



South St. Paul School Board Meeting

Monday, December 8, 2025 6:00 PM

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

I. ROLL CALL and PLEDGE OF ALLEGIANCE

II. APPROVAL OF MEETING AGENDA/MINUTES

II.A. School Board Meeting Agenda, December 8, 2025

II.B. Work Session and Regular Meeting Minutes, November 24, 2025.

III. QUALITY-IN-ACTION and REPORTS

III.A. **Report:** Student School Board Representatives Chloe, Fenet, and Monty will provide an update on recent events, activities and other informational items.

III.B. **Quality-in-Action:** Activities Director Brady Krueger and the fall coaches and advisors will highlight their seasons. (B. Krueger)

III.C. **Report:** Chair Kim Humann will highlight the Stakeholder Comments to the Board submissions. (K. Humann)

III.D. **Report:** School Board members will highlight items from the Board's Work Sessions. (Board)

III.E. **Report:** Superintendent Zambreno will provide highlights from around the District. (B. Zambreno)

IV. CONSENT ITEMS

IV.A. Financial Claims: Bills Payable

IV.B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves

V. POLICY

V.A. **Approval,** The following policies are on their third and final readings:

V.A.1.# 516: Student Medication & Telehealth

V.A.2.# 208: Development, Adoption, and Implementation of Policies

VI. PUBLIC HEARING FOR TAXES PAYABLE IN 2026

VI.A. Approval, for the South St. Paul School Board to certify the Payable 2026 Levy at \$15,228,617.98. (R. Chhoth)

VII. BUSINESS ITEMS

VII.A. Approval, for the South St. Paul School Board to approve the Acceptance of Gifts Report. (R. Chhoth)

VII.B. Approval, for the South St. Paul School Board to approve the Boys' and Girls' Nordic Skiing cooperative agreement with Two Rivers and Simley, beginning of the 2025-26 School Year. (B. Krueger)

VII.C. Approval, for the South St. Paul School Board to approve the 2026-27 District Calendar. (A. Winter)

VII.D. Approval, for the South St. Paul School Board to approve the agreement with the South St. Paul Educational Support Professionals Local 7312, for the contract period of July 1, 2025, to June 30, 2027. (C. Cook)

VIII. INFORMATIONAL ITEMS

VIII.A. **Board Members' Reports/Committee Updates/Where Have You Seen a Passion:** Board members will report on recent educational activities/events in which they have participated as well as other informational items.

IX. ADJOURNMENT

The School Board Work Session for South St. Paul Public Schools, Special School District 6, was held in the City Hall Conference Room on Monday, November 24, 2025. Chair Kim Humann called the meeting to order at 5:00 PM with six Board members present: Weber, T. Felton, Claflin, Cumings, W. Felton, and Humann. Director Duffy was absent. Superintendent Dr. Brian Zambreno and several staff members were also present.

High School Course Proposal

High School Principal Chuck Ochocki and Assistant Director of Educational Services Natalie Tourtelotte presented an overview of the proposed new elective courses for the 2026–2027 school year. The presentation highlighted the district’s ongoing work to provide students with meaningful learning experiences that support their interests, academic growth, and career exploration. Teachers were invited to submit course ideas that align with Packer Pathways and further enhance the high school’s elective options.

The board was informed that teachers completed a comprehensive proposal form, which included the course rationale, alignment with career pathways, potential effects on current offerings, delivery methods, and a general course description. Four new elective courses were submitted through this process.

The proposed courses included Arabic Language and Culture, Latino Studies, Radio Carmesí–A Bilingual Podcast from the SSPPS Packer Community, and Introduction to Ojibwe. These courses were designed to expand cultural, linguistic, and real-world learning opportunities for students. Three of the courses were proposed as full-year electives for grades 9–12, while Latino Studies was proposed as a one-trimester elective for grades 10–12.

It was noted that approval of the course proposals would allow the classes to appear in the registration process, although they would only run if enough students registered. The high school administrative team recommended that all four courses be approved.

Submission of Review and Comment

Superintendent Zambreno asked the Board to approve starting the state-required Review and Comment process for planned school building improvements. This step allows the district to submit its proposal to the Minnesota Department of Education, which reviews major facility projects and provides feedback before districts can move forward.

The proposal connects to a possible May 2026 special election, where funding would depend on voter approval. Board members asked clarifying questions and expressed concern that this action might signal plans to put questions on a ballot this spring. District leaders explained that this approval only allows the district to send materials to the state. It does not place anything on a ballot. If the Board decides to move forward with a special election, it would need to take separate action in January.

2026 Board Organization

Chair Humann reminded Board members to be thinking about their board officer and committee/liaison assignments for 2026.

Public Relations and Community Engagement

The Board did not have time to review and discuss this item.

Committee Updates

The Board did not have time to review and discuss this item.

Adjourn

The South St. Paul School Board adjourned the November 24, 2025 work session at 5:51 PM.

Official Board Minutes are available in the
District Office at 104 - 5th Ave. S. - South St. Paul

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk
Board of Education

The regular meeting of the School Board, Special School District No. 6, South St. Paul, was held in the city hall council chambers on Monday, November 24, 2025. Chair Kim Humann called the meeting to order at 6:00 PM with six Board members present for roll call: W. Felton, Claflin, Cumings, T. Felton, Weber and Humann. Director Ryan Duffy was absent. Superintendent Dr. Brian Zambreno and several staff and community members were also present.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

MINUTES

By Director W. Felton

Seconded by Director T. Felton

The South St. Paul School Board approves the November 24, 2025, School Board meeting agenda as well as the minutes for October 27, 2025, work session and regular meetings, and the November 10, 2025, work session.

Motion carried (6-0)

QUALITY-IN-ACTION AND REPORTS

Report - Student School Board Representatives Chloe, Fenet, and Monty provided an update on recent events, activities, and other informational items.

Quality-in-Action - Dr. Candace Burckhardt, Executive Director of Student Services, provided an overview of the department's work in supporting students across all levels of needs. Her presentation highlights the district's tiered systems of support, which includes universal services for all students, targeted interventions for those needing additional help, and intensive support for students with more complex needs. She also shared a brief update on special education, which provides individualized services for students with disabilities.

Quality-in-Action - Lisa Brandecker, Manager of Administrative Services and Communications, introduced Wakota Federal Credit Union President and CEO Mary Matheson and Board Director Deb Griffith, who presented the first proceeds from the new partnership with South St. Paul Public Schools. The partnership, which launched the SSPHS Packers-branded debit card in March 2025, directs a portion of every point-of-sale transaction back to the district. This year's funds supported the Careers in Business and Entrepreneurship class and the School Store. Teacher Chris Gustillo and his students shared how they plan to reinvest the donation, including exploring the purchase of a 3D printer to expand product capacity, efficiency, and creativity. Wakota's contribution marked an important milestone in this growing community partnership.

Report - The Educational Services team presented an update to the School Board on the progress and priorities of elementary literacy across the district.

Report - There were no stakeholder comments to the board submissions this evening.

Work Session Report - Highlights were provided of the School Board's discussion at their work session meeting this evening.

Superintendent Report - Superintendent Zambreno provided highlights from around the district.

CONSENT ITEMS

By Director Weber

Seconded by Director Claflin

A. Financial Claims - Bills Payable

B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves

Motion Carried (6-0)

POLICY REVIEW

By Director W. Felton

Seconded by Director Claflin

Approval — The following policies are on their third and final review:

1. # 204: School Board Meeting Minutes

2. # 209: Code of Ethics

3. # 210: Conflict of Interest – School Board Members

4. # 211: Criminal or Civil Action Against School District, School Board Member, Employee, or Student

5. # 516.5 Overdose Medication

6. # 518: DNR-DNI Orders

7. # 521: Student Disability Nondiscrimination

8. # 532: Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds

9. # 905: Advertising

Review — The following policies are on their second of three reviews:

1. # 516: Student Medication & Telehealth

2. # 208: Development, Adoption, and Implementation of Policies

Motion carried (6-0)

BUSINESS ITEMS

By Director Cumings

Seconded by Director Claflin

Approval, for the South St. Paul School Board to approve the agreement with the South St. Paul Teacher's Association Local #861 Collective Bargaining Agreement, for the contract period of July 1, 2025, to June 30, 2027

Motion carried (6-0)

School Board Business Meeting Minutes

November 24, 2025

By Director Weber
Approval, for the South St. Paul School Board to approve the agreement with the Principals' Association Collective Bargaining Agreement for the contract period of July 1, 2025, to June 30, 2027.
Motion carried (6-0)

Seconded by Director W. Felton

By Director Claflin
Approval, for the South St. Paul School Board to approve the 2025-26 Student Teacher Agreement with Concordia University.
Motion carried (6-0)

Seconded by Director W. Felton

By Director Weber
Approval, for the South St. Paul School Board to authorize the superintendent to submit all required information to the Commissioner of Education to request Review and Comment for acquisition and betterment of school sites and facilities for a May 2026 election. The project will be financed through the issuance of School Building Bonds, if approved by the voters.
Motion carried (6-0)

Seconded by Director W. Felton

By Director Claflin
Approval, for the South St. Paul School Board to approve the New High School Courses Proposals as presented.
Motion carried (6-0)

Seconded by Director Weber

INFORMATIONAL ITEMS

School Board members reported on various educational activities/events in which they have participated, as well as other informational items.

ADJOURN

By Director W. Felton
Approval, for the South St. Paul School Board to adjourn the November 24, 2025, meeting at 7:33 PM.
Motion carried (6-0)

Seconded by Director Weber

Official Board Minutes are available in the District Office at 104 - 5th Ave. S. - South St. Paul

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk
Board of Education



**South St. Paul
Public Schools**

School Board Agenda Item

Place on Agenda: Reports

Action Requested: Discussion Only

Attachment: None

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| Topic: Student School Board Representative Highlights |
| Presenter(s): Fenet Iresso, Chloe O'Neil, & Monty Whitaker |
| Background: Student School Board Representatives Fenet Iresso, Chloe O'Neil, & Monty Whitaker will provide highlights. |
| Recommendation: N/A |
| Alternatives: N/A |



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Place on Agenda: Regular Meeting Reports

Action Requested: None

Attachment: None

Topic: Stakeholder Comments to the Board

Presenter(s): Board Chair

At the Work Session and Regular Business Meeting, the Board Chair will provide an overview of the Stakeholder Comments to the Board submissions.

The South St. Paul School Board provides the following opportunities for community members to address the board:

- **In-Person** on the first meeting date of each month according to the schedule listed on the [district's website](#). Stakeholder Comments to the Board sessions are held at the District Office (104 - 5th Avenue South) beginning at 6:30PM.
- **Electronic form Submissions** are accepted on all meeting dates listed on the [district's website](#). Click [here](#) to submit a Stakeholder Comment tot the Board.
 - Form submissions will be acknowledged by the Board Chair and/or Superintendent on-air during the regular business meeting. The Board Chair and/or Superintendent will also follow-up personally with the individuals submitting a Stakeholder Comment to the Board form.

Passionate Learners Positively Changing Our World



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Place on Agenda: Reports

Action Requested: None

Attachment: None

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| Topic: Work Session Meeting Update |
| Presenter(s): Board |
| Background: School Board members will highlight items from the Work Session meeting. |
| Recommendation: N/A |
| Alternatives: N/A |

Passionate Learners Positively Changing Our World



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Place on Agenda: Reports

Action Requested: None

Attachment: None

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| Topic: Superintendent's Update |
| Presenter(s): Dr. Brian Zambreno, Superintendent |
| Background: Superintendent Zambreno will provide highlights from around the District. |
| Recommendation: N/A |
| Alternatives: N/A |



School Board Agenda Item

Date: December 8, 2025
Place on Agenda: Consent Items
Action Requested: Approval
Attachment: Financials - Bills Payable

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| Topic: Financials - Bills Payable |
| Presenter(s): Board Chair |
| Background: It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law. |
| Recommendation: Administration recommends the approval of the attached financial statement. |
| Alternatives: N/A |

