

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

June 17, 2025
4:30 PM

A G E N D A

1. **CALL TO ORDER**
2. **AGENDA**
 - A. Superintendent's Announcements
 - B. 2025 Residential Study Results
 1. Introduction
 2. Presentation 3
 3. Discussion
 4. Action (TBD)
 - C. Demographic Study
 1. Introduction
 2. Presentation 35
 3. Discussion
 - D. SPPS Builds Annual Report and FMP 1.0 Update
 1. Introduction
 2. Presentation 84
 3. Discussion
 4. Action (TBD)
 - E. Policy Update 104
 1. Introduction
 2. Policy 414.00: Tobacco-Free Environment
 - a. Presentation 116
 - b. Discussion
 - c. Action
 3. Policy 408.00: Staff Hiring
 - a. Presentation 122
 - b. Discussion
 - c. Action
 4. Policy 413.00: Drug-Free Workplace
 - a. Presentation 124

b. Discussion

c. Action

3. **ADJOURNMENT**

#BoldSubject#

Saint Paul School District

2025 Residential Study

3

The Morris Leatherman Company

Survey Methodology

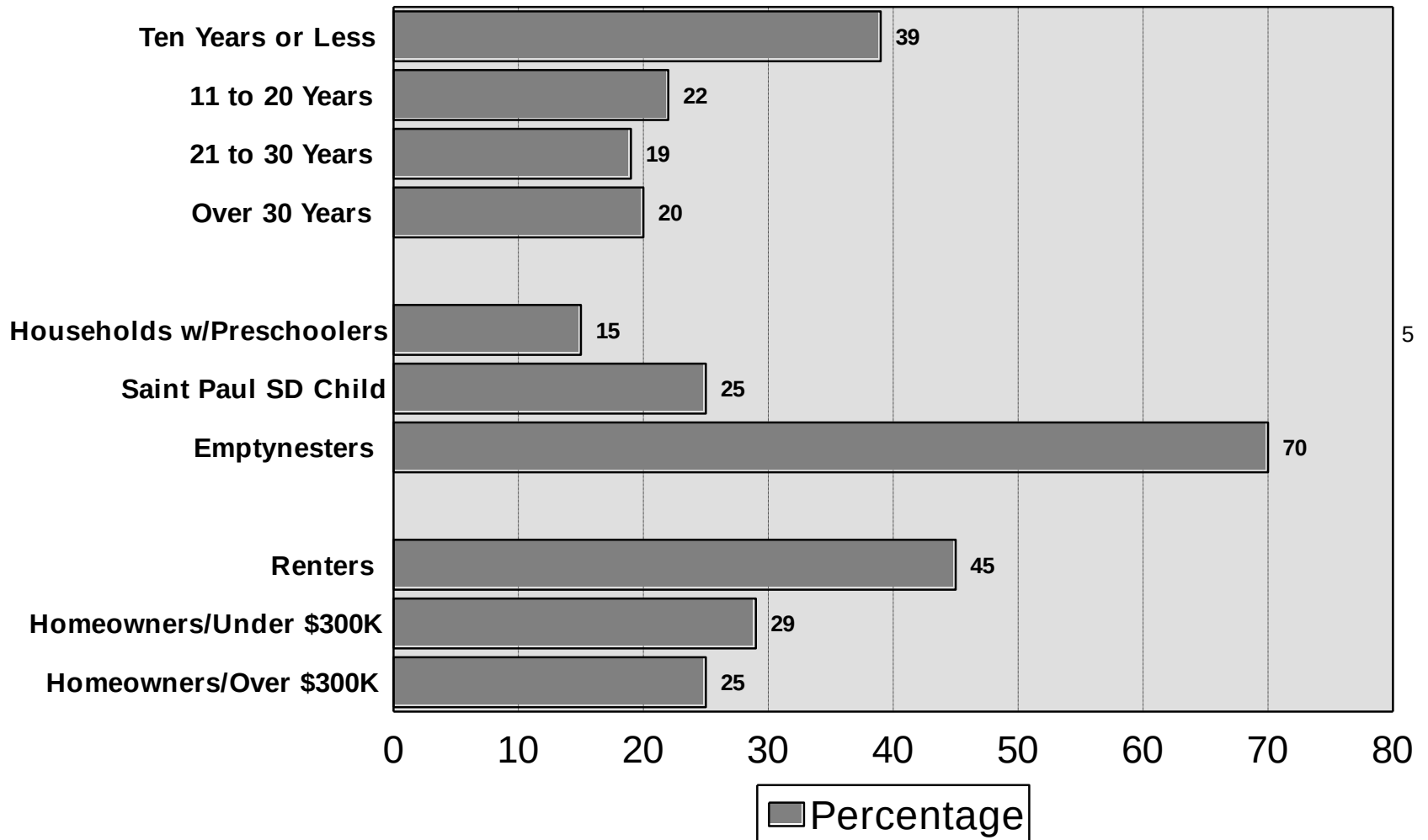
2025 Saint Paul School District

- ① 700 random sample of Saint Paul School District residents.
 - ① Results projectable within +/-3.8% in 95 out of 100 cases
- ① Average interview time of 12 minutes
- ① Non-response level of 6.5%
- ① Telephone interviews conducted between June 2nd and 11th, 2025
- ① Cellphone only households: 69%
- ① Landline only households: 8%
- ① Both landline and cellphone households: 23%

