

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

August 19, 2025
5:30 PM

A G E N D A

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF THE ORDER OF THE MAIN AGENDA**
4. **PUBLIC COMMENT**
5. **APPROVAL OF THE ORDER OF THE CONSENT AGENDA**
6. **APPROVAL OF THE MINUTES**
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#BoldSubject#

INDEPENDENT SCHOOL DISTRICT NO. 625
Saint Paul, Minnesota

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

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

July 15, 2025
5:30 p.m.

MINUTES

1. CALL TO ORDER

The meeting was called to order at 5:31 p.m. by Halla Henderson, Chair.

2. ROLL CALL

Board of Education: E. Valliant, H. Henderson, U. Ward, C. Allen, J. Vue, C. Franco
Superintendent Stanley

Y. Carrillo was absent.

J. Wikstrom Donaghue, Assistant General Counsel; S. Dahlke, Assistant
Clerk

3. APPROVAL OF THE ORDER OF THE MAIN AGENDA

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

The motion was approved by roll call vote:

Director Valliant	Yes
Director Henderson	Yes
Director Ward	Yes
Director Vue	Yes
Director Allen	Yes
Director Carrillo	Absent
Director Franco	Yes

4. PUBLIC COMMENT

- | | |
|------------------------------|-------------------------------------|
| 1. <u>Kenya Williams</u> | Nicotine Free Generation Resolution |
| 2. <u>Verntrel Covington</u> | Nicotine Free Generation Resolution |
| 3. <u>Peter Hendricks</u> | Audit for FY24 |
| 4. <u>Holly Bleed</u> | Central Gymnastics |
| 5. <u>Stephen Smith</u> | Central Gymnastics |

5. APPROVAL OF THE ORDER OF THE CONSENT AGENDA

MOTION: Director Henderson moved approval of the Order of the Consent Agenda with this item pulled for separate consideration:

- **2-c: Request for Permission to Submit a Grant to the Minneapolis Foundation 4-e: Request for Approval to Create a Cooperative Sponsorship between St. Paul Highland Senior High and St Paul Central High School for Girls Gymnastics**

The motion was seconded by Director Franco.

The motion was approved by roll call vote:

Director Valliant	Yes
Director Henderson	Yes
Director Ward	Yes
Director Vue	Yes
Director Allen	Yes
Director Carrillo	Absent
Director Franco	Yes

7. APPROVAL OF THE MINUTES

- A. Minutes of the Regular Meeting of the Board of Education of June 10, 2025
- B. Minutes of the Special Meeting of the Board of Education of June 10, 2025

MOTION: Director Henderson moved approval of the Minutes of the Regular Meeting of the Board of Education of June 10, 2025 and the Minutes of the Special Meeting of the Board of Education of June 10, 2025. The motion was seconded by Director Vue.

The motion was approved by roll call vote:

Director Valliant	Yes
Director Henderson	Yes
Director Ward	Yes
Director Vue	Yes
Director Allen	Yes
Director Carrillo	Absent
Director Franco	Yes

8. COMMITTEE REPORTS

- A. Minutes of the Committee of the Board Meeting of June 17, 2025

At the Committee of the Board Meeting on June 17, 2025, Superintendent Stanley began the meeting by welcoming everyone to the meeting and providing a high-level overview of the agenda.

The first presentation was the 2025 Residential Study Results. It was noted that the overall atmospherics are good regarding a referendum and there is momentum with support out there that the realization funding is inadequate. Board members also discussed the demographics of parents surveyed and reliance on email since the pandemic, the effects of the different names of this project in regards to community support, questions on the timing of the preliminary tax forecast, adequacy of the sample size, and a request for the

crosstabs of demographics and individual support. Superintendent Stanley noted she was pleasantly surprised at the level of possible support for an operating referendum, and also appreciates that the community is aware of the financial situation of the district. The Board noted we will need to continue to build a reputation in stewardship, transparency, and accountability. This will help our city to understand that we are co-partners in this process.

The next presentation was the Demographic Study, which included presentations on both enrollment trends and figures, as well as population maps within Saint Paul. Discussion from the Board included questions on the construction of housing sites beyond 2030, issues within middle school enrollment, details on residential births and live births, projected enrollment based on the kindergarten capture rate, enrollment rates over the past few years and the work of the Enrollment Committee, questions on ways the data was analyzed and the timing, and further clarification on the data for the population maps.

The next presentation was the SPPS Builds Annual Report and Facilities Master Plan 1.0 Update. The Board requested further details on the earnings after the fiscal year concludes, timeline of Hidden River, impacts to future projects with the contingencies, total value of assets, more details within the monthly construction reports to the Board, and the contingencies included, as well as the rationale for the agenda order and how the items relate and align, and the focus on secondary sites.

Within the Policy Update presentation, three policies were brought forth. The first, Policy 414.00: Tobacco-Free Environment, sparked discussion about situations where a student may unknowingly wear a logo or character associated with tobacco products, and related actions to work with students and families. The partnership with our American Indian Parent Advisory Committee on this policy was also discussed, as well the correlation with the Smudging policy.

The next policy was the review of Policy 408.00: Staff Hiring. The Board requested information on the Unrepresented group as noted in the policy.

The third policy was the review of Policy 413.00: Drug-Free Workplace. It was noted that this policy applies to anything containing THC or cannabinoids. The Board requested details on the hemp-derived materials as noted in the policy draft, and a recommendation to clarify the language around these items so as not to over include, while providing the most precise legal language.

Overall, the Board felt comfortable with moving these three policy updates forward to the three-reading process.

MOTION: Director Ward moved to accept the report on the June 17, 2025 Committee of the Board meeting and approve the recommended motions and minutes of that meeting as published. The motion was seconded by Director Vue.

The motion was approved by roll call vote:

Director Valliant	Yes
Director Henderson	Yes
Director Ward	Yes
Director Vue	Yes
Director Allen	Yes
Director Carrillo	Absent
Director Franco	Yes

9. FUTURE MEETING SCHEDULE

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

- January 7, 2025 (Annual Organizational Meeting at 4:00pm)
- January 21, 2025
- February 18, 2025
- March 18, 2025
- April 22, 2025
- May 20, 2025
- June 10, 2025 (Special re: Non-Renewals at 5:00pm)
- June 17, 2025
- July 15, 2025
- August 19, 2025
- September 23, 2025
- October 21, 2025
- November 18, 2025
- December 16, 2025

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

- January 7, 2025 (Annual Organizational Meeting at 4:00pm)
- February 4, 2025
- March 4, 2025
- April 8, 2025
- May 6, 2025
- June 10, 2025
- August 6, 2025 – Wednesday (Primary Election)
- September 9, 2025
- October 7, 2025
- November 5, 2025 – Wednesday (Election Day)
- December 2, 2025

10. SUPERINTENDENT'S ANNOUNCEMENTS

Superintendent Stanley addressed the federal funding freeze that has impacted every school district in the country this month. Of the nearly \$7 Billion dollars that are being withheld nationwide, in St. Paul, we are looking at least \$7.2 Million in Title funds that we budgeted for but have not received. These are real dollars that fund essential programs, including Adult Basic Education, services for English Learners, training for tenure track teachers, and direct student supports. At this time, we are not making any immediate programmatic or staffing changes. We have some funds we can use in the short term to cover this gap, but that is not a long term solution. We do not know if this freeze is permanent, how long it will last, or if we will get all or some of the money that is owed to us. I want to thank Attorney General Ellison and the 24 other states who are fighting to undo this unconstitutional, unlawful and harmful action. I have hope that what is right and lawful will prevail, while directing our team to plan in the event that it does not.

Director Vue requested information about the clarification of the different Title funds. Director Henderson noted that as we continue to monitor this situation and plan for the coverage, there will be continued conversations, and we all share the unease and tension around this reality.

11. AGENDA ITEMS THAT REQUIRE BOARD ACTION

1. Consent Agenda

MOTION: Director Henderson moved approval of all items within the consent agenda withholding this item for separate consideration:

- **2-c: Request for Permission to Submit a Grant to the Minneapolis Foundation**

Director Franco seconded the motion.

The motion was approved by roll call vote:

Director Valliant	Yes
Director Henderson	Yes
Director Ward	Yes
Director Vue	Yes
Director Allen	Yes
Director Carrillo	Absent
Director Franco	Yes

1. Gifts

BF 34367 Acceptance of all Donations under \$5,000 from April 25th-June 30th, 2025

That the Board of Education approve these donations under \$5,000 from April 25th-June 30th, 2025 which are to be used as public purpose and to assist in our fulfillment of public education for Saint Paul Public Schools students.

2. Grants

BF 34368 Request for Permission to Accept Funds from the Ramsey County Department of Public Health Statewide Health Improvement Partnership (SHIP) Grant Program

That the Board of Education authorize the Superintendent (designee) to accept funds from the Ramsey County Department of Public Health Statewide Health Improvement Partnership (SHIP) grant program and to implement the project as specified in the award documents.

BF 34369 Request for Permission to Accept Funds from the Saint Cloud State University Confucius Institute Program

That the Board of Education authorize the Superintendent (designee) to accept funds from the Saint Cloud State Confucius Institute mini-grant program and to implement the project as specified in the award documents.

3. Contracts

BF 34370 COBRA and Retiree Direct Billing Services through Inspira Financial

That the Board of Education approve a contract for COBRA and Retiree Direct Billing Services coverage with Inspira Financial, effective August 1, 2025, at the proposed rates

BF 34371 ITB #A233680-RP: Prime Vendor Groceries

That the Board of Education authorize the establishment of ITB #A233680-RP to Cintas for the furnishing and delivery of grocery services for the period of July 1, 2025 through June 30, 2027, for an estimated value of \$8,000,000 in year one and another \$8,000,000 in year two.

BF 34372 Maximum Hourly Rate Increases for Pre-Qualified Professional Engineers, Technology Consultants and Landscape Architects for Small Projects

That the Board of Education authorize the administration to adjust the terms of professional consulting services in accordance with the Request for Qualifications No. A21-1417-A to incorporate new maximum hourly billing rates per the above table.

BF 34373 Contract Amendment #4 for ATSR for the Highland Park Middle School Entry Addition and Renovation (Project # 3081-23-01)

That the Board of Education authorize award of Amendment #4 for ATSR in the amount of \$57,208 for the Highland Park Middle School Entry Addition and Renovation project (Project #3081-23-01).

BF 34374 Contract Amendment #1 for H+U Construction for the Barack and Michelle Obama School Addition and Renovation (Project # 3210-23-01)

That the Board of Education authorize award of Amendment #1 for H+U Construction in the amount of \$50,000 for the Barack and Michelle Obama School Addition and Renovation project (Project #3210-23-01).

BF 34375 Contract Amendment #6 for Cuningham Group Architects for the Jie Ming Mandarin Immersion Academy Addition & Renovation (Project # 3090-21- 01)

That the Board of Education authorize award of Amendment #6 for Cuningham Group Architects in the amount of \$1,480 for the Jie Ming Mandarin Immersion Academy Addition & Renovation (Project # 3090-21-01).

BF 34376 Contract Amendment #2 for Adkins Association for the FY25 Instructional A/V Program at Battle Creek Middle School, Highland Park High School, and Txuj Ci Upper Campus (Project # 0680-25-01)

That the Board of Education authorize award of Amendment #2 for Adkins Association in the amount of \$9,650 for the FY25 Instructional A/V Program at Battle Creek Middle School, Highland Park High School, and Txuj Ci Upper Campus (Project # 0680-25-01).

4. Agreements

BF 34377 Approval of an Employment Agreement With Cement Mason, Plasterers and Shophands Local 633 to Establish Terms and Conditions of Employment for 2025-28

That the Board of Education of Independent School District No. 625 approve and adopt the Agreement concerning the terms and conditions of employment of those employees in this school district for whom Minnesota Cement Masons, Plasterers and Shophands Local 633, is the exclusive representative; duration of said Agreement is for the period of May 1, 2025 through April 30, 2028.

BF 34378 Approval of an Employment Agreement with International Union of Painters and Allied Trades District Council 82/Local 1324 representing Glaziers, to Establish Terms and Conditions of Employment for 2025-2028

That the Board of Education of Independent School District No. 625 approve and adopt the Employment Agreement concerning the terms and conditions of employment of those employees in this school district for whom the International Union of Painters and Allied Trades District Council 82 Local 1324 representing Glaziers, is the exclusive representative; duration of said agreement is for the period of June 1, 2025 through May 31, 2028.

BF 34379 Rescission of Shared Use Agreement for Parking Facilities Between Independent School District 625 and Twin City Friends Meetinghouse

That the Board of Education rescind the shared use agreement for parking facilities between the District and Twin City Friends Meetinghouse.

BF 34380 Land Lease Agreement with The Port Authority of the City of Saint Paul

That the Board of Education authorize the execution of the Land Lease Agreement between the District and The Port Authority of the City of Saint Paul, located at 0 Empire Drive.

5. Administrative Items

BF 34381 Monthly Operating Authority

That the Board of Education approve and ratify the following checks and electronic transfers for the period May 1, 2025- May 31, 2025

(a) General Account	#785654-786697	\$94,499,454.54
	#0011400-0011437	
	#7005525-7005549	
	#0012734-0012968	
(b) Construction Payments	- 0 -	\$12,465,924.61
(c) Debt Service	- 0 -	<u>\$2,500.00</u>
		\$106,967,879.15

Included in the above disbursements are three payrolls in the amount of \$71,861,635.73 and overtime of \$392,405.72 or 0.55% of payroll.

(d) Collateral Changes

Released: None

Additions: None

That the Board of Education further authorize payment of properly certified cash disbursements including payrolls, overtime schedules, compensation claims, and claims under the Worker's Compensation Law falling within the period ending November 31, 2025

Human Resources Transactions

BF 34382 Transactions for June 1 – June 30, 2025

BF 34383 Saint Paul Public Schools 2024-25 Wellness Policy Annual Report

That the Board of Education authorize the Superintendent (designee) to accept this report and continue to support wellness promotion to Saint Paul Public Schools students, staff, and families through physical activity, healthy eating, and mental well-being.

BF 34384 Approval of the Employment Agreement for the Senior Executive Academic Officer

That the Board of Education approve the employment agreement with the Senior Executive Academic Officer effective July 15, 2025.

BF 34385 Phase Gate Approval of the 740 York RTU Replacement and Re-Roof (Project # 1140-25-01): Gate #3 – Project Budget

That the Board of Education approve the 740 York RTU Replacement and Re-Roof (Project # 1140-25-01) at Phase Gate Check #3 – Project Budget; setting the final project budget at \$5,048,000 and indicating direction to proceed with construction bidding.

BF 34386 Project Budget Modification Request and Finance Plan Update for the Barack and Michelle Obama School Addition and Renovation (Project # 3210-23-01)

That the Board of Education approve the budget modification to Barack and Michelle Obama School Addition and Renovation project (Project #3210-23-01).

BF 34387 Project Budget Modification Request and Finance Plan Update for the Highland Park Middle School Entry Addition and Renovation Project (Project #3081-23-01)

That the Board of Education approve the budget modification to the Highland Park Middle School Entry Addition and Renovation Project (Project #3081-23-01).

6. Bids

BF 34388 Phase Gate Approval of the FY26 Fire Safety Program at Highland Park Senior High School, Wilson, and 1780 West 7th (Project # 0652-26-01): Gate #4 - Contract Award

That the Board of Education approve the award of the fire alarm system replacement at Wilson (former LEAP) for the FY26 Fire Safety Program at Highland Park Senior High School, Wilson, and 1780 West 7th (Project # 0652-26-01) to Egan for a lump sum base bid of \$559,980.

BF 34389 Phase Gate Approval of the FY26 Fire Safety Program at Highland Park Senior High School, Wilson, and 1780 West 7th (Project # 0652-26-01): Gate #4 - Contract Award

That the Board of Education approve the award of the fire alarm system replacement at Highland Park Senior High School for the FY26 Fire Safety Program at Highland Park Senior High School, Wilson, and 1780 West 7th (Project # 0652-26-01) to Egan for a lump sum base bid of \$740,810.

7. Change Orders

ITEMS PULLED FOR SEPARATE CONSIDERATION

BF 34390 Request for Permission to Submit a Grant to the Minneapolis Foundation

Director Franco noted he pulled this item because it lists his employer, the City of Saint Paul Right Track program as a partner in this grant submission, and he pulled it due to a conflict of interest.

MOTION: Director Henderson moved that the Board of Education authorize the Superintendent (designee) to submit a grant to the Minneapolis Foundation; to accept funds; and to implement the project as specified in the award documents. Director Ward seconded the motion.

The motion was approved by roll call vote:

Director Valliant	Yes
Director Henderson	Yes
Director Ward	Yes
Director Vue	Yes
Director Allen	Yes
Director Carrillo	Absent
Director Franco	Abstain

FURTHER AGENDA ITEMS THAT REQUIRE BOARD ACTION

A. Resolution Relating to Determining the Necessity of Approving a New Referendum Revenue Authorization and Calling a Special Election Thereon

Superintendent Stanley presented this information and resolution. Included in the presentation was information on our commitment, our community, and our challenge. Details were also provided on the basic formula allowance trends and operating referendum comparison. Information was also shared about if voters approve the levy, and if voters do not approve the levy and the actions related to each. The Board requested action is:

The Administration recommends the SPPS Board of Education approves placing a voter-approved referendum on the Nov. 4, 2025, ballot to:

- Increase our operating levy by \$1,073 per student, per year
- If approved by voters, this would generate approximately \$37.2 million per year in additional revenue
- This levy would extend for 10 years with annual inflation increases
- The estimated tax impact on the average homeowner (\$289,200 value home) would be approximately \$26 per month or \$309 per year

Included within the resolution was the ballot language:

School District Question

Approval of New School District Referendum Revenue Authorization

The board of Independent School District No. 625 (Saint Paul), Minnesota has proposed to increase the School District's general education revenue by \$1,073 per pupil, subject to an annual increase at the rate of inflation. The proposed new referendum revenue authorization would be first levied in 2025 for taxes payable in 2026 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

YES

NO

Shall the new referendum revenue authorization proposed by the board of Independent School District No. 625 (Saint Paul), Minnesota be approved?

BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE

The full presentation and resolution can be found in the BoardBook.

QUESTIONS/DISCUSSION:

- Director Franco noted the discussions on this topic and the unique situation to think about the quality of education that our students receive and the tax burden on the community. We are seeing bright spots in SPPS, and a lot of great folks, including Dr. Stanley, and there is a real momentum to continue. We cannot continue to cut our way to better outcomes for students, and he believed that the additional \$37M per year can help us to get there, and in support of the great work of SPPS and he looks forward to the work we can do together.
- Director Vue requested information at the arrival of asking for this specific amount. Response: We looked at the comparison cohort of other districts and their averages. We also looked at the anticipatory shortfall for FY27, which is how we arrived at the \$37.2, which is also the difference in FY26-27.
- Director Henderson requested information about the naming of the referendum with operating levy versus capital projects levy. Response: Both questions were tested in the community survey, and we saw the community supported an operating levy substantially over a capital projects levy – it was about 60% of those surveyed supported a projects levy, and 67% supported an operating levy.
- Director Henderson also noted that the tone and tenor around this topic has changes, and acknowledged that taxpayers in Saint Paul are often burdened with lifting the monetary resources for the City and County, who also have an obligation to our students to provide the best education possible. She is cautiously optimistic that we will be able to continue with our mission and work to partner with our allies at the Capitol. This is still a burden and doesn't solve every dilemma, and it doesn't solve the tension and fear we are feeling and moving to the reality with the federal dollars, and we need to pass this objective and continue to think about ways to better utilize dollars we have, and advocate and push for support from our state partners as well.
- Director Valliant requested details about the official newspaper. Response: The official newspaper of the district is the Legal Ledger, and that is approved as the official newspaper annually at the Annual Meeting in January.
- A board member also requested where community members can learn more. Response: If the Board approves this item, a website will be live at www.spps.org/vote with information on the referendum, voting information, a tax-impact calculator, early-voting information, etc.

- Director Franco also requested information on the ballot language, and to be included in the reading of the resolution motion.

BF 34391 Resolution Relating to Determining the Necessity of Approving a New Referendum Revenue Authorization and Calling a Special Election Thereon

MOTION: Director Henderson moved to approve the Resolution Relating to Determining the Necessity of Approving a New Referendum Revenue Authorization and Calling a Special Election Thereon, which includes the following:

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 625 (Saint Paul), Minnesota (the School District) as follows:

It is hereby found, determined and declared as follows:

1. The Board has investigated the facts and does hereby find, determine and declare that it is necessary and expedient to increase the School District's general education revenue by \$1,073 per pupil, subject to an annual increase at the rate of inflation. The proposed new referendum revenue authorization would be first levied in 2025 for taxes payable in 2026 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law.
2. The question on the approval of the new referendum revenue authorization of the School District shall be submitted to the qualified electors of the School District at a special election, which is hereby called and directed to be held on Tuesday, November 4, 2025, between the hours of 7:00 a.m. and 8:00 p.m.

Director Franco seconded the motion.

The motion was approved by roll call vote:

Director Valliant	Yes
Director Henderson	Yes
Director Ward	Yes
Director Vue	Yes
Director Allen	Yes
Director Carrillo	Absent
Director Franco	Yes

- B. Resolution to approve the District's FY27 Long-Term Facilities Maintenance Plan Documentation for Submission to the Minnesota Department of Education and Stating the Official Intent to Proceed with and Authorizing the Issuance of not to exceed \$29,500,000 General Obligation Facilities Maintenance Bonds, and not to exceed \$15,000,000 General Obligation School Building Bonds for the Purposes of the Betterment of Facilities within SPPSY27 Long-Term Facilities Maintenance and Related Financing Plan
 - a. FY27 Long-Term Facilities Maintenance (LTFM) Revenue Program Submittal To Minnesota Department Of Education (MDE) And Resolution Stating Official Intent To Proceed With And Authorizing The Issuance Of Not To Exceed \$25,900,000 General Obligation Facilities Maintenance Bonds, And Not To Exceed \$15,000,000 General Obligation School Building Bonds
 - b. FY27 Long Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection
 - c. Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM)
 - d. Fiscal Year (FY) 2027 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

- e. FY 2026 & FY 2027 Financing Plan
- f. Resolution Stating Official Intent To Proceed With And Authorizing The Issuance Of Not To Exceed \$25,900,000 General Obligation Facilities Maintenance Bonds, And Not To Exceed \$15,000,000 General Obligation School Building Bonds; Declaring Official Intent To Comply With Reimbursement Bond Regulations Under The Internal Revenue Code Of 1986; And Authorizing The Superintendent, Executive Chief Of Financial Services Or Executive Chief Of Administration And Operations To Award The Sale Thereof And To Take Such Action And Execute All Documents Necessary To Accomplish Said Award And Sale

Chief Sager reviewed this item, and noted, that:

- The Resolution authorizes the required financing to support the 5 year SPPS Builds Facilities plan through FY 2027. As part of this plan, the District intends to issue \$25.9 million in General Obligation Facilities Maintenance Bonds, and \$15 million in General Obligation school building bonds
- Minnesota Statute 123B.595 requires the District to submit annually a ten-year LTFM facility plan outlining anticipated revenues and expenditures along with an indication of whether the District will issue bonds to finance the plan or levy for the costs. Documents required to be submitted to MDE include:
 - A summary of total planned expenditures by category for each of the next 10 years;
 - 10 year LTFM expenditure and revenue projection spreadsheets;
 - A statement of assurances that the District has reviewed the allowable uses of LTFM revenue to be executed by the Superintendent;
 - A Board resolution adopting the LTFM ten-year expenditure plan, and intent to issue bonds for purposes of financing facility projects.
- This current bonding issuance is one part of a broader financing structure to sustain the SPPS Builds Master Plan. The financing structure to support these construction and maintenance plans will be presented tonight by the District's Municipal Advisors from PMA Securities.

Michael Hart, V and Managing Director from PMA Securities, also provided information on the FY26 and FY27 Financing Plan.

The full presentation, as well as financial statements and resolution can be found in the BoardBook.