| CHECK | CHE | AMOUNT | DATE | CHECK | VENDOR |
|--------|-----|-----------|------------|--|--|
| NUMBER | TYP | | | | |
| 209573 | V | -1,104.26 | 11/24/2025 | MENARDS | MENARDS |
| 209825 | V | -525.00 | 11/20/2025 | MAPLE GROVE HIGH SCHOOL | MAPLE GROVE HIGH SCHOOL |
| 209830 | V | -984.57 | 11/24/2025 | MENARDS | MENARDS |
| 209882 | R | 3,982.02 | 11/20/2025 | INDIANHEAD FOODSERVICE DISTRIBUTOR INC | INDIANHEAD FOODSERVICE DISTRIBUTOR INC |
| 209883 | R | 6,583.69 | 11/20/2025 | KELLY SERVICES INC | KELLY SERVICES INC |
| 209884 | R | 525.00 | 11/20/2025 | MAPLE GROVE HIGH SCHOOL | MAPLE GROVE HIGH SCHOOL |
| 209885 | R | 389.43 | 11/20/2025 | ST PAUL BEVERAGE SOLUTIONS | ST PAUL BEVERAGE SOLUTIONS |
| 209886 | R | 225.00 | 11/21/2025 | MAPLE GROVE HIGH SCHOOL | MAPLE GROVE HIGH SCHOOL |
| 209887 | R | 21.14 | 11/21/2025 | SCHMIDT, MAGGIE | SCHMIDT, MAGGIE |
| 209888 | R | 1,000.00 | 11/21/2025 | UNITED STATES POSTAL SERVICE | UNITED STATES POSTAL SERVICE |
| 209889 | R | 57.00 | 11/24/2025 | PELSB, MN PROFESSIONAL EDUCATOR LICENSIN | PELSB, MN PROFESSIONAL EDUCATOR LICENSIN |
| 209890 | R | 2,088.83 | 11/24/2025 | MENARDS | MENARDS |
| 209891 | R | 438.50 | 11/28/2025 | LOCAL #70 | LOCAL #70 |
| 209892 | R | 685.00 | 11/28/2025 | MINNESOTA CHILD SUPPORT PAYMENT CENTER | MINNESOTA CHILD SUPPORT PAYMENT CENTER |
| 209893 | R | 96.00 | 11/28/2025 | NCPERS GROUP LIFE INS | NCPERS GROUP LIFE INS |
| 209894 | R | 240.25 | 11/28/2025 | OFFICE AND PROF EMPLOYEES UNION | OFFICE AND PROF EMPLOYEES UNION |
| 209895 | R | 13,792.10 | 11/28/2025 | SOUTH ST PAUL TEACHER'S ASSOCIATION | SOUTH ST PAUL TEACHER'S ASSOCIATION |
| 209896 | R | 5.00 | 11/28/2025 | SOUTH ST PAUL OPEN FOUNDATION | SOUTH ST PAUL OPEN FOUNDATION |
| 209897 | R | 55.00 | 11/28/2025 | SOUTH ST PAUL EDUCATION FOUNDATION | SOUTH ST PAUL EDUCATION FOUNDATION |
| 209898 | R | 1,260.44 | 11/28/2025 | SSP EASRP | SSP EASRP |
| 209899 | R | 17.60 | 12/01/2025 | 95 PERCENT GROUP LLC | 95 PERCENT GROUP LLC |
| 209900 | R | 288.00 | 12/01/2025 | ABC RENTALS | ABC RENTALS |
| 209901 | R | 235.92 | 12/01/2025 | ACE HARDWARE & PAINT | ACE HARDWARE & PAINT |
| 209902 | R | 17,000.00 | 12/01/2025 | ACTIVE INTERNET TECHNOLOGIES DBA FINALSI | ACTIVE INTERNET TECHNOLOGIES DBA FINALSI |
| 209903 | R | 500.00 | 12/01/2025 | ALBERT LEA GYMNASTICS CLUB | ALBERT LEA GYMNASTICS CLUB |
| 209904 | R | 1,200.00 | 12/01/2025 | AMAZWORKS | AMAZWORKS |
| 209905 | R | 5,745.63 | 12/01/2025 | AMAZON CAPITAL SERVICES | AMAZON CAPITAL SERVICES |
| 209906 | R | 1,680.00 | 12/01/2025 | AMERGIS HEALTHCARE STAFFING INC | AMERGIS HEALTHCARE STAFFING INC |
| 209907 | R | 3,290.00 | 12/01/2025 | AMPERSAND THERAPY LLC | AMPERSAND THERAPY LLC |
| 209908 | R | 768.75 | 12/01/2025 | BAYADA HOME HEALTH CARE INC | BAYADA HOME HEALTH CARE INC |
| 209909 | R | 3,562.65 | 12/01/2025 | CANON FINANCIAL SERVICES | CANON FINANCIAL SERVICES |
| 209910 | R | 782.40 | 12/01/2025 | CATALYST SOURCING SOLUTIONS | CATALYST SOURCING SOLUTIONS |
| 209911 | R | 65.00 | 12/01/2025 | CITICARGO & STORAGE | CITICARGO & STORAGE |
| 209912 | R | 16,148.83 | 12/01/2025 | CITY OF SOUTH ST PAUL - UTILITIES | CITY OF SOUTH ST PAUL - UTILITIES |
| 209913 | R | 1,376.00 | 12/01/2025 | CONQUER NINJA GYMS | CONQUER NINJA GYMS |
| 209914 | R | 99.35 | 12/01/2025 | CONTINUA INTERIORS OF MINNESOTA LLC | CONTINUA INTERIORS OF MINNESOTA LLC |
| 209915 | R | 350.00 | 12/01/2025 | CUSICK, REBECCA | CUSICK, REBECCA |
| 209916 | R | 241.02 | 12/01/2025 | DEMCO | DEMCO |
| 209917 | R | 1,212.96 | 12/01/2025 | EGAN | EGAN |
| 209918 | R | 813.60 | 12/01/2025 | EMI AUDIO | EMI AUDIO |
| 209919 | R | 450.00 | 12/01/2025 | FARMINGTON GYMNASTICS & CHEER | FARMINGTON GYMNASTICS & CHEER |
| 209920 | R | 350.00 | 12/01/2025 | FARMINGTON CHIROPRACTIC CLINIC PA | FARMINGTON CHIROPRACTIC CLINIC PA |
| 209921 | R | 70.16 | 12/01/2025 | FIRST SUPPLY LLC - TWIN CITIES | FIRST SUPPLY LLC - TWIN CITIES |
| 209922 | R | 13.38 | 12/01/2025 | FLINN SCIENTIFIC INC | FLINN SCIENTIFIC INC |
| 209923 | R | 359.16 | 12/01/2025 | GENERAL PARTS INC | GENERAL PARTS INC |
| 209924 | R | 250.00 | 12/01/2025 | HILGERS, MICHELLE | HILGERS, MICHELLE |
| 209925 | R | 48,072.27 | 12/01/2025 | INDIANHEAD FOODSERVICE DISTRIBUTOR INC | INDIANHEAD FOODSERVICE DISTRIBUTOR INC |
| 209926 | R | 36,828.00 | 12/01/2025 | INTERNATIONAL BACCALAUREATE ORGANIZATION | INTERNATIONAL BACCALAUREATE ORGANIZATION |
| 209927 | R | 120.00 | 12/01/2025 | ISD 834 STILLWATER AREA HIGH SCHOOL | ISD 834 STILLWATER AREA HIGH SCHOOL |
| 209928 | R | 2,600.00 | 12/01/2025 | IXL LEARNING | IXL LEARNING |
| 209929 | R | 650.00 | 12/01/2025 | JB OFFICEWORKS LLC | JB OFFICEWORKS LLC |
| 209930 | R | 10.80 | 12/01/2025 | JOHNSTONE SUPPLY | JOHNSTONE SUPPLY |
| 209931 | R | 805.51 | 12/01/2025 | KASEYA US LLC | KASEYA US LLC |
| 209932 | R | 16,330.14 | 12/01/2025 | KELLY SERVICES INC | KELLY SERVICES INC |
| 209933 | R | 159.00 | 12/01/2025 | KENNEDY & GRAVEN | KENNEDY & GRAVEN |
| 209934 | R | 134.98 | 12/01/2025 | KUSCH, BENJAMIN | KUSCH, BENJAMIN |

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| NUMBER | TYP | AMOUNT | DATE | VENDOR |
| 209935 | R | 73,378.35 | 12/01/2025 | LAKE CITY TRANSPORTATION LLC |
| 209936 | R | 637.18 | 12/01/2025 | LIGHTNING DISPOSAL INC |
| 209937 | R | 135.00 | 12/01/2025 | LILY OF THE LIGHT LLC |
| 209938 | R | 1,712.50 | 12/01/2025 | LINDENMEYR MUNROE |
| 209939 | R | 83.94 | 12/01/2025 | LOWE'S |
| 209940 | R | 2,945.00 | 12/01/2025 | MERIDIAN CONSULTING/DAVID SLOMKOWSKI |
| 209941 | R | 3,300.00 | 12/01/2025 | METROPOLITAN STATE UNIVERSITY |
| 209942 | R | 512.24 | 12/01/2025 | MIDWEST MACHINERY CO |
| 209943 | R | 370.00 | 12/01/2025 | MILLER, DEBRA |
| 209944 | R | 329.96 | 12/01/2025 | MINNESOTA GLOVE INC |
| 209945 | R | 39.00 | 12/01/2025 | MINNESOTA LOCKS |
| 209946 | R | 760.00 | 12/01/2025 | MINNESOTA DEPARTMENT OF HEALTH |
| 209947 | R | 266.10 | 12/01/2025 | MINNESOTA AIR |
| 209948 | R | 75.00 | 12/01/2025 | MN DEPT OF LABOR & INDUSTRY |
| 209949 | R | 30.00 | 12/01/2025 | MPA DEBATE |
| 209950 | R | 2,300.03 | 12/01/2025 | MUSKEGON HEIGHTS SOLAR LLC |
| 209951 | R | 42,350.00 | 12/01/2025 | NEO ELECTRIC SOLUTIONS |
| 209952 | R | 2,282.42 | 12/01/2025 | NETWORK SERVICES COMPANY |
| 209953 | R | 11,977.68 | 12/01/2025 | NORHLINE TRANSPORTATION |
| 209954 | R | 211.29 | 12/01/2025 | OLLOM APPLIANCE |
| 209955 | R | 73.23 | 12/01/2025 | OSI BATTERIES |
| 209956 | R | 85.90 | 12/01/2025 | PEARSON |
| 209957 | R | 3,627.65 | 12/01/2025 | PETERSON BROS. ROOFING & CONSTRUCTION |
| 209958 | R | 95.43 | 12/01/2025 | PITNEY BOWES INC |
| 209959 | R | 934.18 | 12/01/2025 | PITNEY BOWES INC PURCHASE POWER |
| 209960 | R | 48.59 | 12/01/2025 | PROPIO LS LLC |
| 209961 | R | 291.25 | 12/01/2025 | QUALITY LOCKSMITH SERVICE |
| 209962 | R | 80.00 | 12/01/2025 | REECK, VICTORIA |
| 209963 | R | 200.00 | 12/01/2025 | ROSE MUSIC SERVICES |
| 209964 | R | 12,960.00 | 12/01/2025 | SCHOOL MANAGEMENT SERVICES LLC |
| 209965 | R | 5,350.00 | 12/01/2025 | SCHOOL PROJECT |
| 209966 | R | 42.30 | 12/01/2025 | SCHOOL SPECIALTY LLC |
| 209967 | R | 72.11 | 12/01/2025 | SHERWIN WILLIAMS CO |
| 209968 | R | 185.00 | 12/01/2025 | SIMON'S PIANO TUNING & REPAIR |
| 209969 | R | 3,382.00 | 12/01/2025 | SUNBELT STAFFING |
| 209970 | R | 575.00 | 12/01/2025 | TEACHER'S DISCOVERY |
| 209971 | R | 1,226.66 | 12/01/2025 | TEXTBOOK WAREHOUSE |
| 209972 | R | 8,387.83 | 12/01/2025 | TRANSPORTATION & DELIVERY INC |
| 209973 | R | 6,350.40 | 12/01/2025 | TRIMARK MARLINN LLC |
| 209974 | R | 1,121.40 | 12/01/2025 | VOSS LIGHTING |
| 202500181 | W | 0.00 | 11/14/2025 | MINNESOTA PAYROLL TAXES |
| 202500182 | W | 0.00 | 11/14/2025 | FEDERAL PAYROLL TAXES |
| 202500183 | W | 50,229.07 | 11/28/2025 | MINNESOTA PAYROLL TAXES |
| 202500184 | W | 297,189.94 | 11/28/2025 | FEDERAL PAYROLL TAXES |
| 202500185 | W | 493.24 | 11/28/2025 | MN DEPT OF REVENUE |
| 202500186 | W | 54,317.80 | 11/28/2025 | PERA |
| 202500187 | W | 62,064.74 | 11/28/2025 | TSA/ACH DEDUCTION |
| 202500188 | W | 166,429.64 | 11/28/2025 | TEACHER RETIREMENT ASSOCIATION |
| 252600195 | A | 90.00 | 11/30/2025 | AHSENMACHER WINTER, AMY |
| 252600196 | A | 90.00 | 11/30/2025 | ANDERSON, CHAD |
| 252600197 | A | 270.00 | 11/30/2025 | BASQUILL, THOMAS |
| 252600198 | A | 90.00 | 11/30/2025 | BERCHTOLD, JAMIE |
| 252600199 | A | 90.00 | 11/30/2025 | BOURG, LEAH |
| 252600200 | A | 90.00 | 11/30/2025 | BRANDECKER, LISA |
| 252600201 | A | 90.00 | 11/30/2025 | BRETOI, TERRENCE |
| 252600202 | A | 90.00 | 11/30/2025 | BURCKHARDT, CANDACE |

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| NUMBER | TYP | AMOUNT | DATE | VENDOR |
| 252600203 | A | 90.00 | 11/30/2025 | CHHOTH, RA |
| 252600204 | A | 90.00 | 11/30/2025 | CHILDS, DANETTE |
| 252600205 | A | 90.00 | 11/30/2025 | COOK, CHARLES |
| 252600206 | A | 90.00 | 11/30/2025 | DANIELSON, JENNIFER |
| 252600207 | A | 90.00 | 11/30/2025 | FENTON, MARK |
| 252600208 | A | 90.00 | 11/30/2025 | HADJI, NIMO |
| 252600209 | A | 90.00 | 11/30/2025 | HANSEN, JODY |
| 252600210 | A | 45.00 | 11/30/2025 | JACOBS-BUSE, LINDA |
| 252600211 | A | 90.00 | 11/30/2025 | KRUEGER, BRADY |
| 252600212 | A | 45.00 | 11/30/2025 | LOUGH, LAWRENCE |
| 252600213 | A | 90.00 | 11/30/2025 | OCHOCKI, CHARLES |
| 252600214 | A | 45.00 | 11/30/2025 | OSTER, PATRICK |
| 252600215 | A | 45.00 | 11/30/2025 | PENMAN, MICHELLE |
| 252600216 | A | 90.00 | 11/30/2025 | PETERSON, LORI |
| 252600217 | A | 45.00 | 11/30/2025 | RYAN, ERIKA |
| 252600218 | A | 90.00 | 11/30/2025 | SCHWAB, ROBIN |
| 252600219 | A | 90.00 | 11/30/2025 | TAYLOR MINER, MELANEE |
| 252600220 | A | 90.00 | 11/30/2025 | TOURTELOTTE, NATALIE |
| 252600221 | A | 45.00 | 11/30/2025 | VANDERBILT, TONY |
| 252600222 | A | 90.00 | 11/30/2025 | WELLS, TRAVIS |
| 252600223 | A | 90.00 | 11/30/2025 | ZAMBRENO, BRIAN |
| 252600224 | A | 90.00 | 11/30/2025 | ZEHNDER, JEAN |
| 252600225 | A | 636.28 | 12/01/2025 | ANDERSON, CONRAD |
| 252600226 | A | 47.99 | 12/01/2025 | BAGWILL, JULIE |
| 252600227 | A | 91.00 | 12/01/2025 | BEATON-LANZ, WENDY |
| 252600228 | A | 71.89 | 12/01/2025 | BRIAN, TIFFANY |
| 252600229 | A | 129.64 | 12/01/2025 | CHHOTH, RA |
| 252600230 | A | 61.53 | 12/01/2025 | DAHL, LAURA |
| 252600231 | A | 248.78 | 12/01/2025 | DANIELSON, JENNIFER |
| 252600232 | A | 229.22 | 12/01/2025 | EBERT, LORI |
| 252600233 | A | 30.87 | 12/01/2025 | EMERY, HEATHER |
| 252600234 | A | 80.09 | 12/01/2025 | FREMSTAD, EMILEE |
| 252600235 | A | 100.94 | 12/01/2025 | HANLEY, KATHLEEN |
| 252600236 | A | 21.56 | 12/01/2025 | HART, JENNA |
| 252600237 | A | 56.70 | 12/01/2025 | HOWLETT, SHERIN |
| 252600238 | A | 3.22 | 12/01/2025 | JAIMES-CASTELLANOS, MARIA |
| 252600239 | A | 60.44 | 12/01/2025 | KOHANEK, JESSICA |
| 252600240 | A | 117.60 | 12/01/2025 | MIKOLOSKI, ALICIA |
| 252600241 | A | 72.00 | 12/01/2025 | MOEN, PAUL |
| 252600242 | A | 25.20 | 12/01/2025 | RYAN, ERIKA |
| 252600243 | A | 150.39 | 12/01/2025 | SCHULTZ, MEGHAN |
| 252600244 | A | 77.91 | 12/01/2025 | SKELLY, CHRISTOPHER |
| 252600245 | A | 52.64 | 12/01/2025 | THERRES, HEIDI |
| 252600246 | A | 65.29 | 12/01/2025 | WAGNER, ELIZABETH |
| 252600247 | A | 28.56 | 12/01/2025 | WAHPEPAH, NIIZHOGABAW |
| 252600248 | A | 32.02 | 12/01/2025 | ZIMMERMAN, AARON |

