

INDEPENDENT SCHOOL DISTRICT NO. 625
Saint Paul, Minnesota
REGULAR MEETING OF THE BOARD OF EDUCATION
Administration Building
360 Colborne Street
Saint Paul, Minnesota 55102

June 20, 2023
5:30 PM

A G E N D A

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#BoldSubject#

INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS

DATE: June 20, 2023

TOPIC: Acknowledgement of the Partnership between SPPS and Hiway Credit Union

A. PERTINENT FACTS:

1. Hiway Credit Union has been a longstanding partner of Saint Paul Public Schools. This partnership aligns with the District's long-term outcome of preparing all graduates for college, career and life.
2. With support from school leadership, Hiway Credit Union currently operates branches in four SPPS high schools: Como Park, Harding, Highland Park, and Johnson.
3. The Hiway – SPPS partnership includes a variety of student supports and educator opportunities, including paid student internships, financial literacy, educator externships, job site tours, student field trips, CTE Advisory Council membership, teacher grants, and more.
4. Hiway Credit Union has graciously offered to financially support the Saint Paul College Intro to Business course at the 3M Advanced Training Center in the 2023-24 school year.
5. This item is submitted by Carita Green, Executive Director, Office of College and Career Pathways and Student Supports and Andrew Collins, Executive Chief of Schools & Learning.

B. RECOMMENDATION:

That the Board of Education recognize the Hiway Credit Union staff members for their contributions and partnership with Saint Paul Public Schools.

**INDEPENDENT SCHOOL DISTRICT NO. 625
Saint Paul, Minnesota**

**REGULAR MEETING OF THE BOARD OF EDUCATION
360 Colborne Street
Saint Paul, MN 55102, and**

Available Streaming Online at www.spps.org/boe and Saint Paul Cable Channel 16

**May 24, 2023
5:30 p.m.**

MINUTES

1. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Jim Vue, Chair.

2. ROLL CALL

Board of Education: J. Vue, C. Allen J. Kopp, Z. Ellis, J. Foster, H. Henderson
Superintendent Gothard

U. Ward was absent.

C. Long, General Counsel; S. Dahlke, Assistant Clerk

3. APPROVAL OF THE ORDER OF THE MAIN AGENDA

MOTION: Director Vue moved approval of the order of the main agenda. The motion was seconded by Director Ellis.

The motion was approved by roll call vote:

Director Vue	Yes
Director Allen	Yes
Director Kopp	Yes
Director Ellis	Yes
Director Foster	Yes
Director Henderson	Yes
Director Ward	Absent

4. RECOGNITIONS

BF 33181 Acknowledgement of Good Work Provided by Students

1. The Earn as You Learn Program provides students in SPPS high schools an opportunity to earn industry-recognized certifications such as Microsoft Office, OSHA safety, customer service and sales, and other certifications.

This year, six students earned Microsoft Word, PowerPoint and Excel certifications. Students who earn the three Microsoft certificates earn a fourth certificate indicating they are Microsoft Office Specialists:

- **Cyrie Nguyen** (9th grade) – Washington Technology Magnet
- **Niko Turnure** (10th grade) – Como Park Senior High
- **Nkaujhmong Vue** (11th grade) – Harding Senior High
- **Melody Yang** (11th grade) – Harding Senior High
- **Aymelee Xiong** (10th grade) – Como Park Senior High
- **May Saize Xiong** (12th grade) – Central Senior High

2. The Academy of Finance (AOF) is a Career Pathways program at Como Park Senior High. Students in the program earn articulated, concurrent and PSEO by contract college credits in their business classes beginning in tenth grade. AOF students who earn 16 college credits with the required final grades earn a business certificate from Saint Paul College.

This year, four seniors earned a business certificate from Saint Paul College. They are:

- **Chong Her**
- **Gael Manzi**
- **Jesiah Mason**
- **Liam Schwie**

3. **Shania Nichols**, a senior at Como Park Senior High, was named female athlete of the year at the 38th Annual Minnesota Indian Education Conference (MIEA) on Wednesday, April 19. She is a tremendous athlete and has been a varsity starter for Como Park High School since she was in eighth grade. Shania graduates this year and has already committed to playing college basketball at NDSCS. She was able to overcome injury to help her team become AAA Section 3 conference champions this year. Shania scored her 1,000th point this year as well.

4. **Central Senior High's Policy Debate** team has been continuously building on their competitive success, and this year was no different. Central has taken home trophies and speaker awards in each division throughout the season, and their success in the varsity division earned them an invitation to the National Association of Urban Debate Leagues championship tournament in Dallas this past March.

Central sent the teams of **Cayden Mayer** and **Maren Lien** as well as the team of **Eleanor Johnson** and **Kieran LeVitre**. Eleanor and Kieran nearly made the Octofinals, and Cayden and Maren just kept winning. They defeated teams from across the country in debates over the United State's involvement with The North Atlantic Treaty Organization (NATO), and they made it all the way to the final round where they lost a close contest to a team from Port of Los Angeles High School. For their efforts, Cayden and Maren both earned \$5,000 scholarships, a level of national regard we haven't had in the program for quite some time, and an open invitation to come back and coach the team in the future.

5. In February, **Saint Paul Central's Ethics Bowl** team attended the Minnesota State High School Ethics Bowl competition. Two of the teams went undefeated through the tournament and met in the finals. The winning team then beat a team from Arkansas in the virtual divisional finals to advance to the 2023 National High School Ethics Bowl (NHSEB) tournament, which was held in early April at the University of North Carolina at Chapel Hill. The students competed well at the national competition and had a great time discussing challenging ethical issues.

The NHSEB promotes respectful, supportive, and in-depth discussion of ethics among high school students nationwide. By engaging high school students in intensive ethical inquiry, the NHSEB fosters constructive

dialogue and furthers the next generation's ability to make sound ethical decisions. The collaborative model of the competition rewards students for the depth of their thought, their ability to think carefully and analytically about complex issues, and the respect they show to the diverse perspectives of their peers. As a result, it enables students to practice and build the virtues central to democratic citizenship, thus preparing them to navigate challenging moral issues in a rigorous, systematic, and open-minded way.

The following seven students represented Central Senior High at the national tournament:

- **Rayyan Abdur Razzaq**
- **Miriam Garnaas**
- **Celia Johnson**
- **Li Le Kaplow**
- **Kamaria Milton**
- **Sadie Peterson**
- **Rachel Poppleton**

BF 33182 Acknowledgement of Good Work Provided by Outstanding District Employees

1. Multiple SPPS school counseling programs have recently earned Recognized American School Counselors Association (ASCA) Model Program (RAMP) designation from the American School Counselor Association (ASCA). The RAMP designation recognizes schools that are committed to delivering an exemplary school counseling program. Honorees are awarded for aligning their program with the criteria in the ASCA National Model, a framework for a data-informed school counseling program. Research findings indicate fully implemented school counseling programs are associated with a range of positive student educational and behavioral outcomes.

SPPS 2023 RAMP recipients are:

- Capitol Hill Gifted and Talented Magnet
 - Counselors: **Melissa Derby, Chi Fomafung and Zachary Nauschutz**
- Cretin-Derham Hall High School
 - SPPS Counselors: **Mike Brewer, Emily Kurmis, Thay Thao, Jane Treat Young**
- Frost Lake Elementary
 - Counselors: **Vanessa Amaya, Leena Callan, Emily Spofford**
- Saint Paul Music Academy (SPMA)
 - Counselors: **Paige LaQua and Keela Kuhlers**

Capitol Hill and SPMA are the first schools in Minnesota to re-RAMP, meaning they worked for this designation five years ago and again this year. Special shout out to the counselors at SPMA who received School of Distinction status for their exemplary score.

SPPS now has 11 RAMP schools - two of whom are reRAMP schools and four of whom are Schools of Distinction. Current SPPS RAMP Schools:

- Adams Spanish Immersion
- Battle Creek Elementary*
- Bruce Vento
- Capitol Hill Gifted & Talented Magnet - reRAMP
- Cretin-Derham Hall
- Eastern Heights
- Farnsworth Elementary Lower Campus*
- Frost Lake
- John A. Johnson
- Randolph Heights*

- Saint Paul Music Academy* - reRAMP

Click [here](#) for more information about our RAMP schools!

2. SPPS also has a school counselor who has achieved the ASCA Certified School Counselor designation for demonstrating school counselor knowledge in designing, implementing and assessing a school counseling program. School counselors who hold the ACSC demonstrate their commitment to the highest levels of professionalism, ethical practice and continuing professional development in their school counseling practice.

- **Lauren Smith**, Randolph Heights joins **Keela Kuhlert**, SPMA as Minnesota's only ASCA Certified School Counselors

3. **Jordan Iwan** is the new Dakota Language Teacher at Harding Senior High School this year. Jordan was awarded one of the K-12 Educator of the Year Awards at the 38th Annual Minnesota Indian Education Conference (MIEA) in April. He won the award because as the first-year teacher in his position he coached his language teams to win first and third place at a Redwing Dakota Language Tournament and also first and third place at the MIEA Language Quiz Bowl. This is a very difficult feat to accomplish for a new teacher in this position.

4. **Lisa Bellanger** from the SPPS Indian Education Program also won one of the K-12 Educator of the Year Awards from the MIEA this year. Lisa has spent the school year traveling to many schools to teach not only K-12 students, but staff and adults that interact with those students. She has educated others about Land Acknowledgement, water issues, culture and language. Lisa not only teaches in SPPS, but throughout the greater American Indian Community. She is a tremendous asset to the district and the community.

5. **Jim Rue**, a substitute teacher at Belwin Outdoor Science, has received the National Substitute Educator of the Year award. This award is a longstanding tradition at Kelly Education. To honor the important work of all substitute employees, our annual Substitute Educator of the Year program recognizes the amazing people who are making a difference in substitute teacher, paraeducator, and support staff roles. Nationwide Kelly Education and Teachers On Call currently employ approximately 73,000 teachers nationwide with approximately 6,000 specifically in Minnesota. We received more than 700 nominations from our partners across the country; from those, four winners were selected and Jim Rue was one of the four!

As a winner, Jim received a \$5,000 bonus, plus an additional \$1,500 to donate to the school of his choice, on behalf of Kelly Education. Jim has chosen that Belwin Outdoor Science receive this donation.

Nicola Soares, President of Kelly Education, says "Jim Rue is a true representative of the high-quality educators Kelly Education provides to its partner schools each day. He operates with high integrity and makes a clear difference in ensuring a successful learning environment exists in the classroom. We are proud to recognize his commitment with this honor."

Josh Leonard, Education Director at Belwin Outdoor says, "Jim enriches science education at Belwin through his own volunteer field research project on Blanding's turtles, a threatened species, in cooperation with the Minnesota DNR. He has a talent for transforming the forests and prairies into classrooms, while meeting Minnesota State Science standards and addressing student concerns and special cognitive and physical needs."

6. In support of SPPS Achieves strategic objective 3C, the Division of Schools established a formal instructional leadership program called SPPS Leadership Institute for aspiring assistant principals and principals. Our first cohort began during the school year 2020-21. We just concluded with our third cohort this school year

The purpose of the SPPS Leadership Institute is to 1) continue to foster innovation and creative-thinking in our future leaders, 2) retain a high potential employee cohort ready to lead SPPS and 3) grow a successor pipeline of leaders from within SPPS.

The Leadership Institute is an eleven-month program that includes a week-long foundations training during the first week in August and monthly trainings throughout the school year.

This year's costs were:

- a. Purchase of books for each cohort member (Dare to Lead by Brené Brown)
- b. Hired external consultant to present on equity-driven leadership for five sessions throughout the year.
- c. Purchase of plaques for each cohort member to honor their hard work, engagement and completion of the program.

This project meets the District strategic plan focus area of Effective and Culturally Relevant Instruction, Objective 3 (increase our capacity to meet the instructional needs of each learner), Initiative 3c (establish a formal instructional program).

We would like to recognize those who completed this year's program:

- **Mohamed Abdurahman** – Counselor, American Indian Magnet
- **Lauren Bolopue** – Assistant Principal, Capitol Hill Magnet
- **Magalenn Cotton** – Teacher, SPPS Online School
- **Amanda Fraley** – E2 Montessori Teacher, Crossroads Elementary
- **Joe Gwin** – Math Teacher, Battle Creek Middle
- **Julie Hutcheson-Downwind** – Indigenous Curriculum Integration TOSA, Office of Teaching and Learning
- **David Mrozek** – Learning Lead, Crossroads Elementary
- **Katie Shetka** – Learning Lead, Groveland Park Elementary
- **Jayson Spence** – Assistant Principal, Harding Senior High School
- **Terri Steen** – Assistant Principal, Journeys, Downtown School, Care and Treatment Programs
- **Kou Xiong** – Math Teacher, Hmong Language and Culture Middle School

5. PUBLIC COMMENT

- | | |
|----------------------------------|---|
| 1. <u>Arson King</u> | Implementing carbon-efficient bus routes w/ app for bus drivers |
| 2. <u>Eva Yang</u> | Leadership at Hmong Language/Culture Middle School |
| 3. <u>Selena Vang</u> | Leadership at Hmong Language/Culture Middle School |
| 4. <u>Lydia Pitts</u> | JJ Hill Montessori Budget Cuts |
| 5. <u>Amanda Coleman</u> | JJ Hill Montessori Budget Cuts |
| 6. <u>John Horton</u> | JJ Hill Montessori Budget Cuts |
| 7. <u>Sue Vang</u> | Leadership at Hmong Language/Culture Middle School |
| 8. <u>Vinc Her</u> | Leadership at Hmong Language/Culture Middle School |
| 9. <u>Sally Bauer</u> | JJ Hill Montessori Budget Cuts |
| 10. <u>ShaVunda Brown</u> | JJ Hill Montessori Budget Cuts |
| 11. <u>Maria Golden</u> | Transition Leadership, Safety and Programming |

- | | |
|--|---|
| 12. <u>Alexis Bylander</u> | JJ Hill Montessori Budget Cuts |
| 13. <u>Ayan Mohamad</u> | Support for East African Magnet |
| 14. <u>Amina Abdullahi</u> | Support for East African Magnet |
| 15. <u>Fowzia Mursal</u> | Support for East African Magnet |
| 16. <u>Farhiya Mohamed</u> | Support for East African Magnet |
| 17. <u>Mahmud Kanyare</u> | Support for East African Magnet |
| 18. <u>Brenna Proczko</u> | JJ Hill Montessori Budget Cuts |
| 19. <u>Jackie McNamara</u> | Solutions to the Problem |
| 20. <u>Ubah Dhamukle</u> | Support for East African Magnet |
| 21. <u>Therese O'Meara</u> | Leadership Concerns |
| 22. <u>Nash Stone</u> | Special Education Services, Leadership Concerns |
| 23. <u>Jeff Street</u> | JJ Hill Montessori Budget Cuts |
| 24. <u>Allen and Benjamin Barnacle</u> | JJ Hill Montessori Budget Cuts |

6. APPROVAL OF THE ORDER OF THE CONSENT AGENDA

MOTION: Director Vue moved approval of the Order of the Consent Agenda with no items pulled for separate consideration. The motion was seconded by Director Foster.

The motion was approved by roll call vote:

Director Vue	Yes
Director Allen	Yes
Director Kopp	Yes
Director Ellis	Yes
Director Foster	Yes
Director Henderson	Yes
Director Ward	Absent

7. APPROVAL OF THE MINUTES

- A. Minutes of the Regular Meeting of the Board of Education of April 18, 2023
- B. Minutes of the Special Meeting of the Board of Education of May 10, 2023

MOTION: Director Vue moved approval of the Minutes of the Regular Meeting of the Board of Education of April 18, 2023 and the Minutes of the Special Meeting of the Board of Education of May 10, 2023. The motion was seconded by Director Foster.

The motion was approved by roll call vote:

Director Vue	Yes
Director Allen	Yes
Director Kopp	Yes
Director Ellis	Yes
Director Foster	Yes
Director Henderson	Yes
Director Ward	Absent

8. COMMITTEE REPORTS

- A. Minutes of the Committee of the Board Meeting of May 9, 2023

At the Committee of the Board Meeting on May 9, 2023, Superintendent Gothard welcomed everyone to the meeting, and congratulated Harding math teacher and coach, Michael Houston as Minnesota Teacher of the Year. He also shared a brief update on his student convening titled “How are the Children?” with high school students. He also provided an update on the recent vote by the Minnesota State High School League to fully sanction boys volleyball beginning in the 2024-2025 school year, with more details to follow. Board members requested details on ways the information from the “How are the Children?” series will be incorporated into future reports to the Board, as well as information from the Board’s student listening sessions.

Next, an update on the work of Systemic Equity in SPPS was presented. Questions from the Board focused on the impacts of the Gender Inclusion and Racial Equity policies since their adoption, the importance to be specific in this work and for every staff member to be committed to systemic equity for our students. Information was also requested on the impacts of the policies and the work being done to create safe and welcoming spaces for students. Discussion also focused on the importance of professional development, as well as further details on the work of the equity coaches. The need for adaptive equity in buildings was noted, and the need to be bold in this work. Language around behavior was also discussed, as well the ways in which this work will decrease disparities. Questions also centered on ways in which we know we will achieve systemic equity in relation to the strategic plan.

Next, staff presented the American Indian Parent Advisory Committee Administrative Response to the 23/24 Resolution. Further information requested included the timeline of the hiring of the intervention specialist, collaboration between schools, and monitoring progress and interventions in relation to each school’s population. Details were also shared about staff recruiters for the District. The Board also noted the importance of the language around behavior and the importance of restorative approach in both language and actions, as well as mental health teams in buildings and being intentional about culturally appropriate mental health support. The use of ARP funds within this work was also clarified. More information was provided on the three levels of intervention support, and the meaning of attendance for students. PAC members also provided their perspectives on support for students, trust in the district for parents and families, supports in buildings, and a mindset guidance in teaching students, and the importance of bringing community into our schools. Another PAC member noted the challenges within a school building, and the necessary supports for both students and staff in order to increase figures for all students across the district. Another PAC member noted a suggestion to include framework from another program into our district that focuses on accepting feedback, following directions, and other skills. Information was also requested on the work going forward in the absence of ARP funds, which are set to expire, as well as the partnership with Bemidji State.

Staff then reviewed the Policy Update with the Board, which included proposed updates to several 200-level policies, a proposed rescission of Policy 213.00 - Board of Education Professional Development, the proposed adoption of New Policy 214.00 - Out-of-State Travel for Board Members, and discussion of Policy 209.00 - Development, Implementation and Monitoring of Policies. It was noted that the revisions for the various 200-level policies are based on Minnesota State School Board Association model policies and are designed to be more user-friendly. The rescission process also includes a three-reading process. Discussion also centered on the three-reading process itself, with timeline and process details, and importance of transparency. Consensus was to keep the process for three-readings as is, with a presentation and discussion at a Committee of the Board meeting, followed by three-readings at Regular Board of Education Meetings. The Board also supported moving forward with the updates to 204.01, 205.00, 206.00, and 210.00; moving forward with the three readings of the rescission of 213.00; and moving forward with the three-reading process of the adoption of 214.00.

MOTION: Director Kopp moved that the Board accept the report of the Committee of the Board Meeting of May 9, 2023, and approve the recommended motions and minutes of that meeting as published. The motion was seconded by Director Foster.

The motion was approved by roll call vote:

Director Vue	Yes
Director Allen	Yes
Director Kopp	Yes
Director Ellis	Yes
Director Foster	Yes
Director Henderson	Yes
Director Ward	Absent

9. FUTURE MEETING SCHEDULE

A. Board of Education Meetings (5:30 p.m. unless otherwise noted)

- January 3, 2023 | Annual Meeting: 4:30 p.m.
- January 17
- February 21
- March 21
- April 18
- May 23
- June 6 | Special - Non-Renewals: 4:00 p.m.
- July 18
- August 22
- September 19
- October 24
- November 14
- December 19

B. Committee of the Board Meetings (4:30 p.m. unless otherwise noted)

- January 3, 2023
- February 7
- March 7
- April 11
- May 9
- June 6
- August 9 - Wednesday
- September 5
- October 10
- November 8 - Wednesday
- December 5

10. SUPERINTENDENT'S ANNOUNCEMENTS

Superintendent Gothard began his announcements with information that May is Mental Health Awareness Month, and thanked our mental health and wellness staff and partners for their dedicated work. Throughout the month of May, there have been wellness opportunities and shared information on the green ribbon as

the international symbol for mental health awareness and encouraged all to wear the ribbon on May 24th. He thanked Kathy Kimani for her work in spreading the message across the district and in the community.

He also noted that Friday, May 19th, 2023 was designated as Michael Houston Day by Mayor Carter, and it was a wonderful surprise to Mr. Houston and his class.

He also noted that as mentioned earlier in Public Comment, there was a press conference for the new East African Elementary School last week. It was well-attended by all ages and levels of leadership. The media present was from around the world, and was broadcast internationally as well. Families are rejoicing with this decision and we are working to open the school. It was a positive day and we look forward to others.

He also noted that it was a beautiful day, weather-wise, in Saint Paul and Saint Paul Saints Education Day. While the continuation of the School Safety Parade is still in the works, students and staff still gathered at CHS Field for a baseball game and Superintendent Gothard was able to throw the first pitch - which was a strike. The Highland Park Senior High and Middle bands were also there. It was a lot of fun and great to see the Saints open their season and their entertainment.

Following the baseball game, he then went to the Intercontinental Hotel for an event hosted by the Rotary Club, where 170 middle school students were honored and recognized for their leadership. They were nominated by counselors and attended with their families. It is a wonderful tradition by the Rotary Club, and he thanked them. It is more than academic leadership, but staff also looked at leadership qualities and community service in students. He then capped the day with a meeting at Junior Achievement North.

Director Ellis noted that she was able to attend the presentation of the proclamation to Michael Houston, and that his class was in the middle of a math summative, and Mayor Carter recommended going into the classroom to present the proclamation in front of Mr. Houston's class.

11. AGENDA ITEMS THAT REQUIRE BOARD ACTION

A. Consent Agenda

MOTION: Director Vue moved approval of all items within the consent agenda withholding no items for separate consideration. Director Henderson seconded the motion.

The motion was approved by roll call vote:

Director Vue	Yes
Director Allen	Yes
Director Kopp	Yes
Director Ellis	Yes
Director Foster	Yes
Director Henderson	Yes
Director Ward	Absent

1. Gifts

BF 33183 AIMS Flipside Donation Acceptance

That the Board of Education authorize the acceptance and use of these funds for the American Indian Magnet School Flipside Program. This donation will be deposited into the intra-account 30- 005-505-499-5096-5933. per the accountant in charge of this fund.

BF 33184 Book Donation from University of St Thomas

That the Board of Education authorize the Superintendent (designee) to accept this gift from the University of St Thomas.

BF 33185 Google Certification Exam Vouchers (Level 1 & 2)

That the Board of Education authorize the Superintendent (designee) to accept these vouchers to be utilized by SPPS staff interested in attaining Google Certified Educator status.

BF 33186 West St. Paul Commercial Club Class of 2023 Scholarship Gift

That the Board of Education authorize the acceptance a gift of up to 30 trees to be planted at the Rondo site.

BF 33187 Acceptance of Donation from Trust Point, Inc.

That the Board of Education authorize the funds from Trust Point Inc., in the amount of \$17,978, half of which are to be used by Bruce F. Vento Elementary School to purchase a book vending machine and books to fill it, and that those funds are to be put to code 19-449-291-000-5096- G501.

BF 33188 Acceptance of Donation from Protolabs

That the Board of Education authorize the funds from Protolabs to create the new Makerspace at Highwood Hills Elementary School to enhance the Polytechnic Program. Funds are to be put to code 19-496-291-000-5096-G501.

2. Grants

BF 33189 Request for Permission to Accept a Grant from the Protolabs Foundation, a Signature Fund of the Minneapolis Foundation

That the Board of Education authorize the Superintendent (designee) to accept a grant from The Protolabs Foundation, a Signature Fund of the Minneapolis Foundation; to support the Highwood Hills Elementary Polytechnic Program; to accept funds; and to implement the project as specified in the award documents.

BF 33190 Request for Permission to Accept a Grant from The Saint Paul & Minnesota Foundation

That the Board of Education authorize the Superintendent (designee) to accept a grant from The Saint Paul & Minnesota Foundation; to support the Culturally Responsive Instruction Expo event; to accept funds; and to implement the project as specified in the award documents.

BF 33191 Request for Permission to Accept a Grant from Upper Midwest Emmy Foundation - Classroom Grants

That the Board of Education authorize the Superintendent (designee) to accept a grant from The Upper Midwest Emmy Foundation; to support Humboldt High School's project of creating two interview rooms; to accept funds; and to implement the project as specified in the award documents.

BF 33192 Request for Permission to Submit a Grant to the Minnesota Department of Education - Century Community Learning Center Programs (21st CCLC)

That the Board of Education authorize the Superintendent (designee) to submit a grant to the Minnesota Department of Education 21st CCLC program for the funds to support the Flipside Afterschool Program, if awarded; and to implement the project as specified in the award documents.

BF 33193 Request for Permission to submit a Grant to the Minnesota Department of Education - Century Community Learning Center Programs (21st CCLC)

That the Board of Education authorize the Superintendent (designee) to submit a grant to the Minnesota Department of Education 21st CCLC program for the funds to support the Flipside Afterschool Program, if awarded; and to implement the project as specified in the award documents.

BF 33194 Request for Permission to Submit Grant Application to the Office of Senator Tina Smith

That the Board of Education authorize the Superintendent (designee) to submit an application to the Office of Senator Tina Smith for funds to support the Braided Journeys program; to accept funds, if awarded; and to implement the project as specified in the award documents.

BF 33195 Request for Permission to Submit a Grant to the Scholarship America - Voya Unsung Heroes Awards Program

That the Board of Education authorize the Superintendent (designee) to accept a grant from The Scholarship America -Voya Unsung Heroes Program; to support the Open Circuits Robotics team; to accept funds; and to implement the project as specified in the award documents.

BF 33196 Request for Permission to Submit a Grant to Second Harvest Heartland to Support the Summer Food Service Program

That the Board of Education authorize the Superintendent (designee) to accept a grant from Second Harvest Heartland; to support the Summer Food Service Program; to accept funds; and to implement the project as specified in the award documents.

BF 33197 Request for Permission to Submit a Grant to Green our Planet's Hydroponic Program

That the Board of Education authorize the Superintendent (designee) to submit a grant to the Green our Planet's Hydroponic Program to support the creation of a hydroponic garden at ESTEM; to accept funds, if awarded; and to implement the project as specified in the award documents.

3. Contracts

BF 33198 ITB #A224279-DW - Renewal Petite Bananas

That the Board of Education authorize the renewal of ITB #A224279-DW to Russ Davis Wholesale, Inc. for furnishing and delivery of Petite Bananas for the period of July 1, 2023 through June 30, 2023 for an estimated value of \$245,000.

BF 33199 ITB#A227596-A: Prime Vendor Contract for Dairy and Juice Products

That the Board of Education authorize the establishment of ITB#A227596-A to BevSo for the furnishing and delivery of dairy and juice for the period of July 1, 2023 through June 30, 2025 for an estimated value of \$2,000,000 annually.

BF 33200 RFP#A218951-A: Renewal Prime Vendor for Groceries

That the Board of Education authorize the renewal of RFP#A218951-A to Indianhead Food Distributor for furnishing and delivery of groceries for the period of July 1, 2023 through June 30, 2024 for an estimated value of \$6,500,000.

BF 33201 RFP#A218951-A: Renewal Secondary Vendor for Groceries

That the Board of Education authorize the renewal of RFP#A218951-A to Sysco Western for furnishing and delivery of groceries for the period of July 1 2023 through June 30, 2024 for an estimated value of \$500,000.

BF 33202 RFP#A219429-A: Renewal Prime Vendor for Non-Food Supplies

That the Board of Education authorize the renewal of RFP#A219429-A with Trio Supplies for furnishing and delivery of non-food supplies for the period of July 1, 2023 through June 30, 2024, for an estimated value of \$600,000.

BF 33203 Contract for Conversion of Student Records to Digital Format

That the Board of Education authorize the Superintendent (designee) to approve the contract proposal with AMI Imaging Systems, Inc. for student records conversion in the amount of \$160,000.

BF 33204 Reauthorization of Saint Paul Public Schools Adult Basic Education to work in conjunction with and to act as fiscal agent for Literacy Minnesota and Saint Paul Community Literacy Consortium (SPCLC) and related management contract for the consortium for the 2023-2024 school year. The cost of the management contract is approximately \$178,000.

That the Board of Education authorize the Superintendent (designee) to approve the Agreement between Saint Paul Public Schools and Literacy Minnesota for the Management Contract of the Saint Paul Community Literacy Consortium.

4. Agreements

BF 33205 Approval of Memorandum of Agreement with United Association of Steamfitters, Pipefitters, and Service Technicians, Local Union No. 455, to Establish Terms and Conditions of Employment for 2023-2024

That the Board of Education of Independent School District No. 625 approve and adopt the Memorandum of Agreement concerning the terms and conditions of employment of those employees in this school district

for whom the United Association of Steamfitters, Pipefitters, and Service Technicians, Local Union No. 455, is the exclusive representative; duration of said agreement is for the period of May 1, 2023 through April 30, 2024.

BF 33206 Approval of Employment Agreement Between Independent School District No. 625 and International Union of Operating Engineers, Local No. 70, Exclusive Representative for Custodians

That the Board of Education of Independent School District No. 625 enter into an agreement concerning the terms and conditions of employment for International Union of Operating Engineers, Local No. 70; duration of said Agreement is for the period of July 1, 2022, through June 30, 2023.

BF 33207 Approval of Employment Agreement Between Independent School District No. 625 and International Union of Operating Engineers, Local No. 70, Exclusive Representative for Custodians

That the Board of Education of Independent School District No. 625 enter into an agreement concerning the terms and conditions of employment for International Union of Operating Engineers, Local No. 70; duration of said Agreement is for the period of July 1, 2023, through June 30, 2026.

BF 33208 Request to Sign Memorandum of Agreement with Minneapolis College

That the Board of Education authorize the Superintendent (designee) to sign the Concurrent Enrollment Memorandum of Agreement between Saint Paul Public Schools and Minneapolis College for FY23.

5. Administrative Items

BF 33209 Monthly Operating Authority

That the Board of Education approve and ratify the following checks and electronic transfers for the period March 1, 2023 – March 31, 2023.

(a)	General Account	#758743-759868 #0004828-0004853 #7004715-7004749 #0008166-0008298	\$65,006,945.05
(b)	Construction Payments	- 0 -	\$3,045,944.16
(c)	Debt Service	- 0 -	<u>0.00</u> \$68,052,889.21

Included in the above disbursements are two payrolls in the amount of \$45,628,016.06 and overtime of \$461,547.99 or 0.64% of payroll

(d)	Collateral Changes	
	Released:	None
	Additions:	None

That the Board of Education further authorize payment of properly identified cash disbursements including payrolls, overtimes schedules, compensation claims, and claims under the Worker's Compensation Law falling within the period ending September 30, 2023.

BF 33210 Recommendations for Exclusion of Students Non-Compliant with Minnesota Statute 121A.15 Health Standards: Immunizations

That the Board of Education exclude noncompliant students from school effective May 31, 2023, should they not comply with Minnesota State Health Standards for Immunizations on or before this date.

Human Resources Transactions

BF 33211 Transactions for April 1 - April 30, 2023

BF 33212 Reauthorization of Saint Paul Public Schools Adult Basic Education to work in conjunction with and to act as fiscal agent for Saint Paul Community Literacy Consortium (SPCLC) in providing basic skills, English literacy training, and occupational training classes through the Saint Paul Public Schools Adult Basic Education program and eight consortium members.

That the Board of Education authorize the Superintendent (designee) to submit an application to the Minnesota Department of Education for re-authorization of funding to provide Adult Basic Education and act as fiscal agent through the SPPS Adult Basic Education program and the Saint Paul Community Literacy Consortium.

BF 33213 Approval of Renewal of Membership in the Minnesota State High School League

That the Board of Education adopt the attached resolution to renew the School District's participating schools' membership in the Minnesota State High School League. The schools are: Central HS, Como Park HS, Harding HS, Highland Park HS, Humboldt HS, Johnson HS, Open World Learning (OWL) Community, and Washington Technology Magnet HS.

BF 33214 2023 Facilities Radon Testing Results

If optional radon testing is undertaken, the District is required by law to report the results to the Board of Education. This agenda item fulfills that reporting requirement.

BF 33215 Facilities Department FY23 Purchases over \$175,000

That the Board of Education authorize the purchases listed for the Facilities Department anticipated to be over the \$175,000.

BF 33216 Maximum Hourly Rate Increases for Pre-Qualified Professional Architects

That the Board of Education authorize the administration to adjust the terms of professional consulting services in accordance with the Request for Qualifications No. A21-1401-A to incorporate new maximum hourly billing rates per the above table.

BF 33217 Project Budget Modification Request and Finance Plan Update for the FY22 Roof Replacement Program (Project # 0175-22- 01)

That the Board of Education approve the budget modification to the FY22 Roof Replacement Program - Project # 0175-22-01.

6. Bids

BF 33218 Phase Gate Approval of the Carpentry Plus project at Harding High School, Phalen Lake, Chelsea Heights Elementary, and Murray Middle School (Project # 0255-23-01): Gate #4 - Contract Award; Gate #4A – Finance Plan Update

That the Board of Education approve the award of Bid No. A23-3524-A for the Carpentry Plus project at Harding High School, Phalen Lake, Chelsea Heights Elementary, and Murray Middle School project (Project # 0255-23-01) to Morcon Construction Company, Inc. for a lump sum base bid of \$1,024,300.