4

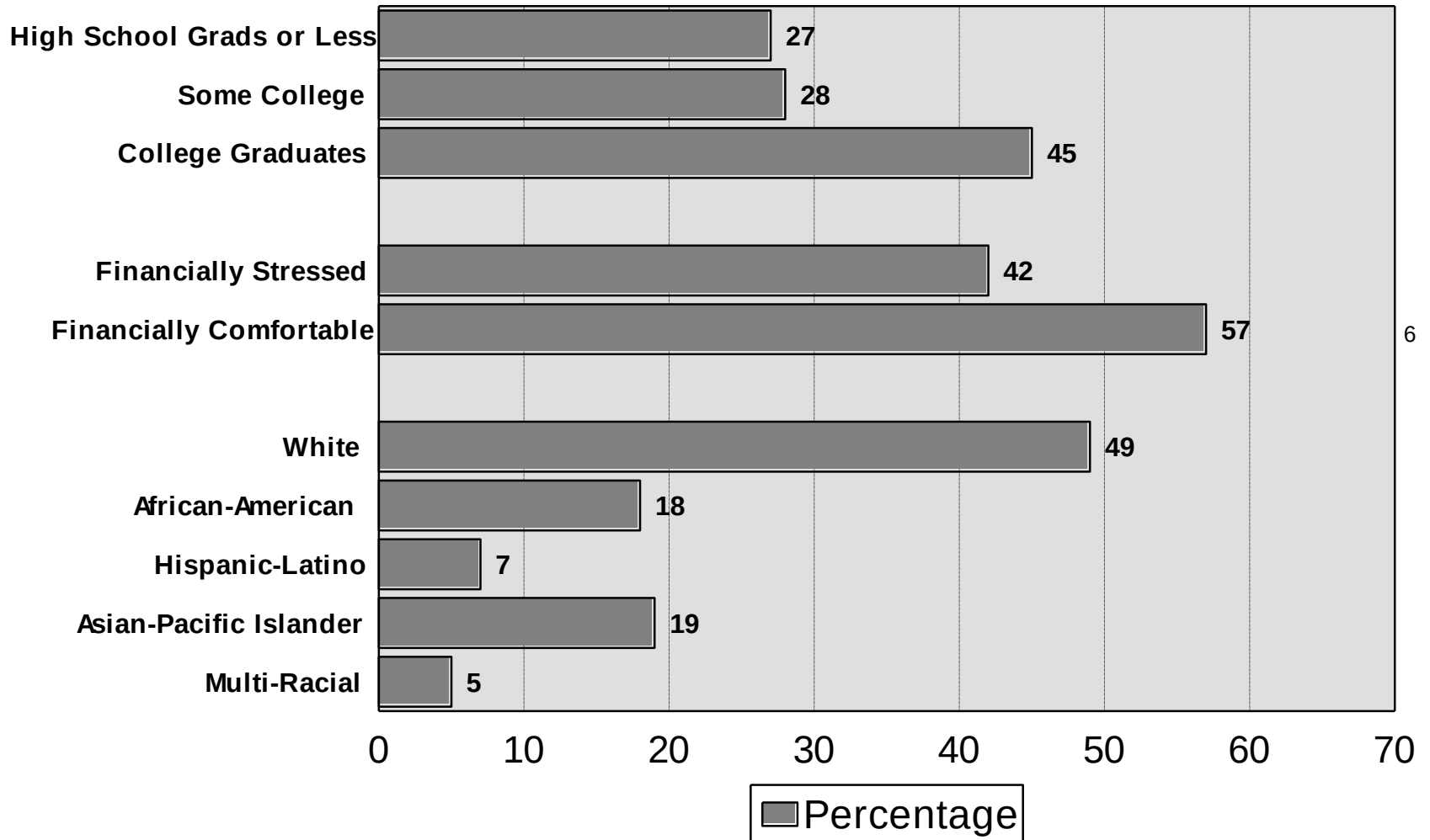
Demographics I

2025 Saint Paul School District



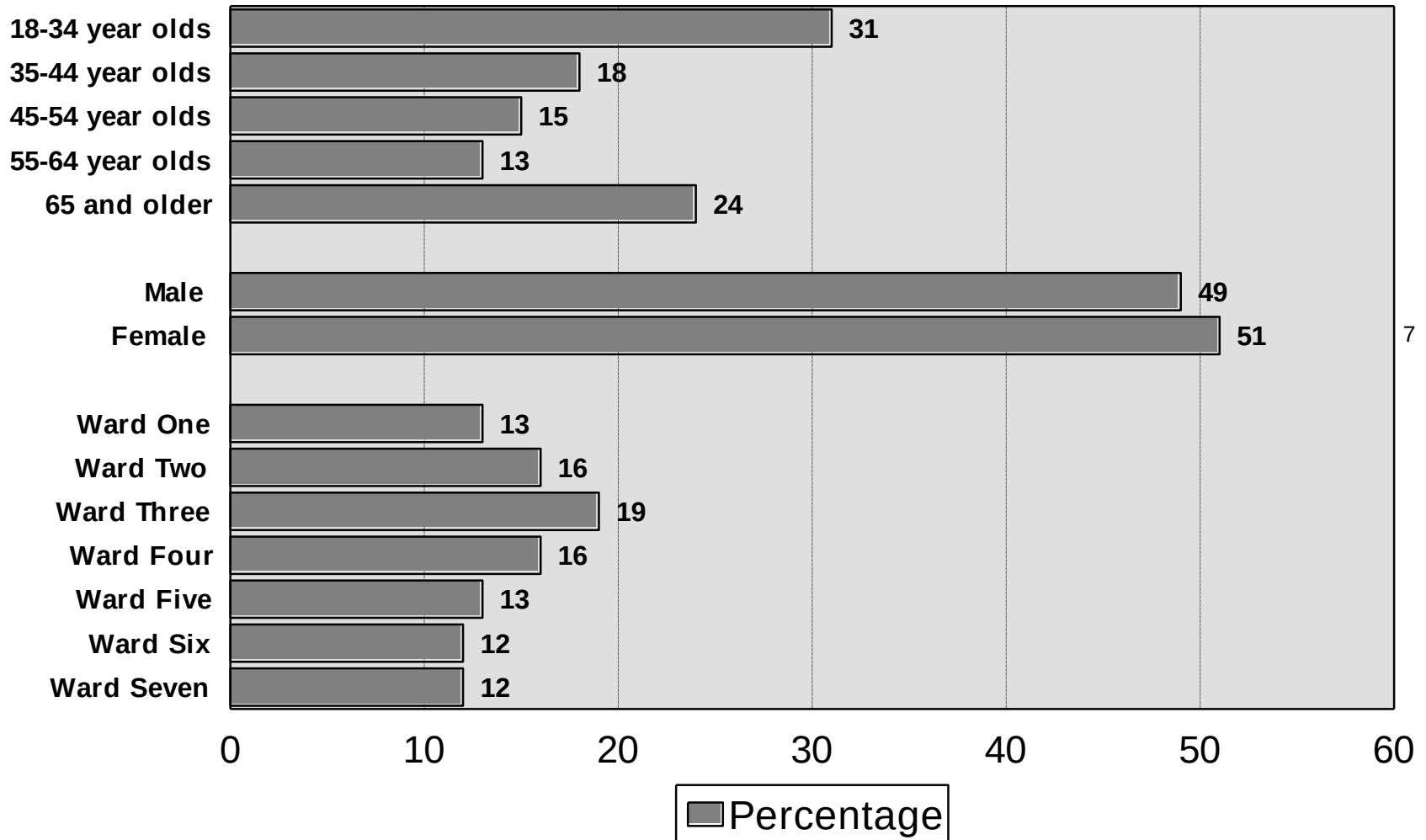
Demographics II

2025 Saint Paul School District



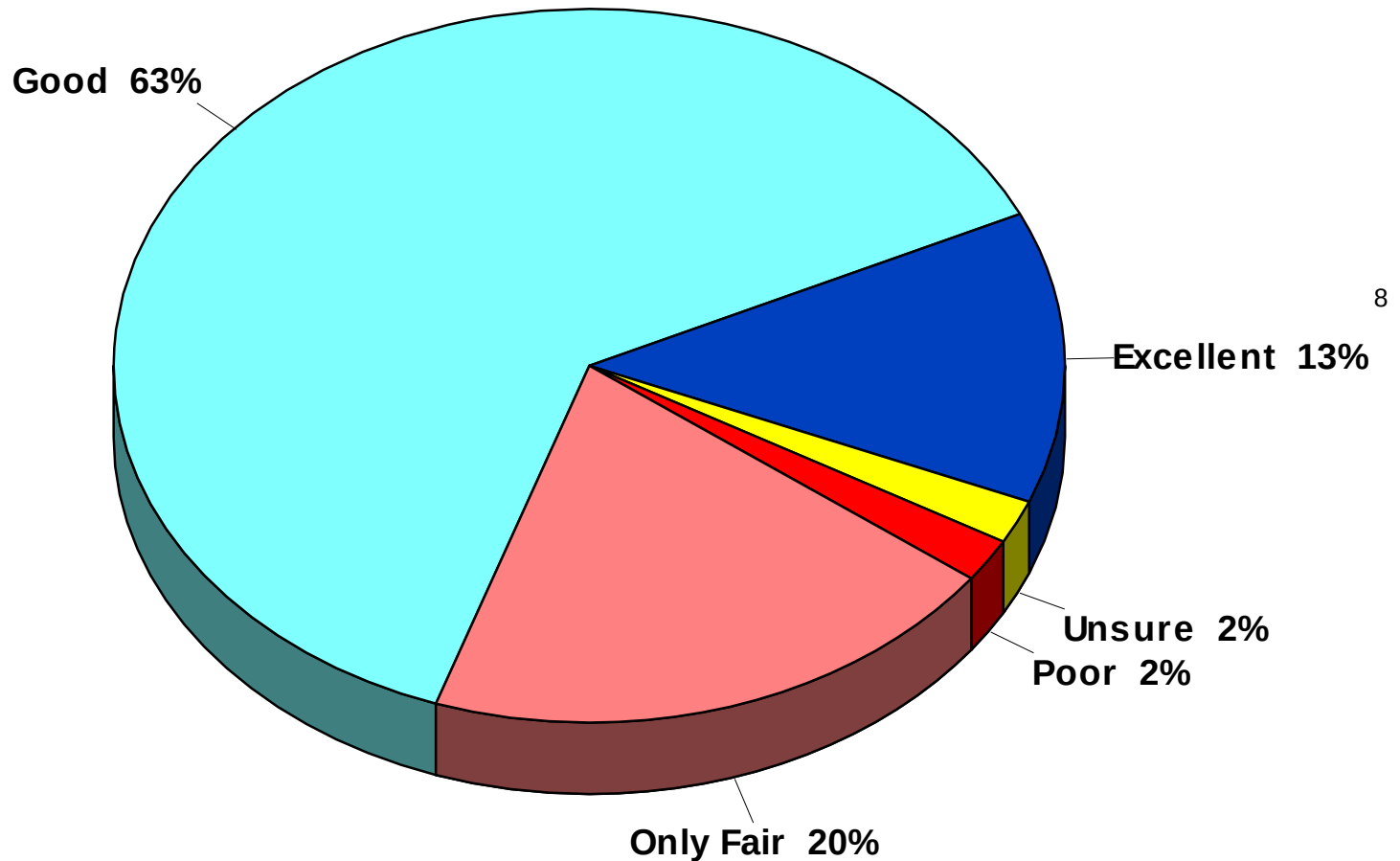
Demographics III

2025 Saint Paul School District



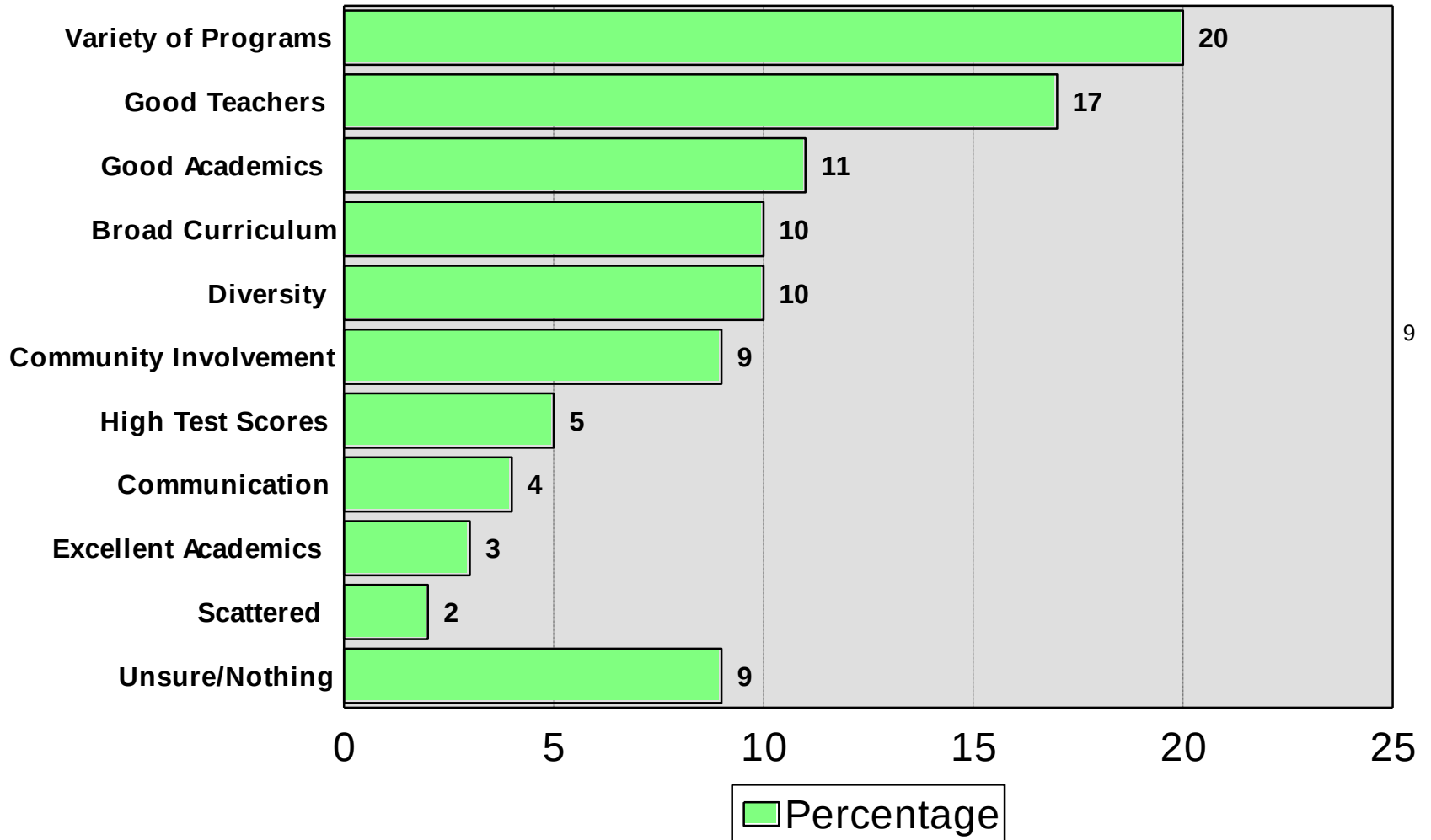
Quality of Education

2025 Saint Paul School District



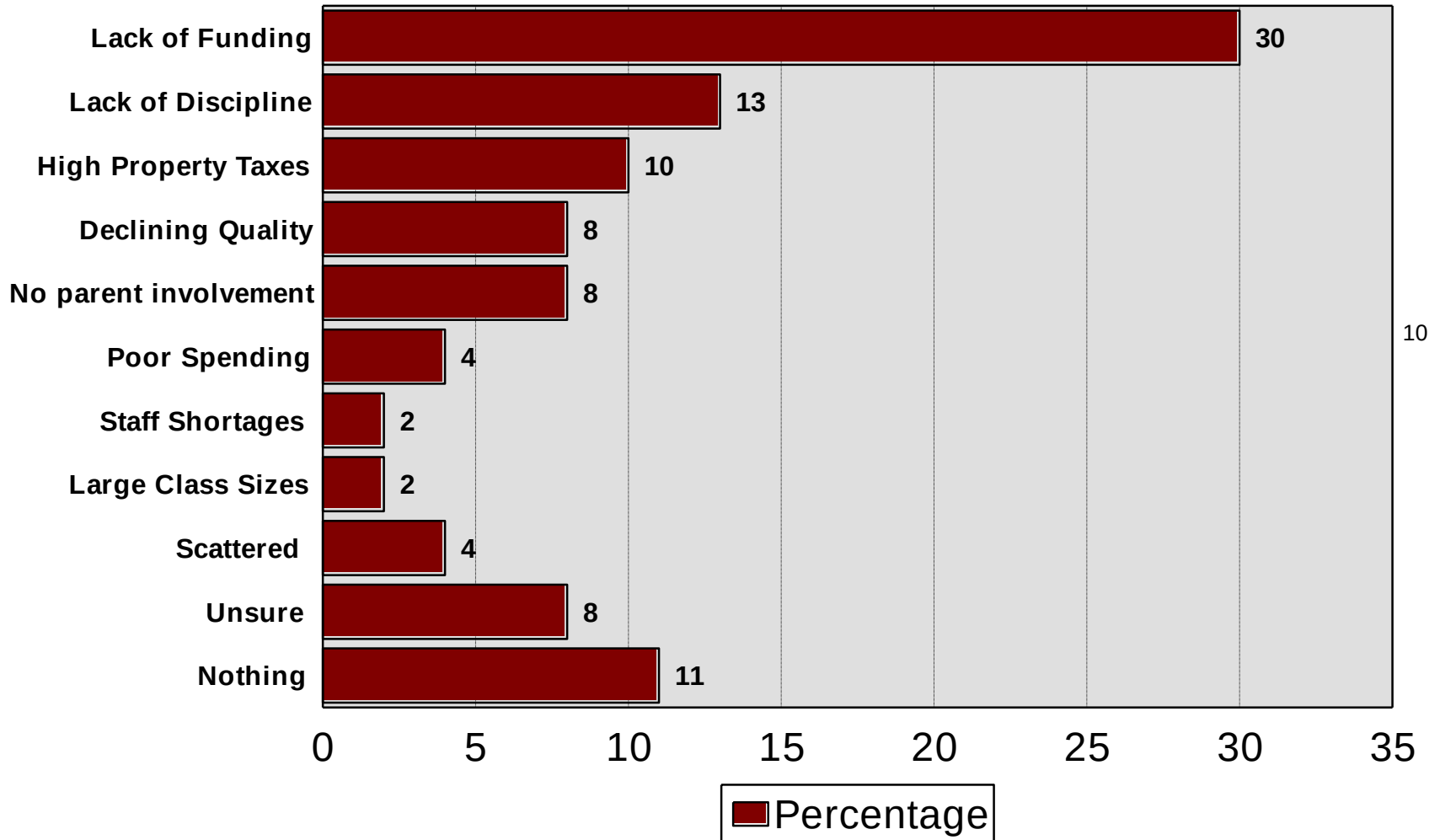
Like Most

2025 Saint Paul School District



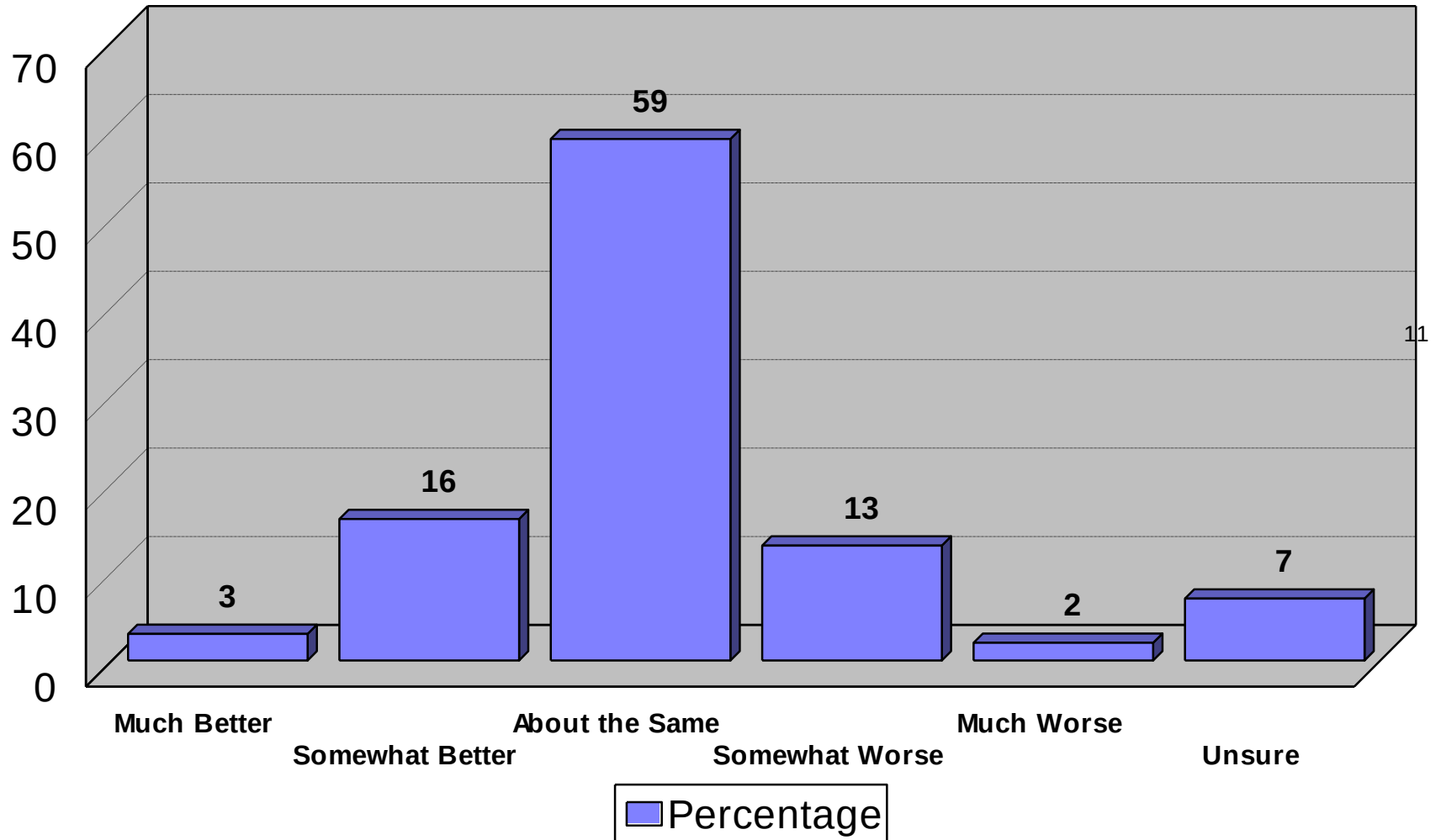
Most Serious Issue

2025 Saint Paul School District



Quality Compared to Four Years Ago

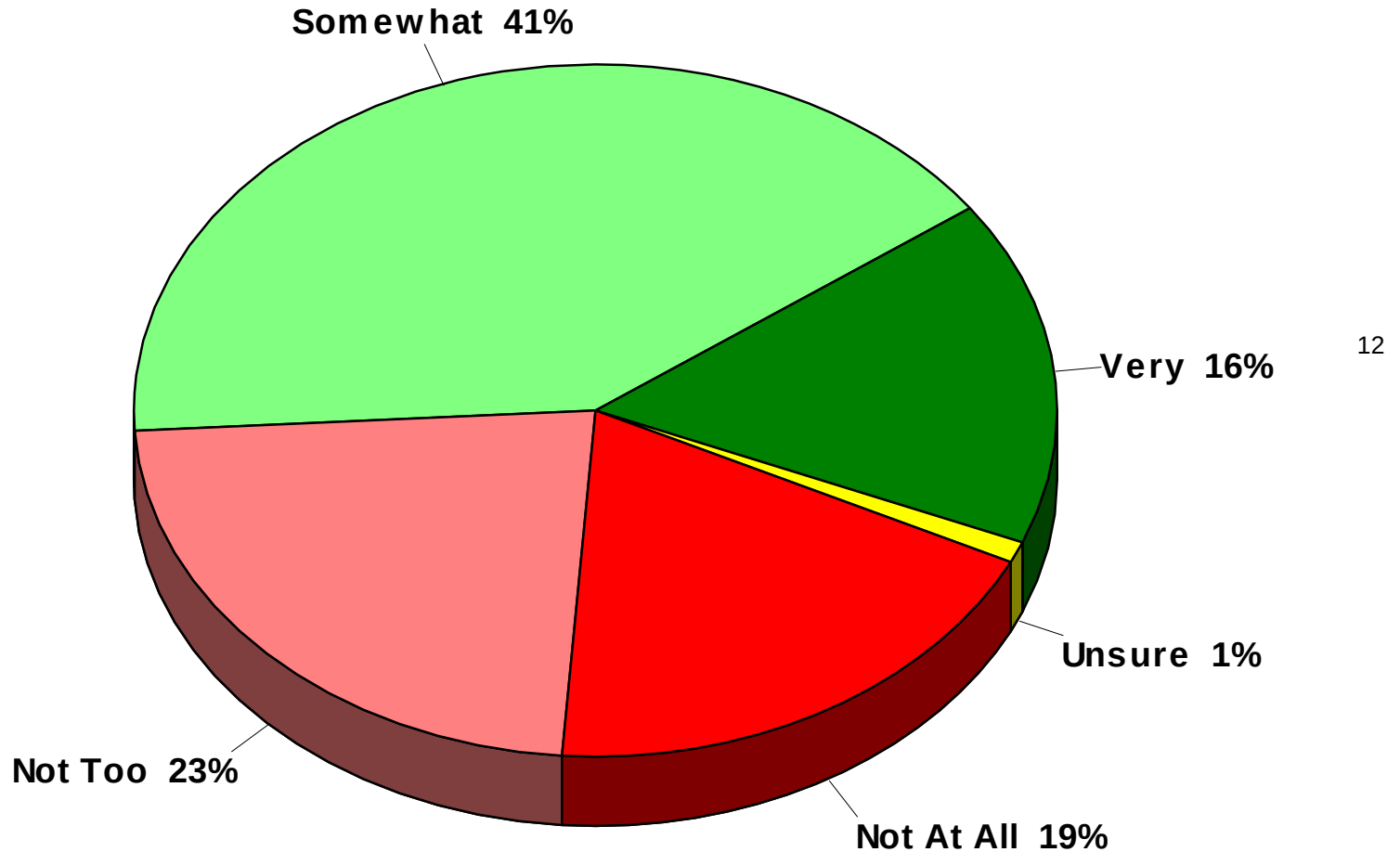
2025 Saint Paul School District



Morris Leatherman Company

Concern about Learning Loss

2025 Saint Paul School District

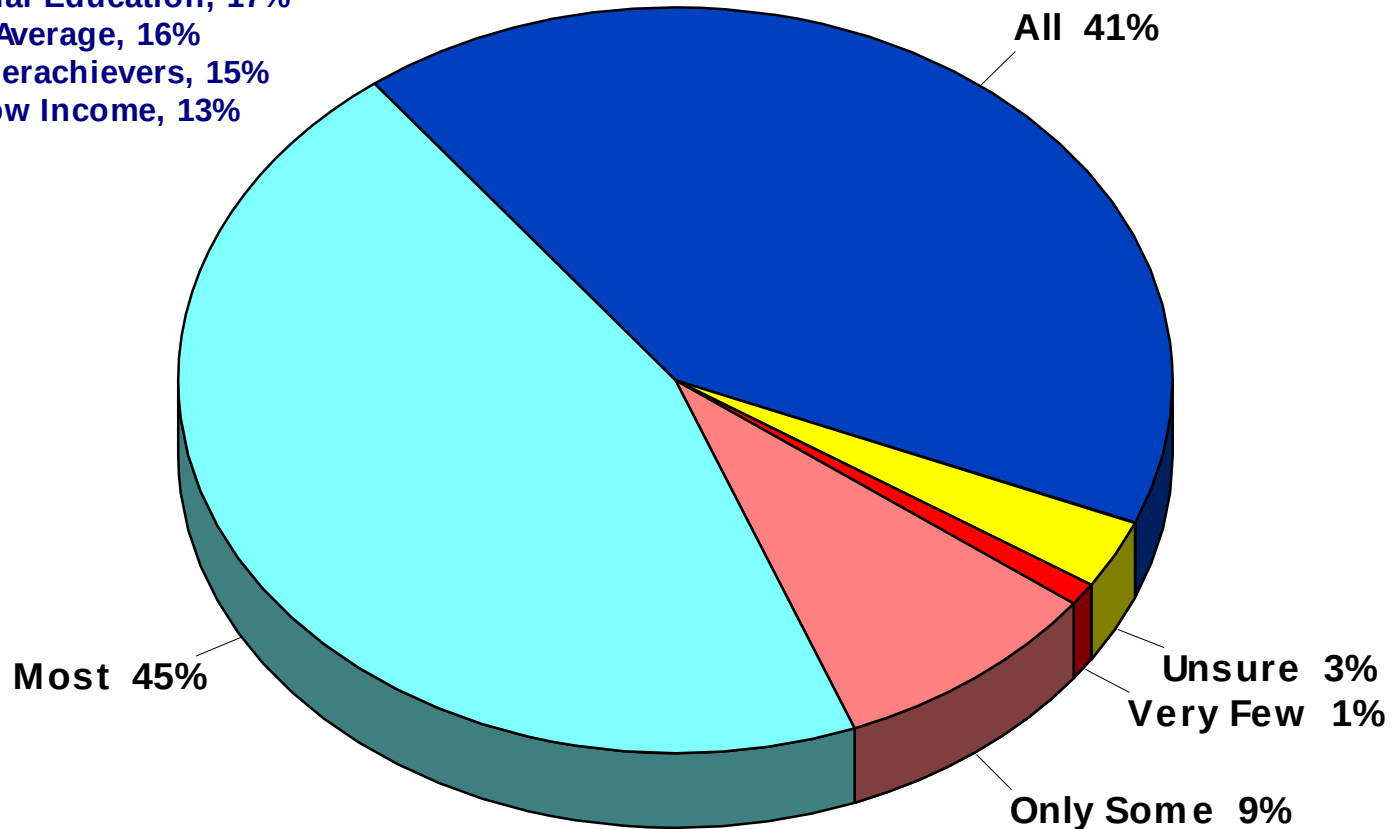


Meet the Learning Needs of....

2025 Saint Paul School District

“Most,” “Only Some,” or “Very Few”:

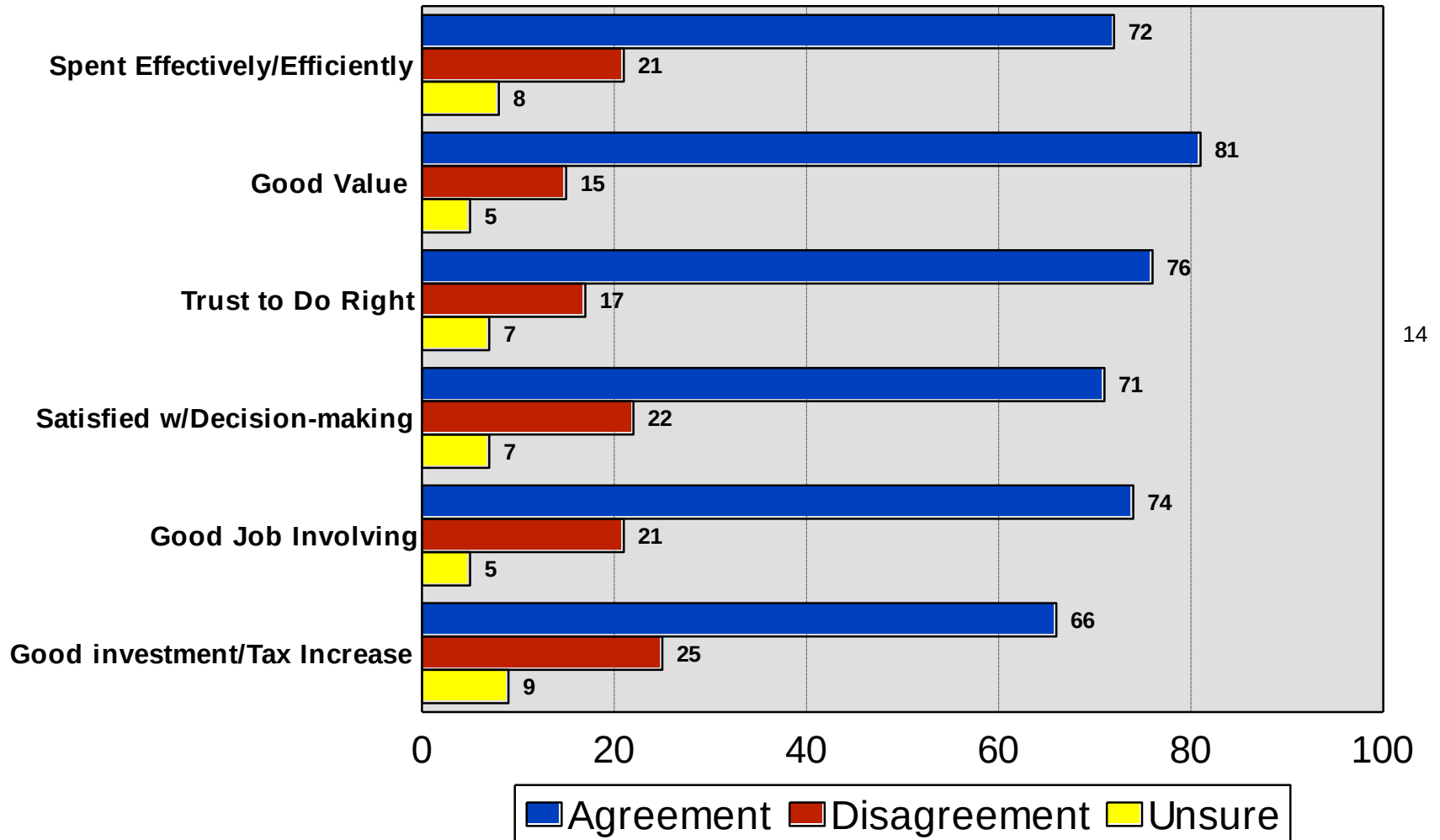
Struggling, 24%
Special Education, 17%
Average, 16%
Underachievers, 15%
Low Income, 13%



