reducing Educational Programs and Positions**

<b>Topic:</b> Discontinuing and Reducing Educational Programs and Positions
<b>Presenter:</b> Joel Milteer Human Resource Director
<b>Background:</b> <p>The district is proposing a resolution for the discontinuance of licensed educational programs and positions to align staffing with projected enrollment for the 2025-26 school year. The district will discontinue or reduce the following licensed positions and/or programs:</p> <ol style="list-style-type: none"><li>1. Related Services</li><li>2. Classroom Teachers</li></ol> <p>As we continue to work through our staffing planning for the 2025-26 school year, there may be additional need to bring further reductions to the board later this Spring to ensure we are being fiscally responsible while working to maintain low class sizes for our students.</p> <p>We are now asking the School Board to approve the resolution for the above noted position eliminations and reductions for the 2025-26 school year.</p>
<b>Recommendation:</b> <p>Approve Board Member as a classified substitute for the district.</p>
<b>Alternatives:</b> <p>Not approve Board Member as a classified substitute for the district.</p>

**Special School District No. 6  
(South St. Paul Public Schools)  
State of Minnesota**

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

**RESOLUTION DISCONTINUING AND REDUCING  
POSITIONS**

WHEREAS, the School Board of Special School District No. 6, South St. Paul, adopted a resolution on February 24, 2025, directing the administration to make recommendations for reductions in positions, and

WHEREAS, said recommendations have been received and considered by the School Board.

BE IT RESOLVED by the School Board of Special School District No. 6, South St. Paul, as follows:

That the following teaching programs and positions, or portions thereof, be discontinued or reduced effective with the start of the 2025-26 school year:

1. Related Services
2. Classroom Teachers

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

and the following voted against:

Whereupon said resolution was declared duly passed and adopted.



**SOUTH ST. PAUL PUBLIC SCHOOLS**

School Board Agenda Item

**Meeting Date: Monday, April 14, 2025**

**Place on Agenda: Regular Agenda: Business Item**

**Action Requested: Approval**

**Attachment: None**

<b>Topic:</b> 2024-2026 Office and Professional Employees International Union, Local No. 12
<b>Presenter(s):</b> Human Resources Director Joel Milteer
<b>Background:</b> <p>The school district has reached a tentative agreement with the Office and Professional Employees International Union, Local No. 12, for the contract period of July 1, 2024, to June 30, 2026. Administrative Assistants voted in favor of the proposed contract on Wednesday, April 9, 2025. The proposed agreement is within the parameters established by the Board of Education.</p> <p>The components of the settlement have been provided to the School Board. The Agreement includes increases to base wages of 6% in year 1, which includes market adjustments for several positions based on market compensation analysis conducted by the district. Wages in year 2, will be adjusted by 3%. In addition, the contract includes, an increase to longevity pay, and a change to the district's 403(b) contribution to a 2.5% district contribution for all members of the unit based on the individual employee's base salary.</p>
<b>Recommendation:</b> <p>Approve the agreement Office and Professional Employees International Union, Local No. 12 Collective Bargaining Agreement, for the contract period of July 1, 2024, to June 30, 2026.</p>
<b>Alternatives:</b> <p>Do not approve the contract and direct administration with next steps.</p>

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

**Meeting Date:** April 14, 2025  
**Place on Agenda:** Business Item  
**Action Requested:** Approval  
**Attachment:** 2024-25 Budget Revisions

<b>Topic:</b> 2024-25 Budget Revisions
<b>Presenter(s):</b> Finance Director Ra Chhoth
<b>Background:</b>  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.  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.
<b>Recommendation:</b>  Administration recommends approval of the 2024-25 budget revisions as presented at the March 10, 2025, work session.
<b>Alternatives:</b>  Do not approve and direct administration with next steps.