BF 33219 Phase Gate Approval of the FY22 Roofing Replacement Program at EXPO (Project # 0175-22-01): Gate #4 - Contract Award; Gate #4A – Finance Plan Update

That the Board of Education approve the award of Bid No. A23-3481 for the FY22 Roofing Replacement Program at EXPO project (Project # 0175-22-01) to Central Roofing, Inc. for a lump sum base bid plus Alternates #1, 2 & 3 of \$2,001,694.

7. Change Orders

BF 33220 Change Order #2 for Pioneer Power, Inc. for the Mississippi ARP HVAC Upgrades project (Project # 4190-22-01)

That the Board of Education authorize the Superintendent, Superintendent's Designee, or Executive Director of Operations and Administration to sign Change Order #2 for Pioneer Power, Inc. for the Mississippi ARP HVAC Upgrades project (Project # 4190-22-01) for the amount of \$214,597.

ITEMS PULLED FOR SEPARATE CONSIDERATION - None

12. AGENDA ITEMS THAT ARE INFORMATIONAL

A. Phalen Lake Hmong Studies Magnet & Hmong Language and Culture Middle School Name Change: Second Reading

Superintendent Gothard then welcomed staff to present the second reading of this proposed name change.

The rationale was shared, as well as the criteria for the name change. The name options selected were:

- Cag Txuj – Cag means “roots” and Txuj means “knowledge”
- Huam Vam – Huam Vam in Hmong means “to prosper, “to grow”, or “to flourish.”
- Txuj Ci – Txuj ci in the Hmong language refers to the cultural knowledge of a people
- Pov Haum Txuj – Pov Haum in Hmong refers to a valuable and special rock or gem; it can often have protective and special powers Txuj refers to cultural knowledge and learning. Together, Pov Haum Txuj refers to the school as a very valuable and protected place for learning.
- Zaj Npau Suav – Zaj Npau Suav in the Hmong language means “The Dream”

Information on the engagement process was also shared. Voting results were also presented, with Txuj Ci and Huam Vam receiving the highest votes in the initial poll, and **Txuj Ci** receiving the highest amount of votes in the final round of voting.

The full presentation can be found in the BoardBook.

QUESTIONS/DISCUSSION:

- Director Vue requested confirmation that this name change is for both Phalen Lake Elementary School, as well as Hmong Language and Culture Middle School. Response: Yes.

B. Policy Update

1. FIRST READING: Updates to Policies 204.01, 205.00, 206.00 and 210.00
2. FIRST READING: Rescission of Policy 213.00
3. FIRST READING: Adoption of New Policy 214.00

Superintendent Gothard then welcomed Chuck Long, General Counsel, to present this presentation. He noted that for the 200-series policy updates, they are a grouping of policies that addresses board governance and board operations, and most of those policies are based on state statutes, and are requirements for the manner in which the Board conducts business. In their current form, the policies are short and sparse. The Policy Work Group discussed ways to make these policies more user-friendly while following the statutes, and to be more transparent and easier for those implementing the policies to understand. These are also based on MSBA model policies, which also include the guidance from state statutes. Background was provided on these policy updates, including the rationale for the proposed changes, an overview of the proposed changes to the selected 200-level policies, and links to the proposed updated language.

For the rescission of Policy 213.00 – Board of Education Professional Development, the rationale for the rescission is that it is redundant to Policy 211.00 – Board Member Development, and that the two paragraphs that compose Policy 213.00 are included in Policy 211.00.

For the proposed new policy 214.00 – Out-of-State Travel for Board Members, there is a requirement by state statute to have a policy on out-of-state travel for board members.

The full presentations, as well as the proposed changes to each policy, with changes in red, were also included in the BoardBook.

QUESTIONS/DISCUSSION:

- Director Vue requested further information on the move in this direction for the selected 200-level proposed policy updates. Response: We are not looking to correct any errors included in these policies or change how any of the policies are implemented, but the proposed revisions are more about following the statutes as they are written and in order to help answer questions that arise during board business and operations – such as holding a special meeting, questions relating to conflicts of interest, etc.
- Director Allen thanked the team and Policy Work Group for their work, and noted that as we are implementing equity into the strategic plan, and it's important to also look at equity within policies and handbook with an equity lens. How has the Equity Department been involved with adjustments to policies? Response: We are working with the Equity Team, especially in reviewing out 100-level policies and 400-level student-related policies. The PWG, especially Director Ellis, has been very vocal and emphatic in reminding the team to not lose sight of equity issues from a student and staff perspective.
- Director Allen also requested information on how we are going back to review equity within policies that were recently reviewed or revised. Response: We are making adjustments as we review policies, with the goal of each policy to be reviewed every 3-5 years, and a more timely review,

including adjustments from the Equity Report. The student-level policies will be reviewed soon, and will be working with the Equity Team for their expertise. Superintendent Gothard also noted the consistent approach to reviewing policies with an equity lens in all we do, and to become a part of our work towards systemic equity.

- Is the 214.00 proposed policy drafted from MSBA, and the date that it was originated? Response: We can provide that information for the second reading.

C. School Safety Engagement: Findings and Analysis

Superintendent Gothard then welcomed Kara Arzamendia, Director of Research, Evaluation and Assessment, to present this information, as we worked as a team with the community to think through ways in which we could engage our communities on this topic.

The presentation included information on the safety engagement plan, and school safety engagement activities related to data collection in the district.

Within the topic of Data Collection and Findings, information was shared on data collection venues, including surveys, student listening sessions, community conversations, parent meetings, and school board listening sessions; survey procedures and response rates disaggregated by students (grades 6-12), parents/guardians (PreK-12), and all staff; and overall public participation.

Within Perceptions of Safety, overall findings were presented that included families and staff report better perceptions of safety at the middle and elementary school levels than high school; staff at middle and elementary schools report greater concerns of safety than families; and high school students report better perceptions of safety compared to families and staff. Further details were then shared on perceptions of overall high school safety, perceptions of overall middle and elementary safety, safety perceptions of students by location, student safety perceptions by bathroom type, student safety perceptions in the hallway, and student safety perceptions of transportation.

Within the topic of Physical Violence, overall findings of experiences with physical violence were shared, including families at middle and elementary schools report higher levels of physical violence than at the high school; most staff at the high school level report experiencing or witnessing physical violence; most students are not involved in physical violence at school; and that the greatest safety concerns for students, families and staff are weapons and student-on-student violence. Physical violence in school reported by families showed that almost one in four families report experiencing physical violence at school. Families at lower grade levels report higher incidents of physical violence. The high school student experiences with physical violence data was also presented, as well as high school staff experience with physical violence. The primary safety concerns from students, families and staff were also reviewed by school setting, stakeholder group, and top concern and second concern.

Within the Safety Ideas portion of the presentation, ideas were reviewed that had been submitted by students, families, staff, and school administration.

- On the safety survey, students selected a quiet space for them to go and increased mental health support staff as the top two options
- During listening sessions, students recommended identification cards to monitor entries and exits, calming break rooms for students to reset, and restorative practices when conflicts arise;
- Increased mental health supports and consistent consequences for behavior were in the top three choices for students, families and staff

- School administrators met with members of the Board of Education and recommended School Resource Officers (SROs) because they do not have training on how to disarm people with weapons, and more cameras and security to monitor doors and hallways

Similarities across these groups were also reviewed, with increased mental health supports and consistent consequences as the highest ranking; more security cameras and more security staff ranked lowest.

The next topic within the presentation focused on Safety Policies, Measures, and Procedures. The summary of this section included:

- More awareness about Send a Tip is needed. The people who know about it are willing to use it.
- Students and staff know and understand different security procedures
- Most students feel comfortable interacting with security staff and think having these staff in schools is a good idea.
- Overall, students are supportive of SROs
- SROs were a higher ranked choice on the safety survey from high school staff compared with middle and elementary staff
- Families ranked SROs as the third highest choice
- School administrators discussed the need for SROs

Further data was then presented on these areas, as well as overall findings which include:

- Feeling unsafe is more common among staff and families than students
- The greatest safety concerns for students, families and staff are weapons and student-on-student violence
- Students report bathrooms, hallways and traveling from school as top safety concerns
- Most students have not experienced physical violence
- Families report that most students in their family across all grades levels have not experienced physical violence
- Most staff have experienced or witnessed physical violence
- Most students and families are not aware of Send A Tip
- The majority of students and staff know and understand safety procedures in their schools
- Most students and staff, including school administrators, support security staff and School Resource Officers (SROs) in buildings
- Increased mental health supports and consistent consequences for behavior were in the top three choices for students, families and staff as improvements that could be made toward safer schools

The next area included Focus Areas, which included a review of system adjustments such as introduction of digital hall passes, collaborative walkthroughs of high schools, return of yellow buses, Office of Neighborhood Safety collaboration, calming rooms at 30 schools for students and 8 for staff (ARP funds), inclusive restrooms at Como, Humboldt and Johnson, and enhanced security measures. Focus areas from findings included importance of Send A Tip, bathrooms and halls, presence of security staff, and continue to expand opportunities for trusted student/adult relationships.

The full presentation can be found in the BoardBook.

QUESTIONS/DISCUSSION:

- Director Henderson requested further information on the 8% engagement rate for parents and families. Response: The survey was available in the five languages of English, Spanish, Somali, Hmong and Karen. Notifications were sent out through district communications and newsletters, and the survey was one of many opportunities for families to provide feedback, in addition to

listening sessions, PAC meetings, and focused conversations. It was noted that for general response rates market research shows between 10-30%, and we were a little under that for families, and a little over that figure for staff and students.

- How are we continuing to communicate with stakeholders and collect feedback as items are implemented, and continuing the conversation? Response: This is a baseline and the beginning of the conversation, and there are also student convening with students. We anticipate that next year, they will continue and may look different. We are also expected to receive the feedback from Marnita's Table and other PAC meetings as well. As we engage with parents and families, safety topics will also come up in those conversations.
- Director Henderson also requested information on the rationale for holding listening sessions with students but not staff. Response: We wanted to prioritize students first. Staff did participate in the conversations throughout community in the listening session at Washington Tech, Marnita's Table and a high response rate to the survey.
- Director Henderson also requested information in how we are sharing the information on the role of SSLs. Response: Our primary mission with our School Safety Liaisons is to build relationships and ensure that students feel comfortable talking with them. One of the items that SSLs are encouraged to do is to visit classrooms, attend events so that more folks can meet them and know that they are helpful. Most SSLs know the students in the building. It was also noted that SSLs attended the Hmong Parent Meeting to highlight their work.
- Director Allen noted the language around bathrooms to be inclusive of all.
- She also requested information on the percentage of students who took the survey, when all students have an iPad.
- She also noted the possibility of safety ambassadors in buildings so that students will safe to use the bathroom.
- Director Allen also requested information on the focused information and targeted conversation in the survey around SROs. Response: The survey was designed with some understanding of what we believed folks had interest in learning and SROs continued to be at the top. We did not realize that SROs would come out so far fown the list. The survey was created at one time, and it's not accurate to look at the results in the matter of first results, and then follow-up questions.
- Director Allen also requested more information on the development of the survey and timeline. She also noted that there was not a slide about restorative justice, yet that was a theme from the listening session at Washington Tech. We are falling behind in this work, even as the nation is moving toward restorative practices.
- She also requested further information on this data disaggregated by grade, ethnicity, and gender. It was noted that while gender was not included as a disaggregate, it will be an important item to include in future surveys.
- Director Allen also requested information on the alignment of this data with our discipline policy, which leaves the autonomy to the building leaders and the student handbook that refers to the consequences of actions. Director Allen encouraged all to set the culture and expectations, and that students will step up to them.
- Director Ellis requested further information on the notes and information from Marnita's Table.
- She also requested clarification on the survey data regarding Metro Transit.
- She also requested details on the data for physical violence reported by families, and it was across all grade levels.
- She also noted that within the primary safety concerns from students, families and staff, the larger question is what, as a district, are we currently doing, what had we been doing, and what are we going to do moving forward. Superintendent Gothard noted that a lot is reacting to information, and we need to think of solutions to problems together.

- Director Foster noted the point that ¼ reported physical violence in their school. That is a very high number.
- She also noted the 8% engagement rate for families, and other high percentages, and knowing that it can be done. Where is the will from leadership, and staff to make it happen? Data is important. There is also the fear from staff in participating. For the emails being sent, an update on passwords for families will be helpful, such as at conferences.
- Director Foster also requested information on how we take this information and action steps. Response: This is the first attempt in this information, and we needed a starting point. Chief Turner noted that surveys and information techniques may be different next year – as we have changed our FRL form process in order to increase the response rate. We need to be careful not the mandate, but offer the survey as a choice. We also need to sit with this information for a moment, and make shifts where we can, such as with bathrooms, and transportation. Superintendent Gothard noted that the two highest reported findings are feeling unsafe in bathrooms and hallways, and we are addressing those immediately with a digital hall pass and usage across the district. The walk-throughs are also looking at ways to do better and consistently. We are also working on ways to communicate to families so they know what to expect into the next school year. He also noted increased partnerships, including with Metro Transit, different strategies and best practices for our elementary schools, and looking at mental health supports and positions. This has to be priority, and if staffing is unavailable, we need to see partnerships to deliver services and prioritize funds for this urgent work. Chief Turner also noted that it is important to note information on trusted relationships with adults could be any staff member in the school or program.
- Director Kopp noted the importance of creating trusted relationships and collaborative walk-throughs. Students know the qualities of the person with whom they feel safe, and there is an opportunity there to understand that more and what those folks are doing to support our students.
- Director Foster noted the importance of student leadership, and how we are elevating and empowering our students to be leaders in their buildings to create the change they want. We need to give them power, autonomy, and control to be creative and move with support from folks in buildings.
- Director Vue noted his main takeaways, including the increase in mental health supports and consistent consequences, the feelings of unstructured times such as in hallways, bathrooms, and on transportation. Ideally, he'd like to see something from the Superintendent to tell community what will be different next year. Superintendent Gothard noted that his request of the Board is to work together for 3-5 takeaways to serve as direction to him and his administration. We also need a clear communications plan for 2023-2024SY, and need a response rate that is higher from students.

D. FY24 Budget Development Update

MOTION: Director Allen moved to amend the previous approval of the agenda (in order to reschedule the agenda topic of the FY24 Budget Development Update to another date due to the timing.)

The motion did not received a second. Therefore, the motion failed.

Director Foster requested information on the timeliness of the presentation. Chief Sager noted the presentation is an update on the work to date, and noted it should be about 10-12 minutes. Director Allen requested if there will be another presentation regarding the FY24 Budget prior to the vote on the budget in June. Chief Sager noted that there will be another presentation at the Committee of the Board Meeting

on June 6th, and in the board packet available on June 16th, and then a final vote at the June 20th Regular Meeting.

Superintendent Gothard then welcomed Tom Sager, Executive Chief of Financial Services, to present the FY24 Budget Development Update. The topics included in the presentation were:

- Provide an overview of the FY24 budget process to date
- Provide an update on the impact of recent legislative changes to school funding
- Provide an overview of key parameters and assumptions for the FY24 budget development
- Provide information on the anticipated changes to the FY24 general fund

The timeline of the FY24 budget process and progress to date was reviewed, as well as the prevailing themes from the Superintendent's District-Wide Administrators Meeting survey. An overview of the timeline was presented, with site allocations sent to schools on March 24, meetings with principals and programs from April 12-19, and site budget plans submitted to Finance on April 21. The outcomes of the site allocation process were also reviewed, with positive feedback received, as well as four objectives achieved. Details were also shared on the department budget allocation process with the timeline. Next steps include a presentation at the June 6th Committee of the Board Meeting, the recommended budget included in the Board packet on June 16th, and a presentation and vote on the FY24 Budget at the June 20th Regular Meeting. An overview of the timeline was also shown.

The current assumptions and parameters for FY24 were discussed including the state funding formula, enrollment, employment contract agreements, unemployment insurance and Family and Medical Leave, and continued investments and opportunities, and alignment with the Board policy of at least a 5% fund balance. Key drivers to school district budgets were shared. The results of the budget parameters were also shown, with a total of \$51.7 new state revenue for FY24. The results of the budget parameters were also shown, including a -\$76.3M in total investments and offsets. Details were also shared on the FY24 anticipated ending General Fund balance for May 17, 2023, and highlights of the FY24 budget.

The full presentation can be found in the BoardBook.

QUESTIONS/DISCUSSION:

- Director Allen requested further information on the investments and building allocations, as well as projected enrollment and proficiency scores in order to tie the budget to achievement data, and ensure the equity in the strategic plan and investing in spaces where students need support.
- Further information was also requested on the ESSER funds and maintaining those initiatives when those funds expire. The alignment with Student Outcomes Focused Governance was also noted as a platform about how our students are doing.
- More information was also requested on a three-year projection. It was noted that for enrollment, we are projecting a less than 1% changes, which may show signs of stabilization and will be helpful with the forecast, as well as the upcoming budget. We will have that 3-5 year projection in the fall with the actual results of FY23 audit for the baseline.
- Director Allen noted this is an important topic, and encouraged prioritizing agenda topics, as it was 10:30 p.m. when this topic was presented at the meeting.
- Information was also requested on the budget meetings and engagement. Response: This year, the engagement feedback was indirect and informal. There are new educational opportunities, and the East African Magnet School was a budgetary decision. Another example is safety and security, and we have allocated funds towards those programs. It is also common practice for principals and leaders to take their allocations and meet with their teams to decide their school budget. For

budgetary decisions with ESSER funding, there is a more formalized engagement process, as well as a more formal process for any voter referendum initiative and bond referendums.

- Director Allen noted the decision to open a new school occurred very quickly, and that more spaces should be engaging for all if an immediate response is possible.
- Director Foster also requested a review of the acronyms within ESSER (Elementary and Secondary School Emergency Relief) funding. There was ESSER 1 which expired, ESSER 2 which will expire in September 2023, and ESSER 3, which is sometimes referred to as ARP, or American Rescue Plan. More details were also provided on the use of these funds, including WINN strategies, community partnerships, student certifications (as reported in the Recognitions), middle school model, bilingual seals, and family and community engagement work.
- Director Foster also requested further information on the FTEs allocated within the budget, which will be available for the next presentation at the upcoming June Committee of the Board meeting.
- Director Henderson requested information on involving stakeholders in the budget process and decisions. Is the expectation that every school has had conversations about their budget? Response: The site and programs received their allocations and they work with their teams, and it is common practice for schools to engage their site team, but also stakeholders. This year, we are essentially keeping all in the space and improving others; there is not a lot to discern because we are not in a deficit year. Chief Turner noted the parameters that were used to build the budgets, and at the school level, a lot of items are predetermined based on enrollment and projections. There may be \$20,000-\$30,000 of funds remaining, and it may seem disingenuous to take that budgeted amount to the community, because the path has been predetermined by contract, state mandates, special education supports, ELL, and predetermined for food service. The engagement with the community needs to be more on understanding the process, and support on the forefront. Director Kopp noted that it may be a worthwhile annual event to engage the community on the budget process, and to be more proactive and trusting in the information.
- Director Allen requested information on funding for field trips, which is allocated per building. She noted this is important within the holistic approach for mental health and emotional support. There are other ways outside “typical therapy”, including joy and being able to be outside and connect with indigenous roots and to the earth.
- Director Ellis requested that the information be available sooner, ideally the week of the Committee of the Board meeting
- She also requested more information on the total new state revenue of \$51M, and the flexibility in those funds, especially in alignment with the current investments.

13. BOARD OF EDUCATION

A. Information Requests/Responses and Items for Future Agendas

- Superintendent Gothard noted that there were technical issues with the livestream of the meeting, but it was fully captured and will be posted as soon as possible.
- Director Allen noted that the Committee of the Board meeting is on June 6th, and the request for budget information is by June 9th. Superintendent Gothard noted that he will verify with the team on the availability of the information.
- Director Vue requested further information on school safety and continued conversations for future meetings.

B. Board of Education Reports/Communications

- Director Ellis noted her experience at Bite of Reality at Focus Beyond, as well as visiting the llamas. She also noted the first Karen play to be performed in the state, and that students from Johnson and Washington Tech were able to read scenes from the play and

talk about the importance of folktales and stories. She also noted her time at Central and visiting with students showcasing their personal projects. She also reminded the Board and community about the Critical Ethnic Studies Student Showcase on June 10th from 9am-2pm, where selected students in Critical Ethnic Studies will be highlighting their projects. She also noted the 62 SPPS students who are Wallin Scholars.

- Director Vue noted that he, Director Foster, Director Ellis, and Director Ward visited Harding on Friday to celebrate Michael Houston as Teacher of the Year. On behalf of the Board of Education, Director Vue congratulated Mr. Houston for his success and that we are so proud of him.

14. ADJOURNMENT

Director Vue moved to adjourn the meeting; Director Ellis and Director Foster seconded the motion.

The motion was approved by roll call vote:

Director Vue	Yes
Director Allen	Yes
Director Kopp	Yes
Director Ellis	Yes
Director Foster	Yes
Director Henderson	Yes
Director Ward	Absent

The meeting adjourned at 11:14 p.m.

For clarity and to facilitate research, these minutes reflect the order of the original Agenda and not necessarily the time during the meeting the items were discussed.

Prepared and submitted by:
Sarah Dahlke
Assistant Clerk, St. Paul Public Schools Board of Education

**INDEPENDENT SCHOOL DISTRICT NO. 625
Saint Paul, Minnesota**

**SPECIAL MEETING OF THE BOARD OF EDUCATION
360 Colborne Street
Saint Paul, MN 55102**

June 6, 2023

4:00 p.m.

MINUTES

I. CALL TO ORDER

The meeting was called to order by Jim Vue, Chair, at 4:04 p.m.

II. ROLL CALL

Present:

Director Allen, Director Kopp, Director Ellis, Director Foster, Director Henderson, Director Ward, Director Vue, Superintendent Gothard

Chuck Long, General Counsel; Sarah Dahlke, Board Secretary

III. APPROVAL OF THE AGENDA

MOTION: Director Vue moved approval of the Order of the Agenda. The motion was seconded by Director Henderson.

The motion was approved by roll call vote:

Director Allen	Yes
Director Kopp	Yes
Director Ellis	Yes
Director Foster	Yes
Director Henderson	Yes
Director Ward	Yes
Director Vue	Yes

IV. NEW BUSINESS

Superintendent Gothard welcomed Chief Pratt-Cook and Assistant Director Vollmer to present further details on this topic. Further details, including an overview, comparison data, and demographic data of teachers recommended for non-renewal were presented. Summary data was also shared, as well as a review of the process.

QUESTIONS/DISCUSSION:

- Director Foster requested information on if the non-renewals presented are performance-based or budget-based. Response: These are all performance-based non-renewals. Background was also provided, on the process and support available to new teachers.

- Director Foster requested information if a building administrator could advocate to retain a teacher on the list for non-renewal. Response: Yes, that would be a conversation between the administrator and assistant superintendent, however it would be the principal that is making the recommendation for non-renewal.
- Director Vue requested information on the provided ethnicity percentages included in the handouts.
- Are only teachers subject to non-renewals? Response: Yes, for other employees, it is failure of probation, which is different from non-renewal, which is specific to teachers.
- Did the introduction of PAR reduce the number of non-renewals? Response: There are some correlations, in that teachers are able to receive extra help and makes a difference for them in the ability to continue to be a high-quality teacher.
- These are only licensed teachers? Response: Yes.
- How many non-licensed staff are cut due to failure of probation? Response: We can provide that information. Director Allen also requested that the information be broken down by race and demographics, and sent to all board members.

MOTION: Director Vue moved to approve the Human Resources Transactions List for the Non-Renewal of Probationary Contract employees. The motion was seconded by Director Foster.

The motion was approved by roll call vote:

Director Allen	Yes
Director Kopp	Yes
Director Ellis	Yes
Director Foster	Yes
Director Henderson	Yes
Director Ward	Yes
Director Vue	Yes

V. **ADJOURNMENT**

MOTION: It was moved by Director Vue to adjourn the meeting. It was seconded by Director Ward.

The motion was approved by roll call vote:

Director Allen	Yes
Director Kopp	Yes
Director Ellis	Yes
Director Foster	Yes
Director Henderson	Yes
Director Ward	Yes
Director Vue	Yes

The meeting adjourned at 4:22 p.m.

Prepared and submitted by
Sarah Dahlke, Assistant Clerk

INDEPENDENT SCHOOL DISTRICT NO. 625
Saint Paul, Minnesota

COMMITTEE OF THE BOARD MEETING
360 Colborne Street
Saint Paul, MN 55102

June 6, 2023
4:30 p.m.

MINUTES

1. CALL TO ORDER

The meeting was called to order at 4:31 p.m. by Vice Chair Kopp.

2. ROLL CALL

Board of Education: J. Kopp, J. Vue, J. Foster, Z. Ellis, C. Allen, H. Henderson, U. Ward
Superintendent Gothard

Staff: K. Thao, C. Long, A. Collins, N. Páez, Y. Vang, S. Schmidt de Carranza,
S. Dahlke, T. Parent, T. Sager, J. Turner, S. Gray Akyea, J. Danielson,
L. Olson, A. Kunz, E. Wacker, C. Green, S. Dahlke, P. Pratt-Cook, J.
Grathwol, C. Anderson, L. Rider, J. Vollmer, M. Langworthy, S. Koppen

Community: L. Bolton, M. Wall, T. Lonetree, N. Woltman

3. APPROVAL OF THE ORDER OF THE MAIN AGENDA

MOTION: Director Kopp moved approval of the Order of the Agenda. The motion was seconded by Director Henderson. It passed by acclaim.

4. SUPERINTENDENT'S ANNOUNCEMENTS

Superintendent Gothard began by welcoming everyone to the meeting. He began his announcements with a recap of his quarterly meeting with staff and leaders in the district around federal pandemic funds, and the work from those. There are many deeply engaged in this work and progress, and noted that the meeting began with folks recognizing the accomplishments or the value of one another and placing certificates on the wall, and it was great to see the reflection of the collected work.

He also congratulated our 2023 graduates. He began graduation season with Bridge View on Friday, and it was an excellent start. Ceremonies are a great opportunity to be present with the symbol of this work. This is the class that was impacted by the pandemic in their freshman year of high school, and they are resilient scholars who overcame and continue to overcome, and we are grateful for their hard work and perseverance.

Lastly, he noted the weather, and the cooler temperatures. He thanked Tom Parent for speaking on the plans for the direct in regards to air conditioning, and noted that while air conditioning in buildings is on the long-range, we must also focus our financial resources. He thanked the staff for helping our students to remain cool on these unseasonably warm school days. He noted that he is often asked about changing the school calendar, but we continue to have two weeks for winter break, and one week for spring break, as well as professional development days for staff, and the Board has approved the calendar for the next two years. We also must start after Labor Day by statute, and need to have the state minimum of days and instructional minutes. It is a difficult task, and he thanked everyone for their patience.

Director Vue requested information on the highlights from the Quarterly ARP meeting, and Superintendent Gothard noted that is clear that our reading strategy is helping students to feel confident, growing in reading, and becoming proficient. More details were also provided on this strategy and plans for the future. Director Vue also requested information on the number of days and minutes of instruction required, which were provided later in the meeting.

5. LEGISLATIVE UPDATE

Superintendent Gothard then welcomed Jim Grathwol, Legislative Liaison, to present updates on the 2023 Legislative Session. Mr. Grathwol reviewed updates and progress on the SPPS 2023 Legislative Agenda items of:

- Stabilize Education Funding
- Special Education
- Fully Fund Existing Mandates
- Increase Diversify Educator Work Force
- Provide Resources for Child and Family Support
- School Safety and Security

Other bills impacting education were also reviewed and shared. Mr. Grathwol noted that his work is to work with legislatures create an edifice to protect the common good and the public good, and that includes public education. He also thanked the Saint Paul Delegation for their partnership and collaboration.

The full presentation can be found in the BoardBook.

QUESTIONS/DISCUSSION:

- Director Henderson requested further information on the student support personnel and the separate formula and implications. Response: We can send the dollar amounts, but it is for nurses, social workers and other support staff that will be hired, and cannot be used to backfill positions - this is to hire new staff with these funds, and it is a per pupil formula. It aligns with recognizing that students cannot learn if they are hungry, and they are mentally stressed and traumatized in this post-COVID learning, and focuses on support services. Further details were also provided on school-based health supports, and funding details, with a \$14M increase in 24-25, and a \$9M increase in 26-27.
- Director Henderson also requested information on the cross-subsidies. Mr. Grathwol noted that we need to encourage and support and thank our legislators for their work, especially Senator Pappas. Superintendent Gothard also provided further details on school-based mental health grants.

- It was also noted that another bill passed allows for a one instance to renew a referendum, with the rationale that they pass at an extremely high rate and are costly elections, especially when run off-cycle.

6. POLICY UPDATE

a. Policy 506.06 Search of Student Lockers, Desks, Personal Possessions and Student's Person

Superintendent Gothard then welcomed Laurie Olson, Director of Security and Emergency Management, to present the Policy Update. Included in the presentation were details on the rationale for this proposed policy, including that the district currently does not have an official Board policy and it is required of the District to have a policy per statute. While this is a new District policy, the adherence is not new. The purpose of this policy is to comply with Minnesota statute and provide for a safe and welcoming educational environment free of contraband. Further details were also provided on the definition of "contraband", as well as violations. Further details were also provided on lockers and personal possessions within a locker, desks and personal possessions and student's person.

The full presentation can be found in the BoardBook.

QUESTIONS/DISCUSSION:

- Director Ward requested information on the process on locker searches and where the boundary is for searching a bag within a locker. Response: Sometimes a locker is opened because of an odor, but other times there may be a reasonable suspicion where a bag may be open to search. Further scenarios regarding the searches of lockers and boundaries of searches.
- It was noted this policy is similar to other districts.
- Is there a report for the data of searches? Response: When a search is conducted, we do quantify all we do. If a search is based on reasonable suspicion, there is an entry into Campus, a parent notification; if a SSL is involved, there is a separate report as well.
- Director Allen requested a quarterly report to the Board of search data. Response: Any searches conducted by SEM are recorded. Data relating to searches to an odor may not be available.
- How will we handle illegal findings if the student is over the age of 18? Response: We do have discretion in certain situations, including small amounts of currently illegal drugs, and there may be a call to family, or a referral. In terms of other substances such as opioids, there is a different response.
- With the legalization of paraphernalia and small amounts of substances, how will that work? Response: Those infractions would be treated the same, with the best intervention, such as a counselor or social worker, and outside resources. Large quantities and cash are a different situation.

7. FY24 BUDGET UPDATE

Superintendent Gothard then welcomed Tom Sager, Executive Chief of Financial Services, to present the FY24 Budget Update. Topics included a review of Revenue - All Funds, Expenditures - All Funds, Projected FY24 Ending Fund Balances, Summary of Main Points, and Next Steps.

Graphs showing FY24 total revenue by source, as well as FY24 General Fund revenues sources were also presented, with the majority of both funded by State Aid. Charts showing FY24 expenditures by fund

and FY24 General Fund expenditures were also reviewed. A summary of all funds - fund balance budget was also presented.

The summary of key points for FY24 budget included:

- Increases in new state aid revenue was positive. Yet, some of that was offset by revenue loss due to declining enrollment and ESSER II funding.
- District plans to draw down part of its general fund balance to maintain existing programming, student supports and new initiatives.
- Unassigned general fund balance is anticipated to be 5.31 percent at the end of FY24. This remains in compliance with School Board Policy 701.01.
- ESSER III funds will expire after FY24. SPPS anticipates budget prioritization and realignment for the FY25 budget development.
- Anticipated increase in construction fund revenue is based on anticipated bond sale in early FY24 to continue SPPS Builds initiatives.

Next steps include:

- June 7-15: Small group meetings with School Board members
- Apply any final adjustments to proposed budget
- June 20: Present and recommend for FY24 proposed budget for approval
- January/February 2024: Present revised FY24 budget based on fall enrollment, FY23 audit results, employment contract settlements, etc

The full presentation can be found in the BoardBook.

QUESTIONS/DISCUSSION:

- Director Henderson requested more information on the projections, and if they have shifted. Response: The district is on a path of declining enrollment, however we've shown signs of stabilizing, and have taken those figures and applied them to next year, which is good news in terms of revenue.
- Director Ward was wondering about the enrollment and retention committee, and if we are exceeding our goal. Response: Yes.
- Director Henderson requested further information on the stabilization. Response: We have continued to innovate and create programs, and families are supported. We have also invested our ARP funds wisely, and we are right-sizing the budget to move forward to create new without taking away programs we currently have. We also have not factored in enrollment for our new school. The PreK hubs have also supported the stabilization.
- Further information was also requested on the ESSER funds and to be transparent with our community as those funds are sunsetted. We are on track to allocate these funds.
- It was noted that at the August Committee of the Board meeting, an agenda item will include a FY25 Budget discussion, including ESSER budgets.
- Director Ward noted that at a previous meeting, he raised the issue of community and Board involvement in the budgeting process, and requested further information if a plan for the budget next year including community and Board involvement would be presented. Response: This year's budget process included indirect engagement, including regarding safety and security, and the East African Magnet School, as well as reading strategies funded by ESSER. For FY25, the process will include more direct engagement, especially with ESSER funds set to end, and aligning properly. Superintendent Gothard also noted that building sites received their budgets sooner, and included three rounds of interview and select.