1,016,022.49 Totals for checks

FUND SUMMARY

| <u>FUND</u> | <u>DESCRIPTION</u> | <u>BALANCE SHEET</u> | <u>REVENUE</u> | <u>EXPENSE</u> | <u>TOTAL</u> |
|-------------|-------------------------|----------------------|----------------|----------------|--------------|
| 01 | GENERAL | 609,382.28 | 0.00 | 243,700.84 | 853,083.12 |
| 02 | FOOD SERVICE | 9,906.41 | 0.00 | 59,222.41 | 69,128.82 |
| 04 | COMMUNITY EDUCATION | 27,244.64 | 0.00 | 7,625.98 | 34,870.62 |
| 05 | CAPITAL | 1,166.32 | 0.00 | 56,249.21 | 57,415.53 |
| 50 | ACTIVITY ACCOUNT | 1,524.40 | 0.00 | 0.00 | 1,524.40 |
| *** | Fund Summary Totals *** | 649,224.05 | 0.00 | 366,798.44 | 1,016,022.49 |

***** End of report *****

CHECKRUNS

| FUND | DESCRIPTION | November 20, 2025- December 04,2025 | |
|-------------|---------------------|--|---------------------|
| 1 | GENERAL | \$ | 853,083.12 |
| 2 | FOOD SERVICE | | 69,128.82 |
| 4 | COMMUNITY EDUCATION | | 34,870.62 |
| 5 | CAPITAL | | 57,415.53 |
| 7 | DEBT SERVICE | | - |
| 20 | INTERNAL SERVICE | | - |
| 50 | ACTIVITY ACCOUNTS | | 1,524.40 |
| | TOTAL | \$ | 1,016,022.49 |

| PAYROLL | | 11/30/2025 | |
|------------------------|---------------------|-------------------|------------|
| Payroll Direct Deposit | 900123512-900123511 | \$ | 882,275.03 |



School Board Agenda Item

Date: December 8, 2025

Place on Agenda: Consent Items

Action Requested: Approval

Attachment: Staffing Report

| |
|--|
| Topic: Staffing Report |
| Presenter(s): Board Chair |
| Background: The staffing report includes the Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves being recommended to the School Board for approval. |
| Recommendation: Administration recommends approval of the proposed staffing and supplemental staffing as presented. |
| Alternatives: Amend the motion to remove a certain appointment, resignation, transfer, retirement, abolishment, or leave. Provide administration with directions for the next steps. |

VII.A.1 Staff Appointments, Resignations, Retirements, Terminations and Leaves

12/08/2025

Certified

A. Appointments/Reassignments

1. Ann Eckstrom- Occupational Therapist, 0.5 FTE, MA Step 11, Secondary, effective January 5, 2026
2. Jennifer Danielson- Executive Director of Student Services, District Office, effective December 1, 2025
3. Robert Cin-Walker- Targeted Services Teacher, Kaposia, effective December 2, 2025

ATHLETICS 2025-26

| | | |
|------------------------|---------------------|------------|
| Gymnastics Asst Coach | Potter, Rebecca | \$2,534.05 |
| Gymnastics Asst Coach | Mickelson, Margaret | \$1,432.95 |
| Basketball Addtl Coach | Bryant, Leroy | Volunteer |
| Wrestling Addtl Coach | Gallegos, Gisele | Volunteer |
| Cheer Coach - Winter | Flippin, Davione | \$1,118.50 |
| Cheer Coach - Winter | Robertson, Kihanna | \$1,118.50 |

ACTIVITIES & AFFINITY GROUPS 2025-26

| | | |
|---------------------------|---------------|------------|
| Theatre - Winter Director | McTier, Brian | \$1,206.00 |
|---------------------------|---------------|------------|

Teacher Mentor 2025-26 \$754.00

Shelly Moland

VII.A.2 Staff Appointments, Resignations, Retirements, Terminations and Leaves

12/08/2025

Classified

A. Appointments/Reassignments

1. Michelle Dunn- Special Education Assistant, Kaposia, \$24.62 an hour, effective December 3, 2025
2. Larry Arizpe- Change to Night Custodian, Step 2, Secondary, \$25.47 an hour, effective November 25, 2025, through TBD



School Board Agenda Item

Date: December 8, 2025

Place on Agenda: Business Meeting

Action Requested: Approval

Attachment: 516, 208

| |
|--|
| Topic: Policy Review - Final Reading and Approval |
| Presenter(s): Board Chair |
| Background: School district policy #208 requires policies under review to be placed on two consecutive meeting agendas for review and comment by board members, staff, and community members. At the third and subsequent meeting, the policies then go before the School Board for approval. The policies are in their final reading and up for approval at the December 8, 2025, Board meeting. |
| Recommendation: Approval |
| Alternatives: N/A |

Adopted: January 24, 2005

MSBA/MASA Model Policy 516

Orig. 1995

*Revised: 7/11/05; 10/23/06; 10/27/08; 11/10/14
8/8/16; 6/26/1; 6/10/19; 5/26/20; 6/14/21
6/27/22; 6/26/23; 12/8/25*

Rev. 2025

516 STUDENT MEDICATION AND TELEHEALTH

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication or telehealth during the school day. The school district's licensed school nurse, trained health staff, principal, or teacher will administer medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. DRUG AND MEDICATION REQUIREMENTS

A. Administration of Drugs and Medicine

1. The administration of medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
2. Drugs and medicine subject to Minnesota Statutes, 121A.22 must be administered, to the extent possible, according to school board procedures that must be developed in consultation with:
 - a. with a licensed nurse, in a district that employs a licensed nurse under Minnesota Statutes, section 148.171;
 - b. with a licensed school nurse, in a district that employs a licensed school nurse licensed under Minnesota Rules, part 8710.6100;
 - c. with a public or private health-related organization, in a district that contracts with a public or private health or health-related organization, according to Minnesota Statutes, 121A.21; or
 - d. with the appropriate party, in a district that has an arrangement approved by the Commissioner of the Minnesota Department of Education, according to Minnesota Statutes, 121A.21.

3. Exclusions

The provisions on administration of drugs and medicine above do not apply to drugs or medicines that are:

- a. purchased without a prescription;
- b. used by a pupil who is 18 years old or older;
- c. used in connection with services for which a minor may give effective consent;
- d. used in situations in which, in the judgment of the school personnel, including a licensed nurse, who are present or available, the risk to the pupil's life or health is of such a nature that drugs or medicine should be given without delay;

- e. used off the school grounds;
- f. used in connection with athletics or extracurricular activities;
- g. used in connection with activities that occur before or after the regular school day;
- h. provided or administered by a public health agency to prevent or control an illness or a disease outbreak as provided under Minnesota law;
- i. prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - (1) the school district has received a written authorization each school year from the pupil's parent permitting the student to self-administer the medication;
 - (2) the inhaler is properly labeled for that student; and
 - (3) the parent has not requested school personnel to administer the medication to the student.

The school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.

- j. epinephrine delivery systems, consistent with Minnesota Statutes, section 121A.2205, if the parent and prescribing medical professional annually inform the pupil's school in writing that
 - (1) the pupil may possess the epinephrine or
 - (2) the pupil is unable to possess the epinephrine and requires immediate access to epinephrine delivery systems that the parent provides properly labeled to the school for the pupil as needed.
- k. For the purposes of Minnesota Statutes, 121A.22, special health treatments and health functions, such as catheterization, tracheostomy suctioning, and gastrostomy feedings, do not constitute administration of drugs or medicine.
- l. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.

B. Prescription Medication

1. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes, section 152.22, subdivision 6.
2. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
3. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
4. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Paragraph III.A.3(i) above), and, medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).

5. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization and container label with new pharmacy instructions shall be required immediately as well.
6. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
7. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
8. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.”

C. Nonprescription (Over-the-Counter) Medication.

Nonprescription medications can be administered by the school nurse, or other designated person, with parental permission and does not require approval from a licensed prescriber. Nonprescription medication must come in its original packaging. Administration must be in accordance with the manufacturer's directions and label.

A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

D. Possession and Use of Epinephrine Delivery Systems

1. Definitions

- a. “Administer” means the direct application of an epinephrine delivery system to the body of an individual.
- b. “Epinephrine delivery system” means a medication product approved by the United States Food and Drug Administration that automatically delivers a single, premeasured dose of epinephrine to prevent or treat a life-threatening allergic reaction.
- c. “School” means a public school under Minnesota Statutes, section 120A.22, subdivision 4, or a nonpublic school, excluding a home school, under section 120A.22, subdivision 4, that is subject to the federal Americans with Disabilities Act.

2. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
 - a. possess epinephrine delivery systems; or
 - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine delivery systems in close proximity to the student at all times during the instructional day.

For the purposes of this policy, "instructional day" is defined as six hours and forty-five minutes for each student contact day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine delivery systems when required, consistent with state law. This health plan may be included in a student's Section 504 plan.

Districts and schools may obtain and possess epinephrine delivery systems to be maintained and administered by school personnel, including a licensed nurse, to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine delivery systems. The administration of an epinephrine delivery systems in accordance with Minnesota Statutes, section 121A.2207 is not the practice of medicine.

Effective July 1, 2024, registered nurses may administer epinephrine delivery systems in a school setting according to a condition-specific protocol as authorized under Minnesota Statutes, section 148.235, subdivision 8. Notwithstanding any limitation in Minnesota Statutes, sections 148.171 to 148.285, licensed practical nurses may administer epinephrine delivery systems in a school setting according to a condition-specific protocol that does not reference a specific patient and that specifies the circumstances under which the epinephrine delivery systems is to be administered, when caring for a patient whose condition falls within the protocol.

A district or school may enter into arrangements with manufacturers of epinephrine delivery systems to obtain epinephrine delivery systems at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine delivery systems.

The Commissioner of the Minnesota Department of Health must provide a district or school with a standing order for distribution of epinephrine delivery systems under Minnesota Statutes, sections 148.235, subdivision 8 and 151.37, subdivision 2.

E. Sunscreen

A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

F. Procedures regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes, sections 152.01 subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes, sections 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

IV. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH

- A. Beginning October 1, 2024, to the extent space is available, the school district must provide an enrolled secondary school student with access during regular school hours, and to the extent staff is available, before or after the school day on days when students receive instruction at school, to space at the school site that a student may use to receive mental health care through telehealth from a student's licensed mental health provider. A secondary school must develop a plan with procedures to receive requests for access to the space.
- B. The space must provide a student privacy to receive mental health care.
- C. A student may use a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.
- D. A school may require a student requesting access to space under this section to submit to the school a signed and dated consent from the student's parent or guardian, or from the student if the student is age 16 or older, authorizing the student's licensed mental health provider to release information from the student's health record that is requested by the school to confirm the student is currently receiving mental health care from the provider. Such a consent is valid for the school year in which it is submitted.

| | |
|---------------------------------|---|
| <i>Legal References:</i> | Minn. Stat. § 13.32 (Educational Data) |
| | Minn. Stat. § 121A.21 (School Health Services) |
| | Minn. Stat. § 121A.216 (Access to Space for Mental Health Care through Telehealth) |
| | Minn. Stat. § 121A.22 (Administration of Drugs and Medicine) |
| | Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Delivery Systems; Model Policy) |
| | Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Delivery Systems) |
| | Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students) |

Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
Minn. Stat. § 148.171 (Definitions; Title)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.22 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Rule 8710.6100 (School Nurse)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

Adopted: May 10, 2004

MSBA/MASA Model Policy 208

Orig. 1995

Revised: 6/14/05; 8/14/06; 1/11/10; 9/9/13

Rev. 2025

7/27/15; 4/9/18; 9/10/18; 4/10/23

12/8/25

208 DEVELOPMENT, ADOPTION, & IMPLEMENTATION OF POLICIES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

II. GENERAL

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form, which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- B. Policies may be proposed by a school board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to final school board action.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.
- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF POLICY

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. Each school board member shall have access to school district policies. All board policies shall be available to board members and members of the public on the district website.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy manuals current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one fifth of the policies annually. In addition, the school board shall review the following policies annually: 506 Student Discipline and 806 Crisis Management Policy.
- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (Powers of Independent School Districts)
Minn. Stat. § 123B.09, Subd. 1 (Boards of Independent School Districts)

Cross References: MSBA/MASA Policy 305 (Policy Implementation)



School Board Agenda Item

Date: December 8, 2025

Place on Agenda: Business Meeting

Action Requested: Approval

Attachment: Summary of Payable 2026 Property Tax Levy Public Hearing PowerPoint

| |
|--|
| Topic: Approval of Payable 2026 Levy at \$15,228,617.98 |
| Presenter(s): Ra Chhoth, Executive Director of Finance and Operations |
| <p>Background:</p> <p>Attached is the Payable 2026 Property Tax Levy. At the regular meeting, we will be asking for Board approval to set the levy at \$15,228,617.98. This is a decrease of -0.42% from last year.</p> <p>Below is the levy limitation timeline for the Payable 2026 Levy:</p> <ul style="list-style-type: none"> • September 22 - Board of Education approved preliminary levy • September 30 - Levy due to Dakota County and the Minnesota Department of Education • Mid-November - Dakota County mailed proposed property tax statements to South St Paul property owners • December 08 - Board of Education holds Public Hearing for Taxes Payable in 2026 and approves the final payable 2026 levy certification <p>During the regular meeting, we will hold the Public Hearing for Taxes Payable in 2026. We will make a presentation of the levy and provide the required information on:</p> <ul style="list-style-type: none"> • District Budget • Payable 2026 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>Administration recommends approval the Payable 2026 Levy at \$15,228,617.98</p> |
| <p>Alternatives:</p> <p>Do not approve and direct administration with next steps.</p> |