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**South St. Paul**  
*Public Schools*



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# 2024-2025 Budget Revisions

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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
<b>GENERAL FUND</b>				
<b>ORIGINAL BUDGET</b>	<b>\$ 12,574,335</b>	<b>\$ 50,967,027</b>	<b>\$ 50,950,894</b>	<b>\$ 12,590,468</b>
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	
<b>TOTAL REVISIONS</b>	<b>914,205</b>	<b>1,289,900</b>	<b>1,031,095</b>	
<b>REVISED BUDGET</b>	<b>\$ 13,488,540</b>	<b>\$ 52,256,927</b>	<b>\$ 51,981,989</b>	<b>\$ 13,763,478</b>
<b>FOOD SERVICE FUND</b>				
<b>ORIGINAL BUDGET</b>	<b>\$ 864,943</b>	<b>\$ 2,151,000</b>	<b>\$ 2,215,449</b>	<b>\$ 800,494</b>
Final Audit Results	378,268	-	-	
<b>TOTAL REVISIONS</b>	<b>378,268</b>	<b>-</b>	<b>-</b>	
<b>REVISED BUDGET</b>	<b>\$ 1,243,211</b>	<b>\$ 2,151,000</b>	<b>\$ 2,215,449</b>	<b>\$ 1,178,762</b>
<b>COMMUNITY ED FUND</b>				
<b>ORIGINAL BUDGET</b>	<b>\$ 728,068</b>	<b>\$ 2,261,384</b>	<b>\$ 2,248,963</b>	<b>\$ 740,489</b>
Final Audit Results	164,030	-	-	
<b>TOTAL REVISIONS</b>	<b>164,030</b>	<b>-</b>	<b>-</b>	
<b>REVISED BUDGET</b>	<b>\$ 892,098</b>	<b>\$ 2,261,384</b>	<b>\$ 2,248,963</b>	<b>\$ 904,519</b>
<b>DEBT SERVICE FUND</b>				
<b>ORIGINAL BUDGET</b>	<b>\$ 841,031</b>	<b>\$ 3,239,924</b>	<b>\$ 3,225,875</b>	<b>\$ 855,080</b>
Final Audit Results	(20,875)	-	-	
<b>TOTAL REVISIONS</b>	<b>(20,875)</b>	<b>-</b>	<b>-</b>	
<b>REVISED BUDGET</b>	<b>\$ 820,156</b>	<b>\$ 3,239,924</b>	<b>\$ 3,225,875</b>	<b>\$ 834,205</b>

	6/30/2024 Beginning Fund Balance	Revised Budget		Fund Balance Buildup/(Usage)	6/30/2025 Ending Fund Balance
		2024-25 Revenues	2024-25 Expenditures		
<b>General Fund</b>					
<b>Unassigned</b>	<b>8,114,646</b>	<b>40,712,386</b>	<b>39,329,479</b>	<b>1,332,680</b>	<b>9,447,326</b>
<b>Assigned:</b>					
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
<b>Assigned</b>	<b>2,778,601</b>	<b>757,381</b>	<b>757,951</b>	<b>(570)</b>	<b>2,778,031</b>
<b>Restricted:</b>					
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
<b>Total Restricted</b>	<b>2,595,293</b>	<b>10,787,160</b>	<b>11,894,559</b>	<b>(1,057,172)</b>	<b>1,538,121</b>
<b>Total General Fund</b>	<b>13,488,540</b>	<b>52,256,927</b>	<b>51,981,989</b>	<b>274,938</b>	<b>13,763,478</b>
<b>Unrestricted Fund Balance %</b>	<b>21.67%</b>				<b>23.52%</b>
<b>Unassigned Fund Balance %</b>	<b>16.14%</b>				<b>18.17%</b>
<b>Food Service</b>					
Nonspendable	34,339	-	-	-	34,339
Restricted	1,208,872	2,151,000	2,215,449	(64,449)	1,144,423
<b>Total Food Service</b>	<b>1,243,211</b>	<b>2,151,000</b>	<b>2,215,449</b>	<b>(64,449)</b>	<b>1,178,762</b>
<b>Community Education</b>					
<b>Restricted:</b>					
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
<b>Total Community Education</b>	<b>892,098</b>	<b>2,261,384</b>	<b>2,248,963</b>	<b>12,421</b>	<b>904,519</b>
<b>Debt Service</b>					
<b>Restricted:</b>					
General Debt Service	820,156	3,239,924	3,225,875	14,049	834,205
<b>Total Debt Service</b>	<b>820,156</b>	<b>3,239,924</b>	<b>3,225,875</b>	<b>14,049</b>	<b>834,205</b>
<b>Total All Funds</b>	<b>16,444,005</b>	<b>59,909,235</b>	<b>59,672,276</b>	<b>236,958</b>	<b>16,680,963</b>