

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

**January 3, 2023**  
**4:30 PM**

**A G E N D A**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF THE ORDER OF THE MAIN AGENDA**
4. **ELECTION OF OFFICERS**
  - A. Chair - Board of Education
  - B. Vice Chair - Board of Education
  - C. Clerk - Board of Education
  - D. Treasurer - Board of Education
5. **ANNUAL MEETING ACTION ITEMS** **2**
  - A. Appointment of the Assistant Treasurer
  - B. Appointment of the Assistant Clerk
  - C. Resolution Naming Depository Accounts
  - D. Resolution Naming Banks as Custodians for Safekeeping of Collateral
  - E. Resolution Authorizing Investments of School District Funds
  - F. Resolution Naming Brokerage Accounts
  - G. Resolution Authorizing Entry into Joint Purchasing Agreements
  - H. Resolution Naming the Official Newspaper
  - I. Resolution to Adopt and Confirm All Policies Contained in the SPPS Policy Manual
  - J. Resolution to Approve the 2023 Board of Education Meeting Schedule
  - K. Acknowledgment of Review of All 200-Level Board Policies **29**
6. **COMMITTEE/SUBCOMMITTEE/WORK GROUP SELECTION AND SCHOOL AREAS SELECTION; 2023 GRADUATION SCHEDULE** **30**
7. **FUTURE MEETING SCHEDULE**
  - A. Board of Education Meetings (5:30pm unless otherwise noted)
  - B. Committee of the Board Meetings (4:30pm unless otherwise noted)
8. **ADJOURNMENT**

#BoldSubject#

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

**DATE:** January 3, 2023

**TOPIC:** Appointment of the Assistant Treasurer

**A. PERTINENT FACTS:**

1. The Board of Education annually appoints an Assistant Treasurer of the school district.
2. The Assistant Treasurer has the authority to sign appropriate documents in the absence of the Board Treasurer as well as other assigned duties.
3. This meets the District Strategic Initiative: Program Evaluation and Resource Allocation.
4. This item is submitted by Joe Gothard, Superintendent.

**B. RECOMMENDATION:**

That the Board of Education approve the attached resolution naming Tom Sager, Executive Chief of Financial Services, as the Assistant Treasurer of Independent School District No. 625 for the year 2023.



Board File No. _____
Date _____

**INDEPENDENT SCHOOL DISTRICT NO. 625**  
**Board of Education**  
**Saint Paul Public Schools**

**APPOINTMENT OF ASSISTANT TREASURER**

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.

Adopted January 3, 2023

\_\_\_\_\_  
CHAIR Board of Education

\_\_\_\_\_  
CLERK Board of Education

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

**DATE:** January 3, 2023

**TOPIC:** Appointment of the Assistant Clerk

**A. PERTINENT FACTS:**

1. The Board of Education annually appoints an Assistant Clerk of the school district.
2. The Assistant Clerk has the authority to sign appropriate documents in the absence of the Board Clerk as well as other assigned duties.
3. This meets the District Strategic Initiative: Program Evaluation and Resource Allocation.
4. This item is submitted by Joe Gothard, Superintendent.

**B. RECOMMENDATION:**

That the Board of Education approve the attached resolution naming Sarah Dahlke as the Assistant Clerk of Independent School District No. 625 for the year 2023.



Board File No. _____
Date _____

**INDEPENDENT SCHOOL DISTRICT NO. 625**  
**Board of Education**  
**Saint Paul Public Schools**

**APPOINTMENT OF THE ASSISTANT CLERK**

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.

Adopted January 3, 2023

\_\_\_\_\_  
CHAIR Board of Education

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CLERK Board of Education

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

**DATE:** January 3, 2023

**TOPIC:** Resolution Naming Depository Accounts

**A. PERTINENT FACTS:**

1. Minnesota Statutes require the Board of Education to name at its annual organizational meeting the banks that are to serve as depositories for school district funds.
2. This meets the District Strategic Initiative: Program Evaluation and Resource Allocation.
3. This item is submitted by Tom Sager, Executive Chief of Financial Services.

**B. RECOMMENDATION:**

That the Board of Education approve the attached resolution naming the banks that are to serve as depositories of school district funds for the year 2023.



Board File No. _____
Date _____

**INDEPENDENT SCHOOL DISTRICT NO. 625**  
**Board of Education**  
**Saint Paul Public Schools**

**RESOLUTION NAMING DEPOSITORY ACCOUNTS**

BE IT RESOLVED, by the Board of Education of Independent School District No. 625, that it hereby authorizes, approves and designates the following listed banks as depositories for school district funds, according to the terms and provisions of this resolution and the requirements contained in Minnesota Statutes, Chapter 118A.

Bank of America  
 US Bank  
 US Bank Trust  
 Wells Fargo  
 Associated Bank

BE IT FURTHER RESOLVED, that the Treasurer and Assistant Treasurer shall deposit the funds of said school district in said depositories according to provisions of the above statutes and in accordance with the provisions of this resolution.