**South St Paul Public Schools
Proposed Payable 2026 Levy**

| Fund Levy Category | FINAL Payable 2025 | FINAL Payable 2026 | Dollar Change | Percent Change |
|---------------------------------------|-------------------------------|-------------------------------|----------------------|---------------------------|
| <u>General Fund:</u> | | | | |
| Referendum | \$5,792,549 | \$ 5,627,938 | \$ (164,611) | |
| Local Optional | 2,002,314 | 1,969,762 | (32,552) | |
| Equity | 220,729 | 212,878 | (7,851) | |
| Transition | 82,963 | 79,843 | (3,120) | |
| Capital Projects Referendum | 988,603 | 1,097,731 | 109,128 | |
| Operating Capital | 317,304 | 327,083 | 9,779 | |
| Alternative Teacher Compensation | 254,901 | 242,287 | (12,614) | |
| Achievement and Integration | 171,807 | 161,163 | (10,644) | |
| Reemployment Insurance | 30,000 | 38,404 | 8,404 | |
| Safe Schools | 102,318 | 98,251 | (4,067) | |
| Safe Schools Intermediate | 42,632 | 40,938 | (1,694) | |
| Career and Technical | 93,431 | 165,571 | 72,140 | |
| Long Term Facilities Maintenance | 636,949 | 644,609 | 7,660 | |
| Building/Land Lease | 640,885 | 647,377 | 6,492 | |
| Capital Facilities Bonds | - | - | - | |
| Adjustments/Abatements | (95,001) | (46,827) | 48,174 | |
| Total General Fund | \$ 11,282,384 | \$ 11,307,008 | \$ 24,624 | 0.22% |
| <u>Community Service Fund:</u> | | | | |
| Basic Community Education | \$102,610 | \$ 100,135 | \$ (2,475) | |
| Early Childhood Family Education | 62,197 | 56,693 | (5,504) | |
| Home Visiting | 2,776 | 2,275 | (501) | |
| School Age Care - Disabled | 225,000 | 236,000 | 11,000 | |
| Adjustments/Abatements | 29,013 | 40,666 | 11,653 | |
| Total Community Service Fund | \$ 421,596 | \$ 435,769 | \$ 14,173 | 3.36% |
| <u>Debt Service Fund:</u> | | | | |
| Initial Debt Service | \$3,587,640 | \$ 3,485,003 | \$ (102,637) | |
| Capital Facilities Bonds | - | - | - | |
| Reduction for Debt Excess | - | - | - | |
| Adjustments/Abatements | 611 | 838 | 227 | |
| Total Debt Service Fund | \$ 3,588,251 | \$ 3,485,841 | \$ (102,410) | -2.85% |
| Total All Levies | \$ 15,292,231 | \$ 15,228,618 | \$ (63,613) | -0.42% |



South St. Paul Public Schools

Public Hearing for Taxes Payable in 2026

DECEMBER 8, 2025

PRESENTED BY:

RA CHHOTH,

EXECUTIVE DIRECTOR OF FINANCE AND
OPERATIONS

Minnesota State Law Requirements

A Public Meeting...

- Between November 25th & December 29th
- 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 2026



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:

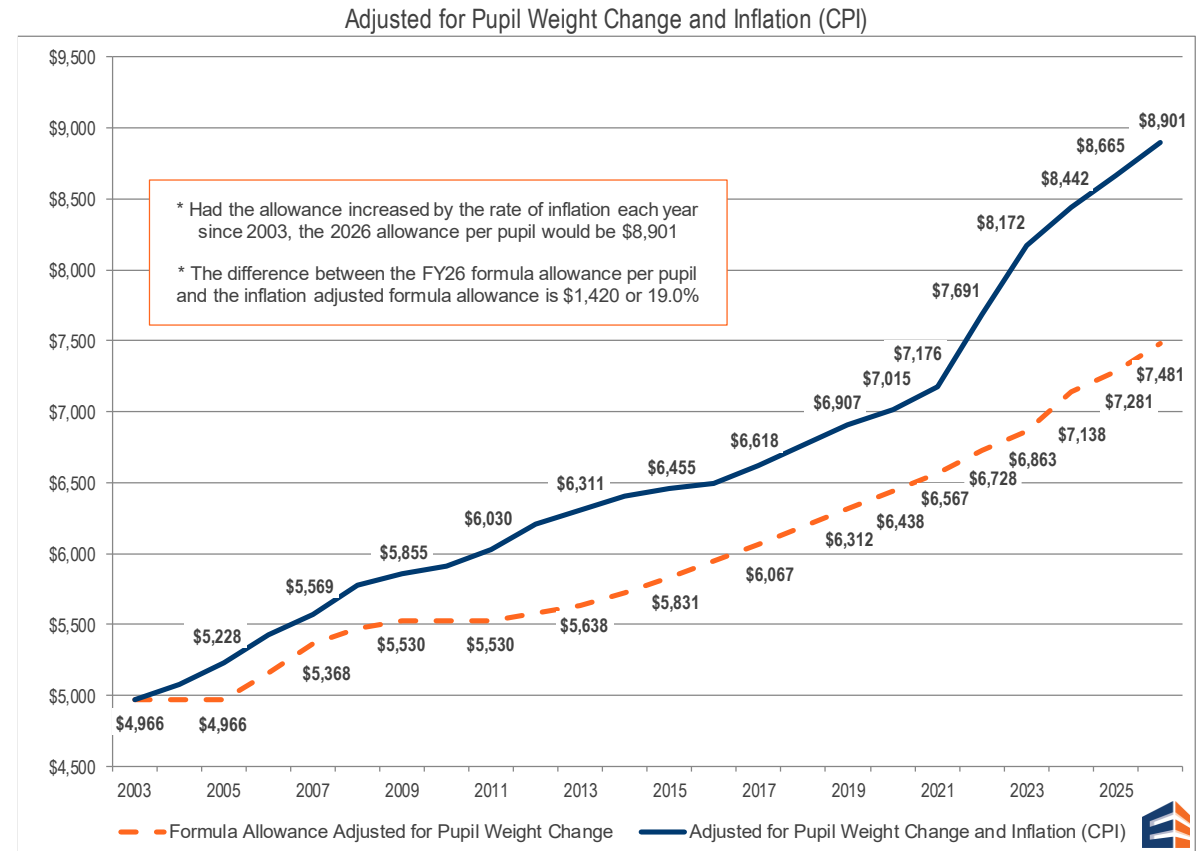
- Formulas which determine revenue; most revenue based on specified amounts per pupil
- Tax policy for local schools
- Maximum authorized property tax levy
 - Districts can levy less, but not more than amount authorized by state, unless approved by voters in November

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

General Education Formula Allowance, 2003-26

- Since 2002-03, state General Education Revenue formula has not kept pace with inflation
- For Fiscal Year 2024-25, an increase of 2.00% or \$143 over previous year was approved
- For Fiscal Year 2025-26, an increase of 2.75% or \$200 over previous year was approved

Per-pupil allowance for Fiscal Year 2025-26 of \$7,481 would need to increase by another \$1,420 (19.0%) to have kept pace with inflation since 2002-03, resulting in an allowance of \$8,901



Source: MDE June 2025 CPI Inflation Estimates and Minnesota Laws 2023

According to MN Department of Education (MDE):

FY 2024 costs of providing programs were underfunded statewide by \$503 million

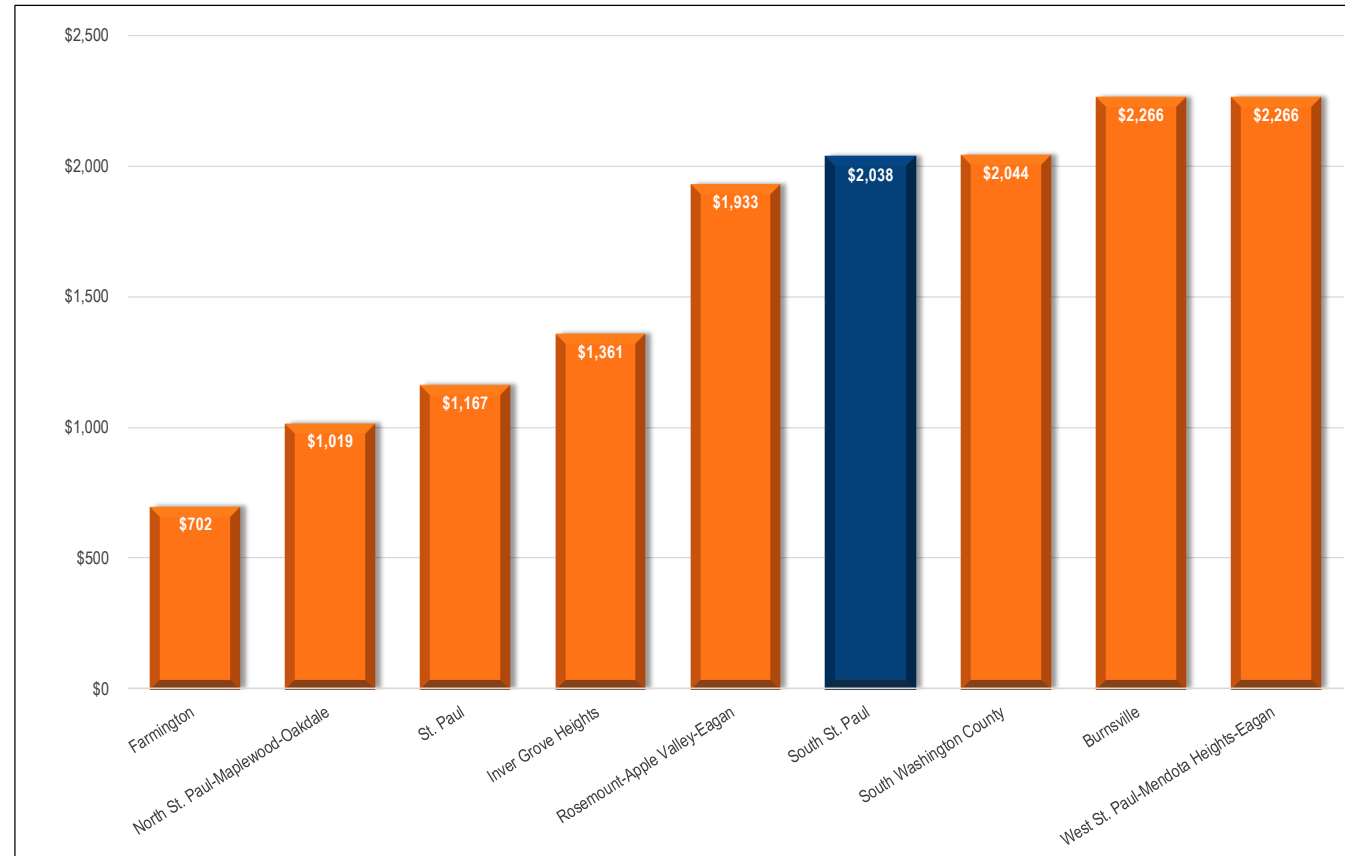
Even with recent funding, costs will be underfunded by \$524 million statewide by FY 2028



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

Voter Approved Referendum Authority Per Pupil Unit FY 2025-26 (Excludes LOR)



Source: MDE Pay 25 Levy Certification Report, MDE Phaseout Report 7/31/2025.

Budget Information

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*



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 2026-27 budget will be adopted by School Board in June 2026.

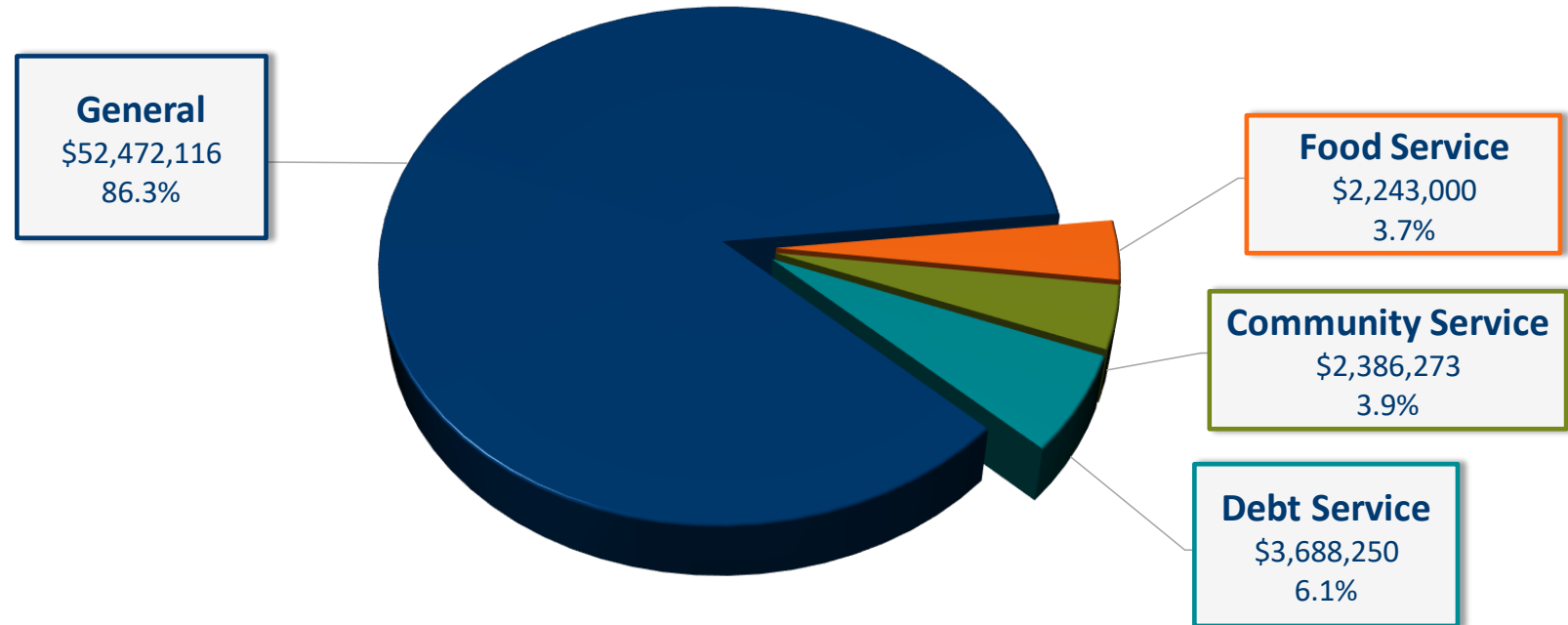
District Revenues & Expenditures
Actual for FY 2025, Budget for FY 2026

| FUND | FISCAL 2025 BEGINNING | 2024-25 ACTUAL | | JUNE 30, 2025 ACTUAL | 2025-26 BUDGET | | JUNE 30, 2026 PROJECTED |
|------------------------|-----------------------|-------------------------|-----------------------------|----------------------|------------------------|-----------------------------|-------------------------|
| | FUND BALANCES | REVENUES & TRANSFERS IN | EXPENDITURES & TRANSERS OUT | FUND BALANCES | REVENUES & TRANSERS IN | EXPENDITURES & TRANSERS OUT | FUND BALANCES |
| General/Restricted | \$3,054,752 | \$12,832,504 | \$12,519,162 | \$3,368,094 | \$10,965,183 | \$11,935,403 | \$2,397,874 |
| General/Other | 10,996,911 | 42,149,629 | 41,130,911 | 12,015,629 | 41,506,933 | 40,521,330 | 13,001,232 |
| Food Service | 1,243,211 | 2,520,756 | 2,318,210 | 1,445,757 | 2,243,000 | 2,219,424 | 1,469,333 |
| Community Service | 892,098 | 2,261,691 | 2,242,622 | 911,167 | 2,386,273 | 2,302,045 | 995,395 |
| Debt Service | 820,156 | 3,343,994 | 3,225,800 | 938,350 | 3,688,250 | 3,423,575 | 1,203,025 |
| Internal Service | 10,079,223 | | | 10,021,334 | | | 10,021,334 |
| OPEB* Revocable Trust | (3,505,058) | 414,174 | 0 | (3,090,884) | 0 | 0 | (3,090,884) |
| Total All Funds | 23,581,293 | 63,522,748 | 61,436,705 | 25,609,447 | 60,789,639 | 60,401,777 | 25,997,309 |