QUESTIONS/DISCUSSION:

- Director Franco requested information about the factors of real estate in this item, and the burden on individual homeowners. Response: This trend is not unique to Saint Paul, but the property tax system makes value judgments based on the school district levy, and commercial and apartment properties are declining in value, and it is the job of the assessor to do the best they can in estimating a value for the property based on what it would sell for in the open market. The median value of a home is \$289,000, and those values continue to increase. It's complicated system of the ways in which the dollars are split amongst the different property types. Director Franco appreciated the explanation and noted that factors exist that we may be less control of, and still impact the nut burden on individual homeowners, and we try to mitigate that as much as possible.
- Director Franco requested if the 5.5% was the same as previous years and the bonds interest rate details. Response: The resolution before the Board identifies the Superintendent, Executive Chief of Finance, or the Executive Chief of Operations and Administration to empower them to execute the bond sales and documents to not exceed 5.5%. The 5.5% is the ceiling, not the starting point.

The Board also requested details on how the figures may change based on 4.5%, with this resolution as a parameters resolution with the cap or ceiling.

BF 34392 Resolution to approve the District's FY27 Long-Term Facilities Maintenance Plan Documentation for Submission to the Minnesota Department of Education and Stating the Official Intent to Proceed with and Authorizing the Issuance of not to exceed \$29,500,000 General Obligation Facilities Maintenance Bonds, and not to exceed \$15,000,000 General Obligation School Building Bonds for the Purposes of the Betterment of Facilities within SPPSY27 Long-Term Facilities Maintenance and Related Financing Plan

MOTION: Director Henderson moved to approve the Resolution authorizing the FY27 Long-Term Facilities Maintenance Plan documentation for submission to the Minnesota Department of Education and the intent to issue General Obligation bonds as described, with the: Resolution Stating Official Intent To Proceed With And Authorizing The Issuance Of Not To Exceed \$25,900,000 General Obligation Facilities Maintenance Bonds, And Not To Exceed \$15,000,000 General Obligation School Building Bonds; Declaring Official Intent To Comply With Reimbursement Bond Regulations Under The Internal Revenue Code Of 1986; And Authorizing The Superintendent, Executive Chief Of Financial Services Or Executive Chief Of Administration And Operations To Award The Sale Thereof And To Take Such Action And Execute All Documents Necessary To Accomplish Said Award And Sale. Director Ward seconded the motion.

The motion was approved by roll call vote:

Director Valliant	Yes
Director Henderson	Yes
Director Ward	Yes
Director Vue	Yes
Director Allen	Yes
Director Carrillo	Absent
Director Franco	Yes

C. Facilities Five Year Plan and Facilities Master Plan 2.0

Chief Turner, Kathy Wallace, Interim Director of Facilities, and Jonathan Pettigrew, Manager of Facility Planning, presented this report.

The agenda included a SPPS Builds: Five Year Facilities Plan FY26-30 and the Facilities Master Plan renewal for 2026-2035 (FMP 2.0).

Included in the presentation was a timeline to show the facilities and strategic plan alignment.

Within the SPPS Builds: Facilities 5 Year Implementation Plan portion of the presentation, the purpose of SPPS Builds was reviewed, including project types, a highlight of American Indian Magnet School, athletic improvements, highlights of Obama Montessori and Middle School, Bruce Vento, Highland Park Middle, Hidden River Middle, and other ongoing projects. There was also a review of the SPPS Builds BOE gate checks. Within the five-year plan for FY26-30, there are 164 projects in the FY26-30 plan, and includes major renovation projects, major infrastructure projects, targeted capital improvements, and asset/infrastructure preservation programs. Recommendations and timeline were reviewed for each of these categories. Green energy and sustainability were also discussed, as well as recommendations for major sustainability projects.

The Board action to approve the five year plan was voted on, with the adoption of the proposed 2026-30 Five Year Plan resolution (plan renewed annually), with Gate Check 1 establishes projects, with the Board affirming they meet prioritization criteria and strategically align with District's needs (Scope not finalized, so no budgetary guidelines are established).

Within the Facilities Master Plan Renewal: FMP 2.0 – Update portion of the presentation, the FMP 2.0 planning purpose statement was noted, as well as the guiding framework, workgroups, and focus groups. The initial highlights of workgroup findings were also presented/ The FMP 2.0 planning process timeline was also discussed.

The full presentation and SPPS Builds FY26-30 plan document can be found in the BoardBook.

QUESTIONS/DISCUSSION:

- Director Ward thanked the team for their work on buildings, which look beautiful, and it's exciting to see the updates happening. He also requested further information on solar panels on current buildings in SPPS. Response: Currently, Battle Creek Elementary has solar panels, and that building is due for a new roof next year, and we will be looking to re-install the array.
- The Board requested further information about solar on school buildings. There are a few factors – including existing building structure, capacity, and other criteria. An initial feasibility study in 2019 showed about 25 sites that could hold solar arrays, which included information about buildings that were re-roofed recently and structural factors. We are due for an update and more holistic look at it – in some of the at-risk federal incentives, there were provisions that allowed for the cost of engineering and structural reinforcement to allow support of solar systems to receive incentive funding. There are up to 25 buildings that could potentially have solar, but could include more. As much as possible, we do look at the feasibility in the re-roofing process and provisions for good candidates.
- What determines a good candidate for geothermal? Response: It is the availability of a reasonable site, and technical studies, including the Darcy system for groundwater and a closed loop through the aquifer to exchange heat with less square footage. We do intend to evaluate the Farnsworth project as a potential candidate for a geothermal exchange system.
- To the federal funding and the uncertainty, what are the contingencies? Is it a complete pause? Response: Initially, it means there will be a slower roll-out if we need to maintain the portion of state funding for solar, and may need to contribute more if the federal incentives aren't there, so the roll-out will be slower, and the payback will be longer.
- Director Allen requested information about the delays at Hidden River. Response: It was related to the way concrete was poured in in the upper floors in 192, and there were different tools and practices then, including "honeycombing" where the concrete is not well-vibrated into the forms and air pockets are removed as part of the reconstruction and figuration of the school. There was unexpected weakness in the design structure and additional time to install the fixes.
- She also noted questions about the work for inclusive bathrooms and bathroom fixtures for Muslim students, and the importance of these for students.
- Director Franco requested information about the roofing and solar on sites such as Como and Humboldt, and the long-term strategy of deciding not to do roofs them and to continue the disruptions for multiple projects over multiple years. For Como, the roof was not included as part of the major renovation. The decision for this was largely due to trying to spread the limited funds around the district as equitably as possible, and the roofs did have another 8-10 years, which is a significant value. It's the importance of the Facilities team and PMA to meet often and discuss –

there are resources through LTFM and Certificates of Participation and capital bonds, which all have very different rules and guidelines on how to use those funds, and it is a delicate balance and strategic. Director Franco appreciated this response and noted this is another way we are good financial stewards of the district and public dollars.

- Director Franco noted that as a board member, he hears from community members and folks in buildings that when timelines are adjusted, especially with 164 projects over 5 years, that it's difficult for them to manage the communication. Response: This plan does incorporate flexibility, and there is documentation at the end of the site pages with a tabulation of changes from the previous five-year plan, and a basic explanation for the shift.
- With the sunset of FMP 1.0 – to what extent did we accomplish what we set out to do, how did we meet expectations, and what did we learn to take into FMP 2.0? Response: We did accomplish FMP 1.0, and we learned of the incredible work and collaboration with Finance and Facilities to align with the budget, and will take these learnings into the upcoming FMP process. The decrease in contingencies will overall help the tax burden, and we anticipate \$8M to be gained in this learning. Secondly, the importance of being transparent and regular work updates to the Board overall in the oversight, including regular monthly updates on each project, tracking, and the project money and project itself is on track, as well as posting this information on the website for the visibility to the work and projects and where resources are being spent. Third, we learned from the FMP gate point checks, and the Board and Superintendent to provide oversight and more visibility and accountability to the Facilities team, with the Board approving each step of the plan before moving onto the next phase. We also learned to be realistic with projects, and to pace ourselves.
- Director Vue also requested details on the dashed squares in the presentation and the preliminary design phases.
- Director Vue requested information on the Txuj Ci project. Response: The schedule that was shared with the school families and community showed the number of activities before the design phase, and the completion of the master plan for framework to fit within and the FMP 2.0 to guide that project. It was also noted fiscal years in the plan.
- Director Vue also asked how the FMP 2.0 will align with the shaping of the Superintendent's strategic plan. It will be a triple track agenda, and the FMP 2.0 will move forward without a current strategic plan, and will begin shortly after the referendum, work around the strategic plan, which will be running at the same time and a new vision for moving forward with engagement from the community.

BF 34393

SPPS Builds: FY26-30

MOTION: Director Henderson moved to approve the adoption of the proposed 2026-2030 Five Year Plan resolution. Director Vue seconded the motion.

The motion was approved by roll call vote:

Director Valliant	Yes
Director Henderson	Yes
Director Ward	Yes
Director Vue	Yes
Director Allen	Yes
Director Carrillo	Absent
Director Franco	Yes

10. INFORMATIONAL AGENDA ITEMS

A. Executive Audit Summary Presentation for Saint Paul Public Schools

Staff from CLA then presented this update. Included in the presentation were details on required communications, audit results, financial results, and key issues/summary.

The audit results for the year ended 6/30/2024 are:

- Unmodified (Clean) Opinion
- Single Audit Items
 - Child Nutrition Program
 - Differences in meal reports and claims for CLICS noted. Net of 18 meals not claimed that could have been based on reports.
 - Education Stabilization Fund
 - None
 - Special Education
 - Procurement issues with 2 of the 3 contracts tested where items were not properly documented

(Overall, 2 items thus far compared to 7 in the Prior Year)

- Minnesota Legal Compliance
 - 3 of 22 items tested were not paid within 35 days.
 - Annual delegation of authority and related policy for electronic fund transfers.
 - 2 items compared to 5 in for the 2023 audit for legal compliance.
- Internal Control Over Financial Reporting
 - Material Weakness
 - SPPS has not been performing timely monthly cash reconciliations to the general ledger causing delay of the audit for FY24 and material adjustments to cash after the audit commenced.

CLA didn't note any instances of the District not complying with laws and regulations in accordance with yellow book auditing standards.

The full presentation can be found in the BoardBook.

QUESTIONS/DISCUSSION:

- This is an update to the progress of the ongoing FY24 audit? Response: Yes.
- When is the anticipated completion date? Response: We have been in contact with the auditors, and they are drafting the financial statements, so we anticipate in August.
- To the superintendent, what are your expectations to be back on track, and the vision for moving forward? Response: We will be meeting with the auditors and look forward to being back on track. There was a change in staffing and COVID, which are reasons, not excuses. We will be submitting the FY25 audit on time.
- Director Franco requested further details on the timeline of the audit. Response: The auditors have everything they need from the district and there will be a review in the audit areas and processes which we expect to be completed around the middle of August. There is also a plan in place for the FY25 audit with dates to the Finance team.
- Director Franco requested information on the process and discussion of the final results of the audit. Response: It will be a similar presentation to last year with an update on the highlights and changes, as well as trends. Typically, with audits of the school district, it is brought to the Board,

and a board action item to review and a formal approval process with an acknowledgment that it was received and accepted with the information provided.

- Director Franco noted the cash reconciliation reports as discussed in the presentation. What is the action plan for correcting areas such as this? Response: We work closely with the auditors who provide input and observation to make processes better. Our team has met and discussed a plan with three parts – staffing, prioritization on a monthly basis, and leveraging internal school finance systems more efficiently.
- Director Franco noted that in the final report, he would like to request information in addition to the insight to the timeline and process for when submissions occurred, awareness of the tracking and monitoring, and addition of the action for correcting the material deficiencies.
- Director Henderson requested information on how we are adjusting the process so that we don't have the timeline lag occur again. Response: In July we will begin the FY25 audit shortly and anticipate having stable staffing. There were a couple of areas that did have challenges, and we are looking to reconcile them so that we are back on track.

B. Policy Update

a. FIRST READING: Policy 408.00 – Staff Hiring

Pat Pratt-Cook, Executive Chief of Human Resources, presented this proposed update. The proposed changes include a transition to a new policy format, the general statement of policy, definitions, prohibition and exceptions, enforcement, and legal references.

The full presentation, and draft of the proposed updates, can be found in the BoardBook

QUESTIONS/DISCUSSION: None

b. FIRST READING: Policy 413.00 – Drug-Free Workplace

Pat Pratt-Cook, Executive Chief of Human Resources, presented this proposed update. The policy changes were reviewed, including the transition to the new policy format, the policy purpose statement of “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” to align with statutory language, definitions, exceptions, and legal references.

The full presentation, and draft of the proposed updates, can be found in the BoardBook.

QUESTIONS/DISCUSSION:

- Director Allen noted questions about the controlled substances without a prescription and medical cannabis. She noted concerns about certain drugs that are opioid-based prescriptions, and can also be dangerous under the influence of them, and why one controlled substance is okay, but another is not. General Counsel also noted the conflict of the state law versus federal law regarding medical cannabis. The group will come back together to discuss to ensure staff are not penalized for accessing healthcare, while still ensuring we are maintaining licensing standards with employees.

c. FIRST READING: Policy 414.00 - Tobacco-Free Environment

Pat Pratt-Cook, Executive Chief of Human Resources, presented this proposed update. The proposed changes include a transition to a new policy format, the general statement of policy, definitions, prohibition and exceptions, enforcement, and legal references.

The full presentation, and draft of the proposed updates, can be found in the BoardBook

QUESTIONS/DISCUSSION:

- Director Allen requested information on the use of vape-detection and facial recognition technology in SPPS. Response: We are aware of this technology, and there is no plan for SPPS to use this at this time.
- Director Allen also thanked the team for education around vaping, which is a major issue to address and she hopes there's a way to share information and education with parents to ensure they are not allowing children to vape in school.

13. BOARD OF EDUCATION

A. Information Requests/Responses and Items for Future Agendas

- Director Franco requested information on the role of Parent Advisory Councils (PACs), and how their role has shifted or changed.
- Director Allen requested information on professional development over the summer and feedback.

B. Board of Education Reports/Communications

- Director Franco provided an update on the work of the SEAB Work Group, including the past history of work with YLI and the current work of looking into the next school year, and moving forward with a facilitator/coordinator position, and more intentionality with student leadership and advising in this process. Director Henderson echoed these thoughts, and is excited that the Board sees student leadership as a necessity.

14. ADJOURNMENT

Director Henderson moved to adjourn the meeting; Director Franco seconded the motion.

The motion was approved by roll call vote:

Director Franco	Yes
Director Valliant	Yes
Director Henderson	Yes
Director Ward	Yes
Director Vue	Yes
Director Allen	Yes
Director Carrillo	Yes

The meeting adjourned at 8:54 p.m.

14. WORK SESSION

The work session was called to order at 9:02 p.m. by Halla Henderson, Chair.

Those in attendance were Director Henderson, Director Ward, Director Allen, Director Franco, Director Vue, Superintendent Stanley, J. Wickstrom Donoghue, T. Sager, E. Wacker, P. Pratt-Cook, S. Gray Akyea, J. Turner, A. Collins, M. Wall, and S. Dahlke.

The Board and Administration then reviewed District Relations Goals for Board Initiated Goals Governance (B.I.G.G.)

Director Henderson motioned to adjourn the meeting. It was seconded by Director Franco, and passed by acclaim.

The work session adjourned at 10:21 p.m.

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

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

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

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

**May 20, 2025
5:30 p.m.**

MINUTES

I. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Chair Henderson.

II. ROLL CALL

Board of Education: H. Henderson, U. Ward, C. Franco, Y. Carrillo, J. Vue, E. Valliant, C. Allen

Administration: Superintendent Stanley, J. Wikstrom Donaghue, K. Thao, T. Sager, D. Wells, P. Pratt-Cook, J. Turner, S. Gray Akyea, E. Wacker, S. Dahlke, H. Nistler, V. Unowsky

III. APPROVAL OF THE ORDER OF THE MAIN AGENDA

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

IV. MOTION TO CLOSE MEETING

MOTION: It was moved by Director Henderson and seconded by Director Carrillo that the Board of Education close the special meeting and continue the meeting as a closed meeting pursuant to Minn. Stat. section 13D.05, subd. 3(b) to consider strategy for labor negotiations, including negotiation strategies, developments, discussion, and review of labor negotiation proposals for the bargaining units Educational Assistants, School and Community Service Professionals, Teachers, as is provided for by Minnesota Statutes Section 13D.03. The motion passed by acclaim.

V. NEW BUSINESS

The Board of Education and staff discussed the matter of strategy for labor negotiations for these bargaining units - Educational Assistants, School and Community Service Professionals, Teachers, as is provided for by Minnesota Statutes Section 13D.03

VI. MOTION TO OPEN MEETING

MOTION: It was moved by Director Henderson to conduct the remainder of this meeting as an open meeting. The motion was seconded by Director Ward. It passed by acclaim.

VIII. ADJOURNMENT

MOTION: It was moved by Director Henderson, and seconded by Director Allen, to adjourn the meeting. It passed by acclaim.

The meeting adjourned at 7:23 p.m.

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

Prepared and submitted by:

Sarah Dahlke

Assistant Clerk, St. Paul Public Schools Board of Education

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

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

**August 6, 2025
4:30 p.m.**

MINUTES

1. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Vice Chair Ward.

2. ROLL CALL

Board of Education: U. Ward, E. Valliant, J. Vue, C. Franco, Y. Carrillo, H. Henderson, C. Allen

Staff: Superintendent Stanley, J. Wikstrom Donoghue, S. Dahlke, S. Gray Akyea, T. Sager, K. Thao, L. Olson, A. Collins, E. Wacker, J. Danielson, K. Morris, H. Nistler, S. Schmidt de Carranza, V. Unowsky, K. Kimani, J. Turner, T. Walker, M. McHenry, D. Moser, P. Pratt-Cook, A. Kunz, B. Schmidt, C. Anderson, J. Williams, L. Bolopue, M. Sullivan

Community: K. Fitzpatrick (presenter)

3. APPROVAL OF THE ORDER OF THE MAIN AGENDA

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

4. SUPERINTENDENT’S ANNOUNCEMENTS

Superintendent Stanley provided details on the recent leadership training to discuss development and understanding around creating a strong culture and climate, including equity efforts and a decision-making model. She also noted that the previous day was National Night Out in Saint Paul, and she, as well as her team and board members, were out at events across the city to be in community and share information about the referendum.

Director Vue requested information on the location of the leadership training. It was held at Saint Paul College, which was a great space to be together. He also requested details on the leaders included in the training. There were assistant principals, principals, directors, assistant directors, senior leaders, and entry-level middle management and senior leaders to have a coherent focus on the system, and to work on the mission, vision and core values for clarity and unity.

5. CLASSIFICATION AND COMPENSATION STUDY

Kristen Fitzpatrick, Senior Consultant from Evergreen Solutions, presented this report. The agenda included the study goals, internal review, external review, and recommendations.

Study goals included:

- Internal Review: Review current classification and compensation system for select bargaining units to ensure internal equity
- External Review: Survey peer organizations to ensure external equity
- Recommendations: Produce recommendations to provide the District with a system that is equitable, both internally and externally, for select bargaining units

Details of the internal review were also included with more information on the assessment of current conditions, employee outreach, and job assessments.

The external review included information about market peers, market results by bargaining unit (in both figures form, as well as a bar graph) with the minimum percentage difference, midpoint percentage difference, maximum percentage difference, and survey average range spread. This is for the ranges only, not individual salaries.

Seven recommendations were also presented, and included:

- Update and modernize select classification titles
- Revise all job descriptions to include updated classification information provided in the JAT, and review job descriptions and FLSA statuses annually for accuracy to determine if the classification is assigned to the appropriate bargaining unit.
- Update the pay plans for Nutrition Services Personnel and SCSP; market adjustment does not appear to be warranted for AFSCME, Bus, Custodians, CCEA, EA, or TA.
- Slot all classifications into the plans based on external and internal equity; transition employee salaries into the proposed plans
- Continue to conduct structured job studies of positions as well as small-scale salary surveys as needed
- Conduct a comprehensive classification and compensation study every three to five years, subject to budget constraints and as market conditions are warranted.
- Review and revise, as appropriate, existing pay practice guidelines for all units within the District.

Recommendations for the proposed pay scales for SCSP and nutrition services personnel were also provided. The implementation method with the estimated total cost was also reviewed, with placing places employees on their current step in the revised salary range/plan. For example, an employee currently on step 10 would be placed on step 10 in the updated plan. This option is recommended for the SCSP, Nutrition Services, and AFSCME groups. Implementation costs by bargaining unit were also reviewed for these groups.

The full presentation can be found in the BoardBook.

QUESTIONS/DISCUSSION:

- Director Henderson requested clarification on the custodian piece as noted in the presentation. Response: The custodians in SPPS have a flat rate, and the peer districts do not have a flat rate.
- Director Franco requested information about the bus drivers included in this study. The employees represented in this study were from the organization, and in looking at the comparator groups used previously in the first job study. The analysis includes the actual compensation, including benefits,

which is typically not included in those contractor positions, and is a significant difference and included as part of bargaining. Contracted drivers are very common in larger urban districts, where there is competition of CDL drivers who may be employed by the private sector.

- Director Franco also requested additional information on the recommendation around consolidation of titles. Response: There is a clear distinction between the levels, and scope of work, including education and experience, and to ensure we are differentiating and to address the internal equity within pay ranges. Through the JAT, there was data collected for documentation on job roles and to see the differentiation. Classifications will be collapsed, but no one will be moving down, but roles will be moved up and there will be job classifications eliminated for those with a no real difference in the body of work. Director Franco noted that at some point, job descriptions were added and there was a rationale for these additions. He appreciated moving to more consistent place that is more feasibility explainable and transparent. Chief Pratt-Cook noted that the needs of organizations change over time, and there are very few roles where the job only requires to answer phones or file, but have become more complex with expectations around technology as well.
- Director Vue requested information about the SCSP group and the reasons they are so far below the market compared to our peer districts. How do we stay ahead of the competitive market for this group, so that in future years, we don't find ourselves in this situation again? Response: With positions that may be having recruiting or retaining issues, a small-scale salary schedule survey will help in looking at peer district compensation, or market shifts. Within the SCSP group, there are several levels and a wide range of job roles, which adds complications to ensure we are staying current. It has been a long time since the district did a comprehensive class and compensation study, and it's important to do every 3-5 years with a comprehensive review of all positions to ensure we are staying within the market. It's different within the public sector where negotiations are done at the table. This work will be done in two phases, including across the board and not in silos, and it's extremely important to stay up to date with the market and to ensure descriptions
- Director Allen requested information about sharing information with the public and ways to show alignment with the market. Response: For positions, the salary range is posted. Almost all of the job descriptions have been finalized and posted online, and we want to ensure employees have access to the current job description. The best way may be to link the position to the contract.

6. POLICY UPDATE

a. Policy 502.00 – Attendance Areas: Resident Students

Jayné Williams, Director of Student Placement Center, presented this proposed update. A Policy Purpose was added, to define the manner in which designated school attendance boundaries are determined including factors considered for buildings. Additionally, this policy provides clarity for continuity of enrollment.

The full presentation and draft of the proposed policy revisions can be found in the BoardBook.

QUESTIONS/DISCUSSION:

- The Board requested information on the need for this policy to proceed to the three-reading process. Response: It was the opinion of the general counsel that the purpose statement addition would indicate a substantial change. The Policy Work Group intends to have a future discussion that may allow for formatting changes, such as a purpose statement, to not require the three-reading process.
- Overall, the Board felt comfortable moving this revision to the three-reading process.

b. Policy 520.00 – Technology Usage & Safety

Mario McHenry, Executive Director of Technology Services, presented this proposed update. A Policy Purpose was added - The Technology Usage & Safety Policy (Policy 520.00) establishes proper use guidelines for the district's technology resources. Its core purpose is to ensure the effective and safe utilization of these resources by students, parents/guardians, and employees. This shared responsibility is crucial for maximizing the educational value and maintaining the integrity of the technology infrastructure. A General Statement was also added. Provisions for the removal, replacement, or disablement of SPPS hardware or software designated as obsolete, out of compliance, or dangerous was added, as well as expanded definition of unacceptable use of technology.

The full presentation and draft of the proposed policy revisions can be found in the BoardBook.