BE IT FURTHER RESOLVED, that the funds of said school district are to be deposited in the depositories as follows:

**BANK OF AMERICA**  
 Workers Compensation Petty Cash

- US BANK**
1. General Operating and Community Service Funds
  2. Construction Funds
  3. Debt Service Funds
  4. Nutrition Service Operating Funds
  5. Select Account
  6. Certificates of Deposit
  7. School Food Service Petty Cash

- ASSOCIATED BANK**
1. General Operating and Community Service Funds
  2. Construction Funds
  3. Debt Service Funds

- 4. Nutrition Service Operating Funds
- 5. Select Account
- 6. Certificates of Deposit
- 7. School Food Service Petty Cash

Adopted January 3, 2023

\_\_\_\_\_  
CHAIR Board of Education

\_\_\_\_\_  
CLERK Board of Education

Page 2 (Resolution Naming Depository Accounts)

ASSOCIATED BANK  
US BANK TRUST  
1. Bond Proceeds

WELLS FARGO  
Other Post Employment Benefits (OPEB) Revocable Trust

BE IT FURTHER RESOLVED, that the above named Banks, (hereafter called "Banks") are hereby designated as a depository of this Organization and that a checking or deposit account be opened and maintained in the name of this Organization with said Bank and that all checks, drafts or other orders for the payment of money from said account be signed by the facsimile signatures of the corporate officers and physical signatures of two designated individuals (Superintendent, Chief Financial Officer, Chief of Staff, Controller, Accountant 4, or Senior Budget Analyst) when checks exceed \$25,000. The signature cards shall stipulate these signing agreements. The Treasurer and Assistant Treasurer are authorized to endorse all notes, drafts, checks, bills, certificates of deposit or other items payable to or owned or held by this Organization for deposit in said account or for collection or discount by said Bank; and to accept drafts and other items payable at said Bank and to waive protest of any check, note, bill or other item made, drawn or endorsed by or to the order of this Organization.

BE IT FURTHER RESOLVED, that the Bank is hereby directed to accept and pay without further inquiry any note, draft or check against said account bearing the signature or signatures of authorized officers even though drawn or endorsed to the order of any officer signing the same or tendered by such officer for cashing or in payment of the individual obligation of such officer or for deposit to his personal account and the Bank shall not be required or be under any obligation to inquire as to the circumstances of the issue or use of any item signed in accordance with the foregoing resolution, or the application, or disposition of such item or the proceeds thereof.



FURTHER RESOLVED, that the Assistant Clerk shall certify to said Bank the names of the presently duly elected and qualified officers of the organization and shall from time to time hereafter, as changes in the personnel of said officers are made, immediately certify such changes to the Bank and the Bank shall be fully protected in relying on such certifications of the Assistant Clerk and shall be indemnified and saved harmless from any claims, demands, expenses, loss or damage resulting from or growing out of honoring the signature of any officer so certified or for refusing to honor any signature not so certified.

FURTHER RESOLVED, that the foregoing resolutions shall remain in full force and effect until written notice of their amendment or rescissions shall have been received by Bank and that receipt of such notice shall not affect any action taken by Bank prior thereto; and

FURTHER RESOLVED, that the Assistant Clerk be, and he/she is hereby authorized and directed to certify to said Bank the foregoing resolutions and that the provisions thereof are in conformity with the constitution, articles, rules and by-laws of this Organization.

Page 3 (Resolution Naming Depository Accounts)

I further certify that the following are the names and official signatures of the present officers and designated signers of this Organization:

OFFICER	NAME	SIGNATURE
Chair		
Clerk		
Treasurer		
Superintendent	Joe Gothard	
Chief of Staff	Jackie Turner	
Exec. Chief of Financial Services	Tom Sager	
Controller	Lisa Rider	
Controller	Lori Doehne	
Senior Budget Analyst		

IN WITNESS WHEREOF, I have hereunto subscribed by name and affixed the seal of the organization, this 3rd day of January, 2023.

Attest

Sarah Dahlke  
Assistant Clerk

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

**DATE:** January 3, 2023

**TOPIC:** Resolution Naming Banks as Custodians for Safekeeping of Collateral

**A. PERTINENT FACTS:**

1. This resolution names the banks that can be used to hold the collateral that has been pledged as security for the school district bank deposits.
2. This meets the District Strategic Initiative: Program Evaluation and Resource Allocation.
3. This item is submitted by Tom Sager, Executive Chief of Financial Services.

**B. RECOMMENDATION:**

That the Board of Education approve the attached resolution naming the banks that are to be used as custodians for safekeeping of pledged security for school district deposits.