13

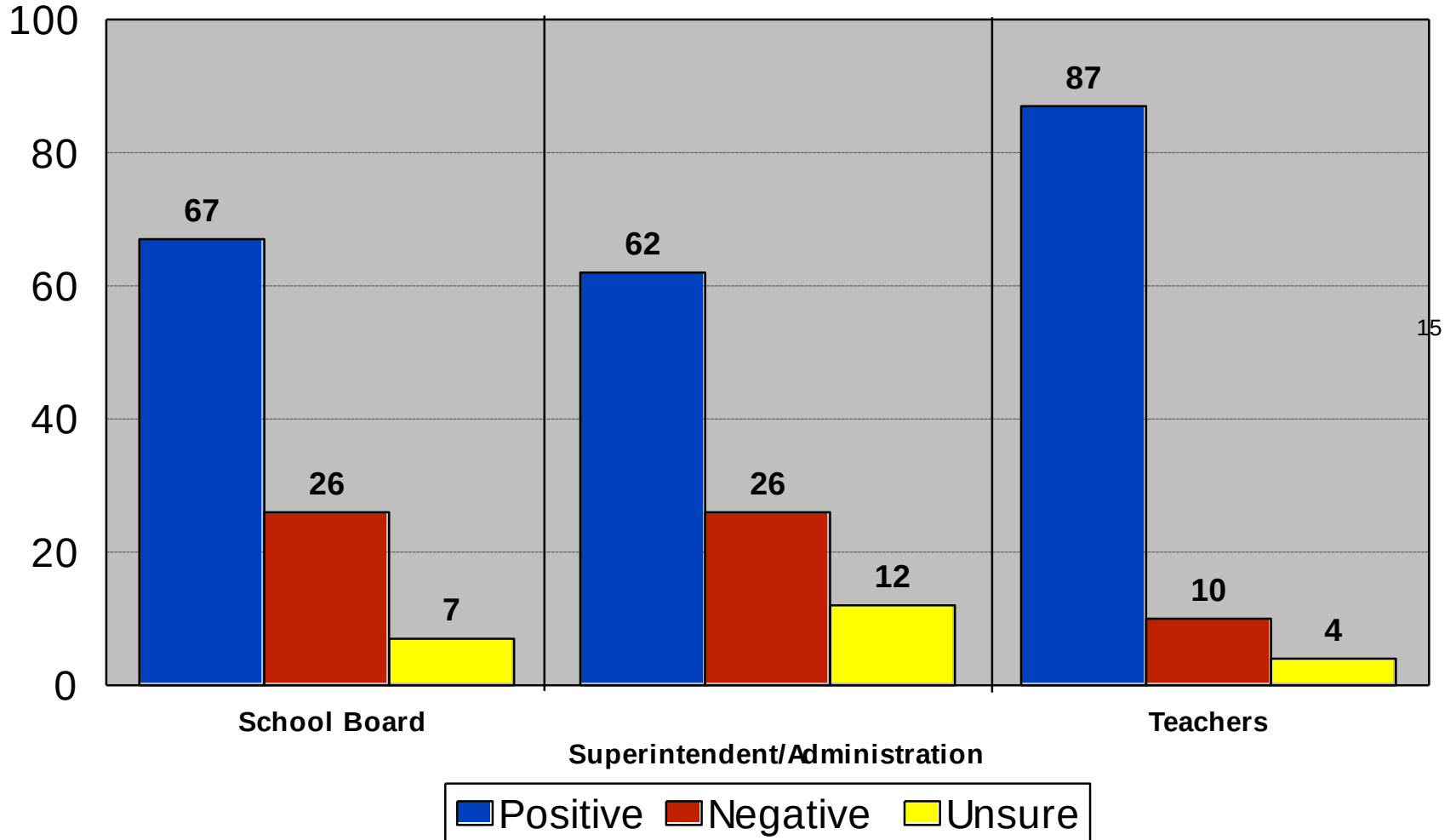
Specific School District Perceptions

2025 Saint Paul School District



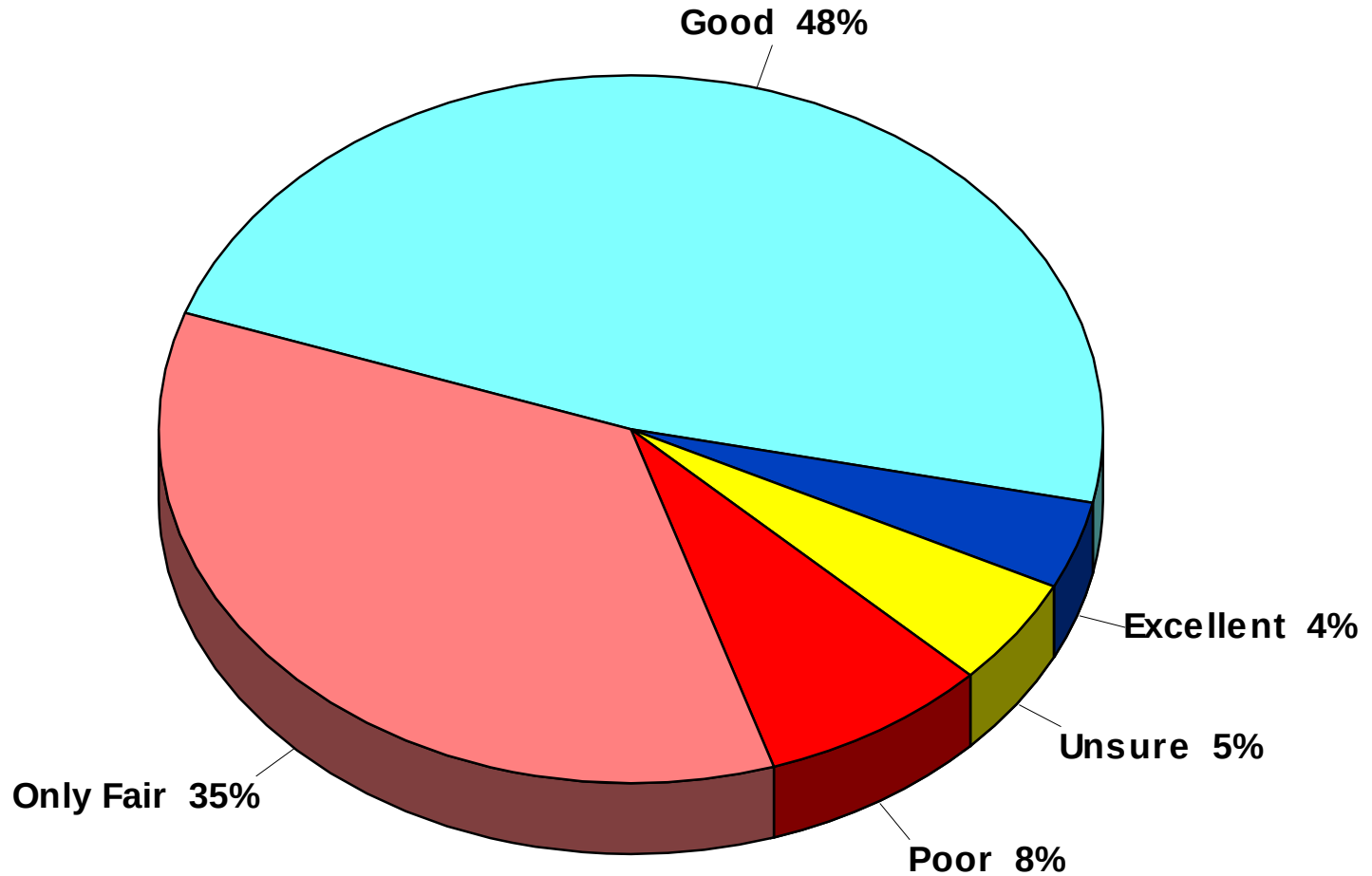
Job Performance Ratings

2025 Saint Paul School District



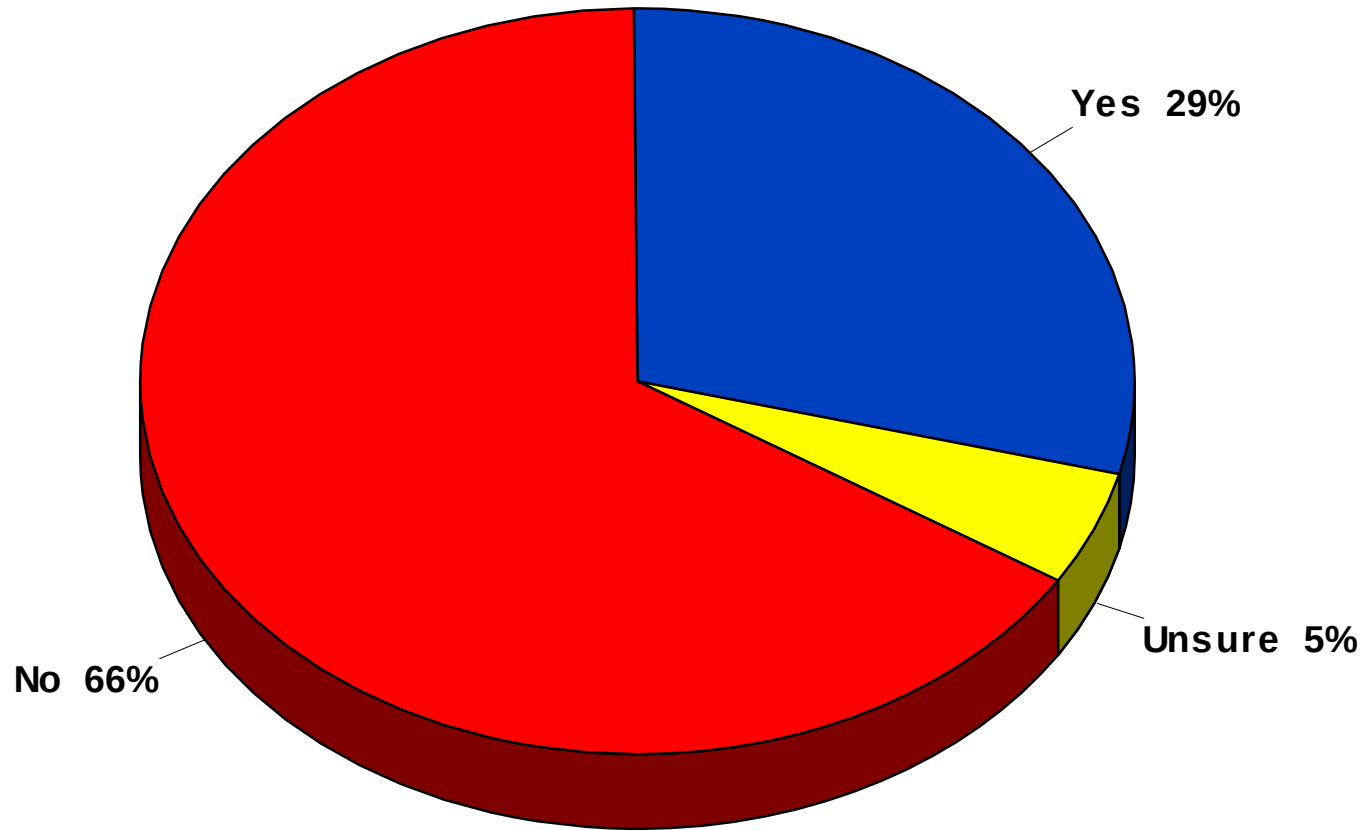
Financial Management

2025 Saint Paul School District



District Adequately Funded

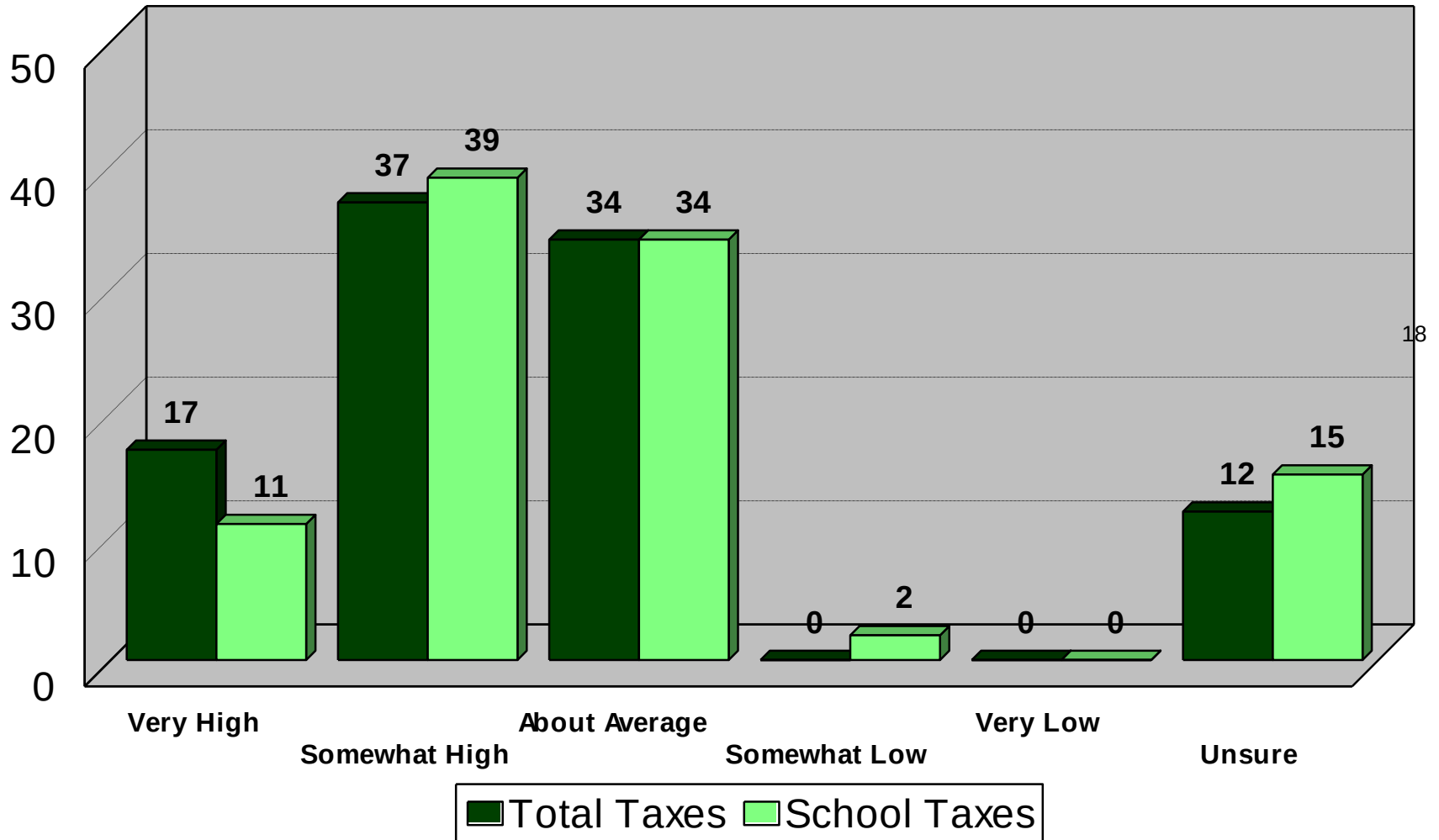
2025 Saint Paul School District



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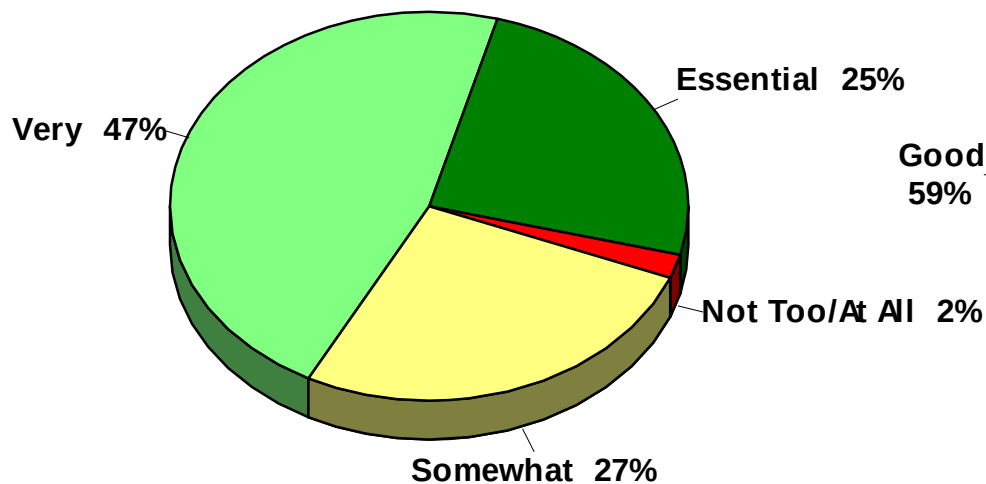
Property Tax Comparisons

2025 Saint Paul School District

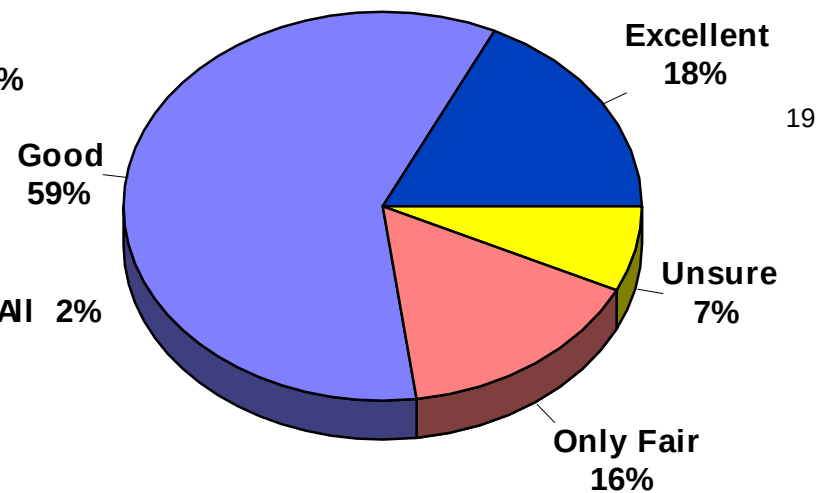


Technology

2025 Saint Paul School District



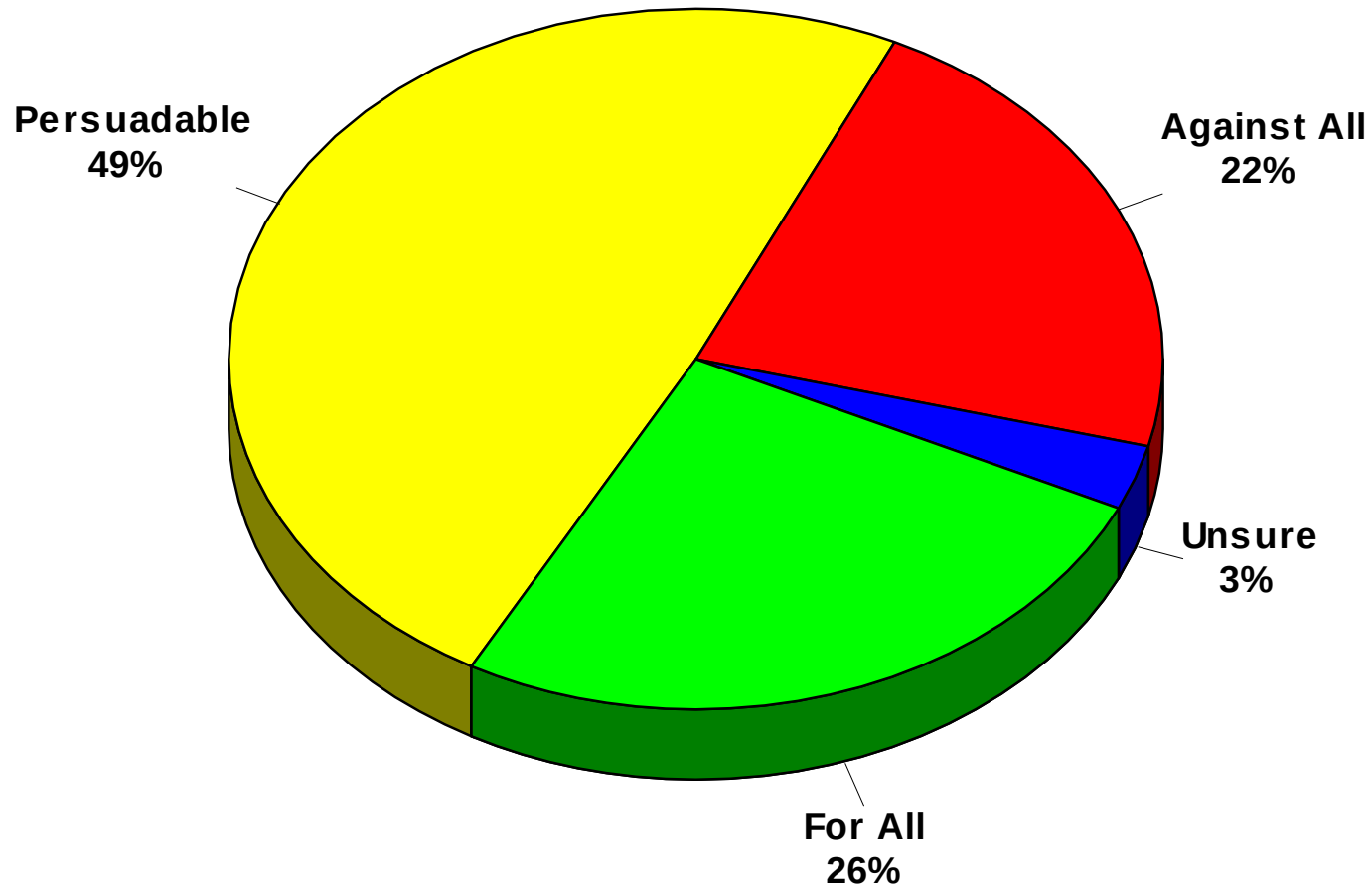
Importance of the ability to use computers and other technology



Rating of the quality and access to technology in Saint Paul SD

Referendum Predisposition

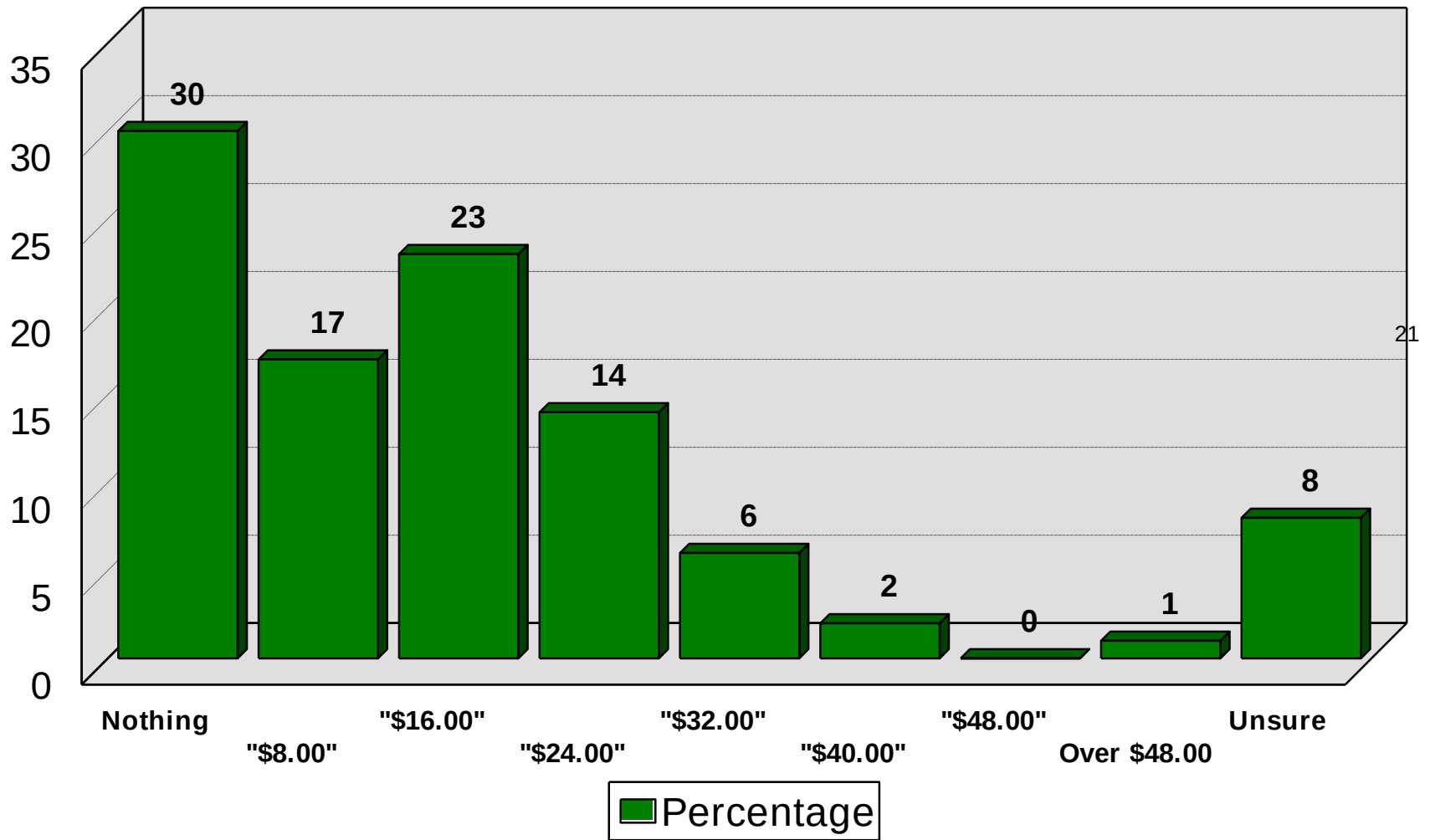
2025 Saint Paul School District



20

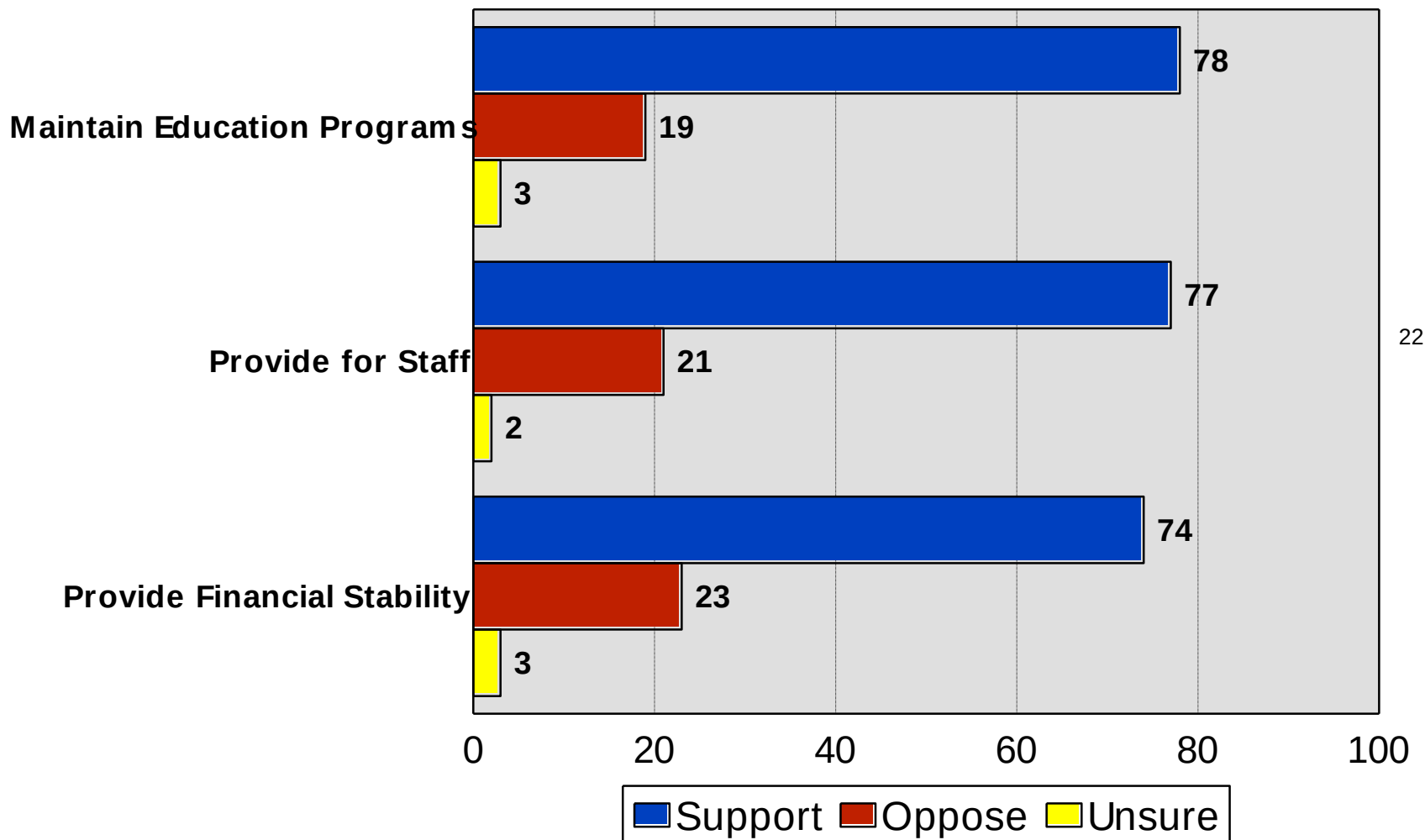
Property Tax Increase for Increased Operations Funding

2025 Saint Paul School District



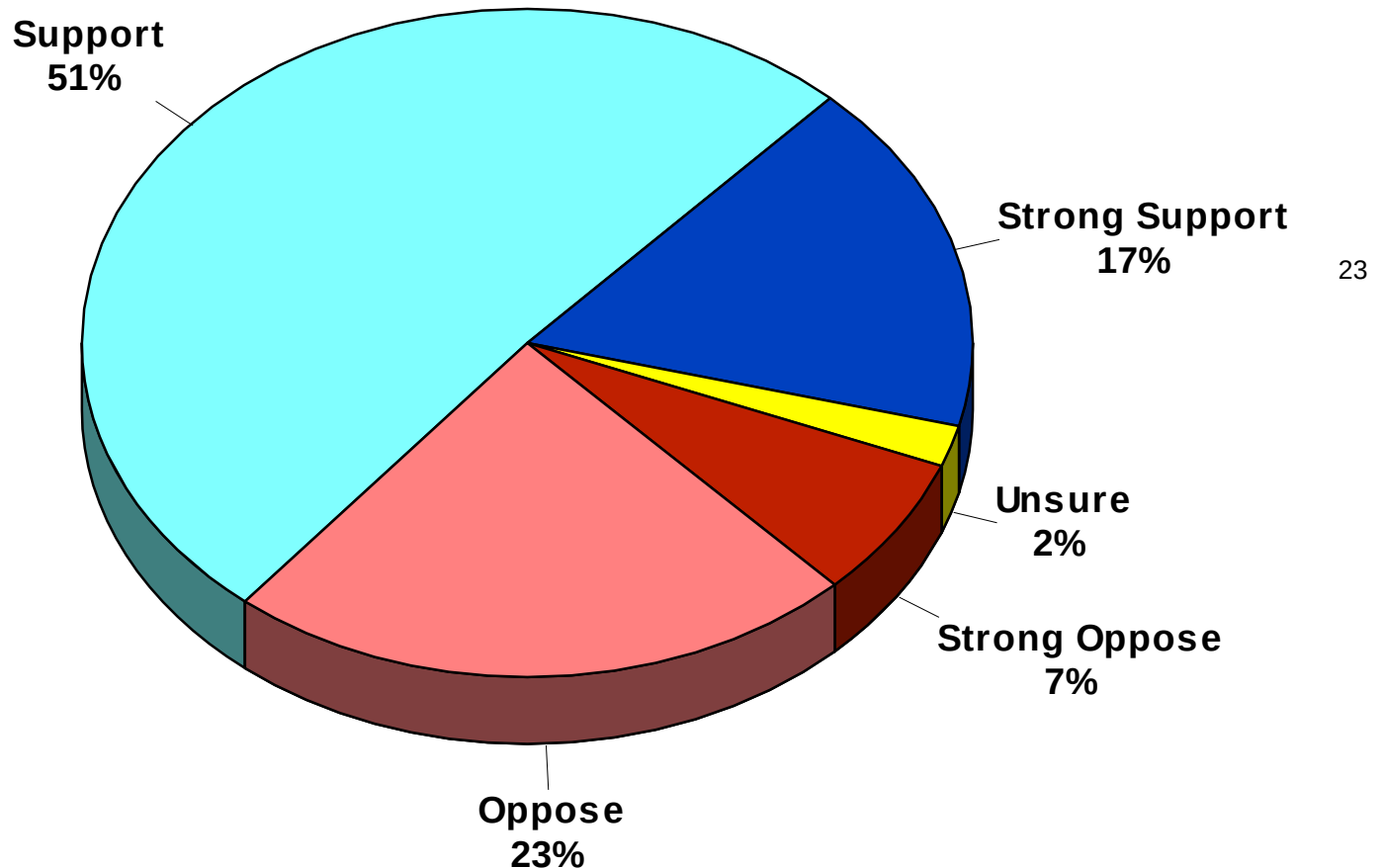
Property Tax Increase for....

