

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

January 17, 2023
5:30 PM

A G E N D A

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14. **ADJOURNMENT**

#BoldSubject#

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

DATE: January 17, 2023

TOPIC: Acknowledgement of Good Work Provided by Outstanding District Employees

A. PERTINENT FACTS:

1. The Phalen Lake Hmong Studies school and community is so proud to share that Bounthavy Kiatoukaysy has been selected as Teacher of the Year by the Minnesota Council on the Teaching of Language and Cultures (MCTLC.) She has worked tirelessly for more than 30 years in teaching the Hmong language and culture to countless students and trained many Hmong language teachers.

Bounthavy is a skilled teacher, gifted language expert, and most importantly, a fierce keeper of the Hmong language. Those who have been fortunate to work with her have seen the impact of her dedication, not only to our students and Hmong language teachers in the Hmong Dual Language program, but also to the larger Hmong community.

After almost 50 years in the United States, the Hmong community has seen a tremendous loss of language among the second and third generations. The growth of our Hmong Dual Language program in SPPS was a direct result of parents' desire to have their children reconnect with the language and culture that was slowly slipping away and a commitment by our district to invest in our students. Bounthavy was one of the first Hmong language teachers at Phalen Lake school and in our district. She was a pioneer in finding creative ways to reconnect students with a lost language.

To hear Bounthavy tell a story is to see it come to life. Her ability to help her students and colleagues fall in love with the Hmong language through her teaching and use of it is powerful. She is artful in how she weaves the traditional rich oral practices of the Hmong into modern teaching strategies to make language learning relevant to her students. Bounthavy's gift is in taking complex language and cultural knowledge, and breaking them into understandable chunks for students to learn and appreciate.

Bounthavy's passion for teaching the Hmong language does not stop with her students. She has written and developed countless books and print materials to support other Hmong language teachers. She has used her extensive understanding of the Hmong language to provide professional development for her colleagues to deepen their language knowledge and appreciation for the culture. She has taught Hmong language classes to parents and interested staff. Bounthavy understands the profound loss that a community experiences when a language dies and she has worked tirelessly to preserve the Hmong language at all levels for well over three decades.

We cannot think of anyone more deserving of this recognition of Teacher of the Year by the Minnesota Council on the Teaching of Languages and Cultures than Ms. Bounthavy Kiatoukaysy. We are so proud of her.

2. This item is submitted by Andrew Collins, Chief of Schools and Learning

B. RECOMMENDATION:

The recommendation is that the Board of Education recognizes the staff acknowledged above for their contributions and outstanding work.

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

SPECIAL CLOSED MEETING OF THE BOARD OF EDUCATION

**360 Colborne Street
Saint Paul, MN 55102**

**January 3, 2023
3:30 p.m.**

MINUTES

I. CALL TO ORDER

The meeting was called to order at 3:33 p.m. by Jessica Kopp, Vice Chair.

II. ROLL CALL

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

J. Vue arrived at 3:42 p.m.
J. Foster arrived at 3:49 p.m.

C. Long, K. Thao, J. Turner, T. Sager, A. Collins, E. Wacker, S. Dahlke
T. Cummings, Outside Counsel

III. APPROVAL OF THE ORDER OF THE MAIN AGENDA

MOTION: It was moved by Director Kopp, and seconded by Director Ellis, to approve the main order of the agenda. It passed by acclaim.

IV. MOTION TO CLOSE MEETING

MOTION: It was moved by Director Kopp and seconded by Director Ellis that the Board of Education close the special meeting and continue the meeting as a closed meeting to discuss attorney-client privileged information regarding J.V., Employee v. Independent School District #625/St. Paul, Employer OAH Case No. 7285497-CP-20903, as is provided by Minnesota Statutes Section 13D.05, subd. 3(b). It passed by acclaim.

V. NEW BUSINESS

The Board of Education and Administration then discussed attorney-client privileged information regarding J.V., Employee v. Independent School District #625/St. Paul, Employer OAH Case No. 7285497-CP-20903, as is provided by Minnesota Statutes Section 13D.05, subd. 3(b). It passed by acclaim.

VI. MOTION TO OPEN MEETING

MOTION: It was moved by Director Kopp, and seconded by many board members, to open the meeting. It passed by acclaim.

VII. ADJOURNMENT

It was moved by Director Kopp, and seconded by Director Ellis, to adjourn the meeting. It passed by acclaim.

The meeting adjourned slightly at 4:11 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

Board Secretary, St. Paul Public Schools Board of Education

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

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

**January 3, 2023
4:30 p.m.**

MINUTES

I. CALL TO ORDER

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

II. ROLL CALL

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

Administration: Superintendent Gothard, C. Long, S. Dahlke

III. 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 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

IV. ELECTION OF OFFICERS

1. Chair of the Board of Education

The serving Chair opened nominations for the office of Chair of the Board of Education.

MOTION: Director Jessica Kopp nominated Director Jim Vue for the office of the Chair of the Board of Education.

Further nominations were called for, there being none the vote was called.

Motion was approved with the roll call vote as follows:

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

2. Vice Chair of the Board of Education

The re-elected Board Chair opened nominations for the office of the Vice Chair of the Board of Education.

MOTION: Director Jim Vue nominated Director Jessica Kopp for the office of the Vice Chair of the Board of Education.

Further nominations were called for, there being none the vote was called.

Motion was approved with the roll call vote as follows:

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

3. Clerk of the Board of Education

The Board Chair opened nominations for the office of the Clerk of the Board of Education.

MOTION: Director Zuki Ellis nominated Director Halla Henderson for the office of the Clerk of the Board of Education.

Further nominations were called for, there being none the vote was called.

Motion was approved with the roll call vote as follows:

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

4. Treasurer of the Board of Education

The Board Chair opened nominations for the office of the Treasurer of the Board of Education.

MOTION: Director Halla Henderson nominated Director Uriah Ward for the office of the Treasurer of the Board of Education.

Further nominations were called for, there being none the vote was called.

Motion was approved with the roll call vote as follows:

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

The Board of Education officer positions for 2023 are:

- Chair: Jim Vue
- Vice Chair: Jessica Kopp
- Clerk: Halla Henderson
- Treasurer: Uriah Ward

V. RESOLUTIONS

BF 33046 Appointment of the Assistant Treasurer

MOTION: Director Vue moved that the Board of Education approve the resolution that states as follows: BE IT RESOLVED, by the Board of Education of Independent School District No. 625, that it herewith appoints Tom Sager, Executive Chief of Financial Services, as the Assistant Treasurer of this school district for 2023. Motion seconded by Director Foster.

Motion was approved with the roll call vote as follows:

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

BF 33047 Appointment of the Assistant Clerk

MOTION: Director Vue moved that the Board of Education approve the resolution that states as follows: BE IT RESOLVED, by the Board of Education of Independent School District No. 625, that it herewith appoints Sarah Dahlke as the Assistant Clerk of this school district for 2023. Motion seconded by Director Ellis.

Motion was approved with the roll call vote as follows:

Director Allen	Yes
Director Kopp	Yes

Director Ellis	Yes
Director Foster	Yes
Director Henderson	Yes
Director Ward	Yes
Director Vue	Yes

BF 33048 Resolution Naming Depository Accounts

MOTION: Director Vue moved that the Board of Education approve the resolution naming the banks that are to serve as depositories of school district funds for the year 2023. Motion seconded by Director Ward.

Motion was approved with the roll call vote as follows:

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

BF 33049 Resolution Naming Banks as Custodians for Safekeeping of Collateral

MOTION: Director Vue moved that the Board of Education approve the resolution naming the banks that are to be used as custodians for safekeeping of pledged security for school district deposits. Motion seconded by Director Ellis.

Motion was approved with the roll call vote as follows:

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

BF 33050 Resolution Authorizing Investments of School District Funds

MOTION: Director Vue moved that the Board of Education approve the resolution that herewith authorizes the Assistant Treasurer to invest surplus funds of the school district from time to time, as provided in Minnesota Statutes and the School Board Investment Policy. Motion seconded by Director Ward.

Motion was approved with the roll call vote as follows:

Director Allen	Yes
Director Kopp	Yes
Director Ellis	Yes
Director Foster	Yes

Director Henderson	Yes
Director Ward	Yes
Director Vue	Yes

BF 33051 Resolution Naming Brokerage Accounts

MOTION: Director Vue moved that the Board of Education approve the resolution naming the brokerage firms that are to handle the purchase and sale of securities and other property. Motion seconded by Director Foster.

Motion was approved with the roll call vote as follows:

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

BF 33052 Resolution Authorizing Entry into Joint Purchasing Agreements

MOTION: Director Vue moved that the Board of Education approve the resolution Authorizing Entry into Joint Purchasing Agreements and approve administration to continue current joint cooperative purchase agreements and to enter into other various Joint Cooperative Purchasing Agreements as deemed necessary. Motion seconded by Director Foster.

Motion was approved with the roll call vote as follows:

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

BF 33053 Resolution Naming the Official Newspaper

MOTION: Director Vue moved that the Board of Education approve the resolution naming the SAINT PAUL LEGAL LEDGER MINNESOTA LAWYER as the official newspaper of the School District. Motion seconded by Director Ellis.

Motion was approved with the roll call vote as follows:

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

Director Vue Yes

BF 33054 Resolution to Adopt and Confirm All Policies Contained in the SPPS Policy Manual

MOTION: Director Vue moved that the Board of Education approve the resolution confirming and adopting all policies contained in the Board Policy Manual. Motion seconded by Director Ellis.

Motion was approved with the roll call vote as follows:

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

BF 33055 Resolution to Approve the 2023 Board of Education Meeting Schedule

MOTION: Director Vue moved that the Board of Education approve the Resolution to Approve the 2023 Board of Education Meeting Schedule, which states:

WHEREAS the Board of Education regular business meetings will typically be held on the second or third Tuesday of each month from 5:30 p.m. until adjournment, and will take place in Conference Rooms A and B at the District Administration Office (360 Colborne Street, Saint Paul, MN 55102) per the schedule below (unless otherwise noticed); and

WHEREAS the proposed regular business meeting dates for the 2023 calendar year are as follows:

- 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)
- June 20, 2023
- July 18, 2023
- August 22, 2023
- September 19, 2023
- October 24, 2023
- November 14, 2023
- December 19, 2023

WHEREAS the Board of Education will also hold Committee of the Board (discussion) meetings on topics determined by the Chair in consultation with the Superintendent, during the 2023 calendar year. These meetings will typically be held on the first or second Tuesday of each month (except July) from 4:30 p.m. to adjournment, and will take place in Conference Room 5A at

the District Administration Office (360 Colborne Street, Saint Paul, MN 55102) per the schedule below (unless otherwise noticed); and

WHEREAS the proposed Committee of the Board meeting dates for the 2023 calendar year are as follows:

- 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

WHEREAS Board of Education committees will determine their own meeting schedules, which shall be posted, duly noticed, and will typically occur on Tuesdays; and

WHEREAS special business meetings, emergency meetings, and meetings closed to the public shall be separately posted and duly noticed in accordance with applicable policies and laws.

THEREFORE BE IT RESOLVED that the Board of Education, Independent School District No. 625, hereby adopt the 2023 schedule of board meetings.

FURTHER BE IT RESOLVED that the Board Chair, in consultation with the Superintendent and in accordance with all meeting notice requirements, may modify dates and times as needed to adjust for unforeseen circumstances.

Motion seconded by Director Foster.

Motion was approved with the roll call vote as follows:

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

VI. ACKNOWLEDGMENT OF REVIEW OF ALL 200-LEVEL BOARD POLICIES

Per Policy 203.00, “At the annual January organizational meeting, Board members will be asked to sign a form that they have reviewed all 200-level Board policies.” Board members were provided a form to sign that they have reviewed all 200-level Board policies, as well as provided with hardcopies of all 200-level Board policies.

VII. COMMITTEE/SUBCOMMITTEE/WORK GROUP SELECTION AND SCHOOL AREAS SELECTION; 2023 GRADUATION SCHEDULE

Board members then determined their assignments on committees, subcommittees, and work groups (both internal and external), as well as their selected school focus areas, and board member attendance, for both providing the greeting and conferring of diplomas, at the 2023 graduation ceremonies.

VIII. FUTURE MEETING SCHEDULE

Chair Vue then noted the dates of the upcoming meetings, including the Regular Meeting on Tuesday, January 17, 2023 beginning at 5:30 p.m. He also reminded the Board and Community that starting with the January Regular Meeting, Public Comment will follow the newly approved process, and will be an agenda item within the meeting, and the Regular Meetings will begin at 5:30 p.m. (Director Ward mentioned that on the agenda, Board of Education Meetings are listed as beginning at 6:05, which was an error, and has since been corrected on the agenda and BoardBook. Regular Meetings are scheduled to begin at 5:30 p.m.)

Chir Vue also noted that for any questions regarding the schedule, please contact our board secretary at 651-434-1105. Special meetings may also be scheduled throughout the year, and notices will also be posted on the board website. To be added to the email/phone notification list, please contact our board secretary at 651-434-1105.

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

- 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)
- June 20, 2023
- July 18, 2023
- August 22, 2023
- September 19, 2023
- October 24, 2023
- November 14, 2023
- December 19, 2023

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

- 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

IX. ADJOURNMENT

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

Motion was approved with the roll call vote as follows:

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 5:15 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**

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

**January 3, 2023
Following Annual Meeting**

MINUTES

I. CALL TO ORDER

The meeting was called to order at 5:28 p.m. by Vice Chair Kopp.

II. ROLL CALL

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

Staff: J. Turner, K. Thao, C. Long, A. Collins, N. Paez, C. Anderson,
S. Schmidt de Carranza, S. Dahlke, T. Parent, E. Wacker, T. Sager,, A.
Kunz, J. Danielson, C. Green, J. Vollmer

III. 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 Allen and Director Foster. It passed by acclaim.

IV. SUPERINTENDENT'S ANNOUNCEMENTS

Superintendent Gothard began the meeting by welcoming everyone, and wishing everyone a Happy New Year, with an eventful first day back with the weather. He noted that Jim Grathwol is our new legislative lobbyist, and will be joining at future meetings. He also welcomed Jodi Danielson, who has joined as Director in the Division of Schools and Learning. Superintendent Gothard also shared the announcement of the appointment of Willie Jett as Commissioner of Education. He recapped Mr. Jett's previous roles as well as work with him. Superintendent Gothard also shared information on the upcoming legislative session and AMSD meeting on Friday that will preview the session, and that he has been asked to present at that meeting, and included details on that first meeting including legislators that are invited and introduced. He also noted that Governor Walz is planning to be there. AMSD meetings are a great chance to come together with other metropolitan districts in the state. He also shared that the statements by Governor Walz in Monday's conference show excitement about public education and to fully fund our schools. He shared his vision for the upcoming session, and the need to know the financial picture for our district in order to recruit and retain our workforce.

V. STUDENT OUTCOMES FOCUSED GOVERNANCE: Regular Meeting Agenda Redesign

Director Kopp then led the Board through discussion on the redesign of the agenda for Regular Meetings. Handouts showed the current design, and the proposed new design, which includes three main areas - re-occurring parliamentary procedure items, action items including the consent agenda, and informational items including presentations/information where a vote/action is not required at that meeting. She noted that the agenda redesign is part of the SOFG framework in that it reorganizes and streamlined the time spent at board meetings to focus on student achievement. With the incorporation of public comment into the main agenda, it seemed like a fitting time to address this topic, and the opportunity to make the agendas more user-friendly for both the Board and Community.

Materials can be found in the BoardBook.

