



South St. Paul School Board Meeting

Monday, September 23, 2024 6:00 PM

CITY HALL, 125 THIRD AVENUE NORTH, South St Paul, Minnesota 55075

I. ROLL CALL and PLEDGE OF ALLEGIANCE

II. APPROVAL OF MEETING AGENDA/MINUTES

II.A. School Board Meeting Agenda, September 23, 2024

II.B. Work Session and Regular Meeting Minutes, August 26, 2024,
and Work Session and Special Meeting Minutes, September 9,
2024

III. QUALITY-IN-ACTION and REPORTS

III.A. **Quality-in-Action:** Oath of Office for the 2024-25 Student
School Board Representatives Amal Fickak and Jackson Schultz. (J.
Raasch)

III.B. **Quality-in-Action:** Human Resource Director Joel Milteer and
Student Services Director Dr. Candace Burckhardt will highlight the
new special education teacher pipeline grant and 2024-25 cohorts
through the Grow Your Own Grant program. (B. Zambreno)

III.C. **Report:** Chair John Raasch will highlight the Stakeholder
Comments to the Board submissions. (J. Raasch)

III.D. **Report:** School Board members will highlight items from the
Board's Work Sessions. (Board)

III.E. **Report:** Superintendent Zambreno will provide highlights from
around the District. (B. Zambreno)

IV. CONSENT ITEMS

IV.A. Financial Claims: Bills Payable

IV.B. Staffing: Appointments, Resignations, Transfers, Retirements,
Abolishments, and Leaves

V. POLICY REVIEW

VI. BUSINESS ITEMS

VI.A. Approval, for the South St. Paul School Board to approve the non-exclusive dance cooperative sponsorship with St. Paul Conservatory for Performing Arts (SPCPA). (B. Krueger)

VI.B. Approval, for the South St. Paul School Board to approve the boys' hockey cooperative agreement between South St. Paul Public Schools and New Life Academy beginning with the 2024-25 school year. (B. Krueger)

VI.C. Approval, for the South St. Paul School Board to approve the Special Education Pipeline Grants Tuition Reimbursement Agreements with Heidi Therres, Michelle Wallace, Hannah Danielson, Jody Jaakola, Devon Moe, and Victoria Menzie. (J. Milteer)

VI.D. Approval, for the South St. Paul School Board to approve the Grow Your Own Grant Tuition Reimbursement Agreements with Vidmarie Pumarejo Torrens and Stephanie Oliva. (J. Milteer)

VI.E. Approval, for the South St. Paul School Board to approve the Resolution authorizing Employment of Board Member Wendy Felton as a Substitute in a Classified Position in the School District. (J. Milteer)

VI.F. Approval, for the South St. Paul School Board to approve the Resolution authorizing Employment of Board Member Kim Humann as a Substitute in a Classified Position in the School District. (J. Milteer)

VI.G. Approval, for the South St. Paul School Board to approve the Resolution authorizing Employment of Board Member Tim Felton as a Substitute in a Classified Position in the School District. (J. Milteer)

VI.H. Approval, for the South St. Paul School Board to approve the September 1, 2024, to June 30, 2026, Agreement for School Resource Officer Services Between Special School District No. 6 and the City of South St. Paul. (B. Zambreno)

VI.I. Approval, for the South St. Paul School Board to approve the Resolution for the Increase of the Federal Micro-Purchase Threshold of \$10,000 to \$25,000 to be consistent with Minnesota Statute 471.345, Subd. 5, as allowed by 2 CFR 200.320(a)(1)(iv), for the acquisition of property or services under a federal award. (B. Hoffman)

VI.J. Approval, for the South St. Paul School Board to approve the 2024 Payable 2025 Proposed Levy. (B. Hoffman)

VI.K. Approval, for the South St. Paul School Board to approve the Acceptance of Gifts Resolution. (B. Hoffman)

VI.L. Approval, for the South St. Paul School Board to approve the Community Representative on the Teacher Relicensure Committee (B. Zambreno)

VII. INFORMATIONAL ITEMS

VII.A. **Student School Board Representative Report:** Amal and Jackson will provide an update on recent events, activities and other informational items. (A. Fickak and J. Schultz)

VII.B. **Board Members' Reports/Committee Updates/Where Have You Seen a Passion:** Board members will report on recent educational activities/events in which they have participated as well as other informational items.