Board File No. \_\_\_\_\_  
Date \_\_\_\_\_

**INDEPENDENT SCHOOL DISTRICT NO. 625**  
**Board of Education**  
**Saint Paul Public Schools**

**RESOLUTION NAMING BANKS AS CUSTODIANS FOR SAFEKEEPING OF COLLATERAL**

WHEREAS, to the extent that funds deposited are in excess of available federal deposit insurance, the school district shall require the financial institution to furnish collateral security or a corporate surety bond executed by a company authorized to do business in the state, and

WHEREAS, M.S.A. 118A.01-118A.03 governing the depositories of the public funds states that “all collateral shall be placed in safekeeping in a restricted account at a Federal Reserve Bank or in an account at a trust department of a commercial bank or other “financial institution” and “the selection shall be approved by the government entity” and

WHEREAS, the collateral pledged remains under the control of the Assistant Treasurer of the school district; now, therefore

BE IT RESOLVED, that upon the recommendation of the Assistant Treasurer, banks designated as depositories of school district funds shall be permitted to designate any one of the following named banks to act as custodians for safekeeping of the collateral pledged to secure school district deposits; provided, however, that no collateral furnished by any depository bank shall ever be held by such bank:

1. Bank of New York
2. Bankers Trust New York
3. The Federal Reserve Bank of Minneapolis
4. The First National Bank of Chicago
5. J.P. Morgan Chase Bank
6. Morgan Stanley
7. UBS Financial Services, Inc.
8. US Bank
9. US Bank Trust
10. Wells Fargo
11. Associated Bank
12. BMO Harris

Adopted January 3, 2023

\_\_\_\_\_  
CHAIR Board of Education

\_\_\_\_\_  
CLERK Board of Education

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

**DATE:** January 3, 2023

**TOPIC:** Resolution Authorizing Investments of School District Funds

**A. PERTINENT FACTS:**

1. This is an annual resolution passed by the Board of Education authorizing the Assistant Treasurer to invest surplus school district funds from time to time, as provided by Minnesota Statutes and the School Board Investment Policy.
2. This meets the District Strategic Initiative: Program Evaluation and Resource Allocation.
3. This item is submitted by Joe Gothard, Superintendent.

**B. RECOMMENDATION:**

That the Board of Education approve the attached 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.



Board File No. _____
Date _____

**INDEPENDENT SCHOOL DISTRICT NO. 625**  
**Board of Education**  
**Saint Paul Public Schools**

**RESOLUTION AUTHORIZING INVESTMENTS OF SCHOOL DISTRICT FUNDS**

BE IT RESOLVED, by the Board of Education of Independent School District No. 625, that it herewith authorizes the Assistant Treasurer to invest surplus funds of the District from time to time, as provided in provisions of the Minnesota Statutes and the School Board Investment Policy.

Adopted January 3, 2023

\_\_\_\_\_  
CHAIR Board of Education

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CLERK Board of Education

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

**DATE:** January 3, 2023

**TOPIC:** Resolution Naming Brokerage Accounts

**A. PERTINENT FACTS:**

1. Minnesota Statutes require the Board of Education to name at its annual organizational meeting the brokerage firms that are to handle the purchase and sale of securities and other property.
2. This meets the District Strategic Initiative: Program Evaluation and Resource Allocation.
3. This item is submitted by Tom Sager, Executive Chief of Financial Services.

**B. RECOMMENDATION:**

That the Board of Education approve the attached resolution naming the brokerage firms that are to handle the purchase and sale of securities and other property.



Board File No. _____
Date _____

**INDEPENDENT SCHOOL DISTRICT NO. 625**  
**Board of Education**  
**Saint Paul Public Schools**

**RESOLUTION NAMING BROKERAGE ACCOUNTS**

BE IT RESOLVED, by the Board of Education of Independent School District No. 625 (Corporation), to open with US Bank, Wells Fargo, PFM Asset Management LLC, PMA Financial LLC, and Associated Bank, its successor firms, subsidiaries, correspondents or affiliates (“US Bank, Wells Fargo, PFM, PMA Financial LLC, and Associated Bank”) brokerage accounts for the purchase and sale of securities and other property. “Securities” means, but is not limited to money, stocks, bonds, options including stock index options, interest rate options, foreign currency options and other securities and property.

BE IT RESOLVED, that the Corporate Officers names in the spaces below are authorized to act on behalf of the Corporation with respect to opening an account, to execute on behalf of the Corporation any and all relevant documents, including, but not limited to documents granting a limited or general power of attorney that delegate authority (including discretionary authority) over the account, margin agreements and/or option agreements and to deal with US Bank, Wells Fargo, PFM, PMA Financial LLC, and Associated Bank in connection with all aspects of said account individually, with no limits as to the amount (hereinafter called “Authorized Person.”)

<u>OFFICER</u>	<u>NAME</u>	<u>SIGNATURE</u>
<u>Superintendent</u>	<u>Joe Gothard</u>	_____
<u>Chief of Staff</u>	<u>Jackie Turner</u>	_____
<u>Exec. Chief of Financial Services</u>	<u>Tom Sager</u>	_____