QUESTIONS/DISCUSSION:

- A question was asked about the location of Progress Monitoring in the redesigned agenda, which would be immediately after the Superintendent's Announcements.
- Director Henderson noted the timing of items will be important, as our community may be interested in action on particular items, which would be after Progress Monitoring.
- Director Ward wondered when the earliest on the agenda that an item could be moved to if there is special community interest. Director Kopp noted that following the Superintendent's Announcements may be an option, with further discussion from the Board, and language prepared to move an item on the agenda.
- Director Ellis requested information on the difference between Superintendent's Announcements and Informational Items. Superintendent's Announcements are very brief sharing of events or news, similar to the Superintendent's Announcements during the Committee of the Board meeting.
- Director Ellis also requested further information on items within the Action Items. Director Kopp noted that a helpful way to view Informational and Action item is:
 - Information: Presentation, then discussion at that meeting
 - Action: Presentation, then discussion, then vote at that meeting
- Director Ward noted that an item that has unanimous support might be placed under the Consent Agenda, for more time to discuss Progress Monitoring or other items where there may be divisiveness or extensive questions.
- Director Kopp noted this is an opportunity to streamline and make time for Progress Monitoring, and finding places to tuck things in and make them more streamlined.
- Director Ellis also requested information on progress monitoring of the strategic plan, and if that would be the same or different as progress monitoring within SOFG. That will be determined by the Board as they determine their goals and guardrails, and their alignment with the strategic plan.
- Director Ellis also noted the importance of discussion on the systemic equity focus area of the strategic plan. Superintendent Gothard provided a brief overview on the work of systemic equity, and that more information will be presented. He recommended including systemic equity within the progress monitoring.
- Director Vue noted that SPPS will always have ongoing business and work, and that there will be more than one presentation and one vote on items - one example is Envision SPPS, where there are continuous updates.
- Director Ellis noted it would be helpful to have a template of the agenda redesign with explanations and more straightforward.
- Director Ellis also noted the extension of public comment time, and information sent to the Board regarding those comments. Superintendent Gothard recommended to think further on that topic as public comment is a one-way conversation with the Board, and expectations around responses.

- Director Kopp also noted there are other venues for information, including small groups and individual meetings with Administration and staff, and it may depend on interest from board members.
- Director Vue noted a goal is efficiency of time in meetings, and that we are improving in that area.
- The procedure for moving on with the agenda following public comment was also discussed, with the recommendation to immediately proceed with the next item following public comment.
- Director Ward also noted that with the different process for public comment, it will be important to communicate clearly with community members.

VII. ADJOURNMENT

Director Kopp moved to adjourn the meeting. Director Foster seconded the motion. It passed by acclaim.

The meeting adjourned at 6:16 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: January 17, 2023

TOPIC: Acceptance of Gift to Highland Park Middle School

A. PERTINENT FACTS:

1. A gift of \$5,000 was donated to Highland Park Middle School for the 2022-2023 school year to be added to 19-330-291-000-5096-U001.
2. These funds will be used for general classroom materials.
3. This project will meet the District strategic plan focus area of Effective and Culturally Relevant Instruction by providing materials and experiences that support all students.
4. This item is submitted by John Andrastek, Principal; Nancy Páez, Assistant Superintendent; and Andrew Collins, Chief of Schools and Learning.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to accept the donated gift of \$5,000 to Highland Park Middle School.

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

DATE: January 17, 2023

TOPIC: Donation from Ecolab to Cherokee Heights Elementary School

A. PERTINENT FACTS:

1. Ecolab has selected Cherokee Heights Elementary School to be the recipient of a donation of \$5,000.00.
2. This will be a one-time donation to the school for the 2022-2023 school year.
4. Use of these funds is at the school's discretion based upon their greatest need. Cherokee Heights has designated that the funds will be spent on supporting supplies and equipment for Specialist teachers (Technology, Science, Art, and Phy.Ed.), student recognition, tools for student self-regulation, SEL books, and experiential opportunities for students.
5. This project will meet the District strategic plan focus area of Effective and Culturally Relevant Instruction.
6. This item is submitted by Heidi Koury, Principal Cherokee Heights Elementary School; Adam Kunz, Assistant Superintendent – Division of Schools; and Andrew Collins, Chief of Schools and Learning.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to accept the donation and have the funds used to support student achievement outcomes at Cherokee Heights Elementary School.

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

DATE: January 17, 2023

TOPIC: Request for Permission to Accept Multiple Grants from the Hiway Credit Union Foundation

A. PERTINENT FACTS:

1. The Hiway Credit Union Foundation awards the Accelerate Teacher Grant to fund projects or programs related to life skills that enhance the overall wellness of the community.
2. Multiple schools have received funds to support classroom projects. The goal of these projects is to provide opportunities for student learning outside of normal operating budget. Staff at the schools researched this grant opportunity.
 - A. Harding High School received three grants to cover field trip funds
 - B. Harding High Theater Department received a grant to support seasonal plays
 - C. Harding High School received a grant to purchase welding supplies
 - D. Johnson High received a grant to cover the cost of a visiting musician to provide one-on-one music instruction and virtual group instruction
 - E. Johnson High received a grant to cover the cost of Makerspace supplies for Clothing Tech 1 lessons
 - F. Johnson High SpEd received a grant for field trip experiences that enhance independent living and recreational skills
 - G. Highland Park Senior High received a grant of approximately \$2,000 to build a student store
3. Saint Paul Public Schools will serve as fiscal agent for the project. Each grant is for approximately \$1,000. A total of \$9,000 was awarded district wide.
4. This project will meet the District strategic focus area of Positive School and District Culture.
5. These are new grant-funded projects.
6. This item is submitted by Madeline Ramirez, Project Manager; Leah Corey, Innovation Office Director; Stacey Gray Akyea, Chief of Equity, Strategy, and Innovation; Jackie Turner, Chief of Administration and Operations.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to accept multiple grants from the Hiway Credit Union Foundation to support innovative classroom projects; 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: January 17, 2023

TOPIC: Request for Permission to Submit a Grant to 3M Gives – Coats for Eastern Heights Elementary

A. PERTINENT FACTS:

1. 3M Gives is currently accepting grant applications for projects that build interest and achievement in STEM among underrepresented populations.
2. Saint Paul Public Schools Eastern Heights Elementary has prepared an application for funds to provide winter coats to students. 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 \$10,000.
4. This project aligns with the District strategic plan focus area of Resource Allocation.
5. This is a new grant-funded project. The project period is 12 months.
6. This item is submitted by Megan Garrido, Fund Development Coordinator; Susan Mondry, Principal, Eastern Heights Elementary; Adam Kunz, Assistant Superintendent; Andrew Collins, Chief of Schools & Learning; and Jackie Turner, Chief of Administration & Operations.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to submit a grant to 3M Gives for the funds to purchase winter coats for students at Eastern Heights; 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: January 17, 2023

TOPIC: Request for Permission to Submit a Grant to 3M Gives – STEM
Conference for Maxfield Students

A. PERTINENT FACTS:

1. 3M Gives is currently accepting grant applications for projects that build interest and achievement in STEM among underrepresented populations.
2. Saint Paul Public Schools Maxfield Elementary has prepared an application for funds to enroll students in a summer STEM conference through the National Youth Leadership Forum. 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 \$30,000.
4. This project aligns with the District strategic plan focus area of College and Career Readiness by providing students with hands-on opportunities to envision their futures and explore interests.
5. This is a new grant-funded project. The project period is 12 months.
6. This item is submitted by Megan Garrido, Fund Development Coordinator; Dr. Leslie Hitchens, Principal, Maxfield Elementary; Adam Kunz, Assistant Superintendent; Andrew Collins, Chief of Schools & Learning; and Jackie Turner, Chief of Administration & Operations.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to submit a grant to 3M Gives for the funds to enroll Maxfield students in the National Youth Leadership Forum: Pathways to STEM; 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: January 17, 2023

TOPIC: Request for Permission to Submit a Grant to 3M Gives – Skilled Trades Scholarships

A. PERTINENT FACTS:

1. 3M Gives 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 provide scholarships to graduating seniors with an interest in continuing training and education in the skilled trades. The goal of this project is to increase participation of underrepresented populations in skilled trades careers. 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 \$50,000. Ten awards of \$5,000 each will be distributed to students in the class of 2023.
4. This project aligns with the District strategic plan focus area of College and Career Readiness by increasing opportunities for students to envision their future, explore careers and prepare for postsecondary education.
5. This is a recurring grant-funded project. OCCR disbursed grants to the Class of 2022. The project period is 12 months.
6. This item is submitted by Megan Garrido, Fund Development Coordinator; Carita Green, Executive Director of College and Career Pathways & Student Support; Andrew Collins, Chief of Schools & Learning; and Jackie Turner, Chief of Administration & Operations.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to submit a grant to 3M Gives for the funds to provide scholarships to graduating seniors with an interest in continuing training and education in the skilled trades; 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: January 17, 2023

TOPIC: Request for Permission to Submit a Grant to the Ecolab Foundation

A. PERTINENT FACTS:

1. The Ecolab Foundation is currently accepting grant applications for projects that promote youth development, particularly youth at-risk, in the St. Paul area.
2. Saint Paul Public Schools Humboldt High School has prepared an application for funds to support its AVID college readiness program. The goals of this project is to continue expanding the number of students who are served by the AVID elective class and AVID as a school-wide system for all classroom teachers to use to affect all students. 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 \$60,000. The project will affect all students and staff at Humboldt High School.
4. This project aligns with the District strategic plan objective of increasing our capacity to meet the instructional needs of each learner.
5. This is a recurring grant-funded project. The project period is 12 months. The Ecolab Foundation is a long-time supporter of Humboldt High School.
6. This item is submitted by Megan Garrido, Fund Development Coordinator; Valerie Little-Butler, Principal, Humboldt High School; Dr. Yeu Vang, Assistant Superintendent; Andrew Collins, Chief of Schools & Learning; and Jackie Turner, Chief of Administration & Operations.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to submit a grant application to the Ecolab Foundation for funds to support AVID at Humboldt High School; 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: January 17, 2023

TOPIC: Request for Permission to Submit a Grant Application to Minnesota Department of Agriculture

A. PERTINENT FACTS:

1. The Farm to School Full Tray & AGRI Equipment Grants are intended for school districts that have some Farm to School experience and want to grow their Farm to School programming and expand local procurement from Minnesota producers.
2. Saint Paul Public Schools (SPPS) Nutrition Services is applying to receive funds to purchase Minnesota produced foods for breakfast and lunch, and for equipment to support meal preparation.
3. Saint Paul Public Schools will serve as fiscal agent for the project. This grant request is for approximately \$130,500.
4. This grant does not align with a strategic focus area but provides essential operational support that creates a foundation for strategic projects to build upon.
5. This is a new grant request.
6. This item is submitted by Stacy Koppen, Nutrition Services Director and Jackie Turner, Chief Operations Officer.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to submit a grant application to Minnesota Department of Agriculture for funds to support the Saint Paul Public School Nutrition Services' Farm to School program and if awarded, to implement the project as proposed in the application.

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

DATE: January 17, 2023

TOPIC: Resolution Supporting the Boost Grant for Safe Routes to School Funding from the Minnesota Department of Transportation

A. PERTINENT FACTS:

1. The Minnesota Department of Transportation accepts grant applications for current projects that create a safer and more accessible environment for students to walk and bike to school.
2. Staff at Saint Paul Public Schools received a Safe Routes to School Boost Grant to install bike parking at four schools: Johnson, Highland Senior, Hazel Park, and Focus Beyond.
3. Saint Paul Public Schools will serve as fiscal agent for the project. This grant is for approximately \$41,200 to Install bike parking.
4. The project aligns with the District strategic plan focus area of Program Evaluation and Resource Allocation by partnering with the City of St. Paul to leverage State and Federal funding streams to support safer routes to schools.
5. The granting agency requires that the Board of Education incorporate the following language into its approval for the resolution:

Resolution Supporting the Boost Grant for Safe Routes to School Funding from the Minnesota Department of Transportation

WHEREAS, the Minnesota Department of Transportation Safe Routes to School Program assists schools and communities by making it so youth in Minnesota can safely, confidently, and conveniently walk, bike, and roll to school and in daily life; and

WHEREAS, the Minnesota Department of Transportation Safe Routes to School Program solicits applications to enable school and communities to implement Safe Routes to School planning, implementation, and programmatic activities; and

WHEREAS, if Saint Paul Public Schools was awarded Boost funds these grant funds would be used to provide implementation activities to local communities to develop Safe Routes to School initiatives that increase safety and encourage more children to walk and bicycle to school, including installing bike parking at four schools; and

WHEREAS; No local match funding is required; and

WHEREAS; SRTS programmatic activities will commence after the grant agreement is fully executed.

NOW, THEREFORE, BE IT RESOLVED

1. That Saint Paul Public Schools authorizes the Superintendent to enter into a grant agreement with the Minnesota Department of Transportation for financial assistance to fund a Safe Routes to School program and eligible expenses.
 2. That the Superintendent is authorized to execute such Agreement and any amendments without further approval by the Saint Paul Public Schools Board of Directors.
 3. That the Board of Education approve the resolution language.
 4. That the Board of Education authorize the Superintendent (designee) to accept a grant from the Minnesota Department of Transportation to expand biking options for students; to accept funds; and to implement the project as specified in the award documents.
4. This item is submitted by Maria Vincent, Management Assistant; Mary Langworthy, Supervisor; Brenda Natala, Executive Director; Andrew Collins, Chief of Schools; Jackie Turner, Chief of Staff, Operations and Administration; Dr. Gothard, Superintendent

B. RECOMMENDATION:

That the Board of Education approve the resolution language.

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

DATE: January 17, 2023

TOPIC: Contract Amendment for the Jie Ming Phase II Addition & Renovation (Project # 3090-21-01)

A. PERTINENT FACTS:

1. The design services for the Jie Ming Phase II Addition & Renovation project was awarded to Cuningham Group Architects August 2021.
2. This agenda item seeks approval for additional services on the Jie Ming Phase II Addition & Renovation project. Additional services include the following additional design related work:
 - a. Bid construction in multiple bid packages (5 total), rather than one to accommodate anticipated supply chain and procurement challenges.
 - b. Redesign of parking and drive aisles to improve fire department access and student pick up efficiency.
 - c. Miscellaneous additional design and professional services.
3. The Project phase gate schedule is currently:

Gate # and Description	Date
#1 – Master Planning #1A – Finance Update	March 23, 2021
#2 – Project Charter #2A – Finance Update	March 23, 2021
#3 – Project Budget #3A – Finance Update	February 22, 2022
#4 – Contract Award #4A – Finance Update	September 20, 2022
#5.1 – Project Close-Out #5.1A – Finance Update	August 2023 (anticipated)
#5.2 – Final Project Summary #5.2A – Final Finance Summary	August 2024 (anticipated)

4. Funding for this work is provided by Certificates of Participation. A summary of the current project budget is as follows:

Project Budget	Current Obligations	Invoiced to Date	Percent Invoiced
\$26,840,000	\$16,632,134	\$3,165,475	11.8%

5. The contract would be changed as follows:

	<u>Amount</u>	<u>% Change</u>
Original contract sum	\$1,709,610	-
Previous Amendments approved to date	\$40,000	2.3%
The contract sum prior to this Change Order was	\$1,749,610	
Contract Amendment amount	\$197,164	13.8%

New contract sum including this Amendment	\$1,946,774	-
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6. A summary of current and anticipated funding is as follows:

Funding Source	Issuance	Amount	Date Issued
COP FY 22	2022D	\$22,000,000	April 2022
COP FY23*	TBD	\$4,840,000	

*FY2023 COP value represents remaining amount of COPs that may be sold to complete project. The FY2023 COPs potentially could be sold at a later date dependent upon construction progress and financial need.

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 authorize award of Amendment #2 for Cuningham Group Architects in the amount of \$197,164 for the Jie Ming Phase II Addition & Renovation (Project #3090-21-01).