*Other Post Employment Benefits

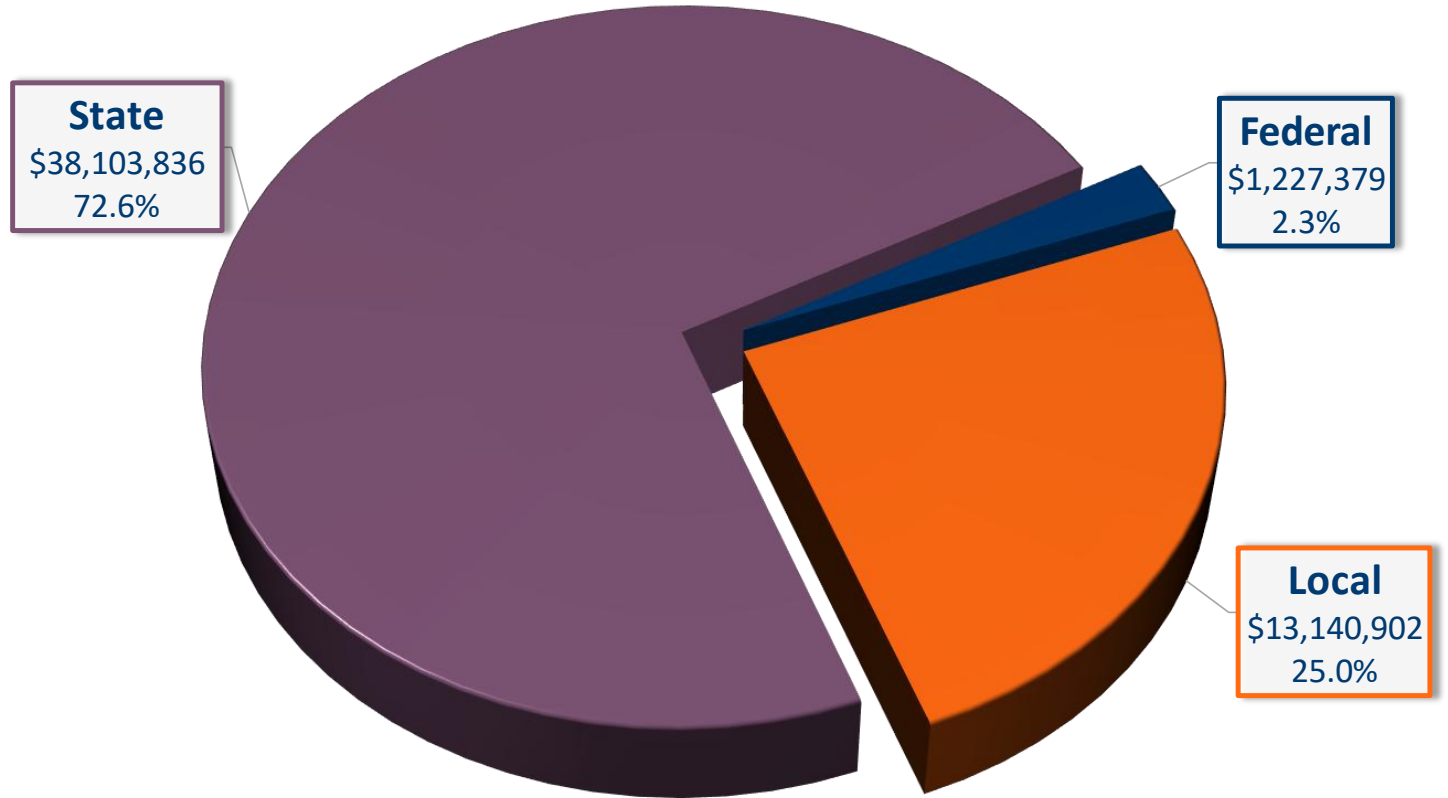
Revenue - All Funds -

2025-26 Budget
\$60,789,639



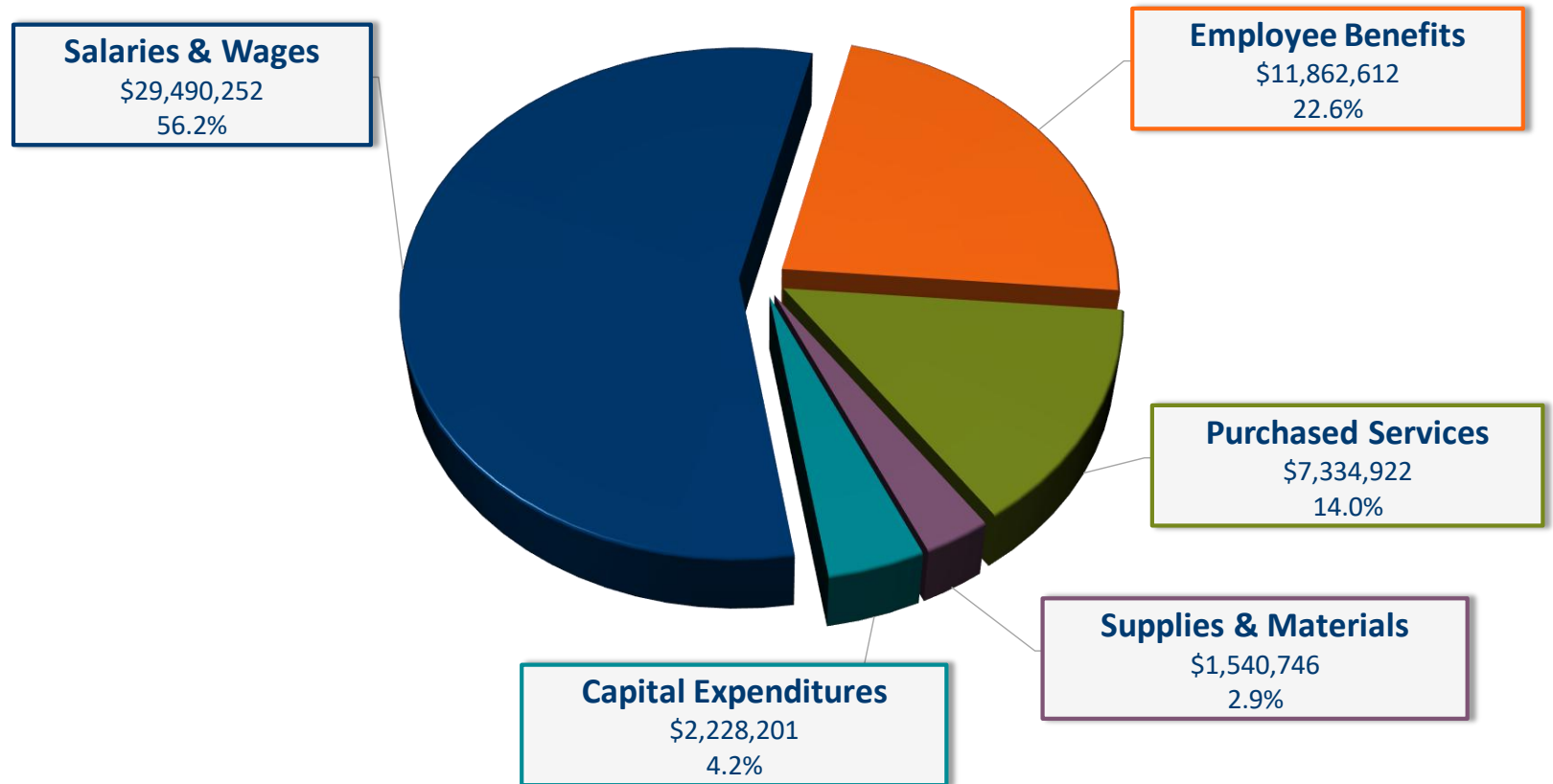
General Fund Revenue

2025-26 Budget
\$52,472,117



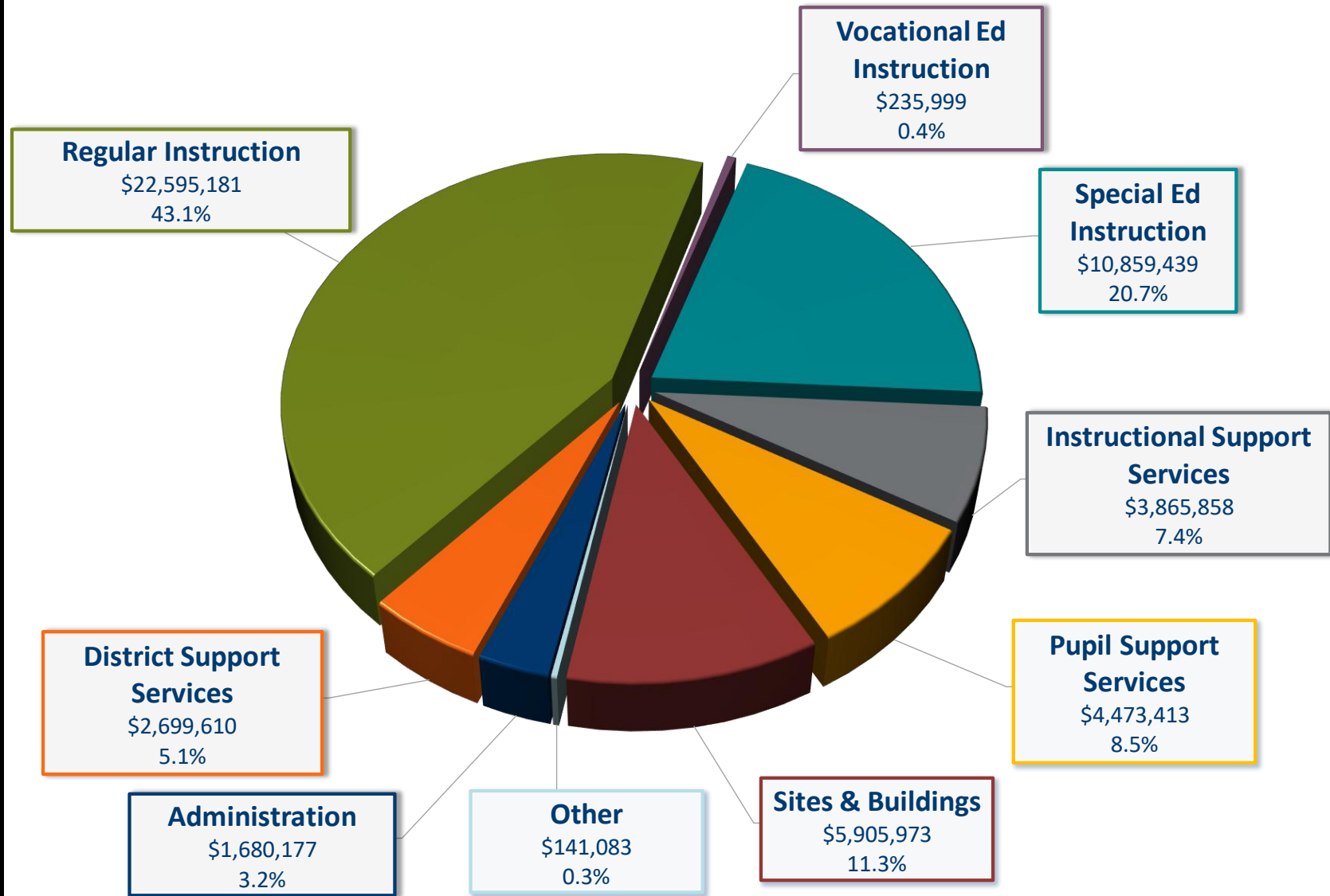
General Fund Expenditures - by Object -

2025-26 Budget
\$52,456,733



General Fund Expenditures - by Program -

2025-26 Budget
\$52,456,733



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

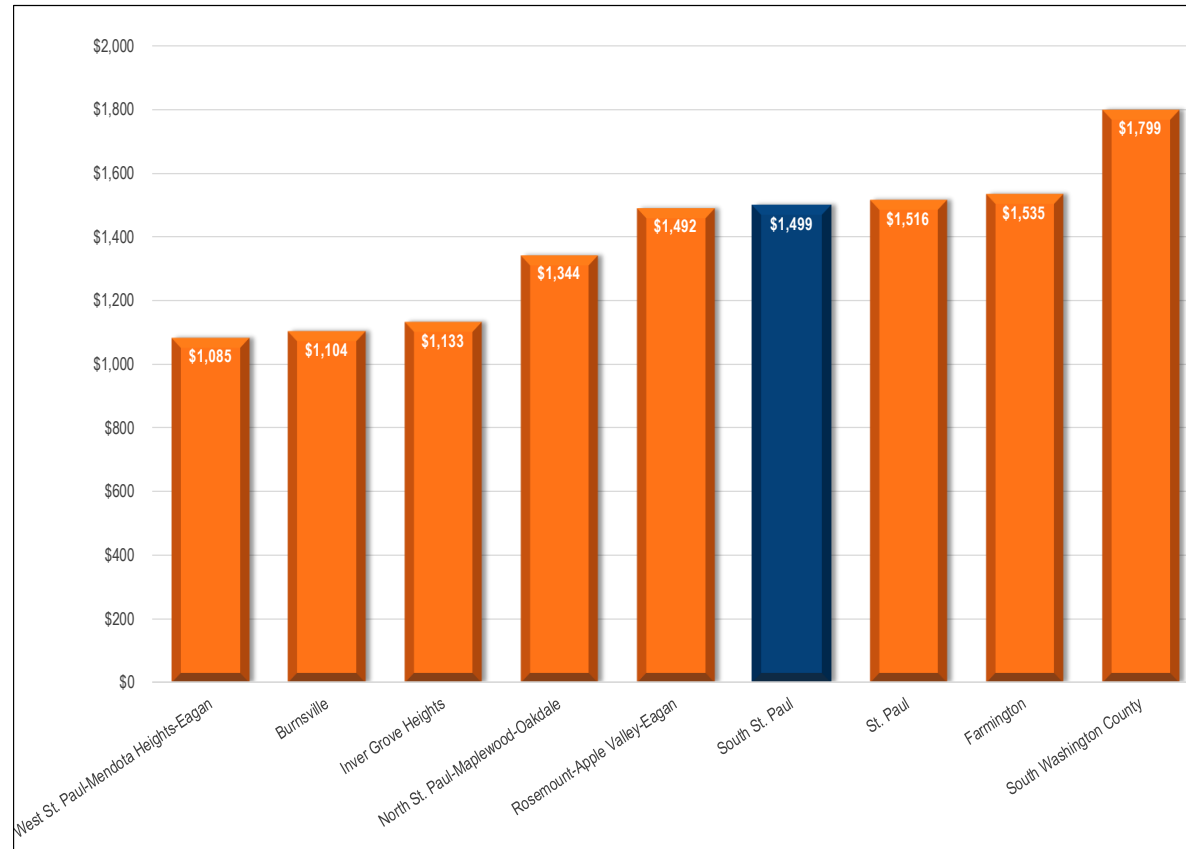


Expenditure budget is limited by state-set revenue formulas, voter-approved levies & fund balance