- Director Ward noted that we do need to have a regular, standing way for the community to be involved to shape the budget, as well as the timing of the presentation of the budget. He also requested that the Board approve a process to help shape the budgeting for FY25, how the Board will receive information for FY25 earlier, and how the Board will be engaged as the budget is being shaped for FY25.
- Director Allen followed-up on her request to have the data disaggregated regarding achievement in schools.

7. WORK SESSION: FY24 BOARD OF EDUCATION BUDGET REVIEW

The Board then reviewed the proposed budget for the Board of Education, specifically. Changes were also presented, including the change in the legislative liaison and election contract with Ramsey County per UFARS. District cell phones were noted as a change, as well as funds for the Board Retreat(s). More information was requested on Fees for Services as noted in the budget document. Information was also requested on previous use of Travel and Conferences funds. Membership dues were also reviewed., as well as professional development opportunities and funds. Inflationary costs in salaries and benefits were also noted. Community engagement funds regarding Student Outcomes Focused Governance work were also discussed.

There was also a robust discussion on the streaming of Committee of the Board meetings, to increase transparency in our work. Viewership data was noted, as well as information on staffing. The potential changes to the format of Committee of the Board meetings was also reviewed. Discussion also focused on deeper ways of outreach and engagement with our current structure. A higher-quality of audio recording to be available was also discussed. Apps such as StreamYard were noted as a possibility. The Board recommended Administration to bring contract figures to the Board.

Further information was also requested on SEAB and the status of that contract.

8. ADJOURNMENT

Director Kopp moved to adjourn the meeting. Director Ellis and Director Allen seconded the motion. It passed by acclaim.

The meeting adjourned at 7:26 p.m.

For clarity and to facilitate research, these minutes reflect the order of the original Agenda and not necessarily the time during the meeting the items were discussed.

Prepared and submitted by:

Sarah Dahlke, Assistant Clerk, St. Paul Public Schools Board of Education

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

TOPIC: Future Meeting Schedule

2023 Regular Meeting Schedule

Time: 5:30 p.m. (unless noted otherwise)

Location: Conference Rooms A and B – 360 Colborne Street, Saint Paul, MN 55102
(unless noted otherwise)

- January 3, 2023 (Annual Organizational Meeting)
- January 17, 2023
- February 21, 2023
- March 21, 2023
- April 18, 2023
- May 23, 2023
- June 6, 2023 (Special Meeting – Non-Renewals) | 4:00 p.m. | Conference Room 5A
- June 20, 2023
- July 18, 2023
- August 22, 2023
- September 19, 2023
- October 24, 2023
- November 14, 2023
- December 19, 2023

2023 Committee of the Board Meeting Schedule

Time: 4:30 p.m.

Location: Conference Room 5A – 360 Colborne Street, Saint Paul, MN 55102

- January 3, 2023
- February 7, 2023
- March 7, 2023
- April 11, 2023
- May 9, 2023
- June 6, 2023
- August 9, 2023 – Wednesday
- September 5, 2023
- October 10, 2023
- November 8, 2023 – Wednesday
- December 5, 2023

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Acceptance of Gift from Adams Spanish Immersion PTO

A. PERTINENT FACTS:

1. Adams Spanish Immersion would like to accept a gift of \$10,461.28 from Adams Spanish Immersion PTO.
2. The \$10,461.28 will be used to purchase a climbing wall for our gymnasium.
3. This item meets the District's Strategic Plan Focus Area of Positive School and District Culture.
4. This item is submitted by Rob Sahli, Principal; Dr. Yeu Vang, Assistant Principal; and Andrew Collins, Executive Chief of Schools and Learning.

B. RECOMMENDATION:

That Board of Education authorizes the Superintendent to allow Adams Spanish Immersion to accept this gift from Adams Spanish Immersion PTO. This gift of \$10,461.28 will be deposited into the intraschool fund 19-410-291-000-5096-U001.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Acceptance of Gift from Central HS PAC

A. PERTINENT FACTS:

1. Central Senior High School would like to accept a gift of \$10,000.00 from the CHS Parent Advisory Council (PAC).
2. The \$10,000.00 will be used to support the Be The Change Design studio artist-in-residence provided by Leon Wang/Firebird Design Lab from January 1 through June 30, 2023..
3. This grant will meet the District strategic plan focus area of Positive School and District Culture by involving students in the design, production and implementation of community engagement art and message output.
4. This item is submitted by Cherise Ayers, Principal; Nancy Páez, Assistant Superintendent; and Andrew Collins, Executive Chief of Schools and Learning.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to allow Central High School to accept this gift from the CHS Parent Advisory Council. This gift of \$10,000.00 will be deposited into the GT .

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Acceptance of Prom Ticket Money from the Central PAC

A. PERTINENT FACTS:

1. The Central HS Parent Advisory Council facilitated online payment for the 2023 Prom tickets through the platform Ticket Stripe. Central High School would like to accept \$19,907.32 from the Central Parent Advisory Council, the amount that was net from the sale of 525 tickets.
2. The \$19,907.32 will be deposited into the Prom Intraschool fund to pay expenses associated with Central High School's Prom.
3. This project will meet the District strategic plan goals of Positive School and District Culture by supporting the prom committee at Central HS>
4. This item is submitted by Cherise Ayers, Principal; Nancy Páez, Assistant Superintendent; and Andrew Collins, Executive Chief of Schools and Learning

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to allow Central High School to accept these funds from Central HS PAC. \$19,907.32 will be deposited into the Prom intraschool fund 19-210-291-000-5096-P100.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Summer Leadership Program

A. PERTINENT FACTS:

1. Como Park Senior High School/MCJROTC would like to accept a monetary gift of \$6,000 from North Star Marine Veterans Corp.
2. Como Park Senior High School/MCJROTC was designated to receive the donation because of the Cadet Summer Leadership Program which includes a trip to a dude ranch in South Dakota, as well as National Parks.
3. This donation was awarded to the Como Park Senior High School MCJROTC in the amount of \$6,000.00.
4. This item will meet the District target area goal of ensuring high academic achievement and improved environment for MCJROTC students.
5. This item is submitted by Kirk Morris, Principal; Dr. Adam Lunz, Assistant Superintendent; and Andrew Collins, Executive Chief of Schools and Learning.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent to allow Como Park Senior High School/MCJROTC to accept a monetary gift from North Star Marine Veterans Corp of \$6,000.00. The money will be deposited into the JROTC intra-school account, 19-212-291-000-5096-J001, and will be used for the above projects.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Request for Permission to Accept a Grant from the Carlson Family Foundation

A. PERTINENT FACTS:

1. The Carlson Family Foundation is currently accepting grant applications for projects that ensure the adults who work with young people have the capacity and tools needed to help them realize their dreams and potential.
2. Saint Paul Public Schools Office of Equity has prepared an application for funds to expand the Innocent Classroom. The goal of this project is to train teachers at three schools to identify and positively engage each child's essential motivation. Staff at the program researched this grant opportunity.
3. Saint Paul Public Schools will serve as fiscal agent for the project. This grant is for approximately \$90,000. This grant project will support the initial implementation at three schools: Four Seasons A+ Elementary, St. Paul Music Academy, and Global Arts Plus.
4. This project aligns with the District strategic plan focus area of systemic equity by identifying and addressing institutional and systemic inequities.
5. This is a recurring grant-funded project. The project period is 24 months.
6. This item is submitted by Reyna Davila-Day, Grants Assistant; Leah Corey, Innovation Office Director; Stacey Gray Akyea, Executive Chief of Equity, Strategy & Innovation; Jackie Turner, Executive Chief of Operations & Administration.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to accept a grant to the Carlson Family Foundation for the funds to expand Innocent Classroom; to accept funds, if awarded; and to implement the project as specified in the award documents.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Request for Permission to Accept a Grant from Hiway Credit Union Foundation

A. PERTINENT FACTS:

1. Hiway Credit Union has been a long-standing partner of Saint Paul Public Schools. The Hiway-SPPS partnership includes a variety of student supports and educator opportunities, including paid student internships, financial literacy, educator externships, job site tours, student field trips, CTE Advisory Council membership, teacher grants, and more.
2. Saint Paul Public Schools Office of College and Career Readiness has prepared an application for funds to support the Saint Paul College Intro to Business Course at the 3M Advanced Training Center. This course offers an introduction to the United States business system. Students will explore economic principles, international business, business ethics, marketing, and financial principles. Staff at this department researched this grant opportunity.
3. Saint Paul Public Schools will serve as fiscal agent for the project. This grant is for approximately \$15,000.
4. This project aligns with the District strategic plan focus area of College and Career Readiness.
5. This is a new grant-funded project. The project period is for the 2023-2024 school year.
6. This item is submitted by Reyna Davila-Day, Grants Assistant; Leah Corey, Innovation Office Director; Stacey Gray Akyea, Executive Chief of Equity, Strategy & Innovation; Jackie Turner, Executive Chief of Operations & Administration.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to accept a grant from Hiway for funds to support the Intro to Business Course; to accept funds; and to implement the project as specified in the award documents.

INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS

DATE: June 20, 2023

TOPIC: Request for Permission to Accept a Grant from the Minnesota
Department of Education – Grow Your Own Grant - Pathway for Adults

A. PERTINENT FACTS:

1. The Minnesota Department of Education awards grant applications for projects that increase and diversify the teacher workforce in Minnesota. The adult pathway will provide tuition scholarships or stipends to enable district employees or community members who are People of Color or American Indian to participate in teacher preparation programs.
2. Saint Paul Public Schools Human Resources has prepared an application for funds to support the St. Paul Urban Teacher Residency (SUTR) program. The goal of this project is to sustain SUTR while creating undergraduate pathways to teacher licensure. The program recruits and prepares individuals who are passionate about teaching SPPS students and emphasizes recruiting and preparing more teachers of color and more culturally responsive teachers of all races/ethnicities. Funds will be used to increase the annual stipend to SUTR residents of color and provide extended payments throughout the summer. Staff at the department researched this grant opportunity.
3. Saint Paul Public Schools will serve as fiscal agent for the project. This grant is for approximately \$750,000. The project will affect SUTR cohort 8 residents.
4. This project aligns with the District strategic plan focus area of Systemic Equity.
5. This is a recurring grant-funded project. The project period is 60 months.
6. This item is submitted by Reyna Davila-Day, Grants Assistant; Leah Corey, Innovation Office Director; Stacey Gray Akyea, Chief of Equity, Strategy, and Innovation; and Jacqueline Turner, Executive Chief of Administration and Operations.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to accept a grant from the Minnesota Department of Education to sustain the SUTR program; to accept funds, if awarded; and to implement the project as specified in the award documents.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Request for Permission to Accept a Grant from The Minnesota Jewish Community Foundation

A. PERTINENT FACTS:

1. The Minnesota Jewish Community Foundation is accepting applications for projects that bring people together who are committed to building a better world through *tikkun olam*. However, you want to “repair the world,” we partner with you to give through a Jewish lens and connect you with causes and organizations that embody your values.
2. Staff at LEAP High School have received two grants to purchase supplies and attend events that support the social and emotional well-being of their students. The goal of this project is to increase and incorporate social emotional support and learning at LEAP, as well as making sure students feel comfortable, safe, heard, and supported at school. Staff at this school researched this grant opportunity.
3. Saint Paul Public Schools will serve as fiscal agent for the project. This grant is for approximately \$3,600.
4. This project aligns with the District strategic focus area of Positive School and District Culture.
5. This is a new grant-funded project.
6. This item is submitted by Reyna Davila-Day, Grants Assistant; Leah Corey, Innovation Office Director; Stacey Gray Akyea, Executive Chief of Equity, Strategy & Innovation; Jackie Turner, Executive Chief of Operations & Administration.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to accept a grant from The Minnesota Jewish Community Foundation; to support LEAP’s social and emotional support to their students; to accept funds; and to implement the project as specified in the award documents.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Request for Permission to Accept a Grant from the USDA's Fresh Fruit and Vegetables Program (FVPP)

A. PERTINENT FACTS:

1. The USDA's Fresh Fruits and Vegetables Program accepts grant applications for projects that introduce fresh fruits and vegetables as healthy snack options to elementary students at SPPS.
2. Saint Paul Public Schools Nutrition Services has prepared an application for funds to provide fresh fruits and vegetables to SPPS students. The goal of this grant is to provide an extra serving of fresh fruit or vegetables to elementary students during the school day and to help students learn lifelong healthy eating habits. Staff at this department researched this grant opportunity.
3. Saint Paul Public Schools will serve as fiscal agents for the project. This grant is for approximately \$721,125.
4. This grant does not align with a strategic focus area but provides essential operational support which creates a foundation for strategic projects to build upon.
5. This is a recurring grant project that will run through the 2023 - 2024 school year.
6. This item is submitted by Reyna Davila-Day, Grants Assistant; Leah Corey, Innovation Office Director; Stacey Gray-Akyea, Chief of Equity, Strategy, & Innovation; and Jacqueline Turner, Executive Chief of Administration and Operations.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent to accept a grant from the USDA's Fresh Fruit and Vegetable Program to provide fresh fruit and vegetables in the district; to accept funds; and to implement the project as specified in the award documents.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Request for Permission to Submit a Grant to 3M – Creating Greater Access to Skilled Trades Careers in Saint Paul 2023-2024

A. PERTINENT FACTS:

1. 3M is currently accepting grant applications for projects that build interest and achievement in STEM among underrepresented populations.
2. Saint Paul Public Schools Office of College and Career Readiness has prepared an application for funds to sustain programming at the district-wide career pathway center, located at Saint Paul College. The goal of this project is to increase opportunities for students to participate in college-level coursework and work experience aligned with high-wage, in-demand career fields. Staff at the program researched this grant opportunity.
3. Saint Paul Public Schools will serve as fiscal agent for the project. This grant is for approximately \$896,933. The center will serve approximately 400 high school students per year.
4. This project aligns with the District strategic plan focus area of College and Career Readiness by increasing opportunities for students to earn college credit, gain industry-recognized certifications, and learn through work experiences in high-wage, in-demand career fields.
5. This is a recurring grant-funded project. The project period is 12 months.
6. This item is submitted by Reyna Davila-Day, Grants Assistant; Leah Corey, Innovation Office Director; Stacey Gray-Akyea, Chief of Equity, Strategy, & Innovation; and Jacqueline Turner, Executive Chief of Administration and Operations.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to submit a grant to 3M for the funds to sustain programming at the district-wide career pathway center; to accept funds, if awarded; and to implement the project as specified in the award documents.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Request for Permission to Submit a Grant to 3M – STEM Partnerships in Saint Paul 2023-2024

A. PERTINENT FACTS:

1. 3M is currently accepting grant applications for projects that build interest and achievement in STEM among underrepresented populations.
2. Saint Paul Public Schools Office of Innovation has prepared an application for funds to support school year and summer programs funded by 3M Gives for the 2023-2024 school year. These programs include: FIRST Lego League, FIRST Tech Challenge, FIRST Robotics, middle school math clubs, science field trips, STEM Summer Program, and STEP. The goals of these programs are to build interest and engagement in STEM for students across the K-12 continuum. Staff at this department researched this grant opportunity.
3. Saint Paul Public Schools will serve as fiscal agent for the project. This grant is for approximately \$630,000. The project will affect all SPPS students in PreK-12.
4. This project aligns with the District strategic plan objective to increase opportunities for students to envision their future, explore careers and prepare for college.
5. This is a recurring grant-funded project. The project period is 12 months.
6. This item is submitted by Reyna Davila-Day, Grants Assistant; Leah Corey, Innovation Office Director; Stacey Gray-Akyea, Chief of Equity, Strategy, & Innovation; and Jacqueline Turner, Executive Chief of Administration and Operations.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to submit a grant to 3M to support school year and summer STEM programs in the 2023-2024 school year; to accept funds, if awarded; and to implement the project as specified in the award documents.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Request for Permission to Submit a Grant to Allina Health's Charitable Contribution Program

A. PERTINENT FACTS:

1. Allina Health accepts grant applications for projects that support student and staff mental health and wellness activities in Saint Paul Public Schools (SPPS).
2. Saint Paul Public Schools Student Wellness program has prepared an application for funds to support multiple district wellness initiatives including maintenance and support of the SPPS bicycle fleet and Safe Routes to School program, continued support and expansion of Naturethon, a wellness initiative that takes classroom learning outside, and to purchase and distribute inhaler spacers to enable students with asthma to improve their school attendance and participate fully in physical activities at school. The goal of this project is to pursue wellness initiatives in active living, healthy eating and mental wellness. Staff at the department researched this grant opportunity.
3. SPPS will serve as fiscal agent for the project. This grant is for approximately \$12,000.
4. This project aligns with the District strategic plan focus area of Positive School and District Culture.
5. This is a recurring grant-funded project. Allina Health has supported similar district Wellness Initiatives since 2012. The project period is 12 months.
6. This item is submitted by Reyna Davila-Day, Grants Assistant; Leah Corey, Innovation Office Director; Stacey Gray-Akyea, Chief of Equity, Strategy, & Innovation; and Jacqueline Turner, Executive Chief of Administration and Operations.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to submit a grant to Allina Health for funds to support the district Wellness Initiatives; to accept funds, if awarded; and to implement the project as specified in the award documents.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Request for Permission to Submit a Grant to The Asian Organizing Youth Leadership Program

A. PERTINENT FACTS:

1. The Asian American Organizing Project's Youth Action Team (YAT) is seeking grant applications from motivated Asian-identifying high schoolers for the 2023 Summer and the 2023-24 school year to work within their school and communities. Youth will be trained on leadership & research skills and the importance of Asian leadership & visibility in society during the summer of 2023.
2. Saint Paul Public Schools Washington Tech has prepared an application for funds to create an Asian and/or community engagement centered club. The goal of this project is to train students to work within their schools to build Asian solidarity and community power by hosting club activities and projects. Staff at this school researched this grant opportunity.
3. Saint Paul Public Schools will serve as fiscal agent for the project. This grant is for approximately \$1,200.
4. This project aligns with the District strategic plan focus area of Effective and Culturally Responsive Instruction.
5. This is a new grant-funded project. The project period is for the summer of 2023 to summer 2024.
6. This item is submitted by Reyna Davila-Day, Grants Assistant; Leah Corey, Innovation Office Director; Stacey Gray Akyea, Executive Chief of Equity, Strategy & Innovation; Jackie Turner, Executive Chief of Operations & Administration.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to submit a grant to the The Asian Organizing Youth Leadership Program for the funds to create a new club and train students to be leaders; to accept funds, if awarded; and to implement the project as specified in the award documents.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Request for Permission to Submit a Grant to the Minnesota Department of Education – National School Lunch Program Equipment

A. PERTINENT FACTS:

1. The Minnesota Department of Education is currently accepting grant applications for programs in Minnesota to purchase new equipment needed to 1) serve healthier meals; 2) improve food safety; or 3) help support the establishment, maintenance, or expansion of the School Breakfast Program.
2. Saint Paul Public Schools Nutrition Services Department has prepared an application for funds to purchase kitchen equipment to support the production of new menu items.
3. Saint Paul Public Schools will serve as fiscal agent for the project. This grant is for approximately \$25,000.
4. This project does not align with a strategic focus area but provides essential operational support which creates a foundation upon which strategic projects can be built.
5. This is a new grant-funded project. The project period is April 1st, 2023 to September 30th, 2023.
6. This item is submitted by Reyna Davila-Day, Grants Assistant; Leah Corey, Innovation Office Director; Stacey Gray-Akyea, Chief of Equity, Strategy & Innovation; Jackie Turner, Chief of Operations & Administration.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to submit a grant application to the Minnesota Department of Education for funds to purchase kitchen equipment; to accept funds, if awarded; and to implement the project as specified in the award documents.

INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS

DATE: June 20, 2023

TOPIC: Request for Permission to Submit a Grant to the Minnesota Department of Education;
Part C American Rescue Plan (ARP) Funds: Equity Loan Forgiveness and Retention
Incentive Grants

A. PERTINENT FACTS:

1. The Minnesota Department of Education received, from the state, a one-time, supplemental grant award through the American Rescue Plan (ARP) Act funds in March 2021 for Part C system and programs. In response to this expressed need, the Minnesota Department of Education (MDE) is making up to approximately \$1,000,000 in total funding available to identified Part C providers through the districts and cooperatives' Part C programs as either loan forgiveness or retention incentive meeting the requirements of working to stabilize and strengthen Part C providers who are from or working with communities that are marginalized in Minnesota.
2. Saint Paul Public Schools Office of Specialized Services/Early Childhood Special Education Program has submitted a grant to provide retention incentives in the amount of \$2,500 to each staff member who provides early intervention services to Birth-3 families. The goal of this grant is to retain highly qualified staff who work with SPPS' marginalized students and caregivers who qualify for Part C services.
3. Saint Paul Public Schools will serve as the fiscal agent for the project. This grant is for approximately \$135,000. 54 staff members will be impacted by this grant. 375 children aged birth to 3 and their families will continue to receive high quality early intervention services from highly trained and knowledgeable staff.
4. This project will meet the district strategic plan goals of Positive School and District Culture and Family and Community Engagement by keeping highly trained staff in the district to support families receiving specialized services and early childhood special education programming.
5. This is a new grant project and funds must be spent by September 2023.
6. This item is submitted by Reyna Davila-Day, Grants Assistant; Leah Corey, Innovation Office Director; Stacey Gray-Akyea, Chief of Equity, Strategy, & Innovation; and Jacqueline Turner, Executive Chief of Administration and Operations.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to submit a grant to the Minnesota Department of Education for the funds to support retention of Specialized Services and Early Childhood

Special Education; to accept funds, if awarded; and to implement the project as specified in the award documents.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Request for Permission to Submit a Grant to the Minnesota Department of Transportation – Safe Routes to School Boost Program

A. PERTINENT FACTS:

1. The Minnesota Department of Transportation's Safe Routes to School program is currently accepting grant applications for non-infrastructure projects that support the goals of Safe Routes to School. The Boost grant program will support communities with existing Safe Routes to School plans, or other comprehensive approaches, in advancing non-infrastructure strategies for schools that support making it safe, easy and fun for students to walk and bicycle to school.
2. Saint Paul Public Schools Student Health and Wellness Department has prepared an application for funds to install a traffic garden at Phalen Lake Hmong Studies school. A traffic garden is a mini street grid in a space without cars where students practice safe walking and biking skills. The goals of this project are to provide dedicated space for walk/bike education and provide a realistic streetscape to practice on-street biking skills. SPPS Facilities staff will design and oversee installation of the garden, in consultation with school staff.
3. Saint Paul Public Schools will serve as fiscal agent for the project. This grant is for approximately \$44,000. The project will affect approximately 700 students at Phalen Lake Hmong Studies school.
4. This project aligns with the District strategic plan focus area of Program Evaluation/Resource Allocation by allocating resources strategically with grant funding.
5. This is a new grant-funded project. The project period is summer 2023 through June 2025.
6. This item is submitted by Reyna Davila-Day, Grants Assistant; Leah Corey, Innovation Office Director; Stacey Gray Akyea, Executive Chief of Equity, Strategy & Innovation; Jackie Turner, Executive Chief of Operations & Administration.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to submit a grant to the Minnesota Department of Transportation for the funds to install a traffic garden at Phalen Lake; to accept funds, if awarded; and to implement the project as specified in the award documents.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Request for Permission to Submit a Grant to Saint Cloud State University

A. PERTINENT FACTS:

1. The Saint Cloud State University provides grants that support professional development among teachers of Mandarin and culture-infused activities within schools that teach Mandarin.
2. Saint Paul Public Schools Office of Teaching and Learning has prepared an application for funds to support student and teacher activities in Mandarin language classes. The goal of this project is to provide cultural enrichment opportunities to students so that they can better understand and appreciate Chinese culture as well as the language.
3. Saint Paul Public Schools will serve as fiscal agent for this project. This grant is for approximately \$10,000.
4. This project aligns with the district strategic plan focus area of Effective and Culturally Relevant Instruction by supporting Mandarin language classes.
5. This is a recurring grant-funded project, now in its sixth year.
6. This item is submitted by Reyna Davila-Day, Grants Assistant; Leah Corey, Innovation Office Director; Stacey Gray Akyea, Executive Chief of Equity, Strategy and Innovation; and Jacqueline Turner, Executive Chief of Administration and Operations.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to submit a grant to the Saint Cloud State University to support academic and professional development activities in Mandarin language classes; to accept funds, if awarded; and to implement the project as specified in the award documents.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Request for Permission to Submit a Grant to the Sauer Family Foundation

A. PERTINENT FACTS:

1. The Sauer Family Foundation is currently accepting grant applications for projects that invest in strengthening the well-being of children so they thrive in their families and communities. The Sauer Family Foundation funds in the areas of Family Relationships, Resilience to Trauma, Educational Success and Diverse Workforce.
2. Saint Paul Public Schools Maxfield Elementary has prepared an application for funds to purchase classroom resources and decodables to support evidence-based literacy instruction. The name of this project is *Raising Readers* and the goal is to expand the importance of building word wealth and background knowledge through literacy for students at Maxfield. Staff at this school researched this grant opportunity.
3. Saint Paul Public Schools will serve as fiscal agent for the project. This grant is for approximately \$25,000.
4. This project aligns with the District strategic plan focus area of Effective and Culturally Responsive Instruction.
5. This is a new grant-funded project. The project period is for the 2023-2024 school year.
6. This item is submitted by Reyna Davila-Day, Grants Assistant; Leah Corey, Innovation Office Director; Stacey Gray Akyea, Executive Chief of Equity, Strategy & Innovation; Jackie Turner, Executive Chief of Operations & Administration.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to submit a grant to the Sauer Family Foundation for the project *Raising Readers*; to accept funds, if awarded; and to implement the project as specified in the award documents.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Request for Permission to Submit a Grant to Trust for Public Land - Community School Yard Renovation Program

A. PERTINENT FACTS:

1. The Trust for Public Land transforms Minnesota schoolyards into park-like spaces, designed by the community to improve health, equity, climate, and educational outcomes. The Community School Yard Renovation program includes community engagement and project management support from Trust for Public Land, professional landscape design services, and opportunities for learning and sharing through a network of schoolyard projects and champions.
2. Staff at Maxfield Elementary and Facilities have prepared an application for funds to support the creation of a community school yard park. The goal of this project is to provide a vibrant, modern park where children and community members can play, explore, and soak up the benefits of time outside even after school hours. Maxfield and facilities have established a relationship with the Trust for Public Land organization and this grant will support the work of the partnership.
3. Saint Paul Public Schools will serve as fiscal agent for this project. This grant is for approximately \$150,000 and will require a \$25,000 match from the district.
4. This project aligns with the district strategic plan focus area of Positive School and District Culture and Family and Community Engagement.
5. This is a new grant-funded project that will begin in Fall 2023 until 2026.
6. This item is submitted by Reyna Davila-Day, Grants Assistant; Leah Corey, Innovation Office Director; Stacey Gray-Akyea, Chief of Equity, Strategy, & Innovation; and Jacqueline Turner, Executive Chief of Administration and Operations.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to submit a grant to Trust for Public Land to support the creation of a community school yard park; to accept funds, if awarded; and to implement the project as specified in the award documents.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Amendment to Change Inc. Navigator Contract in SPPS for School Year 2022-23, 2023-24

A. PERTINENT FACTS:

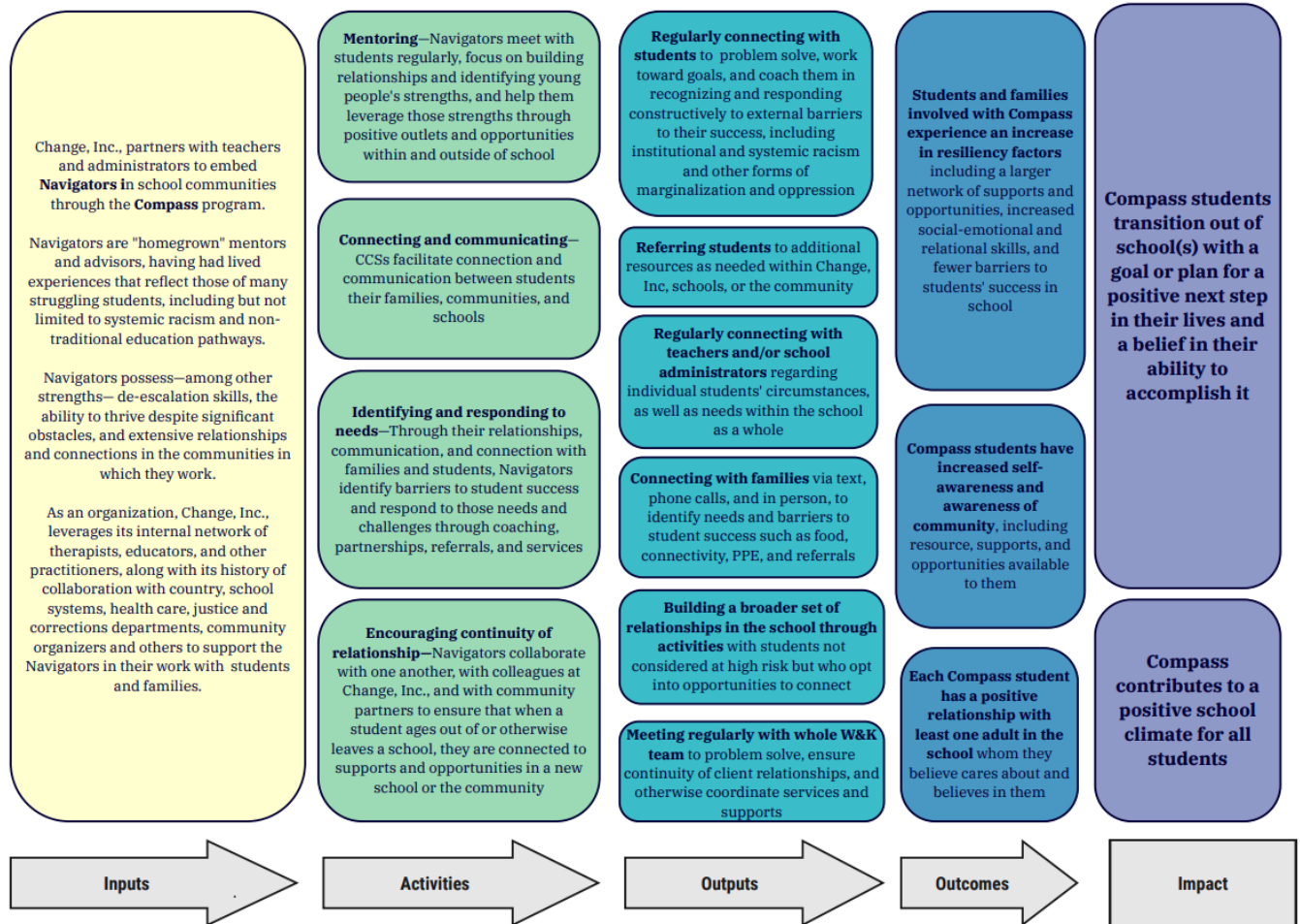
1. This recommendation reflects an increase to the current Change Inc. contract. This change will result in additional amounts exceeding \$175,000.
2. Change Inc. will provide additional Navigators at SPPS high schools. Existing and additional Navigators will continue the focus on school attendance and engagement and the increase in funding provides additional credit recovery services. Navigators will regularly connect with students and families to provide support to increase attendance, engage in schools and recover lost credits.
3. Working in collaboration with school staff and students, additional Change Inc. Navigators will build relationships with students to increase attendance, and engage in activities to recovery lost credits towards graduation. Navigators are also able to refer students and families to additional resources, as necessary to provide support for students at-risk.
4. This contract continues to be in place for the 2022-23 and 2023-24 School Years.
5. The original contract indicated that fees for services would not exceed \$500,000 for each fiscal year. The updated contract states fees for services are not to exceed \$600,000 for Fiscal Year 2022-23 and \$780,000 for Fiscal Year 2023-24. This is funded by American Rescue Plan (ARP dollars) allocated for increasing student attendance, engagement and credit recovery.
6. This contract will meet the District strategic plan focus area of Positive School and District Culture, and Family and Community Engagement. This contract will also support necessary work identified in the American Rescue Plan (ARP) related to supporting student social emotional needs and engagement related to attendance and credit recovery.
7. This item is submitted by Adam Kunz, Assistant Superintendent; and Andrew Collins, Executive Chief of Schools and Learning.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to approve the expenditure of ARP funds in an amount not to exceed \$600,000 for Navigators provided by Change Inc. for fiscal year 2022-23 and \$780,000 for fiscal year 2023-24. This amount supports the work of Navigators at Como, Gordon Parks, Harding, Highland Senior, Humboldt, Johnson, Washington.

Change Inc. Navigators in SPPS for School Year 2022-23 and 2023-24.

The Compass Program® is a school-based mentoring and community-building model **focused on supporting students at risk of school failure due to academic or behavioral circumstances**. Students are referred by teachers, parents (via the school), school-based mental health care providers, or district-level staff.



**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Benefits Enrollment Decision Software Services with The Jellyvision Lab, Inc.