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

DATE: January 17, 2023

TOPIC: Cybersecurity Solutions From Palo Alto

A. PERTINENT FACTS:

1. To keep our network and data secure from malicious hackers we will be implementing and upgrading our Palo Alto suite of Cybersecurity tools. These tools provide security to safeguard SPPS from internal and external Cybersecurity threats. Here is a list of the tools:
 - a. Wildfire & Threat Prevention
 - i. Monitors our network perimeter to prevent malware, and ransomware
 - b. Cortex XDR
 - i. This is anti-virus protection for all SPPS desktop and laptop computers
 - c. Firewalls
 - i. This is our first line of defense against malware, ransomware and hackers.
 - d. Global Protect - Virtual Private Network (VPN)
 - i. This tool will allow remote user to access the SPPS network when they are working remotely
2. The purchase is over \$175,000 and board approval is required.
3. The request includes all hardware, software, support, and implementation services. The purchase will be bought from DirSec using NASPO contract # AR2472.
4. This purchase has been reviewed by Idrissa Davis, Executive Director, Technology Services.
5. This purchase will be reviewed by Jamie Atkins, Purchasing Manager, prior to completing the purchase.
6. Funding will be provided by a combination of the Elementary and Secondary School Emergency Relief (ESSER) II and American Rescue Plan (ARP) and will cover hardware, software, warranty and implementation costs.
7. This purchase meets the District Strategic Plan focus area of Program Evaluation and Resource Allocation.
8. This item is submitted by Jackie Turner, Chief Operations Officer; Idrissa Davis, Executive Director, Technology Services.

B. RECOMMENDATION:

That the Board of Education authorize administration to approve the proposal from DirSec for the purchase of Cybersecurity solutions from Palo Alto in the amount not to exceed \$1,300,000.

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

DATE: January 17, 2023

TOPIC: Request for Proposal (RFP) - #A23-2642-MC
Educational Student Case Management & Health Service Reimbursement System

A. PERTINENT FACTS:

1. This request for proposal (RFP) provides for 1) A special education case management and 2) A system for service documentation and Medicaid reimbursement for health related IEP and non IEP services. Since July 1, 2000, Minnesota state law requires that all school districts seek reimbursement for IEP health related services. School districts may also seek reimbursement for non-IEP health related services. This RFP examined current needs and evaluated competitive vendors. Since July 1, 2000 the district has contracted with Public Consulting Group (PCG) for health related service documentation and claims resulting in over 75 million dollars in reimbursement. The vendor's annual contract is paid from the funds generated by Medicaid reimbursement.
2. This is a renewable two-year contract.
3. The following proposals were received:

Proposer	Base Contract/Yr and Initial Start-up Cost	Estimated Cost of Claims per month
Go Solutions	\$94,274 and \$4000	\$17,818
Public Consulting Group (PCG)	\$150,000 and \$0	\$27,000
SpEd Forms	\$137.353 and \$40,000	\$12,960 (not including resubmission of denied claims)

4. Public Consulting Group (PCG) offers the most comprehensive and compatible response to the RFP. PCG provides a fully customizable platform. Continuing with PCG prevents expenditure of substantial resources for professional development and data migration and ensures reimbursement revenue is stable.
5. This project will meet SPPS Achieves long term student outcome to increase achievement of students receiving special education services.
6. The proposals were reviewed and evaluated by Mee Chang (contract manager) and a team of Office of Specialized Services leaders and third party billing specialists.
7. This is submitted by Brenda Natala, Executive Director of the Office of Specialized Services and Andrew Collins, Assistant Superintendent.

B. RECOMMENDATION:

That the Board of Education authorize award of RFP - #A23-2642-MC and designate the Superintendent or delegated authority per the Contract Signature Authority Matrix to enter into contract with Public Consulting Group, the most comprehensive and compatible proposer, for an Educational Student Case Management & Health Service Reimbursement System.

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

DATE: January 17, 2023

TOPIC: RFP # A218951-A
Amendment of Request for Prime Vendor Food

A. PERTINENT FACTS:

1. The Saint Paul Public Schools' Nutrition Services Department has established a contract for furnishing and delivery of grocery items and supplies with Indianhead Foodservice Distributor.
2. The original contract was approved for a two-year period, beginning July 1, 2020, through June 30, 2022, for the estimated value of \$6,500,000 each year. The contract was renewed for a one-year period, beginning July 1, 2022 through June 30, 2023, for the estimated value of \$6,500,000.
3. The Nutrition Services Department requests authorization to amend the contract to increase the established amount by \$3,500,000 to \$10,000,000. This increase will accommodate Nutrition Services decision to utilize this contract more comprehensively and accommodate consumption of products in the National School Lunch Program.
4. This amendment request will be reviewed by the Purchasing Manager, or Designee.
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 Operations Officer.

B. RECOMMENDATION:

That the Board of Education authorize the amendment of RFP # A218951-A to increase the dollar amount of the contract with Indianhead Foodservice Distributor by \$3,500,000 to a total of \$10,000,000 for furnishing and delivery of food supplies.

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

DATE: January 17, 2023

TOPIC: RFP #A219429-A
Amendment of Request for Non-Food Supplies

A. PERTINENT FACTS:

1. The Saint Paul Public Schools' Nutrition Services Department has established a contract for furnishing and delivery of non-food supplies with Trio Supply.
2. The original contract was approved for a two-year period, beginning July 1, 2020, through June 30, 2022, for the estimated value of \$600,000. The contract was renewed for a one-year period, beginning July 1, 2022 through June30, 2023, for the estimated value of \$600,000.
3. The Nutrition Services Department requests authorization to amend the contract to increase the established amount by \$400,000 to \$1,000,000. This increase will accommodate Nutrition Services decision to utilize this contract more comprehensively and accommodate consumption of products in the National School Lunch Program.
4. This amendment request will be reviewed by the Purchasing Manager, or Designee.
5. Funding will be provided from the Nutrition Services budget 02-005-680-701-6401-0000.
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 Operations Officer.

B. RECOMMENDATION:

That the Board of Education authorize the amendment of RFP # A218951-A to increase the dollar amount of the contract with Trio Supply by \$400,000 to a total of \$1,000,000 for furnishing and delivery of non-food supplies.

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

DATE: January 17, 2023

TOPIC: Design Services for the FY23 A/V Replacement Program at Central High School and LEAP at John A. Johnson (Project # 0680-23-01)

A. PERTINENT FACTS:

1. This agenda item seeks approval to award design services for the FY23 A/V Replacement Program at Central High School and LEAP at John A. Johnson (Project #0680-23-01).
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 amendment provides design services for the full duration of the FY23 A/V Replacement Program at Central High School and LEAP at John A. Johnson.
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	Not Applicable
#3 – Project Budget #3A – Finance Update	March 2023 (anticipated)
#4 – Contract Award #4A – Finance Update	March 2023 (anticipated)
#5.1 – Project Close-Out #5.1A – Finance Update	December 2023 (anticipated)
#5.2 – Final Project Summary #5.2A – Final Finance Summary	June 2024 (anticipated)

5. Funding for this work is provided by Capital Bonds. A summary of the current project budget is as follows:

Rough Order of Magnitude Estimate	Current Obligations	Invoiced to Date	Percent Invoiced
\$2,500,000	\$0	\$0	0%

6. The following vendor was selected:

Not-to-Exceed Fee

The Adkins Association\$224,974

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

Funding Source	Issuance	Amount	Date Issued
Capital Bonds FY23	TBD	\$1,250,000	
Capital Bonds FY24	TBD	\$1,250,000	

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 services to The Adkins Association for the total not-to-exceed fee of \$224,974.

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

DATE: January 17, 2023

TOPIC: Design Services for the Rondo Complex ARP HVAC RTU Replacement
(Project # 3170-22-01)

A. PERTINENT FACTS:

1. This agenda item seeks approval to award design services for the Rondo Complex ARP HVAC RTU Replacement project (Project #0680-23-01).
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 amendment provides design services for the full duration of the Rondo Complex ARP HVAC RTU Replacement project.
4. The Project phase gate schedule is currently:

Gate # and Description	Date
#1 – *BOE Approval of District ARP Plan	September 21, 2021
#2 – *MN Dept of Education Pre-Approval of Construction Projects	November 29, 2021
#3 – Schematic Design #3A – Finance Update	December 14, 2021
#4 – Contract Award #4A – Finance Update	TBD
#5 – Project Close-Out #5A – Finance Update	TBD

*Due to the unique nature and timing of the funding source these milestones are being considered as equivalent to our gate checks. This project will follow our typical gate check process henceforth through completion of the work.

5. Funding for this work is provided through the ARP. A summary of the current project budget is as follows:

Rough Order of Magnitude Estimate	Current Obligations	Invoiced to Date	Percent Invoiced
\$1,958,424	\$15,129	\$4,657	< 1%

6. The following vendor was selected:

Not-to-Exceed Fee

Dunham41.....\$222,000

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 authorize award of design services to Dunham for the total not-to-exceed fee of \$222,000.

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

DATE: January 17, 2023

TOPIC: Website Redesign and Contract Renewal

A. PERTINENT FACTS:

1. SPPS.org and the district's 68 school websites are overdue for a redesign to meet current web design and accessibility standards. The district's current vendor (Blackboard) has been acquired by Finalsity, meaning all district websites will move to the Finalsity platform.

Highlights of this project include:

- a. Custom template with five mobile breakpoints for peak usability on any size device
 - b. Weglot translations tool to translate every page into Spanish, Hmong, Somali and Karen with ability to be edited by district translations staff
 - c. Improved ADA accessibility feature (AudioEye) to ensure pages meet current WCAG standards
 - d. Premium support plan, secure hosting, improved search functionality and forms manager, among other improved features
2. The purchase is over \$175,000 and board approval is required.
3. The request includes all software, support, and implementation services across 5 years. The purchase will be bought from Finalsity using TIPS contract # 220701.
4. This purchase has been reviewed by Mario McHenry, Interim Executive Director, Technology Services.
5. This purchase will be reviewed by Tom Sager, Executive Chief of Financial Services, prior to completing the purchase.
6. Funding will be provided by the general fund.
7. This purchase meets the District Strategic Plan focus area of Program Evaluation and Resource Allocation.
8. This item is submitted by Jackie Turner, Chief Operations and Administration Officer; Erica Wacker, Director, Office of Communications.

B. RECOMMENDATION:

That the Board of Education authorize administration to approve the proposal from Finalsity for the purchase of Website Redesign and Contract Renewal in the amount not to exceed \$1,400,000.

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

DATE: January 17, 2023

TOPIC: Approval of Employment Agreement Between Independent School District No. 625 and Minnesota Teamsters Public and Law Enforcement Employees Union Local No. 320, Representing Bus Drivers

A. PERTINENT FACTS:

1. New Agreement is for a two-year period from July 1, 2022, through June 30, 2024.

2. Contract changes are as follows:

Wages: Effective August 27, 2022, increase hourly wage schedule by 1.5% for steps 1-5 and 2% for steps 6-7. Effective September 23, 2023, increase hourly wage schedule by 1.5% for steps 1-5 and 2% for steps 6-7, and maintain step and lane progression for year one and two.

Insurance Contribution for Full Time Employees: The insurance premium contributions by the District are increased from the current insurance caps of \$700 for single coverage and \$1,285 for family coverage will increase as follows:

	<u>Single</u>	<u>Family</u>
Effective January 1, 2024	\$725	\$1,310

3. The District has 31 employees in this bargaining unit.

4. The new total package costs for the agreement are estimated as follows:

- | | |
|-------------------------------|-------------|
| • in the 2022-23 budget year: | \$1,995,257 |
| • in the 2023-24 budget year | \$2,034,486 |

5. This item will meet the District target area goal of alignment.

6. This request is submitted by Jim Vollmer, Interim Executive Director of Human Resources; Daniel Wells, Labor Relations Manager; Jackie Turner, Chief Operations Officer.

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 for Minnesota Teamsters Public and Law Enforcement Employees Union Local No. 320, representing bus drivers in this school district; duration of said Agreement is for the period of July 1, 2022 through June 30, 2024.

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

DATE: 01/17/2023

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 November 1, 2022 - November 30, 2022

(a) General Account	#754587-755588	\$63,923,713.49
	#0004701-0004730	
	#7004602-7004637	
	#0007684-0007808	
(b) Construction Payments	- 0 -	\$3,601,643.43
(c) Debt Service	- 0 -	<u>0</u>
		\$67,525,356.92

Included in the above disbursements are two payrolls in the amount of \$41,349,526.34 and overtime of \$197,111.21 or 0.48% 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 Workers' Compensation Law falling within the period ending May 31, 2023

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

DATE: January 17, 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 January 25, 2023, should they not comply with Minnesota State Health Standards for Immunizations on or before this date.

HUMAN RESOURCE TRANSACTIONS
December 1 – December 31, 2022
January 17, 2023

NEW APPOINTMENT

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Pay Rate</u>	<u>Location</u>
Dunson, M.	Classroom Teacher	12/03/2022	\$32.37	Harding Senior High
Hiers, C.	Classroom Teacher	12/05/2022	\$29.63	Como Park Senior High
Medin, C.	Classroom Teacher	01/03/2023	\$29.27	Hamline Elementary
Ortiz-Rivera, M.	Classroom Teacher	01/03/2023	\$31.25	Highland Park Elementary
Thompson, J.	Classroom Teacher	01/03/2023	\$51.45	Early Learning Hub West
Hassan, A. A.	Classroom Teacher	01/03/2023	\$29.27	Nokomis Montessori South
Azure, L.	Classroom Teacher	12/03/2022	\$57.11	American Indian Magnet
Lee, E.	Classroom Teacher	01/03/2023	\$29.27	Nokomis Montessori North
Warner, S. M.	Classroom Teacher	01/09/2023	\$55.58	Virtual Learning School
Suzuki, K. E.	Superintendency	01/30/2023	\$50.48	Colborne Admin Offices
Paw, K. S.	School/Community Professional	12/12/2022	\$22.20	271 Belvidere Bldg
Percy, D. J.	School/Community Professional	01/03/2023	\$25.52	Global Arts Plus LWR
Yang, K.	School/Community Professional	01/03/2023	\$21.88	Phalen Lake Hmong
Caballero Patino, L. L.	Education Assistant	12/10/2022	\$20.83	Global Arts Plus UPR
Hansen, E. R.	Education Assistant	01/03/2023	\$21.55	1780 West 7th St
Mahir, M.	Education Assistant	01/03/2023	\$23.63	Four Seasons A+
Wells, D. E.	Education Assistant	01/03/2023	\$25.85	Four Seasons A+
Ames, M.	Teaching Assistant	01/03/2023	\$20.89	Groveland Park
Barnard, A.	Teaching Assistant	12/03/2022	\$20.89	Murray Middle School
Ciolkosz, C.	Teaching Assistant	11/26/2022	\$20.89	Early Learning Hub East
Connelly, Y. S.	Teaching Assistant	10/22/2022	\$17.06	Jie Ming Mandarin Immr
De Leeuw, A.	Teaching Assistant	01/03/2023	\$20.44	Horace Mann School
Dean, T. J.	Teaching Assistant	12/03/2022	\$20.89	Central Senior High
Fischer, E.	Teaching Assistant	12/03/2022	\$20.23	Maxfield Elementary
Hobbs, D. S.	Teaching Assistant	01/03/2023	\$17.08	Farnsworth Aerospace UPR
Huff, Y.	Teaching Assistant	01/03/2023	\$17.08	The Heights Community

HUMAN RESOURCE TRANSACTIONS
December 1 – December 31, 2022
January 17, 2023

NEW APPOINTMENT

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Pay Rate</u>	<u>Location</u>
Ler, H.	Teaching Assistant	12/10/2022	\$17.06	Crossroads Montessori
Moran-Rodriguez, E.	Teaching Assistant	12/12/2022	\$20.89	Bridge View
Pabon Jr, Keith K.	Teaching Assistant	01/03/2023	\$20.89	Riverview School
Shepard, T. M.	Teaching Assistant	12/12/2022	\$22.67	Bridge View
Smith, S. M.	Teaching Assistant	01/03/2023	\$17.08	Farnsworth Aerospace UPR
Williams, Z. M.	Teaching Assistant	01/03/2023	\$22.67	Farnsworth Aerospace UPR
Galvan Garcia, J.	Clerical	01/03/2023	\$25.71	Transportation Services
Munson, L.	Clerical	01/03/2023	\$31.75	Transportation Services
Hamilton, D.	Custodian	12/27/2022	\$17.65	Chelsea Heights
Tlacuatl Ocotoxtle, Y.	Nutrition Services	01/03/2023	\$17.19	Horace Mann School
Xiong, H.	Nutrition Services	01/03/2023	\$17.19	The Heights Community