Adopted January 3, 2023

\_\_\_\_\_  
 CHAIR Board of Education

\_\_\_\_\_  
 CLERK Board of Education



BE IT FURTHER RESOLVED, that US Bank, Wells Fargo, PFM, PMA Financial LLC, and Associated Bank are authorized to deal with each Authorized Person individually, including anyone granted a limited or general power of attorney or delegated discretionary authority from any Authorized Person. (US Bank, Wells Fargo, PFM, PMA Financial LLC, and Associated Bank Investment Executives may be granted a limited power of attorney for trading purposes only.) From any such Authorized Person of the Corporation, without further inquiry as to his or her authority, US Bank, Wells Fargo, PFM, PMA Financial LLC, and Associated Bank may: accept all order for purchases, sales and distributions requested; follow instructions given verbally or in writing; receive any funds, securities or other property for the account of the Corporation; extend loans in connection with the maintenance of a margin account or US Bank, Wells Fargo, PFM, PMA Financial LLC, and Associated Bank Credit Line (if applicable); effect BankCard transactions in connection with the Corporation's account (if applicable), including use of Bank One's Line of Credit in connection with the MasterCard Business Card or Gold MasterCard; honor written instructions from any Authorized Person to write checks against the Corporation's account; send all confirmations, notices, demands, statements and other communications to the Authorized Person and to the Corporation; and US Bank, Wells Fargo, PFM, PMA Financial LLC, and Associated Bank will honor all written instructions from any individual Authorized Person to deliver in any manner or any name, including but not limited to bearer form and street certificates, any funds, securities or other property held for the account of the Corporation, attention: Tom Sager, Executive Chief of Financial Services, 360 Colborne Street, Saint Paul, MN 55102.

BE IT FURTHER RESOLVED, that any withdrawals of money, check writing, BankCard purchases (if applicable) and other non-brokerage transactions including but not limited to obtaining letters of credit and other types of credit facilities made on behalf of the Corporation with US Bank, Wells Fargo, PFM, PMA Financial LLC, and Associated Bank are ratified, confirmed and approved and that US Bank, Wells Fargo, PFM, PMA Financial LLC, and Associated Bank are authorized to rely upon the authority conferred by these resolutions until US Bank, Wells Fargo, PFM, PMA Financial LLC, and Associated Bank receive a certified copy of resolutions of the Corporation's Board of Directors revoking or modifying these resolutions. In the event that US Bank, Wells Fargo, PFM, PMA Financial LLC, and Associated Bank, for any reason, is uncertain as to the continuing effectiveness of the authority conferred by these resolutions or any other resolutions of the Corporation, US Bank, Wells Fargo, PFM, PMA Financial LLC, and Associated Bank may refrain from taking any action with respect to this account until such time as it is satisfied as to its authority and US Bank, Wells Fargo, PFM, PMA Financial LLC, and Associated Bank shall be indemnified against and held harmless from any claims, demands, expenses, loss or damage, including legal fees and costs, resulting from or arising out of its refraining from taking any action.

BE IT FURTHER RESOLVED, that the Corporation elects Cash Account.

IN WITNESS WHEREOF, I have hereunto subscribed by name and affixed the seal of the organization, this 3rd day of January, 2023.

Attest Sarah Dahlke Assistant Clerk

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

**DATE:** January 3, 2023

**TOPIC:** Resolution Authorizing Entry into Joint Purchasing Agreements

**A. PERTINENT FACTS:**

1. Minnesota Statute 471.59 authorizes governmental units to make cooperative purchases. In order to enjoy the mutual benefits of these cooperative purchases, the governing bodies of the units must first enter into a joint purchasing agreement.

2. In an effort to further collaboration and to enhance the District's buying power, the Purchasing and Contract Services Department wishes to continue to have the opportunity to participate in cooperative purchases, bids and contracts with school districts, counties, and other purchasing cooperatives, attached are some of those entities.

3. This is no cost to the district.

4. This project will meet the District Strategic Initiative: Program Evaluation and Resource Allocation.

5. This item is submitted by Jamie Atkins, Purchasing Manager and Tom Sager, Executive Chief of Financial Services.

**B. RECOMMENDATION:**

That the Board of Education authorize the administration to continue current joint cooperative purchase agreements and to enter into other various Joint Cooperative Purchasing Agreements as deemed necessary.