A. PERTINENT FACTS:

1. The District is in the second year of medical insurance plan through Medica, and entering a fourth year of medical insurance through PEIP. The School District provides insurance coverage for approximately 5,800 active employees in all bargaining groups. These multiple plans for employee benefits continue to be complex to communicate to staff of differing bargaining groups, and the benefits staff ability to provide necessary assistance to employees is severely limited. An RFP was sought to determine appropriate benefit counseling services for the 15 medical plan options for active employees in addition to dental, vision, life, disability, and voluntary benefits. The Jellyvision Lab, Inc. (also referred to as "ALEX") is the incumbent vendor.
2. Two bidders participated in this RFP, The Jellyvision Lab, Inc., and Flimp. The Jellyvision Lab, Inc. services were found to be more capable of handling the Districts' complexities, and allows for numerous customizations. Jellyvision services are provided to give employees a customized review of the new benefit plans through benefit counseling, as well as assistance determining other insurance coverage available to employees both as new hires and during open enrollment. In addition, Jellyvision services include communications to employees during Open Enrollment via text and email platforms to encourage employee review and drive enrollment decisions.
3. Participation in the Jellyvision software is voluntary, and employees will be encouraged to utilize the software to make their benefit selections both as new hires and for the new plan year during Open Enrollment.
4. The District currently has been offered a five-year rate guarantee for the software subscription, including development, customizations, and implementation, for \$170,352 each year for the year beginning October 1, 2023.
5. The costs for these rates have been incorporated into the premium costs for active employees, and COBRA administration fees, a burden of \$1.58 to \$2.53 per person, per month, dependent upon the plan selected of medical insurance.
6. The Districts Benefit Labor Management Committee recommends acceptance of this contract.
7. This agreement supports the District's goal of aligning resource allocation to District priorities.
8. This item is submitted by Gina Carlson, Benefits Manager; Patty Norwig, Assistant Director, Total Rewards; Patricia Pratt-Cook, Executive Chief of Human Resources and Talent Acquisition.

B. RECOMMENDATION:

That the Board of Education approve a contract with The Jellyvision Lab, Inc. for employee benefits counseling, effective October 1, 2023 at the proposed rates.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: May 29, 2023

TOPIC: K-10 FASTBridge Reading Screener Renewal

A. PERTINENT FACTS:

1. FAST™ has been our current reading and math screener since 2016 for students in Kindergarten through 9th grade to provide online screening assessments, progress monitoring and support for interventions in literacy and mathematics.
2. 27,000 students are currently rostered in FAST™ and have been screened. We would like to renew this contract with FAST™ and include tenth grade students.
3. The proposed agreement with FastBridge includes:
 - a. The FastBridge earlyReading assessment is an effective screening tool for schools identifying students who are at-risk readers, including those with dyslexia or other reading disabilities.
 - b. iPad ready assessments that will reduce the assessment time for teachers and students as well as increase the reliability and validity of data gathered
 - c. Capture of all formative reading assessments including screening and ongoing progress monitoring
 - d. Generate multiple data reports to help create a profile for each student for teachers to make instructional decisions and generate reports of student progress at the student, classroom, grade, and district level
 - e. Support personalized learning through differentiated small groups instruction by having current and relevant data from screener and progress monitoring
 - f. MDE requires all school districts to use an approved assessment to report the data in the Read Well By Third Grade Report. FAST™ is approved by MDE.
4. This will be funded through the 2023-24 Personalized Learning Through Technology (PLTT) budget. Total cost of the contract will not exceed \$215,000.
5. This purchase aligns with the SPPS Achieves Long-term Student Outcome to Increase Academic Growth in Reading and Math for all students by increasing our capacity to meet the instructional needs of each learner through culturally relevant instruction.
6. This item is submitted by: Susan Braithwaite, K-5 Elementary Content Supervisor,; Maijue Lochungvu, Assistant Director, Office of Teaching and Learning; Craig Anderson, Executive Director, Office of Teaching and Learning

B. RECOMMENDATION:

The Board of Education authorizes the Superintendent to enter into a contract with FastBridge/Illuminate. The total cost for services will not exceed \$215,000.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: ITB#A227657-A
Fresh Bakery Items

A. PERTINENT FACTS:

1. The Saint Paul Public Schools' Nutrition Services Department has established a contract for furnishing and delivery of fresh bakery items for a two-year period with Bimbo Bakeries USA.
2. The Following Company was scored based on the proposals they submitted. The total score possible was 120 points.

Bimbo.....112 points

3. The Nutrition Services Department requests authorization to establish the contract with Bimbo Bakeries USA for a two-year period, beginning July 1, 2023 through June 30, 2025, for the estimated value of \$245,000 annually.
4. This contract will be reviewed by Mee Chang, before any order is placed to ensure compliance with procurement statutory and policy requirements
5. Funding will be provided from the Nutrition Services budget 02-005-680-701-6490-0000.
6. This project will provide students with nutritious meals to help the district meet its goal of ensuring high academic achievement for all students.
7. This item is submitted by Stacy Koppen, Nutrition Services Director, and Jackie Turner, Chief of Administration & Operations Officer.

B. RECOMMENDATION:

That the Board of Education authorize the renewal of ITB#A227657-A to Bimbo Bakeries USA for furnishing and delivery of fresh bakery items for the period of July 1, 2023 through June 30, 2025, for an estimated value of \$245,000 annually to Bimbo Bakeries USA.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Request for Authorization to Award ITB#A227746-A
Large Equipment SY22-23

A. PERTINENT FACTS:

1. Saint Paul Public Schools' Nutrition Services Department is purchasing foodservice equipment.
2. ITB# A227746-A was issued to establish a contract for food service equipment and was awarded by line item.

<u>Company</u>	<u>Total</u>
Culinex	\$124,642.44
Douglas Equipment	\$34,953.89
Trimark-Hockenbergs	\$96,497.78

3. The Nutrition Services Department requests authorization to establish a contract with Culinex, Douglas Equipment and Trimark-Hockenbergs Equipment for the purchase of equipment.
4. This contract will be reviewed by Brian Cihacek, before any order is placed to ensure compliance with procurement statutory and policy requirements
5. Funding will be provided from Nutrition Services budget 02-005-680-707-6530-0000.
6. This project will provide students with nutritious meals to help the district meet its goal of ensuring high academic achievement for all students.
7. This item is submitted by Stacy Koppen, Nutrition Services Director, and Jackie Turner, Chief of Administration & Operations Officer.

B. RECOMMENDATION:

That the Board of Education authorizes the award of ITB# A227746-A Large Equipment to Culinex, Douglas Equipment, and Trimark-Hockenbergs Equipment for the values of \$124,642.44, 34,953.89, and \$96,497.78; respectively.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Request to Sign the Contract between Minnesota State and SPPS
pertaining to PSEO by Contract Courses offered at the 3M Advanced
Training Center

A. PERTINENT FACTS:

1. Request to approve the contract between Minnesota State Colleges and Universities and SPPS pertaining to PSEO by Contract Courses offered at the 3M Advanced Training Center on the Saint Paul College Campus.
2. The Districtwide Career Pathways Program offers SPPS students equitable access to: college courses, industry certifications, career readiness, and work-based learning experiences. The advanced nature of these courses and opportunities cannot be sustained at each individual high school, so they are accessible to all students through the Districtwide Careers Pathways Program at the 3M Advanced Training Center. Students complete core classes at their home high school in the morning and then attend the center in the afternoon. Foundational Career Pathway courses are offered at SPPS home high schools.
3. PSEO by Contract courses are college courses that are taught by college faculty to a classroom of only SPPS students. These courses are implemented through a contract between a school district and postsecondary partner(s), and do not impact the ADM.
4. 3M provides the funding for these PSEO by Contract courses including: course fees, faculty cost, books, and materials.
5. This item is submitted by Carita Green, Executive Director of the Office of College and Career Pathways and Student Supports and Andrew Collins, Executive Chief of Schools & Learning.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to approve the request to sign the contract between Minnesota State and SPPS pertaining to PSEO by Contract classes offered at the 3M Advanced Training Center.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Request to Sign Concurrent Enrollment Contract with Saint Paul College.

A. PERTINENT FACTS:

1. Request to sign Concurrent Enrollment Contract with Saint Paul College.
2. Throughout the years, this partnership has supported students from the following high schools: AGAPE, Como Park, Gateway, Harding, Highland Park, Humboldt, Johnson, and Washington. This agreement provides students the opportunity to earn Saint Paul College credits per semester course. These rigorous course options help prepare students for college and career, and also save students/families tuition dollars by allowing them to take college courses while in high school. Concurrent Enrollment courses may be available at any SPPS high school; SPPS instructors must meet the required credentials as determined by Saint Paul College staff.
3. This has been an ongoing partnership with a similar request approved last year; this will be an annual request.
4. Fees paid to Saint Paul College are at the rate of \$3,000 per concurrent enrollment course. The cost for all courses for the 2022-23 school year is \$54,000.00.
5. This partnership aligns with the SPPS Achieves long-term outcome of preparing all graduates for college, career and life.
6. This item is submitted by Carita Green, Executive Director of College and Career Pathways and Student Supports; and Andrew Collins, Executive Chief of Schools and Learning

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to sign the Concurrent Enrollment Contract between Saint Paul Public Schools and Saint Paul College for FY23.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Request for Proposal (RFP) 23-2667-JG Pupil Transportation Services
School Year 2023-2024

A. PERTINENT FACTS:

1. This RFP establishes the rates for school bus routes, field and athletic trips, summer routes, and other transportation services for the 2023-2024 school year. The period of the contract is from September 2023 to August 2024. This is an additional contractor that the District has not previously establish.
2. The committee reviewed their proposal from the submissions and found Transit Team to be the highest ranking.
3. The RFP is being awarded for the School Year 2023-2024 with no ability to extend beyond.
4. The District was interested in bringing back Yellow Bus service to two High Schools. Transportation needed to follow the RFP process to find additional service. Transit Team ranked highest out of all submissions.
5. This supports the District Strategic Goal of aligning resources to district priorities through a safe and efficient student transportation system.
6. Submitted by Benjamin Harri, Director, Transportation; and Jackie Turner, Executive Chief Admin and Operations.

B. RECOMMENDATION:

That the Board of Education authorizes the Superintendent (designee) to award contract based on responses to Request for Proposal No. 23-2667-JG for additional Yellow buses for Student Transportation to Transit Team for school year 2023-2024, with no ability to extend the contract beyond.

Transportation Department
St. Paul Public Schools
261 Chester Street
Saint Paul, Minnesota 55107

EXSUM

Transportation Department Student Transportation Contract Transit Team 23-3667-JG

June 20th, 2023

BLUF: The SPPS Transportation Department entered into an RFP for additional buses due to the desire to move more High Schools back to Yellow Bus service. With the commitments we received from current contractors we would not have enough yellow buses to serve additional High School students.

The SPPS Transportation Department has determined that by selecting Transit Team, we will be able to extend transportation service to at least two additional High Schools. This will allow for an additional contractor to learn our system and expand our services for upcoming years.

Conclusion:

SPPS Transportation supports the extension of a contract to Transit Team for the 2023-2024. This is in addition to the current school bus contract with the current vendors.

Benjamin Harri
Director of Transportation
Saint Paul Public Schools

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 5, 2023

TOPIC: Request For Proposal (RFP) Extension No.A20-0547-A Student
Transportation for 2023-2024 School Year

A. PERTINENT FACTS:

1. This RFP establishes the rates for school bus routes, field and athletic trips, summer routes, and other transportation services for the 2023-2024 school year. The period of the contract is from September 2023 to August 2024.
2. The RFP extension committee reviewed the proposals and determined the best approach for student transportation using specific criteria including an extensive evaluation of vendor performance, operational and safety records, vendor capacity, and price. The RFP also included the ability to negotiate prices.
3. The RFP is being awarded for the School Year 2023-2024 with no ability to extend beyond the 2023-2024 school year.
4. Since last year, transportation costs increase an average of 14.43%
 - The increase is the result of higher wages, and driver retention.
 - Fleet maintenance labor and equipment also contributed to the increase.
5. This supports the District Strategic Goal of aligning resources to district priorities through a safe and efficient student transportation system.
6. Submitted by Benjamin Harri, Director, Transportation; and Jackie Turner, Executive Chief Operations Officer.

B. RECOMMENDATION:

That the Board of Education authorizes the Superintendent (designee) to award contracts based on responses to Request for Proposal No. A20-0547-A for Student Transportation for School Year 2023-2024, with no ability to extend the contracts beyond.

Transportation Department
St. Paul Public Schools
261 Chester Street
Saint Paul, Minnesota 55107

EXSUM

Transportation Department Student Transportation Contract Extension

June 20th, 2023

BLUF: The SPPS Transportation Department entered into a four year contract with four yellow school bus vendors in August 2020. Six of the seven contractors have been providing service to SPPS. The contract is termed a 2+2 contract. The rates were established for the first two years of the contract and the final years are negotiated near the expiration of the first two years and the end of the 3rd year. Contractors continue to have difficulty retaining existing drivers and hiring new drivers. They have been increasing salaries yearly to retain drivers and attract new hires. We are seeing these increases come back to the district in our costs. Their rates have increased above and beyond Minnesota's CPI. Contractors anticipate increasing the wage again for the fall of 2023. Starting wages for school bus drivers are now between \$25 and \$29 per hour and may increase beyond those numbers.

The SPPS Transportation Department has determined that extending the contract to our current yellow school bus vendors is in the best interest of the school district. Stability with our yellow school bus vendors allows for safety and efficiency in our system. The SPPS Transportation department will continue to route efficiently to minimize the number of buses required to transport SPPS students.

Conclusion:

SPPS Transportation supports the extension of the current school bus contract with the current vendors.

Benjamin Harri
Director of Transportation
Saint Paul Public Schools

Saint Paul Public Schools
Transportation Department

Request for Proposal Bid #A20-0547-A, extension

The Request for Proposal covers transportation service for the 2023-2024 school year.

There were six respondents who submitted transportation proposals. The actual route assignments will be based on route service needs, and finalized during the summer. The current projected AM/PM route service contract assignments are:

	No. of Routes	SY 2022-23	No. of Routes	SY 2023-24
Bille Bus Co.	20	\$1,896,600	25	\$2,778,125
First Student Transportation	91	\$8,760,204	100	\$11,270,000
Minnehaha Transportation	50	\$4,451,400	55	\$5,746,125
Monarch Bus Service	16	\$1,562,520	20	\$2,222,500
Lorenz Bus Service	15	\$1,467,525	12	\$1,239,798
Safe-way Bus Company	8	\$727,195	8	\$801,794
Estimated cost	200	\$18,865,444	220	\$24,058,342

Only low quote providers based on Request for Proposal criteria, including price, past performance, operational and safety records, and vendor capacity, can be awarded projected routes for St. Paul Public Schools. We have opened an RFP for additional route coverage if the District would like to add High Schools back to yellow service.

Rates for summer and late activity service and the field trip/activity trip quoted rates will be based upon the quoted rates in other service categories. Additional service ordered is based upon the low quote rates.

Contractor Comparison

Background

- Six vendors were involved in the RFP extension process for St. Paul Schools Transportation; First Student, Monarch Inc, Safe Way Bus, Minnehaha Transportation, Bille Bus, and Lorenz Bus Service . All six vendors have operated with St. Paul Public Schools the previous year.
- Low bids for the four (4) hour to/from base are in the following order: Safe Way Bus Co., Minnehaha Transportation, Lorenz Bus Service, Bille Bus Co., Monarch Bus Co., First Student.
- First Student Inc. is a national company. Monarch Bus Co., Safeway Bus Co., Minnehaha Transportation, Bille Bus, and Lorenz Bus Service are local companies.

RFP Process

- Process began with proposals due April, 2023
- All vendors had the opportunity to meet with the SPPS evaluation team.
- Negotiation continued through May 23rd, 2023.
- Evaluation Team met on June 5, 2023 to finalize the outcome of the process.

Evaluation Team

- The evaluation team is comprised of four SPPS transportation employees.
- The evaluation team discussed pros and cons regarding all vendors. It was determined that each vendor could provide the service requested. Service level of the current vendors was discussed.
- 200 routes were contracted at the end of SY22-23. Although the number of drivers available appears to be increasing we are cautious of some contractor's ability to meet their proposed or requested numbers. If we can increase the number of buses to approximately 220, we can return yellow bus service to two High Schools. We hope that with rates increasing, contractors will continue to increase staffing levels.

Evaluation Team Proposal

- The evaluation team agreed to the following distribution of transportation services for SPPS.

First Student	100 Routes	Proposed up to 130 routes.
Safeway Bus Co.	8 Routes	Requested 8 routes.
Monarch Bus Co.	20 Routes	Proposed up to 40 routes
Minnehaha Transportation	55 Routes	Proposed up to 80 routes
Bille Bus	25 Routes	Proposed up to 30 routes
Lorenz Bus Service	12 Routes	Requested at least 15, more TBD

Total 220 Routes

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Request to Sign the Financial Accounting and Business Ethics PSEO by
Contract Agreement with Saint Paul College

A. PERTINENT FACTS:

1. Request to sign the PSEO By Contract Agreement with Saint Paul College for ACCT 2410 (Financial Accounting) and BUSN 2465 (Business Ethics).
2. This partnership supports students in the Academy of Finance at Como Park High School.
3. SPPS will pay \$21,000 total for both courses. Any books and materials purchased by SPPS will be the property of SPPS. This has been an ongoing partnership with a similar request as approved last year; this will be an annual request.
4. This partnership aligns with the SPPS Achieves long-term outcome of preparing all graduates for college, career and life.
5. This item is submitted by Carita Green, Executive Director of College and Career Pathways and Student Supports and Andrew Collins, Executive Chief of Schools and Learning.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to sign the PSEO by Contract Agreement between Saint Paul Public Schools and Saint Paul College for FY23.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Spending Accounts for FSA, DCFSA, and HSA with Optum

A. PERTINENT FACTS:

1. The District currently offers Flexible Spending Accounts (FSA) and Dependent Care Spending Accounts (DCFSA) through HealthPartners, and Health Savings Spending Accounts (HSA) through Optum Financial for approximately 5,700 active, benefit-eligible employees. The current contract for these offerings expires 12/31/2023.
2. Fifteen vendors submitted proposals for this RFP, including Alight, Ameriflex, ASIFlex, Fidelity, HealthEquity, HealthPartners (incumbent for FSA/DCFSA), HSA Bank, Medica, MetLife, Optum (incumbent for HSA), PayFlex, ThrivePass, TASC, Voya, and Wex. ASIFlex and HealthPartners declined to quote for HSA, as they do not offer those products. HealthEquity declined to quote for FSA/DCFSA as they do not offer those products.
3. Three bidders were selected to participate in the finalist phase, Alight, Optum, and Wex. All vendors completed a thorough application, teleconference presentation, as well as negotiations and reference checks. All vendors were asked to quote services to match the current plans.
4. The District has selected Optum Financial as the vendor, with a five-year, rate-guaranteed contract beginning January 1, 2024 through December 31, 2029. Optum's proposal was financially competitive with a rate decrease for Health Care Administration Fees from \$2.50 to \$1.75 per member, per month (PMPM), a rate decrease for Dependent Care Administration Fees from \$2.50 to \$1.75 PMPM, no monthly fees from the current \$400 rate, and a rate decrease for the Monthly Maintenance Fees for HSA accounts from \$0.50 to \$0.00 PMPM. The District's estimated 2024-2029 total ongoing costs shall be reduced by approximately \$25,314, for an estimated yearly cost of approximately \$13,314.
5. The District's Benefit Labor Management Committee recommends acceptance of this contract at the proposed rates.
6. This agreement supports the District's goal of aligning resource allocation to District priorities.
7. This item is submitted by Gina Carlson, Benefits Manager; Patty Norwig, Assistant Director, Total Rewards; and Patricia Pratt-Cook, Executive Chief of Human Resources.

B. RECOMMENDATION:

That the Board of Education approve a five year contract with Optum Financial, effective January 1, 2024, at the proposed rates.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Construction Manager as Advisor Services for Farnsworth Upper HVAC Replacement (Project # 1030-23-01)

A. PERTINENT FACTS:

1. This agenda item seeks approval to award Construction Manager as Advisor services and pass through general conditions for the Farnsworth Upper HVAC Replacement (Project # 1030-23-01). The Board approved Gate Check 2 on April 18, 2023 indicating the Board's direction to issue a request for proposal (RFP) to secure said services.
2. In alignment with Board and Procurement protocols, a Request for Qualifications (No. A21-1305-A) was issued early 2021 to review the qualifications of existing consultants and expand the slate of Board approved consultants. The selected consultants were approved by the Board on March 23, 2021. The District this slate to issue targeted solicitations with Requests for Proposals (RFP) for specific projects. RFP responses are reviewed using consistent metrics and a consultant is selected for award of contract.
3. This contract provides all profession consultant Construction Manager as Advisor services and pass through general conditions for the Farnsworth Upper HVAC Replacement project.
4. The Project phase gate schedule is currently:

Gate # and Description	Date
#1 – Master Planning #1A – Finance Update	March 23, 2021
#2 – Project Charter (Predesign) #2A – Finance Update	April 18, 2023
#3 – Project Budget #3A – Finance Update	December 2023 (anticipated)
#4 – Contract Award #4A – Finance Update	October 2024 (anticipated)
#5.1 – Project Close-Out #5.1A – Finance Update	September 2026 (anticipated)
#5.2 – Final Project Summary #5.2A – Final Finance Summary	September 2027 (anticipated)

5. Funding for this work is provided by Capital Bonds and Long-Term Facilities Maintenance. A summary of the current project budget is as follows:

Rough Order of Magnitude Estimate	Current Obligations	Invoiced to Date	Percent Invoiced
\$10,500,000- \$12,000,000	\$1,149	\$1,149	0%

6. The following vendor was selected:

73

Not-to-Exceed Fee

Knutson Construction.\$766,542

7. A summary of current and anticipated funding is as follows:

Funding Source	Amount
LTFM FY23-27*	\$9,562,500
CAP FY23-27	\$1,687,500

*LTFM Bond FY24-27 funding is subject to FY24-27 Long Term Facility Maintenance (LTFM) Plan approval by the Board of Education and the Minnesota Department of Education.

8. This project meets the District Strategic Plan goals by aligning resource allocation to District priorities.
9. This item is submitted by Tom Parent, Executive Director of Operations and Administration; Lisa Rider, Controller; Tom Sager, Executive Chief of Financial Services; and Jackie Turner, Chief Administration and Operations Officer.

B. RECOMMENDATION:

That the Board of Education authorize award of construction manager as advisor services and pass through general conditions to Knutson Construction for the not-to-exceed fee of \$766,542.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Design Services for Farnsworth Upper HVAC Replacement (Project # 1030-23-01)

A. PERTINENT FACTS:

1. This agenda item seeks approval to award design and construction administration services for the Farnsworth Upper HVAC Replacement (Project # 1030-23-01). The Board approved Gate Check 2 on April 18, 2023 indicating the Board's direction to issue a request for proposal (RFP) to secure said services.
2. In alignment with Board and Procurement protocols, a Request for Qualifications (No. A21-1401-A) was issued Spring of 2021 to establish a slate of Board approved consultants with a standard contract form. The selected consultants were approved by the Board on June 22, 2021. The District will use this slate to issue targeted solicitations with Requests for Proposals (RFP) for specific projects. RFP responses are reviewed using consistent metrics and a consultant is selected for award of contract.
3. This contract provides design and construction administration services for the Farnsworth Upper HVAC Replacement project.
4. The Project phase gate schedule is currently:

Gate # and Description	Date
#1 – Master Planning #1A – Finance Update	March 23, 2021
#2 – Project Charter (Predesign) #2A – Finance Update	April 18, 2023
#3 – Project Budget #3A – Finance Update	December 2023 (anticipated)
#4 – Contract Award #4A – Finance Update	October 2024 (anticipated)
#5.1 – Project Close-Out #5.1A – Finance Update	September 2026 (anticipated)
#5.2 – Final Project Summary #5.2A – Final Finance Summary	September 2027 (anticipated)

5. Funding for this work is provided by Capital Bonds and Long-Term Facilities Maintenance. A summary of the current project budget is as follows:

Rough Order of Magnitude Estimate	Current Obligations	Invoiced to Date	Percent Invoiced
\$10,500,000- \$12,000,000	\$1,149	\$1,149	0%

6. The following vendor was selected:

7. A summary of current and anticipated funding is as follows:

Funding Source	Amount
LTFM FY23-27*	\$9,562,500
CAP FY23-27	\$1,687,500

*LTFM Bond FY24-27 funding is subject to FY24-27 Long Term Facility Maintenance (LTFM) Plan approval by the Board of Education and the Minnesota Department of Education.

8. This project meets the District Strategic Plan goals by aligning resource allocation to District priorities.
9. This item is submitted by Tom Parent, Executive Director of Operations and Administration; Lisa Rider, Controller; Tom Sager, Executive Chief of Financial Services; and Jackie Turner, Chief Administration and Operations Officer.

B. RECOMMENDATION:

That the Board of Education authorize award of design and construction administration services to ATSR for the not-to-exceed fee of \$449,375.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Procore Technologies Contract Renewal

A. PERTINENT FACTS:

1. The District needs to renew the contract for a web-based project management tool and related support, training, and implementation services. This resource centralizes and streamlines information sharing, transactional workflows and data capture for construction projects associated with SPPS Builds, the District's capital improvement and deferred maintenance program.
2. Staff reviewed and evaluated three web-based project management applications. After extensive evaluation the decision was made to enter into an agreement with Procore Technologies to provide the necessary tools and supports.
3. The District will enter into a two-year contract with Procore Technologies for a value of \$169,738 for the first year and \$171,165 for the second.
4. Cost of access to application, support, and training items for the next two years is:

Service/Software Proposed to Meet SPPS Business Requirements	FY24 Cost	FY25 Cost
Project Management Pro	\$78,780	\$79,443
Quality & Safety	\$31,165	\$31,417
Project Financials	\$39,638	\$39,971
Invoice Management	\$20,164	\$20,334
<i>TOTAL COST</i>	\$169,738	\$171,165

5. The proposal will be reviewed by Purchasing.
6. Funding will be provided from Capital Bonds and Long-Term Facilities Maintenance.
7. This project meets the District Strategic Plan goals by aligning resource allocation to District priorities.
8. This item is submitted by Tom Parent, Executive Director of Operations and Administration; and Jackie Turner, Chief Administration and Operations Officer.

B. RECOMMENDATION:

That the Board of Education authorize award of the two-year contract renewal to Procore Technologies for the continued support of the District's construction projects at a cost of \$340,903 in FY24 and FY25.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Annual Renewal Oracle Database Cloud Services Agreement with Collier and Vendor Related Services

A. PERTINENT FACTS:

1. The District currently utilizes Oracle America, Inc as its resource for PeopleSoft Financials and Human Capital Management (HCM) systems. These systems are utilized for Finance and Human Resource operations for the District. In support of these systems there are additional vendor related services such as programming and other technical support.
2. Collier/Oracle America, Inc has submitted its annual renewal service agreement that has been reviewed by Tom Sager, Executive Chief of Financial Services, and members of the Financial Services team.
3. Funding for this annual renewal of service is currently planned and budgeted in the District's Enterprise Resource Planning budget. The total annual contract expense for FY 24 service agreement is \$2,193,589. In comparison, the budget for FY 23 was \$2,129,119 and for FY 22 the budget was \$2,125,399.
4. This item meets the District's Strategic Plan Focus Area of Program Evaluation and Resource Allocation for the District's ERP systems.
5. This item is submitted by Tom Sager, Executive Chief of Financial Services.

B. RECOMMENDATION:

That Board of Education authorizes District administration to enter into renewal services agreement and related support services as presented for a service period of 12 months in the amount of \$2,193,590 for FY 24.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Approval of Memorandum of Agreement with Laborers Local 563, to Establish Terms and Conditions of Employment for 2023-2024

A. PERTINENT FACTS:

1. The Memorandum of Agreement is for a one-year period, May 1, 2023, through April 30, 2024.
2. The language provisions of the previous contract remain unchanged, except for necessary changes to Appendix A (Salary) and Appendix B (Benefits). This wage reopener reflects the prevailing wage for the industry. The total increase of \$3.00 is to be allocated to hourly wage and fringe benefits for Plaster Tenders, Journeyman and Foreman Laborers. The total increase of \$2.50 is to be allocated to hourly wage and fringe benefits for the Landscape Laborers.
3. The District has eighteen regular FTE in this bargaining unit.
4. Wage and benefits changes reflect prevailing wage.
5. The estimated total of all new costs (including wage adjustment, insurance and pension adjustments) for this agreement has been calculated as follows:
 - in the 2022-2023 budget year (May 1, 2023 – June 30, 2023): \$14,556
 - in the 2023-2024 budget year (July 1, 2023 – April 30, 2024): \$72,784
6. This item will meet the District's target area goal of alignment.
7. This request is submitted by Patricia Pratt-Cook, Chief Human Resources and Talent Management; Jim Vollmer, Executive Director of Human Resources; Daniel Wells, Labor Relations Manager.

B. RECOMMENDATION:

That the Board of Education of Independent School District No. 625 approve and adopt the Memorandum of Agreement concerning the terms and conditions of employment of those employees in this school district for whom the Laborer's Local 563 is the exclusive representative; duration of said agreement is for the period of May 1, 2023 through April 30, 2024.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Approval of an Employment Agreement with United Union of Roofers, Waterproofers and Allied Workers, Local Union No. 96, to Establish Terms and Conditions of Employment for 2023-2025

A. PERTINENT FACTS:

1. New Agreement is for the two-year period May 1, 2023 through April 30, 2025.

2. Contract changes are as follows:

Wage and benefit changes reflect prevailing wage for the industry. Year one reflects a \$4.35 total increase; \$3.00 increase effective April 22, 2023, and an additional \$1.35 effective November 4, 2023. Year two reflects a \$4.00 total increase; \$2.00 effective April 20, 2024, and \$2.00 effective November 2, 2024.

Effective May 6, 2023, employees shall be eligible for a paid holiday of Juneteenth, the 19th of June.

3. The remaining language provisions of the previous contract remain essentially unchanged, except for necessary changes to dates and outdated references.

4. The District has two regular F.T.E. in this bargaining unit.

5. The estimated total of all new costs (including wage adjustment, insurance, pension adjustments and non-taxable costs) for this agreement has been calculated as follows:

- in the 2022-23 budget year (May 1, 2023-June 30, 2023): \$2,574
- in the 2023-24 budget year (July 1, 2023-June 30, 2024): \$15,704
- in the 2024-25 budget year (July 1, 2024-June 30, 2025): \$14,719

6. This item will meet the District's target area goal of alignment.

7. This request is submitted by Patricia Pratt-Cook, Chief Human Resources and Talent Management; Jim Vollmer, Assistant Director of Human Resources; Daniel Wells, Labor Relations Manager.

B. RECOMMENDATION:

That the Board of Education of Independent School District No. 625 approve and adopt the Agreement concerning the terms and conditions of employment of those employees in this school district for whom United Union of Roofers, Waterproofers and Allied Workers, Local Union No. 96, is the exclusive representative; duration of said Agreement is for the period of May 1, 2023 through April 30, 2025.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: 06/20/2023

TOPIC: Monthly Operating Authority

A. PERTINENT FACTS:

1. The Board of Education must authorize and approve all expenditures of the District.
2. The Board of Education must ratify any changes in collateral that have been previously approved by the Assistant Treasurer.
3. This item meets the District target area of goals alignment and sustainability.
4. This item is submitted by Tom Sager, Executive Chief of Financial Services.

B. RECOMMENDATIONS:

1. That the Board of Education approve and ratify the following checks and electronic transfers for the period April 1, 2023 – April 30, 2023

(a) General Account	#759869-760828	\$66,811,513.26
	#0004854-0004887	
	#7004750-7004783	
	#0008299-0008432	
(b) Construction Payments	- 0 -	\$2,494,493.73
(c) Debt Service	- 0 -	<u>0.00</u>
		\$69,306,006.99

Included in the above disbursements are
two payrolls in the amount of
\$44,719,323.62 and overtime of
\$234,902.93 or 0.53% of payroll.

(d) Collateral Changes

Released:

None

Additions:

None

2. That the Board of Education further authorize payment of properly certified cash disbursements including payrolls, overtime schedules, compensation claims, and claims under the Worker's Compensation Law falling within the period ending October 31, 2023

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Recommendations for Exclusion of Students Non-Compliant with Minnesota Statute 121A.15 Health Standards: Immunizations

A. PERTINENT FACTS:

1. Minnesota immunization law (M.S. 121A. 15 Health Standards for Immunizations) requires that in order for a child to enroll in child care, early education programs, or school a parent must show they have received immunizations or an exemption.
2. Immunizations help protect children against disease or reduce the impact from that disease.
3. There are students in the District who are not in compliance with M.S. 121A.15 Health Standards for Immunizations. Noncompliant lists are reviewed and updated regularly.
4. Parents/guardians with a noncompliant student have been informed of required missing immunizations. They are provided information about immunization law, immunization resources and have been informed about medical or conscientious exemption options. Contacts are made via mail, phone and email and in home languages. Parents/guardians have had a minimum of 30 days to comply with the law after they are informed that their child is non-compliant.
5. Once in compliance (required immunization received or proof of meeting exemption requirement is provided) then students are allowed to return to school and programming.
6. This project will meet the District target area goals by ensuring high academic achievement for all students.
7. Requested by Mary Langworthy, Director, Health and Wellness, and Brenda Natala, Executive Director, Office of Specialized Services.

B. RECOMMENDATION:

That the Board of Education exclude noncompliant students from school effective June 28, 2023, should they not comply with Minnesota State Health Standards for Immunizations on or before this date.