PROMOTION

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Pay Rate</u>	<u>Location</u>
Childs, G. T.	Central Administrator Career Progression	12/03/2022	\$55.70	Federal Program Offices
Gamble, S. L.	Central Administrator Career Progression	12/17/2022	\$56.39	1780 W. 7th Street
Jordan, L.	Classroom Teacher From: Professional Employee	12/03/2022	\$38.64	Como Service Center
Ewald, J.	Principal From: Assistant Principal	01/03/2023	\$64.90	Como Park Elementary
Danielson, J. A.	Superintendency From: Classroom Teacher	01/03/2023	\$62.74	Colborne Admin Offices
Battles, K. J.	School/Community Professional Career Progression	11/12/2022	\$36.07	Como Service Center
Dressel, B.	School/Community Professional From: Education Assistant	12/17/2022	\$25.90	Creative Arts Secondary
Bei, M.	Education Assistant From: Teaching Assistant	12/03/2022	\$20.83	Crossroads Montessori
Crump, A.	Education Assistant From: Teaching Assistant	01/03/2023	\$18.85	St. Paul Music Academy
Win, L. L.	Education Assistant Career Progression	12/03/2022	\$26.91	Chelsea Heights

HUMAN RESOURCE TRANSACTIONS
December 1 – December 31, 2022
January 17, 2023

PROMOTION

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Pay Rate</u>	<u>Location</u>
Coyne, M.	Teaching Assistant Career Progression	11/05/2022	\$20.89	Expo for Excellence
Bei, M.	Education Assistant From: Teaching Assistant	12/03/2022	\$20.83	Crossroads Montessori
Crump, A.	Education Assistant From: Teaching Assistant	01/03/2023	\$18.85	St. Paul Music Academy
Win, L. L.	Education Assistant Career Progression	12/03/2022	\$26.91	Chelsea Heights
Coyne, M.	Teaching Assistant Career Progression	11/05/2022	\$20.89	Expo for Excellence
Miranda Mora, F. I.	Custodian Career Progression	12/10/2022	\$27.42	Como Service Center
Pilar, A. M.	Nutrition Services Career Progression	01/03/2023	\$22.86	Como Park Elementary
Thorud, M. L.	Nutrition Services Career Progression	12/03/2022	\$27.91	Como Service Center
Ess, R. H.	Professional Employee From: Technical	12/03/2022	\$32.44	Como Service Center
Hune, E. F.	Professional Employee From: Technical	12/05/2022	\$39.43	Como Service Center
O'Keefe, S. K.	Professional Employee Career Progression	01/03/2023	\$38.05	Como Service Center
Ly, M. N.	Supervisory From: Professional Employee	12/19/2022	\$45.36	Colborne Admin Offices

TEMPORARY APPOINTMENT

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Pay Rate</u>	<u>Location</u>
Christensen, P. K.	Principal	12/16/2022	\$70.27	Farnsworth Aerospace UPR
Kopp-Reddy, S.	Classroom Teacher	01/03/2023	\$33.69	St Anthony Park
Samejima, S. M.	Classroom Teacher	11/19/2022	\$33.83	Virtual Learning School
Green, S.	Classroom Teacher	01/28/2023	\$29.27	Hidden River Middle
Xiong, J. S.	Classroom Teacher	12/03/2022	\$28.70	Battle Creek Middle

LEAVE OF ABSENCE

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Location</u>
Clardy, M. F.	Classroom Teacher	01/03/2023	The Heights Community
Daniels, D. A.	Classroom Teacher	11/30/2022	Como Service Center

HUMAN RESOURCE TRANSACTIONS
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LEAVE OF ABSENCE

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Location</u>
Felber, E.	Classroom Teacher	10/24/2022	Groveland Park
Hollen, K. J.	Classroom Teacher	10/20/2022	Washington Tech Sec
Landes, K. J.	Classroom Teacher	11/07/2022	Creative Arts Secondary
Polga, X. L.	Classroom Teacher	11/16/2022	Jie Ming Mandarin Immr
Rancone, N. A.	Classroom Teacher	10/3/2022	Johnson Senior High
Richardson, B. M.	Classroom Teacher	10/25/2022	RiverEast Elem/Secondary
Ringaman, B. A.	Classroom Teacher	10/17/2022	Washington Tech Sec
Wei, Y.	Classroom Teacher	11/7/2022	Jie Ming Mandarin Immr
Seeling, C. M.	Classroom Teacher	11/2/2022	Highwood Hills
Vang, P.	Classroom Teacher	10/17/2022	Frost Lake Elementary
Williams, D. M.	Classroom Teacher	11/14/2022	RiverEast Elem/Secondary
Huhn, C. J.	Classroom Teacher	10/27/2022	Humboldt Secondary
Boe, N.	Education Assistant	01/03/2023	Colborne Admin Offices
De La Rosa, L.	Education Assistant	11/17/2022	Highland Park Middle
Her, K. L.	Teaching Assistant	01/03/2023	Como Park Elementary
Tellier, A. M.	Clerical	12/12/2022	L Etoile du Nord French
Lee, M. T.	Custodian	11/28/2022	Central Senior High
Lender, M. E.	Nutrition Services	10/11/2022	Como Park Elementary
Neff, C. J.	Nutrition Services	10/24/2022	Randolph Heights

REHIRE

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Pay Rate</u>	<u>Location</u>
Byard, L. M.	Classroom Teacher	12/10/2022	\$54.49	Hidden River Middle
Ryan, H. G.	Classroom Teacher	01/03/2023	\$48.35	Horace Mann School
Mekonnen, T.	Classroom Teacher	01/03/2023	\$31.75	Hamline Elementary
McQuerry, K. R.	Teaching Assistant	12/05/2022	\$17.08	Highland Park Middle
Tschida, C. R.	Teaching Assistant	12/10/2022	\$22.67	Como Park Elementary
Brennan, M. A.	Nutrition Services	12/03/2022	\$27.91	Highland Park Senior
Colvin, C. A.	Professional Employee	12/10/2022	\$44.40	Como Service Center

HUMAN RESOURCE TRANSACTIONS
December 1 – December 31, 2022
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REINSTATEMENT FROM LEAVE OF ABSENCE

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Location</u>
Henao, N. C.	Classroom Teacher	12/05/2022	Global Arts Plus - LWR
Paatalo, J. E.	Classroom Teacher	11/21/2022	Harding Senior High
Polga, X. L.	Classroom Teacher	12/14/2022	Jie Ming Mandarin
Stenerson, L. A.	Classroom Teacher	12/05/2022	Four Seasons A+
Traxler, K. A.	Classroom Teacher	11/29/2022	Washington Tech Sec
Wei, Y.	Classroom Teacher	12/05/2022	Jie Ming Mandarin
Whalen, A. M.	Classroom Teacher	11/28/2022	Farnsworth Aerospace LWR
Seeling, C. M.	Classroom Teacher	12/15/2022	Highwood Hills
Verstraete, M. C.	Classroom Teacher	11/21/2022	Mississippi Creative Arts
Brandt, E.	Classroom Teacher	12/05/2022	Battle Creek Middle
Moss, J. M.	Classroom Teacher	12/05/2022	Wellstone Elementary
Thune, D.	Classroom Teacher	12/16/2022	Focus Beyond
Hicks, L. A.	Classroom Teacher	12/01/2022	Virtual Learning School
Neira, S. K.	Education Assistant	11/28/2022	271 Belvidere Bldg
Sevlie, S. M.	Professional Employee	11/29/2022	Como Service Center

RECISION OF RESIGNATION

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Pay Rate</u>	<u>Location</u>
Moo, S.	Teaching Assistant	12/17/2022	\$19.50	Crossroads Science

REHIRE AFTER TERMINATION

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Pay Rate</u>	<u>Location</u>
Commodore, I. J.	Teaching Assistant	11/30/2022	\$19.50	Early Learning Hub West

VOLUNTARY REDUCTION IN TITLE

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Pay Rate</u>	<u>Location</u>
Jenkins, B. A.	Teaching Assistant	01/03/2023	\$20.23	Crossroads Montessori

RETIREMENT

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Location</u>
Seibert, M. L.	Principal	07/01/2023	Johnson Senior High
Appelbaum, M.	Classroom Teacher	12/31/2022	Humboldt Secondary
Barrett, D. J.	Classroom Teacher	06/17/2023	Farnsworth Aerospace UPR
Boos, N.	Classroom Teacher	06/17/2023	Horace Mann School

HUMAN RESOURCE TRANSACTIONS
December 1 – December 31, 2022
January 17, 2023

RETIREMENT

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Location</u>
Greenwald, B. M.	Classroom Teacher	06/17/2023	Harding Senior High
Gregory, R. A.	Classroom Teacher	06/17/2023	JJ Hill Montessori
Hoff, P. C.	Classroom Teacher	06/17/2023	Juvenile Service Center
Jeffers, M. E.	Classroom Teacher	06/17/2023	Eastern Heights
Koelfgen-Faust, L. J.	Classroom Teacher	06/17/2023	Johnson Senior High
Kressin, V. J.	Classroom Teacher	06/24/2023	Como Service Center
Lacey, J.	Classroom Teacher	01/01/2023	L Etoile du Nord French
Lachowitzer, M. M.	Classroom Teacher	08/26/2023	Crossroads Montessori
Miller, E.	Classroom Teacher	06/17/2023	Nokomis Montessori North
Noble-Olson, P.	Classroom Teacher	06/17/2023	Como Park Elementary
Peltier, M.	Classroom Teacher	06/17/2023	Central Senior High
Sellars, C.	Classroom Teacher	06/17/2023	Frost Lake Elementary
Tervo-Desnick, U. K.	Classroom Teacher	06/17/2023	Expo for Excellence
Wojcik, M. S.	Classroom Teacher	06/17/2023	271 Belvidere Bldg
Arndt, S. D.	Classroom Teacher	06/17/2023	Frost Lake Elementary
Smith, M.	Classroom Teacher	08/19/2023	Bruce F Vento Elementary
Pignato, S. J.	Classroom Teacher	06/17/2023	Early Learning Hub East
Durand, M. R.	Classroom Teacher	09/30/2023	Johnson Senior High
Cavanaugh, M.	Classroom Teacher	06/17/2023	Frost Lake Elementary
Turner, B. S.	Classroom Teacher	06/17/2023	Como Park Senior High
Yang, S. C.	Classroom Teacher	06/17/2023	Hazel Park Preparatory
Gardner, D. B.	Classroom Teacher	06/17/2023	Bridge View
Sewell, D. M.	Classroom Teacher	09/30/2023	Chelsea Heights
Olsen, E. F.	Classroom Teacher	04/01/2023	Groveland Park
Natala, B. L.	Superintendency	07/15/2023	Colborne Admin Offices
Romero, C. L.	Education Assistant	06/15/2023	Frost Lake Elementary
Clardy, D.	Teaching Assistant	03/01/2023	Wellstone Elementary
Jasinski, C. A.	Custodian	07/01/2023	Eastern Heights

HUMAN RESOURCE TRANSACTIONS
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January 17, 2023

RESIGNATION

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Location</u>
Achen, B. A.	Classroom Teacher	11/05/2022	Central Senior High
Bahnsen, T. M.	Classroom Teacher	01/27/2023	Wellstone Elementary
Gonzalez, J. R.	Classroom Teacher	12/10/2022	Nokomis Montessori North
Hackett, N. C.	Classroom Teacher	12/17/2022	Benjamin Mays/Museum
Hastad, M. S.	Classroom Teacher	12/31/2022	Four Seasons A+
Landes, K. J.	Classroom Teacher	12/30/2022	Creative Arts Secondary
Levine, B. A.	Classroom Teacher	01/03/2023	St Anthony Park
Ruble, P. H.	Classroom Teacher	01/07/2023	Como Service Center
Solinger, C. E.	Classroom Teacher	01/07/2023	JJ Hill Montessori
Ackerman, N. A.	Classroom Teacher	01/03/2023	Hamline Elementary
Ingersoll, M. J.	Classroom Teacher	06/17/2023	Harding Senior
Chan, P.	Classroom Teacher	12/03/2022	Hmong Dual Language
Nguyen, N. T.	School/Community Professional	01/07/2023	Farnsworth Aerospace UPR
Riley, A. E.	School/Community Professional	01/07/2023	Colborne Admin Offices
Yang, P. N.	School/Community Professional	12/08/2022	Colborne Admin Offices
Lee, C. K.	Education Assistant	01/21/2023	Battle Creek Elementary
Tyler, E. R.	Education Assistant	12/03/2022	Four Seasons A+
Diaz-Martinez, R. C.	Teaching Assistant	12/02/2022	1780 West 7th St
Hicks, K.	Teaching Assistant	01/01/2023	Daytons Bluff
Hylton, A. M.	Teaching Assistant	12/02/2022	1780 West 7th St
Moo, S.	Teaching Assistant	01/03/2023	Crossroads Science
Rodriguez, E. L.	Teaching Assistant	01/07/2023	Como Park Elementary
Vue, J.	Teaching Assistant	11/18/2022	Washington Tech Sec
Sonnenberg, D. L.	Clerical	01/04/2023	Colborne Admin Offices
Clausen, J. M.	Custodian	03/01/2023	Adams Spanish Immersion
Moua, Z. K.	Custodian	12/5/2022	Hamline Elementary

HUMAN RESOURCE TRANSACTIONS
December 1 – December 31, 2022
January 17, 2023

RESIGNATION

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Location</u>
Holzmer, A. M.	Nutrition Services	11/19/2022	Crossroads Montessori
Marshall, P.	Nutrition Services	12/10/2022	Harding Senior High
Sowemimo, R. A.	Nutrition Services	01/05/2023	Como Service Center
Garrido, M. R.	Professional Employee	01/06/2023	Colborne Admin Offices
Hanson, C. J.	Professional Employee	12/13/2022	Colborne Admin Offices
Kelly, V. P.	Professional Employee	01/07/2023	Como Service Center
Schlieu, H. K.	Professional Employee	01/28/2023	Central Senior High
Horner, A. E.	Professional Employee	12/24/2022	Colborne Admin Offices
Atkins, J. W.	Supervisory	01/07/2023	Colborne Admin Offices
Cummings, J. I.	Supervisory	05/02/2023	Colborne Admin Offices

TERMINATION

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>
S., R. A.	Classroom Teacher	12/17/2022
C., I. J.	Teaching Assistant	11/30/2022
B., J.	Custodian	12/02/2022
C., P. K.	Principal	06/24/2023
K P., L.	Classroom Teacher	01/14/2023
P., R. E.	Classroom Teacher	06/17/2023
P R., M. R.	Classroom Teacher	06/17/2023
P., J. J.	Classroom Teacher	06/17/2023
R., D. C.	Classroom Teacher	06/17/2023

TERMINATION OF TEMPORARY EMPLOYMENT

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>
S., S. E.	Classroom Teacher	06/17/2023
T., R.	Classroom Teacher	06/17/2023
V., J. A.	Classroom Teacher	08/26/2023
V., A. D. I.	Classroom Teacher	06/17/2023
W., P. M.	Classroom Teacher	06/17/2023
X., X.	Classroom Teacher	06/17/2023

HUMAN RESOURCE TRANSACTIONS
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TERMINATION OF TEMPORARY EMPLOYMENT

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>
Z., K. A.	Classroom Teacher	06/17/2023
Z., N.	Classroom Teacher	06/17/2023
T., T. P.	Classroom Teacher	06/17/2023
G., S.	Classroom Teacher	06/17/2023
R., L. M.	Classroom Teacher	06/17/2023
S. S., B. M.	Classroom Teacher	06/17/2023
V., R. Z.	Classroom Teacher	06/17/2023
X., J. S.	Classroom Teacher	06/17/2023

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

DATE: January 17, 2023

TOPIC: Upgrade of the Unclassified Position of Human Resource Coordinator for Independent School District No. 625 and Relevant Terms and Conditions of Employment

A. PERTINENT FACTS:

1. The Division of Human Resource position of Human Resource Coordinator has been updated to address the current needs of the department and district. The classification now involves an elevated level of providing highly professional day-to-day support to a designated group of schools and/or departments across the district. The position performs a variety of human resource services in such areas as recruitment, screening, selection, hiring, onboarding, licensure and other activities that may impact an employee's status.
2. The Division of Human Resource performed a job study. Based on the job study, the recommendation is to upgrade the title of Human Resource Coordinator from Grade 10 to Grade 12 in the Professional Employees Association (PEA) bargaining group. This title would be within the unit jurisdiction of other classifications and its incumbents in salary Grade 12. This salary range will remain in place for this title until such time as a successor agreement is reached to the 2020-2022 labor agreement for this unit. The benefits associated with this position will be as provided for other positions within this unit. This position is recommended to be an unclassified position.
3. The funds for this position will be provided from the approved Division of Human Resources budget.
4. This upgrade will impact six incumbents.
5. This request supports the District's target area goal of sustainability and SPPS Achieves.
6. This recommendation has been reviewed by Pat Pratt-Cook, Executive Chief of Human Resources, Aubrey Kelly, Staffing Manager, and Shannen Hafner, Workforce Design Specialist.