VIII. ADJOURNMENT



SOUTH ST. PAUL PUBLIC SCHOOLS

Special School District No. 6

Work Session - August 26, 2024

The School Board Work Session for South St. Paul Public Schools, Special School District 6, was held at City Hall on Monday, August 26, 2024. Chair John Raasch called the meeting to order at 5:00 PM with six Board members present: Claflin, T. Felton, W. Felton, Laliberte, Raasch and Weber. Director Humann was absent. Superintendent Zambreno along with several staff and community members were present.

Student Services

Joint Powers Agreement for Childhood Vaccinations: Dr. Candace Burckhardt, Director of Student Services presented a Joint Powers Agreement (JPA) between Special School District 6 and Dakota County. The agreement would enable Dakota County to host vaccine clinics at our school sites, providing convenient access to childhood vaccination services for our families. As Minnesota requires all students to have either the necessary vaccinations or exemption to attend school, the JPA aims to support compliance with these requirements while easing access for our community.

Public Relations and Community Engagement

Board members reviewed opportunities for their engagement with staff, students, and community members.

Committee Updates

Board members provided updates on the various committees in which they serve.

Adjourn

The South St. Paul School Board adjourned their August 26, 2024, work session at 5:46 PM.

Official Board Minutes are available in the
District Office at 104 - 5th Ave. S. - South St. Paul

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk
School Board



SOUTH ST. PAUL PUBLIC SCHOOLS

Special School District No. 6

August 26, 2024

The regular meeting of the School Board, Special School District No. 6, South St. Paul, was held in the city hall council chambers on Monday, August 26, 2024. Chair John Raasch called the meeting to order at 6:00 PM with six Board members present for roll call: Claflin, T. Felton, W. Felton, Laliberte, Raasch, and Weber. Director Humann was absent. Superintendent Dr. Brian Zambreno and several staff and community members were also present.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

MINUTES

By Director Laliberte

Seconded by Director W. Felton

That the South St. Paul School Board approves the August 26th, 2024, School Board meeting agenda as well as minutes from:

- July 22, 2024, work session and regular meeting
- July 29, 2024, special work session
- August 12, 2024 working session

Motion carried (6-0)

QUALITY-IN-ACTION AND REPORTS

Quality-in-Action - Building Principals provided highlights of the upcoming 2024-25 school year.

Report - There were no stakeholder comments to the board submissions this evening.

Work Session Report - Vice Chair Claflin provided highlights of the school board work session.

Superintendent Report - Superintendent Zambreno provided highlights from around the district.

CONSENT ITEMS

By Director Weber

Seconded by Director Claflin

A. Financial Claims - Bills Payable

B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves

Motion Carried (6-0)

BUSINESS ITEMS

By Director Claflin

Seconded by Director Laliberte

Approval, for the South St. Paul School Board to approve the Health, Dental, and LTD Insurance Rates for 2025.

Motion carried (6-0)

By Director Claflin

Seconded by Director Weber

Approval, for the South St. Paul School Board to approve the VEBA Trust Change.

Motion carried (6-0)

By Director Laliberte

Seconded by Director Weber

Approval, for the South St. Paul School Board to approve the 2025 Continuing Teacher's Contracts.

Motion carried (6-0)

By Director W. Felton

Seconded by Director Claflin

Approval, for the South St. Paul School Board to approve the Acceptance of Gifts Report.

Motion carried (6-0)

By Director Claflin

Seconded by Director Weber

Approval, for the South St. Paul School Board to approve the Joint Powers Agreement for Childhood Vaccinations between the County of Dakota and Special School District 6.

Motion carried (6-0)

INFORMATIONAL ITEMS

School Board members reported on various educational activities/events in which they have participated as well as other informational items.

ADJOURN

By Director Laliberte

Seconded by Director W. Felton

Approval, for the South St. Paul School Board to adjourn the August 26, 2024, meeting at 6:54 PM.

Motion carried (6-0)

Official Board Minutes are available in the
District Office at 104 - 5th Ave. S. - South St. Paul

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk
Board of Education



SOUTH ST. PAUL PUBLIC SCHOOLS

Special School District No. 6

Work Session - September 9, 2024

The School Board Work Session for South St. Paul Public Schools, Special School District 6, was held in the District Office Conference Room on Monday, September 9, 2024. Chair John Raasch called the meeting to order at 5:00 PM with six Board members present: Claflin, T. Felton, Humann, Laliberte, Raasch, and Weber. Director W. Felton was absent. Superintendent Dr. Brian Zambreno and several staff members were also present.