PAGE 2

DATE: January 3, 2023

TOPIC: Authorization to Enter into Joint Purchase Agreements

Anoka County  
Anoka-Hennepin ISD #11  
AEPA-Assn of Educational Purchasing Agencies  
Bloomington ISD #271  
Burnsville, Eagan, Savage ISD #191  
BuyBoard National Purchasing Cooperative  
Carver County  
CESA–Purchasing Coop Education Service Agency  
Chaska ISD #112  
City of Minneapolis  
City of Red Wing  
City of Saint Paul  
Cooperative Purchasing Connection  
Dakota County  
E & I-Education & Institutional Coop Service Inc  
Edina ESD #273  
Elk River ISD #728  
Farmington ISD #192  
Forest Lake ISD #831  
Go Green Communities  
GSA-General Services Administration  
Hastings ISE #200  
Hennepin County  
Higher Education Card Consortium  
Intermediate District #287  
Intermediate District #917  
Lakes County Service Cooperative  
Lakeville ISD #194  
Mahtomedi ISD #832  
Metro ECSU  
MHEC-Midwestern Higher Education Compact  
MICTA  
Minneapolis Special School District #1  
Minnesota Cooperative Purchasing Venture  
Minnesota Service Cooperative  
Minnesota State Colleges & Universities  
Minnetonka ISD #276  
Mounds View ISD #621  
National Assn. of State Procurement Officials  
National Cooperative Purchasing Alliance  
National Inter-Governmental Purchasing Alliance  
National School Boards Association  
N Saint Paul-Maplewood-Oakdale ISD #622  
Northeast Metro School District 916  
Northeast Service Cooperative  
Northwest Service Cooperative  
Olmsted County  
Orono ISD #278  
Osseo ISD #279  
Owatonna ISD #761  
Prior Lake-Savage Area ISD #719  
Public Sourcing Solutions  
Purchasing Solutions Alliance  
Ramsey County  
Robbinsdale Area Schools ISD #196  
Rochester ISD #535  
Rockford ISD #883  
Rosemount Eagan Apple Valley ISD #196  
Roseville Area Schools #623  
Saint Cloud ISD #742  
Saint Louis Park ISD #283  
Saint Paul-Maplewood-Oakdale ISD #622  
Scott County  
Sherburne County  
Sourcewell (formerly NJPA)  
South Central Service Cooperative  
South Washington Cty School Dist. #833  
Southeast Service Cooperative  
Spring Lake Park #16  
St. Francis ISD #15  
St. Louis County  
State of Illinois, Central Management Services  
State of Minnesota  
State of Wisconsin  
Stearns County  
Stillwater ISD #834  
SW/WC Service Cooperative  
Sweatfree Purchasing Consortium  
TIPS USA  
The Cooperative Purchasing Network  
U.S. Communities  
United States General Services Administration  
University of Minnesota  
Value-Volume Acquisition & Large Uniform Expenditures  
Washington County  
Wayzata ISD #284  
W Saint Paul-Mendota Hgts-Eagan ISD #197  
Western State Contracting Alliance  
White Bear Lake ISD #624  
Wisconsin Association for Public Procurement  
Wright County



Board File No. _____
Date _____

**INDEPENDENT SCHOOL DISTRICT NO. 625**

**Board of Education  
Saint Paul Public Schools**

**RESOLUTION AUTHORIZING COOPERATIVE PURCHASING AGREEMENTS**

BE IT RESOLVED, by the Board of Education of Independent School District No. 625 (Corporation) that under Minnesota Statute 471.59 authorizing governmental units to make cooperative purchases, does, in order to enjoy the mutual benefits of these cooperative purchases and to further collaborate and enhance the District’s buying power, authorize administration to continue current joint cooperative purchase agreements and to enter into other various Joint Cooperative Purchasing Agreements as deemed necessary.

Adopted January 3, 2023

\_\_\_\_\_  
CHAIR Board of Education

\_\_\_\_\_  
CLERK Board of Education

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

**DATE:** January 3, 2023

**TOPIC:** Resolution Naming the Official Newspaper

**A. PERTINENT FACTS:**

1. Minnesota Statutes require the Board of Education to name annually the official newspaper of the School District.
2. This meets the District Strategic Initiative: Allocate resources more strategically.
3. This item is submitted by Tom Sager, Executive Chief of Financial Services.

**B. RECOMMENDATION:**

That the Board of Education approve the attached resolution naming the Saint Paul Legal Ledger Minnesota Lawyer as the official newspaper of the School District.



Board File No. _____
Date _____

**INDEPENDENT SCHOOL DISTRICT NO. 625**  
**Board of Education**  
**Saint Paul Public Schools**

**RESOLUTION NAMING THE OFFICIAL NEWSPAPER**

BE IT RESOLVED, by the Board of Education of Independent School District No. 625, that the SAINT PAUL LEGAL LEDGER MINNESOTA LAWYER is herewith approved as the official newspaper of the school district.

Adopted January 3, 2023

\_\_\_\_\_  
CHAIR Board of Education

\_\_\_\_\_  
CLERK Board of Education

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

**DATE:** January 3, 2023

**TOPIC:** Resolution to Re-Adopt and Confirm All Policies Contained in the Board Policy Manual

**A. PERTINENT FACTS:**

1. It has been the policy of the Board of Education to confirm and re-adopt annually all policies contained in the Board Policy Manual.
2. This meets the District Strategic Plan Initiatives: Positive School and District Culture.
3. This item is submitted by Joe Gothard, Superintendent.

**B. RECOMMENDATION:**

That the Board of Education approve the attached resolution confirming and re-adopting all policies contained in the Board Policy Manual.





Board File No. _____
Date _____

**INDEPENDENT SCHOOL DISTRICT NO. 625**  
**Board of Education**  
**Saint Paul Public Schools**

**RESOLUTION TO RE-ADOPT AND CONFIRM ALL POLICIES CONTAINED IN THE BOARD POLICY MANUAL**

BE IT RESOLVED, by the Board of Education of Independent School District No. 625, that it herewith confirms and re-adopts all policies contained in the Board Policy Manual.

Adopted January 3, 2023

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 CHAIR Board of Education

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 CLERK Board of Education

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

**DATE:** January 3, 2023

**TOPIC:** Resolution to Approve the 2023 Board of Education Meeting Schedule

**A. PERTINENT FACTS:**

1. The Board of Education typically meets once a month for Committee of the Board meetings (except July), and once a month for Regular Meetings of the Board of Education.
2. Meetings will typically be held on Tuesdays. Committee of the Board meetings begin at 4:30 p.m. in Conference Room 5A of the District Administration Building at 360 Colborne Street, Saint Paul, MN 55102. Regular Meetings of the Board of Education begin at 5:30 p.m. in Conference Rooms A and B of the District Administration Building at 360 Colborne Street, Saint Paul, MN 55102.
3. Meeting dates and times may be modified with notice in accordance with applicable policies and laws.
4. 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.
5. This item is submitted by Sarah Dahlke, Assistant Clerk.