B. RECOMMENDATION:

That the Board of Education of Independent School District No. 625 approve the establishment of the unclassified Human Resource Coordinator job classification effective January 17, 2023 to Grade 12; that the Board of Education declare the position of Human Resource Coordinator as unclassified; and that the pay rate be Grade 12 of the Professional Employees Association standard ranges.



Position Summary

The Human Resources Coordinator position is responsible for providing highly professional day to day support to a designated group of schools and/or departments across the district. The position performs a variety of human resource services in such areas as recruitment, screening, selection, hiring, onboarding, licensure and other activities that may impact an employee's status.

Reporting Relationship

Work under the general supervision of the Talent Acquisition Manager.

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Talent Acquisition

- Work in collaboration with the recruitment team to actively plan the development and implementation of recruitment strategies to attract diverse top talent to the district (inclusive of licensed and non-licensed positions).
- Participate in and/or co-lead job fairs and recruitment events to attract top talent to the district. Actively work to create a positive candidate experience.
- Plan and facilitate interview and selection procedures, including screening calls, assessments and in-person interviews.
- Work in collaboration with the Assistant Director of Talent Acquisition to develop and implement strategies to build a solid employee pipeline.
- Develop designated candidate pools and implement strategies in collaboration with the Recruitment team.
- Develop and administer Civil Service testing, including the scoring of tests and facilitate the development of the Civil Service Lists.
- Foster long-term relationships with current and past applicants and potential candidates to keep them interested/engaged and maintain candidate pools to ensure they are current and up to date.
- Meet with the hiring manager to review vacancies and to clarify the position that is being posted, what they are looking for in an ideal candidate, specifics to be included in the ad, confirm that the appropriate position is being posted and

discuss where ads should be posted and identify any community organizations where the position should be shared/advertised.

- Work in collaboration with the hiring manager to develop postings/ads and post positions on the district web site and identified job boards.
- Work with hiring managers to ensure job descriptions are reviewed and updated prior to positions being posted. If substantive changes are made to the job description have the position reviewed to ensure the job is appropriately classified.
- Facilitates the employment application, screening and selection processes.
- Screen applications to ensure minimum qualifications are met.
- Work with hiring managers to identify staffing needs. Periodically conduct workforce analysis and utilize the data to forecast future vacancies and hiring needs/trends.
- Develop interview questions with a rubric that aligns with the 3 to 5 most essential functions of the position.
- Work with other departments to coordinate recruitment and screening activities – Special Education (SPED), Multilingual Learning (OMLL) to source candidates.
- Ensure the hiring manager has conducted the required reference check or conduct reference checks for new hires prior to the job offer being made.
- Make job offers and facilitate getting the candidate scheduled to complete their new hire paperwork.
- Conduct a background check and review the results to determine if there are issues to prevent moving forward with the hiring of the candidate.
- Work in collaboration with the Assistant Director of Talent Acquisition and the Executive Chief of Human Resources to develop, effectively communicate and live the employer brand.

Onboarding and Offboarding

- Facilitate the onboarding and offboarding of employees for the designated schools/departments consistent with district policies and procedures. This includes the completion of the required paperwork, confirming the employee participates in the required benefits enrollment procedures, coordinating new employee start up logistics (e.g. ID cards, employee ID, computer access, etc.). The position also assists in coordinating voluntary employee exits, including assuring the necessary separation procedures are followed, and ensuring exit checklist is completed by supervisor.
- Facilitate the onboarding process through our partner staffing agency for temporary employees.
- In collaboration with other key stakeholders develop and implement an induction process for new employees.
- Facilitate the delivery of the induction process.
- Develop an onboarding process for new employees and train hiring managers in how to effectively implement the process.
- In collaboration with other key stakeholders develop and implement an offboarding process for employees leaving the district.

- Work in collaboration with the retention specialist to review exit interview data and make recommendations to address trends identified based on the data.
- Resource to hiring managers and employees
- Serve as a primary contact to district administrators, employees, job applicants and other organizations relating to employee hiring, resignations and other activities that impact employee status.
- Develop and maintain effective working relationships with hiring managers.
- Respond to general benefits information and questions with new and current employees and connect them with benefits staff for assistance with more complex benefits issues.
- Work with managers and employees to improve work relationships, build morale, promote positive work culture and employee retention.
- Interpret human resource policies and procedures in responding to verbal and written inquiries in consultation with the Human Resource Consultants and/or the Talent Acquisition Manager.
- Respond to hiring managers and employees in a timely manner, making sure the information is accurate and comprehensive.
- Process Improvement
- Map out and document all core standard operating procedures in collaboration with other key stakeholders, inclusive of other HR team members and other departments.
- Continually review existing processes to identify ways to increase efficiency, effectiveness and reduce the time to deliver the service or accomplish the work.

Licensure

- Serve as a resource/subject matter expert (SME) to principals and employees on licensure issues.
- At the time of hire ensure the teacher candidate is appropriately licensed for the subject area for which they are hired to teach. Collect all of the appropriate documentation to ensure the teacher is currently licensed.
- At the time of hire, if the individual needs a license exception, complete all of the necessary paperwork to ensure that the application is submitted to the Professional Educator and Licensing Standards Board (PELSB) in a timely manner.
- Review the discrepancies from the STARS report and ensure that all errors are cleared prior to the submission due date to PELSB.
- During the budget process review the report of teachers in assigned areas whose licenses are set to expire. Provide the teacher and principal with a letter with a deadline date of the renewed license being submitted to HR prior to the first day of the next school year and ensure all an updated copy of license is on file by designated date.

Talent Development

- Identify HR related topics that hiring managers need to be trained in and develop mini training sessions
- Develop a needs assessment survey to gather information regarding the professional development needs of staff across the district and develop a beginning of the year and mid-year professional development series.

Staffing

- Track the vacancies for the designated area throughout the entire school year starting at the budget process to ensure an accurate snapshot of the vacancies at designated schools/departments at any point in time.
- Facilitate all changes in job status - inclusive of but not limited to promotions, demotions, transfers, salary changes.
- Lead or assist with developing and facilitating the layoff process.
- Lead or assist with developing and facilitating the placement process for licensed or non-licensed staff.

Inclusive Workplace

- Contribute to the District's inclusive workplace efforts by fostering a safe, welcoming and respectful environment.

Miscellaneous

- Provides general day to day direction to the HR Specialist.
- Prepare reports requiring data collection, research and analysis for submission to human resource administrators. Reports could include but are not limited to: licensure of teachers (number of Tier 1 and Tier 2 staff), budget cut summary to be presented to school board in spring of each year, and other reports as needed.
- Enthusiastically promotes and supports the district and division goals and priorities in compliance with all policies and procedures.
- Maintains absolute confidentiality of work-related issues, records and SPPS information.
- At times may be required to work outside normal business hours and work extended hours to accomplish requirements of the position.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent acquisition and talent management, and employment law.
- Maintains knowledge of trends and best practices in diversity, equity and inclusion (DEI) and how to effectively apply to talent acquisition and other HR practices.

Perform other related duties as assigned.

Knowledge, Skills, and Abilities

- Demonstrates a commitment to diversity, equity and inclusion.
- Demonstrates skill in understanding of cultural differences.
- Working knowledge of the principles and practices of talent acquisition principles and techniques.
- Working knowledge of staffing and interviewing processes and techniques.
- Familiarity with social media, resume databases and professional networks.
- Working knowledge of applicable laws, rules and regulations applicable to employment, including the Family Medical Leave Act and Americans With Disabilities Act.
- Ability to interpret and apply state and federal law and collective bargaining agreements.
- Working ability to conduct research, analyze information and prepare reports.
- Working ability to make sound decisions based upon analysis of human resource policies and procedures and information relating to specific employment issues.
- Ability to work independently and as an effective team member
- Provide effective customer service skills.
- Strong critical thinking and problem-solving skills.
- Excellent verbal and written communication skills.
- Effective time management and prioritization skills
- Considerable ability to establish rapport with others and to interact effectively with persons having a wide variety of cultural and ethnic backgrounds.
- Considerable ability to handle multiple issues simultaneously.

Minimum Qualifications

- Bachelor's degree in human resource management, business or public administration, psychology or a related field and at least two years of human resource experience. Equivalent combinations of education and/or experience will be considered.
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.

Preferred Qualifications

- Experience with Enterprise Resource Planning (ERP) systems, preferably with PeopleSoft.
- School district experience
- SHRM Certified Professional (SHRM-CP) or Professional Human Resources (PHR) Certification

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

DATE: January 17, 2023

TOPIC: Upgrade of the Unclassified Position of Human Resource Specialist (previously titled Human Resource Associate 3) for Independent School District No. 625 and Relevant Terms and Conditions of Employment

A. PERTINENT FACTS:

1. The Division of Human Resources position of Human Resource Specialist has been updated to address the current needs of the department and district. This classification now involves an elevated level of providing day to day entry level to intermediate support to one or more HR Coordinators to a designated group of schools and/or departments across the district. The position performs a variety of human resource support services in such areas as recruitment, hiring, onboarding, licensure/relicensure and other HR related activities.
2. The Division of Human Resources performed a job study. Based on the job study, the recommendation is to upgrade the title of Human Resource Specialist from Grade 31 to Grade 34 in the Classified Confidential Employees Association (CCEA) bargaining group. This title would be within the unit jurisdiction of other classifications and its incumbents in salary Grade 34. This salary range will remain in place for this title until such time as a successor agreement is reached to the 2020-2022 labor agreement for this unit. The benefits associated with this position will be as provided for other positions within this unit. This position is recommended to be an unclassified position.
3. The funds for this position will be provided from the approved Division of Human Resources budget.
4. This upgrade will impact three incumbents.
5. This request supports the District's target area goal of sustainability and SPPS Achieves.
6. This recommendation has been reviewed by Pat Pratt-Cook, Executive Chief of Human Resources, Aubrey Kelly, Staffing Manager, and Shannen Hafner, Workforce Design Specialist.

B. RECOMMENDATION:

That the Board of Education of Independent School District No. 625 approve the establishment of the unclassified Human Resource Specialist job classification effective January 17, 2023 to Grade 34; that the Board of Education declare the position of Human Resource Specialist as unclassified; and that the pay rate be Grade 34 of the Classified Confidential Employees Association standard ranges.



Position Summary

The Human Resources Specialist position is responsible for providing day to day entry level to intermediate support to one or more HR Coordinators to a designated group of schools and/or departments across the district. The position performs a variety of human resource support services in such areas as recruitment, hiring, onboarding, licensure/relicensure and other HR related activities.

Reporting Relationship

Work under the day to day direction of one or two HR Coordinators and the general supervision of the Talent Acquisition Manager.

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Talent Acquisition

- Post all positions on the district website, identified job boards and with community agencies/partners.
- Assist with the implementation of recruitment strategies to attract diverse top talent to the district (inclusive of licensed and non-licensed positions).
- Participate in job fairs and recruitment events to attract top talent to the district.
- Actively work to create a positive candidate experience.
- Generate offer letters and schedule all new hires to complete their new hire paperwork, review and process new hire paperwork and ensure all required documents are submitted to data management in a timely manner.
- Assist in maintaining designated candidate pools.
- Administer the scheduling and review of Civil Service testing. Maintain the lists and notify candidates of their status once the testing process is completed.
- Administer the scheduling of the language and parapro testing and notify candidates of their status once the testing process is completed.
- Assist the HR Coordinator and Recruitment Specialist in fostering long-term relationships with current and past applicants and potential candidates to keep them interested/engaged and maintain candidate pools to ensure they are current and up to date.
- Assist with the screening of applications as needed.
 - Initiate the background check process for all new hires. Share the results of the background check with the HR Coordinator. Bring any concerns with the background check results to the HR Coordinator for their review to ensure

compliance with district policy.

- Create the new employee personnel file and review the new hire checklist to ensure that all required documentation is included in the file. Follow up as needed to ensure the file is complete prior to filing.

Onboarding and Offboarding

- Assist in the onboarding process of new employees for the designated schools/departments inclusive of collecting and filing all of the new hire paperwork, schedule new employees to participate in the new employee orientation and make sure they have the information to sign up for benefits.
- Assist in the offboarding of employees. Respond to questions about what steps are required when separating from the district.
- Manage the District unemployment insurance system, including billing, attending unemployment hearings, and compiling information for requesting parties.

Resource to hiring managers and employees

- Serve as back up support to the designated HR Coordinators to district administrators, employees, job applicants and other organizations relating to employee hiring, leaves, resignations and other activities that impact employee status.
- Develop and maintain effective working relationships with hiring managers.
- Respond to general benefits information and questions with new and current employees and connect them with benefits staff for assistance with more complex benefits issues.
- Respond to employees and managers about general HR questions.
- Respond to hiring managers and employees in a timely manner, making sure the information is accurate and comprehensive.

Licensure/Relicensure

- At the time of hire ensure the teacher has provided all of the appropriate documentation to show they are appropriately licensed for the area(s) in which they are teaching.
- At the time of hire if the individual needs a licensure exception, ensure that a copy of the application that is submitted to PELSB is in their file until the exception is issued by PELSB. Once the exception is issued make sure that a copy is filed in the personnel file.
- Track the licenses, inclusive of exceptions for designated schools on an ongoing basis.
- During the budget process in collaboration with the HR Coordinator review the report of teachers in assigned areas whose license expires on 6/30. Generate the letters to the teacher and principal with a deadline date of the renewed license being submitted to HR prior to the first day of the next school year. File all updated licenses in the designated personnel file. Notify the HR Coordinator by the agreed upon date of teachers whose updated licenses have not been received.
- Collect all of the teacher relicensure documents for the relicensure committee. Be a designated point of contact for the relicensure committee. Make sure all of the licensure documents are ready for the committee's review. Complete approval of clock hours/requirements in PELSB's system and notify teachers of the outcome of the review of their documents.

Staffing

- Work in collaboration with the designated HR Coordinators to track the vacancies for their designated areas throughout the entire school year starting at the budget process to ensure an accurate snapshot of the vacancies at designated schools/departments at any point in time.
- Assist with activities related to the layoff and/or placement process for licensed or non-licensed staff.
- Track resignations and retirements by school and by licensure area throughout the school year.
- Maintain data in the AESOP system ensuring the data remains current.

Inclusive Workplace

- Contribute to the District's inclusive workplace efforts by fostering a safe, welcoming and respectful environment.