Human Resources

Grow Your Own Grant Tuition Agreement: Human Resource Director Joel Milteer and Student Services Director Dr. Candace Burckhardt, highlighted the new special education teacher pipeline grant and the 2024-25 cohorts through the Grow Your Own Grant Program. The Tuition Reimbursement Agreements will go before the Board for approval on September 23.

VEBA Resolution: The District uses a company called MEDSURETY to help manage our employee's voluntary benefits such as Health Reimbursement Accounts (HRAs) and Voluntary Employee Beneficiary Associations (VEBAs). Previously, the District offered a VEBA plan for employees to be able to set aside pre-tax income for future payment of medical expenses.

The District has been notified by MEDSURETY of upcoming changes to our previous VEBA Trust partner. This will impact employee members of the plan who still have dollars in their grandfathered HRA/VEBA. Currently MEDSURETY has two Funded HRA/ VEBA trusts; BPAS and MATRIX. MEDSURETY has terminated the BPAS trust. This requires that they transfer the district's current trust over to their MATRIX trust. Director Milteer reviewed administration's recommendation to approve the proposed change moving from BPAS to MATRIX HRA/VEBA Trust, effective Fall, 2024.

Board Members as Substitute Resolution: According to MN Statute 123B.195, School Board members may be employed by the school district as an employee as long as the amount earned does not exceed \$20,000 in a fiscal year. Additionally, employment must receive majority approval at a meeting in which all board members are present. Board members Humann, W. Felton, and T. Felton have all expressed an interest in being substitutes for the 2024-25 school year. The resolution will go before the Board for approval on September 23. Majority approval by the School Board is necessary.

Finance

Federal Micro Purchase Policy Addendum - Under the Uniform Grant Guidance (UGG) for federal funds, the micro-purchase threshold is \$10,000. This means that for any purchase over \$10,000 with federal funds the district is required to obtain multiple quotes from qualified sources. Under MN Statute, the threshold for requiring multiple quotes is \$25,000. Finance Director Hoffman recommends raising the federal threshold to align with Minnesota Statutes in order to streamline purchasing processes within the district.

School Resource Officer - South St. Paul Public Schools has a longstanding partnership with the South St. Paul Police Department (SSPPD) in providing School Resource Officers (SROs) to support our schools. This partnership serves a few purposes. First and foremost, we want to ensure the safety of our staff, students, and families when in or around our schools. We also work to use the SROs as a means to develop positive relationships between our students and law enforcement officers. As such, our SROs work with students to help teach them about safe and healthy choices.

Every two years we renew our partnership contract. This new contract continues to maintain two SROs in our schools and adjusts how the district pays the SSPPD from a flat dollar amount to a percentage of the officers total annual compensation. The City has already approved the contract on their end. Superintendent Zambreno will bring the September 1, 2024 - June 30, 2026 contract before the board for approval on September 23, 2024.

School Board

MSBA School Board Representative - The Minnesota School Boards Association (MSBA) is looking for a board member to serve a 2-year term on their Board. Director Humann expressed an interest in serving on the MSBA board. Chair Raasch will connect with the MSBA representative and determine next steps.

Public Relations and Community Engagement - Board members discussed events and opportunities to be engaged with our community.

Committee Updates - Board members provided updates on the various committees in which they serve.

Adjournment

The September 9, 2024, Work Session was adjourned at 5:45 PM for the Special School Board meeting.

Stakeholder Comments to the Board

One person attended tonight's Stakeholder Comments to the Board to share concerns regarding class sizes and programming.

Official Board Minutes are available in the
District Office at 104 - 5th Ave. S. - South St. Paul

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk
Board of Education



SOUTH ST. PAUL PUBLIC SCHOOLS

Special School District No. 6

September 9, 2024

The special meeting of the School Board, Special School District No. 6, South St. Paul, was held in the district office conference room on Monday, September 9, 2024. Chair John Raasch called the meeting to order at 5:46 PM with six Board members present for roll call: Claflin, T. Felton, Humann, Laliberte, Raasch, and Weber. W. Felton was absent. Superintendent Zambreno and several staff and community members were also present.