HUMAN RESOURCE TRANSACTIONS

May 1, 2023 – May 31, 2023

June 20, 2023

NEW APPOINTMENT

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Pay Rate</u>	<u>Location</u>
Nistler, H. J.	Superintendency	07/01/2023	\$78.14	Colborne Admin Offices
Tidwell, J. D.	Principal	07/01/2023	\$71.08	Farnsworth Aerospace Upr
Vang, P. M.	School/Community Professional	07/24/2023	\$39.30	Colborne Admin Offices
Gates, T.	Teaching Assistant	05/06/2023	\$19.50	1780 West 7th St
Anderson, I.	Custodian	05/30/2023	\$17.90	Como Service Center
Schultz, P. J.	Custodian	05/30/2023	\$17.90	St. Paul Music Academy
Shawel, D. F.	Custodian	05/01/2023	\$17.65	Johnson Senior High
Swanson, D. T.	Custodian	05/30/2023	\$17.90	Como Service Center
Wilson, D. L.	Custodian	05/01/2023	\$17.65	Washington Tech Sec
Cihacek, B.	Supervisory	06/03/2023	\$54.21	Colborne Admin Offices
Gillespie, T.	Supervisory	06/03/2023	\$34.86	Colborne Admin Offices
Lee, P. K.	Supervisory	06/24/2023	\$32.75	1780 West 7th St

PROMOTION

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Pay Rate</u>	<u>Location</u>
Bates, N. C.	Central Administrator Career Progression	04/22/2023	\$58.74	Como Service Center
Adam, A. A.	Principal From: Assistant Principal	07/01/2023	\$70.82	East African Elem
Brown, D. S.	Principal From: Assistant Principal	07/01/2023	\$68.03	Como Park Senior High
Ehlers, M.	Principal From: Assistant Principal	07/01/2023	\$61.43	Frost Lake Elem
Power-Theisen, M. M.	Teacher on Special Assignment From: Classroom Teacher	08/12/2023	\$49.50	Como Service Center
Yang, A. G.	Education Assistant From: Teaching Assistant	05/06/2023	\$21.83	Como Service Center
Yang, S.	Education Assistant Career Progression	05/06/2023	\$28.14	Farnsworth Aerospace Lwr
Ticknor, M. J.	Clerical Career Progression	06/03/2023	\$34.81	Colborne Admin Offices
Belmares, A. E.	Custodian Career Progression	05/27/2023	\$27.82	Como Service Center

HUMAN RESOURCE TRANSACTIONS

May 1, 2023 – May 31, 2023

June 20, 2023

PROMOTION

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Pay Rate</u>	<u>Location</u>
Krech, C. R.	Custodian Career Progression	05/27/2023	\$27.42	Washington Tech Middle
Ratte, J. M.	Professional Employee From: School/Community Professional	07/01/2023	\$36.26	Como Service Center
Zaimi, S. L.	Professional Employee From: Clerical	05/20/2023	\$29.23	Colborne Admin Offices
Ellestad, E. A.	Supervisory From: Professional Employee	06/03/2023	\$40.04	Colborne Admin Offices
Jansma, N.	Supervisory Career Progression	05/13/2023	\$41.74	1780 W. 7th Street
Robeck, E. A.	Supervisory From: Education Assistant	05/06/2023	\$31.33	1780 West 7th St
Sims, D. C.	Supervisory From: Clerical	06/03/2023	\$36.48	Colborne Admin Offices

LEAVE OF ABSENCE

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Location</u>
Cronin Ott, H. E.	Classroom Teacher	08/28/2023	271 Belvidere Bldg
Jacobs, N.	Classroom Teacher	04/28/2023	Humboldt Secondary
Kautt, C. E.	Classroom Teacher	08/28/2023	Bruce F Vento Elem
Keller, S. H.	Classroom Teacher	08/28/2023	Como Park Senior High
Lee, H.	Classroom Teacher	05/12/2023	Groveland Park Elem
Saunders-Pearce, R.A.	Classroom Teacher	05/11/2023	Farnsworth Aerospace Lwr
Sparkman, C. O.	Classroom Teacher	05/04/2023	Hazel Park Preparatory Academy
Sutherland, R. D.	Classroom Teacher	05/01/2023	Johnson Senior High
Wheeler, J. K.	Classroom Teacher	04/28/2023	Benjamin Mays/Museum
Yates, A. L.	Classroom Teacher	04/08/2023	American Indian
Akinosun, S.	Classroom Teacher	04/17/2023	St. Paul Music Academy
Osborne, H. C.	Classroom Teacher	08/28/2023	Humboldt Secondary
Grundhauser, C. E.	Classroom Teacher	08/28/2023	Frost Lake Elem
Harper, J. A.	Classroom Teacher	08/28/2023	Bruce F Vento Elem
Butler-Pinkham, E.	Classroom Teacher	04/17/2023	Early Learning Hub - West

HUMAN RESOURCE TRANSACTIONS

May 1, 2023 – May 31, 2023

June 20, 2023

LEAVE OF ABSENCE

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Location</u>
Good Buffalo, D. E.	School/Community Professional	05/08/2023	Colborne Admin Offices
Morales, S.	Education Assistant	05/09/2023	Creative Arts Secondary
Moreno, H. M.	Education Assistant	05/15/2023	Focus Beyond (18-Adult)
Vang, M.	Education Assistant	05/01/2023	Early Learning Hub - West
Bay, D.	Teaching Assistant	05/01/2023	Bridge View
Burlingame, D. M.	Teaching Assistant	05/01/2023	St. Paul Music Academy
Darling, K. M.	Teaching Assistant	05/08/2023	Battle Creek Middle
Shepard, T. M.	Teaching Assistant	05/03/2023	Bridge View
Arias-Avina, S.	Clerical	04/24/2023	Murray Middle
Yang, S.	Clerical	04/18/2023	The Heights Community
Davis, P. D.	Custodian	04/30/2023	Hazel Park Preparatory Academy
Klar, S. A.	Custodian	04/21/2023	Crossroads Science
Sedaro, M.	Custodian	03/29/2023	Como Park Senior High
Thompson, B. J.	Custodian	05/10/2023	Hazel Park Preparatory Academy
Ali, S.	Nutrition Services	05/17/2023	Hamline Elem
Harris, A. N.	Nutrition Services	05/15/2023	E-STEM Middle
McCuen, K. K.	Nutrition Services	05/11/2023	Frost Lake Elem
Rivas Medina, B.	Nutrition Services	04/27/2023	Johnson Senior High
Roy, D. L.	Nutrition Services	04/14/2023	Rondo Education Center
Turner, J. E.	Nutrition Services	05/01/2023	Como Service Center

REHIRE

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Pay Rate</u>	<u>Location</u>
Becker, M. M.	School/Community Professional	06/20/2023	\$33.21	1780 W. 7th Street
Lundgren, C. R.	Custodian	05/13/2023	\$17.65	Bruce F Vento Elem
Bandy, N. A.	Supervisory	05/13/2023	\$39.57	Transportation Services

REINSTATEMENT FROM LEAVE OF ABSENCE

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Location</u>
Atchison, J. R.	Classroom Teacher	05/22/2023	Murray Middle
Clardy, M. F.	Classroom Teacher	05/24/2023	The Heights Community

HUMAN RESOURCE TRANSACTIONS

May 1, 2023 – May 31, 2023

June 20, 2023

REINSTATEMENT FROM LEAVE OF ABSENCE

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Location</u>
Hardman, B.	Classroom Teacher	04/24/2023	Four Seasons A+
Jacobs, N.	Classroom Teacher	05/01/2023	Humboldt Secondary
Littlewolf, J.	Classroom Teacher	05/08/2023	Johnson Senior High
Morrison, A. J.	Classroom Teacher	05/22/2023	Randolph Heights Elem
Murphy, K. L.	Classroom Teacher	05/19/2023	Battle Creek Elem
Warner, K. A.	Classroom Teacher	05/22/2023	Gordon Parks High - ALC
Kumher, R. A.	Classroom Teacher	05/18/2023	Humboldt Secondary
Sharratt, M. L.	Classroom Teacher	05/19/2023	271 Belvidere Bldg
Jauert, A. L.	Classroom Teacher	05/01/2023	271 Belvidere Bldg
Ulven, N.W.	Classroom Teacher	05/22/2023	Global Arts Plus - Lwr
Schultz, R. K.	School/Community Professional	05/09/2023	RiverEast Elem/Secondary
Malle, M.	Education Assistant	05/04/2023	American Indian
Swanger, L. T.	Education Assistant	05/08/2023	Farnsworth Aerospace - Lwr
Vang, M.	Education Assistant	05/18/2023	Early Learning Hub - West
Burlingame, D. M.	Teaching Assistant	05/22/2023	St. Paul Music Academy
Duale, A. A.	Teaching Assistant	05/22/2023	Global Arts Plus - Upr
Henderson, M. L.	Teaching Assistant	04/26/2023	American Indian
Thoma, D. J.	Teaching Assistant	05/08/2023	Como Park Elem
Tsui, K. W.	Teaching Assistant	05/15/2023	Highland Park Elem
Woods, M. E.	Teaching Assistant	05/01/2023	Benjamin Mays/Museum
Xiong, E. S.	Teaching Assistant	05/01/2023	Nokomis Montessori South
Stoehr, R. D.	Bus Driver	05/08/2023	Transportation Services
Arias-Avina, S.	Clerical	05/26/2023	Murray Middle
Lor, L. H.	Clerical	05/18/2023	Phalen Lake Hmong Studies
Davis, P. D.	Custodian	05/24/2023	Hazel Park Preparatory Academy
Thompson, B. J.	Custodian	05/11/2023	Hazel Park Preparatory Academy
McMahon, M.	Nutrition Services	05/08/2023	Journeys Secondary
Sevlie, S. M.	Professional Employee	05/15/2023	Como Service Center

HUMAN RESOURCE TRANSACTIONS

May 1, 2023 – May 31, 2023

June 20, 2023

RECISION OF RESIGNATION

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Pay Rate</u>	<u>Location</u>
Tennyson, M.	Classroom Teacher	06/17/2023	\$53.90	Horace Mann

RETIREMENT

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Location</u>
Potter, M. M.	Central Administrator	08/09/2023	Early Learning Hub - West
Kalinowski, M. D.	Principal	07/01/2023	Frost Lake Elem
Gauer, T.	Principal	08/10/2023	Gordon Parks High - ALC
Santos, R.	Principal	08/10/2023	International Academy - LEAP
Saenz, L. R.	Assistant Principal	07/01/2023	Highland Park Middle
Godfrey, D.	Classroom Teacher	06/17/2023	1780 W. 7th Street
Grussendorf, A.	Classroom Teacher	12/23/2023	Mississippi Creative Arts
Olson, T.	Education Assistant	06/15/2023	Highland Park Middle
Vang, M.	Education Assistant	07/01/2023	Early Learning Hub - West
Bilek, R. L.	Teaching Assistant	09/01/2023	Early Learning Hub - West
Pierson, J. M.	Teaching Assistant	06/15/2023	Hamline Elem
Gelao, J. G.	Custodian	09/23/2023	Como Service Center
Forseen, R. M.	Nutrition Services	06/03/2023	The Heights Community

RESIGNATION

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Location</u>
Austin, T. J.	Classroom Teacher	06/17/2023	Humboldt Secondary
Hodapp, M. P.	Classroom Teacher	06/17/2023	Creative Arts Secondary
Maves, J. L.	Classroom Teacher	06/17/2023	Hamline Elem
Osterloh, L.	Classroom Teacher	08/05/2023	271 Belvidere Bldg
Pflughoeft, L. T.	Classroom Teacher	06/17/2023	Central Senior High
Rejda, A. L.	Classroom Teacher	06/17/2023	Four Seasons A+
Rotegard, T. B.	Classroom Teacher	06/17/2023	Benjamin Mays/Museum
Sanchez Rivera, E. Z.	Classroom Teacher	06/17/2023	Benjamin Mays/Museum
Schoeben, A. M.	Classroom Teacher	06/17/2023	Highland Park Elem
Schwarze, D. J.	Classroom Teacher	06/17/2023	Mississippi Creative Arts
Shorey, S. E.	Classroom Teacher	06/17/2023	Agape High (ALC)
Terpstra, M. L.	Classroom Teacher	06/17/2023	Farnsworth Aerospace Upr

HUMAN RESOURCE TRANSACTIONS

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RESIGNATION

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Location</u>
Bednarz, S.	Classroom Teacher	06/17/2023	Four Seasons A+
Bergmann, J.	Classroom Teacher	06/17/2023	Four Seasons A+
Bryan, K.	Classroom Teacher	05/23/2023	Battle Creek Middle
Burgess, K. S.	Classroom Teacher	06/17/2023	Maxfield Elem
Busch, A. C.	Classroom Teacher	05/13/2023	American Indian
Chen, A.	Classroom Teacher	06/17/2023	Mississippi Creative Arts
Doering, T. M.	Classroom Teacher	06/17/2023	Hamline Elem
French, K.	Classroom Teacher	06/17/2023	Mississippi Creative Arts
Griffin, W. J.	Classroom Teacher	05/20/2023	Hamline Elem
McCaffrey, B.	Classroom Teacher	06/17/2023	Hamline Elem
Ayichew, F. K.	Classroom Teacher	06/17/2023	Washington Tech Sec
Victoria, T. M.	Classroom Teacher	06/17/2023	American Indian
Willcox, B. L.	Classroom Teacher	05/13/2023	St. Paul Music Academy
Yukioka, H. A.	Classroom Teacher	06/17/2023	Global Arts Plus - Lwr
Lo, A.	Classroom Teacher	06/17/2023	Mississippi Creative Arts
Mau, S. L.	Classroom Teacher	06/17/2023	Johnson Senior High
Dove, M. A.	Classroom Teacher	06/17/2023	Mississippi Creative Arts
Stadum, C. A.	Classroom Teacher	05/09/2023	Colborne Admin Offices
Just, T. A.	Classroom Teacher	06/17/2023	Harding Senior High
Yang, J. D.	Classroom Teacher	06/17/2023	Central Senior High
Marquette, K.	Classroom Teacher	05/04/2023	Highwood Hills Elem
Allen, A. J.	Classroom Teacher	06/17/2023	Mississippi Creative Arts
Garcia, C. M.	Classroom Teacher	06/17/2023	Global Arts Plus - Lwr
O'Donnell, C. B.	Classroom Teacher	06/17/2023	Washington Tech Sec
Salazar, A. J.	Classroom Teacher	06/17/2023	River East Elem/Secondary
Dressel, B.	School/Community Professional	05/02/2023	Creative Arts Secondary
Aung, S. D.	Education Assistant	06/15/2023	Washington Tech Sec
Aman, M.	Teaching Assistant	05/13/2023	Benjamin Mays/Museum

HUMAN RESOURCE TRANSACTIONS

May 1, 2023 – May 31, 2023

June 20, 2023

RESIGNATION

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Location</u>
Blakely, P.	Teaching Assistant	04/27/2023	Hazel Park Preparatory Academy
Brothen, E. M.	Teaching Assistant	06/15/2023	Expo for Excellence Elem
Davis, K. M.	Teaching Assistant	06/01/2023	Mississippi Creative Arts
Dean, G.	Teaching Assistant	05/27/2023	Highland Park Middle
Fischer, E.	Teaching Assistant	04/08/2023	Maxfield Elem
Her, K. L.	Teaching Assistant	06/15/2023	Como Park Elem
Hollinger, J.	Teaching Assistant	05/06/2023	Hazel Park Preparatory Academy
Ismael, L.	Teaching Assistant	06/15/2023	St. Paul Music Academy
Miller, T. A.	Teaching Assistant	06/15/2023	Hazel Park Preparatory Academy
Moreland, S. T.	Teaching Assistant	05/18/2023	Early Learning Hub - East
Ortiz, A. A.	Teaching Assistant	06/14/2023	Crossroads Montessori
Reed, L. P.	Teaching Assistant	06/15/2023	Creative Arts Secondary
Thomas, L. R.	Teaching Assistant	05/10/2023	Benjamin Mays/Museum
Vue, Y.	Teaching Assistant	06/15/2023	Washington Tech Sec
White, K. F.	Teaching Assistant	05/18/2023	Benjamin Mays/Museum
Reinitz, J.	Clerical	05/06/2023	Colborne Admin Offices
Cossio Coria, E. G.	Custodian	05/24/2023	Highland Park Senior
Madland, J. D.	Custodian	05/13/2023	Phalen Lake Hmong
Black, R.	Nutrition Services	05/10/2023	Hazel Park Preparatory Academy
Byrd, R. C.	Nutrition Services	05/13/2023	Hidden River Middle
Dupez, M. J.	Nutrition Services	05/03/2023	Como Service Center
Prawdiuk, D. A.	Nutrition Services	06/03/2023	St. Paul Music Academy
Adams, P. D.	Professional Employee	07/01/2023	Colborne Admin Offices
Chang, M.	Supervisory	06/10/2023	Colborne Admin Offices
Stearns, J. D.	Supervisory	05/30/2023	Colborne Admin Offices

TERMINATION

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>
H., N. M.	Teaching Assistant	05/02/2023
H.-V., R. L.	Teaching Assistant	05/13/2023

HUMAN RESOURCE TRANSACTIONS
May 1, 2023 – May 31, 2023
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TERMINATION

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>
N., S.	Teaching Assistant	05/18/2023
K., L.	Clerical	05/06/2023
V., N. L.	Clerical	05/10/2023
H., J. J.	Custodian	05/09/2023
M., Z. K.	Custodian	05/24/2023
B., C. L.	Nutrition Services	04/19/2023
S., C.	Nutrition Services	05/11/2023

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Designation of an Identified Official with Authority for Education Identity Access Management

A. PERTINENT FACTS:

1. The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOWA) for each local education agency that uses the Education Identity Access Management (EDIAM) system.

The IOWA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

The Director recommends the Board authorize that Joe Gothard act as the Identified Official with Authority (IOWA) for Saint Paul Public Schools and Cheryl Carlstrom, to serve as the Proxy Identified Official with Authority (IOWA) for Saint Paul Public Schools ISD 625.

2. This item is submitted by Cheryl Carlstrom, Director, Office of Title I Federal Programs and Stacey Gray-Akyea, Chief Strategy Officer

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent to authorize Cheryl Carlstrom, Cheryl.Carlstrom@spps.org, to act as the Identified Official with Authority (IOWA) for Saint Paul Public Schools ISD 625

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Retirement Date Changes for Specific SPTRFA Members

A. PERTINENT FACTS:

1. The District contributes to licensed personnel pension plans through St. Paul Teachers' Retirement Fund Association (SPTRFA), which is governed under Minnesota State Statutes §354a, §356, and §356a.
2. Pending legislation, the Pension Policy Omnibus Bill (HF2950) includes language that would allow SPTRFA members who are between the ages of 62 to 65 with 30 years of service to retire without any reductions to their pension payments. Currently, these members receive a reduced benefit for each year they are under the normal retirement age of 66. If this bill is passed and signed by the governor, it will go into effect on July 1, 2023. The change factor and estimated differences are shown below.

<u>Retirement Age</u>	<u>Factor</u>	<u>Monthly Annuity</u>	<u>Monthly Difference</u>	<u>Lifetime Difference</u>
62	0.8389	\$ 1,595	\$ (306)	\$ (66,150)
63	0.8831	\$ 1,679	\$ (222)	\$ (45,334)
64	0.9246	\$ 1,758	\$ (143)	\$ (27,520)
65	0.9635	\$ 1,832	\$ (69)	\$ (12,490)
66	1.0000	\$ 1,901	\$ -	\$

3. In order to qualify for these pension changes, SPTRFA eligible employees with retirements submitted between June 14, 2023 and June 30, 2023 would need to change their effective retirement date to July 1, 2023 or after.
4. The District has asked affected parties to review their individual situations as it relates to insurance, pension plans, retirement accounts, and to seek outside counsel as needed. Additionally, these parties have been notified that there is no further rescission or date change eligibility if this legislation is not signed into law by the governor.
5. The employees with date change requests are:
 - D. Barrett
 - J. Durand
 - M. Jackson
 - M. Siebert
 - D. Winegar
6. This request aligns with the District Strategic Plan focus area of Systemic Equity.
7. This item is submitted by Gina Carlson, Benefits Manager; Patty Norwig, Assistant Director, Total Rewards; Patricia Pratt-Cook, Executive Chief of Human Resources and Talent Acquisition.

B. RECOMMENDATION:

That the Board of Education approve the retirement date change requests for the individuals noted herein.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Approval to Create a Cooperative Sponsorship between St. Paul- Washington Technology Magnet and St. Paul- Johnson for Girls' Basketball

A. PERTINENT FACTS:

1. For nearly a decade, both St. Paul- Washington and St. Paul- Johnson have had low participation numbers for girls' basketball. The last two seasons, Johnson started the season with a team, but due to attrition had to fold their team mid-season. This cooperative is being forged to continue giving girls an opportunity to not only play but to play at their appropriate level of competition and to nurture females and the game of basketball within our communities. The past two seasons, Washington has had two levels (Varsity and a Lower-Level). However, many of the players split time at both levels in order to have an adequate number of the athletes to compete. St. Paul- Johnson had 1 senior and 7 middle school students at the start of the season in 2022-2023 to comprise of their varsity team.
2. This Cooperative Sponsorship will meet the District goals for student-athlete participation in athletics.
3. This item is submitted by Jesse McCann, St. Paul- Washington Technology Magnet Athletic Director and Don Bross, St. Paul- Johnson Athletic Director; Monroe Denarvise Thornton, Jr., Districtwide Athletic Administrator; and Andrew Collins, Executive Chief of Schools and Learning.

B. RECOMMENDATION:

Authorize the Superintendent (or Designee) to approve the Cooperative Sponsorship for Girls' Basketball with St. Paul- Washington Technology Magnet and St. Paul- Johnson.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Property Insurance Renewal

A. PERTINENT FACTS:

1. The District is insured for property coverage through Affiliated FM. The current policy term is July 1, 2022 through June 30, 2023.
2. Affiliated FM has offered a renewal policy for the period of July 1, 2023 through June 30, 2024 in the amount of \$1,393,700.
3. The terms and conditions of the offered policy are similar as the current policy.
4. This recommendation has been reviewed by Tom Sager, Chief of Financial Services.
5. Funding will be provided from the Insurance Districtwide Budget.
6. This item meets the District Strategic Plan goal of sustainability.
7. This item is submitted by Tom Sager, Chief of Financial Services.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent to renew a 12-month policy for property insurance coverage with Affiliated FM for the period of July 1, 2023 through June 30, 2024, at a cost of \$1,393,700.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Insurance Renewal - General Liability, Commercial Auto, Crime, Educators Legal Liability, Excess Liability, Law Enforcement Liability

A. PERTINENT FACTS:

1. The District is insured for General Liability, Commercial Auto, Crime, Educators Legal Liability, Law Enforcement Liability, and Excess Liability coverage through Liberty Mutual Insurance Company. The current policy term is July 1, 2022 through June 30, 2023.
2. Liberty Mutual Insurance Company has offered a renewal bundled policy for the period of July 1, 2023 through June 30, 2024 in the amount of \$1,493,531.
3. The terms and conditions of the Liberty Mutual policy are similar as the current policy.
4. This recommendation has been reviewed by Tom Sager, Chief of Financial Services.
5. Funding will be provided from the Insurance Districtwide budget.
6. This item meets the District Strategic Plan goal of sustainability.
7. This item is submitted by Tom Sager, Chief of Financial Services.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent to accept a 12-month bundled policy for General Liability, Commercial Auto, Crime, Educators Legal Liability, Law Enforcement Liability, and Excess Liability coverage with Liberty Mutual Insurance Company for the period of July 1, 2023 through June 30, 2024, at a cost of \$1,493,531.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION SAINT
PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Rights & Responsibilities Student Handbook Revisions for SY2023-24

A. PERTINENT FACTS:

1. This recommendation reflects updates made to the Rights & Responsibilities Handbook.
2. The review process and updates:

Committee Members

Nancy Paez, Assistant Superintendent, Division of Schools

Yeu Vang, Assistant Superintendent, Division of Schools

Lydia Kabaka, Principal, Mississippi Creative Arts School

Hsajune Dyan, Assistant Principal, Washington Technology Magnet

Stephen Taylor, Assistant Principal, Johnson Senior High School

Kathy Lombardi Kimani, Director, Office of School Support

Charles Long, General Counsel

Cindy Porter, Research Analyst, Department of Research, Evaluation and Assessment

Laurie Olson, Director, Security and Emergency Management

Benjamin Harri, Director, Transportation

Thomas Saunders, Traffic Operations Coordinator, Transportation

Desireé Payne, Ombudsperson & Title IX Coordinator, Office of Family Engagement and Community Partnerships

Jada Wollenzien, Program Manager, Leadership Development – Committee Facilitator

Changes Made to the Handbook

Updates:

- Updated cover page with Board members
- New introduction letter from the Superintendent
- Updated grammar and punctuation throughout; made verbiage more clear
- Renamed the section, “Full and Equitable Participation in Preschool and Prekindergarten per the Pupil Fair Dismissal Act,” on page 13 to “Full and Equitable Participation in Early Learning per the Pupil Fair Dismissal Act.”
 - Reason: We changed the title so the section also pertains to students in grades K-3 since the May 2023 legislative changes prohibits districts to suspend students in grades K-3.
- Renamed the behavior violation, “Possession, Other Prohibited Items” to “Other Prohibited Items, Possession.”

- Reason: The committee is hoping that this small change will help alleviate a common entry error when inputting into Campus
- Updated the guidelines for bus safety on page 31. The new guidelines categorizes Class I violations and Class II violations and provides a progressive disciplinary response depending on the class of the violation.
- Updated the "Office Discipline Referral (ODR) form" definition in the glossary to reflect the new electronic ODR form/process.

Removals:

- Removed any reference made to "zero tolerance."
 - Reason: our District is not a zero tolerance district
- Removed "Choice, Change, Chance (C3)" from the glossary.
 - Reason: SPPS no longer has this program

Additions:

- Under "Attendance and Tardiness" on page 7, we added another responsibility of a student: "Students are expected to be in class."
 - Reason: Although assumed, past Handbooks never explicitly stated that students must be in class.
- Under the section, "Full and Equitable Participation in Early Learning per the Pupil Fair Dismissal Act" on page 13, we added this language: "[A pupil enrolled in]kindergarten through grade 3 is not subject to dismissals of one school day or more under this Handbook..."
 - Reason: new May 2023 legislative changes prohibits districts to suspend students in grades K-3.
- Footnotes after each chart starting on page 17. The footnote explains what the asterisk means in the chart; the asterisk signifies which level of responses requires administrators to contact Security & Emergency Management.
- Included Level 5 as a possible discipline response for arson. Prior to this change, arson was considered as only a Level 3 or 4 violation. Arson can only be considered a Level 5 violation if an accelerant was used.
- Included Level 4 as a possible discipline response for fighting. Prior to this change, fighting was considered as only a Level 2 or 3 violation. A Level 4 violation can result in an administrative transfer, an interim alternative educational placement, or a suspension. Those responses are not options for a Level 2 or 3 violation. The committee felt that there are instances where fights warrant a Level 4 response (i.e. mass brawl, bringing outside people in to participate in the fight, habitual fighting, etc).
- On page 26, added verbiage under the Discipline Processes section: "Schools will attempt to use nonexclusionary disciplinary procedures and practices before dismissing a student, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property." And "Suspended students will have the opportunity to complete all school work assigned during the period of the student's suspension and to receive full credit for satisfactorily completing the assignments."
 - Reason: Based on the new May 2023 legislative changes to the Pupil Fair Dismissal Act
- On page 35, as part of the definition for Alternative to Expulsion (A2E), this language was added: "The student who has committed an expellable behavior violation must attend the A2E program before returning to the traditional school setting. This includes students who choose to leave the district temporarily after the recommendation for expulsion and then chooses to return back to the district; upon their return, they will have to complete the A2E program."
 - Reason: administration believes it is important for students to complete this program before returning back to their regular school setting. For student who have engaged in an expellable

offense, this program provides “small group direct instruction in the areas of Math, Science, Social Studies, ELA, Health and electives. In addition, students meet weekly with a school Social Worker.”

- Added “Nonexclusionary Disciplinary Policies and Practices” to the glossary on page 40. The definition is “Policies and practices that are alternatives to dismissing a student from school, including but not limited to, evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary §policies and practices include but are not limited to the policies and practices under Minn.Stat. § 120B.12 (Reading Proficiency No Later Than The End Of Grade 3), Minn.Stat. § 121A.575 (1) and (2)(Alternatives To Pupil Suspension); Minn.Stat. § 121A.031, Subd. 4(a)(1)(School Student Bullying Policy), Minn.Stat. § 121A.61, Subd. 3(r)(Discipline And Removal Of Students From Class), and Minn.Stat. § 122A.627(3)(Positive Behavioral Interventions And Supports).”
 - Reason: Based on the new May 2023 legislative changes to the Pupil Fair Dismissal Act
- Added “Recess Detention” in the glossary on page 42. The definition for recess detention is “Withholding recess from a student as an intervention or disciplinary response. Recess detention is prohibited unless the student is likely to cause physical harm to students or staff; the parent(s)/guardian(s) agrees; or an IEP team determines that withholding recess is appropriate. It is prohibited to withhold recess because a student has incomplete schoolwork.”
 - Reason: Based on the new May 2023 legislative changes to the Pupil Fair Dismissal Act

Next Steps

- There are additional changes based on the new May 2023 legislative changes related to implementing a complaint procedure regarding the application of a school discipline policy. Once the district establishes the procedures, verbiage will be included in the Rights & Responsibilities Handbook.
- Send updated Full Handbook to Translations by end of June, if approved by the Board.
- Continue planning for training/professional development around the Handbook for principals and assistant principals.
- Work with TS/ODAE to get Handbook on each student’s iPad at the start of the school year
- When the updated Handbook becomes available online, families will be notified. Parent(s)/guardian(s) will be asked to sign off on the handbook through the Campus Parent portal.
- All handbooks (translated versions) should be updated on SPPS website by first week of school in September.

3. Budgeted \$5,000 for translation costs.

4. This Handbook will meet the District strategic plan for Positive School and District Culture.

4. This item is submitted by Jada Wollenzien, Program Manager, Leadership Development and District Policy; Andrew Collins, Executive Chief of Schools, Division of Schools and Learning

That the Board of Education authorize the Superintendent (designee) to approve the proposed revisions made to the Rights & Responsibilities Student Handbook for SY23-24.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Phase Gate Approval of the Griffin Stadium (Central High School) Electrical System Upgrade (Project # 3021-22-01): Gate #3 – Project Budget; Gate #3A – Finance Plan Update

A. PERTINENT FACTS:

1. This agenda item seeks approval for the Griffin Stadium (Central High School) Electrical System Upgrade project at the following phase gate(s):
 - a. Gate #3 – Project Budget / Proceed to Bidding
 - b. Gate #3a - Finance Plan Update
2. The Project phase gate schedule is currently:

Gate # and Description	Date
#1 – Master Planning #1A – Finance Update	March 23 ,2021
#2 – Project Charter (Predesign) #2A – Finance Update	Not Applicable
#3 – Project Budget #3A – Finance Update	June 20, 2023 (current)
#4 – Contract Award #4A – Finance Update	June 20, 2023 (current)
#5.1 – Project Close-Out #5.1A – Finance Update	Fall 2023 (anticipated)
#5.2 – Final Project Summary #5.2A – Final Finance Summary	Fall 2024 (anticipated)

3. A summary of the current project budget is as follows:

Proposed Budget	Current Obligations	Invoiced to Date	Percent Invoiced
\$504,000	\$38,200	\$25,926	5.1%

4. A summary of current and anticipated funding is as follows:

Funding Source	Amount
LTFM FY23-24*	\$504,000

*LTFM Bond FY24 funding is subject to FY24 Long Term Facility Maintenance (LTFM) Plan approval by the Board of Education and the Minnesota Department of Education.

5. This project meets the District Strategic Plan goals by aligning resource allocation to District priorities.
6. This item is submitted by Tom Parent, Executive Director of Operations and Administration; Lisa Rider, Controller; Tom Sager, Executive Chief of Financial Services; and Jackie Turner, Chief Administration and Operations Officer.

B. RECOMMENDATION:

That the Board of Education approve the Griffin Stadium (Central High School) Electrical System Upgrade project (Project # 3021-22-01) at Phase Gate Check #3 – Project Budget; Gate Check #3a –Finance Plan Update, setting the final project budget at \$504,000 and indicating direction to proceed with construction bidding.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Facilities Department FY24 Purchases over \$175,000

A. PERTINENT FACTS:

1. In the normal course of work, the Facilities Department must establish purchases with vendors that may incur costs in excess of \$175,000 throughout the fiscal year.
2. The following list indicates said purchases:

Vendor	Description	Amount	State Contract ID Or Bid Number
ARI	Fleet Leasing	\$375,000	060618-ARI Sourcewell
CL Benson	Filters	\$179,360	F-359(5)
Dalco	Custodial supplies, equipment repair and a work loading data program	\$1,700,000*	R211301 OMNIA Partners
E3 Services	Playground Repair/Installations	\$250,000	Bid #A216612-A
Egan	Inspection and maintenance of fire alarm systems / smoke dampers	\$2,100,000*	F-556(5) / F-547(5)
Davey Group	Stormwater Repair, Installation and Excavation Services	\$263,214	A-22-2612A
Grainger	Maintenance and janitorial supplies / PPE / Fire Marshal Orders / safety boots	\$515,000*	T-572(5)
Iceman	Snow removal services	\$175,000	21-8180
IEA	Abatement, fit and lead in water testing	\$200,000*	T#19MH / T#2202A
KFI	Assistance with BAS Integration	\$751,170	A21-1417-A
Mavo	General services for environmental abatement and remediation	\$405,000*	A-189(5)
MEI	Annual Inspections Contract 751557	\$260,000	Bid #A207126-A
Nasseff	Fire Suppression systems inspection and repair	\$350,000*	U of M 01-444-15-0914.CF
RAK	Corrections to Kitchen and Fire Code Violations / safety installations	\$875,000*	MN02D-121614-RA
Trane	HVAC Chiller-Boiler Inspect/Chemicals and Services	\$350,000*	15-JCP-023
Republic Services	Waste, Recycling & Organics	\$1,100,000	Bid #A21-1516-A

***We anticipate coming back to the Board with a mid-year revision to the anticipated baseline expenditures.**

3. The purchases will be reviewed by Brian Cihacek, Purchasing Manager.
4. Funding will be provided from the approved Facilities Department Fiscal Year 2024 budget, with the baseline amounts indicated here monitored and adjusted throughout the year as needed.
5. The purchases meet the District Strategic Plan goals by aligning Program Evaluation and Resource Allocation to District priorities.