Miscellaneous

- Enthusiastically promotes and supports the district and division goals and priorities in compliance with all policies and procedures.
 - Maintains absolute confidentiality of work-related issues, records and SPSS information.
 - At times may be required to work outside normal business hours and work extended hours to accomplish requirements of the position.
 - Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent acquisition and talent management, and employment law.
- Perform other related duties as assigned.

Knowledge, Skills, and Abilities

- Demonstrates and supports a culture of diversity, equity and inclusion.
- Demonstrates skill in understanding of cultural differences.
- Ability to interpret policies and procedures.
- Ability to work independently and as an effective team member
- Review documents and extract relevant information.
- Provide effective customer service skills.
- Principles of confidential records and file management.
- Strong critical thinking and problem-solving skills.
- Excellent verbal and written communication skills.
- Effective time management and prioritization skills
- Considerable ability to establish rapport with others and to interact effectively with persons having a wide variety of cultural and ethnic backgrounds.

Minimum Qualifications

- Associate degree or equivalency and two years of Human Resources support experience.
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.

Preferred Qualifications

- Working knowledge of Human Resources principles and functions.
- Experience with Enterprise Resource Planning (ERP) systems, preferably with PeopleSoft.

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

DATE: January 17, 2023

TOPIC: Establishment of the Classified Position of Lead Payroll Specialist for Independent School District No. 625 and Relevant Terms and Conditions of Employment

A. PERTINENT FACTS:

1. The Division of Human Resources has a need for a position, Lead Payroll Specialist. This position will perform highly technical payroll functions and administers complex payroll processes; perform involved payroll transactions; and perform other related high-level payroll duties as required.
2. The Division of Human Resource performed a job study to determine the proper job title and bargaining unit for this work. The recommendation from that study is to create a new job title, Lead Payroll Specialist. This title would be within the unit jurisdiction of the American Federation of State, County, and Municipal Employees (AFSCME) unit that represents clerical and technical employees. The appropriate pay rate for this position would be equivalent to current clerical and technical incumbents. This salary range will remain in place for this title until such time as a successor agreement is reached after the 2020-2022 labor agreement for this unit. The benefits associated with this position will be as provided for other positions within this unit. This position is recommended to be a classified position.
3. The funds for this position are available in the approved Division of Human Resources budget.
4. This request supports the District's target area goal of sustainability and SPPS Achieves.
1. This recommendation has been reviewed by Pat Pratt-Cook, Executive Chief of Human Resources, Patty Norwig, Assistant Director of Total Rewards, Kim Gilbert, Payroll Manager, and Shannen Hafner, Workforce Design Specialist.

B. RECOMMENDATION:

That the Board of Education of Independent School District No. 625 approve the establishment of the Lead Payroll Specialist job classification effective January 17, 2023; that the Board of Education declare the position of Lead Payroll Specialist as classified; and that the pay rate be Grade 37 of the American Federation of State, County, and Municipal Employees (AFSCME) standard ranges.



LEAD PAYROLL SPECIALIST

Job Code: 306ABE
Bargaining Unit: AFSCME
January 2023

Position Summary

Performs highly technical payroll functions and administers complex payroll processes; performs involved payroll transactions; and performs other related high-level payroll duties as required.

Reporting Relationship

Works under the general direction of Payroll Manager or Assistant Director of Total Rewards.

Typical Duties Performed

The essential functions include, but are not limited to, the following fundamental duties:

Leadership and Customer Focus

- Maintain training & reference documentation related to specific subjects/tasks
- Work with administrators and program managers for escalated and/or more complex payroll needs
- Provide support for payroll specialists with exceptionally difficult or complex customer demands
- Provide communication and guidance to building clerks and principals/managers on time reporting and approvals; timely communication of upcoming "need to know" topics
- Train payroll team on process and system changes; train new payroll staff
- Primary resource for payroll specialists and associates on specific tasks, exceptions, or items needing clarification
- Develop training materials, training documentation, and maintain payroll reference manual
- Provide contract clarification to payroll team on payroll and time off related language
- Liaison between payroll users and PeopleSoft technical support team for PeopleSoft issues that arise during the go- final process, or for annual re-set or set up processes

Technical System Analysis and Support

- Identify system limitations, or needs for modifications within Payroll and Self Service modules, provide recommendations to payroll manager, work with programmers on development details
- User testing for any payroll related changes related to PeopleSoft modifications or scheduled releases, third party applications, and requirements related to new federal or state mandates
- Provide user specifications, program enhancement requests, user testing and coordination of program changes related to payroll; troubleshooting payroll system issues, anomalies, errors in customized programming
- Troubleshoot data discrepancies or possible system functionality concerns
- Maintain payroll calendar tables, pay run ID tables, non-duty break tables, & balance reviews

Payroll Completion, Quality and Regulatory Compliance

- Facilitate retro pay ensuring all components are included and reconciled, coordination of tasks processed by payroll team members
- Coordinate accurate completion of severance payments, grievance settlements, and contract wages increases
- Reconciliation of all aspects of the payroll close process including data feed imports, leave accruals, deductions, Time & Labor exceptions, net pay exceptions or anomalies.
- Final reconciliation of regular payrolls payroll to ensure all required audits were completed, ACH file was sent, and appropriate system jobs for interface to finance are processed
- Developing processes audits to maximize payroll accuracy, compliance, and data integrity
- Liaison with Business Office for reconciliation issues, and pay charged to incorrect budget codes or paid at different rate than expected. Analyze discrepancies.
- Year-end audits for calendar and fiscal year end, start of school year, end of school year, and summer programs or payouts. Regular FLSA audits to ensure compliance for overtime and exempt status
- All aspects of payroll processing as performed by payroll specialists, however assigned higher level or highly sensitive employee groups, groups with more complexities and requirements related to specific union contracts.

Performs other duties as assigned.

Knowledge, Skills, and Abilities

- Ability to use Enterprise Resource Planning systems (PeopleSoft preferred).
- Ability to make arithmetic computations.
- Ability to meet strict time deadlines and to prioritize work accordingly.
- Ability to follow complex oral and written instructions.
- Ability to perform work that requires close attention to detail
- Ability to lead effectively as part of a team.
- Working knowledge of FLSA regulations related to overtime, employee status, etc.
- Working knowledge of workers compensation payment rules.
- Working knowledge of federal and state regulations related to taxability of income, deductions, and benefits.
- Knowledge of collective bargaining agreement language that intersects with payroll
- Considerable knowledge of district and Human Resource department functions, policies and procedures.
- Considerable ability to communicate effectively both verbal and written
- Considerable ability to interact effectively with individuals and groups representing diverse and cultural ethnic backgrounds
- Ability to attend at least 16 hours of relevant professional development annually to stay current on federal and state regulations pertaining to payroll.
- Advanced skills in Excel and ability to use Microsoft Word and Outlook

Minimum Qualifications

- Associate's degree in HR, finance, business administration, or related fields and
- Two years of Payroll experience (Equivalent combination of education and/or experience will be considered)
- FPC or CPP certification through the American Payroll Association, or enrollment in an FPC/ CPP certification preparation course within 1 year of placement in the position

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

DATE: January 17, 2023

TOPIC: Establishment of the Classified Position of Payroll Support Technician for Independent School District No. 625 and Relevant Terms and Conditions of Employment

A. PERTINENT FACTS:

1. The Division of Human Resources has a need for a position, Payroll Support Technician. This position will Perform skilled clerical and customer service work in the Payroll Department responding to inquiries about payroll related issues. This position will provide technical support through troubleshooting PeopleSoft and Self Service related issues, and perform other payroll related duties as required.
2. The Division of Human Resource performed a job study to determine the proper job title and bargaining unit for this work. The recommendation from that study is to create a new job title, Payroll Support Technician. This title would be within the unit jurisdiction of the American Federation of State, County, and Municipal Employees (AFSCME) unit that represents clerical and technical employees. The appropriate pay rate for this position would be equivalent to current clerical and technical incumbents. This salary range will remain in place for this title until such time as a successor agreement is reached after the 2020-2022 labor agreement for this unit. The benefits associated with this position will be as provided for other positions within this unit. This position is recommended to be a classified position.
3. The funds for this position are available in the approved Division of Human Resources budget.
4. This request supports the District's target area goal of sustainability and SPPS Achieves.
5. This recommendation has been reviewed by Pat Pratt-Cook, Executive Chief of Human Resources, Patty Norwig, Assistant Director of Total Rewards, Kim Gilbert, Payroll Manager, and Shannen Hafner, Workforce Design Specialist.

B. RECOMMENDATION:

That the Board of Education of Independent School District No. 625 approve the establishment of the Payroll Support Technician job classification effective January 17, 2023; that the Board of Education declare the position of Payroll Support Technician as classified; and that the pay rate be Grade 30 of the American Federation of State, County, and Municipal Employees (AFSCME) standard ranges.



PAYROLL SUPPORT TECHNICIAN

Job Code: TBD
Bargaining Unit: AFSCME
January 2023

Position Summary

Performs skilled clerical and customer service work in the Payroll Department responding to inquiries about payroll related issues. This position will provide technical support through troubleshooting PeopleSoft and Self Service related issues, and perform other payroll related duties as required.

Reporting Relationship

Works under the general direction of Payroll Manager or Assistant Director of Total Rewards.

Duties and Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Communication and Customer Focus

- Management of the payroll email box; investigate payroll related issues and coordinate a correction if needed, provide troubleshooting and effective communication and guidance related to frequently asked questions from employees
- Problem resolution of dissatisfied customers/employees and issues brought forward surrounding self-service concerns
- Work with administrators, program managers and clerks for daily required payroll submission tasks
- Provide communication and guidance to building clerks and principals/managers on time reporting and approvals; timely communication of upcoming "need to know" topics
- Provides employees with a detailed explanation of payroll procedures and assists them in completing necessary forms
- Support training of employees on Employee Self Service process; primary resource for frequently asked questions
- Maintain training & reference documentation related to specific Employee Self Service tasks
- Participates in new employee orientation programs and coordinates required communication on policies and procedures required by employees
- Informs employees of eligible options, and assists them with changes, corrections and appeals
- Assists in coordinating compliance with State and Federal mandated legislation, when appropriate, such as MN Wage Theft Law, and communicates these changes to employees when necessary
- Overall customer service to individual employees and managers assigned to specialist including navigation of issues resulting from complications in the hire or promotion process

Technical System Analysis and Support

- Identify needs for minor customizations within time & labor and self-service modules of PeopleSoft, provide recommendations to senior specialist or payroll manager
- Identify concerns brought forth by employees regarding self-service process improvement, provide recommendations to senior specialist or payroll manager
- Assist with testing of changes and enhancements for end user in self-service modules of PeopleSoft

Payroll Completion, Quality and Regulatory Compliance

- Audit and process payroll forms from new hire paperwork such as W4 and Direct Deposits/Rapid Pay Cards
- Set up eligible leave plans for new and rehired employees
- Audit and process payroll-related e-forms such as certification or premium pay, supplemental pay, etc.
- Perform various audits to ensure accuracy of data added into system including data verification
- Perform various audits to ensure pay and leave data meets contract language for eligibility and amounts
- Perform regular, periodic audits to maximize compliance and data integrity

Knowledge, Skills, and Abilities

- Working knowledge of FLSA regulations related to overtime, employee status, etc.
- Working knowledge of federal and state regulations related to payroll taxes and taxability of wages
- Working knowledge of methods procedures for data collection and analysis
- Knowledge of collective bargaining agreement language that intersects with payroll
- Knowledge of HR and payroll practices
- Considerable ability to effectively communicate detailed information in a manner that the public can understand and follow
- Considerable ability to interact effectively with individuals and groups representing diverse and cultural ethnic backgrounds
- Ability to analyze data with precise attention to detail
- Ability to attend at least 16 hours of relevant professional development annually to stay current on federal and state regulations pertaining to payroll.
- Advanced skills in Excel and ability to use Microsoft Word and Outlook
- Ability to use Enterprise Resource Planning systems (PeopleSoft preferred) and ability to troubleshoot, test, and analyze scenerios within the ERP.

Minimum Qualifications

- Associate's degree in HR, finance, business administration, or related fields, and
- 1 year experience working in a customer facing role that requires processing data, prioritization, meeting deadlines, and strong customer service skills. (Equivalent combination of education and experience will be considered).
- FPC certification through the American Payroll Association, or enrollment in 16 hours of payroll-related professional development within 1 year of placement in the position.

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

DATE: January 17, 2023

TOPIC: Approval of the Employment Agreement for the Executive Chief of Schools and Learning effective January 17, 2023 and the Supplemental Pay Agreement effective January 17, 2023.

A. PERTINENT FACTS:

1. The terms and conditions of employment for the Executive Chief of Schools and Learning are set forth in an individual employment agreement to avoid any potential conflict of interest with other labor contracts. Fringe benefits are substantially consistent with the terms established for the members of the Superintendency of Saint Paul Public Schools. The Executive Chief of Schools and Learning employment agreement will be effective January 17, 2023.
2. The terms and conditions of a one-time supplemental payment for performing dual services provided as Chief of Schools and Chief of Academics are set forth in an individual supplemental pay agreement. The supplemental pay agreement will be effective January 17, 2023.
3. This item will meet the District target area goal of alignment.
4. This item is submitted by Patricia Pratt-Cook, Executive Chief of Human Resources and Talent Development.

B. RECOMMENDATION:

That the Board of Education approve the employment agreement with the Executive Chief of Schools and Learning effective January 17, 2023 and the Supplemental Pay Agreement effective January 17, 2023.

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

DATE: January 17, 2023

TOPIC: Approval of the Employment Agreement for the Executive Chief of Administration and Operations effective January 17, 2023 and the Supplemental Pay Agreement effective January 17, 2023.

A. PERTINENT FACTS:

1. The terms and conditions of employment for the Executive Chief of Administration and Operations are set forth in an individual employment agreement to avoid any potential conflict of interest with other labor contracts. Fringe benefits are substantially consistent with the terms established for the members of the Superintendency of Saint Paul Public Schools. The Executive Chief of Administration and Operations employment agreement will be effective January 17, 2023.
2. The terms and conditions of a one-time supplemental payment for performing dual services provided as Chief of Operations and Chief of Staff are set forth in an individual supplemental pay agreement. The supplemental pay agreement will be effective January 17, 2023.
3. This item will meet the District target area goal of alignment.
4. This item is submitted by Patricia Pratt-Cook, Executive Chief of Human Resources and Talent Development.

B. RECOMMENDATION:

That the Board of Education approve the employment agreement with the Executive Chief of Administration and Operations effective January 17, 2023 and the Supplemental Pay Agreement effective January 17, 2023.

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

DATE: January 17, 2023

TOPIC: Approval of the Employment Agreement for the Executive Chief of Equity, Strategy and Innovation

A. PERTINENT FACTS:

1. The terms and conditions of employment for the Executive Chief of Equity, Strategy Innovation are set forth in an individual employment agreement to avoid any potential conflict of interest with other labor contracts. Fringe benefits are substantially consistent with the terms established for the members of the Superintendency of Saint Paul Public Schools. The Executive Chief of Equity, Strategy and Innovation employment agreement will be effective January 17, 2023
2. This item will meet the District target area goal of alignment.
3. This item is submitted by Patricia Pratt-Cook, Executive Chief of Human Resources and Talent Development.

B. RECOMMENDATION:

That the Board of Education approve the employment agreement with the Executive Chief of Equity, Strategy and Innovation effective January 17, 2023.

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

DATE: January 17, 2023

TOPIC: Facilities Department FY23 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
Egan*	Inspection and maintenance of fire alarm systems	Original PO: \$1,120,000 Increase: \$1,500,000 New PO Amount: \$2,620,000	F-556(5)
Trane*	HVAC Chiller-Boiler Inspect / Chemicals and Services	Original PO: \$250,000 Increase: \$100,000 New PO Amount: \$350,000	15-JCP-023
CL Benson	Mechanical system air filters	Original PO: \$150,000 Increase: \$100,000 New PO Amount: \$250,000	F-359(5)

*Per the July 22, 2022 BAI, mid-year increases are anticipated.