2025 Saint Paul School District



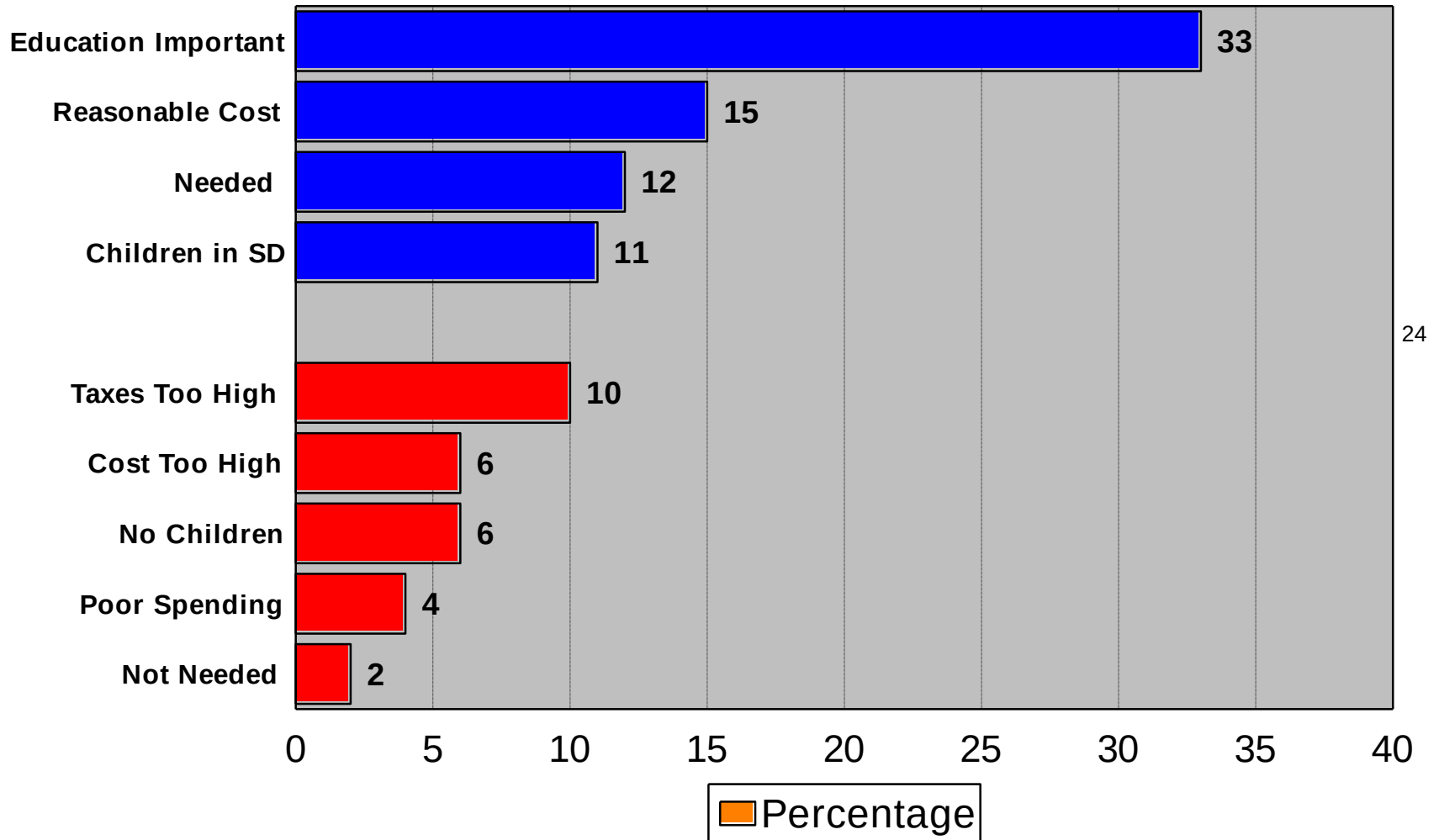
\$37.1MM Operating Levy

2025 Saint Paul School District



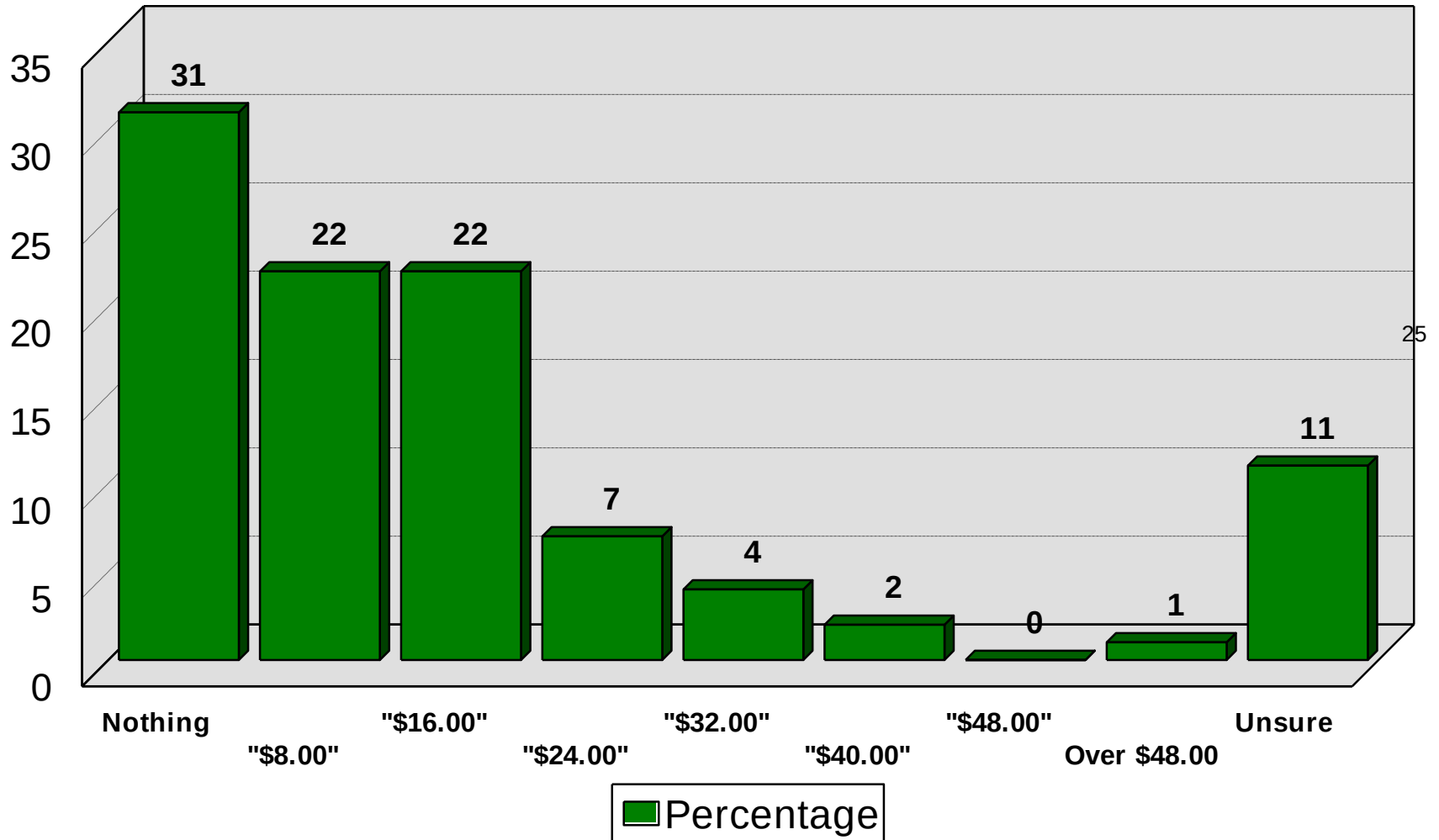
Reason for Levy Position

2025 Saint Paul School District



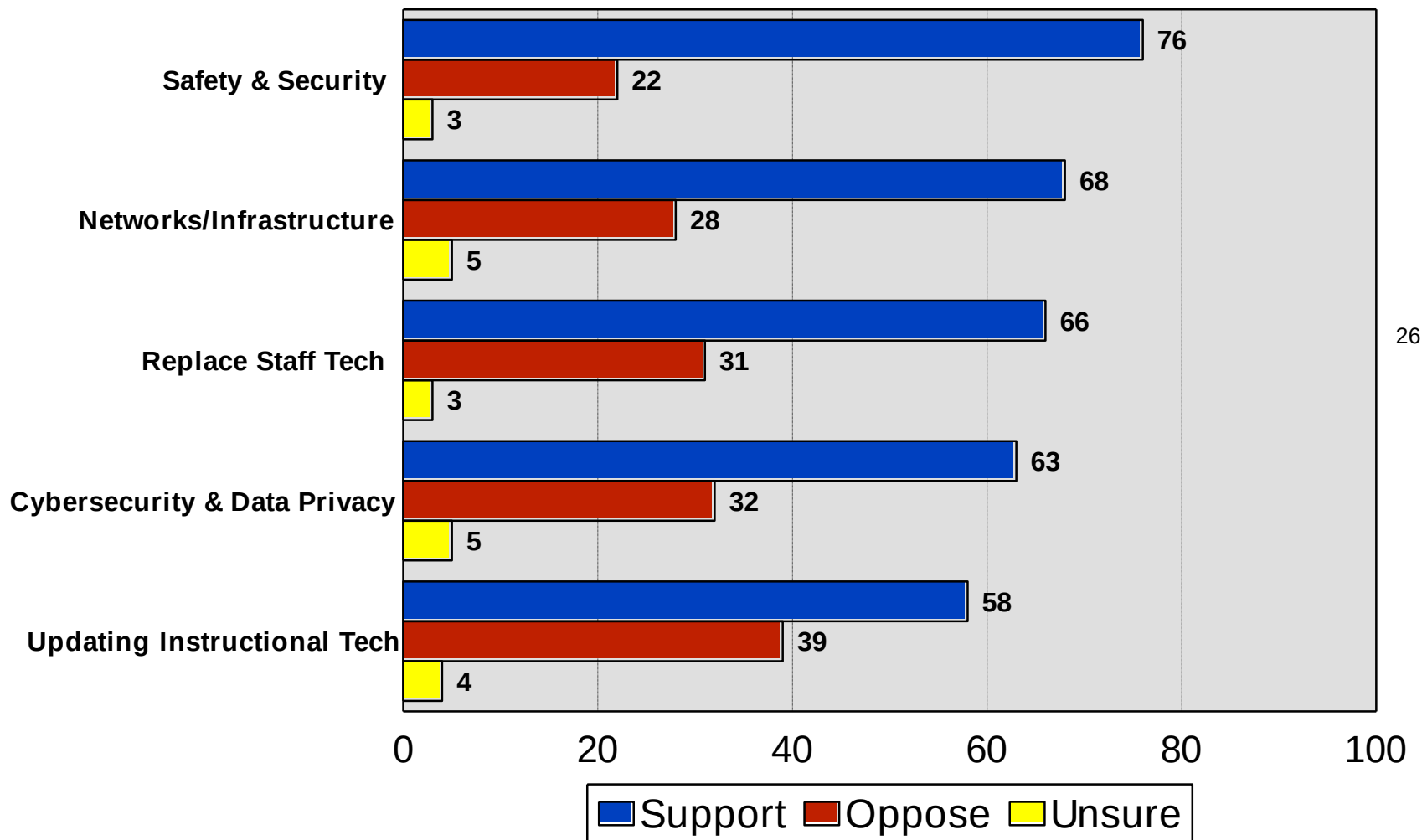
Property Tax Increase for Technology

2025 Saint Paul School District



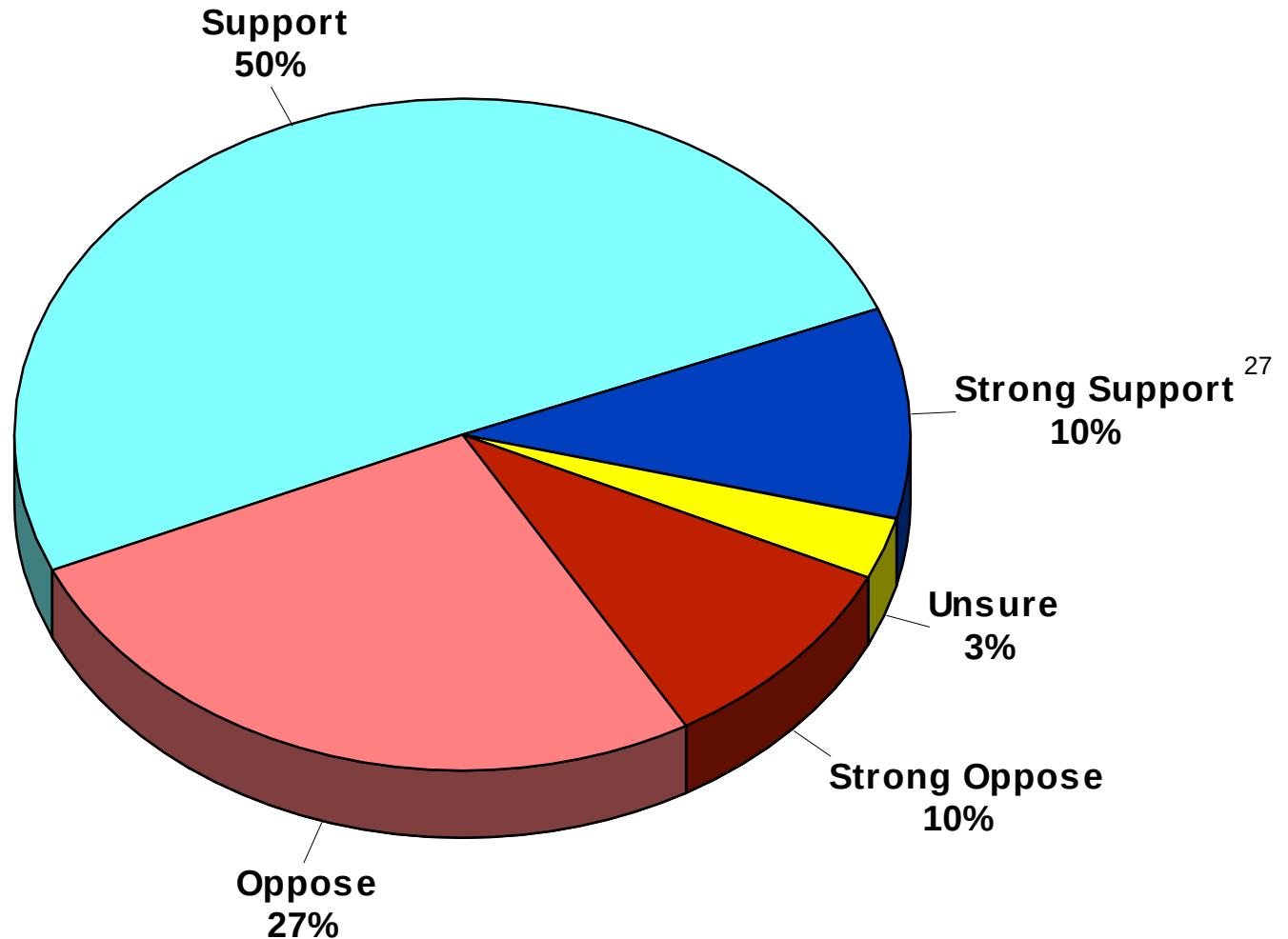
Property Tax Increase for....