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

Total School Property Taxes, Payable 2025, on a Home with an Estimated Market Value of \$300,000



Source: Pay 2025 School Tax Report, Pay 2025 MDE Levy Certification. *2025 MN Department of Revenue Profiles

Difference in Levy Cycles



School District:

- Budget year begins July 1st
- 2026 taxes provide revenue for 2026-27 fiscal year
- Budget adopted in June 2026



City/County:

- Budget year begins January 1st
- 2026 taxes provide revenue for 2026 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 2026

THIS IS NOT A BILL. DO NOT PAY.

| VALUES AND CLASSIFICATION | | | |
|--|----------------------------------|----------------|------------|
| Step | | 2025 | 2026 |
| 1 | Taxes Payable Year | 2025 | 2026 |
| | Estimated Market Value | \$125,000 | \$150,000 |
| | Homestead Exclusion | \$ | \$33,050 |
| | Taxable Market Value | \$125,000 | \$116,950 |
| | Class | Res NHmstd | Res Hmstd |
| PROPOSED TAX | | | |
| 2 | Property taxes before credits | | \$1,479.52 |
| | School building bond credit | | \$ 12.00 |
| | Agricultural market value credit | | |
| | Other credits | | |
| | Property taxes after credits | | \$1,467.52 |
| PROPERTY TAX STATEMENT | | | |
| 3 | | Coming in 2026 | |
| The time to provide feedback on PROPOSED LEVIES is NOW | | | |
| <small>It is too late to appeal your value without going to Tax Court.</small> | | | |

Proposed Property Taxes and Meetings by Jurisdiction for Your Property

| Contact Information | Meeting Information | Actual 2025 | Proposed 2026 |
|--|--|----------------------|----------------------|
| 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 4, 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 |

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 2026 may be higher than the proposed amount shown on this notice.

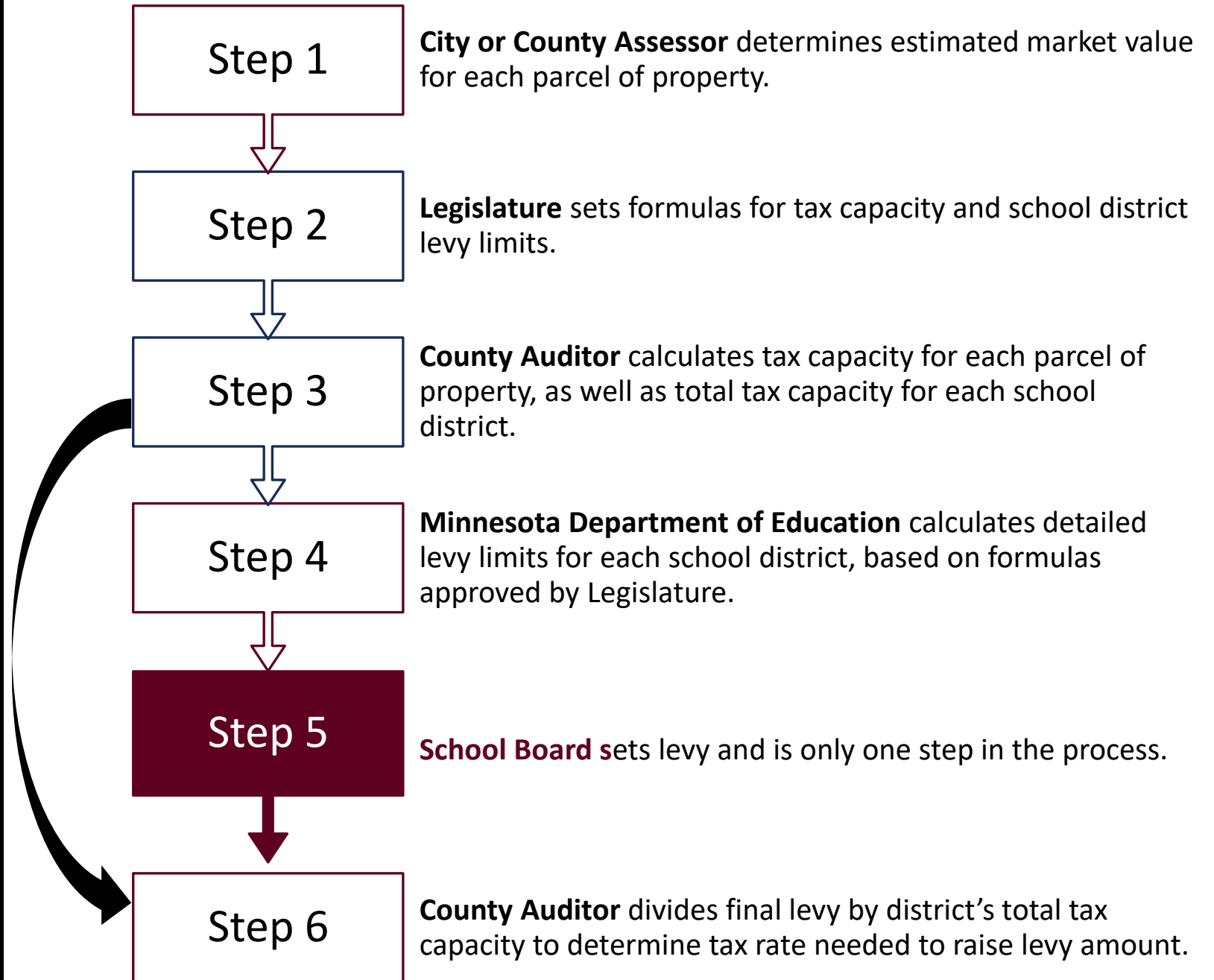
Total excluding any special assessments \$1,341.31 \$1,467.52 9.4%

School District Property Taxes

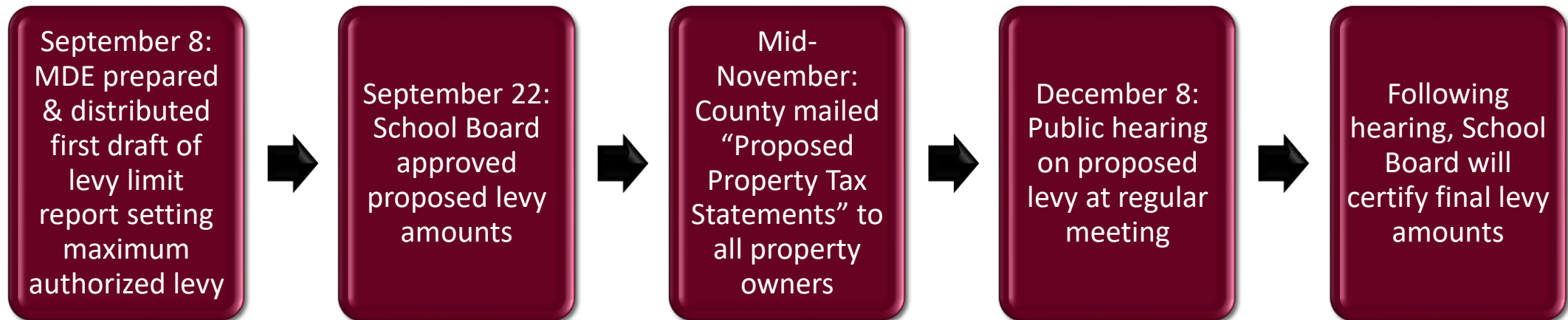
- Each school district has limited authority to levy taxes
- MDE calculates levy amounts for various categories, set by:
 - State law
 - Voter approval

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 2025 (Payable 2026)





Overview of District's Proposed Tax Levy

- Proposed Payable 2026 tax levy is a decrease from 2025 of \$63,613 or -0.4%
- Changes by levy category and reasons for major increases & decreases in levy are included on following slides

Comparison of Actual Tax Levy Payable in 2025 to Proposed Levy Payable in 2026

| Fund Levy Category | Actual Levy Payable in 2025 | Proposed Levy Payable in 2026 | \$ Change | % Change |
|--|-----------------------------|-------------------------------|--------------------|--------------|
| General | | | | |
| Voter Approved Operating Referendum | \$5,792,549 | \$5,723,651 | (\$68,898) | |
| Local Optional Revenue (LOR) | 2,002,314 | 1,969,762 | (32,552) | |
| Equity | 220,729 | 212,878 | (7,852) | |
| Voter Approved Capital Project Levy | 988,603 | 1,097,731 | 109,128 | |
| Operating Capital | 317,304 | 327,083 | 9,779 | |
| Alternate Teacher Compensation | 254,901 | 242,287 | (12,614) | |
| Achievement and Integration | 171,807 | 161,163 | (10,644) | |
| Long Term Facilities Maintenance (LTFM) | 636,949 | 644,609 | 7,660 | |
| Lease Levy | 640,885 | 647,377 | 6,492 | |
| Other | 351,344 | 422,829 | 71,485 | |
| Prior Year Adjustments | (95,001) | (142,362) | (47,361) | |
| Total, General Fund | \$11,282,385 | \$11,307,008 | \$24,623 | 0.2% |
| Community Service | | | | |
| Basic Community Education | \$102,610 | \$100,135 | (\$2,475) | |
| Early Childhood Family Education | 62,197 | 56,693 | (5,503) | |
| School-Age Child Care | 225,000 | 236,000 | 11,000 | |
| Other | 2,776 | 2,275 | (501) | |
| Prior Year Adjustments | 29,013 | 40,666 | 11,654 | |
| Total, Community Service Fund | \$421,595 | \$435,769 | \$14,174 | 3.4% |
| Debt Service | | | | |
| Voter Approved | \$3,587,640 | \$3,485,003 | (\$102,637) | |
| Prior Year Adjustments | 611 | 838 | 227 | |
| Total, Debt Service Fund | \$3,588,251 | \$3,485,841 | (\$102,410) | -2.9% |
| Total Levy, All Funds | \$15,292,231 | \$15,228,618 | (\$63,613) | -0.4% |
| Subtotal by Truth in Taxation Categories: | | | | |
| Voter Approved | 10,258,206 | 10,211,510 | (46,696) | |
| Other | 5,034,026 | 5,017,108 | (16,918) | |
| Total | \$15,292,231 | \$15,228,618 | (\$63,613) | -0.4% |

Explanation of Levy Changes

Category:

General Fund - Voter Approved Capital Project Levy

Change:

+\$109,128

Use of Funds:

Technology Expenditures

Reason for Change:

Levy is based on the voter approved tax rate applied to the tax base

Explanation of Levy Changes

Category:

Debt Service Fund – Voter Approved

Change:

-\$102,637

Use of Funds:

Debt Payments

Reason for Change:

- 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

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

Impact of Property Valuations

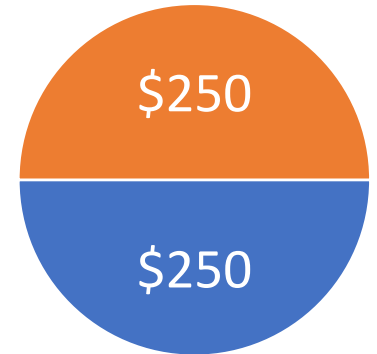
Two properties in the district

- 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

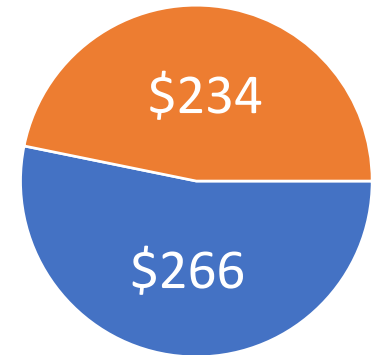
Two properties in the district

- 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



Four Year School Levy Comparison

- Examples include school district taxes only & are shown based on no change and a 7.2% 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 2026 are preliminary estimates; final amounts could change slightly
- Estimates prepared by Ehlers (District's municipal advisors)

Estimated Changes in School Property Taxes, 2023 to 2026

Based on No Changes in Property Values

| Type of Property | Estimated Market Value | Actual Taxes Payable in 2023 | Actual Taxes Payable in 2024 | Actual Taxes Payable in 2025 | Estimated Taxes Payable in 2026 | Change in Taxes 2023 to 2026 | Change in Taxes 2025 to 2026 |
|-----------------------------|------------------------|------------------------------|------------------------------|------------------------------|---------------------------------|------------------------------|------------------------------|
| Residential Homestead | \$150,000 | \$828 | \$729 | \$691 | \$673 | -\$155 | -\$18 |
| | 200,000 | 1,136 | 1,002 | 960 | 935 | -201 | -25 |
| | 275,000 | 1,598 | 1,412 | 1,364 | 1,328 | -270 | -36 |
| | 300,000 | 1,752 | 1,548 | 1,499 | 1,459 | -293 | -40 |
| | 400,000 | 2,368 | 2,094 | 2,037 | 1,983 | -385 | -54 |
| | 500,000 | 2,964 | 2,622 | 2,575 | 2,508 | -456 | -67 |
| Commercial/ Industrial # | \$250,000 | \$1,633 | \$1,465 | \$1,433 | \$1,372 | -\$261 | -\$61 |
| | 500,000 | 3,406 | 3,063 | 3,003 | 2,872 | -534 | -131 |
| | 750,000 | 5,179 | 4,662 | 4,572 | 4,372 | -807 | -200 |
| | 1,000,000 | 6,952 | 6,260 | 6,142 | 5,872 | -1,080 | -270 |