QUESTIONS/DISCUSSION:

- Director Ward noted clarification that the parts struck out were previously the entire policy.
- Director Valliant requested information about the access, use and safety and use as a privilege, and if this is also in regards to the iPads for students. She also requested information on an example of if a student were to lose the right to use their iPad, and how they would complete their schoolwork. Response: It is a partnership with the school, and depending on the conversation with site leadership, the next phase may be that a student could only use their device at school, not at home.
- Further details were provided on content deemed “inappropriate”, as well as personal contact information, such as student emails and how they are used.
- What is the process for a parent to review files or terminate their student's account? Response: It would be a decision with the school leadership and the parent; there is a 520 form to ask that their student does not use technology. The use of paper copies as opposed to work on an iPad or other device was also discussed, and while much of the curriculum is digital, PDFs can be made of all lessons and can be printed for those families who may not want their child to use technology or for a student who needs an accommodation.
- Director Franco requested protective measures within this policy, or another, for cyber security. Response: Our cyber insurance is renewed annually, and lists categories that must be adhered to in order to qualify with a list of controls that benefit our users, but we can think of ways to emphasize our protections that still safely protects the district. Director Franco noted that it may be helpful to reassure the protective measures in place, and recommended an amendment to this current draft policy to acknowledge that. Mr. McHenry also noted that there is a district communication about the multi-security factor and phishing emails responses to protect our students and staff, and we will continue to use those tools.
- Overall, the Board felt comfortable moving this revision to the three-reading process.

c. Policy 419.00 – Professional and Respectful Workplace

Pat Pratt-Cook, Executive Chief of Human Resources, presented this proposed policy. SPPS is committed to promoting and maintaining a workplace environment where every individual is treated with civility, dignity, and respect. The District recognizes the importance of creating a culture where all employees feel safe, valued, and empowered to contribute their unique perspectives. Differences in culture, communication, and lived experience enrich our environment and must be honored in all interactions. Responsibility of all district

personnel – employees, board members, volunteers, contractors. The purpose of the policy, general statement of policy, definitions included within the policy, and reporting procedures were also reviewed.

The full presentation and draft of the proposed policy can be found in the BoardBook.

QUESTIONS/DISCUSSION:

- The Board thanked Chief Pratt-Cook for bringing this policy back, answering the questions and concerns, and knowing it has been brought before Policy Work Group a number of times, this feels comprehensive, and answers questions. They could tell a lot of work and thought went into this draft, and it is starting to shape the culture of the district. This policy came to be due to a problem that was seen, and this is a solution for another avenue. Policy 415 is very specific, and this is another avenue for folks to feel more protected. The Board thanked the team for the revisions and a policy to celebrate once approved.
- Director Vue requested information about the “responsible parties” as noted within the draft policy. There was also further discussion about the role of board members in this policy, and statutes that govern school board members. Assistant General Counsel noted that this may be a larger discussion, and will bring back information to the Board. Director Allen also noted questions about employment of school board members and compensation laws. Chief Pratt-Cook noted that board members were included in similar policies in other districts. Director Allen supported Director Vue in this discussion and alignment with 200-level Board policies. Chief Pratt-Cook noted that she will update the links to the Board policy within this proposal.
- Overall, the Board felt comfortable moving this revision to the three-reading process.

7. ADJOURNMENT

Director Ward moved to adjourn the meeting. Director Henderson seconded the motion. It passed by acclaim.

The meeting adjourned at 6:16 p.m.

8. WORK SESSION

The Board then conducted on work session on Board Initiated Goals Governance (B.I.G.G.) and discussion of shared expectations of communication for District Relations Goals.

The work session ended at 7:33 p.m.

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

Prepared and submitted by:

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

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

TOPIC: Future Meeting Schedule

2025 Regular Meeting Schedule

- January 7, 2025 (Annual Organizational Meeting at 4:00pm)
- January 21, 2025
- February 18, 2025
- March 18, 2025
- April 22, 2025
- May 20, 2025
- June 10, 2025 (Special re: Non-Renewals at 5:00pm)
- June 10, 2025
- July 15, 2025
- August 19, 2025
- September 23, 2025
- October 21, 2025
- November 18, 2025
- December 16, 2025

2025 Committee of the Board Meeting Schedule

Time: 4:30 p.m.

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

- January 7, 2025 (Annual Organizational Meeting at 4:00pm)
- February 4, 2025
- March 4, 2025
- April 8, 2025
- May 6, 2025
- June 17, 2025
- August 6, 2025 – Wednesday (Primary Election)
- September 9, 2025
- October 7, 2025
- November 5, 2025 – Wednesday (Election Day)
- December 2, 2025

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

DATE: August 19, 2025

TOPIC: Request for Permission to Submit a Grant to the Ciresi Walburn Foundation Annual Grant Cycle Program

A. PERTINENT FACTS:

1. The Ciresi Walburn Foundation seeks to partner with K-12 schools, higher education institutions, and 501(c)(3) nonprofit organizations that support youth and families in Minnesota. The Foundation's Annual Grant Cycle program helps fund innovative, effective ideas gain traction and build momentum across the educational system.
2. Murray Middle School is seeking funding to support culturally congruent opportunities for our Black girls and boys mentorship programs. The school will continue mentorship agreements with Black Girl Advocate and The Purpose and use grant funds to build a robust curriculum, including: Civil Rights trips, college visits, guest speakers, and other forms of experiential learning needed to deepen the program's impact. Additionally, the weekly mentorship opportunity will be extended from 12 weeks to 12 months of the year.
3. Saint Paul Public Schools will serve as fiscal agent for the project. The grant is for approximately \$10,000 through December 2026.
4. This project will support the strategic focus area of Effective and Culturally Relevant Instruction.
5. This is a new grant-funded project.
6. This item is submitted by Durowaa Agyeman-Mensah, Grants Assistant; Jamin McKenzie, Principal of Murray Middle School; Kirk Morris, Assistant Superintendent; Charlotte Landreau, Director of the Innovation Office; Stacey Gray Akyea, Executive Chief of Equity, Strategy & Innovation; and Jacqueline Turner, Executive Chief of Administration & Operations.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to submit a grant to the Ciresi Walburn Foundation Annual Grant Cycle Program; to accept funds; and to implement the project as specified in the award documents.

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

DATE: August 19, 2025

TOPIC: Request for Permission to Submit a Grant to the Saint Paul Children's Collaborative's Youth Outcomes Plan Grant Program

A. PERTINENT FACTS:

1. Saint Paul Children's Collaborative (SPPC) plans to award approximately \$2 million to community organizations targeting services to young people experiencing gaps in opportunities and outcomes included in their Youth Outcomes Plan. At least one grant will focus on serving American Indian young people, based on their disparities in outcomes. SPPC will prioritize transformative two-generation approaches that have demonstrated impact on their Youth Outcomes Plan goals and support building cultural identity.
2. Saint Paul Public Schools is seeking funds for two separate grant projects focusing on youth voice. Community Education is applying for funds that will support partnerships with community organizations offering culturally responsive programs as part of the Flipside Afterschool Program at American Indian Magnet School (AIMS). The goal of the project is to provide meaningful cultural experiences for primarily American Indian students, strengthening their heritage and identity. The Office of Career and College Readiness (OCCR) has also prepared a submission to fund a youth internship program in the district.
3. Saint Paul Public Schools will serve as fiscal agent for the project. Community Education's grant is for approximately \$75,000 and OCCR's grant for approximately \$200,000 through December 31, 2027.
4. This project will support the strategic focus areas of Positive School and District Culture as well as College and Career Readiness.
5. This is a new grant-funded project.
6. This item is submitted by Durowaa Agyeman-Mensah, Grants Assistant; Anthony Walker, Director of Community Education; Beth Coleman, Assistant Director of the Office of College and Career Readiness; Charlotte Landreau, Director of the Innovation Office; Stacey Gray Akyea, Executive Chief of Equity, Strategy & Innovation; and Jacqueline Turner, Executive Chief of Administration & Operations.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to submit a grant to the Saint Paul Children's Collaborative Youth Outcomes Plan Grant Program; to accept funds; and to implement the project as specified in the award documents.

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

DATE: August 19, 2025

TOPIC: Benefits Telehealth and In-Home Services with Kavira, Inc.

A. PERTINENT FACTS:

1. The District is in the first year of medical insurance plan through HealthPartners, which offers insurance coverage for approximately 1,846 active employees in bargaining groups including AFSCME, Machinists, PEA, CCEA, SPSO, MMSA, Nutrition Services, Custodians, Principals, TA's, ASAP, Bus Drivers, and Unrepresented. Increasing healthcare costs across the nation are a large driver among benefit plans, and Kavira, Inc. has been brought forth to the District to provide both telehealth and in-person medical services for employees enrolled in the HealthPartners plan.
2. Kavira's proprietary methods include telehealth and on-site, in-home or in-office routine, urgent, and emergent care for low- or no-cost to SPPS employees enrolled in the program. These care provisions include virtual care to diagnose, prescribe, and treat for acute care and chronic conditions such as asthma, colds, flu, sinus infections, rashes, sprains and strains, among others. Kavira also offers in-home labs, exams, and x-rays, and prescriptions, refills, and prescription delivery services. Kavira also offers support for Wellness Services including exams, sports physicals, contraception, and tobacco/nicotine cessation. These services are completed by licensed providers online or in home/workplace settings. These services are available to each of the employee's dependents, regardless of their enrollment in the plan.
3. Use of the Kavira services is voluntary, but all employees enrolling in the HealthPartners program (non-PEIP) will be enrolled as a part of their medical program enrollment. Employees will be encouraged to utilize the program to reduce their out-of-pocket medical costs, as well as make their use of healthcare services more convenient for them and their families.
4. Kavira services were presented to the District as a cost-savings measure by HealthPartners. The cost per-person, per month is a flat \$20 fee, regardless of enrollment in the employee, employee +1, or family tier. The total cost to the District for 1/1/2026 would be approximately \$333,360, based on the current number of employees.
5. As a part of the District signing up for Kavira services, HealthPartners has offered a 3% reduction in the renewal pricing for the total premiums for 1/1/2026. Current numbers would show a reduction in these premiums of \$588,035, creating a net positive for the District of \$254,675 for the 2026 calendar year.
6. This agreement supports the District's goal of aligning resource allocation to District priorities.
7. This item is submitted by Gina Carlson, Benefits Manager; Patty Norwig, Assistant Director, Total Rewards; Patricia Pratt-Cook, Executive Chief of Human Resources and Talent Acquisition.

B. RECOMMENDATION:

That the Board of Education approve a ³³contract with Kavira, Inc. for employee benefits counseling, effective January 1, 2026 at the proposed rates.

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

DATE: August 19, 2025

TOPIC: Contract Amendment #2 & 3 for JLG Architects for Hamline Elementary School Secure Entry, Heating and Plumbing Replacement (Project # 4160-25-01)

A. PERTINENT FACTS:

1. This agenda item seeks approval for additional services on the Hamline Elementary School Secure Entry, Heating and Plumbing Replacement project. Additional services include the following:
 - a. Amendment #2: Survey and design work required to supply a new 3" domestic water line to building, and to consider additional acoustical sound reduction design for the new conference room and speech therapy rooms from noisy nearby existing spaces.
 - b. Amendment #3: Structural and civil engineering redesign work at the entry canopy from a shallow type foundation to a deep helical foundation system as recommended by the geotechnical engineer.
2. The Project phase gate schedule is currently:

Gate # and Description	Date
#1 – Master Planning	July 18, 2023
#2 – Project Charter	June 18, 2024
#3 – Project Budget	March 18, 2025
#4 – Contract Award	September 2025 (anticipated)
#5.1 – Project Close-Out	September 2027 (anticipated)
#5.2 – Final Project Summary	September 2028 (anticipated)

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

Project Budget	Current Obligations	Invoiced to Date	Percent Invoiced
\$14,474,000	\$1,461,580	\$243,388	1.7%

4. The contract would be changed as follows:

	Amount	% Change
Original contract sum	\$724,250	-
Previous Amendments approved to date	\$10,340	1%
The contract sum prior to this Amendment was	\$734,590	
Contract Amendment #2 amount	\$13,560	2%
Contract Amendment #3 amount 34	\$6,800	1%

New contract sum including this Amendment \$754,950 -

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

Funding Source	Amount
Capital Bonds FY25-28	\$3,186,971
LTFM FY25-28	\$11,287,029

6. This project meets the District Strategic Plan goals by aligning resource allocation to District priorities.
7. This item is submitted by Kathryn Wallace, Interim Director of Facilities; Tom Sager, Executive Chief of Financial Services; and Jackie Turner, Chief Administration and Operations Officer.

B. RECOMMENDATION:

That the Board of Education authorize award of Amendment #2 & 3 for JLG Architects in the amount of \$13,560 (Amendment 2) and \$6,800 (Amendment 3) for the Hamline Elementary School Secure Entry, Heating and Plumbing Replacement project (Project #4160-25-01).

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

DATE: August 19, 2025

TOPIC: Contract Amendment #6 for ATSR Planners, Architects, and Engineers for the Farnsworth Aerospace Upper HVAC Replacement (Project # 1030-23-01)

A. PERTINENT FACTS:

1. This agenda item seeks approval for additional services on the Farnsworth Aerospace Upper HVAC Replacement project. Additional services include the following:

- a. Design services for new closed-circuit video camera equipment to replace the outdated existing equipment.

2. The Project phase gate schedule is currently:

Gate # and Description	Date
#1 – Master Planning	March 23, 2021
#2 – Project Charter	April 18, 2023
#3 – Project Budget	November 14, 2023
#4 – Contract Award	August 20, 2024
#5.1 – Project Close-Out	September 2026 (anticipated)
#5.2 – Final Project Summary	September 2027 (anticipated)

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

Project Budget	Current Obligations	Invoiced to Date	Percent Invoiced
\$14,740,000	\$9,243,370	\$1,881,024	12.8%

4. The contract would be changed as follows:

	Amount	% Change
Original contract sum	\$449,375	-
Previous Amendments approved to date	\$180,540	40%
The contract sum prior to this Amendment was	\$629,915	
Contract Amendment amount	\$5,827	1%
New contract sum including this Amendment	\$635,742	-

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

Funding Source	Amount
LTFM FY23-27	\$12,193,968
Capital Bonds FY23-27	\$2,546,031

6. This project meets the District Strategic Plan goals by aligning resource allocation to District priorities.
7. This item is submitted by Kathryn Wallace, Interim Director of Facilities; Tom Sager, Executive Chief of Financial Services; and Jackie Turner, Chief Administration and Operations Officer.

B. RECOMMENDATION:

That the Board of Education authorize award of Amendment #6 for ATSR Planners, Architects, and Engineers in the amount of \$5,827 for the Farnsworth Aerospace Upper HVAC Replacement project (Project #1030-23-01).

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

DATE: August 19, 2025

TOPIC: Post Age-65 Retiree Health Insurance with United Health Care Group (UHC)

A. PERTINENT FACTS:

1. The School District provides health insurance to approximately 2,640 retirees and 659 dependents age 65 and over. The last RFP for this insurance was completed in 2021 and was awarded to United Health Care Group, Inc., the current carrier.
2. This RFP was opened up to participation from the larger LMC committee, and 2 Union representatives volunteered to participate in scoring. Additionally, retirees who had expressed interest in 2024 were randomly selected to participate in this process, resulting in 3 retirees, and 3 District personnel providing their time and efforts in this process. Members were asked to score the proposals on cost, medical and formulary match, STAR ratings, data sharing, vendor experience and implementation, and member services.
3. For 2025, the costs to the District and retirees is \$229.91 per month, amounting to a cost of approximately \$9,020,522 per year, of which the District is responsible for approximately \$8,028,265.
4. Four vendors submitted proposals for this RFP, including Blue Cross and Blue Shield of Minnesota (BSBS), HealthPartners, Medica, and United Health Care (UHC) (incumbent). All bidders were asked for a three-year agreement, and to quote proposals to match the current plan and formulary design. Due to changes in Medicare at the federal level, each vendor only proposed a one-year agreement.
5. Two of the vendors, Blue Cross and Blue Shield of Minnesota and United Health Care, were able to provide quotes to decouple the medical from pharmaceutical plans. This act of decoupling would result in a second insurance card for the members, but would not result in any formulary or coverage changes for the member. This is a result of changes from the Center for Medicare Services (CMS).
6. The District has selected United Health Care Group as the vendor, with a one year contract at a rate of \$242.68 per member, per month, beginning January 1, 2026 through December 31, 2026, for an approximate increase of 6.5% and an increase from current costs of \$586,694 annually. This rate reflects the lowest cost to match the current structure of the plan; however the recommendation is for the District to decouple the medical and pharmacy plans. With decoupling, the pricing for medical and pharmacy coverage would decrease from the current rate to \$203.73 per member, per month, for an approximate savings of 10.59%, equaling a savings of approximately \$955,258 for 2026. This rate would amount to an approximate cost of \$8,065,264 per year, of which the District would be responsible for approximately \$6,855,475.
7. All rates include the insurance premium, administrative, and consultant compensation.
8. The Districts Benefit Labor Management Committee recommends acceptance of this contract.
9. This agreement supports the District's goal of aligning resource allocation to District priorities.

10. This item is submitted by Gina Carlson, Benefits Manager; Patty Norwig, Assistant Director, Total Rewards; Patricia Pratt-Cook, Executive Chief of Human Resources.

B. RECOMMENDATION:

That the Board of Education approve a contract for retiree employee health insurance coverage with United Healthcare Group, effective January 1, 2026, at the proposed rates.

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

DATE: August 19, 2025

TOPIC: RFP #A25-5547-MO FCC Pilot Cybersecurity Controls Awarded

A. PERTINENT FACTS:

1. In alignment with the Federal Communications Commission's Schools and Libraries Cybersecurity Pilot Program grant, Saint Paul Public Schools (SPISD) issued RFP #A25-5547-MO, Protecting Student Learning and Employee Productivity Through Cybersecurity Transformation, to select vendors for five cybersecurity control categories:
 - a. Identity Provider (IdP) with Multi-Factor Authentication (MFA)
 - b. Secure Browser technology.
 - c. Internet of Things (IoT) security services.
 - d. AI Model Data Loss Prevention (AI Model DLP)
 - e. Extended Detection and Response (XDR) services.

Following proposal evaluations and demonstrations per the criteria outlined in the RFP, administration recommends awarding contracts for:

- a. Identity Provider (IdP) with Multi-Factor Authentication (MFA)
- b. Secure Browser technology
- c. Internet of Things (IoT) security services
- d. AI Model Data Loss Prevention (AI Model DLP)

A contract for XDR services will NOT be awarded at this time. The awarded solutions will strengthen SPISD's cybersecurity posture by:

- a. Enforcing additional phishing-resistant MFA services.
- b. Securing browser sessions to prevent unauthorized access and data leakage.
- c. Protecting, monitoring, and managing connected IoT devices such as smart classroom tools, security cameras, and HVAC systems.
- d. Protecting data used in AI models, as well as securing AI models

2. The purchase is over \$175,000 and board approval is required.
3. The combined total for these awards will not exceed \$2,000,000 over 3 years, inclusive of all implementation services, software licensing, and 3-year support for each of the contract terms. Approximately \$800,000 will be paid by Technology Services.
4. The last date to receive service is three years from the date of the first funding commitment.
5. This proposal has been reviewed by Mario McHenry, Executive Director, Technology Services.
6. This proposal will be reviewed by Tom Sager, Executive Chief of Financial Services, prior to completing the purchase.
7. Funding will be provided by the Federal Communications Commission's Schools and Libraries Cybersecurity Pilot Program grant and Technology Services' budget.

8. This purchase meets the District Strategic Plan focus area of Program Evaluation and Resource Allocation.
9. This item is submitted by Mario McHenry, Executive Director, Technology Services; and Jackie Turner, Executive Chief of Operations and Administration.

B. RECOMMENDATION:

That the Board of Education authorize administration to approve awarding contracts for Identity Provider (IdP) with Multi-Factor Authentication (MFA), Secure Browser technology, Internet of Things (IoT) security and AI Model Data Loss Prevention services not to exceed \$2,000,000 over 3 years.

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

Board Agenda Item Routing

Cybersecurity Solution Awards – MFA Identity Provider, Secure Browser, and IoT Controls

This form is to be used to submit items for the Board of Education meeting agenda. Its purpose is to ensure that everyone listed in the "submitted by" entry has reviewed the item. It is the responsibility of the originator of the item to initiate this form.

Please sign and date in the appropriate place and forward it to the next person.

	Name	Date
Originated by:	<u>Mario McHenry</u>	<u>08-11-2025</u>
Reviewed by:	<u>Mario McHenry Mario McHenry</u>	<u>08-11-2025</u>
	<u>Tom Sager, Tom Sager</u>	<u></u>
	<u></u>	<u></u>
*Assistant Superintendent	<u></u>	<u></u>
*Deputy/Chief Officer	<u>Jackie Turner</u>	<u></u>
*Chief of Staff	<u></u>	<u></u>

* Must be approved by one of these administrators.

Superintendent

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

DATE: August 19, 2025

TOPIC: Approval of an Employment Agreement with Operative Plasterers Local Union No. 265, to Establish Terms and Conditions of Employment for 2025-28

A. PERTINENT FACTS:

1. New Agreement is for the three-year period June 1, 2025 through May 31, 2028.
2. Contract changes are as follows:
 - a) Wages: Wage and benefit changes reflect prevailing wage for the industry. The first-year total increase is \$2.80 for Plasterers and \$3.03 for Lead Plasterers; the second-year increase is \$2.85 for Plasterers; and the third-year increase will be \$2.65 for Plasterers. Year 2 and 3 increase for Lead Plasterers will be determined at a later date based on a percentage of the allocation to base wage.
3. The remaining language provisions of the previous contract remain essentially unchanged, except for necessary changes to dates and outdated references.
4. The District has two regular F.T.E. in this bargaining unit.
5. The estimated total of all new costs (including wage adjustment, insurance and pension adjustments) for this agreement has been calculated as follows:
 - in the 2024-25 budget year (June 1, 2025-June 30, 2025): \$905
 - in the 2025-26 budget year (July 1, 2025-June 30, 2026): \$10,869
 - in the 2026-27 budget year (July 1, 2026-June 30, 2027): \$10,957
 - in the 2027-28 budget year (July 1, 2027-May 31, 2028): \$9,378
6. This item will meet the District's target area goal of alignment.
7. This request is submitted by Patricia Pratt-Cook, Chief of Human Resources and Talent Management; Daniel Wells, Assistant Director of Employee and Labor Relations.

B. RECOMMENDATION:

That the Board of Education of Independent School District No. 625 approve and adopt the Agreement concerning the terms and conditions of employment of those employees in this school district for whom Operative Plasterers Local Union No. 265 is the exclusive representative; duration of said Agreement is for the period of June 1, 2025 through May 31, 2028.

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

DATE: August 19, 2025

TOPIC: Eastern New Mexico University Partnership Agreement with SPPS

A. PERTINENT FACTS:

1. A University contract between Eastern New Mexico University and SPPS for student internship experiences for speech-language pathologists.
2. We hope to provide educational opportunities for graduate students in the field of speech language pathology.
3. This is a five year proposed contract.
4. It is a zero cost proposal.
5. This project will meet the district strategic plan focus area of Positive School and District Culture.
6. This item is submitted by Ana Bankovics, SLP Lead; Heidi Nistler, Assistant Superintendent of Specialized services; and Andrew Collins, Executive Chief of Schools and Learning.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to approve this partnership with Eastern New Mexico University for student internship experiences for SLP students.

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

DATE: August 19, 2025

TOPIC: Lease and Agreement for a Cooperative Educational Program with Belwin Conservancy

A. PERTINENT FACTS:

1. Belwin Conservancy and Saint Paul Public Schools desire to enter into a new lease and agreement for the continuation of the cooperative educational program at Belwin Conservancy, located at 1553 Stagecoach Trail South, Afton, MN 55001.
2. The cooperative educational program connects students to nature through outdoor science experiences utilizing the Belwin Conservancy site and buildings. A new building constructed by the Conservancy, the Wetlands Center, will serve SPPS students starting in Fall 2025.
3. The new facilities at Belwin Conservancy has been a catalyst for a new lease and agreement. Terms and conditions of the lease and agreement include the following:
 - a. The lease term will be in effect through June 30, 2030, and will automatically renew for successive five (5) year periods.
 - b. The District will lease specific areas of Belwin's Education Site that include the Hilltop Classroom, Wetlands Center, and the trails on the Education Site at 1553 Stagecoach Trail South, Afton, from Belwin.
 - c. Rent for the first year of the term shall be Three Thousand Forty-Seven and 02/100 Dollars (\$3,047.02) monthly. District's Lease-levy authority will provide funding.
4. This lease agreement meets the District Strategic Plan goals by aligning Program Evaluation and Resource Allocation to District priorities.
5. This item is submitted by Craig Anderson, Executive Director of the Office of Teaching and Learning, Kathryn Wallace, Interim Director of Facilities, and Jackie Turner, Executive Chief of Administration and Operations.