6. This item is submitted by Tom Parent, Executive Director of Operations & Administration, Lisa Rider, Controller; Tom Sager, Executive Chief of Finance, and Jackie Turner, Chief Administration and Operations Officer.

B. RECOMMENDATION:

That the Board of Education authorize the purchases listed for the Facilities Department anticipated to be over the \$175,000.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Maximum Hourly Rate Increases for Pre-Qualified Professional Consultant Construction Managers as Advisors

A. PERTINENT FACTS:

1. The District requires professional consultant construction manager as advisor services on an as needed basis for appropriate projects. Construction manager services would include assistance in studies, cost estimating, value engineering and construction management as advisor services for large scale capital improvements and deferred maintenance work.
2. In alignment with Board and Procurement protocols, a Request for Qualifications (No. A21-1305-A) was issued in early 2021 to establish a slate of Board approved consultants with a standard contract form. The selected consultants were approved by the Board on March 23, 2021. The District uses this slate to issue targeted solicitations with Requests for Proposals (RFP) for specific projects. RFP responses are reviewed using consistent metrics and a consultant is selected for award of contract.
3. The Consultants are allowed to increase their maximum hourly rate every two years.
4. The new maximum hourly not-to-exceed rate will be locked in for the next two years.
5. These rates only represent the maximum billing not-to-exceed rate for professional services. Each awarded amount is decided on a project-by-project basis, and consultant staff assigned are generally billed at a lower rate.

<u>Consultant</u>	<u>2021 Maximum Hourly Rate</u>	<u>2023 Maximum Hourly Rate</u>
H+U Construction	\$180	\$198
Kraus-Anderson Construction Company	\$190	\$209
Knutson Construction	\$230	\$267
RJM Construction	\$179	\$196.90

6. This item meets the District Strategic Plan goals by aligning resource allocation to District priorities.
7. This item is submitted by Tom Parent, Executive Director of Operations and Administration; and Jackie Turner, Chief Administration and Operations Officer.

B. RECOMMENDATION:

That the Board of Education authorize the administration to adjust the terms of professional consulting services in accordance with the Request for Qualifications No. A21-1305-A to incorporate new maximum hourly billing rates for the above table.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Phase Gate Approval of the Frost Lake Building Addition and Renovation
(Project # 1100-19-01): Gate #4 - Contract Award; Gate #4A – Finance Plan Update

A. PERTINENT FACTS:

1. This agenda item seeks approval for the Frost Lake Building Addition and Renovation project at the following phase gate(s):
 - a. Gate #4: Contract Award
 - b. Gate #4a: Finance Plan Update
2. This contract includes labor and material to construct a new stand-alone storage building that will include an area for grounds equipment and gym storage at Frost Lake Elementary.
3. The Project phase gate schedule is currently:

Gate # and Description	Date
#1 – Master Planning #1A – Finance Update	October 23, 2018
#2 – Project Charter (Predesign) #2A – Finance Update	N/A – Gate check did not exist at the time
#3 – Project Budget #3A – Finance Update	February 18, 2020
#4 – Contract Award #4A – Finance Update	June 20, 2023 (current)
#5.1 – Project Close-Out #5.1A – Finance Update	Fall 2023 (anticipated)
#5.2 – Final Project Summary #5.2A – Final Finance Summary	Fall 2024 (anticipated)

4. A summary of the current project budget is as follows:

Project Budget	Current Obligations	Invoiced to Date	Percent Invoiced
\$36,000,000	\$24,147,931	\$24,209,958	67.2%

5. The following bids were received:

	<u>Lump Sum Base Bid</u>
Greiner Construction	\$283,000
Schreiber Mullaney Construction Company	\$283,890
Maertens-Brenny Construction Company	\$287,000
Action Construction Services.....	\$297,500
Meisinger Construction Company, Inc.....	\$343,000

6. Bids will be reviewed by Purchasing.
7. A summary of current and anticipated funding is as follows:

Funding Source	Amount
Capital Bonds FY20-24	\$17,588,543
LTFM FY20-24	\$12,366,457

*LTFM Bond FY24 funding is subject to FY24 Long Term Facility Maintenance (LTFM) Plan approval by the Board of Education and the Minnesota Department of Education.

8. This project meets the District Strategic Plan goals by aligning resource allocation to District priorities.
9. This item is submitted by Tom Parent, Executive Director of Operations and Administration; Lisa Rider, Controller; Tom Sager, Executive Chief of Financial Services; and Jackie Turner, Chief Administration and Operations Officer.

B. RECOMMENDATION:

That the Board of Education approve the award of Bid No. A23-3501-JG for the Frost Lake Building Addition and Renovation project (Project # 1100-19-01) to Greiner Construction for a lump sum base bid of \$283,000.

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Phase Gate Approval of the Griffin Stadium (Central High School) Electrical System Upgrade (Project # 3021-22-01): Gate #4 - Contract Award; Gate #4A – Finance Plan Update

A. PERTINENT FACTS:

1. This agenda item seeks approval for the Griffin Stadium (Central High School) Electrical System Upgrade project at the following phase gate(s):
 - a. Gate #4: Contract Award
 - b. Gate #4a: Finance Plan Update
2. The Project phase gate schedule is currently:

Gate # and Description	Date
#1 – Master Planning #1A – Finance Update	March 23 ,2021
#2 – Project Charter (Predesign) #2A – Finance Update	Not Applicable
#3 – Project Budget #3A – Finance Update	June 20, 2023 (current)
#4 – Contract Award #4A – Finance Update	June 20, 2023 (current)
#5.1 – Project Close-Out #5.1A – Finance Update	Fall 2023 (anticipated)
#5.2 – Final Project Summary #5.2A – Final Finance Summary	Fall 2024 (anticipated)

* Please note Gate Check 3 is under separate concurrent consideration on the agenda.

3. A summary of the current project budget is as follows:

Project Budget	Current Obligations	Invoiced to Date	Percent Invoiced
\$504,000	\$38,200	\$25,926	5.1%

4. The following bids were received:

<u>Lump Sum Base Bid plus Alternates #1 & 2</u>	
Hunt Electric Corporation	\$251,585
Egan Company	\$366,007

5. Bids will be reviewed by Purchasing.
6. A summary of current and anticipated funding is as follows:

Funding Source	Amount
LTFM FY23-24*	\$504,000

*LTFM Bond FY24 funding is subject to FY24 Long Term Facility Maintenance (LTFM) Plan approval by the Board of Education and the Minnesota Department of Education.

7. This project meets the District Strategic Plan goals by aligning resource allocation to District priorities.
8. This item is submitted by Tom Parent, Executive Director of Operations and Administration; Lisa Rider, Controller; Tom Sager, Executive Chief of Financial Services; and Jackie Turner, Chief Administration and Operations Officer.

B. RECOMMENDATION:

That the Board of Education approve the award of Bid No. A23-3542-JG for the Griffin Stadium (Central High School) Electrical System Upgrade project (Project # 3021-22-01) to Hunt Electric Corporation for a lump sum base bid plus Alternates #1 & 2 of \$251,585.



Saint Paul
PUBLIC SCHOOLS

Phalen Lake Hmong Studies Magnet & Hmong Language and Culture Middle School Name Change: Third Reading

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Mee Moua, Ber Yang, Pablo Matamoros, Maggie Bruecken
June 20, 2023

Rationale

Our school communities embrace and advocate for racial equity and seek to provide equitable resources for all students. Both programs are unique in that **we deliver culturally relevant materials and instruction with the potential to impact marginalized students while fostering a strong sense of self-identity.**

The leadership teams at each school want to be more **specific and strategic** about the profile of students and families that the school recruits to attend, and to avoid misunderstanding among new families who may not know the types of programming offered at each site.

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Lastly, Phalen Lake Hmong Studies Magnet and Hmong Language and Culture Middle School are Envision impacted schools and the name change more **accurately reflects the current programming at the schools.**

Criteria

Name Change Criteria:

- It has to be in Hmong
- Name connects with the Hmong community
- Name that connects to the value of education and learning
- Name limited to 2-3 words
- Consider historical or cultural perspective, artists (No political figures)
- Word that encompasses a holistic view white Hmong and Green Hmong dialects
- No inappropriate words - slang-/swear
- Not repeating other Hmong -focused Charter Schools
- Elevation of who the Hmong are
- Finding a word that is true for both White and Green Hmong

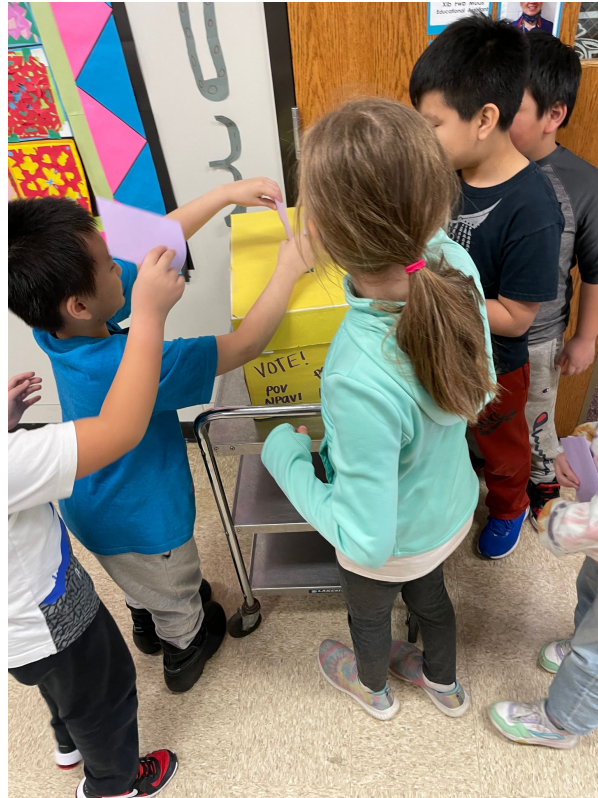
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Name Options

Cag Txuj	Cag means “roots” and Txuj means “knowledge”. As a school, Cag Txuj refers to school as a place to plant the “roots of knowledge” for a child’s life. As an agrarian people, where you choose to plant your roots and how you nurture your crops will determine the fruitfulness of your fields. In order for a successful yield, a community needs to come together to nurture its children.
Huam Vam	Huam Vam in Hmong means “to prosper”, “to grow”, or “to flourish”. As a school, our goal is to educate children so they have the knowledge and skills they need to grow for a prosperous, bright future. Through the language and culture program, we can provide a means for the ongoing learning of the Hmong language and culture in order for them to flourish and thrive in the future, for generations to come.
Txuj Ci	Txuj ci in the Hmong language refers to the cultural knowledge of a people. It includes everything from the language, cultural practices and beliefs, and the arts and knowledge. When one gains cultural knowledge, one can be a shining light for others as well (to support and teach others). As a community and culture changes, so does its txuj ci. This is true as we become a more diverse society and one that embraces technological advances.
Pov Haum Txuj	Pov Haum in Hmong refers to a valuable and special rock or gem. It can often have protective and special powers. Txuj refers to cultural knowledge and learning. Together, Pov Haum Txuj refers to the school as a very valuable and protected place for learning. A school can lend its light and protective space to inspire its students to learn and flourish in the future.
Zaj Npau Suav	Zaj Npau Suav in the Hmong language means “The Dream”. Historically, as an ethnic minority, the Hmong often did not have the opportunity to be formally educated in the schools. Going to school was often a reality many couldn’t even dream of, but many wanted. Today in America, everyone has the opportunity to go to school to pursue their dreams. Furthermore, in <u>SPPS</u> , our two schools reflect and value the cultural and linguistic knowledge of its community, and this has been a collective hope and dream of the community.

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Engagement Process



Voting Results:

Voting to Narrow Options to 2 Names

Name	Vote Total
Txuj Ci	147
Huam Vam	94
Zaj Npau Suav	89
Cag Txuj	54
Pov Haum Txuj	26



Final Vote

Name	Vote Total
Txuj Ci	317
Huam Vam	200

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Proposed Name Change:



Txuj Ci

Hmong Language and Culture Lower Campus

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Pronounced /tzue djee/ /tzue jee/ /tzue dyee/

English: *Txuj ci* in the Hmong language refers to the cultural knowledge of a people. It includes everything from the language, cultural practices and beliefs, and the arts and knowledge. When one gains cultural knowledge, one can be a shining light for others as well (to support and teach others). As a community and culture changes, so does its *txuj ci*. This is true as we become a more diverse society and one that embraces technological advances.

Questions

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Proposed District Athletic Participation Fee Increase

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Monroe Denarvise Thornton, Jr., Districtwide Athletic Administrator

Dr. Valerie Littles-Butler, Principal, Humboldt Secondary School

Otto Kraus, Athletic Director, Harding Senior High School

Background

- In accordance with *MN Statute 123B.36 Authorized Fees*, School Boards set the fees for activities and sports participation
- Fees have not increased since being established circa 1996
- Fees pay for equipment, uniforms, costs for entering invitational tournaments, subscriptions for programming, awards, etc.
- Current SPPS activity fees are much lower than neighboring districts
- Athletic Directors (ADs) began developing a proposal in Nov. 2021
- Several surveys have been conducted

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Guiding Principles

- Proposed increase will be phased-in over a two-year period
- Consideration for total family experience
- Enhance student experience
- Afford opportunities for students who are unable to pay

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Proposal

	Current Fees	Proposed Fees 2023-24	Proposed Fees 2024-25
High School Sports	<p>\$20 – Free/Reduced \$45 – Full Fee</p> <p>Exceptions</p> <ul style="list-style-type: none"> ● Football ● Golf ● Lacrosse ● Danceline ● Alpine Skiing 	<p>\$30 – Free Reduced \$60 – Full Fee</p> <p>Exceptions</p> <ul style="list-style-type: none"> ● Golf ● Lacrosse ● Danceline ● Alpine Skiing <p>Implement waiver process</p>	<p>\$40 – Free Reduced \$90 – Full Fee</p> <p>Exceptions ¹²¹</p> <ul style="list-style-type: none"> ● Lacrosse ● Danceline ● Alpine Skiing <p>Continue waiver process</p>

Waiver Process

- **Value** - Create opportunities that allow any student to participate if they are unable to pay the fee
- **Past practice** - No student has been “turned away” because of an inability to pay
- **Proposal** - Continue our past practice and establish a consistent process for all sites to implement for our student athletes

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Recommendation:

The Saint Paul Public Schools Board of Education approves the following increase in student participation fees:

Effective July 1, 2023:

- Participation fees for any non-exempted sport will be \$30 if the student qualifies for free/reduced lunch and \$60 otherwise.

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Effective July 1, 2024:

- Participation fees for any non-exempted sport will be \$40 if the student qualifies for free/reduced lunch and \$90 otherwise.

Questions

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**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023

TOPIC: Proposed Increase in Fees for High School Sports Participation

A. PERTINENT FACTS:

1. **General Overview** - In accordance with *MN Statute 123B.36 Authorized Fees*, School Boards set the fees for activities. Saint Paul Public Schools established a reduced activity fee for students who qualify for free/reduced lunch, circa. 1996. At that time, the reduced fee was set at twenty dollars (\$20) and has not changed. With the exception of certain sports, the full fee (i.e., non-free/reduced student athletes), is currently forty-five dollars (\$45) and has not changed since 1996.

With increased costs associated with the management of individual sports and athletic programming, the high school athletic directors began a study of athletic program revenue in 2021. This assessment resulted in the development of a proposal to increase fees. During this same period, the seven (7) high school athletic directors have been communicating the potential change and rationale to both students and parents.

Actions taken to develop the proposal:

- Survey of neighboring districts (*2021 and 2022*);
- Surveys completed by SPPS athletic directors (*2022 and 2023*);
- Multiple discussions and consensus with SPPS Athletic Administrative Advisory Council around the recommended change (*2022 and 2023*); and
- Addressing any questions and/or concerns from Superintendent Gothard and Chief of Schools and Learning Collins (*2023*).

Our proposed fees will continue to remain significantly lower than neighboring districts, while establishing a uniform process to allow students unable to pay the fee to participate.

2. **Outcomes** - Increasing fees will enable SPPS athletic programs to provide additional opportunities and increased recognition for the students participating in its programs.
3. **Duration of Proposal** - Upon approval, the proposed activity fees will replace the existing fees. Proposed increases will be phased-in over a two-year period.
4. **Costs/Funds** – No fiscal impact to District.
5. **District Strategic Plan Focus Areas** - Upon approval, the increased fees will enhance practices in the following focus areas:
 - Positive School and District Culture
 - Program Evaluation/Resource Allocation
 - College and Career Readiness
6. **Sponsor** - This item is submitted by our high school athletic directors with support from their respective principals of the following schools: Central, Como Park, Harding, Highland Park, Humboldt, Johnson, and Washington Technology Magnet. Additionally, this item is supported by SPPS Athletic Administrative Council and SPPS Athletics Department.

B. RECOMMENDATION:

The Saint Paul Public Schools Board of Education approves the following increase in student participation fees:

Effective July 1, 2023:

- Participation fees for any non-exempted sport will be \$30 if the student qualifies for free/reduced lunch and \$60 otherwise.

Effective July 1, 2024:

- Participation fees for any non-exempted sport will be \$40 if the student qualifies for free/reduced lunch and \$90 otherwise.



Saint Paul
PUBLIC SCHOOLS

Fiscal Year 2023-24 Proposed Budget

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Board of Education

Tom Sager, Executive Chief of Financial Services

June 20, 2023

Purpose of Tonight's Presentation

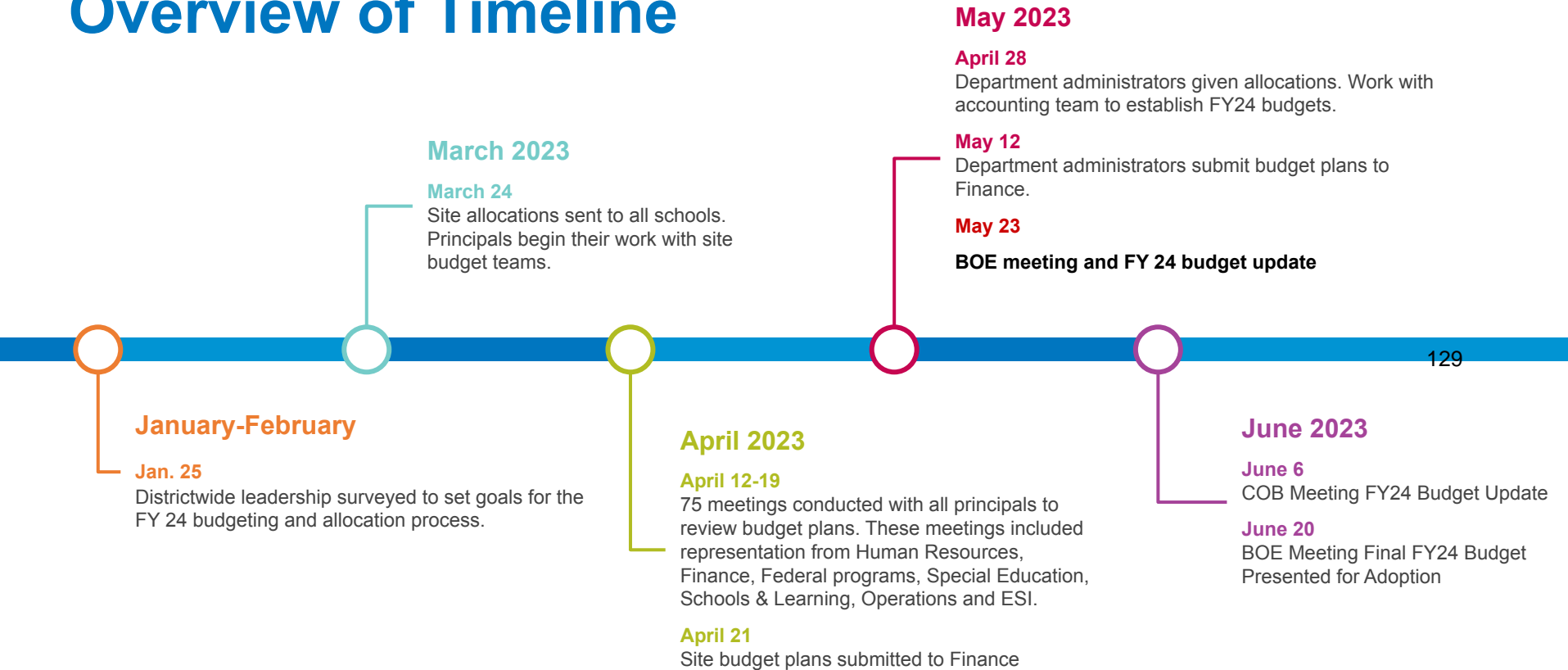
To present and recommend the proposed Fiscal Year 24 budget for approval

Topics:

- Timelines and Parameters
- Revenue – All Funds
- Expenditures – All Funds
- Projected FY24 Ending Fund Balances
- Summary of Main Points
- Next Steps: Summer Plans for Budget Engagement
- Recommendation

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Overview of Timeline



Current Assumptions and Parameters for Fiscal Year 24

- State funding formula: Base allocation, Special Ed and EL cross subsidy, compensatory aid
- Enrollment
- Employment contract agreements
- Unemployment insurance and Family and Medical Leave
- Continued investments in the strategic plan, comprehensive school structures, ESSER strategies, and new opportunities such as East African Magnet School
- Anticipated general fund deficit spend in FY24 that will keep district in compliance with Board policy of maintaining at least a 5 percent fund balance

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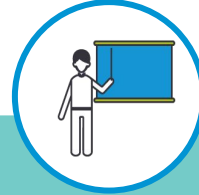
Strategic Investments



Students



Schools



Staff



Families & Community¹³¹



Investments in Students

- Major reduction of split grade classes at elementary schools
 - 12 projected split (composite) classrooms (-37 from FY23)
- Increased fidelity to the Middle School Model
- High school staffing
 - Reducing 9th and 10th grade study halls
- Continuation of ESSER II-funded programs and services

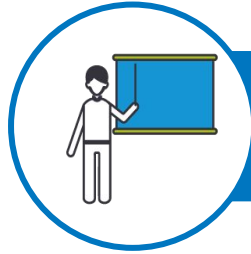
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Investments in Schools

- Yellow buses for Harding and Washington Tech
- Safety and security enhancements
 - Increased School Support Liaisons (SSLs)
 - Security cameras
 - Phone system upgrade

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Investments in Staff

- Teacher Hiring bonuses
 - \$10,000 bonuses: 52 out of 70 have been awarded
 - \$4,000 bonuses: 12 out of 60 have been awarded
- Staffing adjustments
 - 166 positions eliminated during budget season districtwide
 - No layoffs for EA, TA, SCSP or Teachers
 - 62 teachers on the teacher placement list
- Retention strategies
- New Educator Week
- Unemployment and Family Medical Leave
- Collective bargaining agreements

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Investments in Families & Community

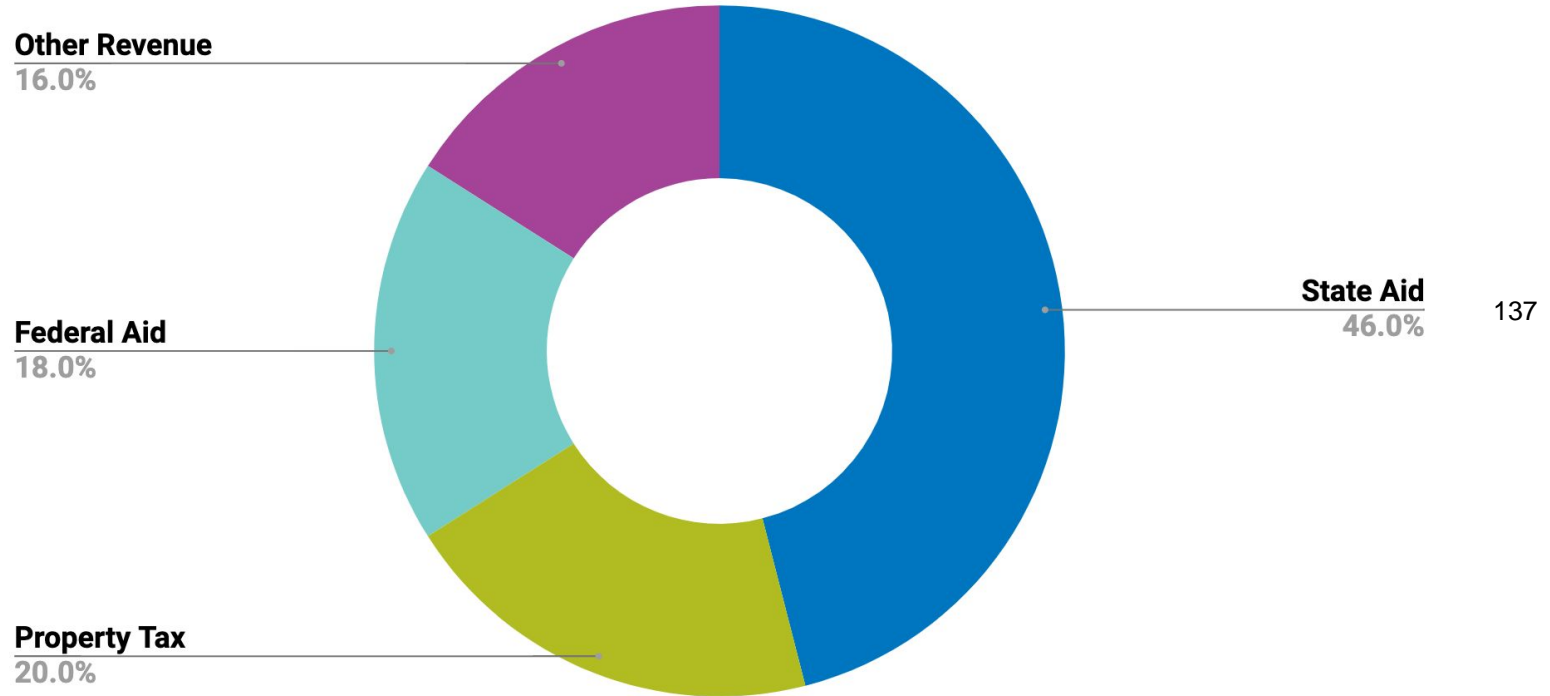
- East African Elementary Magnet School
- Expansion of Pre-K options
 - Head Start
 - Nature Discovery Pre-K
 - Early Childhood Hubs

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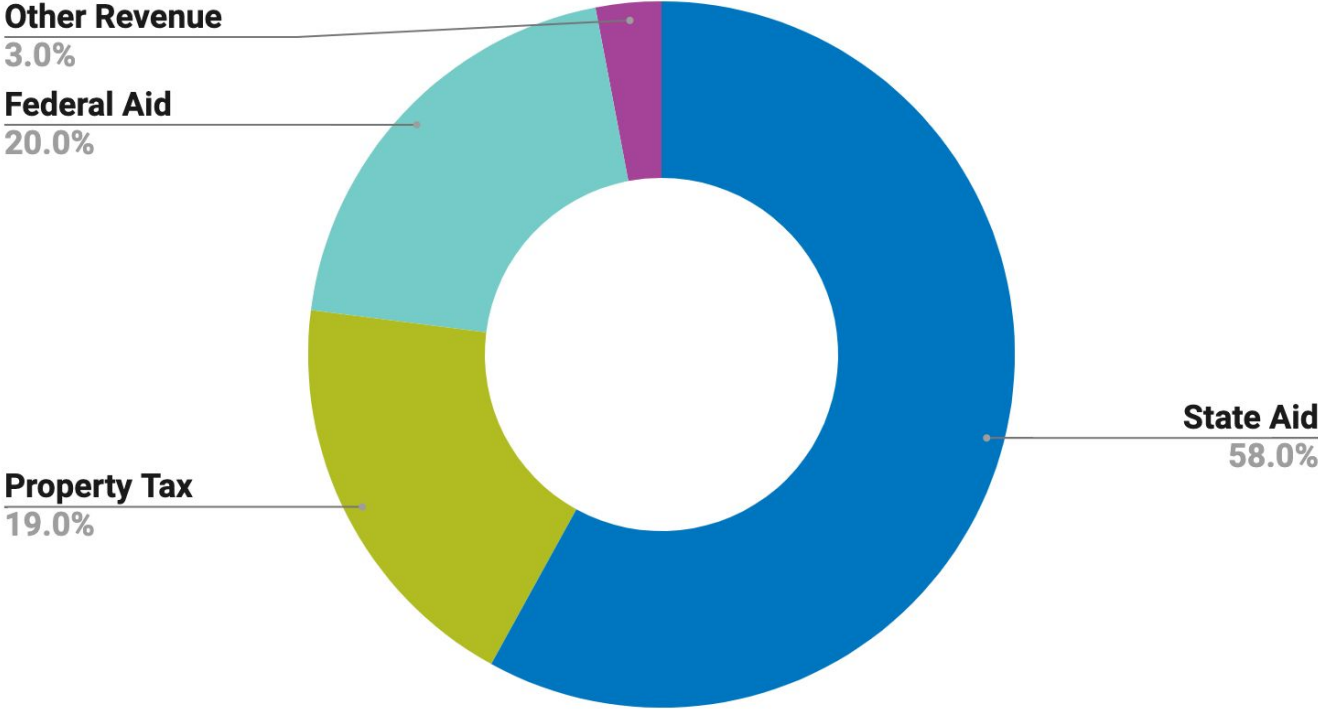
All Funds - Revenue Changes

Funds	FY23 Adopted Budget	FY24 Proposed Budget	Change
General Fund	\$719,228,924	\$766,654,615	\$47,425,691
Food Service	30,519,035	28,782,398	(1,736,637)
Community Service	30,684,954	33,635,302	2,950,348 ¹³⁶
Building Construction	71,000,000	135,000,000	64,000,000
Debt Service	50,946,515	56,763,413	5,816,898
Total Revenue	\$902,379,428	\$1,020,835,728	\$118,456,300

FY24 Total Revenue by Source



FY24 General Fund Revenue Sources



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1. Plan and
Prepare

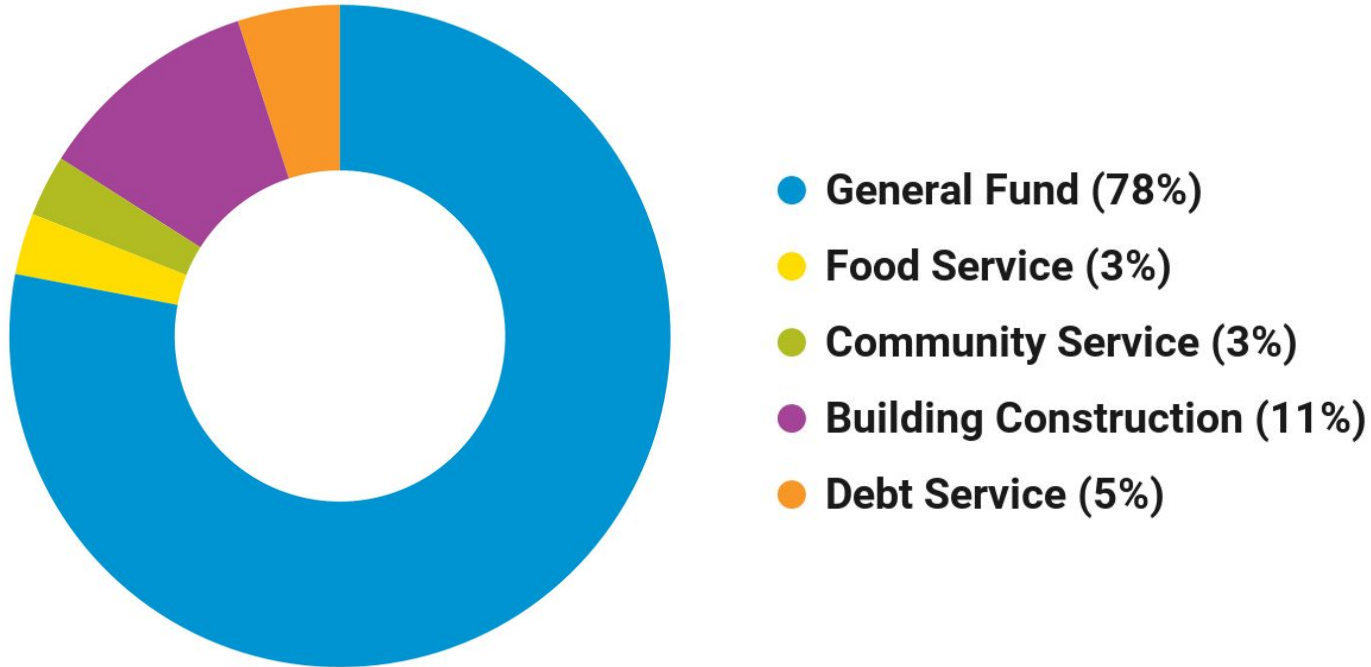
FY24 General Fund Revenue

General Fund Revenue	FY 2022-23 Adopted Budget	FY 2023-24 Proposed Budget	Difference
State Revenue	\$297,069,681	\$288,706,481	\$(8,363,200)
Levy	143,841,363	147,199,735	3,358,372 ⁸⁹
Comp Ed	54,578,042	71,175,991	16,597,949
Special Education	62,000,000	86,086,729	24,086,729
Federal Revenue	153,226,223	154,040,421	814,198
Other Revenue	8,513,618	19,445,258	10,931,643
Total	\$719,228,924	\$766,654,615	\$47,425,691