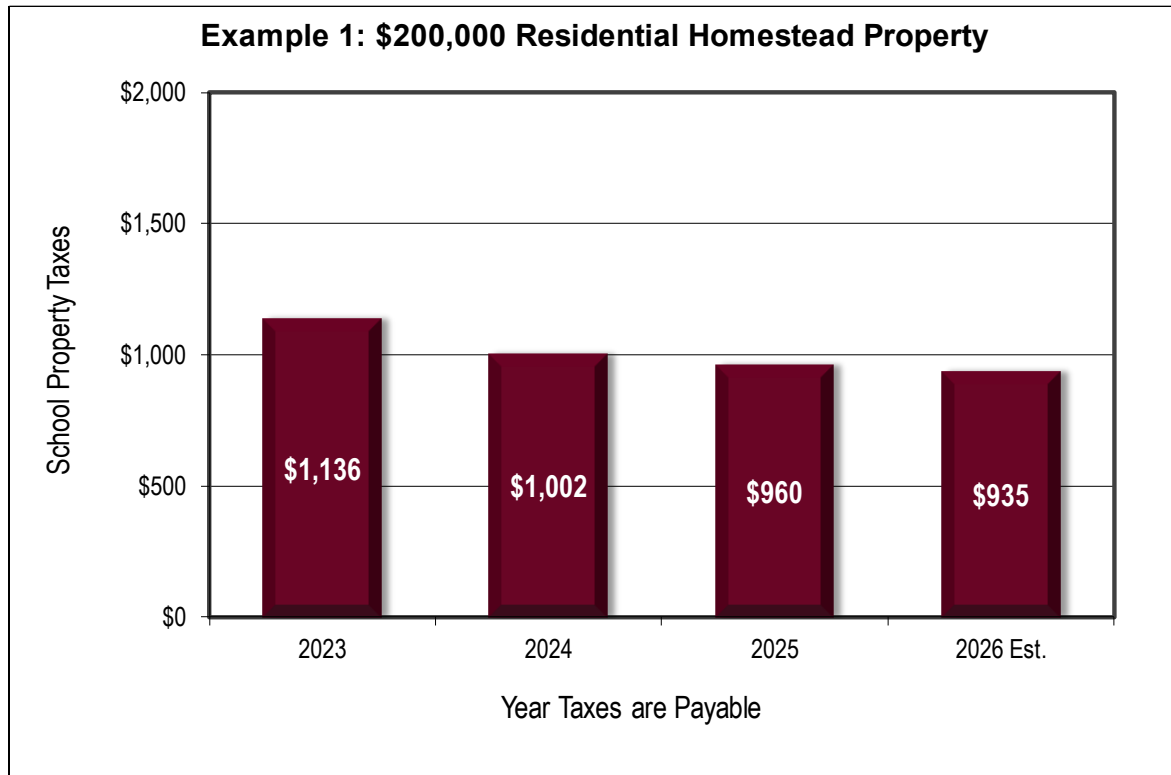
For commercial-industrial property, amounts above are for property in South St. Paul. Taxes for commercial-industrial property in other municipalities may be slightly different, due to the impact of the Fiscal Disparities Program.

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 2026 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 2023 to 2026.

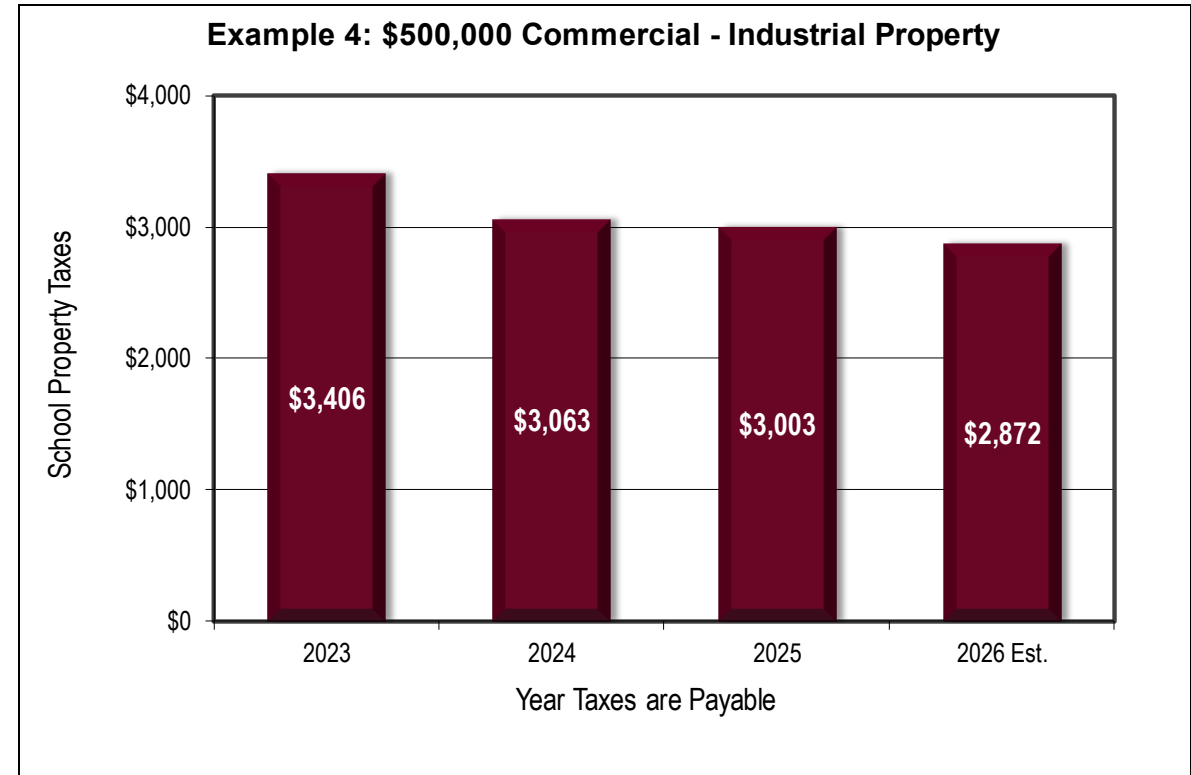
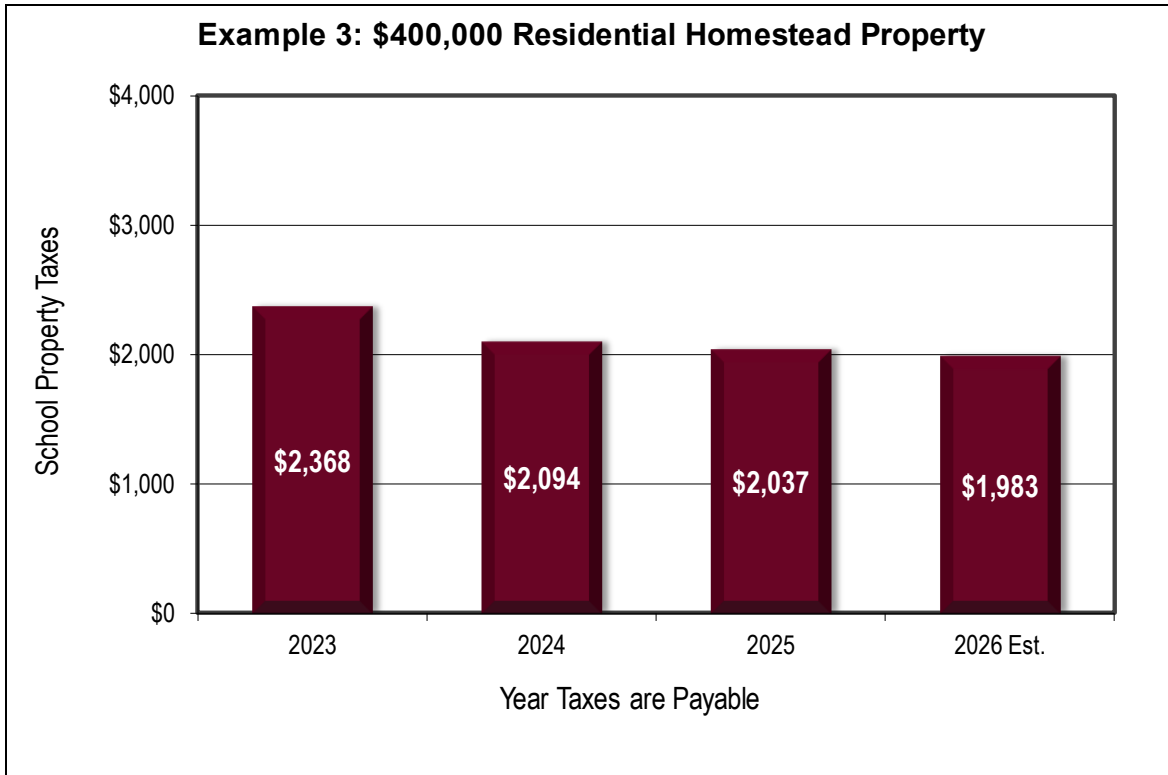
Estimated Changes in School Property Taxes, 2023-26

Based on No Changes in Property Value



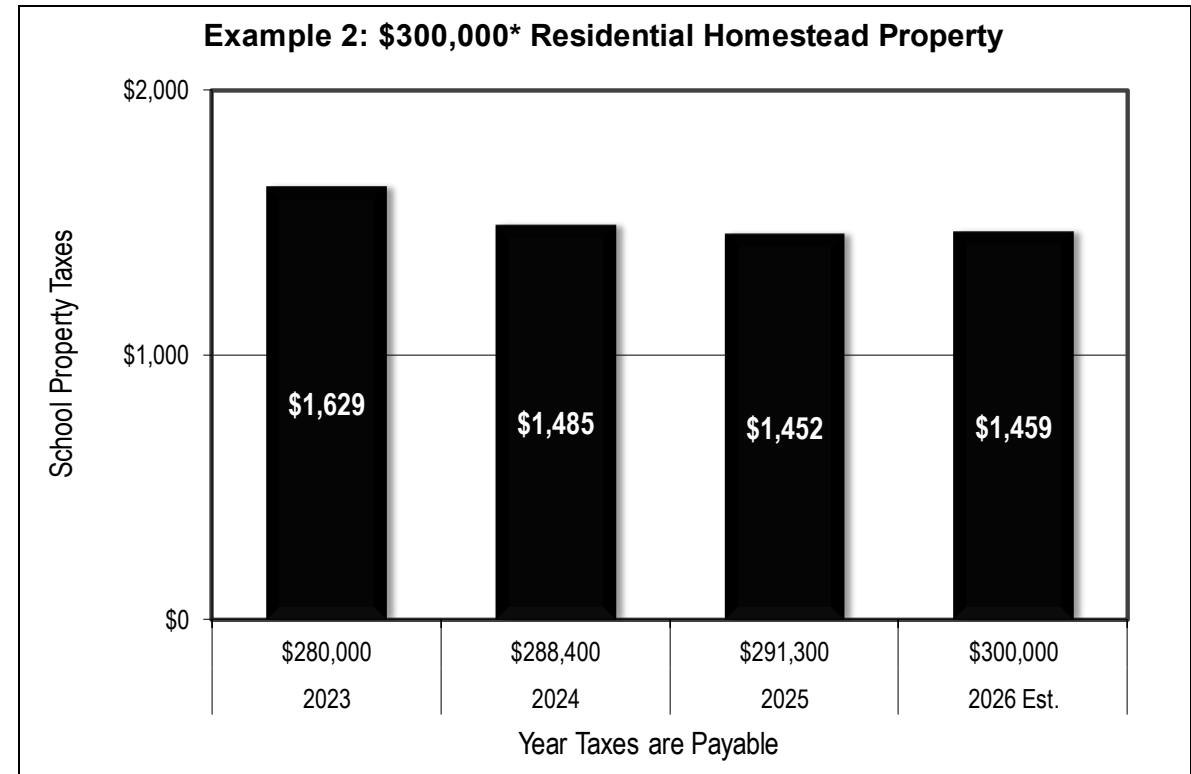
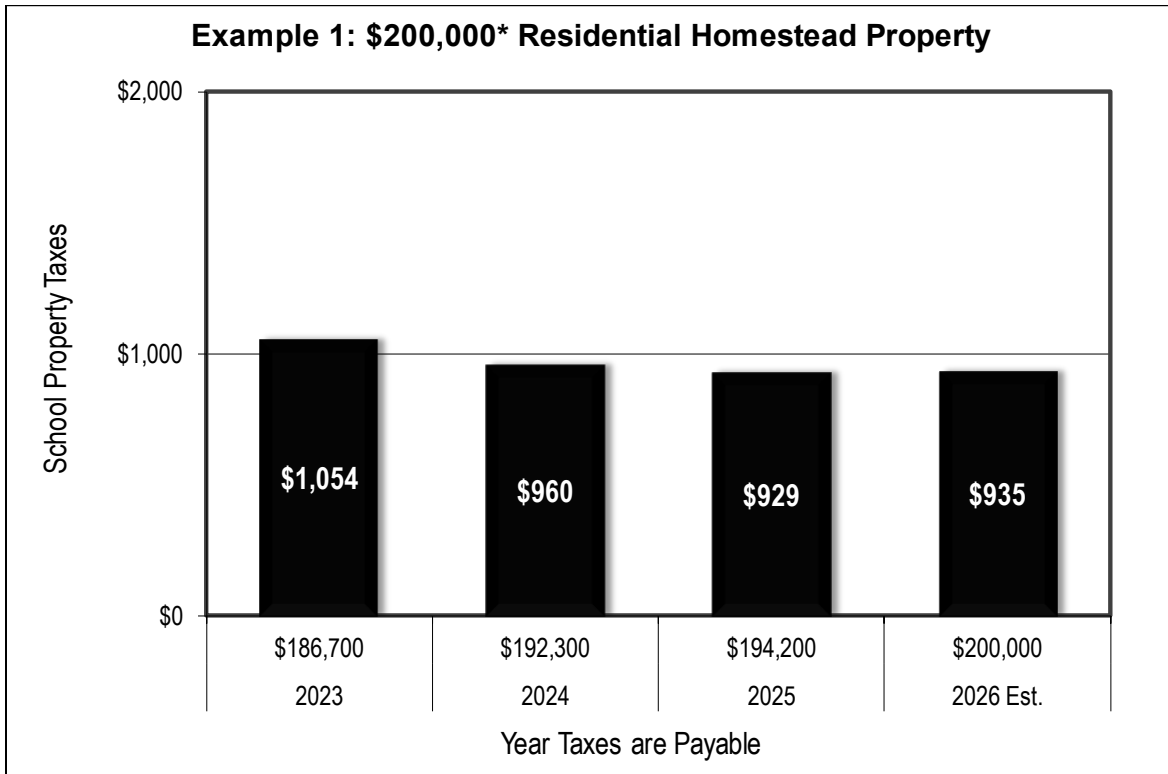
Estimated Changes in School Property Taxes, 2023-26