3. The purchases will be reviewed by the Purchasing Department in the interim.
4. Funding will be provided from the approved Facilities Department Fiscal Year 2023 budget.
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 and 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: January 17, 2023

TOPIC: Phase Gate Approval of the Barack and Michelle Obama School Addition and Renovation Project (Project #3210-23-01): Gate #3 – Project Budget; Gate #3A – Finance Plan Update

A. PERTINENT FACTS:

1. This agenda item seeks approval for the Barack and Michelle Obama School Addition and Renovation project at the following phase gate(s):
 - a. Gate #3 – Project Budget / Proceed to Bidding
 - b. Gate #3a - Finance Plan Update
2. This project has moved through schematic design, and solutions have been identified and developed with sufficient detail to estimate a construction cost and set a final project budget. Finalization of the design and construction drawings will be informed by this budget.
3. At the last project milestone, Phase Gate Check #2, the Board approved a rough order of magnitude project cost estimate of \$62,000,000 - \$73,000,000. After further development and investigation, at this time and as part of this Gate Check #3, it is recommended that the final project budget be locked in at \$72,300,000.
4. The Project phase gate schedule is currently:

Gate # and Description	Date
#1 – Master Planning #1A – Finance Update	December 14, 2021 (Revised GC#1)
#2 – Project Charter (Predesign) #2A – Finance Update	August 23, 2022
#3 – Project Budget #3A – Finance Update	January 17, 2023 (current)
#4 – Contract Award #4A – Finance Update	October 2023 (anticipated)
#5.1 – Project Close-Out #5.1A – Finance Update	August 2025 (anticipated)
#5.2 – Final Project Summary #5.2A – Final Finance Summary	July 2026 (anticipated)

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

Project Budget	Current Obligations	Invoiced to Date	Percent Invoiced
\$72,300,000	\$6,146,386	\$237,988	< 1%

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

Funding Source	Issuance	Amount	Date Issued
Bonds FY22-23*	TBD	\$2,800,000	
Certificates of Participation FY24	TBD	\$9,950,000	
LTFM FY24	TBD	\$9,950,000	

Certificates of Participation FY25	TBD	\$22,500,000	
LTFM FY25	TBD	\$22,500,000	
Certificates of Participation FY26	TBD	\$2,300,000	
LTFM FY26	TBD	\$2,300,000	

*Capital bonds were used to fund design expenditures initially. Certificates of Participation, approved by the Minnesota Department of Education, will be used in place of, or will reimburse capital bond funds when sold at a future date.

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 Barack and Michelle Obama School Addition and Renovation project (Project # 3210-23-01) at Phase Gate Check #3 – Project Budget; Gate Check #3a –Finance Plan Update, setting the final project budget at \$72,300,000 and indicating direction to proceed with construction bidding.

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

DATE: January 17, 2023

TOPIC: Phase Gate Approval of the Print Copy Mail Center AHU Replacement (Project # 4000-23-02): Gate #3 – Project Budget; Gate #3A – Finance Plan Update

A. PERTINENT FACTS:

1. This agenda item seeks approval for the Print Copy Mail Center AHU Replacement 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	January 17, 2023 (current)
#4 – Contract Award #4A – Finance Update	January 17, 2023 (current)
#5.1 – Project Close-Out #5.1A – Finance Update	Spring 2024 (estimated)
#5.2 – Final Project Summary #5.2A – Final Finance Summary	Spring 2025 (estimated)

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

Project Budget	Current Obligations	Invoiced to Date	Percent Invoiced
\$1,139,000	\$75,896	\$12,288	1.1%

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

Funding Source	Issuance	Amount	Date Issued
LTFM FY23	N/A	\$50,000	
LTFM FY24	N/A	\$1,089,000	

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 Print Copy Mail Center AHU Replacement project (Project # 4000-23-02) at Phase Gate Check #3 – Project Budget; Gate Check #3a –Finance Plan Update, setting the final project budget at \$1,139,000 and indicating direction to proceed with construction bidding.

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

DATE: January 17, 2023

TOPIC: Phase Gate Approval of the Print Copy Mail Center AHU Replacement (Project # 4000-23-02): Gate #4 - Contract Award; Gate #4A – Finance Plan Update

A. PERTINENT FACTS:

1. This agenda item seeks approval for the Print Copy Mail Center AHU Replacement 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	January 17, 2023 (current)
#4 – Contract Award #4A – Finance Update	January 17, 2023 (current)
#5.1 – Project Close-Out #5.1A – Finance Update	Spring 2024 (estimated)
#5.2 – Final Project Summary #5.2A – Final Finance Summary	Spring 2025 (estimated)

* 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
\$1,139,000	\$75,896	\$12,288	1.1%

4. The following bids were received:

	<u>Lump Sum Base Bid</u>
Construction Results Corporation.....	\$700,650
AVM Construction.....	\$732,000
Parkos Construction	\$744,700
Brennan Construction	\$854,500

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

Funding Source	Issuance	Amount	Date Issued
LTFM FY23	N/A	\$50,000	
LTFM FY24	N/A	81 \$1,089,000	

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. A23-3076-A for the Print Copy Mail Center AHU Replacement (Project # 4000-23-02) to Construction Results Corporation for a lump sum base bid of \$700,650.

REQUEST FOR SAINT PAUL PUBLIC SCHOOLS BOARD OF EDUCATION ACTION

Subject: Project Labor Agreement

Project Title: Bruce Vento New Construction

Project Description: New construction for school and community/early childhood center, including building and site, also abatement and demolition of an existing school.

Estimated Cost: \$68,000,000

Estimated Start Date: Fall 2023

Estimated Project Length: 13 months – Summer 2025

Executive Summary

Per Board of Education (BOE) direction dated February 25, 2005, the BOE will evaluate all construction projects whose cost estimates exceed \$250,000 for the appropriateness of a Project Labor Agreement (PLA). Notice of this action was published in the Saint Paul Legal Ledger at least 30 days prior to any BOE action.

Assessment of Criteria for PLA Recommendation:

Criteria	Low	Medium	High	Notes
Potential impact on students/operations			x	
Number of trades on the project			x	
Potential for work stoppage		x		
Complexity of project			x	
Construction schedule constraints			x	

Notices requesting input on the use of a PLA on this project were sent to the following interested parties.

Summary of Responses:

Organization	Yes	No	No Response	Comments
Associated Builders and Contractors		x		See*footnote for full comments
Associated General Contractors of Minnesota			x	
National Association of Minority Contractors			x	
Saint Paul Building and Construction Trades Council	x			Multi Craft, dollar amount, length of project.

Staff Recommendation

☒ The Facilities Department **recommends** that a PLA be used for this project

☐ The Facilities Department **does not recommend** that a PLA be used for this project

The reasons for the recommendation are as follows:

- Please see the table of assessment criteria.

Final Action

The BOE directs that a PLA

☐ be used for this project

☐ not be used for this project

If the BOE directs that a PLA be used on this project, it hereby authorizes the Director of Facilities to instruct the execution of this agreement and further directs that the agreement be included in the final construction documents.

* "Project labor agreements discriminate against local construction workers who choose not to join a union. Residents of the school district who send their kids to these schools, who pay taxes to the district, and who are otherwise qualified to work on these schools are told they cannot unless they join a union and pay union dues. This is antithetical to fair and open competition, as well as the inclusion efforts the district promotes."

REQUEST FOR SAINT PAUL PUBLIC SCHOOLS BOARD OF EDUCATION ACTION

Subject: Project Labor Agreement

Project Title: FY23/24 Carpentry Bundle

Project Description: Deferred maintenance at multiple sites to include modest areas of ceiling, countertop and interior/exterior door replacements; and a gym curtain replacement.

Estimated Cost: \$807,000

Estimated Start Date: Summer 2023

Estimated Project Length: 10 months – Fall 2024

Executive Summary

Per Board of Education (BOE) direction dated February 25, 2005, the BOE will evaluate all construction projects whose cost estimates exceed \$250,000 for the appropriateness of a Project Labor Agreement (PLA). Notice of this action was published in the Saint Paul Legal Ledger at least 30 days prior to any BOE action.

Assessment of Criteria for PLA Recommendation:

Criteria	Low	Medium	High	Notes
Potential impact on students/operations		x		
Number of trades on the project		x		
Potential for work stoppage	x			
Complexity of project		x		
Construction schedule constraints		x		

Notices requesting input on the use of a PLA on this project were sent to the following interested parties.

Summary of Responses:

Organization	Yes	No	No Response	Comments
Associated Builders and Contractors		x		See*footnote for full comments
Associated General Contractors of Minnesota			x	
National Association of Minority Contractors			x	
Saint Paul Building and Construction Trades Council	x			Multi Craft, dollar amount, length of project.

Staff Recommendation

- ☒ The Facilities Department **recommends** that a PLA be used for this project
- ☐ The Facilities Department **does not recommend** that a PLA be used for this project

The reasons for the recommendation are as follows:

- Please see the table of assessment criteria.

Final Action

The BOE directs that a PLA

- ☐ be used for this project
- ☐ not be used for this project

If the BOE directs that a PLA be used on this project, it hereby authorizes the Director of Facilities to instruct the execution of this agreement and further directs that the agreement be included in the final construction documents.

* “Project labor agreements discriminate against local construction workers who choose not to join a union. Residents of the school district who send their kids to these schools, who pay taxes to the district, and who are otherwise qualified to work on these schools are told they cannot unless they join a union and pay union dues. This is antithetical to fair and open competition, as well as the inclusion efforts the district promotes.”

REQUEST FOR SAINT PAUL PUBLIC SCHOOLS BOARD OF EDUCATION ACTION

Subject: Project Labor Agreement

Project Title: Como Park High Athletics Upgrade

Project Description: Resurfacing and/or reconstruction of 8 tennis courts, plus possible addition of one more court. New softball Dugouts.

Estimated Cost: \$640,000

Estimated Start Date: Summer 2023

Estimated Project Length: 3 months – Fall 2023

Executive Summary

Per Board of Education (BOE) direction dated February 25, 2005, the BOE will evaluate all construction projects whose cost estimates exceed \$250,000 for the appropriateness of a Project Labor Agreement (PLA). Notice of this action was published in the Saint Paul Legal Ledger at least 30 days prior to any BOE action.

Assessment of Criteria for PLA Recommendation:

Criteria	Low	Medium	High	Notes
Potential impact on students/operations		x		
Number of trades on the project		x		
Potential for work stoppage	x			
Complexity of project		x		
Construction schedule constraints		x		

Notices requesting input on the use of a PLA on this project were sent to the following interested parties.

Summary of Responses:

Organization	Yes	No	No Response	Comments
Associated Builders and Contractors		x		See*footnote for full comments
Associated General Contractors of Minnesota			x	
National Association of Minority Contractors			x	
Saint Paul Building and Construction Trades Council	x			Multi Craft, dollar amount, length of project.

Staff Recommendation

☒ The Facilities Department **recommends** that a PLA be used for this project

☐ The Facilities Department **does not recommend** that a PLA be used for this project

The reasons for the recommendation are as follows:

- Please see the table of assessment criteria.

Final Action

The BOE directs that a PLA

☐ be used for this project

☐ not be used for this project

If the BOE directs that a PLA be used on this project, it hereby authorizes the Director of Facilities to instruct the execution of this agreement and further directs that the agreement be included in the final construction documents.

* “Project labor agreements discriminate against local construction workers who choose not to join a union. Residents of the school district who send their kids to these schools, who pay taxes to the district, and who are otherwise qualified to work on these schools are told they cannot unless they join a union and pay union dues. This is antithetical to fair and open competition, as well as the inclusion efforts the district promotes. “

REQUEST FOR SAINT PAUL PUBLIC SCHOOLS BOARD OF EDUCATION ACTION

Subject: Project Labor Agreement

Project Title: Electrical Bundle

Project Description: Electrical deferred maintenance at two sites to include motor control center replacements and medium voltage service replacement.

Estimated Cost: \$3,145,000

Estimated Start Date: Summer 2024

Estimated Project Length: 10 months – Fall 2025

Executive Summary

Per Board of Education (BOE) direction dated February 25, 2005, the BOE will evaluate all construction projects whose cost estimates exceed \$250,000 for the appropriateness of a Project Labor Agreement (PLA). Notice of this action was published in the Saint Paul Legal Ledger at least 30 days prior to any BOE action.

Assessment of Criteria for PLA Recommendation:

Criteria	Low	Medium	High	Notes
Potential impact on students/operations			x	
Number of trades on the project		x		
Potential for work stoppage	x			
Complexity of project		x		
Construction schedule constraints		x		

Notices requesting input on the use of a PLA on this project were sent to the following interested parties.

Summary of Responses:

Organization	Yes	No	No Response	Comments
Associated Builders and Contractors		x		See*footnote for full comments
Associated General Contractors of Minnesota			x	
National Association of Minority Contractors			x	
Saint Paul Building and Construction Trades Council	x			Multi Craft, dollar amount, length of project.

Staff Recommendation

- ☒ The Facilities Department **recommends** that a PLA be used for this project
- ☐ The Facilities Department **does not recommend** that a PLA be used for this project

The reasons for the recommendation are as follows:

- Please see the table of assessment criteria.

Final Action

The BOE directs that a PLA

- ☐ be used for this project
- ☐ not be used for this project

If the BOE directs that a PLA be used on this project, it hereby authorizes the Director of Facilities to instruct the execution of this agreement and further directs that the agreement be included in the final construction documents.

* “Project labor agreements discriminate against local construction workers who choose not to join a union. Residents of the school district who send their kids to these schools, who pay taxes to the district, and who are otherwise qualified to work on these schools are told they cannot unless they join a union and pay union dues. This is antithetical to fair and open competition, as well as the inclusion efforts the district promotes.”

REQUEST FOR SAINT PAUL PUBLIC SCHOOLS BOARD OF EDUCATION ACTION

Subject: Project Labor Agreement

Project Title: FY23/24 Flooring Program

Project Description: Deferred maintenance replacement of wood and resilient flooring, in classrooms and gyms.

Estimated Cost: \$1,738,000

Estimated Start Date: Summer 2023

Estimated Project Length: 12 months – Summer 2024

Executive Summary

Per Board of Education (BOE) direction dated February 25, 2005, the BOE will evaluate all construction projects whose cost estimates exceed \$250,000 for the appropriateness of a Project Labor Agreement (PLA). Notice of this action was published in the Saint Paul Legal Ledger at least 30 days prior to any BOE action.

Assessment of Criteria for PLA Recommendation:

Criteria	Low	Medium	High	Notes
Potential impact on students/operations		x		
Number of trades on the project	x			
Potential for work stoppage	x			
Complexity of project	x			
Construction schedule constraints		x		

Notices requesting input on the use of a PLA on this project were sent to the following interested parties.

Summary of Responses:

Organization	Yes	No	No Response	Comments
Associated Builders and Contractors		x		See*footnote for full comments
Associated General Contractors of Minnesota			x	
National Association of Minority Contractors			x	
Saint Paul Building and Construction Trades Council	x			Multi Craft, dollar amount, length of project.

Staff Recommendation

- ☒ The Facilities Department **recommends** that a PLA be used for this project
- ☐ The Facilities Department **does not recommend** that a PLA be used for this project

The reasons for the recommendation are as follows:

- Please see the table of assessment criteria.

Final Action

The BOE directs that a PLA

- ☐ be used for this project
- ☐ not be used for this project

If the BOE directs that a PLA be used on this project, it hereby authorizes the Director of Facilities to instruct the execution of this agreement and further directs that the agreement be included in the final construction documents.

* “Project labor agreements discriminate against local construction workers who choose not to join a union. Residents of the school district who send their kids to these schools, who pay taxes to the district, and who are otherwise qualified to work on these schools are told they cannot unless they join a union and pay union dues. This is antithetical to fair and open competition, as well as the inclusion efforts the district promotes.”