All Funds - Expenditure Changes

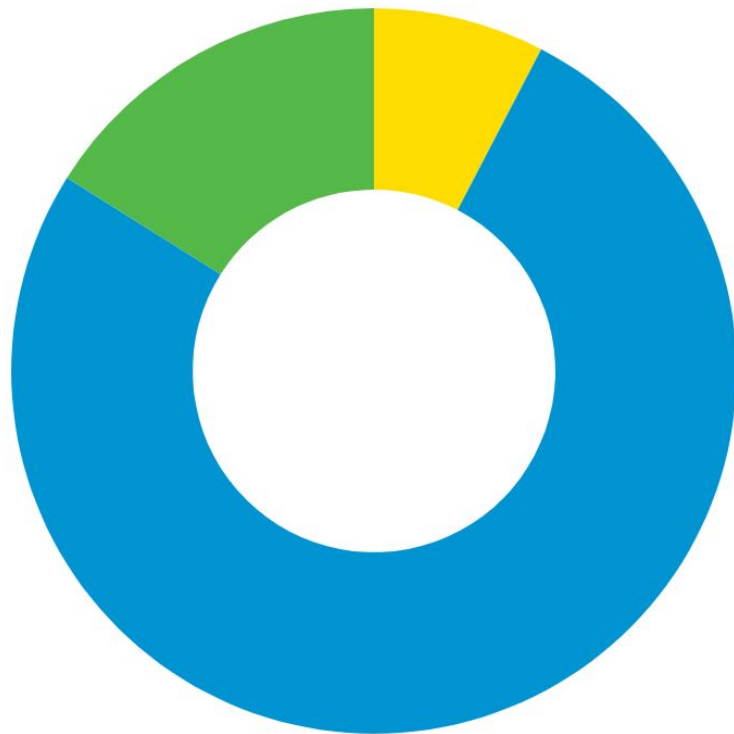
Funds	FY23 Adopted Budget	FY24 Proposed Budget	Change
General Fund	\$719,228,924	\$801,094,756	\$81,865,832
Food Service	33,405,175	33,615,466	210,291
Community Service	30,687,841	35,149,600	4,461,759 ¹⁴⁰
Building Construction	73,752,699	114,685,153	40,932,454
Debt Service	51,953,103	51,333,088	(620,015)
Total Expenditures	\$909,027,742	\$1,035,878,063	\$126,850,321

FY24 Expenditures by Fund



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FY24 General Fund Expenditures



- Administration Support Services (8%)
- Student Programs & Services (76%) 142
- Maintenance Operations, Equipment & Other Fiscal Expense (16%)



3. Pay for
Priorities

FY23 General Fund Allocations

	FY2022-23 Adopted Budget	FY2023-24 Proposed Budget
School Sites	\$419,941,289	454,013,719
School Support Services	186,736,862	203,738,110 ¹⁴³
Maintenance Operations, Equipment & Other Fiscal Expense	78,415,876	101,845,377
Districtwide Support Services	26,336,471	34,711,505
Administration*	7,798,426	6,786,045
Total	\$719,228,924	\$801,094,756

as of 6/20/23

Summary All Funds - Fund Balance Budget

	Beginning Fund Balance	FY24 Proposed Revenue Budget	FY24 Proposed Expenditure Budget	Projected Ending Fund Balance
General Fund	\$165,721,421	\$766,654,615	\$801,094,756	\$131,281,280
Food Service Fund	7,580,115	28,782,398	33,615,465	2,747,048
Community Service Fund	12,071,056	33,635,320	35,149,600	10,556,758
Capital Projects Fund	125,279,340	135,000,000	114,685,153	145,594,187 ⁴⁴
Debt Service Fund	48,424,260	56,763,413	51,333,088	53,854,585
Total – All Funds	\$359,076,192	\$1,020,835,728	\$1,035,878,063	\$344,033,857

Summary of Key Points for FY24 Budget

1. Increases in new state aid revenue are positive. Some of that is offset by revenue loss due to declining enrollment and ESSER II funding expiring.
2. District plans to draw down part of its general fund balance to maintain existing programming, student supports and new initiatives.
3. Unassigned general fund balance is anticipated to be 5.2 percent at the end of FY24. This remains in compliance with School Board Policy 701.01. ¹⁴⁵
4. ESSER III funds will expire after FY24. SPPS anticipates budget prioritization and realignment for FY25.
5. Anticipated increase in construction fund revenue is based on anticipated bond sale in early FY24 to continue SPPS Builds initiatives.

Next Steps: Public Engagement and Planning for FY25 Budget Planning

1. June/July: Senior Leadership Team researches options
2. July: Senior Leadership Team creates scope of engagement plan and calendar timeline
3. August COB: Senior Leadership Team presents School Board with a draft plan for public engagement for the FY25 budget ¹⁴⁶
4. August BOE: Senior Leadership Team presents final plan for public engagement
5. September: District begins to implement engagement and communications plan

Engagement for Process Improvement



Engaging with students



Community conversations with Marnita's Table

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75 budget meetings with school and department staff

Recommendation

District Administration recommends School Board approval and adoption of the Fiscal Year 2023-24 Proposed Budget as presented.

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**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: June 20, 2023
TOPIC: Fiscal Year 2023-2024 Proposed Budget
PREPARED BY: Tom Sager, Executive Chief of Financial Services

A. PERTINENT FACTS:

1. Each year, as part of the budget cycle, the District provides a proposed/preliminary budget for the upcoming fiscal year that begins on July 1. Minnesota statute requires that school districts must approve a preliminary budget for the next fiscal year by June 30.
2. This proposed budget takes into account such variables as state and federal funding allowances, enrollment, property tax levies, employment contracts, inflation, purchased services, and programming goals and initiatives.
3. For the FY23 Proposed Budget, the total General Fund balance is anticipated to decrease by \$34.4 million. This includes all reserved accounts in the General Fund. The District's unassigned fund balance will stay in compliance with school board policy 701.01 of maintaining a minimum of 5.0 percent unassigned fund balance.
4. The Food Service Fund and Community Service fund balances are expected to decrease by \$4.8 million and \$1.5 million respectively. Despite these decreases, these fund balances remain healthy and viable.
5. All specific details of the FY 24 proposed budget can be found in the Powerpoint presentation that will be provided tonight and/or the budget book that is available to board members and will be posted to the district's website upon approval of the budget.
6. The proposed revenue and expenditure summary found on page 8 of the budget book is the recommendation for approval tonight. All other data and information contained within this book is supporting documentation culminating to this summary page.
7. ESSER III funds will expire in September 2024. SPPS anticipates budget prioritization and realignment for FY25. Planning for the FY 25 budget will begin in earnest as early as this summer with a plan being created for public involvement into this process throughout the year. During this period, the District has the opportunity to re-align and re-focus operational and delivery priorities, based on the successes realized during the last three years with the use of the federal ESSER funding.

B. RECOMMENDATION:

District Administration recommends School Board approval and adoption of the Fiscal Year 2023-2024 Proposed Budget as presented.

SUPERINTENDENT CONTRACT

The School Board of Independent School District No.625, Saint Paul Public Schools, Minnesota, (hereinafter referred to as the “School District”) enters into this contract with Joseph Gothard (hereinafter referred to as the “Superintendent”), a legally qualified and licensed superintendent who agrees to perform the duties of the Superintendent of the School District.

The School District and the Superintendent agree as follows:

I. Applicable Statute:

This Contract is entered into between the School District and the Superintendent in accordance with Minn. Stat. § 123B.143.

II. Licensure:

The Superintendent shall furnish, throughout the life of this Contract, a valid and appropriate license to act as superintendent in the State of Minnesota as provided by applicable laws, rules, and regulations.

III. Contract Term and Duration, Expiration:

A. Contract Term and Duration. This Contract is for a duration of three (3) years. The “Contract Term” shall commence on July 1, 2023, and end on June 30, 2026. This Contract shall remain in full force and effect unless modified in writing by mutual consent of the School Board and the Superintendent, or unless terminated as provided in this Contract.

B. Expiration. This Contract shall expire at the end of the Contract Term specified in Paragraph III, A above. At the conclusion of the Contract Term, neither party shall have any further claim against the other, and the School District’s employment of the Superintendent shall cease, unless a subsequent contract is entered into in accordance with Minn. Stat. § 123B.143, Subd. 1.

IV. Duties:

The Superintendent shall have charge of the administration of the schools under the direction of the School Board. The Superintendent shall be the chief executive officer of the School District; shall direct and assign teachers and other School District employees under the Superintendent’s supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the School District subject to the approval of the School Board; shall select all personnel subject to the approval of the School Board; shall, from time to time, suggest

policies, regulations, rules, and procedures deemed necessary for the School District; shall visit and supervise the schools in the School District; shall report and make recommendations about the condition of the schools in the School District when advisable or at the School Board's request; shall recommend to the School Board the employment and dismissal of teachers; to the extent required by law, shall annually evaluate each school principal assigned responsibility for supervising a school building in the School District; shall superintend school grading practices and examinations for promotions; shall make reports that are required by the Commissioner of the Minnesota Department of Education; and, in general, shall perform all duties incident to the office of the Superintendent and such other duties as may be prescribed by the School Board from time to time. The Superintendent shall abide by the policies, regulations, rules, and procedures established by the School Board and the State of Minnesota. The Superintendent shall have the right to attend all School Board meetings and all School Board and citizen committee meetings, serve as an ex-officio member of the School Board and all School Board committees, and provide administrative recommendations on each item of business considered by each of these groups.

Superintendent shall exercise due diligence in the administration, affairs and activities of School District, shall do so exclusively on a full-time basis and shall devote substantially all his time, attention and efforts to the affairs of School District.

V. Duty Year:

The Superintendent's duty year shall be for the entire twelve (12)-month Contract year, and the Superintendent shall perform duties on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. The Superintendent shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy.

VI. Compensation and Benefits. During the Contract Term, School District shall compensate Superintendent as follows:

A. Base Salary. The School District will pay Superintendent an Annual Base Salary as follows:

Year One (2023-24): Two Hundred Fifty-Six Thousand Dollars (\$256,000);

Year Two (2024-25): Two Hundred Sixty-One Thousand, One Hundred Twenty Dollars (\$261,120);

Year Three (2025-26): Two Hundred Sixty-Six Thousand, Three Hundred Forty-Two Dollars (266,342).

Annual base salary shall be payable in biweekly installments. During the Contract Term, the Annual Base Salary may be increased, pursuant to Section VII, A, 1, but

shall not be reduced.

- B. Pension Supplemental Salary. The District shall supplement the Superintendent's annual salary by an amount equal to one-hundred percent (100%) of the Superintendent's portion of the monthly member contribution to the Saint Paul Teacher's Retirement Fund Association ("SPTRFA") beginning on July 1, 2023 and continuing for the term of this Contract, with any extensions made by the Board for performance of Superintendent duties. This additional salary supplement shall be paid to the Superintendent in regular monthly payroll installments and shall be reported as salary by the District for purposes of SPTRFA, to the extent permitted by SPTRFA.
- C. Business Expense Allowance. The School District will pay Superintendent a Business Expense Allowance of \$800 per month payable in biweekly installments.
- D. Leave Benefits. Except as otherwise provided in this Contract, the Superintendent shall be entitled to the following benefits set forth for members of the Superintendency in Article 4 of the Terms and Conditions of Professional Employment for the Members of the Superintendency for the period July 1, 2021-June 30, 2023 (hereinafter "Superintendency Agreement"), as may be amended:
 - 1. Vacation Leave, Article 4, Section 2, Subds 1-4;
 - 2. Holidays, Article 4, Section 3;
 - 3. Bereavement Leave, Article 4, Section 6, Subds. 1-2;
 - 4. Personal Leave, Article 4, Section 6, Subd. 4; and
 - 5. Sick Leave, Article 4, Section 7.

Wherever the Superintendency Agreement requires that Vacation Leave, Sick Leave or other leave requests be approved by "the Superintendent" or the "immediate supervisor," Superintendent shall get the prior approval of the Chair of the School Board, whose approval will not be unreasonably withheld.

The Superintendent shall be entitled to the benefit stated in Article 4, Section 2, Subd. 5 of the Superintendency Agreement; however, the Superintendent shall have the option of directing that up to twenty (20) days of vacation to be earned in the next calendar year be paid in compensation in the next calendar year through the District's payroll system.

- E. Deferred Compensation. As authorized by Minn. Stat. § 356.24, subdivision 1, as may be amended from time to time, the School District will match on a dollar-for-dollar basis the Superintendent's contribution to any investment eligible under Section 403(b) of the Internal Revenue Code in an annual amount up to \$15,000 per year during active

service.

F. Contract Completion Benefit

(a) If the Superintendent completes the term of this Contract by remaining continuously employed by the District through June 30, 2026, the District shall pay the Superintendent an amount equal to the sum of: (1) \$4000 plus Five Percent (5%) of the Superintendent's annual base salary in Year One (2023-24); (2) \$4000 plus Seven Percent (7%) of the Superintendent's annual base salary in Year Two (2024-25); and (3) \$4000 *plus* Ten Percent (10%) of the Superintendent's annual base salary in Year Three (2025-26). Provided the Superintendent complies with the employment retention requirements set forth in this Section VI.F(a), the value shall be paid to the Superintendent in a single lump sum by September 26, 2026. Except as set forth in the following paragraph (b), in no event will this Contract Completion Benefit be payable to the Superintendent if he fails to be employed by the District through June 30, 2026.

(b) If the Superintendent has a termination of employment with the District during the term of this Contract due to his death, Disability (as defined herein) or termination without Cause (as defined herein), the District shall pay the Superintendent (or his estate as the case may be), a pro-rated amount based on the services the Superintendent performed for the District during the term of the Contract prior to the date of his termination of employment. Any payment made pursuant to this Section VI.F(b) shall be made in a single lump sum payment no later than two and one-half (2-1/2) months after the date of the Superintendent's death, Disability or termination without Cause, as the case may be.

(c) In no event shall the Superintendent or his estate or anyone claiming under him have any right to or interest in the account until paid to him, her, or it, this amount being merely an unfunded promise to pay an amount in the future enforceable under the terms of this Contract. Further, the Contract Completion Benefit under this VI.F is intended to be, and shall be construed as, exempt from both Sections 409A and 457 of the Internal Revenue Code as a short-term deferral.

G. Life Insurance. The School District shall provide, at its own expense, term life insurance for the Superintendent under its group plan in the amount of three (3) times the Superintendent's Annual Salary.

H. Short-Term and Long-Term Disability Insurance: The School District shall provide, at its own expense, short-term and long-term disability insurance for the Superintendent under the School District's group policies.

I. Pension. The Superintendent shall participate in and be a member of the Saint Paul Teachers Retirement Fund Association.

J. Professional Activities. The Superintendent shall or may, as the case may be, attend

professional conferences, meetings, and educational classes at the local, state and national level when his attendance is directed by the School Board or mutually agreed to by the parties. The School District shall reimburse the Superintendent for all expenses and fees incurred in attendance at said conferences and meetings, all in accordance with the School District's policies and practices with respect to employee reimbursement. In addition, the School District shall reimburse the Superintendent for all expenses and dues incurred by him for membership and participation in appropriate professional, educational, civic and other organizations where membership in such organizations is related to his position as Superintendent, serves the interests of the School District, and is approved by the Chair of the School Board.

VII. Other Provisions:

A. Evaluation.

1. Performance Evaluation.

- a. At the conclusion of each Contract year, the School Board shall formally review the Superintendent's performance in the position of Superintendent, including his attainment of goals. Goals shall be annually established by the School Board in consultation with the Superintendent. Informal reviews shall occur semiannually.
- b. Provided Superintendent has received at least a "satisfactory" annual evaluation, the School Board shall consider and may increase the Annual Salary each Contract year effective July 1, for the next Contract year.
- c. In addition to any Annual Salary increase under Section VII, A, 1, b, the School Board may, or may not, in its sole discretion and based upon each such annual evaluation, determine that the School District provide additional compensation and benefits to the Superintendent in addition to those already set forth in Section VI of this Contract.

2. Evaluation before Expiration of Contract: Six (6) months prior to the expiration of this Contract, at the Superintendent's written request, the School Board shall conduct a performance evaluation of the Superintendent pursuant to Minn. Stat. § 13D.05, Subd. 3.

B. Outside Activities: While the Superintendent shall devote full time and due diligence to the affairs and the activities of the School District, he may also serve as a consultant to other school districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if, as solely determined by the School Board, such activities do not impede the Superintendent's ability to perform the duties of the superintendency. However, the Superintendent may not engage in other employment, consultant service, or other activity for which a salary, fee, or honorarium is paid

without the prior approval of the School Board.

- C. Medical Examination: The Superintendent shall have a comprehensive medical examination not less than once every two years and no more than one each year. A summary document from the physician certifying the fitness of the Superintendent to perform the duties of the position shall be provided to the School Board Chair. The cost of said examination not covered by the School District's insurance program shall be paid by the School District.

VIII. Termination During the Contract Term:

A. Termination for Cause.

1. The School Board may terminate this Contract for cause by giving written notice thereof to Superintendent, such termination to be effective on the date stated in said notice.
2. "Cause" means: (1) a material breach of any agreement contained in this Contract or any duty assumed hereunder; (2) any gross negligence, self-dealing or material willful misconduct in connection with the performance of duties hereunder, including without limitation securing or attempting to secure personally any profit in connection with any transaction entered into on behalf of the School District; (3) any material willful act having the effect of injuring the reputation, operations or business relationships of the School District; (4) any of the grounds specified in Minnesota Statutes Section 122A.40, Subdivision 9 or 13 or Section 122A.41, Subdivision 6, as may be amended from time to time; and (5) commission of a felony or misdemeanor involving fraud, dishonesty or moral turpitude.
3. In the event of Termination for Cause, Superintendent shall be entitled only to pay for earned unpaid Annual Salary. Other than as stated in this paragraph, Superintendent shall be entitled to no other benefits under the Contract upon Termination with Cause.

- B. Mutual Consent. This Contract may be terminated at any time by mutual consent of the School Board and the Superintendent.

- C. Termination by Resignation. Superintendent may relinquish the position and duties of the Superintendent and leave the employment of the School District provided he submits a resignation in writing to the School Board at least 90 days in advance of his actual resignation. Superintendent's rights, duties and obligations stated herein shall terminate ninety (90) days after the School Board's acceptance of such written notice of resignation, unless the parties mutually agree that they shall terminate at an earlier date. Compensation and benefits will be provided to Superintendent through the final date of his employment; however, Superintendent will not be paid for any accrued unused Vacation Leave.

D. Termination for Death or Disability.

1. The School Board may terminate this Contract in the event of Superintendent's death or disability.
2. "Disability" means a mental or physical condition which, in the good faith opinion of the School Board, renders Superintendent, with reasonable accommodation, unable or incompetent to carry out the material job responsibilities which Superintendent held or the material duties to which Superintendent was assigned at the time of the disability, which condition has existed for at least three months and which condition in the opinion of a physician (who is mutually agreed upon by the School District and Superintendent provided that neither party shall unreasonably withhold such agreement)--is expected to be permanent, to last for an indefinite duration, or to last for six months or more.
3. In the event of Termination for Disability, Superintendent shall be entitled to the following: (1) pay for accrued unused Vacation Leave and (2) continuation of Health Insurance Premiums for six months after termination. Other than as stated herein, Superintendent shall be entitled to no other benefits under the Contract upon Termination for Disability.
4. In the event of Termination for Death, Superintendent's estate shall be paid (1) all earned unpaid Annual Salary and (2) all accrued unused Vacation Leave.

IX. Governing Law/Severability: This Contract shall be construed according to the laws of Minnesota. If any provision of this Contract is held to be invalid by operation of law, the remainder of the contract shall not be affected thereby and shall remain in full force and effect. This Contract must be construed to have been drafted equally by the School District and the Superintendent.

IN WITNESS WHEREOF, the School District and Superintendent have executed this Contract on the respective dates set forth below.

Dated: _____

By: _____

Joseph Gothard

INDEPENDENT SCHOOL DISTRICT NO. 625

Dated: _____

By: _____

Its Chair

Dated: _____

By: _____

Its Clerk

APPROVED AS TO FORM

General Counsel

62005777v4

DRAFT

Board of Education Meeting



Second Readings for:

- **Updates to Policies 204.01, 205.00, 206.00 and 210.00;**
- **Rescission of Policy 213.00;**
- **Adoption of New Policy 214.00**

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June 20, 2023

Pat Pratt-Cook, Executive Chief of Human Resources

Background

Why are we proposing changes to various policies?

We have a policy that states that all of our policies are required to be reviewed every three to five years.

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Much of what is being presented today came from the review process.

Overview of Proposed Changes to Policies 204.01, 205.00, 206.00, 210.00

Policy	Last Updated	Change in Language	Reason for Changes	Do Change in Language Create a Change in Current Practice?
204.01 School Board Meeting Agenda	8/8/2015	One paragraph addition about distribution of printed materials to Board members	Consolidation of various statutes into one document	No
205.00 School Board Meeting Minutes	6/17/2008	Goes from a one-sentence policy to a five-section policy	Consolidation of various statutes into one document	No 160
206.00 Board Meetings	7/21/2015	More extensive changes	Consolidation of various statutes into one document	No
210.00 Conflict of Interest	6/17/2008	More extensive changes	Consolidation of various statutes into one document	No

Proposed Changes to Policy 204.01, 205.00, 206.00, and 210.00

(When reviewing these policies, the black ink reflects what is in current policy; red ink reflects addition of proposed language.)

[Policy 204.01 School Board Meeting Agenda](#)

[Policy 205.00 School Board Meeting Minutes](#)

[Policy 206.00 Board Meeting](#)

[Policy 210.00 Conflict of Interest](#)

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Questions?

Rescission of Policy 213.00 Board of Education Professional Development

Reason: It is redundant to Policy 211.00 Board Member Development

- The two paragraphs that make up Policy 213.00 are included in Policy 211.00

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1. Board of Education members are expected to actively participate in professional development that supports their governance role and the district's mission. These may include but are not limited to national, state or local conferences, workshops, seminars and training opportunities.

2. The Board shall annually plan and budget for participation in such professional development activities. Logistics and expense reimbursement shall be handled in accordance with school district procedures.

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Copy of 213.00

Copy of 211.00

Questions?

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Policy 214.00 Out-of-State Travel for Board Members

- New policy
- Required by statute to have a policy on out-of-state travel for Board members
- See [Policy 214.00](#)

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Questions?

204.01 SCHOOL BOARD MEETING AGENDA

1. The Assistant Clerk, in consultation with the Superintendent and Chair, shall develop, prepare and arrange the order of items for the final agenda for each school board meeting.
2. The recommended procedure is as follows:
 - Items to be placed on the agenda must be received by the Assistant Clerk, Chair or Superintendent no later than five (5) days prior to the Board meeting.
 - The agenda and supporting documents will be delivered to each Board member not less than four (4) days prior to the scheduled meeting of the Board of Education.
 - Items may be added to the agenda by a motion adopted at the meeting.
3. Agenda items shall fall under one or more of the current Strategic Plan Goals as established by administration and the Board of Education.
4. ~~At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and:~~
 - ~~• distributed at the meeting to all members of the governing body;~~
 - ~~• distributed before the meeting to all members; or~~
 - ~~• available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.~~~~This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.~~
5. The order of business of the Board of Education shall be established by Board action.

LEGAL REFERENCES:

Minn. Stat. § 13D.01

Minn. Stat. § 123B.09, subd. 7

CROSS REFERENCES:

205.00 SCHOOL BOARD MEETING MINUTES

~~The Assistant Clerk shall compile the minutes of each meeting of the Board and attach them to the final agenda of the next regular meeting of the Board.~~

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

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.

III. MAINTENANCE OF MINUTES AND RECORDS

A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law must be recorded in a journal or minutes kept for that purpose. Public records maintained by the school district must be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

B. Recordings of Closed Meetings

1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the school district's expense. Recordings of closed meetings shall be made separately from the recordings of an open meeting to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
2. Recordings of closed meetings shall be preserved by the school district for the following time periods:
 - a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.

- b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
 - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
 - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
 - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
- 3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
 - a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
 - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
 - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
- 4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
- 5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
 - a. The date of the closed meeting;
 - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and

- c. The classification of the data.
- 6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.
- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

LEGAL REFERENCES:

Minn. Stat. § 13D.01, Subds. 4-6
Minn. Stat. § 123B.09, Subd. 10 (Boards of Independent School Districts)
Minn. Stat. § 123B.14, Subd. 7
Minn. Stat. § 331A.01
Minn. Stat. § 331A.05, Subd. 8
Minn. Stat. § 331A.08, Subd. 3
Op. Atty. Gen. 161-a-20, December 17, 1970
Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W.2d 428

(1956)

CROSS REFERENCES:

Policy 205.00
Page 1 of 1

206.00

BOARD MEETINGS

I. PURPOSE

- A. The school board embraces accountability and transparency in the conduct of its business, in the belief that openness produces better programs, more efficient-administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting an individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

~~"Meeting" means a gathering of at least a quorum of school board members-or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.~~

IV. PROCEDURES

- A. Meetings
 - 1. Venue of Board Meetings

All meetings of the Board of Education shall be held within the boundaries of the district

- 2. Regular Meetings

a. Schedule

A schedule of the regular meetings of the school board shall be kept on file at the school district office. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its regular meeting schedule, it shall give the same notice of the meeting as for a special meeting.

b. Place and Time of Regular Board Meetings

Unless otherwise determined by Board resolution, regular meetings of the Board shall be held in the administration building, 360 Colborne, on the third Tuesdays of each month, at 5:30 p.m. The provision of notice for all meetings of the Board shall be according to law.

3. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.
- c. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than sixty (60) days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

4. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the school board's judgment, require immediate consideration.
- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or electronic mail or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

5. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

6. Closed Meetings

- a. Meetings may be closed for the following reasons, or as provided by law:
 - i. Labor Negotiations Strategy
 - ii. Sessions Closed by the Bureau of Mediation Services
 - iii. Preliminary Consideration of Allegations or Charges
 - iv. Performance Evaluations
 - v. Attorney-Client Privileged Discussions
 - vi. Certain Dismissal Hearings of Students or Teachers
 - vii. Certain Meetings with Non-renewed Coaches
 - viii. Discussions of Certain Not Public Data
 - ix. Strategic Decisions on Purchases and Sales of Property, however the actual purchase or sale of property must be approved at an open meeting.
 - x. Security Matters

- b. A regular or special meeting may be closed by a public, majority vote at the meeting. The specific statutory authority for closing the meeting shall be stated and a general description of the subjects to be discussed in the closed meeting shall be disclosed.
- c. Closed meeting topics, information, and any materials provided shall remain confidential and not public until such a time determined by the District's General Counsel and Responsible Data Authority.
- d. The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

7. Actual Notice

If a person receives actual notice of a meeting of the school board at least twenty-four (24) hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

8. Meetings during Pandemic or Chapter 12 Emergency

In the event of a health pandemic or an emergency declared under Minnesota Statutes chapter 12, a meeting may be conducted by telephone or interactive technology in compliance with Minnesota Statutes section 13D.021.

9. Meetings by Interactive Technology

A meeting may be conducted by interactive technology, Zoom, Skype, or other similar electronic means in compliance with Minnesota Statutes section 13D.02.

B. Written Materials

- 1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
- 2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

C. Open Meetings and Data

- 1. Meetings may not be closed to discuss data that are not public data, except as provided under Minnesota law.
- 2. Data that are not public data may be discussed at an open meeting

if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.

3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

V. Adjourned Board Meeting

Only the unconsidered or interrupted items on the agenda of the immediately preceding meeting may be considered at an adjourned meeting, unless the Board suspends the aforementioned special rule of order by a two-thirds vote or by four affirmative votes, whichever is greater.

LEGAL REFERENCES:

Minn. Stat. Ch. 13
Minn. Stat. Ch. 13D
Minn. Stat. § 121A.47, Subd. 5
Minn. Stat. § 122A.33, Subd. 3
Minn. Stat. § 122A.40, Subd. 14
Minn. Stat. § 179A.14, Subd. 3
Minn. Rules Part 5510.2810
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied*. (Minn. 1993)

CROSS REFERENCES:

Robert's Rules of Order Newly Revised (10th ed.), p. 90, l. 27 – p. 91, l. 21; § 22

210.00 CONFLICT OF INTEREST

~~Members of the Board of Education and employees of Saint Paul Public Schools shall avoid situations that could be viewed to affect the independence of their judgment in the performance of their School District duties.~~

~~PROHIBITIONS~~

~~1. Purchasing~~

~~A member of the Board of Education or a school district employee having any direct or indirect voluntary personal financial or beneficial interest in any contract, sale or lease for goods, property or services furnished to or used by the School District shall not with respect to such contract, sale or lease:~~

- ~~• Approve or recommend for approval the contract, sale or lease;~~
- ~~• Directly or indirectly influence the purchasing decision by establishing requirements or evaluating services or products; or~~
- ~~• Otherwise have any involvement in the purchasing process.~~

~~2. Gifts~~

~~A member of the Board of Education or a School District employee shall not directly or indirectly accept anything of more than nominal value from any source given in the course of, or because of, his or her School District duties, office or employment unless the source is provided in return consideration of equivalent value.~~

~~DISCLOSURE AND APPROVAL~~

- ~~1. If a member of the Board of Education or Superintendent questions application of this policy to any contemplated transaction, he or she shall advise the Chair of the Board of Education who shall approve or disapprove the transaction. Should the Chair of the Board of Education have a question on the application of this policy, it shall be referred to the Vice Chair.~~
- ~~2. If an employee questions application of this policy to any contemplated transaction he or she shall advise his or her immediate superior who shall approve or disapprove the transaction.~~
- ~~3. The administration of the Saint Paul Public Schools shall develop and publish procedures to assist in the implementation and observance of this policy.~~
- ~~4. Members of the Saint Paul Public Schools' Board of Education shall sign a statement annually certifying they have acted in compliance with the Conflict of Interest policy.~~

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
 - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minnesota Statutes chapter 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the school board minutes. Disclosure shall be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and need only be made once;
 - 2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
 - 3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
 - 4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
 - a. The school board shall authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
 - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
 - c. Before a claim is paid, the interested school board member shall file with the clerk of the school board an affidavit stating:
 - (1) The name of the school board member and the office held;
 - (2) An itemization of the goods or services furnished;
 - (3) The contract price;
 - (4) The reasonable value;

- (5) The interest of the school board member in the contract; and
- (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.

5. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.

- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting at which all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee only if there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$20,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting at which all school board members are present, that employment is immediately terminated and that school board member has no further rights to employment while serving as a school board member in the school district.
- D. The school board may contract with a class of school district employees, such as teachers or custodians, when the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. For the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting in which the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board must hire or dismiss teachers only at duly called meetings. When a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. § 122A.40, Subd. 3 (Employment; Contracts; Termination)
Minn. Stat. § 123B.195 (Board Member's Right to Employment)
Minn. Stat. § 471.87 (Public Officers, Interest in Contract; Penalty)
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)
Minn. Stat. § 471.89 (Contract, When Void)
Op. Atty. Gen. 437-A-4, March 15, 1935
Op. Atty. Gen. 90-C-5, July 30, 1940
Op. Atty. Gen. 90-A, August 14, 1957

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School Board)
MSBA/MASA Model Policy 209 (Code of Ethics)

Adopted: 1974

Saint Paul Public Schools Policy

211.00

Revised: 9/1/1992, 6/17/2008, 8/18/2015

211.00

BOARD MEMBER DEVELOPMENT

ORIENTATION OF MEMBERS-ELECT OR APPOINTEES

1. At the earliest possible convenience after the election or appointment of a new director of the Board of Education, the Chair and the Superintendent shall have made arrangements for an orientation program for the member(s)-elect or appointee(s). The orientation program shall familiarize the member(s)-elect or appointee(s) with (a) the policies and practices of the Board, (b) the scope of the Board's duties and responsibilities, (c) the fundamentals of parliamentary procedure, (d) the conflict-of-interest statutes, and (e) other laws and rules that govern the official actions of members of the public body. The superintendent shall furnish Board-members elect and appointees with copies of Board policies, collective bargaining agreements, copies of the administration's current strategic plan and goals, the District budget, information regarding district facilities and operations and other materials related to the governance of the District.
2. The Board authorizes the attendance of new members and appointees who have taken the oath of office at state meetings for new board members and/or other state training and orientation meetings. Upon statement of the several members furnished at the next succeeding meeting of the public body in accordance with Policy 409.00, the Board shall authorize the reimbursement of actual expenses incurred in training and orientation to the performance of their duties.
3. The Board shall invite members-elect to attend as observers the meetings of the Board of Education before they take the oath of office.