2025 Saint Paul School District



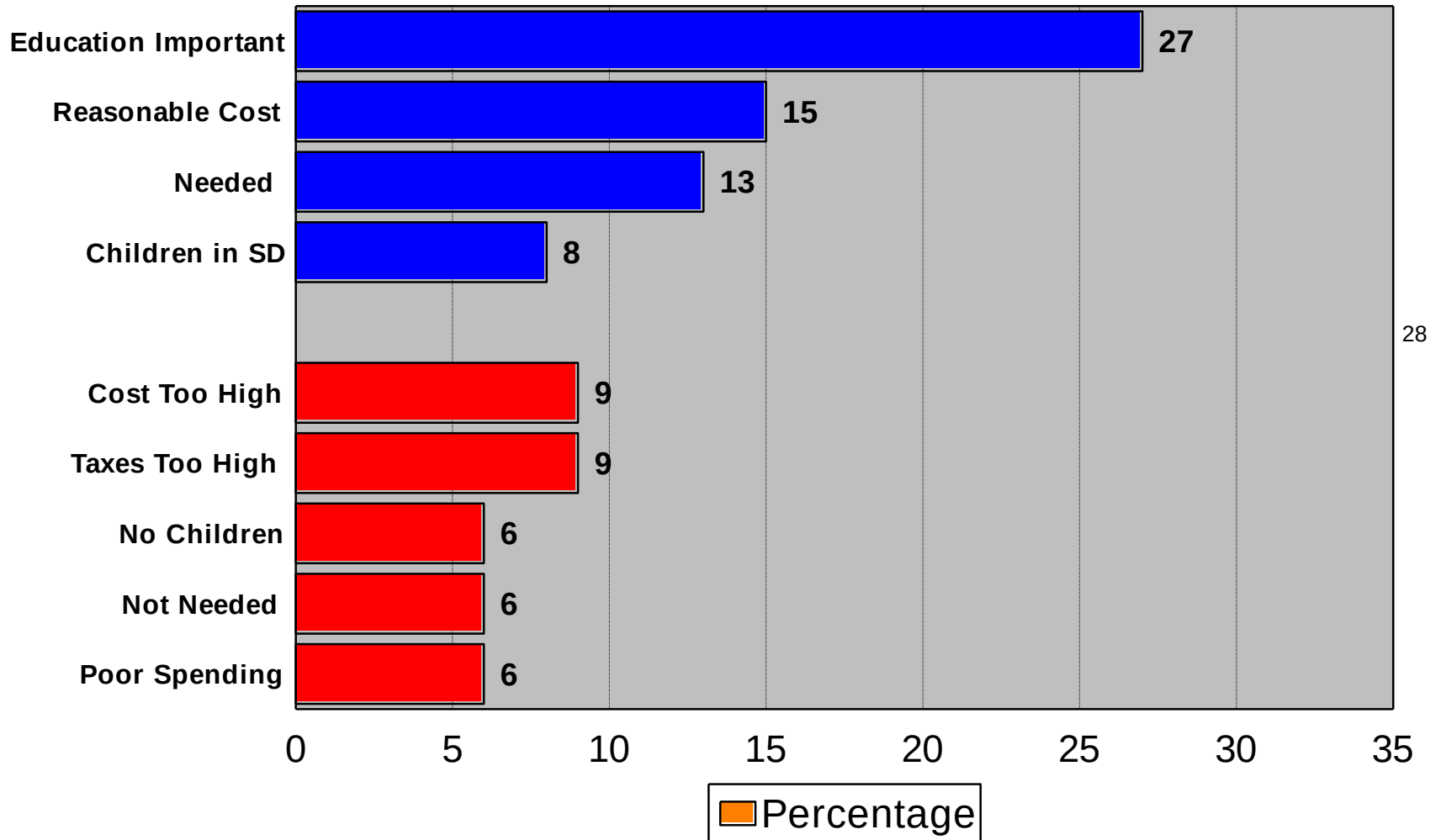
\$37.1MM Technology Levy

2025 Saint Paul School District



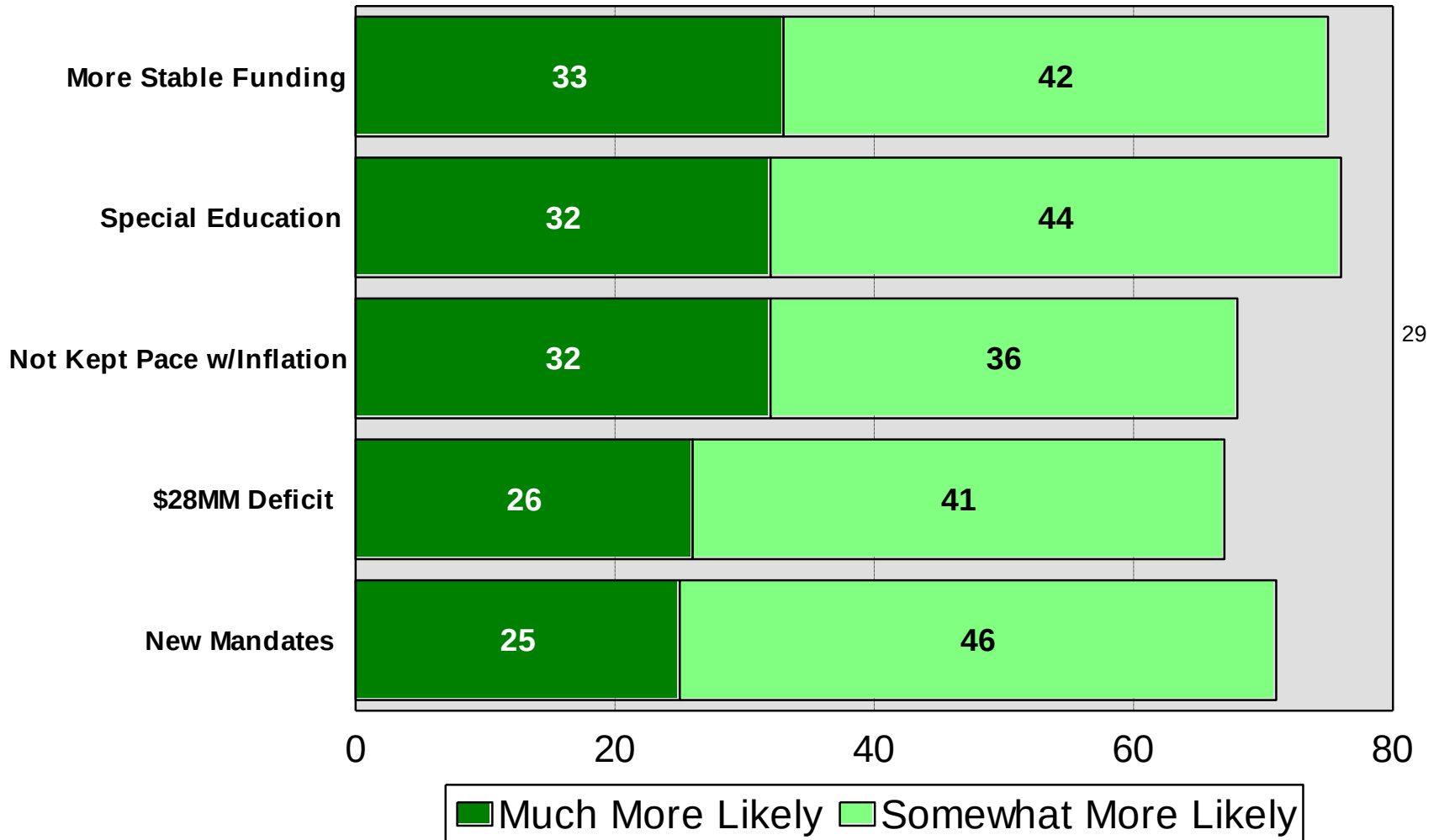
Reason for Levy Position

2025 Saint Paul School District



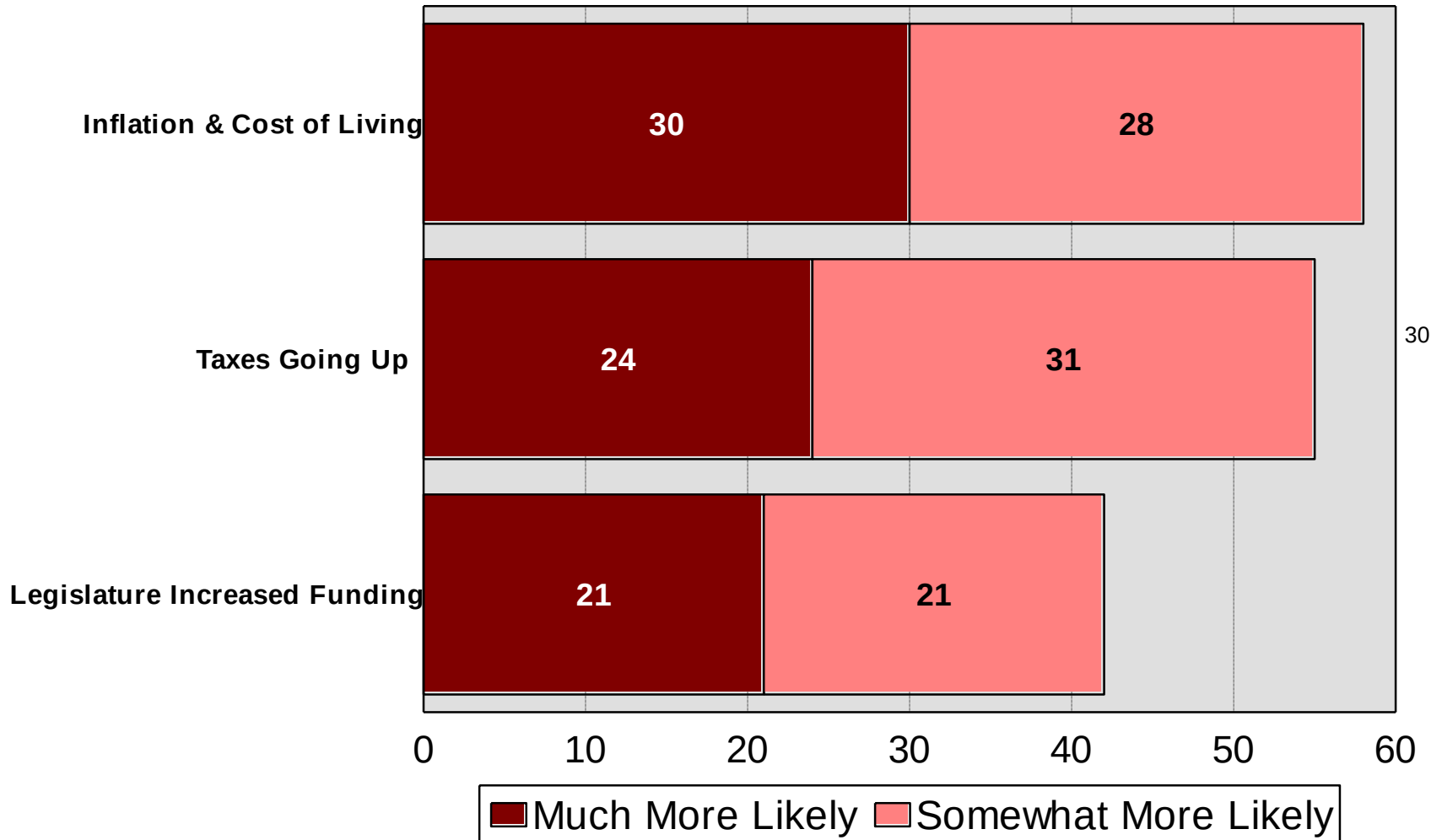
Support Arguments

2025 Saint Paul School District



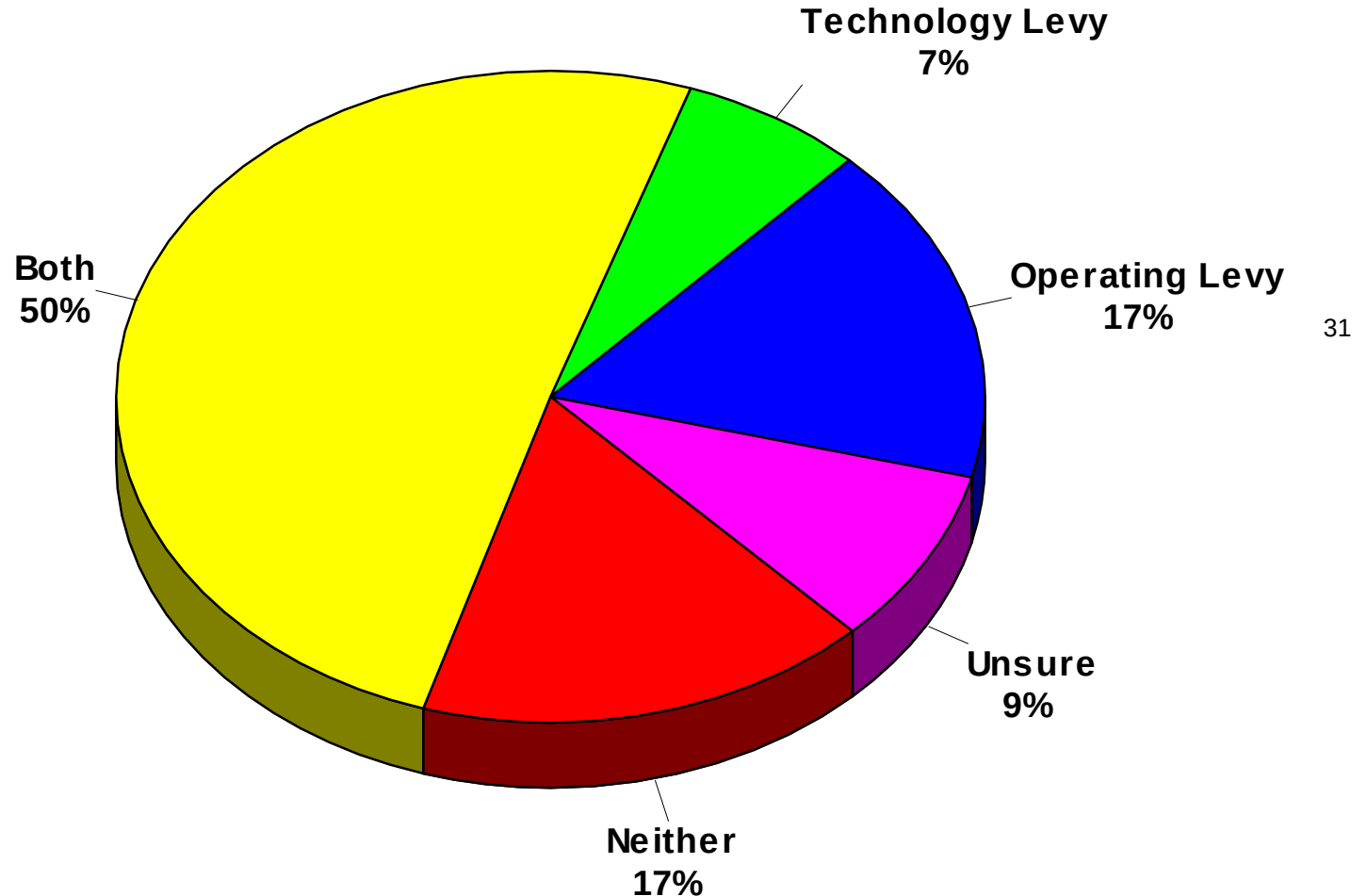
Opposition Arguments

2025 Saint Paul School District



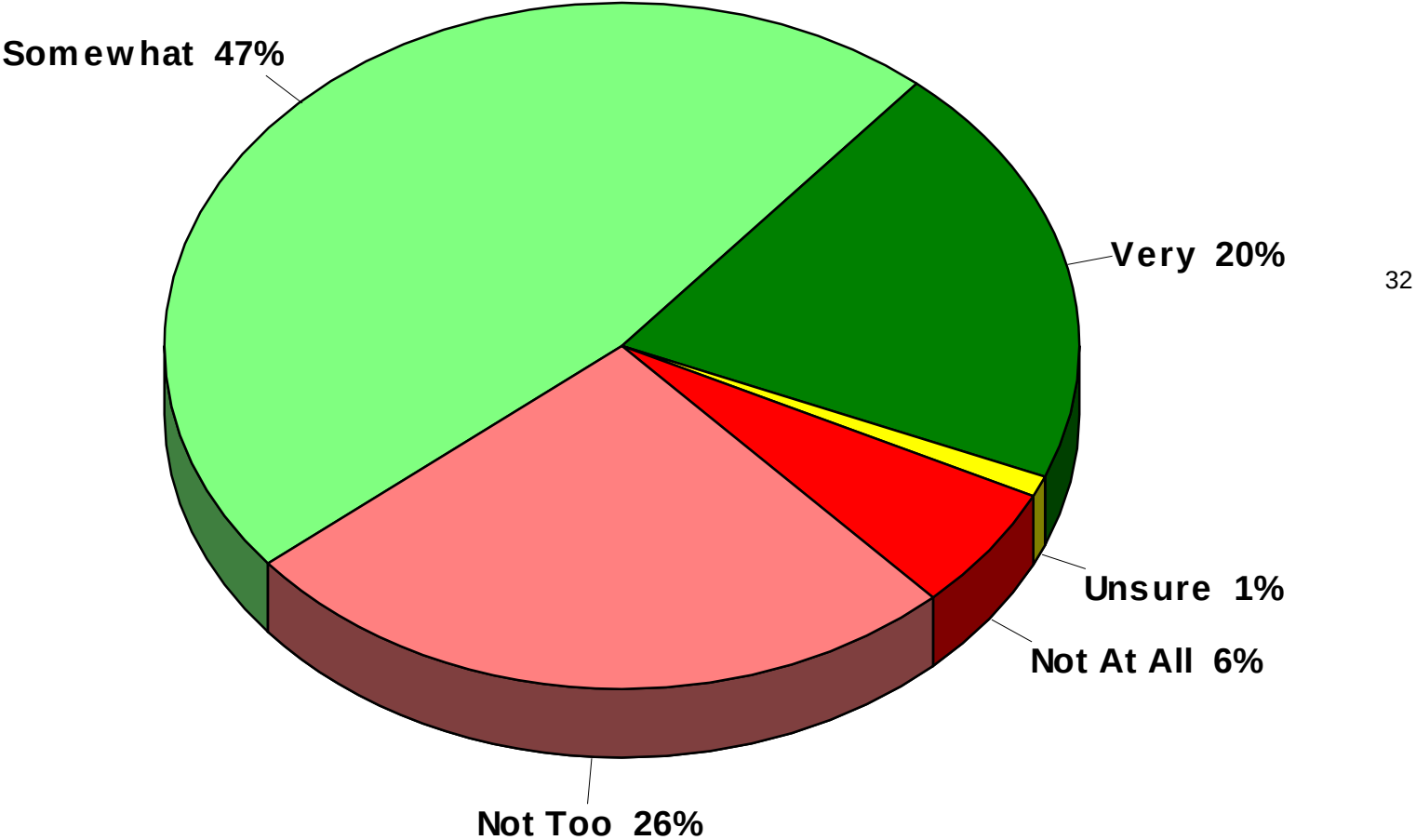
Levy Preference

2025 Saint Paul School District



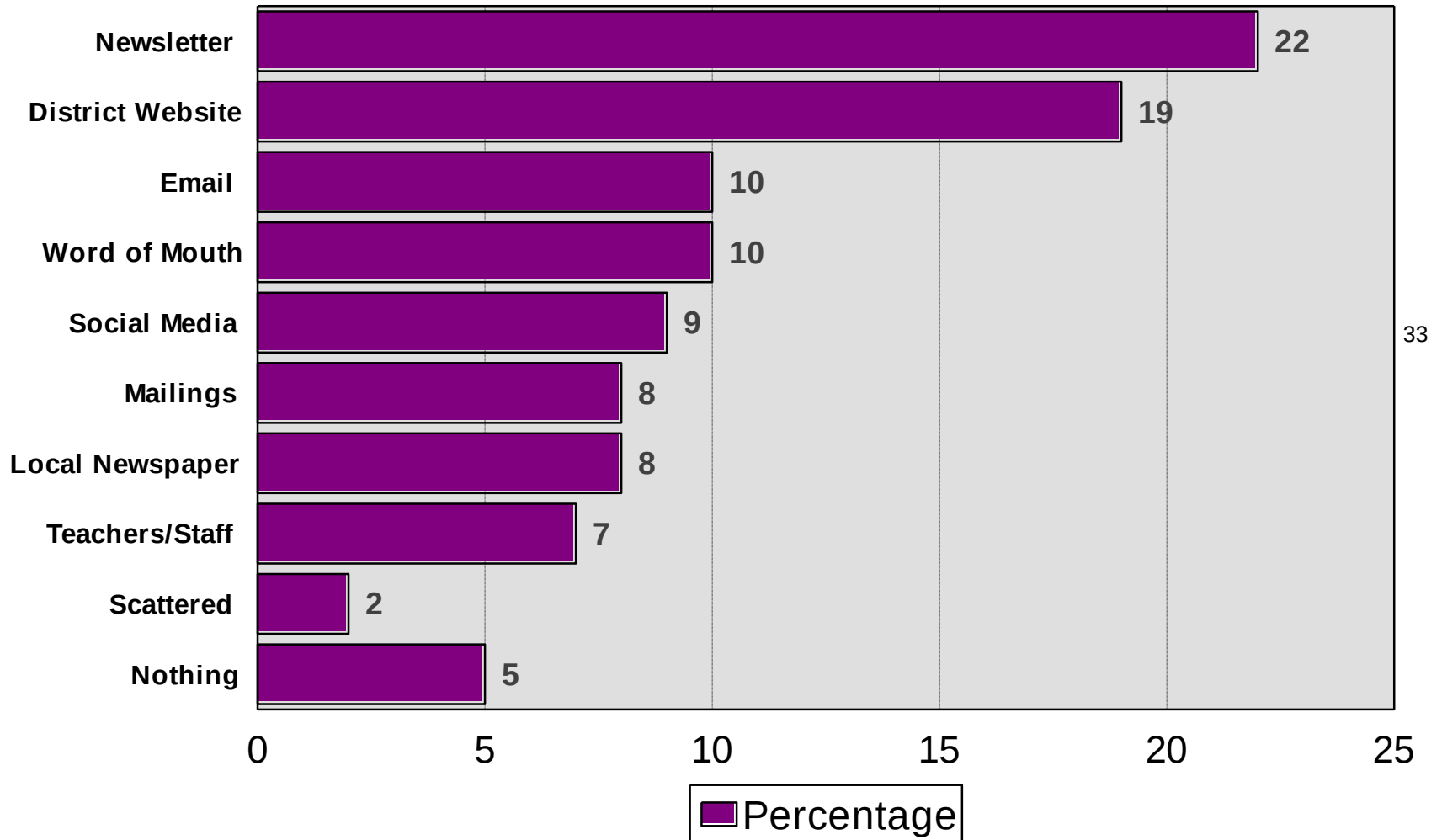
Informed about School District

2025 Saint Paul School District



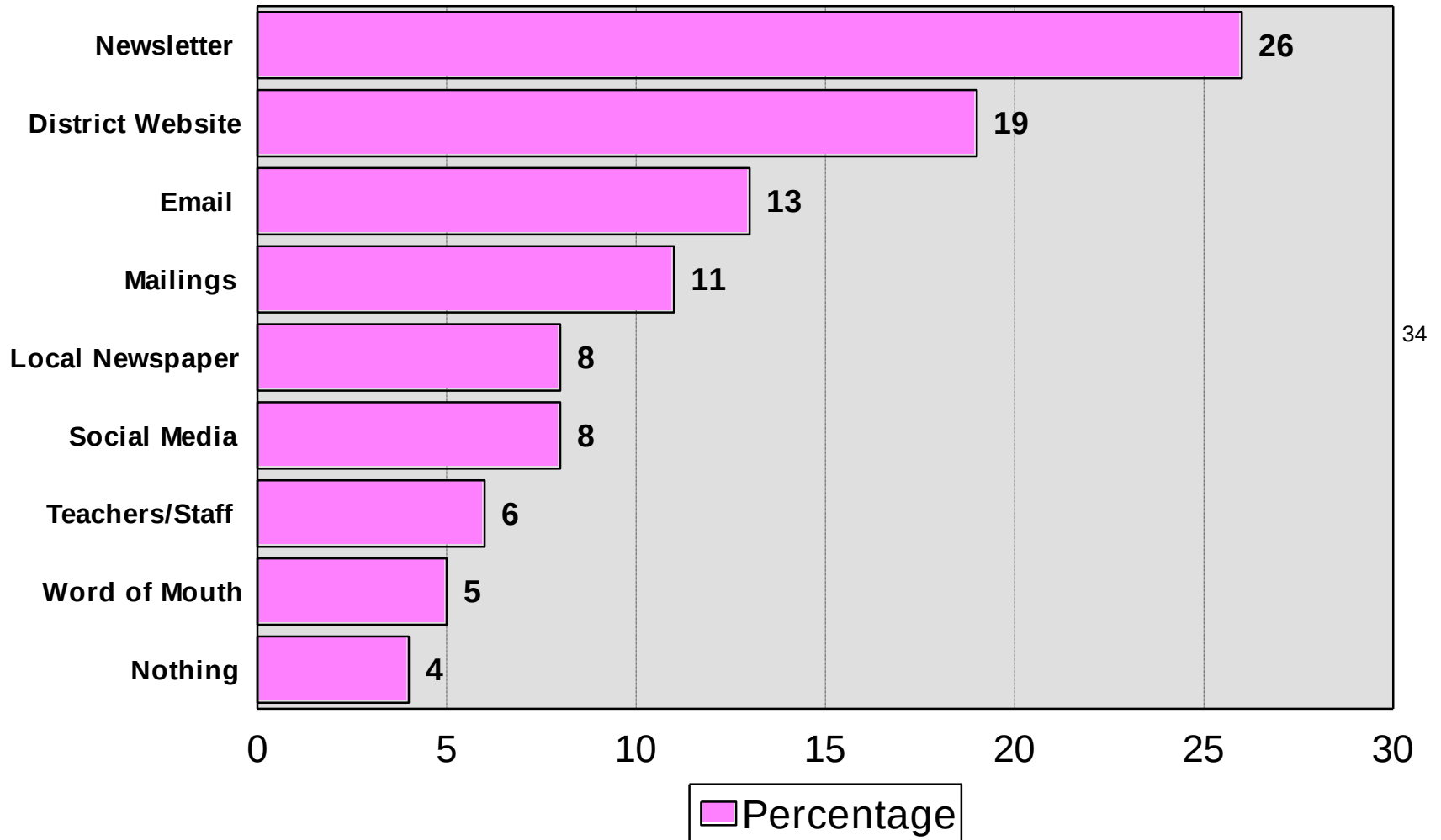
Principal Source of Information

2025 Saint Paul School District



Most Effective Way

2025 Saint Paul School District



SAINT PAUL PUBLIC SCHOOLS

ENROLLMENT PROJECTIONS ³⁵

Hazel H. Reinhardt

June 17, 2025

QUICK LOOK BACK

Last 10 years, from 2014-15 to 2024-25

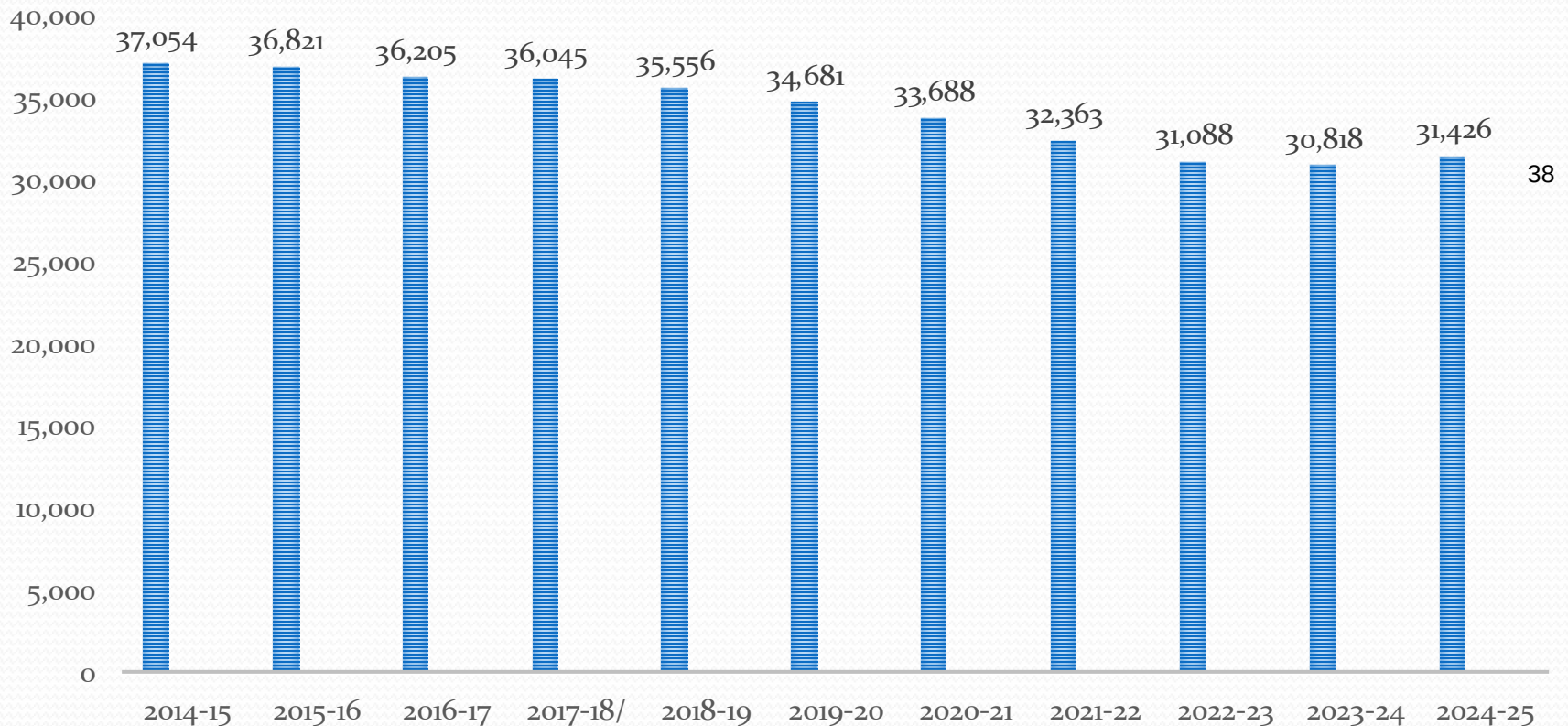
KEY FINDINGS

Last 10 years, from 2014-15 to 2024-25:

- **SPPS K-12 enrollment** (excluding Early Childhood and Pre Kindergarten) **decreased by 5,628 students or -15.2%**
- **“Perfect Enrollment Storm”**
 - SPPS resident school age population decreased -6.9% (3,695 students)
 - **Increased competition for students**
 - Charter schools are the primary competitors for students **12,456 charter school students in 2024-25**
 - **14,058 resident students lost to other public options in 2024-25**
 - **SPPS’ market share declined from 66.4% to 59.0%**
- **Net out migration flipped to net in migration in the past two years**, although nearly half of the net in migration is “Super Seniors”