**B. RECOMMENDATION:**

That the Board of Education approve the attached resolution confirming the meeting dates of Regular Meetings of the Board of Education and Committee of the Board Meetings of the Board of Education for the year 2023.

**INDEPENDENT SCHOOL DISTRICT NO. 625**

**BOARD OF EDUCATION  
SAINT PAUL PUBLIC SCHOOLS  
RESOLUTION**



Board File No. \_\_\_\_\_

Date \_\_\_\_\_

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**RESOLUTION TO APPROVE THE 2023 BOARD OF EDUCATION  
MEETING SCHEDULE**

**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.

Adopted \_\_\_\_\_

\_\_\_\_\_  
CHAIR            Board of Education

\_\_\_\_\_  
CLERK           Board of Education

**INDEPENDENT SCHOOL DISTRICT NO. 625**  
**Saint Paul, Minnesota**  
**360 Colborne Street**

**ACKNOWLEDGEMENT OF BOARD POLICY**

1. Saint Paul Public Schools Policy 203.00, Annual Organizational Meeting and Selection of Officers, states:

***ACKNOWLEDGEMENT OF BOARD POLICY***

*At the annual January organizational meeting, Board members will be asked to sign a form that they have reviewed all 200-level Board policies.*

2. I have hereby reviewed all 200-level Board policies, which include:

- 202.02 Vacancies on the School Board
- 203.00 Annual Organizational Meeting and Selection of Officers
- 203.01 Non-Voting Auxiliary Officers of the Board
- 203.03 Facsimile Signatures
- 204.00 School Board Procedures; Rule of Order
- 204.01 School Board Meeting Agenda
- 204.02 Consent Agenda
- 204.03 Board Compensation
- 204.07 Service on Boards and Councils
- 205.00 School Board Meeting Minutes
- 206.00 Board Meetings
- 206.01 Public Participation in Board Meeting
  - 206.01.01 – EXHIBIT Guidelines for Public Comment
- 209.00 Development, Adoption and Implementation of Policies
  - 209.00.1 – PROCEDURE Site-Based Shared Decision Making Policy
  - 209.00.2 – PROCEDURE Board Monitoring of Existing Policy
  - 209.00.2 – FORM Assessment of Existing Policy Procedure
- 209.01 Regulatory System
- 210.00 Conflict of Interest
- 211.00 Board Member Development
- 211.01 Appointed Committees/Councils Advisory to the Board
- 211.02 Board of Education Committees
- 211.03 Student Advisory
- 212.00 Complaints Against a Member of the Board of Education
- 213.00 Board of Education Professional Development

Signed: \_\_\_\_\_

Printed: \_\_\_\_\_

Date: \_\_\_\_\_

**2023 WORK GROUP & COMMITTEE REVIEW; SCHOOL AREAS; GRAD SCHEDULE**

<b>INTERNAL WORK GROUPS</b>						
<b>Work Group</b>	<b>Last Meeting</b>	<b>Purpose</b>	<b>Keep/ Delete/ Modify</b>	<b>2022 Members</b>	<b>Meeting Schedule</b>	<b>2023 Members</b>
SEAB	11/15/22	Response to challenges SEAB was experiencing and efforts to restart the program.		Dir. Henderson Dir. Kopp Dir. Allen		Dir. Henderson Dir. Ward Dir. Foster
Policy	12/8/2022	Review, revise, develop board policy	<i>Keep</i>	Dir. Ellis Dir. Vue Dir. Ward		Dir. Ellis Dir. Henderson Dir. Ward
Evaluation	July 2022	Lead superintendent evaluation process	<i>Modify (timeline)</i>	Dir. Foster Dir. Ellis Dir. Kopp		Dir. Ellis Dir. Kopp Dir. Foster
Executive Team	11/29/22	Board information requests; upcoming COB/BOE topics; Supt/Admin Updates	<i>Keep</i>	Dir. Vue Dir. Kopp Dir. Allen	monthly	Dir. Vue Dir. Kopp Dir. Ward - Jan-June Dir. Henderson - July-Dec
Board Governance and Operations	-	Review board processes, practice, develop as needed, guide SOFG work, review board budget	<i>Add</i>		<i>monthly</i>	Dir. Ward Dir. Kopp Dir. Ellis