B. RECOMMENDATIONS:

That the Board of Education authorize the execution of the Lease and Agreement for a Cooperative Educational Program between the District and Belwin Conservancy, located at 1553 Stagecoach Trail South, Afton, MN 55001.

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

DATE: August 19, 2025

TOPIC: UMTC Social Work Professional Agreement

A. PERTINENT FACTS:

1. Request to sign the School Social Work Internship agreement with the University of Minnesota - Twin Cities.
2. SPPS has one of the most extensive school social work programs in Minnesota. SPPS strives to continue to hire school social workers to work with our diverse student population. Formal partnerships with social work programs that share our commitment to equity are essential to this process.
3. We hope to extend this partnership into the future, This partnership will be reviewed annually in collaboration with University of Minnesota - Twin Cities' faculty.
4. There is no cost to SPPS for this partnership.
5. This project will meet the District strategic plan focus area of Positive School and District Culture.
6. This item is submitted by: Marisa Priess, Social Work Program Manager; Heidi Nistler, Assistant Superintendent of Specialized services; and Andrew Collins, Executive Chief of Schools and Learning.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to approve this partnership with the University of Minnesota - Twin Cities for student internship experiences for social work.

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

DATE: August 19, 2025

TOPIC: Approval of the Employment Agreement for General Counsel

A. PERTINENT FACTS:

1. The terms and conditions of employment for a General Counsel position are set forth in an individual employment agreement to avoid any potential conflict of interest with other labor contracts. Fringe benefits are substantially consistent with terms established for the members of the Unrepresented / Superintendency group of Saint Paul Public Schools. A General Counsel employment agreement will be effective September 2, 2025.
2. This item will meet the District target area goal of alignment.
3. This request is submitted by Patricia Pratt-Cook, Executive Chief of Human Resources.

B. RECOMMENDATION:

That the Board of Education approve the employment agreement with a General Counsel, effective September 2, 2025.

EMPLOYMENT AGREEMENT Kathryn Bergstrom

This AGREEMENT is made as of this 19th day of August, 2025, by and between Kathryn Bergstrom, residing in Saint Paul, Minnesota (hereinafter "Employee") and Independent School District No. 625, Saint Paul Public Schools, an independent school district under the laws of the State of Minnesota, located at 360 Colborne Street, Saint Paul, Minnesota 55102 (hereinafter "District").

WHEREAS, District desires to employ Employee in the position of General Counsel effective September 2, 2025 under the terms set forth herein; and

WHEREAS, Employee is willing to accept said employment upon the terms set forth herein;

NOW, THEREFORE, for and in consideration of the mutual covenants and promises hereinafter set forth, Employee and District do hereby agree as follows:

1. Employment.

- a. General Counsel. Effective from September 2, 2025, District does hereby employ Employee and Employee does hereby accept said employment in the position of General Counsel on a full-time basis, the duties of which are more particularly set forth in the attached job description which is incorporated herein as if fully set forth.

2. Compensation.

- a. Effective September 2, District shall pay Employee an annual salary of two hundred thousand (\$200,000) Dollars, payable in 26 bi-weekly installments. Employee's salary shall automatically increase with an

increase in salaries for members of the Unrepresented Plan.

3. Professional Fees and Dues. The District shall pay reasonable dues for membership in national, state, and local professional associations and organizations, including committees and sections thereof.
4. Benefits. Except as otherwise provided herein, the District's Terms and Conditions of Professional Employment for the Unrepresented Plan then in effect are hereby incorporated by reference as if fully set forth and accordingly shall be provided by the District to Employee.
5. Termination. Employee is employed hereunder as an employee at will and Employee acknowledges such. Accordingly, this Agreement and Employee's employment hereunder may be terminated in accordance with the following provisions:
 - a. By Employee. Employee may terminate this Agreement at any time upon at least 30 days' prior written notice to the District. in which event District shall pay to Employee all accrued, unpaid salary and all accrued, unused vacation.
 - b. By District. The District, upon ratification by its Board of Education, may terminate this Agreement at will by giving Employee thirty (30) day's prior written notice of termination, in which event District shall pay to Employee all accrued, unpaid salary and all accrued, unused vacation. In addition, if the District terminates the Employee for convenience, rather than cause, the District shall pay to Employee severance pay in an amount equal to six (6) months of the then-current base salary.

District shall issue severance pay in 12 installments over 6 months.

- c. Right to Receive Compensation and Benefits. Employee's right to receive compensation and benefits pursuant to this Agreement (except for disability or other benefits that, by their terms, arise, or are operative, after termination) shall cease upon the effective date of termination.

6. Annual Evaluation. An evaluation of Employee's performance under this Agreement shall be conducted annually by the District's Superintendent.

IN WITNESS WHEREOF, Employee and the District have executed this Agreement on the respective dates set forth below.

EMPLOYEE

Dated: _____, 2025

By _____
Kathryn Bergstrom

INDEPENDENT SCHOOL DISTRICT NO. 625

Dated: _____, 2025

By _____
Its _____

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

DATE: 08/19/2025

TOPIC: Monthly Operating Authority

A. PERTINENT FACTS:

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

B. RECOMMENDATIONS:

1. That the Board of Education approve and ratify the following checks and electronic transfers for the period June 1, 2025- June 30, 2025

(a) General Account	#786698-787601	\$64,304,659.92
	#0011443-0011464	
	#7005550-7005571	
	#0012969-0013178	
(b) Construction Payments	- 0 -	\$9,920,949.86
(c) Debt Service	- 0 -	<u>\$287.50</u>
		\$74,225,897.28

Included in the above disbursements are
two payrolls in the amount of
\$49,661,837.41 and overtime of
\$234,208.77 or 0.47% of payroll.

(d) Collateral Changes

Released:

None

Additions:

None

2. That the Board of Education further authorize payment of properly certified cash disbursements including payrolls, overtime schedules, compensation claims, and claims under the Worker's Compensation Law falling within the period ending December 31, 2025

HUMAN RESOURCE TRANSACTIONS
July 1, 2025 to July 31, 2025
August 19, 2025

NEW APPOINTMENT

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Pay Rate</u>	<u>Location</u>
Dahlby, S.	Central Administrator	07/01/2025	\$63.65	Colborne Admin Offices
Becerra, A.	Classroom Teacher	08/09/2025	\$44.98	American Indian Magnet
Farkas, N.	Classroom Teacher	08/09/2025	\$40.19	American Indian Magnet
Kaster, J.	Classroom Teacher	08/09/2025	\$45.88	Highwood Hills Elem
Kirk, J.	Classroom Teacher	08/09/2025	\$43.28	Humboldt Secondary
Kozlowski, J.	Classroom Teacher	08/09/2025	\$55.51	Central Senior High
Lee, S.	Classroom Teacher	08/09/2025	\$38.18	Como Park Senior High
McComas, T.	Classroom Teacher	08/09/2025	\$61.64	Cherokee Hts
Orth, S.	Classroom Teacher	08/09/2025	\$44.98	JJ Hill Montessori Magnet
Stewart, M.	Classroom Teacher	08/09/2025	\$63.10	American Indian Magnet
Goettl, J.	Classroom Teacher	08/09/2025	\$40.61	Cherokee Hts
Nizinski, M.	Classroom Teacher	08/09/2025	\$55.88	Colborne Admin Offices
Prenevost, P.	Classroom Teacher	08/09/2025	\$65.12	Colborne Admin Offices
Driscoll, E.	Classroom Teacher	08/09/2025	\$49.40	271 Belvidere Bldg
Drummond, R.	Classroom Teacher	08/09/2025	\$47.05	271 Belvidere Bldg
Booher, J.	Classroom Teacher	08/09/2025	\$52.70	Como Park Senior High
Blazinski, C.	Classroom Teacher	08/09/2025	\$55.51	St Anthony Park Elem
Buvala, O.	Classroom Teacher	08/09/2025	\$55.51	Wellstone Elem
Goodwin, M.	Classroom Teacher	08/09/2025	\$36.67	Como Park Elem
Gregor III, A.	Classroom Teacher	08/09/2025	\$62.75	Journeys Secondary
Moeller, L.	Education Assistant	08/02/2025	\$28.56	1780 West 7th St
Rakestraw, J.	Education Assistant	08/09/2025	\$31.49	St Anthony Park Elem
Ajaluwa, A.	Teaching Assistant	08/23/2025	\$23.35	Murray Middle
Ali, A.	Teaching Assistant	08/23/2025	\$23.35	St Anthony Park Elem
Gutierrez, M.	Teaching Assistant	08/30/2025	\$21.63	The Heights
Henderson, M.	Teaching Assistant	08/23/2025	\$21.63	Como Park Senior High
Honan, D.	Teaching Assistant	08/23/2025	\$23.35	Open World Learning
Passenheim, M.	Teaching Assistant	08/23/2025	\$26.28	Battle Creek Middle

HUMAN RESOURCE TRANSACTIONS
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NEW APPOINTMENT

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Pay Rate</u>	<u>Location</u>
Ulrich, K.	Teaching Assistant	08/23/2025	\$23.35	E-STEM Middle
Weisbrod, D.	Carpenter	06/28/2025	\$48.42	Como Service Center
Gravelly, S.	Clerical	06/14/2025	\$27.49	Colborne Admin Offices
Shaw, D.	Clerical	08/09/2025	\$28.31	Colborne Admin Offices
Vue, K.	Clerical	08/02/2025	\$22.93	Como Service Center
Yang, C.	Clerical	07/26/2025	\$28.31	Colborne Admin Offices
Hooks, C.	Custodian	07/12/2025	\$19.18	Como Service Center
Wann, S.	Custodian	08/02/2025	\$19.18	Como Service Center
Rolek, J.	Machinists	07/05/2025	\$34.41	Como Service Center
Bello, J.	Professional Employee	07/12/2025	\$36.44	Colborne Admin Offices

PROMOTION

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Pay Rate</u>	<u>Location</u>
Hughes, D.	Principal From: Assistant Principal	07/01/2025	\$70.41	Benjamin Mays/Museum
Beach, A.	Assistant Principal Career Progression	07/01/2025	\$69.30	Capitol Hill Magnet
Stensby, B.	Assistant Principal From: Classroom Teacher	07/01/2025	\$66.53	Farnsworth Aerospace UPR
Jepson, L.	Central Administrator From: Classroom Teacher	07/26/2025	\$44.69	Colborne Admin Offices
Kedrowski, E.	Central Administrator From: Classroom Teacher	06/28/2025	\$63.65	Colborne Admin Offices
Matthes, R.	Central Administrator From: Classroom Teacher	07/19/2025	\$57.60	Como Service Center
Viestenz, J.	Central Administrator Career Progression	06/28/2025	\$63.65	Colborne Admin Offices
Fleming, C.	Classroom Teacher	08/09/2025	\$45.88	Belwin Outdoor Science
Vang, J.	Classroom Teacher From: Clerical	08/16/2025	\$39.73	Txuj Ci HMong LWR PhalenLk
Grundhauser, C.	Teacher on Special Assignment From: Classroom Teacher	08/09/2025	\$53.02	Como Service Center
Whalen, K.	School / Community Professional Career Progression	06/28/2025	\$40.93	Como Service Center

HUMAN RESOURCE TRANSACTIONS
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PROMOTION

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Pay Rate</u>	<u>Location</u>
Brochet, S.	Education Assistant From: Teaching Assistant	08/09/2025	\$26.75	Chelsea Heights Elem
Durham, L.	Education Assistant From: Teaching Assistant	08/02/2025	\$30.37	Mississippi Creative Arts Elem
Nelson, M.	Education Assistant From: Teaching Assistant	08/09/2025	\$26.50	Crossroads Montessori
Sandoval, I.	Education Assistant From: Teaching Assistant	08/23/2025	\$30.37	JJ Hill Montessori Magnet
Bury, B.	Teaching Assistant Career Progression	08/09/2025	\$23.35	Chelsea Heights Elem
Gibson, C.	Teaching Assistant Career Progression	08/09/2025	\$23.35	Como Park Elem
Long, I.	Teaching Assistant Career Progression	08/23/2025	\$26.28	Benjamin Mays/Museum
Maravilla, F.	Teaching Assistant Career Progression	08/09/2025	\$26.28	Nokomis Montessori South
Remke-Rochard, L.	Teaching Assistant Career Progression	09/02/2025	\$26.28	L Etoile du Nord French Immrsn
Bliss, J.	Clerical Career Progression	07/12/2025	\$30.53	Colborne Admin Offices
Nagel, J.	Clerical Career Progression	07/26/2025	\$34.30	Como Service Center
Ross, G.	Clerical Career Progression	08/04/2025	\$37.12	Central Senior High
Yang, Y.	Clerical Career Progression	07/01/2025	\$35.91	Colborne Admin Offices
Zeutzius, C.	Clerical Career Progression	07/12/2025	\$35.91	Colborne Admin Offices
Conroy, J.	Custodian Career Progression	06/21/2025	\$30.24	Washington Tech High
Yang, F.	Custodian Career Progression	08/02/2025	\$29.81	Como Service Center
Rainwater, N.	Supervisory Career Progression	02/08/2025	\$64.21	Colborne Admin Offices

LEAVE OF ABSENCE

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Location</u>
Lamm, M.	Classroom Teacher	07/16/2025	Crossroads Science

HUMAN RESOURCE TRANSACTIONS
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LEAVE OF ABSENCE

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Location</u>
Menase, I.	School / Community Professional	05/08/2025	Eastern Heights Elem
Woldegabrial, S.	Custodian	06/18/2025	Chelsea Heights Elem
Vang, S.	Professional Employee	07/11/2025	Como Service Center

REINSTATEMENT AFTER LAYOFF

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Pay Rate</u>	<u>Location</u>
Yang, Y.	Clerical	07/01/2025	\$31.04	Colborne Admin Offices
Agyeman-Mensah, D.	Professional Employee	07/01/2025	\$33.77	Colborne Admin Offices
Coker, B.	Supervisory	07/01/2025	\$57.08	Como Service Center

REHIRE

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Pay Rate</u>	<u>Location</u>
Unowsky, V.	Superintendency	07/26/2025	\$96.15	Colborne Admin Offices
Taylor, N.	Assistant Principal	07/26/2025	\$69.85	Frost Lake Elem
Yang, B.	Assistant Principal	07/01/2025	\$58.21	Txuj Ci HMong UPR
Clemetson, C.	Classroom Teacher	08/09/2025	\$44.98	Central Senior High
Walker, A.	Classroom Teacher	08/09/2025	\$46.05	Murray Middle
Williams, J.	Classroom Teacher	08/09/2025	\$41.73	Creative Arts Secondary
Hrbacek, C.	Classroom Teacher	08/09/2025	\$44.98	JJ Hill Montessori Magnet
Aguilera, A.	Teaching Assistant	08/30/2025	\$21.59	Riverview Dual Immrsn
Barnes, R.	Teaching Assistant	08/30/2025	\$26.28	E-STEM Middle
Johnson, K.	Teaching Assistant	08/23/2025	\$23.35	Creative Arts Secondary
McIntosh, B.	Teaching Assistant	08/23/2025	\$26.28	Hidden River Middle
Pritchard, D.	Carpenter	07/19/2025	\$48.42	Como Service Center
Nasir, A.	Custodian	07/26/2025	\$19.18	Como Service Center

REINSTATEMENT FROM LEAVE OF ABSENCE

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Location</u>
Budin, J.	Classroom Teacher	08/09/2025	Como Park Elem
Dirks, A.	Classroom Teacher	08/09/2025	Highland Park Senior High
Kautt, C.	Classroom Teacher	08/09/2025	Bruce F Vento Elem
Knight-De Leon, K.	Classroom Teacher	08/25/2025	Cherokee Hts
Brown, M.	Classroom Teacher	08/09/2025	Groveland Park Elem

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REINSTATEMENT FROM LEAVE OF ABSENCE

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Location</u>
Hodgson, D.	Classroom Teacher	08/09/2025	Global Arts Plus - UPR
Kirchberg, J.	Education Assistant	06/30/2025	St Anthony Park Elem
Linsk, H.	Education Assistant	08/09/2025	1780 W. 7th Street
Lee, M.	Teaching Assistant	09/02/2025	Early Learning Hub
Lee, B.	Custodian	07/07/2025	Global Arts Plus - UPR
Thell, G.	Custodian	07/01/2025	Frost Lake Elem

RECISION OF RESIGNATION

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Pay Rate</u>	<u>Location</u>
Moses, H.	Teaching Assistant	06/14/2025	\$26.73	Bridge View

REHIRE AFTER TERMINATION

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Pay Rate</u>	<u>Location</u>
Moek, D.	Teaching Assistant	07/01/2025	\$23.35	Bruce F Vento Elem
Tschida, E.	Teaching Assistant	06/14/2025	\$25.89	Battle Creek Elem

VOLUNTARY REDUCTION IN TITLE

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Pay Rate</u>	<u>Location</u>
Chlebeczek, A.	Assistant Principal	07/01/2025	\$74.84	Focus Beyond
Danielson, J.	Central Administrator	08/09/2025	\$61.93	1780 W. 7th Street
Parisien, A.	Classroom Teacher	08/16/2025	\$62.75	American Indian Magnet

CHANGE IN TITLE

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Pay Rate</u>	<u>Location</u>
Leon de Bettino, K.	Classroom Teacher From: Education Assistant	08/18/2025	\$59.97	Highland Park Middle
Boss, V.	Classroom Teacher From: Temporary Employee	08/09/2025	\$40.16	Creative Arts Secondary

REDUCTION IN TITLE

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Pay Rate</u>	<u>Location</u>
Walker, L.	Clerical	08/02/2025	\$24.64	Como Service Center

RETIREMENT

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Location</u>
O'Brien, T.	Teaching Assistant	06/11/2025	Bridge View
LaValle, R.	Bus Driver	07/26/2025	Transportation Services
Zernechel, G.	Maintenance Supervisor	12/13/2025	Como Service Center

RESIGNATION

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Location</u>
Henry, M.	Classroom Teacher	06/14/2025	Early Learning Hub
Kelley, K.	Classroom Teacher	06/14/2025	271 Belvidere Bldg

HUMAN RESOURCE TRANSACTIONS
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RESIGNATION

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Location</u>
Kuhlers, K.	Classroom Teacher	06/21/2025	Como Park Elem
Meadows, M.	Classroom Teacher	06/14/2025	Focus Beyond
Nosich, M.	Classroom Teacher	06/14/2025	Four Seasons A+
Rambow, M.	Classroom Teacher	11/04/2025	Washington Tech High
Rodriguez Perez, M.	Classroom Teacher	06/14/2025	Riverview Dual Immrsn
Russo, M.	Classroom Teacher	06/14/2025	E-STEM Middle
Smith, S.	Classroom Teacher	07/01/2025	Colborne Admin Offices
Thompson, G.	Classroom Teacher	06/14/2025	Creative Arts Secondary
Long, D.	Classroom Teacher	06/14/2025	Benjamin Mays/Museum
Feckey, S.	Classroom Teacher	06/14/2025	United Hospital
Heim, M.	Classroom Teacher	06/14/2025	Central Senior High
Spoden, A.	Classroom Teacher	06/14/2025	Virtual Learning - Elem
Xiong, D.	Classroom Teacher	06/14/2025	Txuj Ci HMong UPR
Jones, P.	School / Community Professional	06/12/2025	Virtual Learning - Middle
Kamau, E.	School / Community Professional	06/19/2025	Harding Senior High
Subola, A.	School / Community Professional	08/12/2025	Colborne Admin Offices
Zanitsch, T.	School / Community Professional	08/30/2025	Colborne Admin Offices
Muye, P.	Education Assistant	06/10/2025	Bruce F Vento Elem
Nins, K.	Education Assistant	06/11/2025	Daytons Bluff Achievement Plus
Vang, L.	Education Assistant	06/12/2025	Farnsworth Aerospace LWR
Akbari, A.	Teaching Assistant	07/31/2025	Crossroads Montessori
Hernandez, J.	Teaching Assistant	05/16/2025	Eastern Heights Elem
Karstedt, K.	Teaching Assistant	06/11/2025	Farnsworth Aerospace UPR
Kpulajei, B.	Teaching Assistant	06/12/2025	International Academy - LEAP
Moua, P.	Teaching Assistant	06/12/2025	Txuj Ci HMong LWR PhalenLk
Ukle, A.	Teaching Assistant	06/12/2025	Adams Spanish Immrsn Magnet

HUMAN RESOURCE TRANSACTIONS
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RESIGNATION

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>	<u>Location</u>
Yang, S.	Teaching Assistant	06/12/2025	Txuj Ci HMong LWR PhalenLk
Yang, T.	Teaching Assistant	06/12/2025	St. Paul Music Academy
Bachhuber, M.	Bus Driver	07/26/2025	Transportation Services
Vinson, L.	Bus Driver	08/02/2025	Transportation Services
Ferraro, I.	Clerical	07/26/2025	Colborne Admin Offices
Gravely, S.	Clerical	07/23/2025	Colborne Admin Offices
Rust, N.	Clerical	07/12/2025	Como Service Center
Stensaas, S.	Clerical	08/02/2025	Central Senior High
Crenshaw, A.	Custodian	07/07/2025	Murray Middle
Fredericks, M.	Custodian	08/09/2025	Bruce F Vento Elem
Schmidt, J.	Nutrition Services	06/12/2025	Eastern Heights Elem
Varela, E.	Nutrition Services	06/11/2025	Adams Spanish Immrsn Magnet
Thao, P.	Professional Employee	08/09/2025	Colborne Admin Offices
Nielsen, S.	Technical	08/02/2025	Colborne Admin Offices

TERMINATION

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>
B., B.	Education Assistant	07/26/2025
A., A.	Teaching Assistant	06/14/2025
A., L.	Teaching Assistant	06/14/2025
A., N.	Teaching Assistant	06/14/2025
B., J.	Teaching Assistant	06/14/2025
B., J.	Teaching Assistant	07/26/2025
B., R.	Teaching Assistant	06/14/2025
B., E.	Teaching Assistant	06/14/2025
C., K.	Teaching Assistant	06/14/2025
E., D.	Teaching Assistant	06/14/2025
F., J.	Teaching Assistant	06/14/2025
G., K.	Teaching Assistant	06/14/2025
C., Y.	Professional Employee	07/11/2025

HUMAN RESOURCE TRANSACTIONS
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LAYOFF

<u>Name</u>	<u>Job Category</u>	<u>Eff Date</u>
G., T.	Clerical	07/01/2025
C., B.	Supervisory	08/30/2025

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

DATE: August 19, 2025

TOPIC: Compensation and Classification Study

A. PERTINENT FACTS:

1. The District contracted with Evergreen Solutions, LLC to: a) conduct a comprehensive review of the current classification and compensation system for designated professional level groups to ensure internal equity; b) conduct a market analysis to ensure external equity and c) to produce recommendations to provide the District with a system that is equitable both internally and externally.
2. The internal and external review included AFSCME, Bus Drivers, CCEA, Custodians, Educational Assistants, Nutrition Services Personnel, SCSP, and Teacher Assistants.
3. The classification and compensation study has been completed and Evergreen Solutions, LLC has made recommendations based on their review of the current classification and compensation system and a comprehensive market analysis of peer organizations.
4. Based on the results of the review, Evergreen recommends:
 - a) Update and modernize select classification titles;
 - b) Revise all job descriptions to include updated classification information provided in the JAT, and review job descriptions and FLSA statuses annually for accuracy to determine if the classification is assigned to the appropriate bargaining unit;
 - c) Update the pay plans for Nutrition Services Personnel and SCSP; AFSCME, Bus, Custodians, CCEA, EA, and TA were found to be at or ahead of the market. As a result market adjustment are not warranted for these groups;
 - d) Slot all classifications into the plans based on external and internal equity; transition employee salaries into the proposed plans;
 - e) Continue to conduct structured job studies of positions as well as small-scale salary surveys as needed;
 - f) Conduct a comprehensive classification and compensation study every three to five years, subject to budget constraints and as market conditions are warranted;
 - g) Review and revise, as appropriate, existing pay practice guidelines for all units within the District.
5. This item is submitted by Patricia Pratt-Cook, Executive Chief of Human Resources.