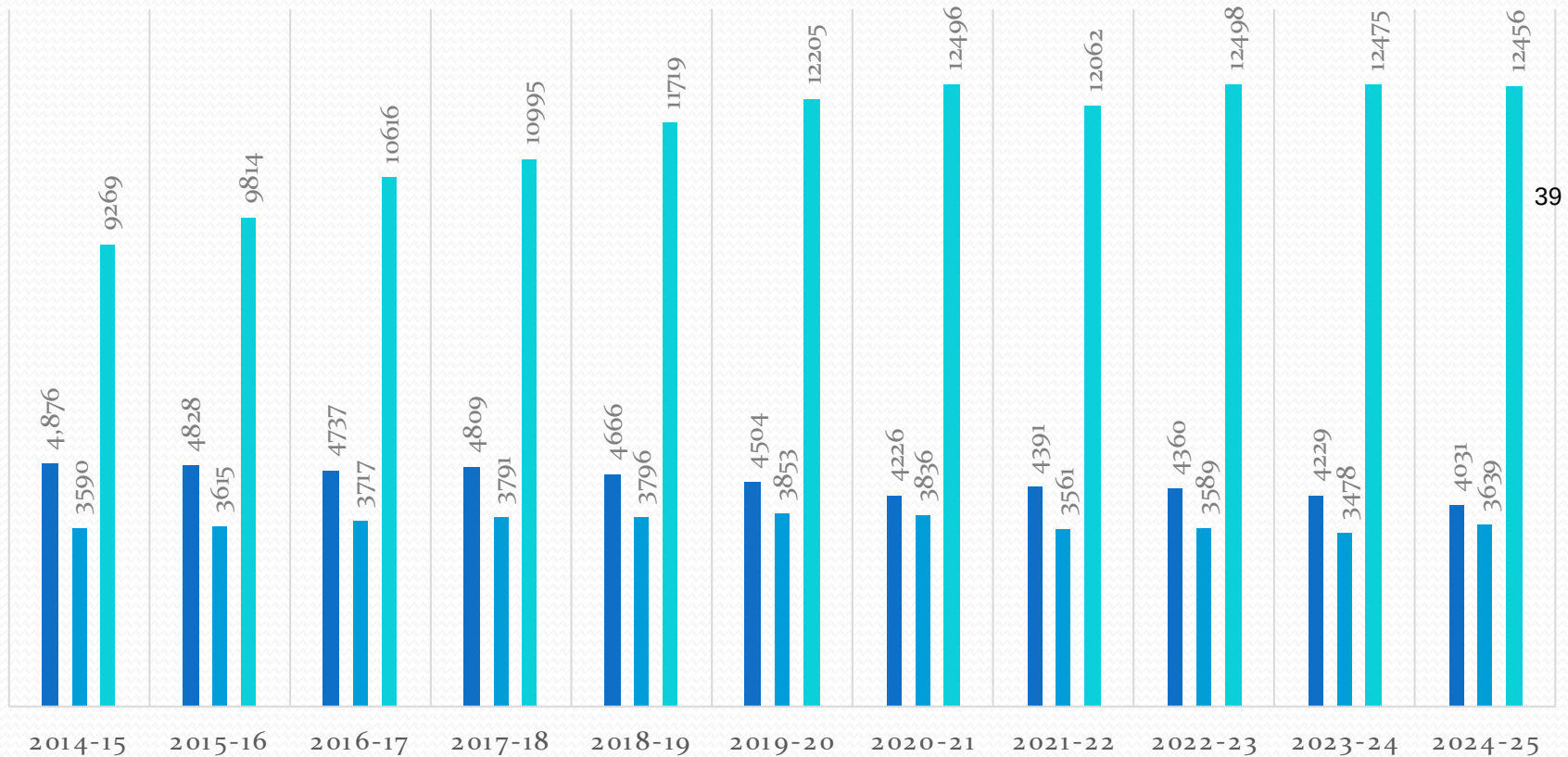
SAINT PAUL PUBLIC SCHOOLS

K-12 ENROLLMENT



COMPETITION

■ Nonpublic ■ Open Enrollment ■ Charters

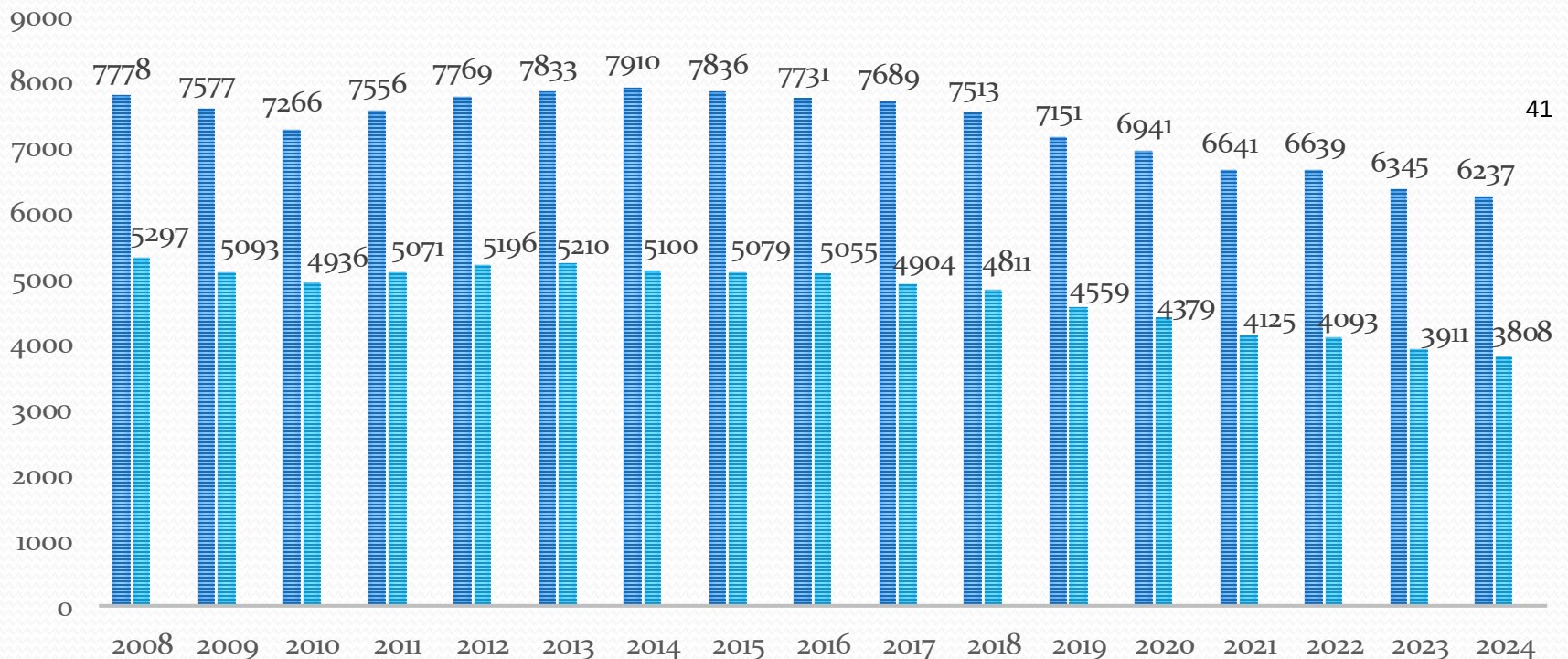


KEY FINDINGS

- **Minnesota, Ramsey County and Saint Paul City resident births decreased from 2008 to 2024**
 - **-14.3% Minnesota**
 - **-19.8% Ramsey County**
 - **-28.1% Saint Paul City**

RESIDENT LIVE BIRTHS

■ RAMSEY COUNTY AND
■ SAINT PAUL



COMPONENTS OF K-12 ENROLLMENT CHANGE

Fall to Fall	Total		Natural Increase/Decrease	Net Migration
	#	%		
2014 to 2015	-233	-0.6%	247	-480
2015 to 2016	-616	-1.7%	243	-859
2016 to 2017	-160	-0.4%	248	-408
2017 to 2018	-489	-1.4%	295	-784 ⁴²
2018 to 2019	-875	-2.5%	-103	-772
2019 to 2020	-993	-2.9%	-160	-833
2020 to 2021	-1,325	-3.9%	-403	-922
2021 to 2022	-1,275	-3.9%	-399	-876
2022 to 2023	-270	-0.9%	-299	29
2023 to 2024	608	2.0%	-244	852
Total	-5,628	---	-575	-5,053

Natural decrease - incoming Kindergarten is smaller than the previous years' Grade 12

Net migration measures the number of students who move in or out of the district, make transfers between education options *or* drop out of school

PROJECTIONS

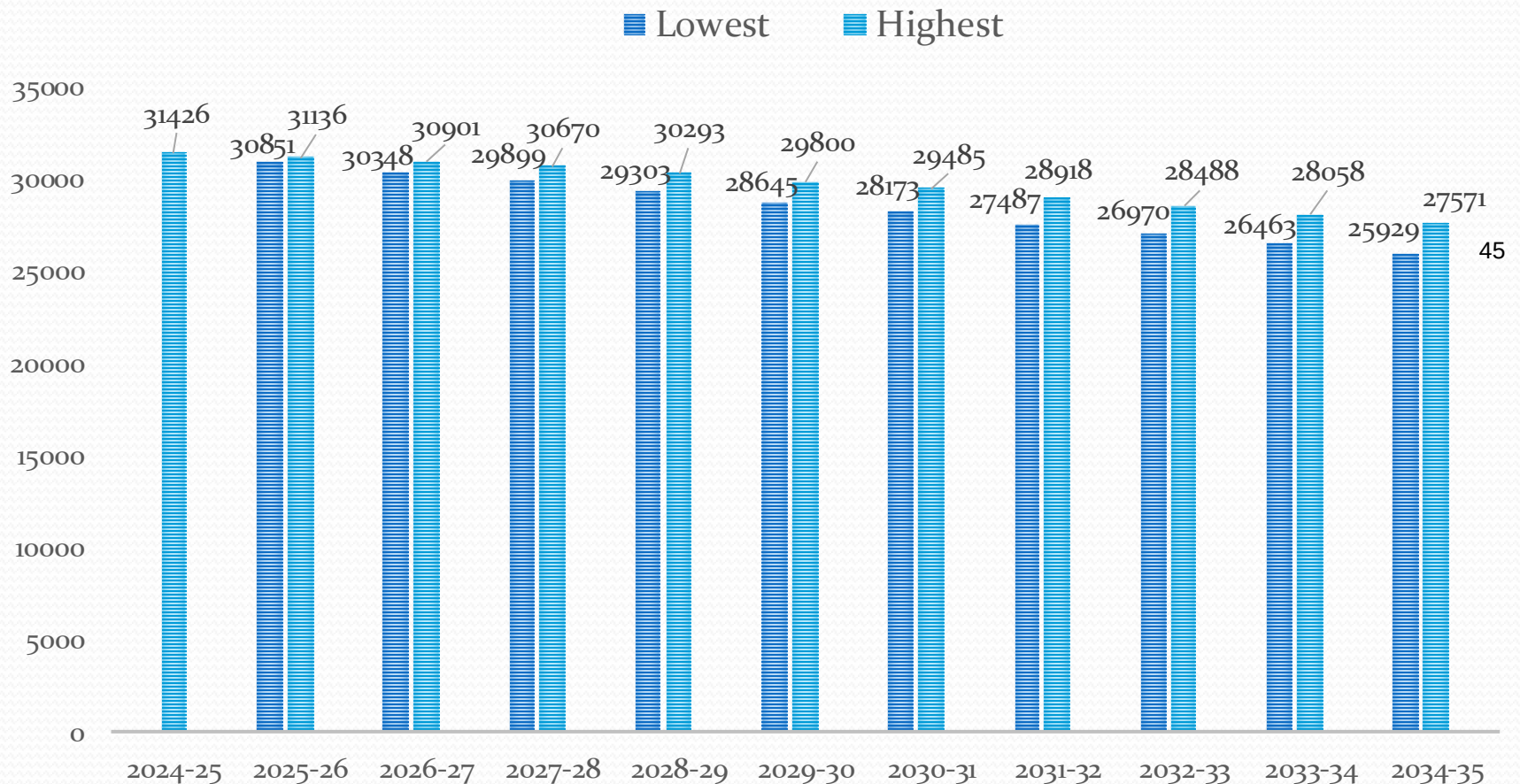
Next 10 years: 2025-26 to 2034-35

K-12 ENROLLMENT PROJECTIONS

Next ten years (2024-25 to 2034-35)

- Enrollment decline continues
 - 2024-25 = 31,426
 - **2034-35: 25,929 to 27,571**
 - -3,855 to -5,497 students or **-12.3% to -17.5%** from 2024-25
 - 1,642 student difference between lowest and highest projection
 - Components of enrollment change
 - **Net out migration** averages **-8 to -244 per year** (like past 3 years)
 - **Natural decrease** averages **-515 to -655 per year** (more than the recent past)

SAINT PAUL PUBLIC SCHOOLS



K-12 ENROLLMENT PROJECTIONS

	K-5	6-8	9-12	Total
2024-25	14,655	6,574	10,197	31,426
2029-30				46
Low K/Low Mig	12,747	6,318	9,580	28,645
High K/High Mig	13,125	6,610	10,066	29,800
2034-35				
Low K/Low Mig	11,409	5,327	9,193	25,929
High K/High Mig	11,765	5,723	10,083	27,571

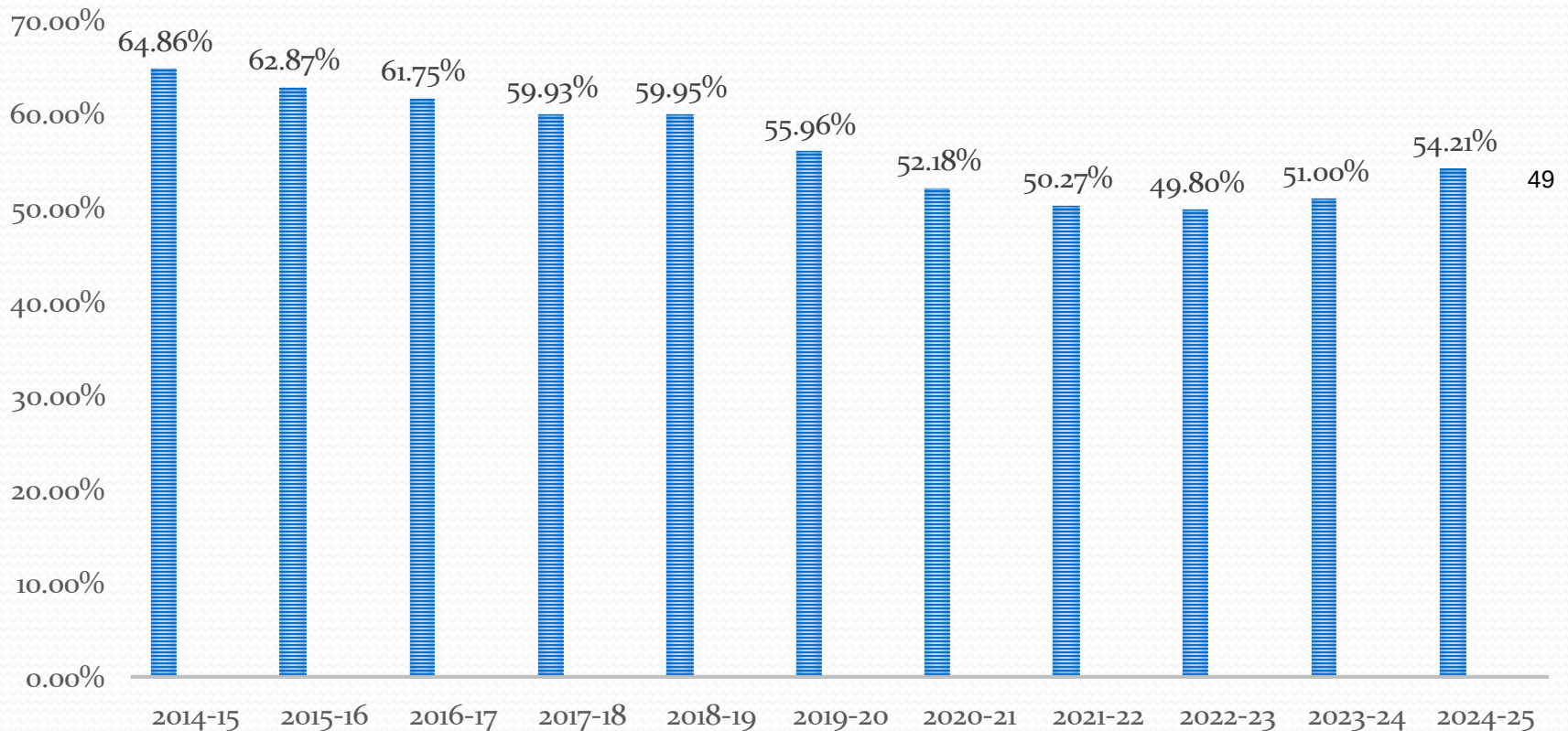
ANALYSIS of COMPONENTS

PROJECTION METHOD AND ASSUMPTIONS

- **Cohort Survival Method**
 - Both simple and complex
 - Ages each grade by moving it to the next higher grade in the following year
 - Requires making:
 - Kindergarten projections
 - Resident births are a proxy
 - Net migration or the survival rates grade to grade projections

SPPS SHARE OF SAINT PAUL CITY KINDERGARTEN POOL – 2014-2024

PERCENT OF KINDERGARTEN POOL



KINDERGARTEN PROJECTIONS

- Kindergarten assumptions
 - Kindergarten/birth ratios—**Capture Rate**
 - Low is 52.46% (average of the past five years omitting the two lowest years)
 - High is 53.14% (average of the past two years with the past year double weighted)
 - **Difference between these two is about 28 students**
 - Longer-term—2030-31 through 2034-35
 - Based on **projections of Ramsey County o-year-olds** by the Minnesota State Demography Center
 - Saint Paul City at 61.45% of county births

KINDERGARTEN POOL AND KINDERGARTEN PROJECTIONS

Year	Kindergarten Pool	Low 52.46%	High 53.14%
2024-25	4,643	2,517	2,517
2025-26	4,438	2,328	2,358
2026-27	4,209	2,208	2,237
2027-28	4,103	2,152	2,180
2028-29	3,971	2,083	2,110
2029-30	3,842	2,016	2,042
2030-31	3,809	1,998	2,024
2031-32	3,793	1,990	2,016
2032-33	3,768	1,977	2,002
2033-34	3,739	1,961	1,987
2034-35	3,706	1,944	1,969

51

Bold numbers based on actual births

WHY?

- Lower fertility (# of births/woman)
 - Fertility below replacement (replacement is 2.11 children per woman at the end of childbearing). Minnesota at 1.73 in 2023 (U.S. 1.62)
 - Number of births decreasing in U.S. and Minnesota
 - Fertility varies by race/ethnicity; urban/rural
- Population aging
 - Women of prime childbearing age (25-34 yrs.) will decrease
 - Slower growth
 - Immigration from abroad has kept Minnesota growing for more than 25 years
 - Ramsey County's population projected to decrease between 2024-2034

NET MIGRATION (SURVIVAL RATES)

- Except for past two years, net migration has been negative (net **out** migration) for the past ten years
- **Three net migration patterns are noteworthy**
 - A consistent net **outflow** between Grade 5 and Grade 6⁵³, the beginning of middle school
 - A consistent net **inflow** between Grade 8 and Grade 9, the beginning of high school
 - Large net **in** migration between Grade 11 and Grade 12 reflecting ALC and other special programs where students remain at Grade 12 more than one year (Super Seniors)

NET MIGRATION ASSUMPTIONS

- **Low net migration**—results in more net out migration. **Average** of the survival rates of the **past three years**
- **High net migration**—results in less net out migration. **Past three years'** survival rates with the **past year double weighted**

EFFECT OF SURVIVAL RATES IN TEN YEARS WITH LOW K ASSUMPTION

Survival Rates	Total	K-5	6-8	9-12
Low —Past 3 Years	25,929	11,409	5,327	9,193
High —Past 3 Years, Past Year Double Weighted	27,316	11,615	5,649	10,052 ₅₅
62% of the difference is in Grades 9-12				

HOUSING UNITS

Years	Single Family	2-Family	Apartment Units	Mixed	Total
Built 2020-2024	387	85	3,046	2,624	6,142
					56
Projected 2025-2029	80	25	1,250		1,355
Students from Projected Units	48	13	138-188		199-249

Source: City of Saint Paul Construction Permits Summary Reports, City of Saint Paul based on Metropolitan Council projections, and established student yields by unit type

HIGHLAND BRIDGE AND HEIGHTS

- The Master Plan at Highland Bridge calls for 2,400 to 4,000 new housing units while the Master Plan at the Heights calls for 1,000 new housing units
- Impact difficult to estimate but **unlikely to see any new students before 2030**

K-12 ENROLLMENT PERSPECTIVE

What could make these district wide projections

- **Too high?**

- Projected kindergarten is too high (Projected Kindergarten pool too large; Saint Paul's capture rate decreases)
- More district residents chose other education options

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- **Too low?**

- Projected kindergarten is too low (Projected Kindergarten pool too small; Saint Paul's capture rate increases)
- More district residents chose Saint Paul Public Schools

K-12 ENROLLMENT PERSPECTIVE

What Ifs:

- **No decrease in birthrate:**
 - If Kindergarten kept at its 2024 size and assumed no lower birthrate (not reality for 2019-2024), the change in enrollment would be only a quarter of what is projected.
 - Indicates that birthrate is 75% of the 'cause' of the projected decrease in student enrollment
- **Higher capture rate:**
 - BIGG - If a higher number of families choose SPPS -
 - A 2% increase in the district's capture rate would yield about 1,000 more students over the 10-year period



THANK YOU



Saint Paul Population Maps

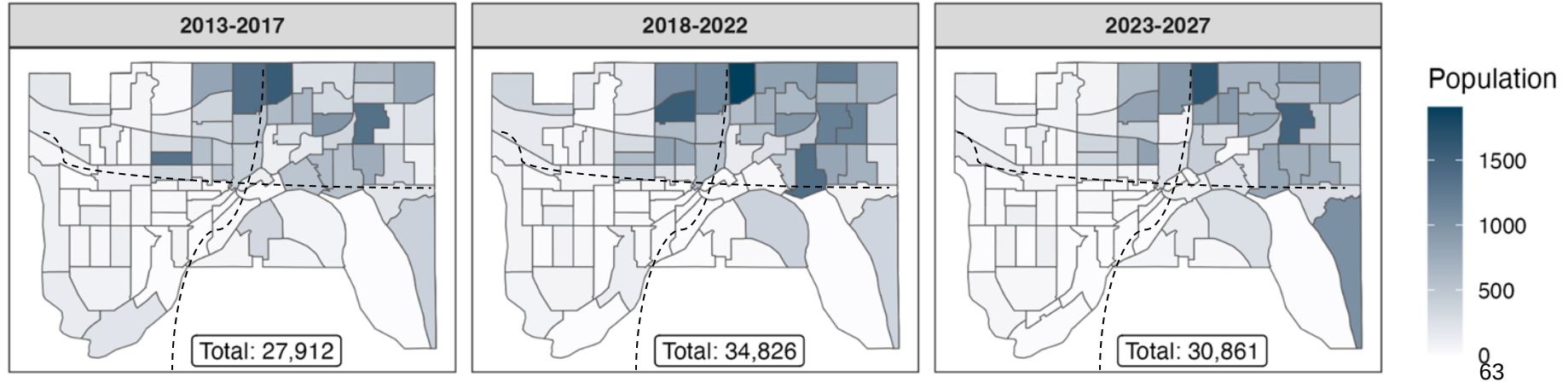
June 17, 2025

Research, Evaluation and Assessment

Asian and Southeast Asian Populations Living in Saint Paul, MN

62

Southeast Asian - Born Population Distribution in Saint Paul, MN



Notes:

- 1) Includes the following countries: Burma (Myanmar), China (excluding Hong Kong and Taiwan), Laos, Thailand, and Vietnam. These countries were chosen as a proxy for the Hmong and Karen communities
- 2) 2013-2017 and 2018-2022 maps based on 2010 census tracts, 2023-2027 map based on 2020 census tracts.