REQUEST FOR SAINT PAUL PUBLIC SCHOOLS BOARD OF EDUCATION ACTION

Subject: Project Labor Agreement

Project Title: Hidden River Middle Renovation

Project Description: Major renovation and minor additions to update for 21st century learning environments, develop a safe and secure main entrance, renew systems including electrical and mechanical, update kitchen and serving, repair site masonry and exterior walls, and address basement water infiltration.

Estimated Cost: \$36,200,000

Estimated Start Date: Spring 2024

Estimated Project Length: 13 months – Summer 2025

Executive Summary

Per Board of Education (BOE) direction dated February 25, 2005, the BOE will evaluate all construction projects whose cost estimates exceed \$250,000 for the appropriateness of a Project Labor Agreement (PLA). Notice of this action was published in the Saint Paul Legal Ledger at least 30 days prior to any BOE action.

Assessment of Criteria for PLA Recommendation:

Criteria	Low	Medium	High	Notes
Potential impact on students/operations			x	
Number of trades on the project			x	
Potential for work stoppage		x		
Complexity of project			x	
Construction schedule constraints			x	

Notices requesting input on the use of a PLA on this project were sent to the following interested parties.

Summary of Responses:

Organization	Yes	No	No Response	Comments
Associated Builders and Contractors		x		See*footnote for full comments
Associated General Contractors of Minnesota			x	
National Association of Minority Contractors			x	
Saint Paul Building and Construction Trades Council	x			Multi Craft, dollar amount, length of project.

Staff Recommendation

☒ The Facilities Department **recommends** that a PLA be used for this project

☐ The Facilities Department **does not recommend** that a PLA be used for this project

The reasons for the recommendation are as follows:

- Please see the table of assessment criteria.

Final Action

The BOE directs that a PLA

☐ be used for this project

☐ not be used for this project

If the BOE directs that a PLA be used on this project, it hereby authorizes the Director of Facilities to instruct the execution of this agreement and further directs that the agreement be included in the final construction documents.

* "Project labor agreements discriminate against local construction workers who choose not to join a union. Residents of the school district who send their kids to these schools, who pay taxes to the district, and who are otherwise qualified to work on these schools are told they cannot unless they join a union and pay union dues. This is antithetical to fair and open competition, as well as the inclusion efforts the district promotes."

REQUEST FOR SAINT PAUL PUBLIC SCHOOLS BOARD OF EDUCATION ACTION

Subject: Project Labor Agreement

Project Title: Highland Park Middle Major Project

Project Description: Renovation and additions to include a safe and secure main entrance and office, updated kitchen and cafeteria, improved circulation for flow and sight lines, and renovated toilets.

Estimated Cost: \$31,000,000

Estimated Start Date: June 2024

Estimated Project Length: 13 months – Fall 2025

Executive Summary

Per Board of Education (BOE) direction dated February 25, 2005, the BOE will evaluate all construction projects whose cost estimates exceed \$250,000 for the appropriateness of a Project Labor Agreement (PLA). Notice of this action was published in the Saint Paul Legal Ledger at least 30 days prior to any BOE action.

Assessment of Criteria for PLA Recommendation:

Criteria	Low	Medium	High	Notes
Potential impact on students/operations			x	
Number of trades on the project			x	
Potential for work stoppage		x		
Complexity of project			x	
Construction schedule constraints			x	

Notices requesting input on the use of a PLA on this project were sent to the following interested parties.

Summary of Responses:

Organization	Yes	No	No Response	Comments
Associated Builders and Contractors		x		See*footnote for full comments
Associated General Contractors of Minnesota			x	
National Association of Minority Contractors			x	
Saint Paul Building and Construction Trades Council	x			Multi Craft, dollar amount, length of project.

Staff Recommendation

- ☒ The Facilities Department **recommends** that a PLA be used for this project
- ☐ The Facilities Department **does not recommend** that a PLA be used for this project

The reasons for the recommendation are as follows:

- Please see the table of assessment criteria.

Final Action

The BOE directs that a PLA

- ☐ be used for this project
- ☐ not be used for this project

If the BOE directs that a PLA be used on this project, it hereby authorizes the Director of Facilities to instruct the execution of this agreement and further directs that the agreement be included in the final construction documents.

* “Project labor agreements discriminate against local construction workers who choose not to join a union. Residents of the school district who send their kids to these schools, who pay taxes to the district, and who are otherwise qualified to work on these schools are told they cannot unless they join a union and pay union dues. This is antithetical to fair and open competition, as well as the inclusion efforts the district promotes.”

REQUEST FOR SAINT PAUL PUBLIC SCHOOLS BOARD OF EDUCATION ACTION

Subject: Project Labor Agreement

Project Title: Mechanical Bundle

Project Description: Mechanical deferred maintenance including miscellaneous venting, exhaust and boiler repair/replacements.

Estimated Cost: \$1,145,000

Estimated Start Date: Fall 2023

Estimated Project Length: 12 months – Fall 2024

Executive Summary

Per Board of Education (BOE) direction dated February 25, 2005, the BOE will evaluate all construction projects whose cost estimates exceed \$250,000 for the appropriateness of a Project Labor Agreement (PLA). Notice of this action was published in the Saint Paul Legal Ledger at least 30 days prior to any BOE action.

Assessment of Criteria for PLA Recommendation:

Criteria	Low	Medium	High	Notes
Potential impact on students/operations		x		
Number of trades on the project	x			
Potential for work stoppage	x			
Complexity of project		x		
Construction schedule constraints		x		

Notices requesting input on the use of a PLA on this project were sent to the following interested parties.

Summary of Responses:

Organization	Yes	No	No Response	Comments
Associated Builders and Contractors		x		See*footnote for full comments
Associated General Contractors of Minnesota			x	
National Association of Minority Contractors			x	
Saint Paul Building and Construction Trades Council	x			Multi Craft, dollar amount, length of project.

Staff Recommendation

- ☒ The Facilities Department **recommends** that a PLA be used for this project
- ☐ The Facilities Department **does not recommend** that a PLA be used for this project

The reasons for the recommendation are as follows:

- Please see the table of assessment criteria.

Final Action

The BOE directs that a PLA

- ☐ be used for this project
- ☐ not be used for this project

If the BOE directs that a PLA be used on this project, it hereby authorizes the Director of Facilities to instruct the execution of this agreement and further directs that the agreement be included in the final construction documents.

* "Project labor agreements discriminate against local construction workers who choose not to join a union. Residents of the school district who send their kids to these schools, who pay taxes to the district, and who are otherwise qualified to work on these schools are told they cannot unless they join a union and pay union dues. This is antithetical to fair and open competition, as well as the inclusion efforts the district promotes."

REQUEST FOR SAINT PAUL PUBLIC SCHOOLS BOARD OF EDUCATION ACTION

Subject: Project Labor Agreement

Project Title: Barack and Michelle Obama Elementary Renovation

Project Description: Major renovation to include system replacements, new kitchen and restrooms, classroom and office remodeling, gym reconfiguration and site work

Estimated Cost: \$51,000,000

Estimated Start Date: Fall 2023

Estimated Project Length: 13 months – Summer 2025

Executive Summary

Per Board of Education (BOE) direction dated February 25, 2005, the BOE will evaluate all construction projects whose cost estimates exceed \$250,000 for the appropriateness of a Project Labor Agreement (PLA). Notice of this action was published in the Saint Paul Legal Ledger at least 30 days prior to any BOE action.

Assessment of Criteria for PLA Recommendation:

Criteria	Low	Medium	High	Notes
Potential impact on students/operations			x	
Number of trades on the project			x	
Potential for work stoppage		x		
Complexity of project			x	
Construction schedule constraints			x	

Notices requesting input on the use of a PLA on this project were sent to the following interested parties.

Summary of Responses:

Organization	Yes	No	No Response	Comments
Associated Builders and Contractors		x		See*footnote for full comments
Associated General Contractors of Minnesota			x	
National Association of Minority Contractors			x	
Saint Paul Building and Construction Trades Council	x			Multi Craft, dollar amount, length of project.

Staff Recommendation

- ☒ The Facilities Department **recommends** that a PLA be used for this project
- ☐ The Facilities Department **does not recommend** that a PLA be used for this project

The reasons for the recommendation are as follows:

- Please see the table of assessment criteria.

Final Action

The BOE directs that a PLA

- ☐ be used for this project
- ☐ not be used for this project

If the BOE directs that a PLA be used on this project, it hereby authorizes the Director of Facilities to instruct the execution of this agreement and further directs that the agreement be included in the final construction documents.

* “Project labor agreements discriminate against local construction workers who choose not to join a union. Residents of the school district who send their kids to these schools, who pay taxes to the district, and who are otherwise qualified to work on these schools are told they cannot unless they join a union and pay union dues. This is antithetical to fair and open competition, as well as the inclusion efforts the district promotes.”

REQUEST FOR SAINT PAUL PUBLIC SCHOOLS BOARD OF EDUCATION ACTION

Subject: Project Labor Agreement

Project Title: FY23/24 Plumbing Bundle

Project Description: Deferred maintenance at multiple sites to include toilet partitions, fixture replacements, minor electrical scope, and a small locker room renovation.

Estimated Cost: \$1,500,000

Estimated Start Date: Summer 2024

Estimated Project Length: 4 months – Fall 2024

Executive Summary

Per Board of Education (BOE) direction dated February 25, 2005, the BOE will evaluate all construction projects whose cost estimates exceed \$250,000 for the appropriateness of a Project Labor Agreement (PLA). Notice of this action was published in the Saint Paul Legal Ledger at least 30 days prior to any BOE action.

Assessment of Criteria for PLA Recommendation:

Criteria	Low	Medium	High	Notes
Potential impact on students/operations		x		
Number of trades on the project	x			
Potential for work stoppage	x			
Complexity of project		x		
Construction schedule constraints		x		

Notices requesting input on the use of a PLA on this project were sent to the following interested parties.

Summary of Responses:

Organization	Yes	No	No Response	Comments
Associated Builders and Contractors		x		See*footnote for full comments
Associated General Contractors of Minnesota			x	
National Association of Minority Contractors			x	
Saint Paul Building and Construction Trades Council	x			Multi Craft, dollar amount, length of project.

Staff Recommendation

☒ The Facilities Department **recommends** that a PLA be used for this project

☐ The Facilities Department **does not recommend** that a PLA be used for this project

The reasons for the recommendation are as follows:

- Please see the table of assessment criteria.

Final Action

The BOE directs that a PLA

☐ be used for this project

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REQUEST FOR SAINT PAUL PUBLIC SCHOOLS BOARD OF EDUCATION ACTION

Subject: Project Labor Agreement

Project Title: Wilson Remodeling

Project Description: Minor remodeling of cafeteria and classrooms, including demo of an old locker room; flooring.

Estimated Cost: \$1,500,000

Estimated Start Date: Summer 2023

Estimated Project Length: 4 months – Fall 2023

Executive Summary

Per Board of Education (BOE) direction dated February 25, 2005, the BOE will evaluate all construction projects whose cost estimates exceed \$250,000 for the appropriateness of a Project Labor Agreement (PLA). Notice of this action was published in the Saint Paul Legal Ledger at least 30 days prior to any BOE action.

Assessment of Criteria for PLA Recommendation:

Criteria	Low	Medium	High	Notes
Potential impact on students/operations			x	
Number of trades on the project			x	
Potential for work stoppage		x		
Complexity of project		x		
Construction schedule constraints		x		

Notices requesting input on the use of a PLA on this project were sent to the following interested parties.

Summary of Responses:

Organization	Yes	No	No Response	Comments
Associated Builders and Contractors		x		See*footnote for full comments
Associated General Contractors of Minnesota			x	
National Association of Minority Contractors			x	
Saint Paul Building and Construction Trades Council	x			Multi Craft, dollar amount, length of project.

Staff Recommendation

- ☒ The Facilities Department **recommends** that a PLA be used for this project
- ☐ The Facilities Department **does not recommend** that a PLA be used for this project

The reasons for the recommendation are as follows:

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REQUEST FOR SAINT PAUL PUBLIC SCHOOLS BOARD OF EDUCATION ACTION

Subject: Project Labor Agreement

Project Title: Crossroads Elementary IZone

Project Description: I Zone (2-story atrium space) is being reimagined as a multi-functional space with glazed walls.

Estimated Cost: \$405,000

Estimated Start Date: August 2023

Estimated Project Length: 1 month – September 2023

Executive Summary

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Assessment of Criteria for PLA Recommendation:

Criteria	Low	Medium	High	Notes
Potential impact on students/operations		x		
Number of trades on the project		x		
Potential for work stoppage	x			
Complexity of project	x			
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Associated General Contractors of Minnesota			x	
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Saint Paul Building and Construction Trades Council	x			Multi Craft, dollar amount, length of project.

Staff Recommendation

- ☐ The Facilities Department **recommends** that a PLA be used for this project
- ☒ The Facilities Department **does not recommend** that a PLA be used for this project

The reasons for the recommendation are as follows:

- Limited scale and timeframe of project.

Final Action

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REQUEST FOR SAINT PAUL PUBLIC SCHOOLS BOARD OF EDUCATION ACTION

Subject: Project Labor Agreement

Project Title: John A. Johnson for LEAP High

Project Description: Modifications to include: painting, plumbing fixture raising, replacement/raised casework, some demo/patching.

Estimated Cost: \$425,000

Estimated Start Date: April 2023

Estimated Project Length: 2 months – July 2023

Executive Summary

Per Board of Education (BOE) direction dated February 25, 2005, the BOE will evaluate all construction projects whose cost estimates exceed \$250,000 for the appropriateness of a Project Labor Agreement (PLA). Notice of this action was published in the Saint Paul Legal Ledger at least 30 days prior to any BOE action.

Assessment of Criteria for PLA Recommendation:

Criteria	Low	Medium	High	Notes
Potential impact on students/operations		x		
Number of trades on the project		x		
Potential for work stoppage	x			
Complexity of project	x			
Construction schedule constraints	x			

Notices requesting input on the use of a PLA on this project were sent to the following interested parties.

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Saint Paul
PUBLIC SCHOOLS

Student Outcomes Focused Governance

Jim Vue and Jessica Kopp, Chair and Vice Chair of the Saint Paul School Board
January 17, 2023

What is Student Outcomes Focused Governance (SOFG)?

Student Outcomes Focused Governance (SOFG) is a framework built upon research-based competencies that describe board₁₁₀ behaviors and how they create conditions that improve student outcomes.

What are student outcomes?

Student outcomes are what students know and are able to do.

Examples:

- Literacy and math proficiency
- Post high school readiness

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How does SOFG impact board work?

- Grounds board work in what students know and are able to do
- Allows board work to be closely connected to needs of community through outreach and engagement
- Provides opportunity for board work to evolve based on monitoring goals

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How does SOFG impact board work?

- Reframes board conversations towards student outcomes in several ways including:
 - engagement to understand the community's vision for SPPS students
 - goal setting based on the community's vision
 - regularly and publicly monitoring progress towards goals
 - agenda redesign
- Calls for purposeful use of board meeting time to increase time spent on student outcomes
 - Recent time use analysis shows the board spends less than 10% of our public meeting minutes each month specifically focused on what students know and are able to do (outcomes)

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Where is SOFG practiced?

Saint Paul would join dozens of districts nationwide who are in various stages of SOFG implementation and practice including:

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- Atlanta, GA
- Cincinnati, OH
- Dallas, TX
- Des Moines, IA
- San Francisco, CA

Why SOFG? Why now?

- COVID-19, learning loss, historical gaps
 - Value in understanding where students are, monitoring progress of administration's strategies, and discovering the best ways to invest in pursuit of positive outcomes for students
- ARP funding
 - One-time money for board/admin development
- Board governance model to complement strategic plan

Timeline: January - May 2023

- January: Prepare for retreat
- February: Finalize retreat
- March: Retreat/assessment
- April-May: Community engagement (pending assessment)

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Questions?

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