B. RECOMMENDATION:

That the Board of Education approves moving forward with the implementation of the recommendations from the classification and compensation study.

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

DATE: July 15, 2025

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

A. PERTINENT FACTS:

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

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

2. This item is submitted by Anne McInerney, Director, Office of Title I Federal Programs and Stacey Gray-Akyea, Executive Chief, Equity, Strategy, and Innovation.

B. RECOMMENDATION:

That the Board of Education authorize Superintendent Dr Stacie Stanley as the Identified Official with Authority (IOwA) for Saint Paul Public Schools and Anne McInerney as the Proxy Identified Official with Authority (IOwA) for Saint Paul Public Schools ISO 625.

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

DATE: August 19, 2025

TOPIC: FY2026 Indoor Air Quality Management Plan

A. PERTINENT FACTS:

1. Per MN. Stat. § 123B.595, Subs. 4., to qualify for revenue under this section, a school district or intermediate district, not including a charter school, must have a ten-year facility plan adopted by the school board and approved by the commissioner. The plan must include provisions for implementing a health and safety program that complies with health, safety, and environmental regulations and best practices, including indoor air quality management.
2. The Facilities Department has an Indoor Air Quality (IAQ) Management Plan that is in accordance with the Minnesota Department of Health 'Model Indoor Air Quality Plan,' as summarized on the following page.
3. The IAQ Management Plan shall be adopted by the Board of Education.
4. This item meets the District Strategic Plan goals by aligning Program Evaluation and Resource Allocation to District priorities.
5. This item is presented by John Elling, Environmental Services Manager, and Kathryn Wallace, Interim Director of Facilities.

B. RECOMMENDATION:

That the Board of Education adopt the IAQ Management Plan by approval of this agenda item.

Saint Paul Public Schools FY2026 Indoor Air Quality Management Plan Overview

Indoor air quality (IAQ) is a critical component of providing a healthy and comfortable learning environment. Indoor air pollutants may cause or contribute to short- and long-term health problems including asthma and allergies. IAQ problems can hasten building deterioration, contribute to the closing of schools, create liability problems, and strain relationships among parents, teachers, school staff, unions, and the school administration.

Working with the EPA's IAQ Tools for Schools Program, SPPS developed an IAQ Management Plan that will help monitor and improve the quality of air in all SPPS buildings. The objectives of this IAQ Management Plan are to:

- Reduce the levels of indoor air pollutants through preventive measures such as routine maintenance activities, periodic building evaluations and inspections, and IAQ-specific policies.
- Provide and maintain adequate air exchanges by maintaining ventilation equipment.
- Respond to IAQ-related concerns and problems in a thorough and prompt manner through investigation, documentation, and effective communication.

Saint Paul Public Schools performs an annual review of the IAQ Management Plan, in order to make appropriate changes. An annual review is necessary because changes may occur that relate to the building, operations, maintenance, occupants, and administrative priorities. Earlier versions of the IAQ Management Plan are retained to provide historical reference of IAQ best management practices that should reduce the likelihood of repeating policies and procedures that were ineffective or inefficient. The FY2026 IAQ Management Plan can be viewed [here](#).

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

DATE: August 19, 2025

TOPIC: Phase Gate Approval of Randolph Heights Elementary Boiler Replacement
(Project # 3150-22-02): Gate #5.2 – Project Final Fiscal Close-out

A. PERTINENT FACTS:

1. This agenda item seeks acceptance of report for the Randolph Heights Boiler Replacement at the following gate check(s):
 - a. Gate #5.2 – Project Final Fiscal Close-out
2. This project is complete and all associated contracts have been paid in full.

Project Milestone	Dates
Design Start	April 2023
Bidding / Procurement	November 2023
Construction Start	June 2024
Substantial Completion (Occupancy)	February 2025
Final Close-Out	August 2025

3. As all financial obligations for the project are now met, the final cost of the project is established. To sum, this project was completed approximately 31% below the Board approved project budget.
4. The Project gate schedule is:

Gate # and Description	Date
#1 – Master Planning	March 23, 2021
#2 – Project Charter (Predesign)	Not Applicable
#3 – Project Budget	November 14, 2023
#4 – Contract Award	December 19, 2023
#5.1 – Project Close-Out	Not Applicable
#5.2 – Final Project Final Fiscal Close-out	August 19, 2025 (current)

* The close-out period for smaller, less complex projects is typically relatively brief and, therefore, does not necessitate the interim Gate # 5.1 report.

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

Project Budget	Current Obligations	Invoiced to Date	Percent Invoiced
\$839,000	\$0	\$578,512	100%

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

Funding Source	Amount
LTFM FY24-25	\$578,512

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

B. RECOMMENDATION:

That the Board of Education accept the report provided for Randolph Heights Boiler Replacement project (Project # 3150-22-02) at Phase Gate Check #5.2 – Project Final Fiscal Close-out.

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

DATE: August 19, 2025

TOPIC: Settlement of an Insured Claim

A. PERTINENT FACTS:

1. On or about May 5, 2025, the School District was served a lawsuit regarding an employment matter which was insured.
2. The matter can be settled for a payment of \$80,000.
3. This settlement supports the District's target area goal of Program Evaluation and Resource Allocation.
4. This item is submitted by Jessica Wikstrom, Assistant General Counsel.

B. RECOMMENDATION:

That the Board of Education approve the settlement agreement, approve payment in the above referenced suit, and authorize and direct the issuance of payments in the amount of \$80,000.

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

DATE: August 19, 2025

TOPIC: Phase Gate Approval of The Heights Community School HVAC Replacement and Fire Suppression Project (Project # 1120-25-01): Gate #3 – Project Budget

A. PERTINENT FACTS:

1. This agenda item seeks approval for the The Heights Community School HVAC Replacement and Fire Suppression project at the following phase gate(s):

- a. Gate #3 – Project Budget / Proceed to Bidding

2. The Project phase gate schedule is currently:

Gate # and Description	Date
#1 – Master Planning	July 16, 2024
#2 – Project Charter (Predesign)	Not Applicable
#3 – Project Budget	August 19, 2025 (current)
#4 – Contract Award	October 2025 (anticipated)
#5.1 – Project Close-Out	August 2027 (anticipated)
#5.2 – Final Project Summary	August 2028 (anticipated)

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

Proposed Budget	Current Obligations	Invoiced to Date	Percent Invoiced
\$13,526,000	\$1,270,649	\$202,475	1%

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

Funding Source	Amount
LTFM FY24-29	\$10,508,140
Capital Bonds FY24-29	\$3,017,860

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

B. RECOMMENDATION:

That the Board of Education approve the The Heights Community School HVAC Replacement and Fire Suppression Project (Project # 1120-25-01) at Phase Gate Check #3 – Project Budget; setting the final project budget at \$13,526,000 and indicating direction to proceed with construction bidding.

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

DATE: August 19, 2025

TOPIC: Phase Gate Approval of the Washington Technology Magnet Pool AHU Replacement (Project # 4040-26-01): Gate #3 – Project Budget

A. PERTINENT FACTS:

1. This agenda item seeks approval for the Washington Technology Magnet Pool AHU Replacement project at the following phase gate(s):
 - a. Gate #3 – Project Budget / Proceed to Bidding
2. The Project phase gate schedule is currently:

Gate # and Description	Date
#1 – Master Planning	July 16, 2024
#2 – Project Charter (Predesign)	Not Applicable
#3 – Project Budget	August 19, 2025 (current)
#4 – Contract Award	October 2025 (anticipated)
#5.1 – Project Close-Out	September 2026 (anticipated)
#5.2 – Final Project Summary	September 2027 (anticipated)

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

Proposed Budget	Current Obligations	Invoiced to Date	Percent Invoiced
\$1,479,000	\$48,346	\$28,111	2%

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

Funding Source	Amount
LTFM FY25-28	\$1,479,000

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

B. RECOMMENDATION:

That the Board of Education approve the Washington Technology Magnet Pool AHU Replacement (Project # 4040-26-01) at Phase Gate Check #3 – Project Budget; setting the final project budget at \$1,479,000 and indicating direction to proceed with construction bidding.

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

DATE: August 19, 2025

TOPIC: Network Equipment Acquisition Award for Central High School, Creative Arts Secondary School, District Administration Building, Harding Senior High School, Hubbs Center, Johnson Senior High School, Journeys Secondary School, Murray Middle School, Open World Learning Community, and Washington Technology Magnet High School

A. PERTINENT FACTS:

1. This agenda item seeks approval to award network equipment for Central High School, Creative Arts Secondary School, District Administration Building, Harding Senior High School, Hubbs Center, Johnson Senior High School, Journeys Secondary School, Murray Middle School, Open World Learning Community, and Washington Technology Magnet High School.

2. The following bid was received per the terms of Cooperative Purchasing Connection contract #23.3-AFF:

	<u>Lump Sum Base Bid</u>
Affinitech.....	\$244,516

3. This project meets the District Strategic Plan goals by aligning resource allocation to District priorities.
4. This item is submitted by Kathy Wallace, Interim Facilities Director; Tom Sager, Executive Chief of Financial Services; and Jackie Turner, Chief Administration and Operations Officer.

B. RECOMMENDATION:

That the Board of Education authorize award of network equipment for Central High School, Creative Arts Secondary School, District Administration Building, Harding Senior High School, Hubbs Center, Johnson Senior High School, Journeys Secondary School, Murray Middle School, Open World Learning Community, and Washington Technology Magnet High School to Affinitech for a lump sum base bid of \$244,516.

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

DATE: August 19, 2025

TOPIC: Fiscal Year 2023-2024 Audit

PREPARED BY: Tom Sager, Executive Chief of Financial Services

A. PERTINENT FACTS:

1. Troy Gabler and Chris Knopik of Clifton Larson Allen LLP (CLA) presented to the Board of Education a status report for the Fiscal Year 2024 Financial Statement Audit on July 15, 2025.
2. Since that time, the single audit and quality assurance review work continued. The audit has been completed and the final statements are now issued.
3. The District was issued a “clean” or unmodified audit opinion. No Yellow Book Compliance issues were noted in the review of laws, regulations, contracts, and grants that could have significant financial implications to the District.
4. As anticipated and budgeted for, in fiscal 2024, the District decreased its unassigned General Fund balance slightly to \$78,261,330. Although, this decrease in fund balance was less than anticipated. This represents 10.12 percent of total General Fund expenses, and 37 days of operations. This fund balance will be used to help offset anticipated deficit spending in FY 25 and FY 26. In the Food Service Fund, expenses exceeded revenues by \$4.25 million. In the Community Service Fund, revenues exceeded expenses by \$853,174 and its fund balance is 41 percent of operating expenses.
5. CLA did identify some findings related to Internal Controls, Single Audit, and Legal Compliance. Although, there are fewer findings in this audit as compared to last year's audit. There were no findings noted within Title I.
6. The audit report for the fiscal year 2023-2024 has given the district clear direction and valuable feedback to address ongoing continuous improvement processes.

B. RECOMMENDATION:

The recommendation is for the Board of Education to accept and approve the Fiscal Year 2023-2024 financial statement audit issued by Clifton Larson Allen LLP.



We'll get you there.

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Executive Audit Summary Presentation for Saint Paul Public Schools

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- Presented by: CLA
- Troy Gabler, CPA, Manager



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Agenda

- Required Communications
- Audit Results
- Financial Results
- Key Issues/Summary

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Required Communications

- **Our Responsibility Under Generally Accepted Auditing Standards**
 - Primary responsibility is to provide our opinion on the fairness of presentation of the financial statements
 - Reviewed internal accounting controls
 - Risk based audit approach
 - Based on internal controls, determined scopes, and tests of transactions
- **Planned Scope and Timing of the Audit**
 - Communicated during the audit preliminary work and field work
- **Significant Accounting Policies**
 - Outlined in Note 1 to the financial statements
 - Unusual transactions – none noted

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Required Communications (Continued)

- **Management Judgments and Accounting Estimates – Reasonable/Supported**
 - Useful lives of capital assets
 - Allowance for doubtful accounts
 - Compensated absences
 - Pension Related Items
 - Discount rate for leases and SBITAs
 - Other Post Employment Benefits
- **Corrected and Uncorrected Misstatements**
 - Corrected adjustments – Cash adjusted when bank reconciliations were updated
 - Uncorrected adjustments – none noted
- **Other Information in Documents Containing Audited Financial Statements**
 - Required Supplementary Information – no opinion
 - Supplementary Information – in-relation to opinion – inquiries and evaluate content
- **Disagreements with Management**
 - There have been no disagreements with management about matters that could be significant to the financial statements

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Required Communications (Continued)

- **Major Issues Discussed With Management Prior to Engagement**
 - No issues, other than normal planning items, were discussed prior to our retention as auditors
- **Difficulties Encountered in Performing the Audit**
 - Management was most cooperative and helpful
 - Personnel and records were available

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Audit Results Year Ended 6/30/2024

- **Unmodified (Clean) Opinion**
 - On the basic financial statement
- **Single Audit Items**
 - Child Nutrition Program
 - Differences in meal reports and claims for CLICS noted. Net of 18 meals not claimed that could have been based on reports. 77
 - Procurement: 13 of 14 items did not have proper documentation.
 - Suspension and Debarment: 8 of 8 did not have documentation of verification.
 - Education Stabilization Fund
 - Allowability Item: 20 of the 45 payroll disbursements did not have supporting timesheets to show approval of the wages to be part of this program. 2 of 45 did not have documented approval for the stipend allocated to the program documented.



Audit Results Year Ended 6/30/2024 (Continued)

- Special Education

- Procurement issues with 4 of the 5 contracts tested where items were not properly documented.
- Suspension and Debarment: 5 of 5 selections did not appear to have proper documentations over verifying the vendor was not suspended or debarred. None of them appeared to be, but the documentation of the 78 district checking was not available.

- Overall, 6 items compared to 7 in the Prior Year



Audit Results Year Ended 6/30/2024 (Continued)

- **Minnesota Legal Compliance**
 - 3 of 22 items tested were not paid within 35 days.
 - Annual delegation of authority and related policy for electronic fund transfers.
 - UFARS Turnaround Report Errors, due to the timing of the reporting.

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3 items compared to 5 in for the 2023 audit for legal compliance.



Audit Results Year Ended 6/30/2024 (Continued)

- **Internal Control Over Financial Reporting**

- Material Weakness

- SPPS has not been performing timely monthly cash reconciliations to the general ledger causing delay of the audit for FY24 and material adjustments to cash after the audit commenced.
 - Direct Accounts Receivable journal entries did not have documented approval.
 - Census Data provided to the actuary did not have supporting documentation retained for retirees.

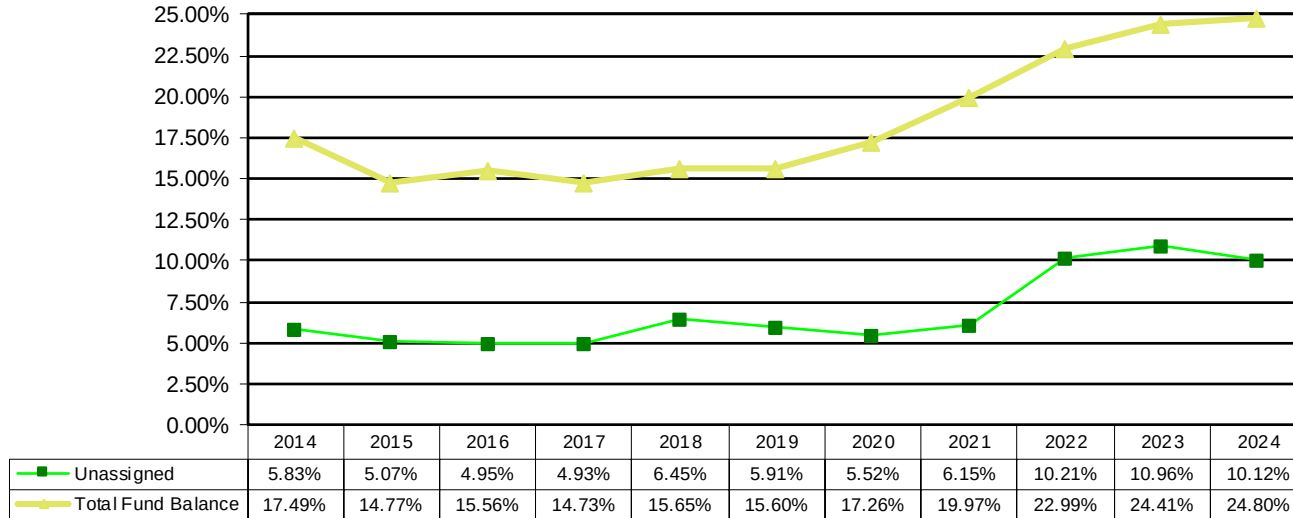
80

- **We did not note any instances of the District not complying with laws and regulations in accordance with yellow book auditing standards.**



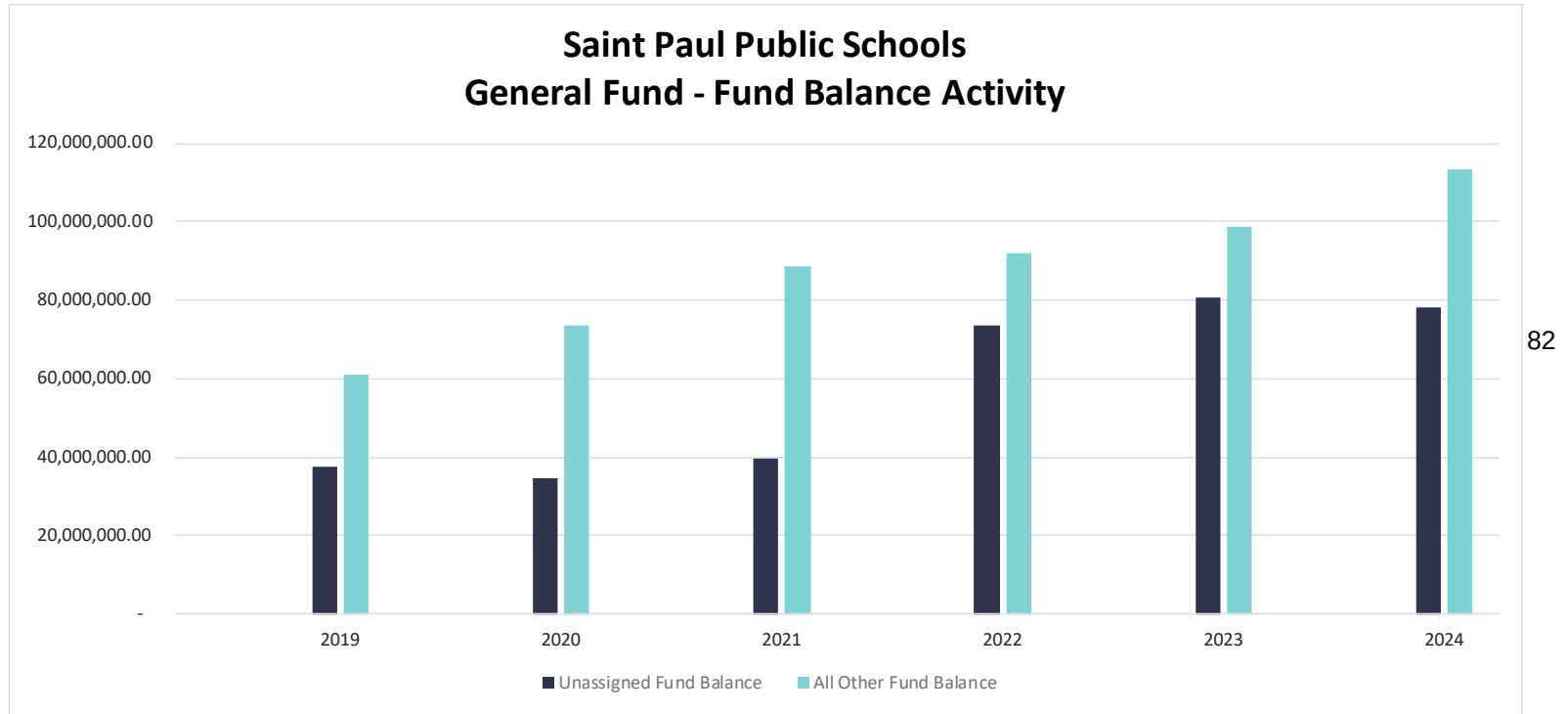
Financial Results

**Fund Balance as a Percent of Expenditures
in the General Fund**

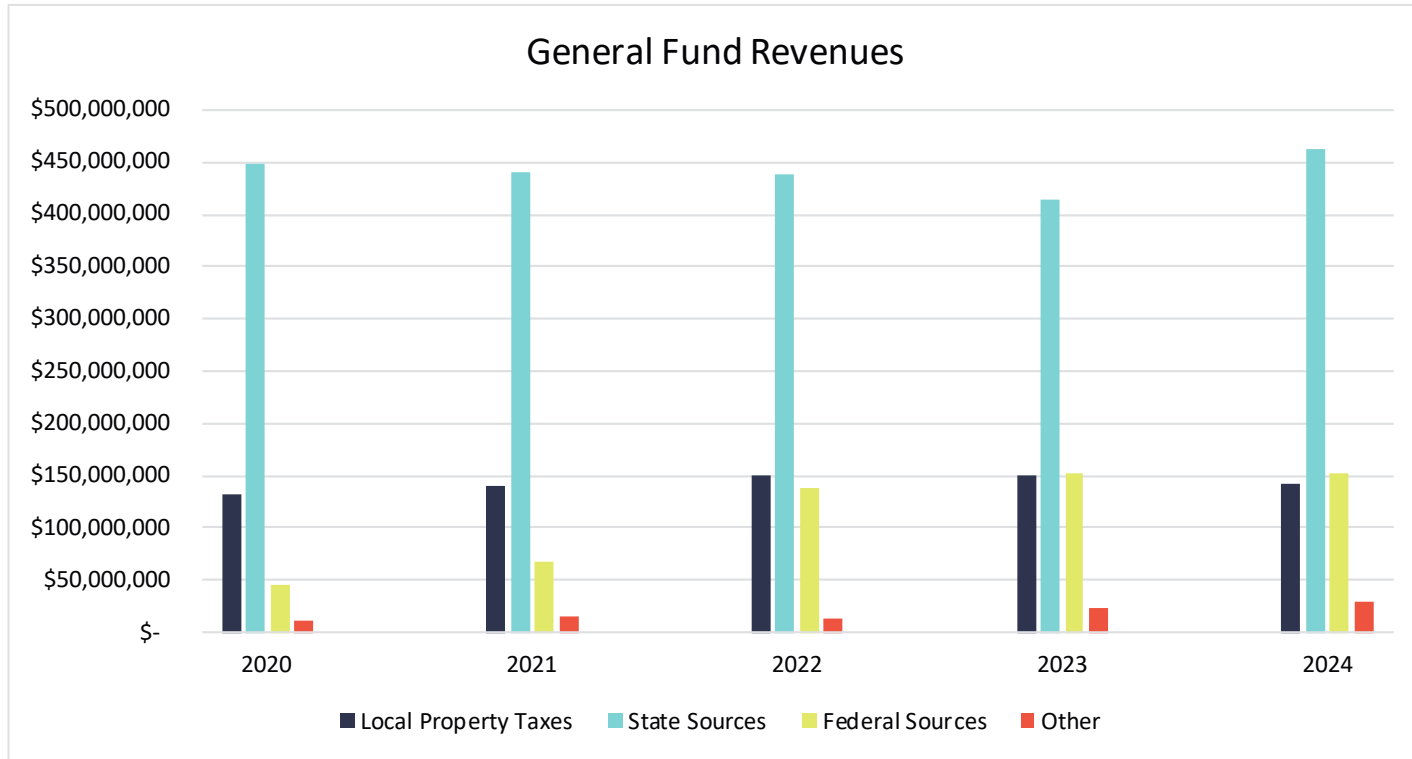


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Financial Results (Continued)



Financial Results (Continued)