Source: American Community Survey 5-year Estimates

Asian - Hmong Students Enrolled in Saint Paul Public Schools

2021-22	2022-23	2023-24	2024-25
5,385	4,894	4,716	4,466

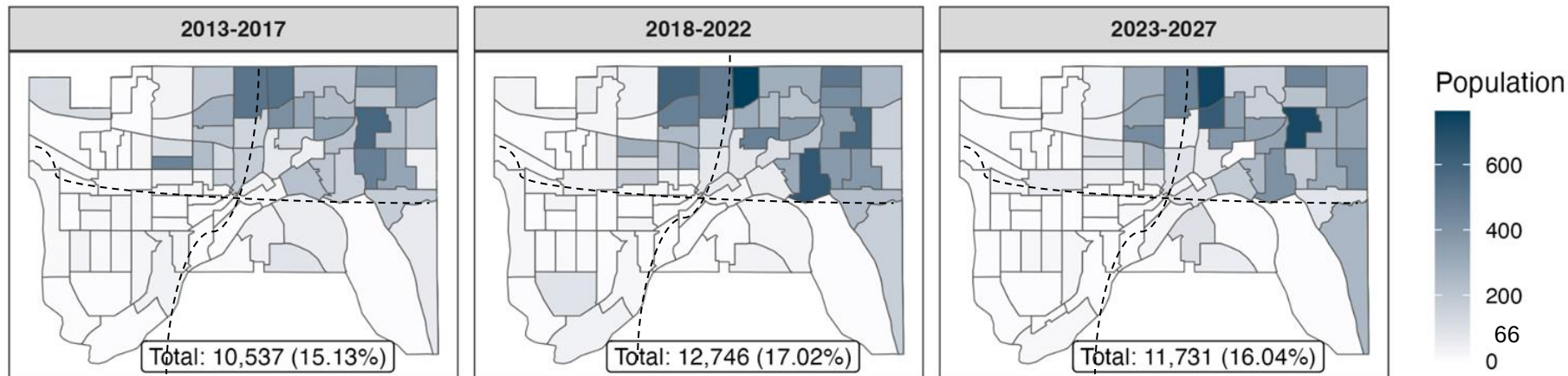
64

Asian - Karen Students Enrolled in Saint Paul Public Schools

2021-22	2022-23	2023-24	2024-25
2,259	2,109	2,111	2,047

65

Asian Population Distribution: 9 years and under in Saint Paul, MN



Note: 2013-2017 and 2018-2022 maps based on 2010 census tracts, 2023-2027 map based on 2020 census tracts

Source: American Community Survey 5-year Estimates

Asian Students Enrolled in Saint Paul Public Schools

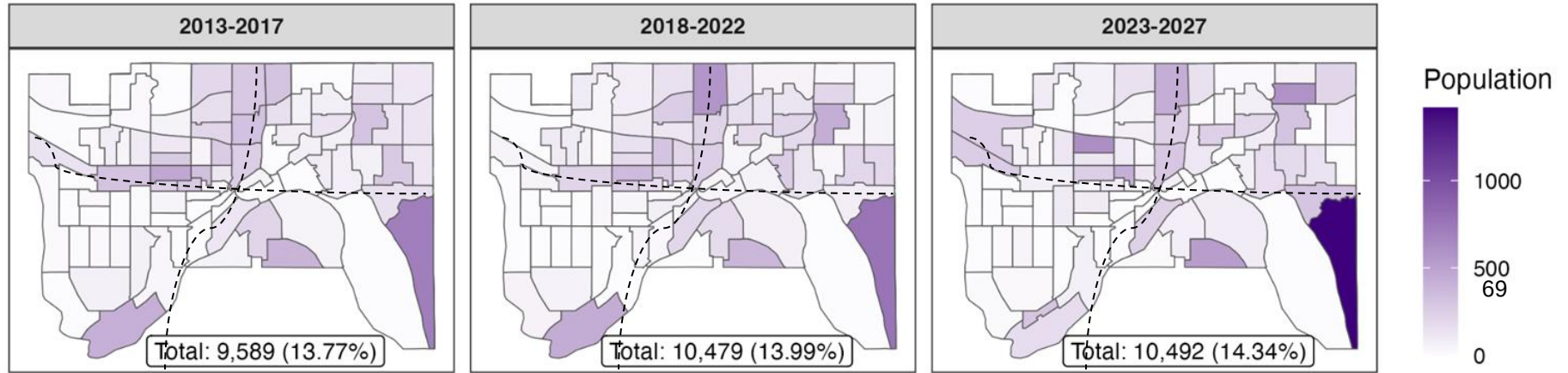
2021-22	2022-23	2023-24	2024-25
10,226	9,686	9,529	9,435

67

Black/African American and East African Populations Living in Saint Paul, MN

68

Black/African American Population Distribution: 9 years and under in Saint Paul, MN



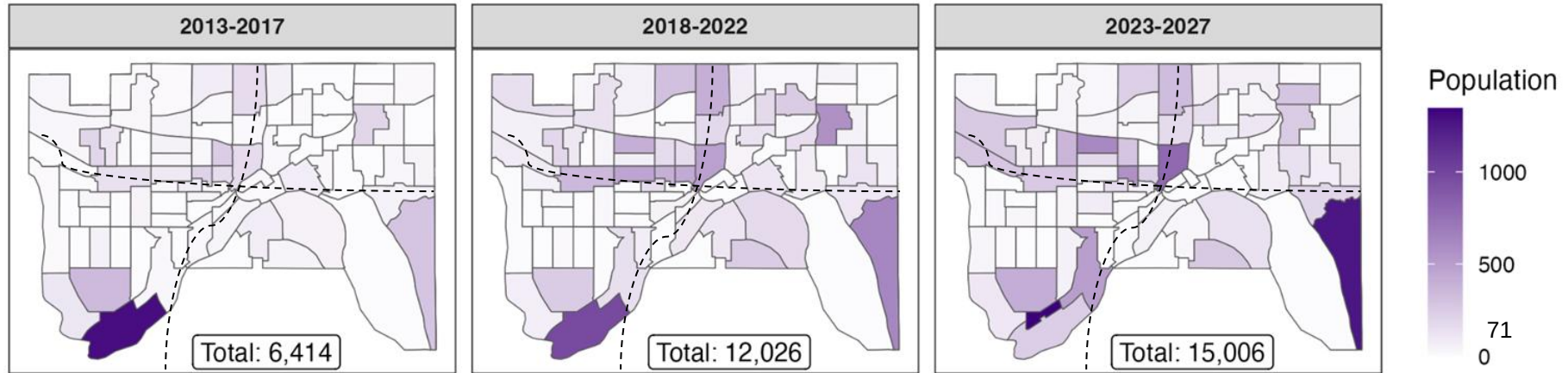
Note: 2013-2017 and 2018-2022 maps based on 2010 census tracts, 2023-2027 map based on 2020 census tracts
Source: American Community Survey 5-year Estimates

Black/African American Students Enrolled in Saint Paul Public Schools

2021-22	2022-23	2023-24	2024-25
8,414	7,866	7,848	7,899

70

East African - Born Population Distribution in Saint Paul, MN



- Notes:
- 1) Includes the following countries: Eritrea, Ethiopia, Kenya, Somalia, Sudan, Tanzania, and Uganda.
 - 2) 2013-2017 and 2018-2022 maps based on 2010 census tracts, 2023-2027 map based on 2020 census tracts.

Source: American Community Survey 5-year Estimates

East African Students Enrolled in Saint Paul Public Schools

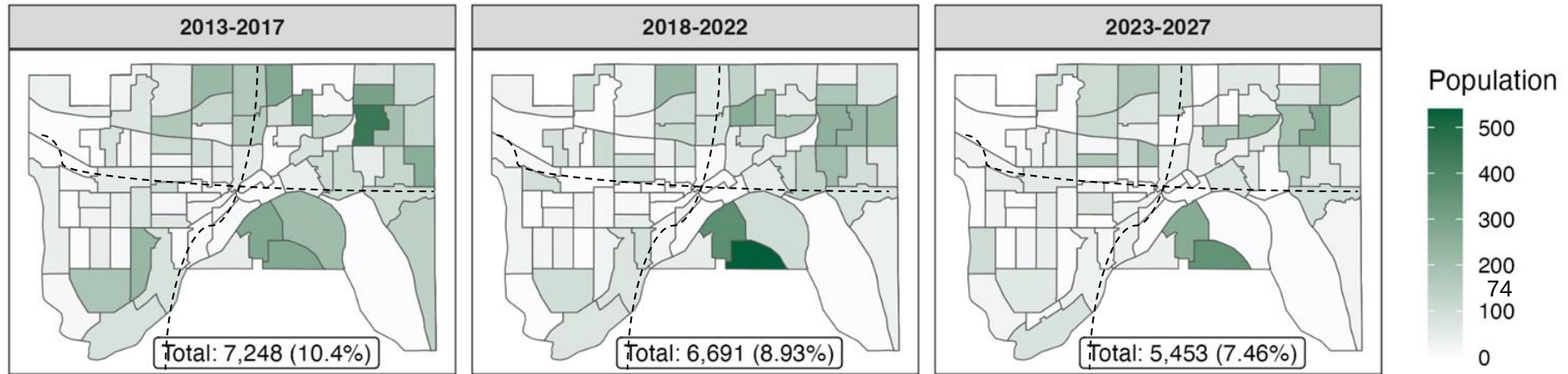
2021-22	2022-23	2023-24	2024-25
1,739	1,605	1,554	1,523

72

Other Race/Ethnicities Living in Saint Paul, MN

73

Hispanic/Latino Population Distribution: 9 years and under in Saint Paul, MN



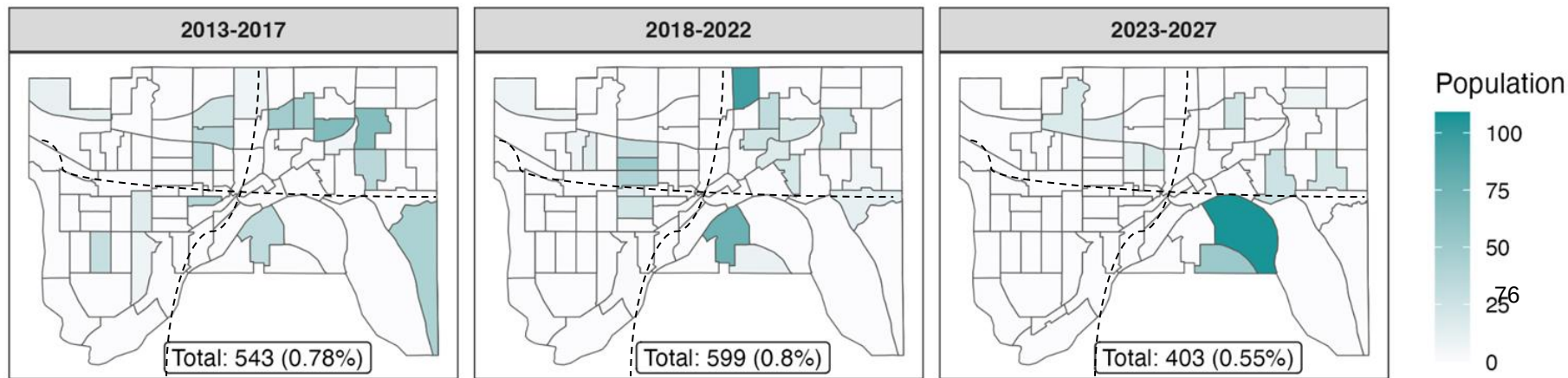
Note: 2013-2017 and 2018-2022 maps based on 2010 census tracts, 2023-2027 map based on 2020 census tracts
Source: American Community Survey 5-year Estimates

Hispanic/Latino Students Enrolled in Saint Paul Public Schools

2021-22	2022-23	2023-24	2024-25
4,930	4,953	5,026	5,351

75

American Indian Population Distribution: 9 years and under in Saint Paul, MN



Note: 2013-2017 and 2018-2022 maps based on 2010 census tracts, 2023-2027 map based on 2020 census tracts

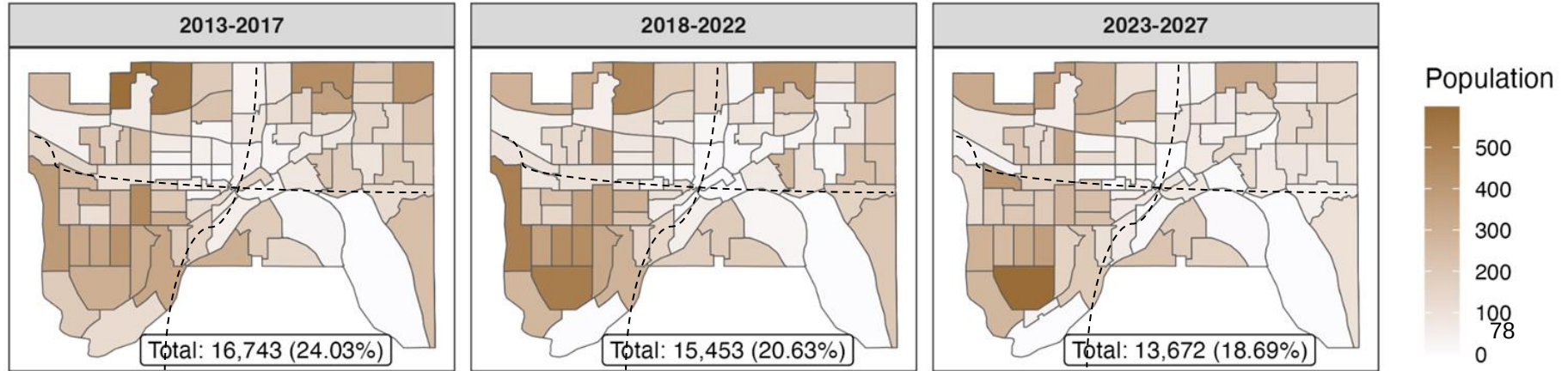
Source: American Community Survey 5-year Estimates

American Indian Students Enrolled in Saint Paul Public Schools

2021-22	2022-23	2023-24	2024-25
281	277	266	249

77

White Population Distribution: 9 years and under in Saint Paul, MN



Note: 2013-2017 and 2018-2022 maps based on 2010 census tracts, 2023-2027 map based on 2020 census tracts

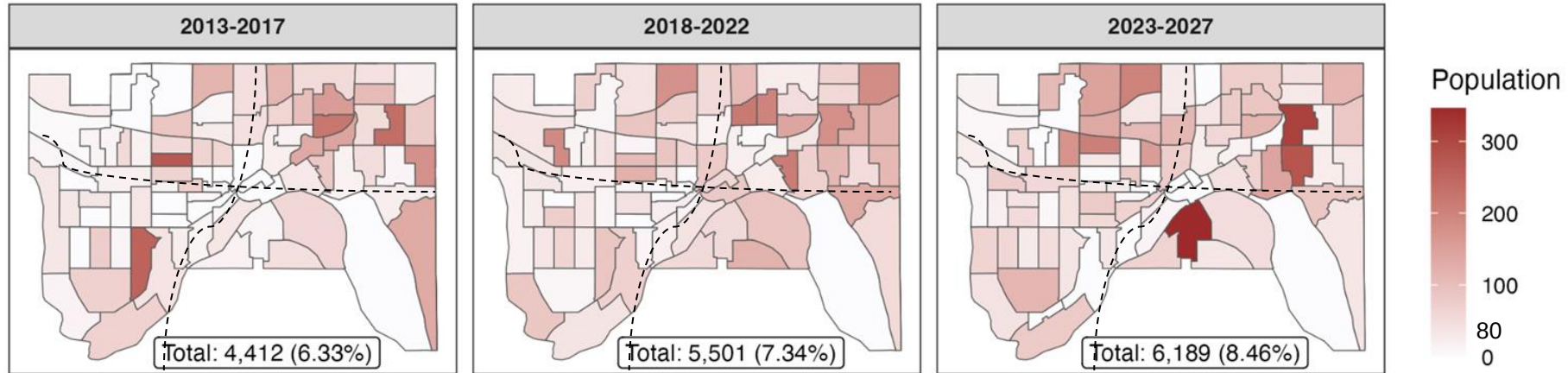
Source: American Community Survey 5-year Estimates

White Students Enrolled in Saint Paul Public Schools

2021-22	2022-23	2023-24	2024-25
7,438	7,503	7,453	7,477

79

Two or More Races Population Distribution: 9 years and under in Saint Paul, MN



Note: 2013-2017 and 2018-2022 maps based on 2010 census tracts, 2023-2027 map based on 2020 census tracts

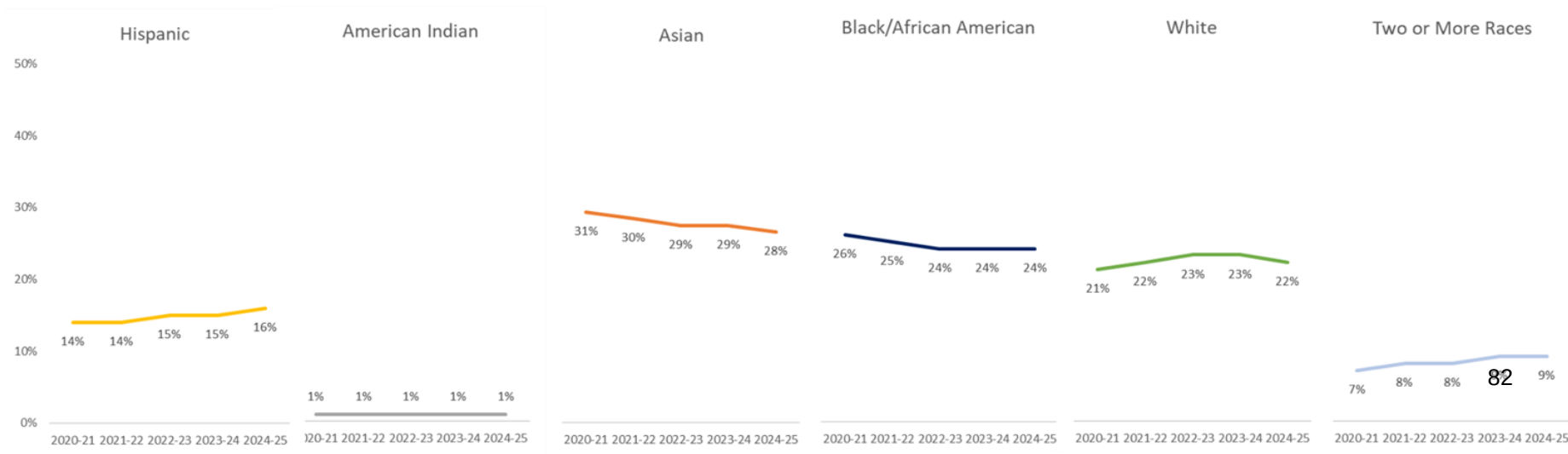
Source: American Community Survey 5-year Estimates

Students of Two or More Races Enrolled in Saint Paul Public Schools

2021-22	2022-23	2023-24	2024-25
2,879	2,807	2,928	3,167

81

Students Enrolled in Saint Paul Public Schools by Race/Ethnicity



Thank you!

83



Saint Paul
PUBLIC SCHOOLS

SPPS Builds Annual Report and FMP 1.0 Update

Committee of the Board

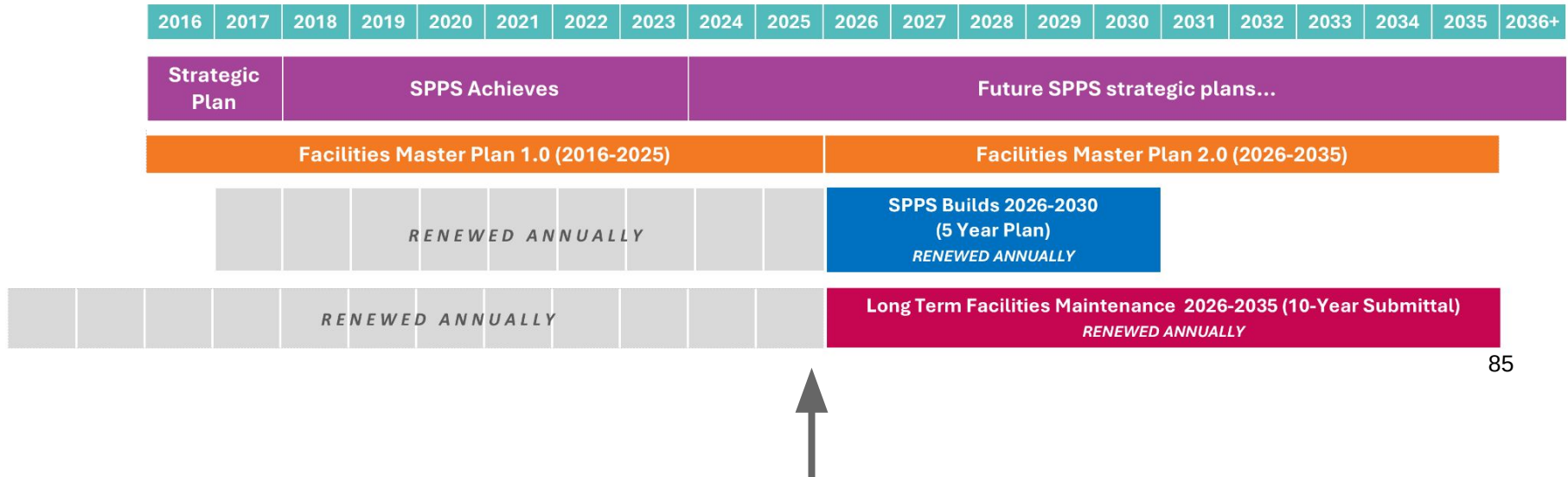
Jackie Turner, Executive Chief Administration and Operations

Kathy Wallace, Interim Director of Facilities

Meg Parsons, Manager of Capital Project Delivery

June 17, 2025

Facilities and Strategic Plan Alignment



85

SPPS Builds / Facilities Master Plan (FMP 1.0)

- Intro and Purpose
- Completed work
- Projects underway
- Budget Alignment Summary

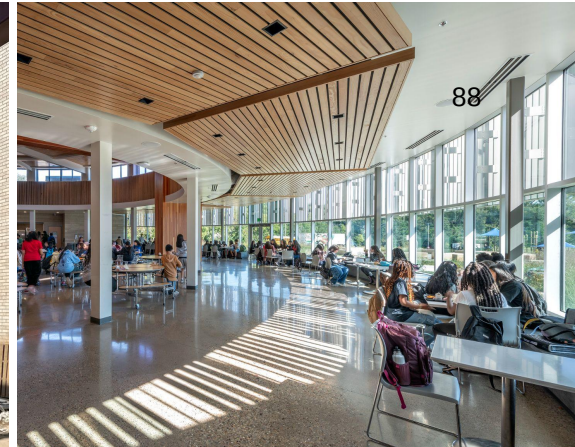
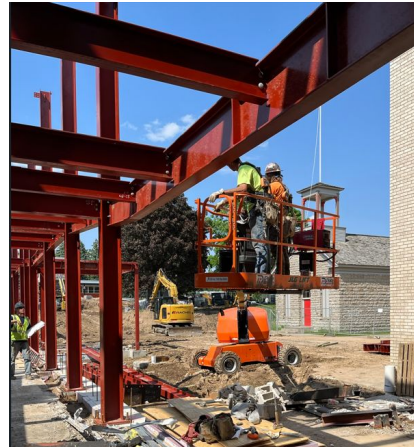
SPPS Builds: Purpose

To align educational facilities with academic programs



SPPS Builds: Project Types

- New Construction
- Major Building Addition and Renovation
- Building Systems Renewal
- AV & Furniture
- Playgrounds & Athletics
- Flooring & Finishes
- Roofing & Paving
- Fire Safety & Lighting
- Major Repairs



Completed Work: Major Additions and Renovations

Since 2017:

1. E-STEM purchase
2. Adams EI
3. Como Park HS
4. Global Arts Plus Upper & Lower
5. Highland Park EI
6. Horace Mann EI
7. Humboldt HS
8. Johnson HS
9. RiverEast
10. St. Anthony Park EI
11. Education Operations Services (EOS/1930 Como)
12. Frost Lake EI
13. Jie Ming Mandarin Immersion
14. American Indian Magnet



SPPS Builds: American Indian Magnet School



Completed Work: Athletic Facilities

Investment: **\$14.6 Million**

13 projects at 7 sites
since 2018:

1. Como Park H.S.
2. Central H.S.
3. Harding H.S.
4. Highland Complex
5. Humboldt H.S.
6. Johnson H.S.
7. Washington Tech.