**2023 WORK GROUP & COMMITTEE REVIEW; SCHOOL AREAS; GRAD SCHEDULE**

<b>REQUIRED BY RESOLUTION, POLICY, OR STATUTE</b>					
<b>Group</b>	<b>Last Meeting</b>	<b>Purpose</b>	<b>2022 Members</b>	<b>Meeting Schedule</b>	<b>2023 Members</b>
Equity Committee (policy 211.01/211.02)	3/26/2021	Identify and examine disparities impacting SPPS students, staff, families, and community			
JPTAC (policy 204.07)	9/28/2022	The Committee will meet from time to time to make appropriate recommendations for the efficient and effective use of property tax dollars raised by each jurisdiction for programs, buildings, and operations. The main purpose of JPTAC is to coordinate setting policies on budgets and taxation that jointly affect the citizens and taxpayers in the City of Saint Paul who are served and taxed by the three units of government.	Dir. Vue Dir. Ward Dir. Ellis	Quarterly	Dir. Vue Dir. Allen Dir. Henderson
Tribal Consultation (policy 204.07)		Meet with staff and members of TNEC	Dir. Vue Dir. Kopp (Chair+1)	Twice yearly	Dir.Vue Dir. Kopp Dir. Allen

**2023 WORK GROUP & COMMITTEE REVIEW; SCHOOL AREAS; GRAD SCHEDULE**

<b>EXTERNAL BOARDS AND ORGANIZATIONS</b>						
<b>Organization</b>	<b>Cost</b>	<b>Purpose</b>	<b>2022 Members</b>	<b>Meeting Schedule</b>	<b>2023 Primary</b>	<b>2023 Alternate</b>
MSBA	\$21,140 - due in July	The Minnesota School Boards Association, a leading advocate for public education, supports, promotes and strengthens the work of public school boards.			Ira Jourdain - MPS	
CGCS	\$43,647 - due in July	The Council of the Great City Schools (CGCS) brings together 76 of nation's largest urban public school systems in a coalition dedicated to the improvement of education for children in the inner cities.	Dir. Vue (Chair)	Board Meeting at Fall Conf.	Dir. Vue	
AMSD	\$11,894 - due in July	It is the mission of AMSD to advocate for metropolitan school districts and advance legislation that supports student achievement.	Dir. Allen Dir. Ward	First Fridays (mornings)	Dir. Ward	Dir. Kopp



**2023 WORK GROUP & COMMITTEE REVIEW; SCHOOL AREAS; GRAD SCHEDULE**

<b>Organization</b>	<b>Cost</b>	<b>Purpose</b>	<b>2022 Members</b>	<b>Meeting Schedule</b>	<b>2023 Primary</b>	<b>2023 Alternate</b>
RCLLG	\$263 - due in March	Our mission is to foster cooperation among Ramsey County units of government thereby increasing the effectiveness and efficiency of public service delivery.	Dir. Kopp Dir. Henderson	Second Tuesdays (mornings), monthly programs, quarterly board meetings	Dir. Kopp	Dir. Vue
SPARK				Dir. Henderson and Dr. Gothard will update us on status of group	Dir. Henderson - in transition period - TBD	
Children's Collaborative		The mission of the St. Paul Children's Collaborative (SPCC) is to engage policy-makers, communities, business leaders, and other stakeholders to strengthen the social and economic fabric of St. Paul to support the healthy development of children.	Dir. Henderson Dir. Foster		Dir. Allen	Dir. Henderson

**2023 WORK GROUP & COMMITTEE REVIEW; SCHOOL AREAS; GRAD SCHEDULE**

<b>Organization</b>	<b>Cost</b>	<b>Purpose</b>	<b>2022 Members</b>	<b>Meeting Schedule</b>	<b>2023 Primary</b>	<b>2023 Alternate</b>
MSHSL		Minnesota State High School League - Monroe Thornton also reps SPPS	Dir. Allen Dir. Vue		Dir. Vue	Dir. Ellis
St. Paul Teachers Retirement Association Board of Trustees		The mission of the St. Paul Teachers' Retirement Fund Association is to: Provide our members and their beneficiaries with retirement, survivor and disability benefits; assist our members in planning a secure retirement; invest the assets of the fund to provide the optimum return while preserving principal by controlling the portfolio risk.	Dir. Allen	1x per month from 9am-2pm; SPPS is a voting member	Dir. Ellis	
President's Advisory Council - St. Paul College		Advise SPC President on issues	Dir. Allen Dir. Ward		Dir. Foster	Dir. Ellis

**2023 WORK GROUP & COMMITTEE REVIEW; SCHOOL AREAS; GRAD SCHEDULE**

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**School Area Assignments | 2023**