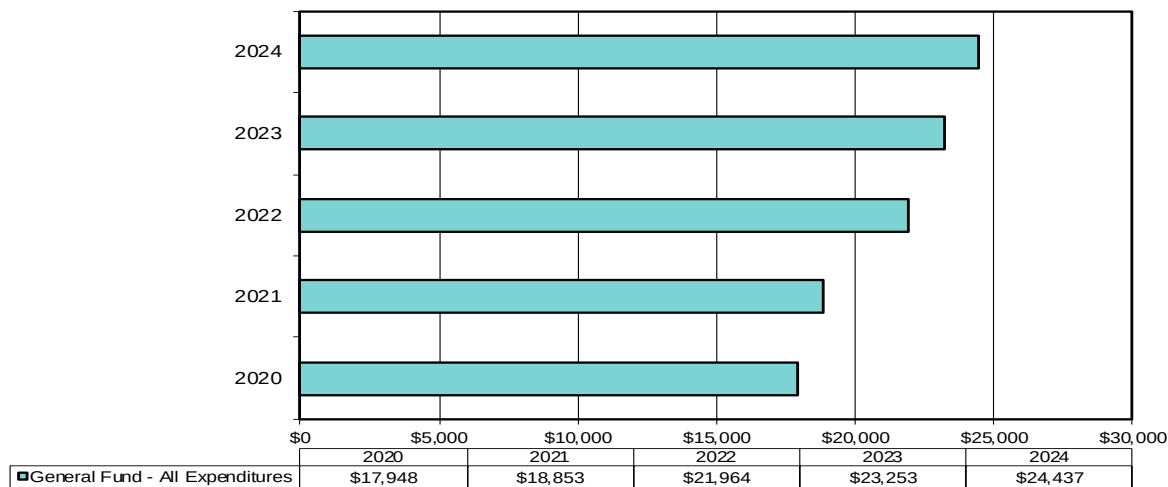


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Financial Results (Continued)

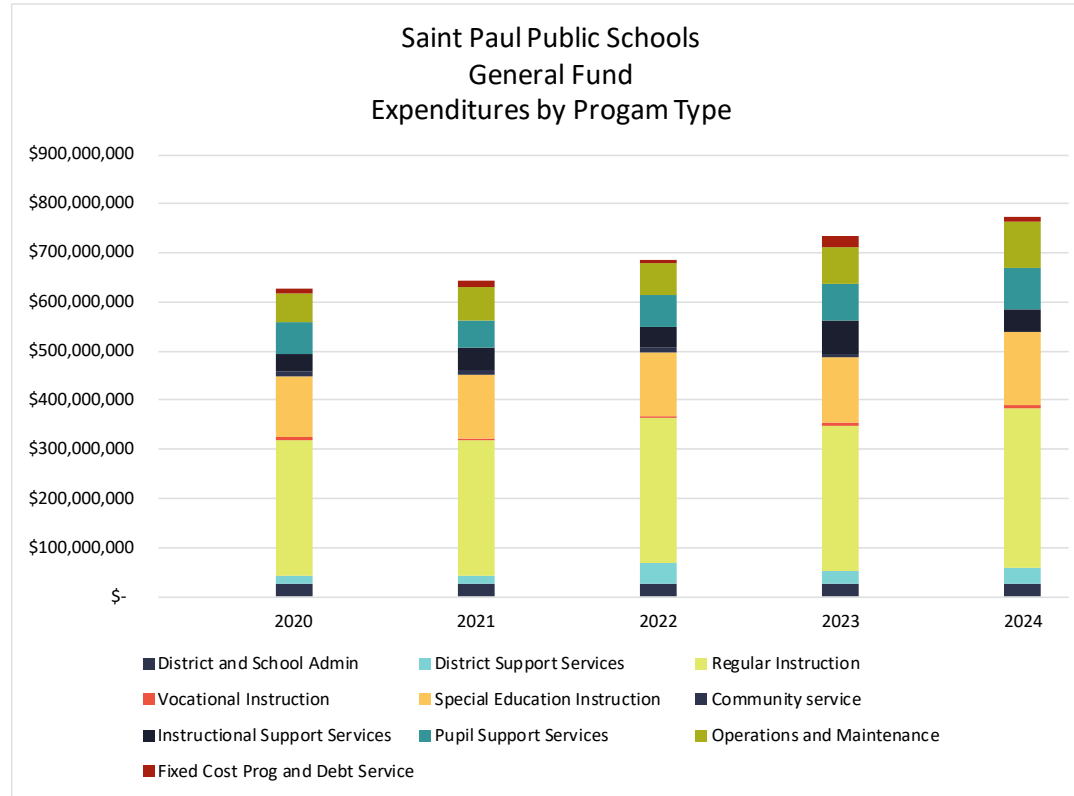
General Fund Expenditures Per Student ADM



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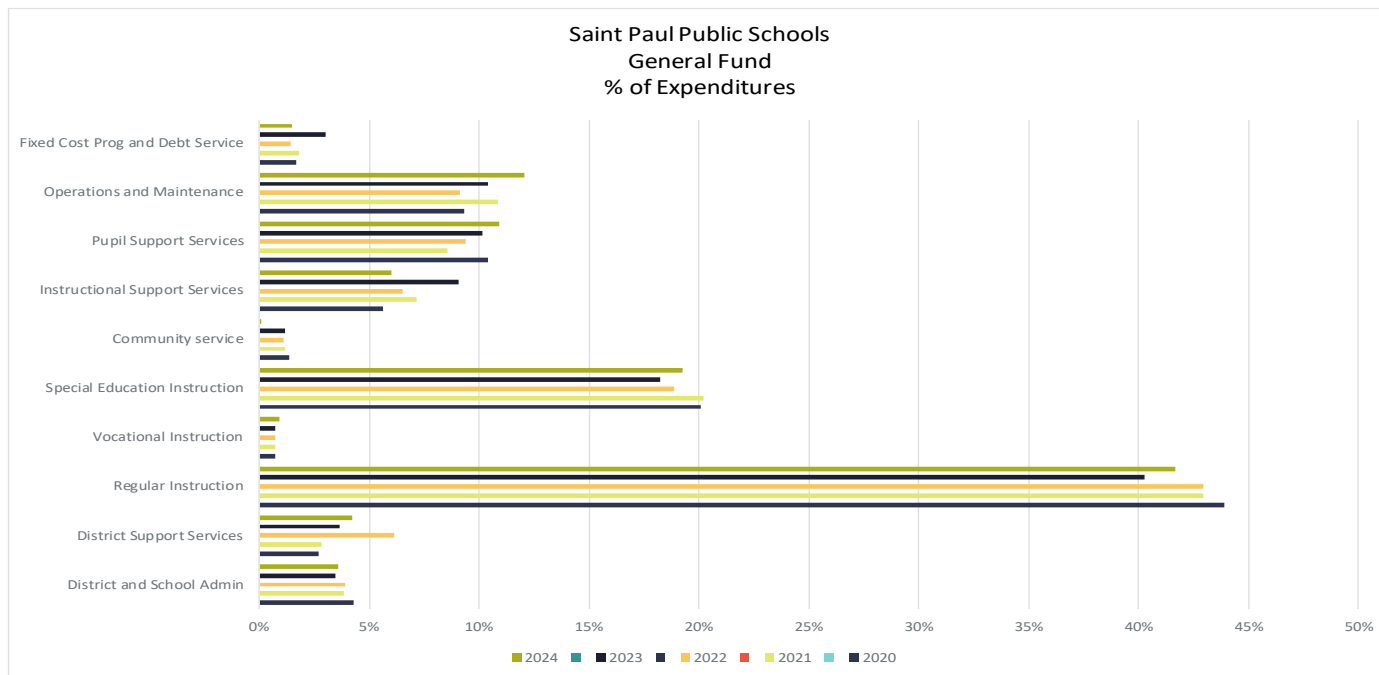
Financial Results (Continued)



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Financial Results (Continued)

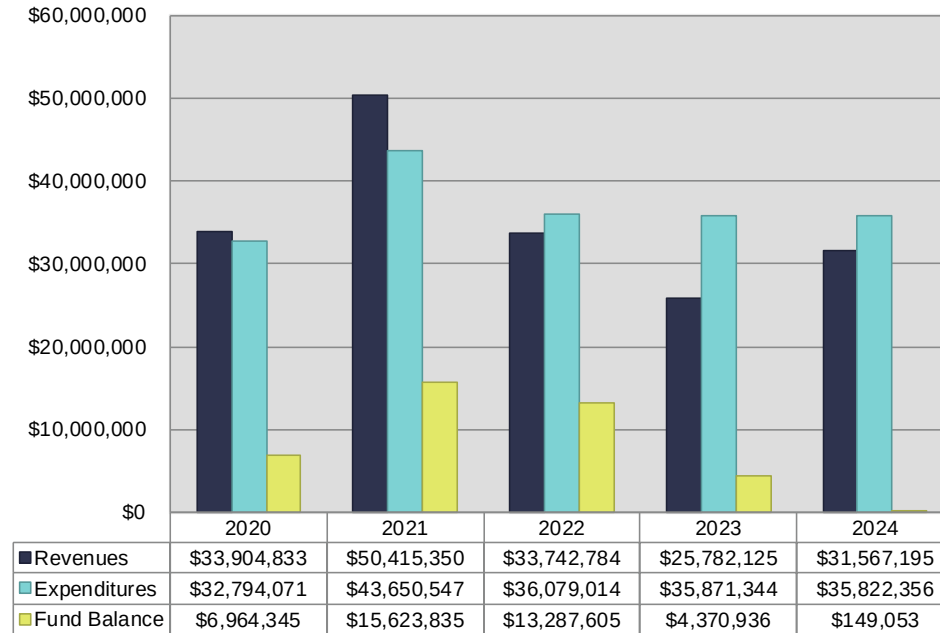


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Financial Results (Continued)

**Revenue, Expenditures, and Fund Balance -
Food Service Fund**

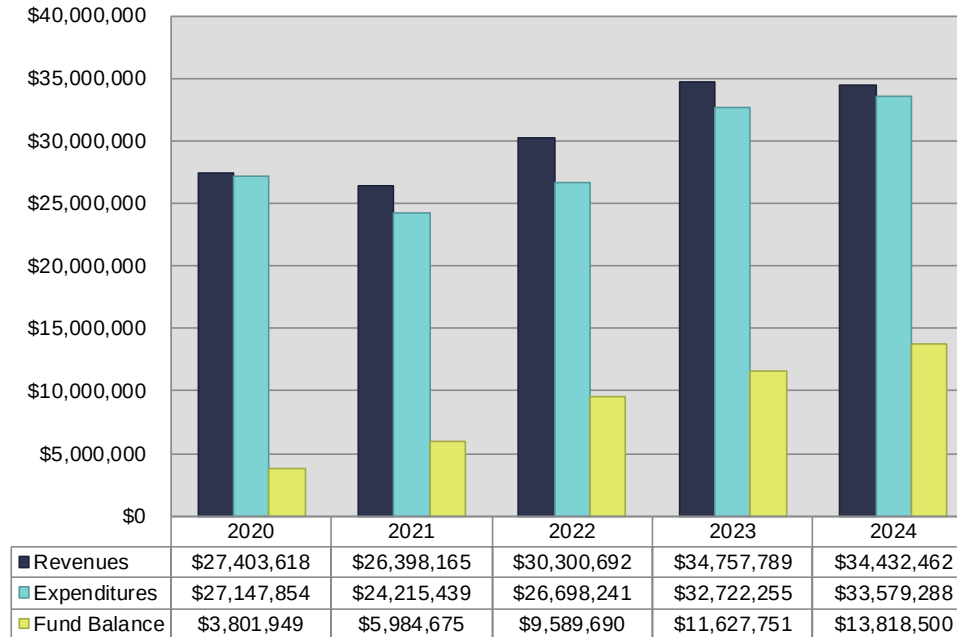


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Financial Results (Continued)

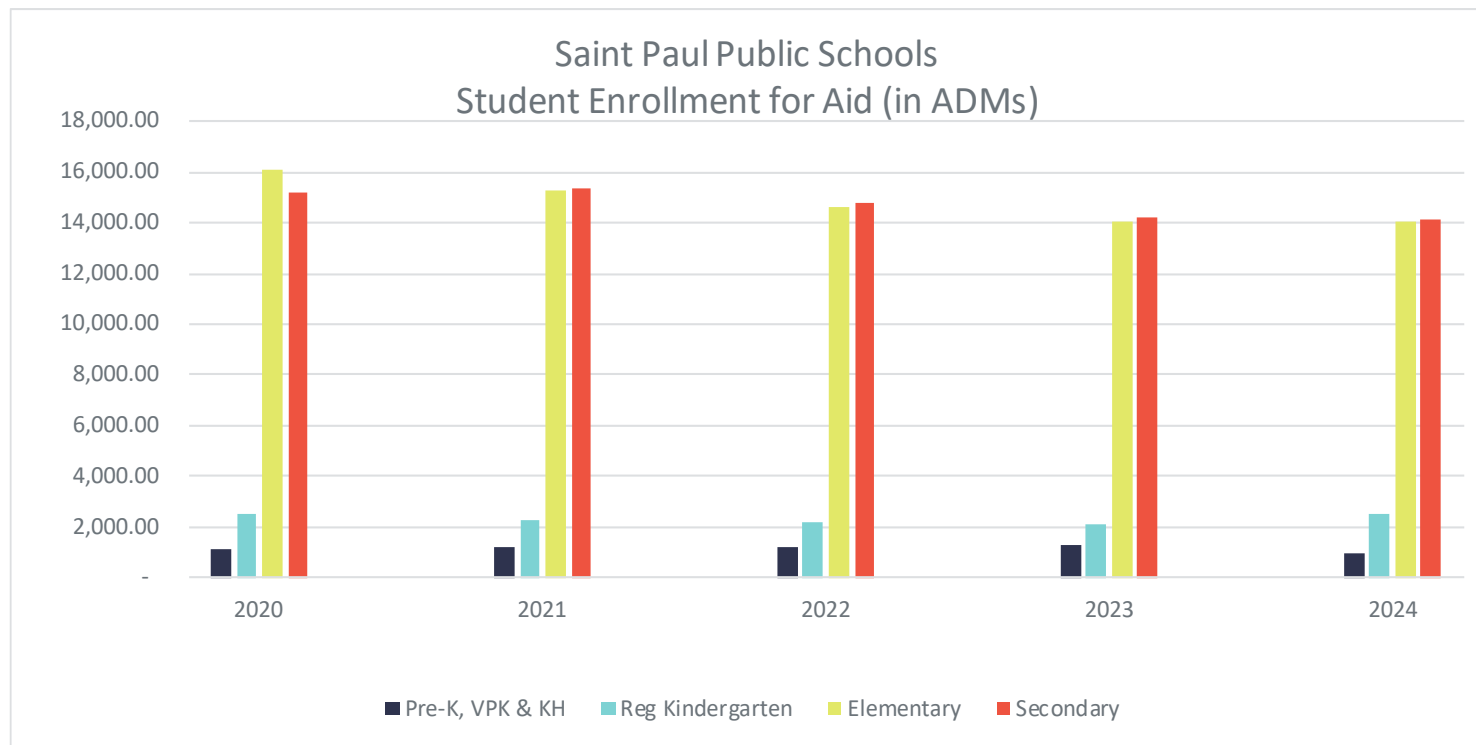
**Revenue, Expenditures, and Fund Balance -
Community Service Fund**



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Financial Results (Continued)



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Upcoming Accounting Standard Changes

- Statement No. 102 – Certain Risk Disclosures
 - June 30, 2025
 - Aims to provide users of government financial statements with essential information about risks related to a government's vulnerabilities due to certain concentrations or constraints.
 - Requires a government to assess whether an event associated with a concentration or constraint could cause substantial impact during the year or within 12 months of the date the financial statements are issued.
 - Disclosed in the notes of the Financial Statements

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Upcoming Accounting Standard Changes

- Statement No. 103 – Financial Reporting Model
 - June 30, 2026
 - Aims to provide more consistency in financial reporting between entities. Major changes are to how enterprise funds are presented, of which, the District has none.
 - Low Impact: Unusual & Infrequent items
 - Moderate Impact: MD&A Policy Driven Explanations

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Questions and Feedback

- We welcome any questions pertaining to the audit, Governance Communication Letter, Internal Control Communication or other matters related to the engagement.
- We appreciate the opportunity to serve as the auditors for Saint Paul Public Schools and welcome any feedback relative to our performance.

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Thank you!

*Troy Gabler, CPA
Manager*

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Saint Paul
PUBLIC SCHOOLS

Board Initiated Goals Governance (B.I.G.G)

Graduation Rates
August 19, 2025

Purpose

- Report the progress of B.I.G.G. programmatic goal, “The percentage of SPPS students who graduate in 4 years will increase from **68%** in 2023 to **80%** in 2029; returning to pre-pandemic levels for all student groups”.
- Reporting parameters:
 - Measure: 4-year graduation results
 - Metric: The percentage of students in the graduating class of 2024 who graduated in 4 years.

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About the data

- Source: Minnesota Department of Education (MDE)
- Graduation rates are based on 9th grade cohorts;
 - Class of 2024 started 9th grade in the fall of 2020
- Summer graduation is combined with the previous spring's results*
- Care and Treatment programs are excluded from 4-year graduation results⁹⁶ (e.g., Agape, Hospital programs, etc)
- Graduation results provided by MDE include related data:
 - Continuation, Drop-outs, Unknowns
 - 5 year graduation
 - 6 year graduation
 - 7 year graduation

2024 Results



Four-Year Graduation Rates 2024			
School	2023~	2024	Change*
District	68.5%	76.5%	8.0%
AGAPE Teen Parent	52.2%	66.7%	14.5%
Gateway to College^	42.3%	54.8%	12.5%
Central Senior	81.4%	87.0%	5.6%
Como Park Senior	71.8%	79.9%	8.1%
Creative Arts Secondary School	63.0%	76.7%	13.7%
Gordon Parks High School^	21.5%	17.9%	-3.6%
Harding Senior	71.7%	82.9%	11.2%
Highland Park Senior	88.4%	91.8%	3.4%
Humboldt High School	72.2%	76.4%	4.2%
Johnson Senior	74.4%	86.7%	12.3%
Journeys Secondary School	30.0%	33.9%	3.9%
LEAP High School^	14.6%	15.6%	1.0%
Open World Learning Secondary	81.0%	88.7%	7.7%
SPPS Online High School	49.2%	63.2%	14.0%
Washington Tech Secondary Magnet	74.9%	84.4%	9.5%
^ = Alternative Learning Center (ALC) ~ = does not include summer graduates			

2024 Results (cont.)

- Almost all student groups in SPPS increased in the 4-year graduation rate from 2023
 - English language learners (+12)
 - Hispanic students (+12)
 - Black students (+10)
 - Students receiving special education services (+10)
 - Students qualifying for free/reduced price meals (+9)
 - Asian students (+8)
 - White students (+7)
 - American Indian (-2)
- Asian, Black, Free/Reduced, Special Education, Two or More Races, and White students have gains in 4-year graduation rates compared to 2019.

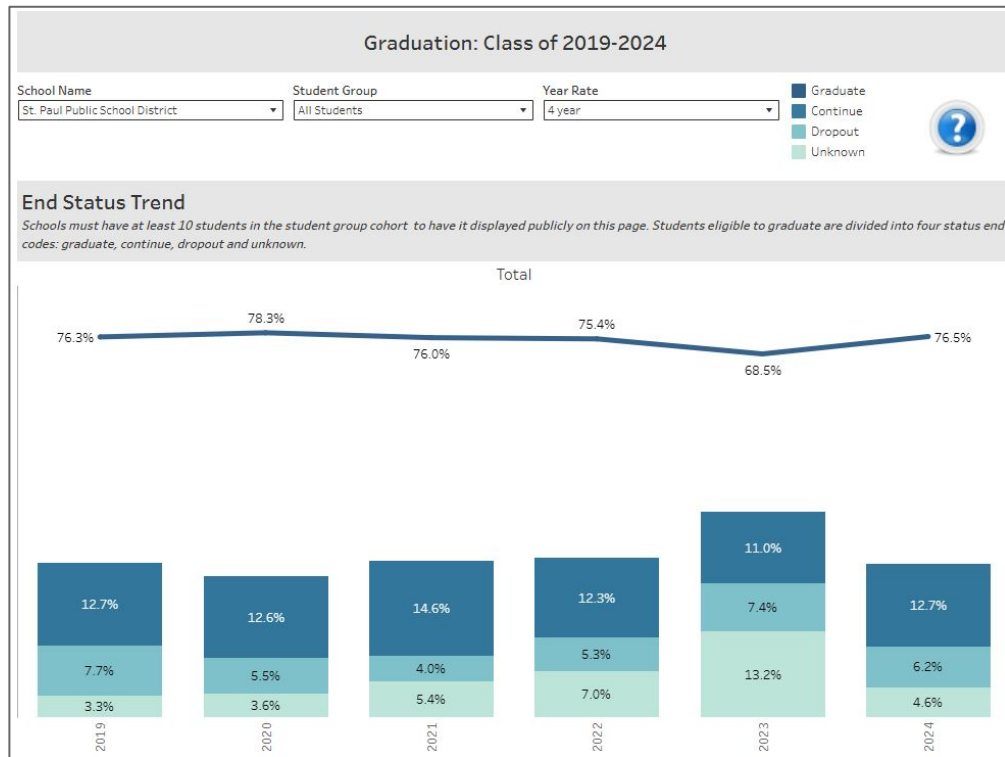
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Influencers

- **(Ongoing)** Expanding access to **internships, industry-recognized certifications, work-based learning experiences, and partnerships** to connect classroom learning with real-world applications
- **(Ongoing)** Support for students through their compulsory age:
 - Students continuing in an ALC through their 21st birthday
 - Students learning English (EL) through their 21st birthday
 - Students with interrupted formal education (SLIFE) through their 22nd birthday
 - Students with IEPs through 22nd birthday
- **(2022)** Expanding/enhancing **academic support courses** across all SPPS high schools
- **(2021)** Increased **credit recovery options**, including after school, online and experiential learning programs for students to stay on track for graduation

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Additional Interest In Graduation Rates?



[Graduation Rates - Saint Paul Public Schools](#) Public Dashboard

- Continuation/Dropout
- 4 & 7 year rates
- School
- Student Group

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Thank you!

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Saint Paul
PUBLIC SCHOOLS

2025-26

School Readiness Report

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Board of Education Meeting
August 19, 2025

Purpose

Provide an overview for the Board of Education on the state of readiness for the **first day of school, Tuesday, September 2, 2025**

- Schools and Academics
- Human Resources
- Operations
 - Security and Emergency Management
 - Technology Services
 - Facilities
 - Nutrition Services
 - Family Engagement & Community Education
 - Transportation

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Schools and Academics

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Back to School: Professional Learning

School Administrators Summer Professional Learning

- New Leaders: 2-days for First Year Principals and Assistant Principals
- Leadership Advance led by Dr. Stanley
- Virtual professional development: Legal, Special Education, Communication, HR Topics
- School Continuous Improvement Planning
 - Goals developed and aligned with B.I.G.G.
 - Schools Develop Individual Reading, Math, and School Climate Goals
 - Action Steps and Key Indicators of Progress

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New Educator Week

Opening Week (Licensed Staff)

- Building and district level professional development and self directed time for teachers
 - Over 70 unique opportunities offered to support staff (in person and virtual options)

New & Expanded Programming

- **3DE** (9th Grade) at Harding, Year 2 at Como and Washington
 - Staff trained, support positions hired, calendar of case studies finalized
- **New Districtwide ‘Operating Engineers’ Pathway** with Local 49
 - Course and Certification; Urban sandbox offers hands-on learning
- **Wellstone Elementary:** [Karen Culture and Language Program](#) expands to grade 1
- **East African Magnet:** Expanding to grade 7
- **Bruce Vento Elementary:** New building and regional environmental magnet
- **Obama Montessori & Middle School:** New building and launching grade 6



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Human Resources

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Talent Acquisition

Bargaining Unit	Total Vacancies	Positions Filled	Current Vacancies
Teachers	462	231	135*
EAs	66	31	35
TAs	244	124	120* ¹⁰⁸
AFSCME (at schools)	24	12	10

**Includes 25 teacher resignations and 20 TA resignations submitted after July 1*

NOTE: This data is as of 8/13/2025 and does not include any hires resulting from the paraprofessional hiring fair on 8/14/25

Educator Development

- New Educator Week – August 18-22, 2025
 - Preparing to welcome over 200 new educators to create a sense of belonging and provide foundational professional development to support and navigate educators through SPPS systems and culture, grounded in equity and culturally responsive instruction towards student achievement
- Opening Week PD for EAs - August 26, 2025
 - Partnering with SPFE to welcome EAs for differentiated PD
- SPPS Urban Teacher Residency (SUTR) - 19 residents set to begin their yearlong residency w/ mentor teachers in classrooms during Opening Week
- Mentor Mentee Program: currently matching 1st-year educators w/ mentors
- Retention & Support for Educators of Color Pilot - continuing at Frost Lake and Highwood Hills and expanding to Johnson High School and Benjamin E Mays

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Admin & Operations

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Communications & Outreach

- Participated in 9 community events and festivals
- Back-to-school communications (emails, video, robocalls, text messages, social media, events)
- Staff training on communication platforms and best practices
- Media invited to hiring events, New Educator Week, State Fair, first day of school and Superintendent interviews
- Family help sessions for back-to-school forms

Back-to-School Forms Family Help Sessions

For in-person support completing Back-to-School Forms, attend a support session listed below. Interpreters and technology support will be available.