Based on No Changes in Property Value



Estimated Changes in School Property Taxes, 2023-26

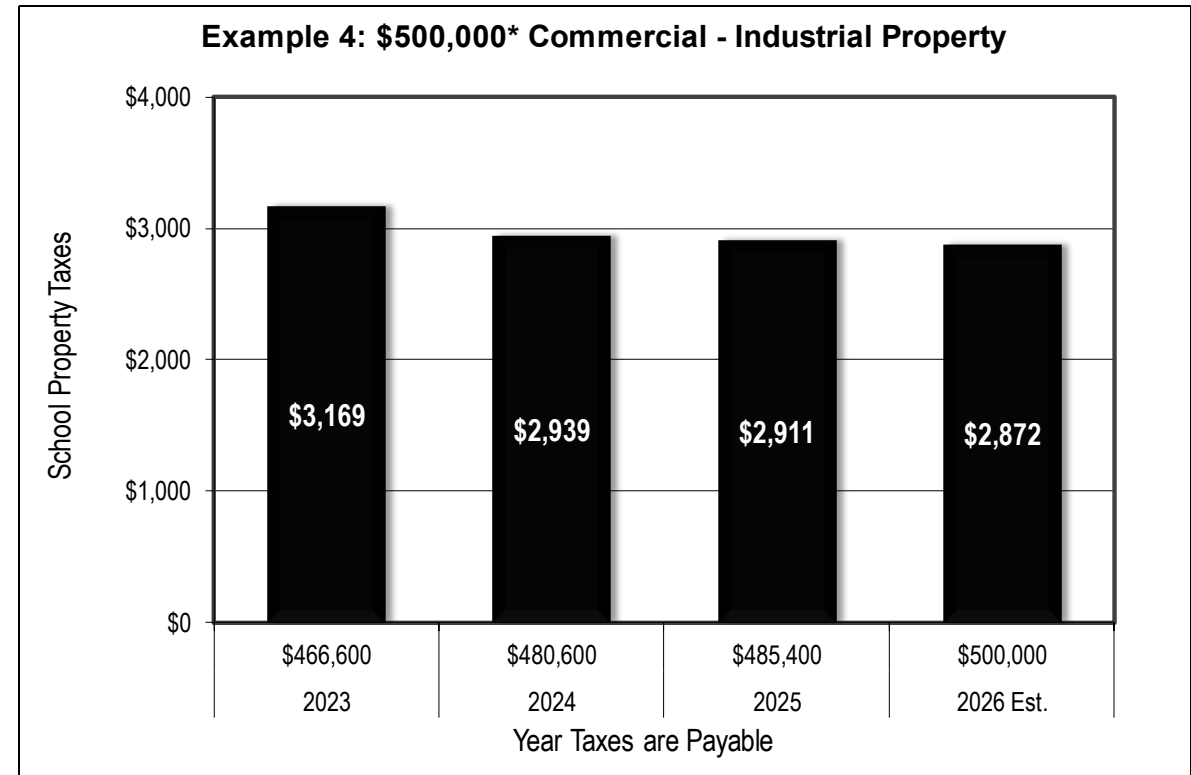
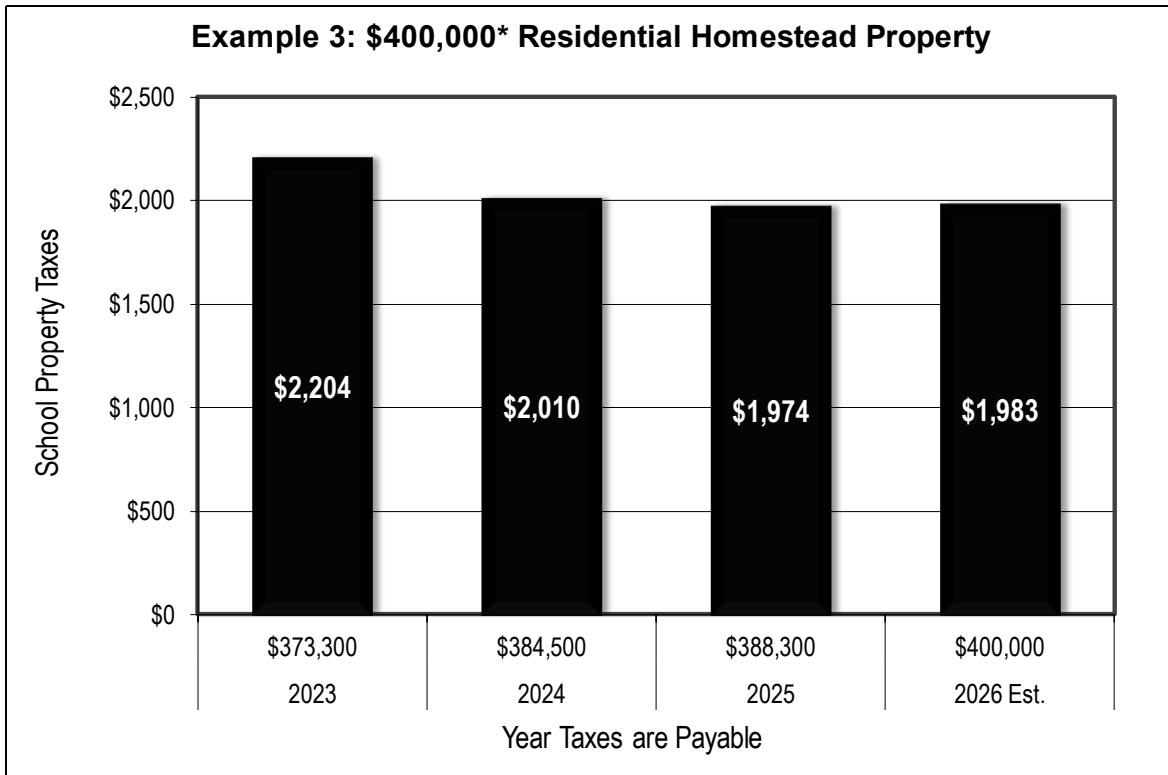
Based on 7.2% Cumulative Changes in Property Value



* Estimated market value for taxes payable in 2026. Taxes are calculated based on changes in market value of 3.0% from 2023 to 2024, 1.0% from 2024 to 2025 and 3.0% from 2025 to 2026.

Estimated Changes in School Property Taxes, 2023-26

Based on 7.2% Cumulative Changes in Property Value



* Estimated market value for taxes payable in 2026. Taxes are calculated based on changes in market value of 3.0% from 2023 to 2024, 1.0% from 2024 to 2025 and 3.0% from 2025 to 2026.

State Property Tax Preferences

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

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

Income Taxes

- If you itemize deductions for federal income taxes, you may deduct a portion of your taxes paid. Starting with your 2024 taxes, renters can claim the Renter's refundable credit on a Minnesota income tax return.

Next Steps



Board accepts public
comments on
proposed levy

Board certifies 2026
property tax levy



**South St. Paul
Public Schools**

PUBLIC COMMENTS



School Board Agenda Item

Date: December 8, 2025

Place on Agenda: Regular Agenda/Business Items

Action Requested: Approval

Attachment: Acceptance of Gifts Report

| |
|---|
| Topic: Acceptance of Gifts |
| Presenter(s): Ra Chhoth, Finance Director |
| Background: <p>Per school board policy, the School Board may receive and accept, for the benefit of the school district, bequests, donations of money, or gifts for any purpose. All gifts received by the District must comply with applicable fire codes, health guidelines, and safety regulations (i.e. furniture, technology, and appliances).</p> |
| Recommendation: <p>Administration recommends the approval of the Acceptance of Gifts Report.</p> |
| Alternatives: <p>Do not approve the Acceptance of Gifts Report and direct administration with the next steps.</p> |

Board Meeting Date: December 8, 2025

Monetary

| Donation Amount | Designated To | Donation From | Purpose |
|-----------------|---------------|-----------------------------|--|
| \$1,130.00 | SSP Secondary | Wakota Federal Credit Union | Careers in Business and Entrepreneurship class |
| | | | |
| | | | |

Value in Kind

| Donation Item | Designated To | Donation From | Purpose |
|---------------|---------------|---------------|---------|
| | | | |



School Board Agenda Item

Date: December 8, 2025

Place on Agenda: Business Meeting

Action Requested: Approval

Attachment: N/A

| |
|--|
| Topic: Nordic Ski Cooperative Agreement |
| Presenter(s): Brady Krueger, Activities Director |
| Background: <p>The South St. Paul Activities Department is requesting Board approval to establish a cooperative agreement for Girls and Boys Nordic Skiing with our Tri-District partners, Two Rivers and Simley. Under this agreement, Two Rivers High School would serve as the host school.</p> <p>While South St. Paul does not currently have students participating in Nordic Skiing, joining this cooperative ensures the opportunity remains available for any student who may choose to participate in the future. This partnership reflects our ongoing commitment to expanding access for students, combining resources across districts, and supporting meaningful and sustainable extracurricular opportunities.</p> <p>Rationale for the Cooperative Agreement</p> <ul style="list-style-type: none">• South St. Paul has not offered a consistent Nordic Skiing program in recent years, and students who have participated have traditionally practiced and competed as South St. Paul athletes within the Simley program.• Participation in Nordic Skiing has been declining across the metro, and a cooperative model allows schools to maintain viable teams, preserve student opportunities, and continue offering the sport in a responsible and student-centered way. <p>Activities Director Krueger will be present at Monday night's Board meeting to share additional details and answer any questions the Board may have.</p> |
| Recommendation: <p>Administration recommends approval of the Nordic Skiing Cooperative Agreement.</p> |
| Alternatives: <p>Do not approve and direct administration with next steps.</p> |



School Board Agenda Item

Date: December 8, 2025
Place on Agenda: Business Meeting
Action Requested: Approval
Attachment: Calendar Proposals

| |
|--|
| Topic: District 26-27 Calendar |
| Presenter(s): Amy Winter, Executive Director of Educational Service |
| Background: <p>This request asks the board to approve the draft of the 2026-27 academic district calendar. This draft has been through a robust process through multiple stakeholders.</p> <p>Process:</p> <ul style="list-style-type: none">• PreMeetings: Department and District guidance around priorities• 10.7.2025: Staff Advisory• 10.28.2025: Family Advisory• 11.13.2025: Staff Advisory• 11.18.2025: Family Advisory <p>Process:</p> <p>In between each meeting, surveys were solicited from sites for greater feedback All bargaining unit reps were invited</p> |
| Recommendation: <p>Administration recommends approval</p> |
| Alternatives: <p>Do not approve and direct administration with next steps.</p> |

SOUTH ST. PAUL PUBLIC SCHOOLS

2026-2027 District Calendar

- District Holiday
- Non-Student Day
- Professional Development (PD)
- K-5 Conferences
- K-5 Semesters
- Noted Day- See Calendar List
- 6-12 Conferences
- 6-12 Semesters
- PD/Grading
- Comp Time

Calendar Items

| | |
|--|--|
| Aug 24-31 Staff Opening Days | |
| Sep 1 First Day: Grades 1-6, 9-12 | |
| Sept 2 First Day: Grades K, 7-8 | |
| Sept 3 First Day: PreK 4-year-old | |
| Sept 7 No School- District Holiday | |
| Sept 9 First Day: PreK 3-year-old | |
| Sept 25 No School- Staff PD | |
| Oct 13 K-12 Conf (4-8pm) | |
| Oct 14 No School- K-5 Conf (8am-8pm), 6-12 Comp Day | |
| Oct 15-16 No School- MEA | |
| Nov 25 No School- K-5 PD, 6-12 Grading | |
| Nov 26-27 No School- District Holiday | |
| Nov 30 No School- Staff PD | |
| Dec 23 No School- Comp Day | |
| Dec 23-Jan 1 No School- Winter Break | |
| Dec 24-25 District Holiday | |
| Dec 31-Jan 1 District Holiday | |
| Jan 14 6-12 Conf (4-8pm) | |
| Jan 15 No School- K-5 Grading, 6-12 PD | |
| Jan 18 No School- District Holiday | |
| Feb 15 No School- District Holiday | |
| Mar 3 K-5 Conf (4-8pm) | |
| Mar 4 No School- K-5 Conf (8am-8pm), 6-12 Grading | |
| Mar 5 No School- Comp Day | |
| Mar 11 K-8 normal in-school day 9, 10, 12 asynchronous (at-home) school day 11 in-school ACT testing | |
| Mar 29-Apr 2 No School- Spring Break | |
| Apr 22 6-12 Conf (4-8pm) | |
| Apr 23 No School- Staff PD | |
| May 31 No School- District Holiday | |
| June 3 Last Day of School | |
| June 4 Staff Last Day of School | |

July 2026

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

August 2026

| S | M | T | W | T | F | S |
|----|---------------|---------------|---------------|---------------|---------------|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

September 2026

| S | M | T | W | T | F | S |
|----|----|----|----|----|---------------|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

October 2026

| S | M | T | W | T | F | S |
|----|----|----|---------------|---------------|---------------|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

November 2026

| S | M | T | W | T | F | S |
|----|---------------|----|---------------|---------------|---------------|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

December 2026

| S | M | T | W | T | F | S |
|----|---------------|---------------|---------------|---------------|---------------|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

January 2027

| S | M | T | W | T | F | S |
|----|---------------|----|----|----|---------------|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

February 2027

| S | M | T | W | T | F | S |
|----|---------------|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

March 2027

| S | M | T | W | T | F | S |
|----|---------------|---------------|---------------|--------------|--------------|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

April 2027

| S | M | T | W | T | F | S |
|----|----|----|----|--------------|---------------|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

May 2027

| S | M | T | W | T | F | S |
|----|---------------|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

June 2027

| S | M | T | W | T | F | S |
|----|----|----|----|----|--------------|----|
| | | | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

Elementary

Semester 1
 Sept 1-Jan 15
 Student Days: 81
 Staff Days: 93

Semester 2
 Jan 19-June 4
 Student Days: 88
 Staff Days: 92

Total
 Student Days: 169
 Staff Days: 185

Secondary

Trimester 1
 Sept 1-Nov 30
 Student Days: 56
 Staff Days: 66

Trimester 2
 Dec 1-Mar 5
 Student Days: 56
 Staff Days: 60

Trimester 3
 Mar 8-June 4
 Student Days: 57
 Staff Days: 59

Total
 Student Days: 169
 Staff Days: 185



School Board Agenda Item

Date: December 8, 2025

Place on Agenda: Business Meeting

Action Requested: Approval

Attachment: None

Topic: 2025-2027 South St. Paul Educational Support Professionals Local No. 7312 Collective Bargaining Agreement

Presenter(s): Charlie Cook, Executive Director of Human Resources

Background:

The school district has reached a tentative agreement with the South St. Paul Educational Support Professionals Local No. 7312 (ESP), for the contract period of July 1, 2025, to June 30, 2027. The ESP unit voted in favor of the proposed contract on Friday, December 5, 2025. The proposed agreement is within the parameters established by the Board of Education.

The components of the settlement have been provided to the School Board. The Agreement includes the increases to the salary schedules of 2.0% in year one and 2.0% in year two, along with a major focus on professional development.

Recommendation:

Approve the agreement with South St. Paul Educational Support Professionals Local No. 7312 , for the contract period of July 1, 2025, to June 30, 2027.

Alternatives:

Do not approve and direct administration with next steps.