AGENDA

By Director Weber

Seconded by Director Humann

That the South St. Paul School Board approve the September 9, 2024, Special School Board meeting agenda.

Motion carried (6-0)

BUSINESS ITEMS

By Director Laliberte

Seconded by Director Humann

Approval, for the South St. Paul School Board to approve the Resolution authorizing the change to the VEBA.

Motion carried 6 yeas - T. Felton, Humann, Weber, Claflin, Laliberte, and Raasch
0 nays

CLOSED SESSION

By Director Laliberte

Seconded by Director Humann

Approval for the School Board to move to a closed session per the Open Meeting Law (Minn. Stat. § 13D.05 Subdivision 3(b)), for confidential discussions with the Board's attorney to discuss a pending Minnesota Department of Human Rights Charge.

Motion carried (6-0)

Closed Session officially began at 5:50 PM.

Members present: Directors Claflin, T. Felton, Humann, Laliberte, Raasch, and Weber as well as Superintendent Brian Zambreno, Human Resource Director Joel Milteer, and the district's legal counsel.

By Director Humann

Seconded by Director Weber

That the School Board moves to open the closed session at 6:06 PM.

By Director Humann

Seconded by Director Weber

Approval for the School Board to move to a closed session per the Open Meeting Law (Minn. Stat. § 13D.05 Subdivision 3(b), for confidential discussions with the Board's attorney to discuss a pending lawsuit.

Motion carried (6-0)

Closed Session officially began at 6:08 PM.

Members present: Directors Claflin, T. Felton, Humann, Laliberte, Raasch, and Weber as well as Superintendent Brian Zambreno, Human Resource Director Joel Milteer, and the district's legal counsel.

ADJOURN

By Director Humann

Seconded by Director Weber

The School Board moved to open the closed session and adjourned the September 9, 2024, special meeting at 6:28 PM.

Motion carried (6-0)

Official Board Minutes are available in the
District Office at 104 - 5th Ave. S. - South St. Paul

Respectfully Submitted by:

Lisa Brandecker
Acting Secretary-Clerk Board of Education



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Place on Agenda: Regular Meeting Reports

Action Requested: None

Attachment: None

Topic: Stakeholder Comments to the Board

Presenter(s): Board Chair

At the Work Session and Regular Business Meeting, the Board Chair will provide an overview of the Stakeholder Comments to the Board submissions.

The South St. Paul School Board provides the following opportunities for community members to address the board:

- **In-Person** on the first meeting date of each month according to the schedule listed on the [district's website](#). Stakeholder Comments to the Board sessions are held at the District Office (104 - 5th Avenue South) beginning at 6:30PM.
- **Electronic form Submissions** are accepted on all meeting dates listed on the [district's website](#). Click [here](#) to submit a Stakeholder Comment tot the Board.
 - Form submissions will be acknowledged by the Board Chair and/or Superintendent on-air during the regular business meeting. The Board Chair and/or Superintendent will also follow-up personally with the individuals submitting a Stakeholder Comment to the Board form.

Passionate Learners Positively Changing Our World



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Place on Agenda: Reports

Action Requested: None

Attachment: None

Topic: Work Session Meeting Update
Presenter(s): Board
Background: School Board members will highlight items from the Work Session meeting.
Recommendation: N/A
Alternatives: N/A

Passionate Learners Positively Changing Our World



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Place on Agenda: Reports

Action Requested: None

Attachment: None

Topic: Superintendent's Update
Presenter(s): Dr. Brian Zambreno, Superintendent
Background: Superintendent Zambreno will provide highlights from around the District.
Recommendation: N/A
Alternatives: N/A



Meeting Date: September 23, 2024

Place on Agenda: Consent Items

Action Requested: Approval

Attachment: Financials – Bills Payable

Topic: Financials – Bills Payable
Presenter(s): Chair
Background: It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.
Recommendation: Administration recommends the approval of the attached financial statement.
Alternatives: N/A