SPPS Builds: Major Summer 2025 Projects

- **Obama**
- **Highland Park Complex**
- **Bruce Vento** (new construction)
- **Hidden River** (mid-year)
- Wellstone HVAC & Plumbing
- Harding Electrical System Replacement
- Central Electrical System Replacement
- Four Seasons Electrical Panel Replacement
- Bruce Vento Solar
- Harding Furniture
- Mississippi Site
- Instructional AV, various sites

92

SPPS Builds: Obama Montessori and Middle School

- Major renovation and addition
- Opens fall 2025



SPPS Builds: Bruce Vento

- New construction
- Storm Shelter
- Early Childhood classrooms
- Opens Fall 2025
- Ongoing sitework and existing building demo completed by August 2026
- Grant for solar panels approved



SPPS Builds: Highland Park Middle

- Addition and renovation with link to high school; new MS entry and office (12/24)
- Expanded shared cafeteria/ kitchen
- Opens fall 2025



SPPS Builds: Hidden River

- Major renovation and addition
- Reoriented secure entry/office
- Updates throughout
- Opens January 2026



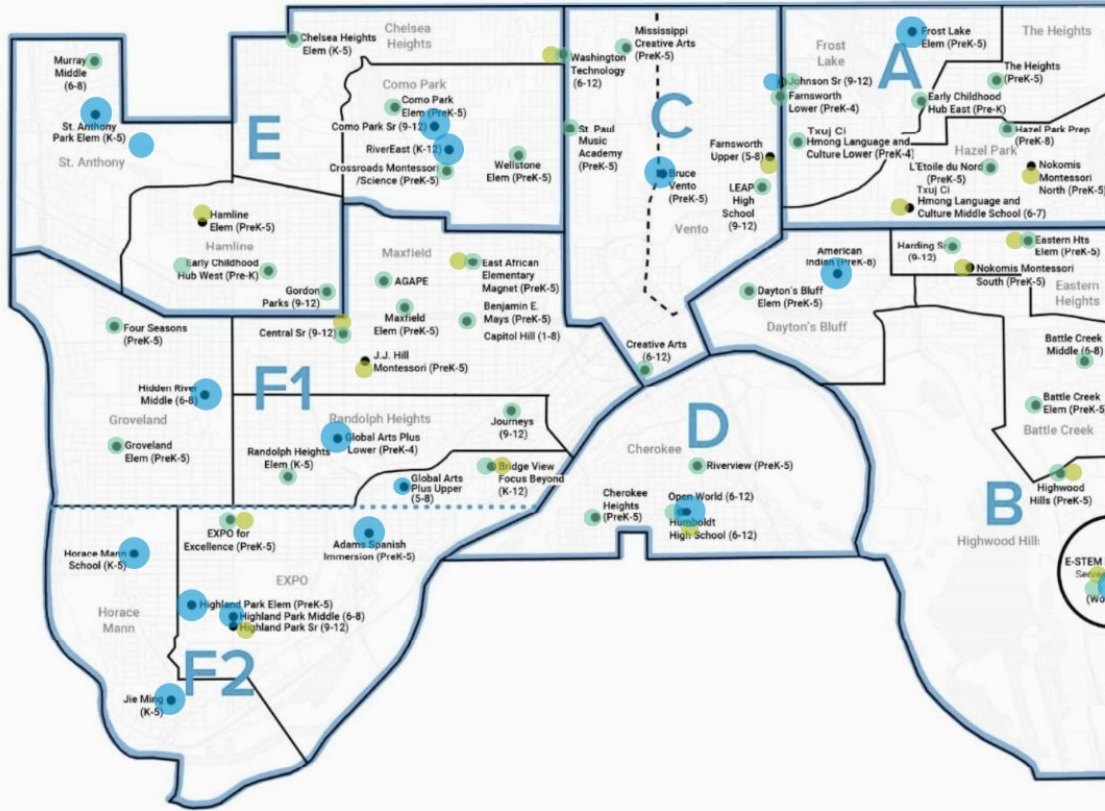
SPPS Builds: Other Ongoing Projects

- Hamline Entry & Systems
- Cherokee Heights Building Systems & Remodeling
- Farnsworth Upper HVAC
- The Heights HVAC
- Humboldt AHU replacement
- Maxfield Site



Annual SPPS Builds Program Summary

FMP: System-wide Impacts



- Major Remodeling/Addition
- Infrastructure Improvement
- Site/Athletic Improvement

\$979M⁹⁹

FY16 to FY25

FMP Process Improvements - External Review Recommendations

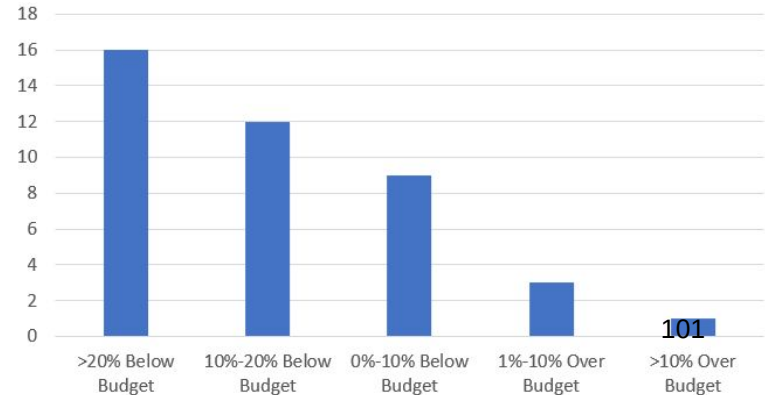
Oversight	Controls	Staffing	Financing
✓ BOE Gate Checks ✓ FMP Oversight Committee ✓ Program management support (Jacobs PMA, SELT) ✓ Communications (stakeholder updates)	✓ Project Management Control System (Procore; complete) ✓ Program budgeting (Hyperion; PeopleSoft, Master Schedule; complete) ✓ Cost-loaded master scheduling (Microsoft Project) ✓ Program and project dashboards (Tableau, Power BI)	✓ Capital Improvement position ✓ Capital Improvement Budget position ○ Incorporated into FY21 Department budget ○ Facilities-focused Controller position ○ Reviewed and researched other organizations	✓ Regular meetings between Facilities and Finance teams ✓ Developing project phases and schedules so Finance can create cash flow targets ✓ Sale of Certificates of Participation, Capital Bonds and LTFM Bonds (on-going)

Annual SPPS Builds Program Summary

Since 2019:

- More than \$622M worth of completed or current construction projects
- On average, completed projects are being delivered more than **14% below budget**
- Change order rate of 6.8% avg. tracking just below target of no more than 7%

Number of Projects Completed by Budget Range



Conclusion - Appropriate budgetary controls and management are in place, and 'savings' are automatically factored into the next projects in the 5-year Facilities Plan.

Annual SPPS Builds Program Summary

Based on look back, we plan to:

- Reduce project contingency on future projects
- Adjust budgets downward during construction where appropriate

Will continue to manage revenue:

- Controls team coordinates with District's Financial advisors PMA so that we seek revenue only for what we need.

102

QUESTIONS?



Committee of the Board Meeting

Policy 408.00 Staff Hiring

104

June 17, 2025

Pat Pratt-Cook, Executive Chief of Human Resources

Policy 408.00 Staff Hiring

Current Policy:

1. Last revised 2008.
2. Only allows the superintendent to be responsible for hiring and other administration of personnel matters.
3. Board not able to entertain applications for employment.

Policy Changes

1. Transitioned to new policy format.
2. The Board will now be delegating the authority for hiring activities to the superintendent and their designee.
3. Clarifies that the Board will not entertain applications for employment with the¹⁰⁵ exception of positions that directly report to the Board.

Questions?

Move to BOE for three-reading process for Policy 408.00 Staff Hiring?

106



Committee of the Board Meeting

Policy 413.00 Drug-Free Workplace

June 17, 2025

Pat Pratt-Cook, Executive Chief of Human Resources

Policy 413.00 Drug-Free Workplace

Current Policy:

1. Last reviewed in 2008

Policy Changes

1. Transitioned to new policy format.
2. **Policy Purpose:** The purpose of this policy is to health and well-being of employees, students, and visitors by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible¹⁰⁸ cannabinoid products, and controlled substances without a physician's prescription.

Policy 413.00 Drug-Free Workplace

Current Policy:

1. Last reviewed in 2008

Policy Changes

3. **Statement of Policy:** Language changes made to align with statutory language
4. **Definitions:** Definitions of alcohol, toxic substances, use and School or work location to align with statutory language.
5. **Exceptions:** Language added to to align with statutory language.
6. **Legal References:** Updated

109

Questions?

Move to BOE for three-reading process for Policy 413.00 Drug-Free Workplace?

110



Committee of the Board Meeting

Policy 414.00 Tobacco-Free Environment

111

June 17, 2025

Pat Pratt-Cook, Executive Chief of Human Resources

Policy 414.00 Tobacco-Free Environment

Current Policy:

1. Last updated in 2019.

Policy Changes:

1. **Transitioned to new policy format**
2. **General Statement of Policy:**
Highlights what is considered a policy violation. Addresses student vaping prevention instruction will take place grades 6 through 8.
3. **Definitions:** Definitions of tobacco, electronic devices, heated tobacco product, smoking, tobacco related devices have been updated to reflect current statutory updates. Vaping

Policy 414.00 Tobacco-Free Environment

Current Policy:

Policy Changes:

and “Heated tobacco product” have been added as new definitions.

5. **Prohibition and Exceptions:**

Updates have been made under the prohibition and exceptions sections to reflect the statute.

- 113
- ### 6. **Enforcement:** Under the enforcement section it clarifies that the policy applies to anyone on district grounds/property – owned, leased or contracted.

Policy 414.00 Tobacco-Free Environment

Current Policy:

Policy Changes:

6. **Enforcement:** Under the enforcement section it clarifies that the policy applies to anyone on district grounds/property – owned, leased or contracted.
7. **Legal References:** Have been updated.

114

Questions?

Move to BOE for three-reading process for Policy 414.00 Tobacco-Free Environment?

115

Adopted: 3/2/1987 Saint Paul Public Schools Policy 414.00
Revised: 8/1/1988; 6/17/2008; 11/13/12; 6/18/2019; 2025

**414.00 TOBACCO-FREE
ENVIRONMENT**

I. POLICY PURPOSE

Saint Paul Public Schools is committed to providing ~~an~~ a learning and working environment free from tobacco and tobacco-related products and devices. This policy also is intended to comply with the law and protect the health of our students, employees and others in School District facilities, on School District grounds, and at School District activities.

II. GENERAL STATEMENT OF POLICY

- A. It shall be considered a violation of this policy for any student, teacher, administrator, other school personnel of St. Paul Public Schools, or any other person to use tobacco, tobacco-related devices, or use or carry an electronic delivery device in a school. This prohibition extends to all individuals on school grounds. This prohibition extends to all facilities and vehicles, whether owned, rented, or leased, by the District. This prohibition includes all District property and all off-campus events sponsored by the District.
- B. It shall be considered a violation of this policy for any person to promote, or for Saint Paul Public Schools to promote or allow promotion of tobacco products, tobacco-related devices, or electronic delivery devices on the school property or at off-campus, school-sponsored events. This includes promotion of these products via gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers or any other materials.
- C. The District will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person found to have violated this policy. Enforcement of this policy includes all individuals on school/district grounds.
- D. The District will provide vaping prevention instruction at least once to students in grades 6 through 8.

III. DEFINITIONS

- 1.—A. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to: cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco, ~~prepared in such manner as to be suitable for chewing or smoking in a pipe or other tobacco-related devices.~~ The term “tobacco” excludes drugs, devices, or combination products as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration
2. B. “Electronic delivery device” means any product containing or delivering nicotine, lobelia, or any other substance, ~~whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance~~ through inhalation of aerosol or vapor from the product. The term will include, but is not limited to, any such devices, ~~whether they are~~ manufactured, ~~distributed,~~ marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device ~~excludes drugs, devices, or combination products as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration. does not include any product that has been approved or certified by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is marketed and sold for such an approved purpose.~~3. “Use” includes ~~smoking, chewing or otherwise ingesting tobacco or related chemicals.~~
3. C. “Heated tobacco product” means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.

4. ~~D~~ “Smoking” includes inhaling, ~~or~~ exhaling, burning, or carrying ~~smoke from~~ any lighted or heated cigar, cigarette, pipe or any other lighted or heated product containing, made or derived from nicotine, tobacco, marijuana or other plant product natural or synthetic that is intended for inhalation. Smoking also includes carrying or using an activated electronic delivery device. ~~a lighted cigar, cigarette, pipe or any other lighted tobacco or plant product intended for inhalation and the inhaling and exhaling of vapor from any electronic device.~~
5. E. “Tobacco-related devices” means ~~includes but is not limited to items like~~ cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of aerosol or vapors of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
6. F. “Vaping” means using an activated electronic delivery device or heated tobacco product.

IV. PROHIBITION

1. A. No person shall at any time smoke, chew, or otherwise ingest tobacco, or carry or use an activated electronic delivery device in ~~use tobacco, heated tobacco products, tobacco-related devices or electronic delivery devices in~~ any indoor area or on any grounds or property that is owned, leased or contracted for by the School District. This prohibition extends to all facilities, whether owned, rented or leased, and to all vehicles that the school district owns, leases, rents, contracts for or controls, ~~including vehicles used, in whole or in part, for school purposes during hours of school operation, if more than one person is present.~~ This prohibition extends to all events and activities sponsored by the Saint Paul Public Schools.
2. B. No person under age ~~18~~ 21 shall possess tobacco, heated tobacco products, tobacco-related devices, or electronic delivery devices in or on any grounds or property that is owned, leased or contracted for

by the School District. This prohibition extends to all facilities, whether owned or leased, and to all vehicles that the school district owns, leases, rents, contracts for, or controls. This prohibition extends to all events and activities sponsored by the Saint Paul Public Schools.

- 3. ~~C.~~ **C.** The School District will not solicit or accept any contributions or gifts of curriculum, materials, or equipment from companies that manufacture and are identified with tobacco, **heated tobacco products**, tobacco-related devices, or electronic delivery devices.
- 4. **D.** The School District will not promote or allow promotion of tobacco products, tobacco-related devices or electronic delivery devices on school property or at school-sponsored events.

V. EXCEPTIONS

- 1. **A.** It shall not be a violation of this policy ~~when for an American Indian~~ **for an adult to** lights tobacco on school district property as a part of a traditional American Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An American Indian is a person who is a member of an American Indian tribe as defined under Minnesota law.
- 2. **B.** ~~It shall not be a violation of this policy if~~ an individual possesses, in compliance with the School District's Medications/Medical Procedures policy, a product or device that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.
- 3. **C.** ~~It shall not be a violation of this policy if an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, heated tobacco products, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school District.~~

VI ENFORCEMENT

1. A. All individuals on any grounds or property that is owned, leased or contracted for by the District shall adhere to this policy.
2. B. Students who violate this tobacco-free policy shall be subject to School District disciplinary procedures, per Policy 506: Student Discipline.
2. C. School District personnel, including contractors, and school board members, who violate this tobacco-free policy shall be subject to applicable discipline procedures.
3. D. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law and school district policies.

LEGAL REFERENCES:

Minn. Stat. § 144.413 (Definitions)

Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)

Minn. Stat. § 144.411-144.417 (Minnesota Clean Indoor Air Act) Note: this general reference to the Minnesota Clean Indoor Air Act may not be necessary because specific statutes within the Act are cited individually.

Minn. Stat. § 609.685 (Sale of Tobacco to ~~Children~~ to Persons Under Age 21)

Minn. Stat. § 144.4165 (Tobacco Products Prohibited in Public Schools)

Minn. Stat. § 144.4167 (Permitted Smoking)

Minn. Stat. § 144.417 (Commissioner of Health, Enforcement, Penalties)

Minn. Stat. § (609.6855 Sale of Nicotine Delivery Products to ~~Children~~ Persons Under Age 21)

CROSS REFERENCES: Policy 413.00,
Policy 504.00,
Policy 506.00, Policy
516.00, Policy 706.00,
Policy 716.00,

Drug-Free Workplace
Drug- Free Schools
Student Discipline; Student Behavior
Handbook
Medications/Medical Procedures
Grants and Gifts
Advertising in the Schools
District Advertising And Name or Logo
Use

408.00 STAFF: HIRING

I. POLICY PURPOSE:

The Board designates the superintendent or their designee the authority to recruit, screen and select diverse, qualified staff to fill positions.

II. GENERAL STATEMENT OF POLICY:

1. The Board recognizes the employees of Saint Paul Public Schools ("District") constitute the most important resource for delivering a high-quality education to students. The Board also recognizes that every employee can make important contributions to student learning. The Board therefore strives to employ the most qualified diverse staff to fill vacant positions.
2. The District shall provide equal employment opportunity for all applicants and employees. The District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with respect to public assistance, disability, sexual or affectional orientation, age, familial status, gender identity and expression, veteran status or membership or activity in a local commission as defined by Minn. Stat. § 363A.03. The District also shall make reasonable accommodations for employees with disabilities
3. The Board delegates to the Superintendent and ~~his or her~~ their designees ~~the task of entertaining applications for employment or promotions, interviewing applicants,~~ the authority to recruit, screen, select and promote diverse, qualified staff to fill positions, and ~~and undertaking~~ the administration of all personnel matters.
4. The Board shall not entertain applications for employment or promotion, or undertake the administration of personnel matters, ~~with the exception of positions that report directly to the Board Office .~~
5. Therefore, the Superintendent shall be ~~the sole person~~ responsible for making final nominations to the Board for appointments for ~~all positions (that do not report directly to the Board)~~ in the School District. Such nominations shall be subject to Board approval.

- ~~6. The Board shall not entertain applications for employment or promotion, or undertake the administration of personnel matters.~~
6. The Board may choose to meet with finalists for positions in the ~~Superintendency~~ Unrepresented Plan prior to receiving the Superintendent's recommendation.

LEGAL REFERENCES:

CROSS REFERENCES:

401.00, Equal Employment Opportunity

102.00.01 Title IX Grievance Procedures

415.00 Discrimination, Harassment, Violence and Retaliation Policy

418.00 Gender Inclusion - Staff

Adopted: 10/16/1979
Revised: 6/17/2008, 2025

Saint Paul Public Schools Policy

413.00

413.00 DRUG-FREE WORKPLACE

I. POLICY PURPOSE

The purpose of this policy is to health and well-being of employees, students, and visitors by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise provided in Section IV., of this policy, use and/or possession of alcohol, controlled substances, toxic substances, non-intoxicating cannabinoids, edible cannabinoid products, or medical cannabis at or in any school or District work location is prohibited and is a violation of this policy. Paraphernalia associated with controlled substances is also prohibited.
- B. An individual may not use or possess cannabis flower, cannabis products, lower potency hemp edibles, or hemp-derived consumer products in a public school, as defined by state law, including all facilities, whether owned, rented, or leased, and all vehicles that the District owns, leases, rents, contracts for, or controls.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any person who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor that contains more than one-half of one percent of alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, prescription drugs, amphetamines, barbiturates, marijuana, anabolic steroids or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Toxic substances" includes: 1) glue, cement, aerosol paint containing toluene, benzene, xylene, amyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; 2) butane or a butane lighter; or 3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the Commissioner of the Minnesota Department of Health.
- D. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use or be under the influence of, or consume in any manner, including, but not

limited to, consumption by injection, inhalation, ingestion, or by any other means. alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

- E. "Possess" means to have on one's person, in one's effects or in an area subject to one's control.
- F. "School or work location" includes any school district building (whether leased or owned) or on any school district premises; in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time students are under the supervision of the school district or otherwise engaged in district business.
- G. "Person" means any school district personnel (whether an employee, independent contractor, or volunteer), school board member, or member of the public, but does not include a student.

IV. EXCEPTIONS

- A. An adult person who has a current prescription from a physician for medical treatment with a controlled substance is permitted to possess such controlled substance and associated necessary paraphernalia, except in the case of medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products. The person may be required to provide a copy of the prescription. At all times such person must keep the controlled substance on his or her person or in a locked cabinet or locked vehicle. The person must also comply with the relevant procedures established by District administration.
- B. It shall not be a violation of this policy for an employee, under the supervision of the school nurse, to possess at or in a school or work location, for a student's own use, a controlled substance and associated necessary paraphernalia for which the student has a current physician's prescription. At all times such employee must keep the controlled substance on his or her person or in a locked cabinet or locked vehicle. The employee shall comply with the District's student medication policy and relevant procedures established by District administration.
- C. Minors are not permitted to possess controlled substances in a school or work location except with the express permission of the superintendent. When such express permission is given, the minor shall comply with any other relevant procedures established by District administration.
- D. It shall not be a violation of this policy for a person of legal drinking age to possess an alcoholic beverage at or in a school or work location when the possession is within the exceptions of Minn. Stat. § 624.701, subd. 1a (experiments in laboratories; pursuant to a temporary license to sell 3.2 percent malt liquor or intoxicating liquor issued under Minnesota laws or possession of 3.2 percent malt liquor or intoxicating liquor after the purchase from such a temporary license holder). Possession of alcohol in a school or work location pursuant to the exceptions of Minn. Stat. § 624.701, subd. 1a, shall be by permission of the school board only. The applicant shall apply for

permission in writing and shall follow the school board procedures for placing an item on the agenda.

V. ENFORCEMENT

A. Employees/School District Personnel

1. Each employee shall abide by the terms of this policy and applicable procedures and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above no later than five (5) calendar days after such conviction.
2. Upon hire or assignment to work on any federal grant, the employee shall be provided with written notice of this Drug-Free Workplace policy and shall be required to acknowledge that he or she has received the policy.
3. An employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension, termination or discharge as deemed appropriate by the school board.
4. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to non-renewal, suspension, or termination as deemed appropriate by the school board.
5. Sanctions against employees, including non-renewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies.

B. Board of Education Members

Each Board of Education member shall abide by the terms of this policy and applicable procedures when serving in the member's capacity as a representative of the District.

C. Members of the Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

LEGAL REFERENCES:

Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 609.684 (Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Alcohol in Certain [School] Buildings or Grounds)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
Minn. Stat. § 152.22, subd. 6 (Definitions - Medical Cannabis)
Minn. Stat. § 152.23 (Limitations - Medical Cannabis)
Minn. Stat. § 342.09 (Personal Adult Use of Cannabis)

Minn. Stat. § 342.56 (Limitations)

20 U.S.C. §§ 7101-7140, 7161-7165 (Safe and Drug-Free Schools and Communities Act)

21 U.S.C. § 812 (Schedules of Controlled Substances)

41 U.S.C. §§ 701-707 (Drug-Free Workplace Act)

21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)

34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

CROSS REFERENCES:

413.01, Chemical Use and Abuse

504.00, Drug Free Schools

516.00, Students – Medications/Medical Procedures