- **Wednesday, August 6:** SPSS Administration Building, 360 Colborne St., from 9 a.m.-3:30 p.m.
- **Thursday, August 14:** Como Park Senior High School, 740 Rose Ave. W., from 4-7 p.m.

If you can't attend one of the help sessions, contact your student's school or the Technology Services Support Line at 651-603-4348 or familysupport@spps.org.

700+
attendees



Communications & Outreach (Referendum)

- National Night Out
- Flyers, postcards, stickers, website, videos, social media, yard signs, media outreach
- Toolkit for district leaders to share information with staff and community
- Calendar of fall events and meetings for sharing information
- Guidelines for staff around allowable activities



Community Education

	• Youth and Adult Enrichment classes start September 25 • Enrollment begins September 3 • Adult Basic Education (ABE) Program begins Sept 2
	• ECFE classes start September 13 • 77 classes offered • Approximately 766 families enrolled at all locations to date. 113
	• Full-Day Nature Pre-K starts September 4 • Serves a maximum of 60 students, across 2 sites • 19 students enrolled at new JJ Hill program.
	• Adding new programming at Bruce Vento and Obama. • J.J. Hill location supporting student waitlists, as well as J.J. Hill Nature Pre-K

School Readiness Tracker

School Name	Asst Superintendent	General Overview	Any general comments or needs? (Please add initials & date)	Building & Grounds Overview	Outstanding Building, Furniture and Grounds needs? (Please add initials & date)	Classroom Items Overview	Outstanding Classroom & Instructional-related items? (Please add initials & date)	Technology-related items for Student/Staff?	Outstanding Tech-related items needed? (Please add initials & date)	Enrollment Overview
Example School		Non-Urgent Needs	(AB 8.16) Parent night plan not complete - need help from Asst Supt	Urgent Needs	(AB 8.16) Playground needs to be weed-whipped	Complete	(AB 8.16) Missing math manipulatives for grade level (CD 8.17) Delivered manipulatives today. Talk to Head Engineer.	Complete	(AB 8.16) All student iPads on site	Complete
271 Belvidere		Unranked		Unranked		Unranked		Unranked		Unranked
Adams Spanish Immersion	Dr. Yeu Vang	Unranked		Unranked		Unranked		Unranked		Unranked
AGAPE High	Adam Kunz	Unranked		Non-Urgent Needs	Childcare organizes the play area. 8/13 LVW Mulch has been dumped on grounds, but needs to be spread and we need weed whipping.	Unranked		Urgent Needs	LVW 8.13 social studies long term sub needs all tech rights, Schoology, email, computer assigned, campus, all teacher access. She will be at AGAPE all year due to teachers year long medical leave. (we are waiting for Debbie Hoople to respond to communication)	Unranked
American Indian Magnet	Nancy Paez	Unranked		Unranked		Unranked		Unranked		Unranked
Barack & Michelle Obama Elementary		Unranked		Unranked		Unranked		Unranked		Unranked
Battle Creek Elementary	Adam Kunz	Complete		Urgent Needs	8/15/24 Road construction update along Ruth Street: sidewalks closed to install a gas line. Three week project beginning next week. KL	Complete	Check on UFLL materials for two new teachers- resources here. KL	Complete	New projects were installed. KL	Complete
Battle Creek Middle	Nancy Paez	Unranked		Unranked		Unranked		Unranked		Unranked
Benjamin E. Mays IB	Nancy Paez	Unranked		Unranked		Unranked		Unranked		Unranked
BridgeView	Heidi Nistler	Unranked		Unranked		Unranked		Unranked		Unranked
Bruce Vento Elementary	Dr. Kirk Morris	Unranked		Unranked		Unranked		Unranked		Unranked
Capitol Hill Gifted & Talented	Nancy Paez	Unranked		Unranked		Unranked		Unranked		Unranked
Central Senior High	Nancy Paez	Unranked		Unranked		Unranked		Unranked		Unranked
Chelsea Heights Elementary	Dr. Kirk Morris	Unranked		Unranked		Unranked		Unranked		Unranked
Cherokee Heights Elementary	Dr. Kirk Morris	Unranked		Urgent Needs	Grass needs cutting, dead trees, weeds and overgrowth in the front of the school. (GH 8/14)	Unranked		Unranked		Unranked
Como Park Elementary	Dr. Kirk Morris	Unranked		Unranked		Unranked		Unranked		Unranked
Como Park Senior High	Dr. Kirk Morris	Unranked		Unranked		Unranked		Unranked		Unranked
Creative Arts Secondary	Dr. Kirk Morris	Unranked		Non-Urgent Needs	Don't see our HVAC upgrade on next tab for a completion date. Weeds and overgrowth in the front of the school KL	Complete		Unranked		Unranked

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Security & Emergency Management

- School Support Liaison (SSL) SY26 staffing plan is complete for Secondary and K-8 buildings
- School administration and SSLs came together for coordinated training on August 14
- Individual School/Site Emergency Operation Plan (EOP) annual updates are underway



Facilities: Major Construction

- 37 projects under construction summer '25
 - Remodeling, replacements, repairs
 - Several multi-year projects will restart summer 2026
 - Interim plans are in place for any construction continuing after 8/25
- Vento, Obama, Highland Park complex
 - Ribbon cuttings - Obama (Sept. 25) and Vento (Oct. 2)
 - Construction continues at Hidden River MS for January opening; Vento demolition and site will continue through Aug. 2026



Bruce Vento Elementary



Barack & Michelle Obama

Facilities: Cleaning, Maintenance, Moves

- Custodial restoration cleaning underway at all sites
- Maintenance - work orders and projects such as converting more lights to LED fixtures
- Distribution - big efforts
 - 38,000 iPads / 700 new carts delivered
 - 4,300+ new phones delivered and old taken away
 - Moves for Vento, Obama, ECFE, summer school



Nutrition Services

100% of students receive free breakfast and lunch

- 53% students directly certified
- 15,874 Applications for Educational Benefits distributed
- 33,922 newsletters mailed to homes
- 44 supper programs



Nutrition Services

New menu items: Golden Hug Muffin, Sweet Heat breakfast biscuit, Pupusa, Arroz Con Pollo, Orange Chicken, Walking Chicken Tinga Taco, Sweet Soy Glaze Turkey Kielbasa and Kau Txob, General Tso Chicken, Two Cheese & Green Chili Quesadilla, and more!

New services:

- New grill line open at all secondary schools (Day 1)
- Good to Go at high schools with salads, sandwiches and la carte items (Week 1-2)
- Good to Go at middle schools with salads and sandwiches (by MEA, and will introduce a la carte mid year)
- One additional hot entree line at all secondary schools for three hot choices daily (by mid year)

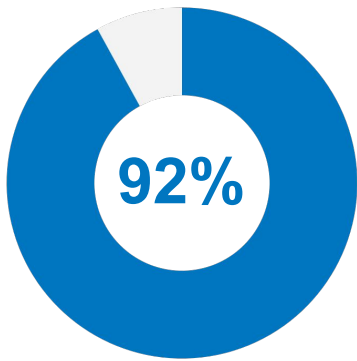


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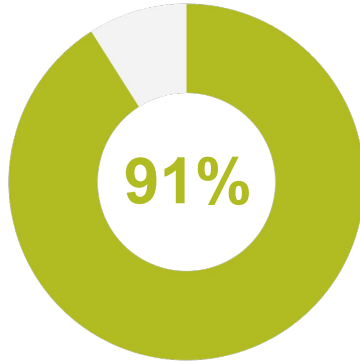


Student Placement

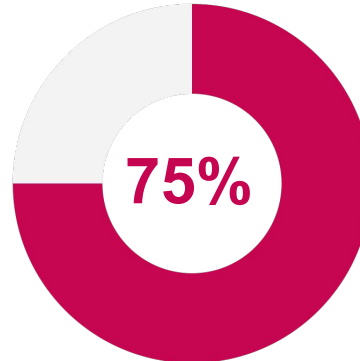
- Families continuing to enroll (Avg 100-200+ daily contacts)
- Secondary sites (6-8, 6-12, 9-12) are filling



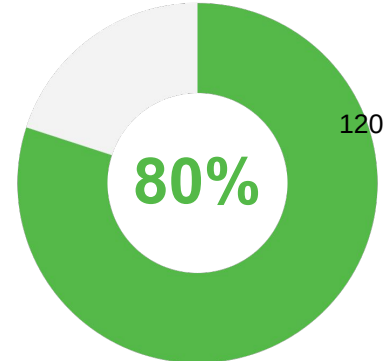
Kindergarten
planned
capacity filled



Pre-K seats
filled



Head Start
partnership Pre-K
seats filled



Nature Pre-K
seats filled

Technology Services

Device Support

- New iPad deployments:
 - Devices and carts shipped over the summer and ready for school handout.
 - District staff iPad exchange targeted for October.
- Old/current iPads must be exchanged / returned from schools by end of September
- New staff devices (iPad/Macbook) provided within 3 days of HR onboarding and ticket request
- New phones installed and available at all school sites by 8/22



Support and Tools

- Technical [guides](#) updated for staff on SPPS websites (tech tools, phones, etc)
- Opening week staff cyber security course 121
- Partnered with [OTL](#) to release [Google Gemini for Teens](#)
- Google Voice discontinued for all staff at end of August

Transportation

- Reduced routes from 230 to 225
 - Increasing high school bus route loads; typically 60% of assigned students ride
- Busing information will be emailed and mailed on August 22
- 25,198 students currently riding to or from school - 589 student increase
- Live bus tracking app is ready for all yellow bus riders; login info available in Campus, school office and Transportation



Thank you!

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Policy Update

Regular Meeting of the Board of Education
August 19, 2025



Saint Paul
PUBLIC SCHOOLS

SECOND READING

Policy 408.00 - Staff Hiring

Regular Meeting of the Board of Education
August 19, 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. ¹²⁶
3. Clarifies that the Board will not entertain applications for employment with the exception of positions that directly report to the Board.

Questions?

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Next:

Third Reading at Regular Meeting on September 23, 2025



Saint Paul
PUBLIC SCHOOLS

SECOND READING

Policy 413.00 - Drug-Free Workplace

Regular Meeting of the Board of Education
August 19, 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 ensure the health and well-being of employees, students, and visitors by prohibiting the use of alcohol, toxic substances, medical cannabis, non-intoxicating cannabinoids, edible 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.¹³⁰
5. **Exceptions:** Language added to to align with statutory language.
6. **Legal References:** Updated

Policy 413.00 Drug-Free Workplace

Current Policy:

1. Last reviewed in 2008

Policy Changes

3. Per comments made at the July 15, 2025 Regular Meeting, the following has been added:

VI. NON-DISCRIMINATION

- A. No employee will be discriminated against in hiring, firing, or any term or condition of employment or otherwise penalized for their enrollment in the Minnesota Medical Cannabis registry program.
- B. An employee appropriately enrolled in the Minnesota Medical Cannabis registry program will not be subject to discipline based solely on a positive drug test for cannabis or metabolites unless the employee uses, possesses, sells, transports, or is impaired by cannabis or metabolites while on work premises, during work hours, or while operating SPPS vehicles, machinery, or equipment. Employees must possess and show proof of current enrollment in the state medical cannabis program upon request by the District.
- C. SPPS cannot waive outside licensing requirements for drug testing or prohibiting the use of cannabis, metabolites, or other controlled substances.

Questions?

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Next:

Third Reading at Regular Meeting on September 23, 2025



Saint Paul
PUBLIC SCHOOLS

SECOND READING

Policy 414.00 - Tobacco-Free Environment

Regular Meeting of the Board of Education
August 19, 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 and “Heated tobacco product” have been added as new definitions.

Policy 414.00 Tobacco-Free Environment

Current Policy:

Policy Changes:

4. **Prohibition and Exceptions:** Updates have been made under the prohibition and exceptions sections to reflect the statute.
5. **Exceptions:** Clarified the definition of who is an American Indian based on feedback from AIPAC.¹³⁵
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:

7. **Legal References:** Have been updated.

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Questions?

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Next:

Third Reading at Regular Meeting on September 23, 2025



FIRST READING

502.00 – Attendance Areas: Resident Students

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Regular Meeting of the Board of Education
August 19, 2025

Jayné Williams, Director of Student Placement Center

502.00 – Attendance Areas: Resident Students

Current Policy:

Current Policy:

- Last revised in 2008
- Transitioned to new policy format

Policy Changes

1. Policy Purpose (added): The purpose of this policy is to define the manner in which designated school attendance boundaries are determined including factors considered for buildings. Additionally, this policy provides clarity for continuity of enrollment.

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Questions?

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Next:
Second Reading at Regular Meeting on September 23, 2025



Saint Paul
PUBLIC SCHOOLS

FIRST READING

520.00 – Technology Usage & Safety

Regular Meeting of the Board of Education
August 19, 2025

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Mario McHenry, Executive Director, Technology Services

520.00 – Technology Usage & Safety

Current Policy:

Current Policy:

- Last revised in 2008
- Transitioned to new policy format

Policy Changes

1. Policy Purpose (added): The Technology Usage & Safety Policy (Policy 520.00) establishes proper use guidelines for the district's technology resources. Its core purpose is to ensure the effective and safe utilization of these resources by students, parents/guardians, and employees. This shared responsibility is crucial for maximizing the educational value and maintaining the integrity of the technology infrastructure. ¹⁴²

520.00 – Technology Usage & Safety

Current Policy:

Current Policy:

- Last revised in 2008
- Transitioned to new policy format

Policy Changes

1. **General Statement (added):** The Technology Usage & Safety Policy (Policy 520.00) outlines the proper use of the district's technology resources, and encompasses a wide array of items, including network infrastructure, internet services, communication systems (e.g., phones, email), information systems (e.g., websites, learning management systems, data repositories), and various hardware and software devices. Access to these resources is considered a privilege, not a right, and any misuse can lead to consequences ranging from suspension of access to legal liability...

520.00 – Technology Usage & Safety

Current Policy:

Current Policy:

- Last revised in 2008
- Transitioned to new policy format

Policy Changes

- Added a provision in 520.00: “Remove, replace or disable SPPS hardware or software designated as obsolete, out of compliance or dangerous.”
 - This provides Technology Services the ability to deactivate, decommission and collect SPPS technology that may be dangerous or out of compliance. 144
- Added a provision in 520.00, expanding the unacceptable use of technology

520.00 – Technology Usage & Safety

Current Policy:

Current Policy:

- Last revised in 2008
- Transitioned to new policy format

Per discussion at the August 6, 2025 Committee of the Board Meeting, this definition was added:

- a. Cybersecurity: Software tools to monitor and enforce student and staff data protection, access control, incident response, and legal compliance, maintaining the confidentiality, integrity, and availability of information within the district.

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Questions?

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Next:
Second Reading at Regular Meeting on September 23, 2025



Saint Paul
PUBLIC SCHOOLS

FIRST READING

419.00 – Professional and Respectful Workplace

Regular Meeting of the Board of Education
August 19, 2025

Pat Pratt-Cook, Executive Chief of Human Resources

Policy 419.00 Professional and Respectful Workplace

- SPPS is committed to promoting and maintaining a workplace environment where every individual is treated with civility, dignity, and respect.
- The District recognizes the importance of creating a culture where all employees feel safe, valued, and empowered to contribute their unique perspectives. Differences in culture, communication, and lived experience enrich our environment and must be honored in all interactions.

Policy 419.00 Professional and Respectful Workplace

General Statement of Policy:

- All District personnel are responsible for helping to create and maintain a workplace that is civil, welcoming, and inclusive. A respectful and professional workplace is essential to recruiting and retaining dedicated employees and delivering high-quality services to students and families.
- The District prohibits the use of language, idioms, or expressions that perpetuates stereotypes, reflect implicit or explicit bias, or marginalize individuals or communities based on race, ethnicity, gender, gender identity or expression, slurs, derogatory comments, and culturally insensitive jokes or phrases.

All staff are expected to:

- Demonstrate behavior that reflects equity, integrity, and professionalism
- Refrain from language or actions—whether intentional or not—that perpetuate harm or undermine the dignity of others.
- Communicate using language that is inclusive, affirming, and free of bias or stereotypes.

The District does **not tolerate** unprofessional, disrespectful, or disruptive behavior. Violations of this policy may result in corrective or disciplinary action, up to and including termination.

Policy 419.00 Professional and Respectful Workplace

General Statement of Policy (continued):

All stakeholders must:

- Conduct themselves in a civil and professional manner and treat each other and students with dignity and respect;
- Exercise good judgement and resolve conflicts respectfully;
- Recognize and respect cultural differences and lived experiences (race, gender, gender identity, ethnicity, sexual orientation, religion, linguistic, ability-based identities, etc.);
- Use language that is inclusive and affirming.
- Work honestly, earnestly, collegially and collaboratively with employees and others;
- Listen actively to others' perspectives particularly when they differ from your own;
- Use sound personal or professional judgment when navigating interactions that may present safety concerns and report such incidents according to this policy;
- Participate in the complaint resolution in good faith; and
- Report concerns and potential violations of this policy to a supervisor or Human Resources using the process outlined in the reporting procedures.

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Policy 419.00 Professional and Respectful Workplace

General Statement of Policy (continued):

- Managers and Supervisors Must Also:
 - Clearly communicate staff expectations under this policy;
 - Promptly assess concerns and refer them to Human Resources;
 - Be mindful of how identity, power and bias can intensify harm; and
 - Promote fair and consistent application of this policy.

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Policy 419.00 Professional and Respectful Workplace

General Statement of Policy (continued):

- **Understanding Context, Intent and Impact:**
- While behavior must meet the definitions of “uncivil,” “unprofessional,” or “disrespectful” to be considered a violation, the following principles guide interpretation:
- **Intent matters**, but is not the only factor; **impact on others is critical**.
- **Context matters**, including the relationship between individuals, the cultural or linguistic background of the parties, and power dynamics.
- **Discomfort** alone is not a violation. Some disagreement, feedback, or conflict is normal in a healthy, functioning workplace.
- When evaluating whether a behavior violates this policy, the **intent** behind the behavior, the **impact** on those involved, and the **context** in which the behavior occurred must all be considered.
- **Intent** refers to the purpose or motivation behind a person’s actions or words. While harmful intent is more likely to indicate a policy violation, even well-intended actions can still cause harm.
- **Impact** refers to how the behavior is experienced or perceived by others. A person’s words or actions may still be harmful or inappropriate, even if the harm was unintended.
- **Context** includes the situational factors, cultural norms, existing relationships, emotional climate, and any history of prior conflict. Context is essential in distinguishing between discomfort caused by difficult but respectful conversations versus truly unprofessional or disrespectful conduct.

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Policy 419.00 Professional and Respectful Workplace

General Statement of Policy (continued):

Understanding Context, Intent and Impact:

When determining whether a violation has occurred, the District will:

1. Consider whether a reasonable person, with knowledge of the relevant cultural and workplace context, would perceive the behavior as disrespectful or uncivil;
2. Give careful weight to the **actual impact** on the affected person(s), particularly those from historically marginalized or underrepresented groups;
3. Examine the **intent**, while recognizing that a lack of malicious intent does not absolve a person from accountability; and
4. Apply culturally responsive and trauma-informed practices throughout the resolution process.

Policy 419.00 Professional and Respectful Workplace

General Statement of Policy (continued):

Culturally Informed Communication Norms

- The District recognizes that communication styles are shaped by a person's cultural background, upbringing, and lived experiences. What is considered “respectful,” “assertive,” or “professional” can vary across cultural groups and should not be narrowly defined by dominant or traditional norms. As such, communication should be interpreted within a culturally informed framework.

Examples of culturally informed communication styles include:

- **Directness or Indirectness:** Some cultures value direct, forthright communication, while others may prioritize indirectness and diplomacy to preserve harmony. 154
- **Tone and Volume:** Passionate or expressive speech—including raised voices, hand gestures, or animated facial expressions—may reflect cultural norms rather than anger or hostility.
- **Eye Contact:** In some cultures, avoiding eye contact is a sign of respect, not evasion or disengagement.
- **Silence:** Silence may be used intentionally to demonstrate respect, deference, or contemplation, rather than disengagement or defiance.
- **Conflict Resolution Styles:** Preferences for collaborative versus hierarchical problem-solving may differ across cultural groups.
- District personnel should make a good-faith effort to understand and adapt to the wide variety of communication practices in a diverse workplace, especially before interpreting a behavior as uncivil, unprofessional, or disrespectful.

Policy 419.00 Professional and Respectful Workplace

Definitions –the following terms have been defined

- Civility
- Disrespectful Behavior
- District Personnel
- Incivility
- Microaggressions

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Policy 419.00 Professional and Respectful Workplace

Reporting Procedures

- **Informal Complaint Process** - Informal resolution is encouraged where appropriate, but the District recognizes that **power imbalances or identity-based dynamics may make this option unsafe or ineffective**. In such cases, employees are encouraged to report the concern directly to a ¹⁵⁶ supervisor or HR Consultant.
- **Formal Complaint Process** - a written complaint should be submitted to a supervisor or HR Consultant. An initial inquiry will be conducted to determine whether there is a reasonable basis to proceed with an investigation or take alternative action.

Policy 419.00 Professional and Respectful Workplace

- Discussion
 - The Board to determine if they are included within this policy
 - distinguishment of Board from district employees
 - no legal or procedural reasons to not include board members in this policy

Questions?

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Next:
Second Reading at Regular Meeting on September 23, 2025

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

413.00

DRUG-FREE WORKPLACE

I. POLICY PURPOSE

The purpose of this policy is to ensure the health and well-being of employees, students, and visitors by prohibiting the use of alcohol, toxic substances, medical cannabis, non-intoxicating 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 a 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 employees 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.

VI. NON-DISCRIMINATION

- A. No employee will be discriminated against in hiring, firing, or any term or condition of employment or otherwise penalized for their enrollment in the Minnesota Medical Cannabis registry program.
- B. An employee appropriately enrolled in the Minnesota Medical Cannabis registry program will not be subject to discipline based solely on a positive drug test for cannabis or metabolites unless the employee uses, possesses, sells, transports, or is impaired by cannabis or metabolites while on work premises, during work hours, or while operating SPPS vehicles, machinery, or equipment. Employees must possess and show proof of current enrollment in the state medical cannabis program upon request by the District.
- C. SPPS cannot waive professional, statutory, or administrative licensing requirements for drug testing or prohibiting the use of cannabis, metabolites, or other controlled substances.

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

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 **or corrective** action ~~against~~ **involving** 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.** 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 **American Indian** spiritual or cultural practices. An American Indian is a person who is a member of an **American Indian** tribe as defined under Minnesota law or **descendant of a tribal member**.
- 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 540.00
Policy 716.00,

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

502.00 ATTENDANCE AREAS: RESIDENT STUDENTS

I. PURPOSE

The purpose of this policy is to define the manner in which designated school attendance boundaries are determined including factors considered for buildings. Additionally, this policy provides clarity for continuity of enrollment.

II. GENERAL STATEMENT OF POLICY

1. Every resident student shall be assigned to a designated school determined by attendance boundaries set by the Board of Education. Unless otherwise provided by law, a resident student is a student who resides with the student's parent or legal guardian in the Saint Paul Public School District. Each resident student shall attend the school in the student's own attendance area unless other placement or transfer has been authorized by district administration.
2. Establishment of such attendance areas shall be upon recommendation of the superintendent and approval by the Board and shall be preceded by community participation and discussion. Factors to be considered when establishing attendance areas include, but are not limited to, the following:
 - Size of building/pupil capacity;
 - Distances to be traveled;
 - Improved racial and economic integration;
 - Geographical, topographical or physical obstructions;
3. Once a student is enrolled in attendance at a school in accordance with this policy, the student may be allowed to continue at the same school until completion of the highest grade in that school even if the student's residence changes to another attendance area within the Saint Paul Public School District. In such instances, transportation shall be provided only to students eligible under the Board of Education's Transportation Eligibility Policy.