CONTINUING PROFESSIONAL DEVELOPMENT OF DIRECTORS

1. Board of Education members are expected to actively participate in professional development that supports their governance role and the district's mission. These may include but are not limited to national, state or local conferences, workshops, seminars and training opportunities.
2. The Board desires all members to participate in school-board and related workshops and activities sponsored by local, state and national school boards associations.
3. Each director who attends a member-development activity shall make a report of their service at the next regular Board meeting that follows their last participation either by making an oral report at the meeting or by submitting a written report to the Assistant Clerk for inclusion in the Board Book. Materials of interest acquired at the activity shall be made available to the Board by submitting it to the Assistant Clerk for inclusion in the Board Library.

4. The Board shall annually plan and budget for participation in such professional development activities. To the extent that Board policy and district budget allocations permit, the Board will reimburse the necessary expenses of its members who attend meetings pertaining to school activities and the objectives of the Board.

LEGAL REFERENCES:

Minn. Stat. § 123B.09, subd. 2

CROSS REFERENCES:

213.00, Board of Education Professional Development
409.00, Travel Expense Reimbursement

Adopted: 6/17/2008
Revised:

Saint Paul Public Schools Policy

213.00

213.00 BOARD OF EDUCATION PROFESSIONAL DEVELOPMENT

1. Board of Education members are expected to actively participate in professional development that supports their governance role and the district's mission. These may include but are not limited to national, state or local conferences, workshops, seminars and training opportunities.
2. The Board shall annually plan and budget for participation in such professional development activities. Logistics and expense reimbursement shall be handled in accordance with school district procedures.

LEGAL REFERENCES:

CROSS REFERENCES:

214.00 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

[Note: School districts are required by statute to adopt a policy addressing this issue.]

I. PURPOSE

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association and/or Council of Great City Schools is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be pre-approved by the school board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals (excluding any alcohol), lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and

guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (Boards of Independent School Districts)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

Cross References: SPPS Policy 211.00 (School Board Member Development)
SPPS Policy 409.00 (Travel Expense Reimbursement)



Board of Education Meeting

First Reading: Policy 506.06 Search of Student Lockers, Desks, Personal Possessions and Student's Person

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June 20, 2023

Laurie Olson, Director, Security and Emergency Management

Policy 506.06 Search of Student Lockers, Desks, Personal Possessions and Student's Person

Why are we proposing this policy?

The District does not have an official Board policy as required per statute.

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While this is a new District policy, the adherence is not new.

Policy 506.06 Search of Student Lockers, Desks, Personal Possessions and Student's Person

The **purpose** of this policy is to comply with Minnesota statute and provide for a safe and welcoming educational environment free of contraband.

Contraband means any unauthorized item possession of which is prohibited by district policy and/or law. It includes, but is not limited to, weapons, firearms and¹⁸⁸ “look-alikes,” alcohol, and controlled substances.

A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband.

A violation occurs when students carry contraband on their person or in their personal possessions.

Policy 506.06 Search of Student Lockers, Desks, Personal Possessions and Student's Person

Lockers and Personal Possessions Within a Locker

- Pursuant to MN Statutes, school lockers are property of the school District. Inspection of interior of lockers may be conducted for any reason, at any time, without notice, without student consent, and without a search warrant
- Personal possessions within the locker may be searched only with reasonable suspicion.
- As soon as practical, school officials must provide notice regarding search of personal¹⁸⁹ possessions

Desks

- Similar to lockers, desks are property of the school district and may be searched at any time.

Personal Possessions and Student's Person

- Personal possessions of students and/or a student's person may be searched when school officials have reasonable suspicion. The search will be reasonable in its scope and intrusiveness

Policy 506.06 Search of Student Lockers, Desks, Personal Possessions and Student's Person

See Policy 506.06 [HERE](#)

Questions?

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506.06 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to comply with Minnesota statute requiring school districts to have a school locker policy.

II. GENERAL STATEMENT OF POLICY**A. Lockers and Personal Possessions Within a Locker**

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.**III. DEFINITIONS**

A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.

B. "Personal possessions" includes, but is not limited to, purses, backpacks, bookbags, packages, and clothing.

C. "Reasonable suspicion" means that a school official has grounds to believe that the

search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

- D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

- A. The Superintendent, or designee shall develop procedures governing the search of lockers, desks, personal possessions and student's person by school support liaisons (SSLs), school administrators and/or other agents performing law enforcement functions.
- B. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

V. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, § 10
Minn. Stat. § 121A.72 (School Locker Policy)
New Jersey v. T.L.O., 469 U.S. 325 (1985)
G.C. v. Owensboro Public Schools, 711 F.3d 623 (6th Cir. 2013)

Cross References: SPPS Policy 413.01 (Chemical Use and Abuse)
SPPS Policy 413.00 (Drug-Free Workplace)
SPPS Policy 903.00 (Dangerous Weapons, Firearms)

SPPS Policy 506.00 (Student Discipline)



Envision SPPS: Final report

Board of Education Update

Kara Arzamendia, Director, Research, Evaluation and Assessment

Jackie Turner, Chief of Operations and Administration

June 20, 2023

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Guide to Presentation

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Evaluation

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Evaluation Timeline

Key Dates & Timeline					
Summer 2022	Fall 2022	Winter 2022	Spring 2023	June-July 2023	Fall 2023– Fall 2025
Evaluation Planning Evaluation Planning and Approval	Data Collection Data Collection on short term quantitative measures for secondary data analysis	Family Survey	Principal interviews	Envision Evaluation Completion	Continued Data Tracking ¹⁹⁷ Continued data collection, analysis, and reporting on long-term student and staff retention and school/program enrollment
		Staff Survey	Secondary data analysis	Final Report and Presentation	

Evaluation Areas and Questions

Impact on students and families

To what extent are parents and students satisfied with the process of transitioning to new schools, programs, or physical locations?

- Student Retention Analysis
- Student Transportation Analysis

Impact on teachers and instructional staff

To what extent has the Envision program impacted SPPS' ability to retain high-quality, diverse instructional staff?

- Staff Retention

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Sustainability of Schools

To what extent has Envision assisted schools and programs to be sustainable into the future?

- Student Retention Analysis
- Principal Interviews

Success of schools and programs in providing students with a well-rounded education

To what extent are Envision-impacted schools able to provide their students with a well-rounded education?

- Principal Interviews
- Well-Rounded Education Analysis

Impact on students and families

Student Retention Analysis

To what extent are parents and students satisfied with the process of transitioning to new schools, programs, or physical locations?

- Percentage of Envision impacted students retained in the district after one, two, and three years.

Methods

- K-8 enrollment records for Spring 2022 and Oct. 1st 2022
- Percentage of students that were enrolled in SPPS spring 2022 that were still enrolled (in any building) on Oct. 1st were calculated
- Groups were compared to see the impact of Envision

Why it matters

- Families leaving is correlated with their satisfaction with their school or school options¹⁹⁹
- Maintaining or growing districtwide enrollment helps SPPS be financially able to provide the best possible education to its students

Impact on students and families

Student Retention Analysis

Districtwide Non-Envision

Students in the same grade ranges at non-Envision impacted schools



All non-Envision-impacted K-8 students in SPPS

Envision Impacted:

All students at schools impacted by Envision, regardless of if they had to move physical sites



All students at Envision impacted schools, including those in the Move Group

Moved Schools (Envision):

Envision impacted students that had to move physical school locations.

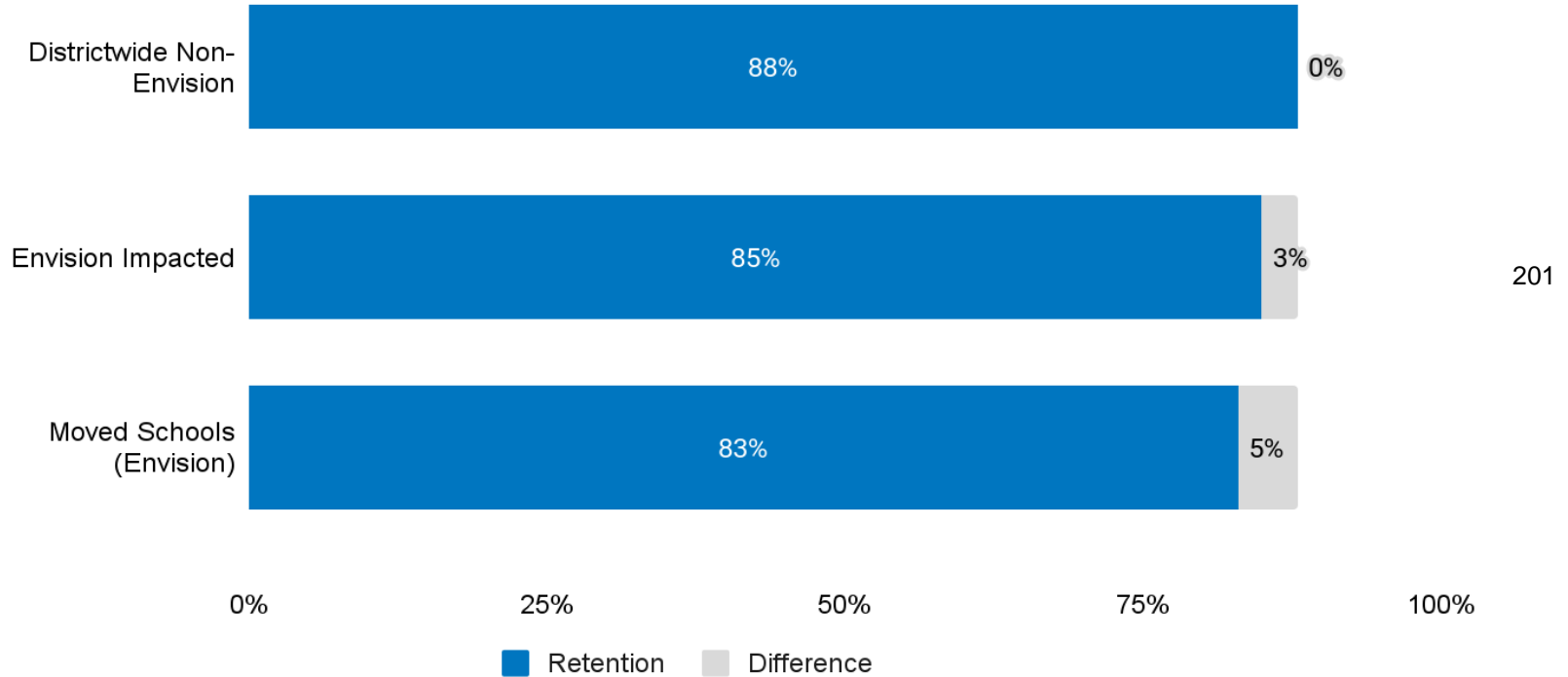


Students at:

- Cherokee Heights Montessori
- Galtier
- Jackson
- John A. Johnson
- L'Etoile du Nord Lower Campus
- Parkway Montessori and Community
- Riverview Community

Impact on students and families

Student Retention Analysis Results



Sustainability of Schools

To what extent has Envision assisted school and programs to be sustainable into the future?

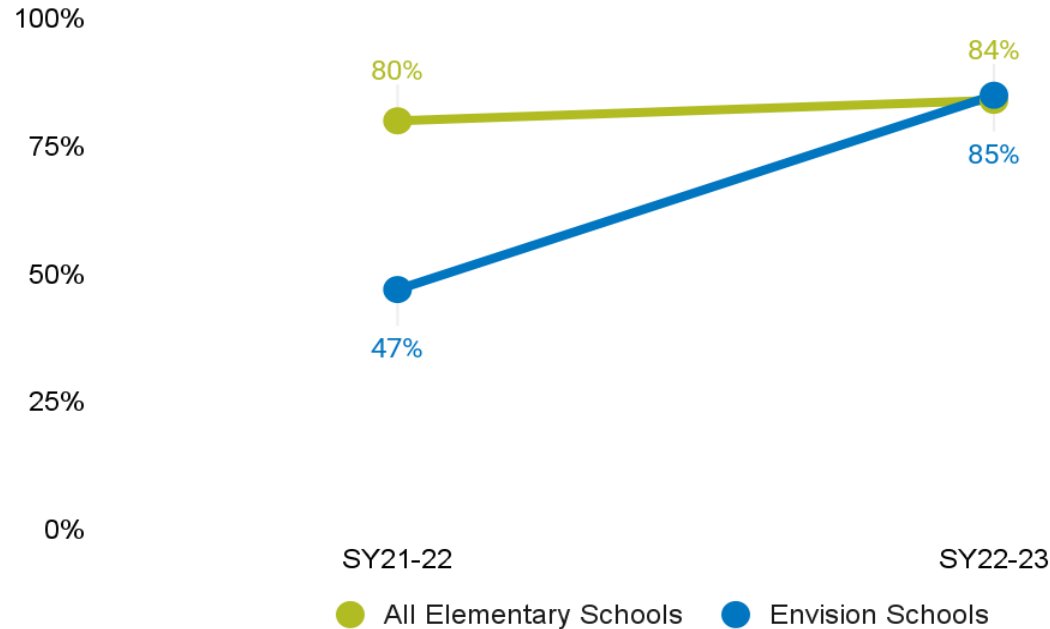
Sustainable Enrollment

Class Size: 25	<u>Large Elementary</u> 600+ students	<u>Small Elementary</u> 251-450 students	<u>Unsustainable Elementary</u> < 250 students
K-5 th Grade Teachers	<p>Each grade: 4 classes (100 students) X4 teachers X6 grades</p> <p>24 generalists</p> <p>4 specialists/ resource teachers</p> <p>2 specialists (e.g., literacy coaches)</p> <p>30 teachers total</p>	<p>Each grade: 2 classes (50 students) X2 teachers X6 grades</p> <p>12 generalists</p> <p>1 specialist/resource teacher</p> <p>14 teachers total</p>	<p>Each grade: 1 class (25 students) X1 teacher X6 grades</p> <p>6 generalists</p> <p>0 specialists/resource teachers</p> <p>5-6 teachers total</p>

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Sustainable Enrollment

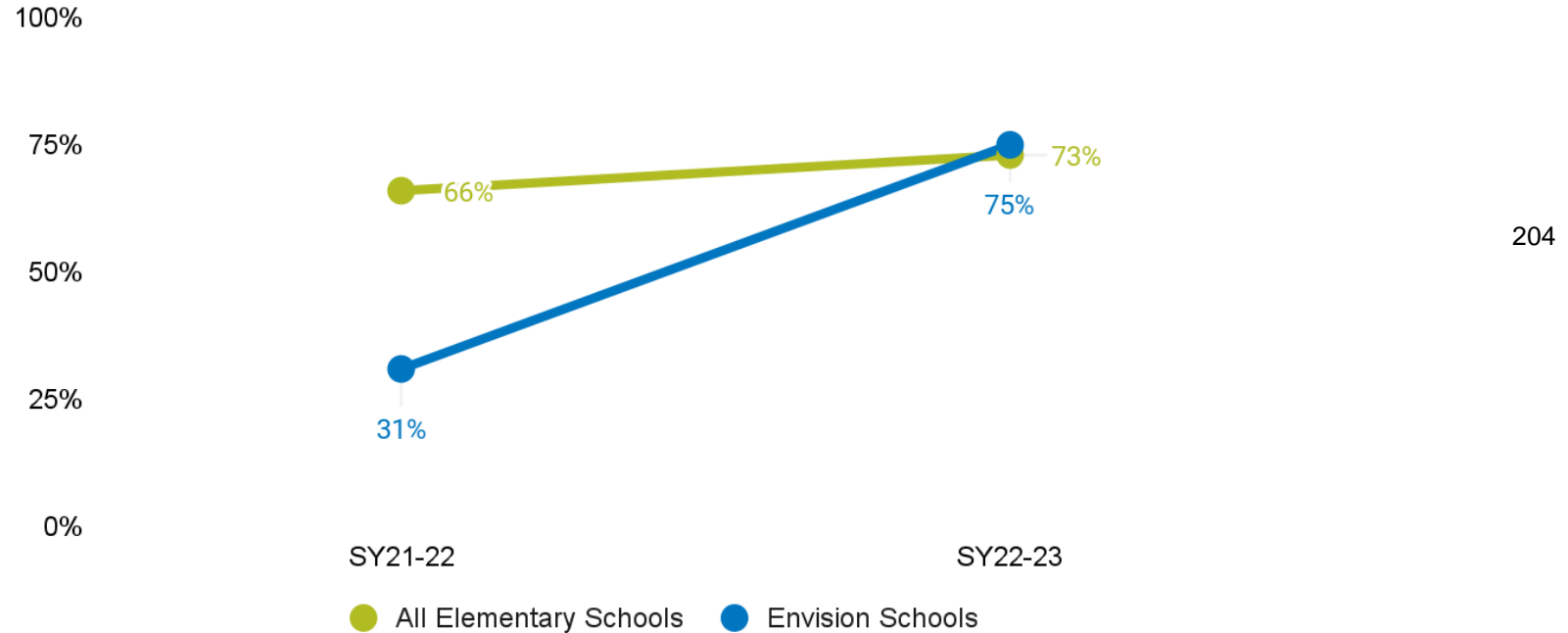
The Percent of Elementary Students at Sustainable (#>250) increased due to Envision SPPS



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Sustainable Enrollment

The Percent of Elementary School Buildings with more than 250 Students Increased due Envision SPPS



Impact on students and families

Transportation Analysis

To what extent are parents and students satisfied with the process of transitioning to new schools, programs, or physical locations?

Methods

- Secondary data analysis of 765 students.
- To be included, students:
 - Attended an Envision school that required them to move physical locations
 - Lived at the same home address in June 2022 and October 2022
 - Continued to be enrolled in SPPS in October 2022
- Based on the school chosen by the family for SY 22-23
- Compared driving time and distance between SY21-22 to SY22-23 for each student and for Envision students to the district average for K-8 students

Why it matters

- Indicator of school satisfaction
- School location or transportation changes impact families based on resources and how their kids get to school

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Limitations

- The analysis does not consider how students get to and from school

Impact on students and families

Transportation Analysis Results

- Students who were required to move due to Envision previously lived closer to their school on average than their peers
- Envision students who were required to move live the same distance on average from school as their peers

	Impacted Students	Standard Deviation	District K-8	Standard Deviation
Median Distance (miles)	2.68	3.03	2.69	3.44

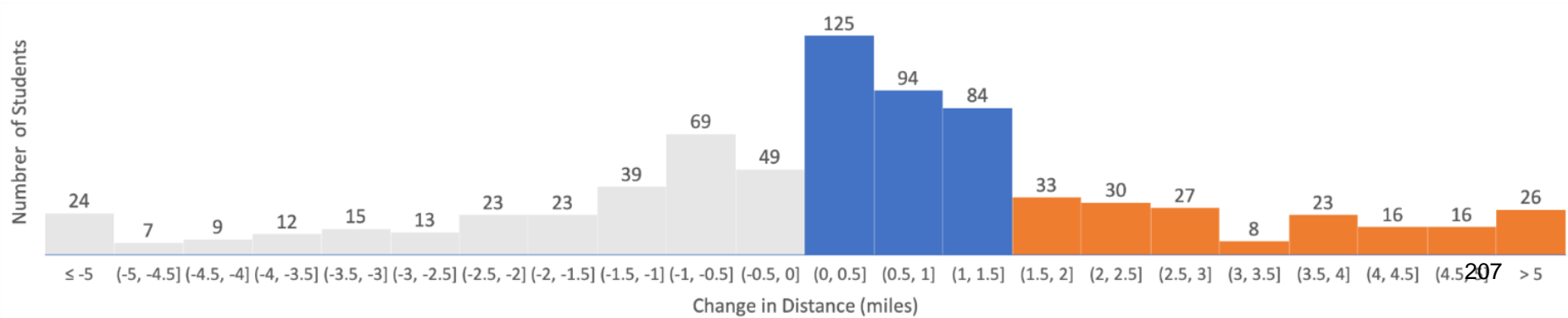
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*Analysis was also conducted weighting for # of middle vs. elementary school students. There were no significant differences.

- Students that were required to move now live about 1/3 of a mile further from school on average

Impact on students and families

Transportation Analysis Results



- More than 1/3 of students now are closer to their schools (37%)
- About 38% had a change of 1.5 miles or less
- About 25% had a large change (more than 1.5 miles); When looking at the largest distances (25%), they tend to be students living outside of the district or that opted for a regional or district-wide magnet instead of their community school.

Success of schools and programs in providing students with a well-rounded education

To what extent are Envision-impacted schools able to provide their students with a well-rounded education?

Well-Rounded Education Analysis

A well-rounded education is one that meets Minnesota state's educational standards by providing students with learning opportunities that give them the skills to succeed in school, college and career.

A well-rounded education includes:

- Instruction in the four core content areas: mathematics, literacy, social studies, and science
- Physical education
- Health
- Two arts and exposure to a third.

Why it matters

- Envision SPPS sets the stage for our students to receive a well-rounded education
- We as a district believe all students should have access to well-rounded education

See *Well Rounded Education in SPPS Elementary Schools Summary of Results* February, 2023 for full details. Available at <https://www.spps.org/Page/46024>.

Success of schools and programs in providing students with a well-rounded education

Well-Rounded Education Analysis

Methods

A secondary data review of *Well Rounded Education in SPPS Elementary School Summary of Results* report was conducted.

Well-rounded education definitions and notes

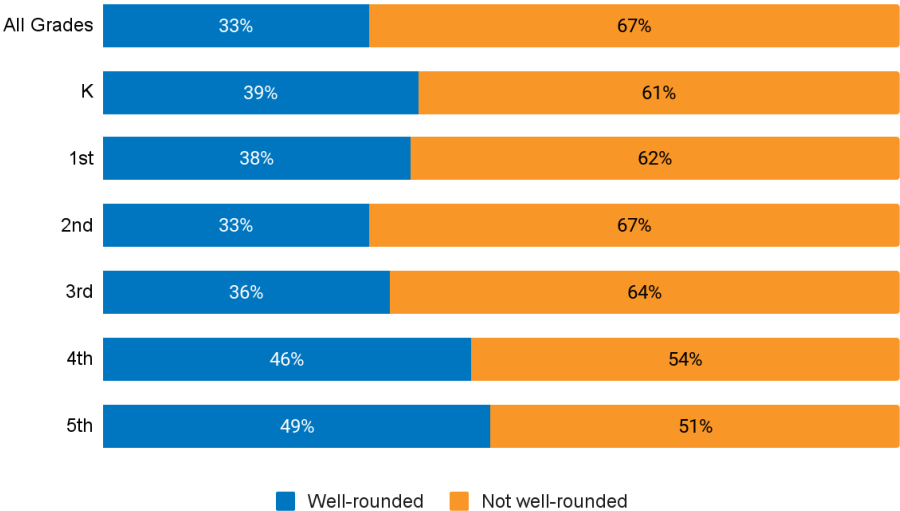
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- Grade levels may receive different designations. If a school has grade levels with different designations, the designation of the majority of grade levels is used for the school identification. When the designations are evenly split, the lower category was used.
- Schools were identified as **not well-rounded** if they were not offering instruction in the four core subjects as well as PE, health, and two arts with an exposure to a third art.

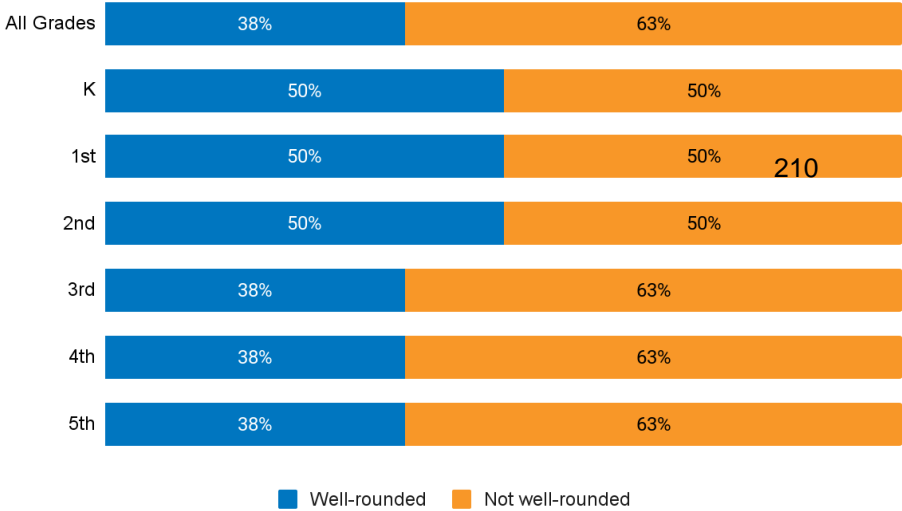
Success of schools and programs in providing students with a well-rounded education

Well-Rounded Education Analysis

District Overall



Envision Schools



Impact on teachers and instructional staff

To what extent has the Envision program impacted SPPS' ability to retain high-quality, diverse instructional staff?

Staff Retention Analysis

Methods:

- Identified staff at Envision impacted schools in Spring 2022 and included them if they were still working in the district as of Spring 2023
- Analysis was needed because not all staff responded to the survey
- Included approximately 400 teachers/licensed support staff and 150 EAs and TAs
- Teachers and licensed support staff include all staff in the teacher negotiation group (Counselors, social workers, etc.)
- Tested for differences in retention based on probationary status, if the staff person worked in special education or in a position on the 2023 hard-to-fill list, and if they were BIPOC or not.

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Impact on teachers and instructional staff

Staff Retention Analysis

There were no differences in retention based on working in special education, being BIPOC, or working in a hard-to-fill position

One Year Retention Rate (Spring 2022 to Spring 2023)



Sustainability of Schools

To what extent has Envision assisted school and programs to be sustainable into the future?

Principal Interviews

Principals were invited to participate in interviews if they met the following criteria

- Led an Envision-impacted school during SY 2021-2022 or SY 2022-2023
- Currently employed in the district and their position does not create a potential conflict of interest, e.g., district-level administrator.

Methods

- All 11 invited principals participated in interviews conducted in person or via video call between May 16th and May 24, 2023
- Notes from the interviews were analyzed using qualitative methods for common themes
- Interviews were focused on the following topics
 - Background and basic information
 - Specialists, well rounded education, and student support staff
 - Transitions and building your team/school culture
 - Support received or needed from the district

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Sustainability of Schools

Principal Interviews

“This interview is the only real closure we have had from Envision.”

General Challenges

- Start time changes were particularly difficult for staff and families
- Dramatic student composition changes at some sites
- Limited to no control over new staff at their school
- Late hiring or other human resources challenges
- More support was needed unpacking and preparing for moves
- Continued need for help with enrollment and marketing from district-level staff
- Envision SPPS lacked closure

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Success of schools and programs in providing students with a well-rounded education

Principal Interviews

Well-Rounded Education

- Larger enrollment numbers allowed some of the schools to hire additional specialists.
- Some buildings could not offer new specialists, but generally, these buildings already 215 offered a more well-rounded education.
- Building size and construction details somewhat limit specialists, such as being sound-resistant enough to have a music specialist.
- Partnerships with outside organizations and residencies are important for schools in helping them provide a well-rounded education within their budget constraints.

Promising Practices

School culture and staff cohesion:

- Bringing a cohort of teachers/staff with the principal to new buildings
- *Interview and select* whenever possible versus placements to help with staff cohesion.
- Paid retreat time for staff before the beginning of the school year and funding for staff team building activities.
- Create a fresh start for staff regarding relationships and evaluations regardless of past performance, relationships or evaluations.
- Create mixed grade level teams, with staff from the sending and receiving school.

“My role was to make sure that I was providing a safe place for new staff to come over, and provide a sense of belonging for staff and students. And with that came organizing an end-of-year celebration between the two communities”.

Transition:

- Principals took responsibility for the success of the transition
- PBIS reboot or refocus
- Involvement of and support from assistant/area superintendents. Several principals expressed gratitude for their support.
- Project management support from the district (was helpful)

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General Implementation

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Obama Elementary School: Active Choice

- **137 students:**
 - **81.75%** applied to another SPPS school
 - **3.65%** transferred to another SPPS school this past year
 - **2.92%** moving out of district/city
 - **11.68% (N=16)** unable to directly connect with; **all have seat reserved at their area school this fall**
- **Communications:** School events, 1-1 meetings, phone calls, texts, letters, emails
- **School events:**
 - Oct. 5: Great Obama Get Together event
 - Oct. 7, Nov. 4: Parent-Principal Huddles
 - Nov. 15 and 18: School conferences
 - Jan. 17: MLK Day school event
 - Feb.13: NAAPID
 - June 1: 100 Year Carnival and Celebration



Obama Elementary School: Staff placements

- Interview and select outcome still being processed, but at least 90% of staff* placed at another SPPS schools
 - *Teachers, teaching assistants, educational assistants, school and services personnel, clerks
- We are not aware of any staff leaving SPPS

Highwood Hills, LEAP, Wellstone

- **LEAP:** Move to J. A. Johnson on track; JAJ remodeling underway and ready to welcome LEAP students in September 2023
- **Highwood Hills:** Current SY22-23 enrollment: 192; Projected 184 (+ 40 PK)
 - Received additional 20 PK seats (totals 40) via Head Start partnership
 - Selected as 1 of 6 schools to receive enrollment marketing funds
- **Wellstone:** Participating in Spanish Two Way Program Workgroup
 - Workgroup purpose: Examine how SPPS can develop strong academic experience for PreK-5 Spanish Dual Language Immersion Programs
 - Workgroup conclusion: Need to expand purpose to include PK-12 pathway and invite middle school and high school pathways to discussion

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New Enrollment Initiatives

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Enrollment and Retention Campaigns

Timeline:

- Summer 2022: Enrollment and Retention Committee convened
- Winter 2023: Schools selected
- April 2023: Interested schools submit proposals
- Fall 2023: Schools campaign plans developed
- Winter 2023 - Summer 2024: Campaign launched

Participating Schools:

1. Cherokee Heights
2. Dayton's Bluff
3. Hamline
4. Highwood Hills
5. Hmong Language and Culture Middle School
6. Riverview Spanish/English Dual Immersion

Resources provided:

- Contractors to assist with campaign development and implementation
- Marketing and Communications Plan Framework
- Community Ambassador Framework

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PreKindergarten Enrollment

- **Goal:** Expand access to quality Pre-K programming with long-term goal of retaining 75% of Pre-K students
 - Address SPPS' PreK waitlist of 800+ (January 2023)
- **Nature Discovery program**
 - Unique, fee-based Pre-K program sets itself apart from free Pre-K offering 223
 - Families who meet qualifications have fees supplemented via School Readiness funds
 - One section filled, program promotions ongoing
- **Head Start partnership:**
 - Mixed-delivery program model; aligned with Governor Walz's vision
 - 80 additional new students: Eastern Heights; Highwood Hills EXPO

East African Elementary Magnet School

- Opening September 2023
- Program focus: East African cultures and languages
- PreK-5 grades
 - PreK, K, Gr.1: 2 sections each
 - Grades 2-5: 1 section each
- School times: 7:30 a.m.-2 p.m.
- Location: 437 Edmund Ave. W.
(former Jackson Elementary)



Decision-making process

- **Purpose:** Determine how SPPS can provide a well-rounded and sustainable PK-8 program focused on East African language(s) and culture(s).
- **Workgroup members:** 14+ with mix of SPPS staff and parents, all East African; invited content experts to advise on program and implementation
- **Explore:** Key questions, data and findings, similar programs (Minneapolis Public Schools - Somali heritage program at 2 elementaries, St. Cloud - Somali Dual Immersion, fall 2023; SPPS Hmong Culture and Language program)
- **Timeline:** Every two weeks February-May 2023; now weekly through August with program implementation and recruitment focus

Staff hiring and recruitment

- **Goal:** Hire staff who are reflective of the program's cultures and languages
- **Timeline:**
 - May 3 (officially starts July 1): Principal hired: Dr. Abdisalam Adam, 26 years with SPPS, respected community leader
 - May 5: Project Manager assigned to manage program implementation²²⁶
 - May 16-18: Principal/hiring team conduct internal staff interviews
 - May 24-June 16: Round 3 of interview and select for internal candidates
 - May 24 > Opens up to external candidates until positions filled
- **Recruitment of diverse candidates** through local college and university education programs; connecting with East African education community

May-August: Marketing and Recruitment

- **May 16:** Press conference with East African and other major media
- **May 19 and May 26:** Hosting targeted information/registration events; postcard mailings to high-density East African areas
- **Mid-May-July:** Face-to-face recruitment + distributing info flyers and attending at: community events, holidays, independence days, holy days, soccer games, mosques, churches, restaurants, businesses, day cares, etc.
- **August:** School Open House

East African Elementary Magnet School

437 Edmund Ave. W.
St. Paul



Student registration hours to enroll your child:
Starting July 5, visit the school on
WEDNESDAYS and THURSDAYS
any time between 10 a.m. - 3 p.m.

QUESTIONS:
Fadumo Salah, 651-632-3709, fadumo.salah@spps.org



Meet Principal Dr. Abdisalam Adam and enroll your student:
Friday, July 21 from 6-9 p.m.
Fun for everyone: School tours, free food, games!
Website: spps.org/EastAfricanMagnet



QUESTIONS?

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