<b>Area</b>	<b>Schools</b>	<b>2022</b>	<b>2023</b>
<b>A</b> (9 Schools)	Frost Lake Elementary (PreK-5) The Heights (PreK-5) L'Etoile du Nord Hazel Park Prep (PreK-8) Nokomis Montessori North (PreK-5) Hmong Language and Culture Middle School (6-8) Phalen Lake Elem (PreK-5) Johnson Sr (9-12) Early Childhood Hub East E-STEM (6-8)	Zuki Ellis	Zuki Ellis
<b>B</b> (8 Schools)	American Indian (PreK-8) Dayton's Bluff Elementary (PreK-5) Harding Sr (9-12) Eastern Heights Elementary (PreK-5) Nokomis Montessori South (PreK-5) Battle Creek Middle (6-8) Battle Creek Elementary (PreK-5) – feeding to E-Stem Highwood Hills (PreK-5) E-STEM (6-8)	Uriah Ward	Uriah Ward
<b>C</b> (9 Schools)	Farnsworth Lower (PreK-4) Farnsworth Upper (5-8) LEAP Bruce Vento (PreK-5) St. Paul Music Academy (PreK-5) Washington Technology (6-12) Creative Arts (6-12) Mississippi Creative Arts (PreK-5)	Halla Henderson	Jeanelle Foster
<b>D</b> (8 Schools)	Riverview (PreK-5) Open World (6-12) Humboldt Secondary (6-12) Cherokee Heights Elementary (PreK-5)	Jim Vue	Jim Vue
<b>E</b> (12 Schools)	Murray Middle (6-8) St. Anthony Park Elementary (K-5) Hamline Elementary School (PreK-5) Early Childhood Hub West Gordon Parks (9-12) Chelsea Heights Elementary (K-5) Como Park Elementary (PreK-5) Como Park Sr (9-12) Crossroads Montessori/Science (PreK-5) Wellstone Elementary RiverEast	Jessica Kopp	Jessica Kopp

**2023 WORK GROUP & COMMITTEE REVIEW; SCHOOL AREAS; GRAD SCHEDULE**

<p align="center">F1 (10 Schools)</p>	<p>Four Seasons (PreK-5) Hidden River (6-8) Central Sr (9-12) JJ Hill Montessori (PreK-5) Maxfield Elementary (PreK-5) AGAPE Randolph Heights Elementary Benjamin E. Mays (PreK-5) Capitol Hill (1-8) Groveland Elementary Global Arts Plus Lower Global Arts Plus Upper Journeys Bridge View/Focus Beyond</p>	<p align="center">Chauntyll Allen</p>	<p align="center">Chauntyll Allen</p>
<p align="center">F2 (9 Schools)</p>	<p>Adams Spanish Immersion (K-5) EXPO Elementary (PreK-5) Highland Park Elementary (K-5) Highland Park Middle (6-8) Highland Park Sr (9-12) Horace Mann (K-5) Jie Ming</p>	<p align="center">Jeanelle Foster</p>	<p align="center">Halla Henderson</p>
<p align="center">ECFE Adult Basic Ed Hubbs Center</p>		<p align="center">Jessica Kopp</p>	<p align="center">Jessica Kopp</p>
<p align="center">Community Ed. Rec Check</p>	<p>Exploring options</p>	<p align="center">Jessica Kopp Chauntyll Allen</p>	<p align="center">Chauntyll Allen Jessica Kopp</p>

**2023 WORK GROUP & COMMITTEE REVIEW; SCHOOL AREAS; GRAD SCHEDULE**

**2023 WORK GROUP & COMMITTEE REVIEW; SCHOOL AREAS; GRAD SCHEDULE**

# 2023 Graduation Schedule

*Note: Next year we will start a rotation for the commencements at Roy Wilkins, O'Shaughnessy & Saint Paul College. For example, if Johnson and Harding are on the last day, next year they will be on the first day of graduation ceremonies.*

**Approved by Andrew Collins, Chief of Schools, October 2022**

Date School	Location	Rehearsal Time	Ceremony Time	Board Of Education		Administration	
				Greeting	Conferring Diplomas		
Wednesday, June 7							
Hubbs Center (Walker)	Saint Paul College	N/A	6:30 p.m.	Foster			
Friday, June 9							
Bridge View (Kunz)	360 Colborne	N/A	10 a.m.	Ellis			
Monday, June 12							
Highland Park (Paez)	Roy Wilkins	10 a.m.	5:30 p.m.	Henderson	Foster		
Central (Paez)	Roy Wilkins	8 a.m.	8 p.m.	Allen	Henderson		
AGAPE/Gordon Parks (Kunz)	O'Shaughnessy	11 a.m.	5:30 p.m.	Kopp			
Gateway to College (Kunz)	O'Shaughnessy	9 a.m.	7:30 p.m.	Vue	Kopp		
Creative Arts (Chan)	CASS	N/A	6 p.m.	Ward			
Tuesday, June 13							
Washington (Chan)	Roy Wilkins	10 a.m.	5:30 p.m.	Foster	Ellis		
Como Park (Chan)	Roy Wilkins	8 a.m.	8 p.m.	Allen	Ellis		
Humboldt (Vang)	O'Shaughnessy	11 a.m.	5:30 p.m.	Vue	Kopp		
OWL (Vang)	O'Shaughnessy	9 a.m.	7:30 p.m.	Kopp	Vue		
Focus Beyond (Kunz)	Saint Paul College	10 a.m.	1 p.m.	Allen			
LEAP (Kunz)	Saint Paul College	9 a.m.	6 p.m.	Henderson			
Wednesday, June 14- LAST DAY OF SCHOOL							
Johnson (Chan)	Roy Wilkins	10 a.m.	5:30 p.m.	Foster	Ward		
Harding (Paez)	Roy Wilkins	8 a.m.	8 p.m.	Ward	Foster		
SPPS Online School (Kunz)	Saint Paul College	10 a.m.	6 p.m.	Vue			
Journeys (Kunz)	Journeys Secondary	N/A	5 p.m.	Allen			