LEGAL REFERENCES:

CROSS REFERENCES:

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

Saint Paul Public Schools Policy

900.00

520.00 Technology Usage & Safety

[\(link to finals site\)](#)

I. POLICY PURPOSE

~~The proper use of technology resources and the educational value to be gained from proper use is the joint responsibility of students, parents or guardians, and employees of the school district.~~

The Technology Usage & Safety Policy (Policy 520.00) establishes proper use guidelines for the district's technology resources. Its core purpose is to ensure the effective and safe utilization of these resources by students, parents/guardians, and employees. This shared responsibility is crucial for maximizing the educational value and maintaining the integrity of the technology infrastructure.

II. GENERAL STATEMENT OF POLICY

The Technology Usage & Safety Policy (Policy 520.00) outlines the proper use of the district's technology resources, and encompasses a wide array of items, including network infrastructure, internet services, communication systems (e.g., phones, email), information systems (e.g., websites, learning management systems, data repositories), and various hardware and software devices. Access to these resources is considered a privilege, not a right, and any misuse can lead to consequences ranging from suspension of access to legal liability.

Users of district technology resources have specific responsibilities, including:

- Complying with all relevant policies.
- Respecting the privacy of other users and maintaining security.
- Recognizing and honoring intellectual property rights.
- Avoiding prohibited activities such as unauthorized access, interfering with network services, distributing harmful content, engaging in illegal acts, violating copyrights, and sharing private information.

There is a limited expectation of privacy for files and activities on district technology resources, as they are subject to monitoring for compliance. The Technology Services department enforces technology protection measures—such as content filtering, multi-factor authentication (MFA), and strong password practices—to uphold the safety and security of users and systems. Parents/guardians have the right to review their child's files and request termination of their child's account access. The district commits to educating students annually on appropriate online behavior, including cyberbullying awareness and response.

III. DEFINITIONS

1. District Technology Resources

These include but are not limited to the following items that are provided or paid for in whole or in part by the District:

- a. Infrastructure: Networks including fiber, cables, and other hardware; Internet services and access; content filters
- b. Cybersecurity: Software tools to monitor and enforce student and staff data protection, access control, incident response, and legal compliance, maintaining the confidentiality, integrity, and availability of information within the district.
- c. Communication systems and devices: Telephones, cellular phones, Voice over Internet Protocol (VoIP) phones; voicemail facilities; TelePresence; electronic mail (e-mail); cloud fax services
- d. Information systems and services: Applications and databases that are internally or externally hosted and accessed via an internal or external connection, including websites, information systems, electronic resources, learning management systems, and communication and collaboration systems
- e. Hardware, software, and devices: Desktop and laptop computers; mobile and tablet devices; servers; portable hard drives and storage devices; printers and scanners; mice, keyboards, cameras, and other peripheral devices; software including operating systems, applications, and mobile applications (apps) software
- f. Data: Information including text, data files, email, images, video, and audio files that are stored, accessed, or transmitted using district technology
- g. Other: New technologies as they become available

2. Harmful to Minors

Any material or picture, image, graphic image file, or other visual depiction that:

- a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion
- b. Depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals, and
- c. Taken as a whole, lacks serious literary, artistic, political, or scientific value to minors

3. User

All employees, contractors, Board members, students, volunteers, parents/guardians, and other individuals when they are using district technology resources.

IV. ACCESS, USE AND SAFETY

1. Access

The District offers users access to a variety of district technology resources.

2. Use as a Privilege

The use of the district technology resources is a privilege, not a right. Unacceptable uses of district technology resources may result in one or more of the following consequences: suspension or cancellation of authorized use or access privileges; discipline under applicable district policies and procedures; or civil or criminal liability under applicable laws.

3. Safety Education

The District will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response.

V. USER RESPONSIBILITY

1. Appropriate Use

Individual users of district technology resources have the responsibility to:

- a. Comply with all policies as they may be interpreted to apply to technology resources
- b. Find, evaluate, and effectively use information and resources
- c. Respect the privacy of other users
- d. Maintain the security of the district technology resources
- e. Recognize and honor the intellectual property rights of others
- f. Disclose inadvertent access of unacceptable materials or an unacceptable Internet site to an appropriate district administrator

2. Acceptable Use of technology resources includes the following:

- a. Support instructional, administrative, and business uses consistent with the mission of the district
- b. Encourage efficient, cooperative, and creative methods to perform the user's job duties or educational tasks
- c. Exercise authorized and appropriate access to voice, audio, video, and data systems, software or data, both locally and at and from other sites, and
- d. Administer, support, or maintain district technology resources as appropriate.

3. Unacceptable Use

Unacceptable use of district technology resources includes but is not limited to:

- a. Providing, assisting or gaining unauthorized or inappropriate access to the district's technology resources, including any type of voice, video, or data network or system
- b. Interfering with the ability of others to effectively use the district's technology resources or network services
- c. Gaining unauthorized access to or compromising another user's account, file, work, or data
- d. Distributing any material to intentionally cause congestion of the voice, audio, video, and data networks
- e. Accessing, reviewing, uploading, downloading, storing, printing, posting, receiving, transmitting, or distributing:
 - i. Pornographic, obscene, or sexually explicit material or other material or visual depictions that are harmful to minors
 - ii. Abusive or threatening materials, including hate mail, or harassing or discriminatory materials that violate school district policies
- f. Publishing materials or otherwise distributing content without the author's permission
- g. Using technology resources for a commercial, political, or profit making purpose, except as specifically approved or agreed to by the district
- h. Using technology resources to engage in any illegal act or violate any local, state, or federal statute or law

- i. Violating copyright laws or usage licensing agreements, or otherwise using another person's intellectual property without the person's prior approval or proper citation
 - j. Disclosing, using, posting or otherwise disseminating private information about another person, or posting personal contact information about oneself or others
 - k. Using someone else's digital signature without authorization
 - l. Monitoring another user's information, attempting security breaches, or disrupting communication
 - m. Utilizing unauthorized systems and applications not reviewed, approved or in compliance with district technology and security standards.
4. **Guidelines for Acceptable Use:**
The publications Guidelines for Acceptable Use by Employees, Contractors, and Board Members, Guidelines for Acceptable Use by Students and The Rights and Responsibilities Handbook contain additional information further describing acceptable use of district technology resources.

VI. LIMITED EXPECTATION OF PRIVACY

1. **Limited Privacy:**
By authorizing use of district technology resources, the District does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy for the contents of personal files stored on, or activity conducted through, district technology resources.
2. **Data Privacy:**
Data and other materials in files maintained on district technology resources may be subject to review, disclosure, or discovery under various laws.
3. **Investigative Uses:**
The District will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any activities not in compliance with law or school district policies and conducted using district technology resources.
4. **Violations:**
Routine maintenance and monitoring of the district technology resources may find that a user has violated this policy, another school district policy, or the law. A search of the individual's system content and use will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
5. **Parent/Guardian Rights:**
Parents or guardians have the right at any time to review the contents of their student's files, including email files, stored on district technology resources. Parents or guardians have the right to request the termination of their student's individual account at any time.
6. **School District's Rights:**
The District reserves all rights to control its technology resources, and may:
- a. Monitor or restrict a user's access to district technology resources
 - b. Search any computer or electronic data storage devices that are assigned to a user or used on any district computer or network
 - c. Retrieve, alter, post, remove or delete any data created, received, transmitted, stored, or maintained by any user on or through district technology resources to the extent consistent with law and District policy.

- d. Remove, replace or disable SPPS hardware or software designated as obsolete, out of compliance or dangerous.

VII. LIMITATIONS ON SCHOOL DISTRICT LIABILITY

1. Use of district technology resources is at the user's risk. The system is provided on an "as is, as available" basis. Regardless of the cause, the District will not be responsible for any damage users may suffer, including but not limited to the following:
 - a. Loss, damage, or unavailability of data stored on or transmitted through district technology resources
 - b. Delays, changes, or interruptions of service
 - c. Missed or non-delivery of information or materials
2. The school district shall not be responsible for unauthorized financial obligations or consequential damages arising from the use of district technology resources.

VIII. PROTECTION MEASURES

1. **Monitoring of on-line activities**

With respect to any computers or devices with Internet access, the district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such devices by minors and adults.
2. **Filtering content**

The district's technology protection measures shall be designed to address the safety and security of minors when using direct electronic communications and to block or filter Internet access to inappropriate materials including, but not limited to, any visual depictions that:

 - a. Are obscene
 - b. Contain child pornography, or
 - c. Are harmful to minors
3. **Authorized exceptions:**

To enable access for bona fide research or other lawful purposes, an administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure.

IX. TECHNOLOGY USE AGREEMENT

As a condition of access to the district technology resources, users must agree to, accept, and abide by the Technology Usage and Safety Policy and the Guidelines for Acceptable Use, as they may be amended from time to time.

LEGAL REFERENCES:

47 U.S.C. §254 - *Children's Internet Protection Act of 2000 (CIPA)*

47 C.F.R. § 54.520 - *FCC rules implementing CIPA*

20 U.S.C. §6751 et seq. - *Enhancing Education Through Technology Act of 2001*

20 U.S.C. 1232g - FERPA

Minn. Stat. § 125B.15 - *Internet Access for Students*

Minn. Stat. §125B.26 - *Telecommunications/Internet Access Equity Act*

Minn. Stat. Chapter 13 - *Minnesota Government Data Practices Act*

CROSS REFERENCES:

Student Rights and Responsibilities Handbook

Guidelines for Acceptable Use of Technology by Employees, Contractors, and Board Members

Guidelines for Acceptable Use of Technology by Students - *Page 6 of 6 Policy 520.00*

Adopted: X/X/2025

Saint Paul Public Schools Policy

419.00

419.00 PROFESSIONAL AND RESPECTFUL WORKPLACE

I. PURPOSE

Saint Paul Public Schools (“the District”) is committed to promoting and maintaining a workplace environment where every individual is treated with civility, dignity, and respect. To this end, it is the policy of the District to promote a workplace culture that is positive, professional, and grounded in mutual respect. This policy is designed to promote positive communication, respectful behavior, and a safe, harassment-free work and learning environment. It explicitly prohibits unprofessional, uncivil, or disrespectful conduct in any form.

The District recognizes the importance of creating a culture where all employees feel safe, valued, and empowered to contribute their unique perspectives. Differences in culture, communication, and lived experience enrich our environment and must be honored in all interactions.

II. GENERAL STATEMENT OF POLICY

All District personnel are responsible for helping to create and maintain a workplace that is civil, welcoming, and inclusive. A respectful and professional workplace is essential to recruiting and retaining dedicated employees and delivering high-quality services to students and families.

The District prohibits the use of language, idioms, or expressions that perpetuates stereotypes, reflect implicit or explicit bias, or marginalize individuals or communities based on race, ethnicity, gender, gender identity or expression, slurs, derogatory comments, and culturally insensitive jokes or phrases.

All staff are expected to:

- Demonstrate behavior that reflects equity, integrity, and professionalism.
- Refrain from language or actions—whether intentional or not—that perpetuate harm or undermine the dignity of others.
- Communicate using language that is inclusive, affirming, and free of bias or stereotypes.

The District does **not tolerate** unprofessional, disrespectful, or disruptive behavior. Violations of this policy may result in corrective or disciplinary action, up to and including termination.

A. All stakeholders (Board Members, Employees, Parents/Guardians, Volunteers, Contractors and Visitors) Must:

1. Conduct themselves in a civil and professional manner and treat each other and students with dignity and respect;
2. Exercise good judgement and resolve conflicts respectfully;
3. Recognize and respect cultural differences and lived experiences (race, gender, gender identity, ethnicity, sexual orientation, religion, linguistic, ability-based identities, etc.);
4. Use language that is inclusive and affirming. This includes using a person's correct name and pronouns, avoiding gendered or stereotypical terms in professional communications, and refraining from language that may perpetuate cultural assumptions or systemic inequities.
5. Work honestly, earnestly, collegially and collaboratively with employees and others;
6. Listen actively to others' perspectives; particularly when they differ from your own;
7. Use sound personal or professional judgment when navigating interactions that may present safety concerns; and report such incidents according to this policy;
8. Participate in the complaint resolution in good faith; and
9. Report concerns and potential violations of this policy to a supervisor or Human Resources using the process outlined in the reporting procedures.

B. Managers and Supervisors Must Also:

1. Clearly communicate staff expectations under this policy;
2. Promptly assess concerns and refer them to Human Resources;
3. Be mindful of how identity, power and bias can intensify harm; and
4. Promote fair and consistent application of this policy.

B. Understanding Context, Intent and Impact:

While behavior must meet the definitions of “uncivil,” “unprofessional,” or “disrespectful” to be considered a violation, the following principles guide interpretation:

- **Intent matters**, but is not the only factor; **impact on others is critical**.
- **Context matters**, including the relationship between individuals, the cultural or linguistic background of the parties, and power dynamics.
- **Discomfort** alone is not a violation. Some disagreement, feedback, or conflict is normal in a healthy, functioning workplace.

When evaluating whether a behavior violates this policy, the **intent** behind the behavior, the **impact** on those involved, and the **context** in which the behavior occurred must all be considered.

- **Intent** refers to the purpose or motivation behind a person’s actions or words. While harmful intent is more likely to indicate a policy violation, even well-intended actions can still cause harm.
- **Impact** refers to how the behavior is experienced or perceived by others. A person’s words or actions may still be harmful or inappropriate, even if the harm was unintended.
- **Context** includes the situational factors, cultural norms, existing relationships, emotional climate, and any history of prior conflict. Context is essential in distinguishing between discomfort caused by difficult but respectful conversations versus truly unprofessional or disrespectful conduct.

When determining whether a violation has occurred, the District will:

1. Consider whether a reasonable person, with knowledge of the relevant cultural and workplace context, would perceive the behavior as disrespectful or uncivil;
2. Give careful weight to the **actual impact** on the affected person(s), particularly those from historically marginalized or underrepresented groups;
3. Examine the **intent**, while recognizing that a lack of malicious intent does not absolve a person from accountability; and
4. Apply culturally responsive and trauma-informed practices throughout the resolution process.

Examples that do **not** typically violate this policy:

1. The normal exercise of supervisory or managerial responsibilities including, but not limited to, granting or denying requests of employees, responding to emails, work assignments and direction, appropriately administered counseling/coaching, disciplinary discussions or job performance evaluations, including constructive criticism, coaching and feedback regarding an employee’s conduct or work performance;
2. Direct communication delivered professionally between supervisor/manager and employee(s);
3. Disagreements, misunderstandings, miscommunication or conflict situations where the behavior remains professional and respectful;

4. Legitimate responses to situations that require immediate action and may require a stern and frank dialogue;
5. Differences of opinion and conflicting viewpoints that may be offensive to some individuals, so long as:
 - A. The ideas are presented in a respectful manner and at a time and place that are appropriate; and
 - B. Such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process or work environment.

Culturally Informed Communication Norms

The District recognizes that communication styles are shaped by a person's cultural background, upbringing, and lived experiences. What is considered "respectful," "assertive," or "professional" can vary across cultural groups and should not be narrowly defined by dominant or traditional norms. As such, communication should be interpreted within a culturally informed framework.

Examples of culturally informed communication styles include:

- **Directness or Indirectness:** Some cultures value direct, forthright communication, while others may prioritize indirectness and diplomacy to preserve harmony.
- **Tone and Volume:** Passionate or expressive speech—including raised voices, hand gestures, or animated facial expressions—may reflect cultural norms rather than anger or hostility.
- **Eye Contact:** In some cultures, avoiding eye contact is a sign of respect, not evasion or disengagement.
- **Silence:** Silence may be used intentionally to demonstrate respect, deference, or contemplation, rather than disengagement or defiance.
- **Conflict Resolution Styles:** Preferences for collaborative versus hierarchical problem-solving may differ across cultural groups.

District personnel should make a good-faith effort to understand and adapt to the wide variety of communication practices in a diverse workplace, especially before interpreting a behavior as uncivil, unprofessional, or disrespectful.

III. DEFINITIONS

- A. District Personnel: solely for purposes of this policy, includes Board of Education members, District employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.
- B. Civility is defined as treating others with dignity, respect, and making a good faith effort to regard other's feelings. Corrective action may be taken by supervisors to enhance work performance. The language used to correct or reinforce work standards must be respectful and work related. It is important to note that civility standards must be interpreted through a cultural lens. Civility requires that even the most critical feedback be delivered respectfully, privately, and courteously. Examples of civility include:

1. Treating others with dignity, courtesy, respect, politeness, and consideration;
 2. Speaking in tones of voice that are appropriate for the circumstances;
 3. Being respectful of others' right to express their views, even if you disagree;
 4. Managing conflict with others in a way that honors the dignity of each person.
- C. Incivility deals with a broad range of behaviors. Generally, incivility is defined as behavior that would cause a reasonable person to feel a sense of threat, cause undue stress, and/or cause disturbances of good order. Incivility can be subtle or overt. It may be a single event or may involve a continuing series of incidents and may involve the abuse of authority or position. Incivility may be unintended or deliberately directed at another individual or group of people. While incivility may be intentional or unintentional, its impact on others must be considered and addressed promptly.
- Uncivil conduct for the purposes of this policy is defined as, but not limited to the following:
1. Using language, behavior, or tone that is hostile, threatening, intimidating, malicious, derisive, disdainful, or degrading to another individual;
 2. Directing vulgar, obscene or profane gestures or words at another individual;
 3. Taunting, jeering, or inciting others to taunt or jeer at another individual;
 4. Engaging in excessively loud or aggressive verbal communication, including speaking in a manner that is perceived as hostile, or repeatedly interrupting someone during a time and setting where respectful dialogue is expected;
 5. Using personal epithets, slurs, or other references as terms of abuse (including but is not limited to the "N" word), contempt, or hostility toward another individual;
 6. Gesturing or behaving in a manner that puts another in fear of their physical safety, including invading their personal space after being directed to move away;
 7. Physically blocking another individual's ability to exit from a room or location;
 8. Remaining in the area or on district property after being asked to leave.
 9. Violating the privacy of another individual's belongings (except for lawful searches by school officials conducted in connection with the administration of district rules and applicable laws: and/or
 10. Preventing reasonable expressions of differing viewpoints in a manner that is not disruptive or disrespectful particularly in settings where open dialogue is appropriate.
- D. Disrespectful behavior is defined as discourteous, rude or offensive words, gestures or other behavior that may devalue and undermine a person and their dignity or self-esteem or creates an intimidating, hostile, abusive or offensive environment. Examples of disrespectful and/or unprofessional behavior that are prohibited by this policy include, but are not limited to:

- a. **Bullying:** bullying is a pattern of repeated behavior that a reasonable person would find hostile, offensive, intimidating, oppressive, subjugating, threatening, or not aligned with the District's mission or values. Bullying behavior may take many forms including physical, verbal, and non-verbal acts or behaviors. Workplace bullying refers to repeated, unreasonable actions of individuals (or a group) directed towards an employee (or a group of employees), which is intended to intimidate and create a risk to health and safety of the individual. Workplace bullying may also involve repeated abuse or misuse of power. A single physical, verbal, or non-verbal act or behavior generally will not constitute bullying unless especially severe and egregious;
- b. **Hostility/Intimidation:** yelling, hostile or spiteful conduct, that is deliberate or repeated and/or causes harm to the targeted person's or persons' mental or physical wellbeing, safety, or economic status. This includes physical intimidation, non-verbal behavior such as: silent treatment or refusal to collaborate, unwanted touching, or isolation; using threatening or abusive language, profanity, or language that is intended to be or is perceived by others to be berating, rude, or coercive;
- c. **Belittling conduct:** name calling; playing unwelcome "pranks" on a person; making fun of someone or telling jokes at their expense; taking, vandalizing, or otherwise damaging a person's personal or work property; spreading false information or rumors about someone; seeking submission or misuse of power, authority, rank, status, or other privilege;
- d. **Microaggressions:** Microaggressions are subtle, often unintentional forms of discrimination that can appear as comments, questions, or behaviors that insult, invalidate, or exclude individuals from marginalized groups. They may be verbal or non-verbal behaviors that may demean, dismiss, or insult individuals or groups, particularly along lines of identity, status, or culture. Patterns of such behavior may be addressed under this policy when they contribute to a hostile environment. They also include questioning someone's citizenship, making assumptions about intelligence based on race or gender, or dismissing concerns about racism or bias.
- e. **Violence:** throwing tools, office equipment, or other objects as an expression of frustration or anger or implying that one will act with violence as a method of influencing the actions of others;
- f. **Sabotage:** intentionally interfering with a process of work or otherwise undermining a person's work or withholding information;
- g. **Invasive use of technology:** using email, social media or other technology to harass or bully; using statements, photographs, video, or audio that could be reasonably viewed as malicious, obscene, threatening, or intimidating;

- h. Intentionally making a false report of a violation of this policy.

IV. REPORTING PROCEDURES

- A. Informal Complaint Process: District personnel may choose to immediately communicate in a respectful and professional manner to the individual engaging in behavior that is believed to violate this policy, explaining why their behavior is offensive, and asking them to stop. Often, communicating with the individual is effective because the person may not know that the behavior is inappropriate or offensive. Addressing situations informally when possible is encouraged. Informal resolution is encouraged where appropriate, but the District recognizes that power imbalances or identity-based dynamics may make this option unsafe or ineffective. In such cases, employees are encouraged to report the concern directly to a supervisor or HR Consultant.
- B. Formal Complaint Process: If the behavior continues after it has been addressed through the informal process, the matter is to be reported in writing to a supervisor and/or manager or the HR Consultant assigned to their site/department. If the complaint or a concern is submitted in writing to the HR Consultant, an initial inquiry will be conducted to determine whether there is a reasonable basis to proceed with an investigation or take alternative action. If there is a reasonable basis to move forward, an HR Consultant ([link to distribution list](#)) and the supervisor will take appropriate and proportionate action to resolve the matter while adhering to any relevant statute, collective bargaining unit or district policies.

An employee may obtain information from their supervisor, manager, or their designated HR Consultant about filing a formal complaint. (hyperlink in the complaint form) If the prohibited behavior or communication is coming from the supervisor, employees are encouraged to go to their next-level manager and/or HR Consultant.

During the complaint process, the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complainant will be protected to as great a degree as is reasonably possible. During and after the review and resolution of the complaint, all parties, including witnesses when applicable, will be required to maintain strict confidentiality, unless otherwise authorized by law. Employees are expected to cooperate with and participate fully and in good faith by providing forthright, accurate, complete, and timely information, including statements, testimony, evidence, etc., and to maintain the confidentiality of what is discussed as directed. The failure to cooperate in good faith may result in disciplinary action.

Any District action taken pursuant to this Policy will be consistent with requirements of applicable collective bargaining agreements, contracts, Minnesota Statutes, and District policies. The District will take such disciplinary action it deems necessary and appropriate, including warning, suspension or termination to end and prevent any further occurrences of disrespectful behavior. The District reserves the right to determine

whether any type of behavior is disrespectful and injurious to the dignity of employee, stakeholders, students, and morale of the organization.

- C. Complaints which fall under Board Policy 415: Discrimination, Harassment, Violence Retaliation, should be filed pursuant to that policy.
- D. Concerns or complaints involving members of the Board of Education must be submitted in writing to the Board Chair and signed by the complainant. If the complaint concerns the Board Chair, it should be submitted to the Vice Chair. The Board will review the matter in consultation with the General Counsel and take appropriate action.
- E. To ensure equity in enforcement, the District commits to trauma-informed, culturally responsive investigation practices and will take steps to ensure that individuals from underrepresented groups feel safe and supported when reporting disrespectful or biased behavior.
- F. The district strictly prohibits retaliation against any individual who, in good faith, reports a concern under this policy or participates in an investigation. Retaliatory actions include, but are not limited to, intimidation, reprisal or harassment. Staff who engage in retaliation may be subject to disciplinary action, up to and including termination.

Cross References:

Policy 415.00:	Discrimination, Harassment, Violence and Retaliation Policy
Policy 212.00	Complaints Against a Member of the Board of Education
Policy 418.00	Gender Inclusion - Staff
Policy 500.00	Gender Inclusion - Students