Passionate Learners Positively Changing Our World

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NUMBER	TYP	AMOUNT	DATE	VENDOR
206524	V	-3,021.65	09/12/2024	LITERACY ACTION NETWORK
206569	V	-7,718.00	08/21/2024	THE MASCOT COMPANY
206576	R	426.36	08/29/2024	CHILD SUPPORT SERVICES DIVISION
206577	R	438.50	08/29/2024	LOCAL #70
206578	R	885.00	08/29/2024	MINNESOTA CHILD SUPPORT PAYMENT CENTER
206579	R	64.00	08/29/2024	NCPERS GROUP LIFE INS
206580	R	176.25	08/29/2024	OFFICE AND PROF EMPLOYEES UNION
206581	R	5.00	08/29/2024	SOUTH ST PAUL OPEN FOUNDATION
206582	R	60.00	08/29/2024	SOUTH ST PAUL EDUCATION FOUNDATION
206583	R	57,053.50	08/29/2024	360 COMMUNITIES
206584	R	10,575.00	08/29/2024	A-1 STRIPES INC
206585	R	1,950.00	08/29/2024	AE SIGN SYSTEMS
206586	R	4,895.95	08/29/2024	AMAZON CAPITAL SERVICES
206587	R	1,600.00	08/29/2024	ARAFAT, HANAA
206588	R	125.75	08/29/2024	BATTERIES PLUS BULBS
206589	R	2,729.87	08/29/2024	BOOKSOURCE
206590	R	1,747.92	08/29/2024	CAPITAL ONE TRADE CREDIT
206591	R	3,480.00	08/29/2024	CDW GOVERNMENT INC
206592	R	140.00	08/29/2024	FISCHBACH, DAN
206593	R	85.00	08/29/2024	HABTEZGI, REDAZGI
206594	R	7,410.24	08/29/2024	IND SCHOOL DISTRICT #347
206595	R	72.66	08/29/2024	INTEREUM INC
206596	R	15,166.02	08/29/2024	INTERMEDIATE DISTRICT #287
206597	R	50,485.25	08/29/2024	INTERMEDIATE DISTRICT #917
206598	R	2,650.00	08/29/2024	IXL LEARNING
206599	R	49.00	08/29/2024	JOHNSON, THOMAS
206600	R	108.00	08/29/2024	LILY OF THE LIGHT LLC
206601	R	1,712.50	08/29/2024	LINDENMEYR MUNROE
206602	R	652.33	08/29/2024	MARK'S PLUMBING PARTS
206603	R	984.00	08/29/2024	MASSP
206604	R	85.00	08/29/2024	MATUS TADEO, HUGO
206605	R	70.00	08/29/2024	MCDERMOTT, MARTY
206606	R	8,635.00	08/29/2024	MMKR & CO
206607	R	638.00	08/29/2024	MN ADMINISTRATORS FOR SPECIAL EDUCATION
206608	R	315.00	08/29/2024	MN SCHOOL BOARDS ASSOCIATION
206609	R	12.90	08/29/2024	NAPA AUTO PARTS
206610	R	8,515.02	08/29/2024	NASSEFF MECHANICAL CONTRACTORS
206611	R	149.00	08/29/2024	NATIONAL SPEECH & DEBATE ASSOCIATION
206612	R	335.54	08/29/2024	OXYGEN SERVICE CO INC
206613	R	892.00	08/29/2024	PETERSON BROS. ROOFING & CONSTRUCTION
206614	R	5,000.00	08/29/2024	POSTMASTER, SOUTH ST PAUL
206615	R	73.98	08/29/2024	QUILL CORPORATION
206616	R	1,582.98	08/29/2024	RATZ, KIM
206617	R	84.00	08/29/2024	RINALDI, LINDA
206618	R	35,882.21	08/29/2024	SAFEWAY BUS COMPANY
206619	R	1,683.57	08/29/2024	SCHOOL SPECIALTY LLC
206620	R	21,545.00	08/29/2024	SFM
206621	R	534.16	08/29/2024	SHERWIN WILLIAMS CO
206622	R	220.81	08/29/2024	SOUTH ST PAUL STEEL
206623	R	1,665.96	08/29/2024	ST PAUL PUBLISHING COMPANY
206624	R	2,519.00	08/29/2024	TEACHING STRATEGIES LLC
206625	R	720.00	08/29/2024	TOAY, GRETCHEN
206626	R	20,683.29	08/29/2024	TRANSPORTATION & DELIVERY INC
206627	R	607.46	08/29/2024	TRIO SUPPLY CO
206628	R	3,346.96	08/29/2024	TWIN CITY JANITOR SUPPLY INC
206629	R	680.98	08/29/2024	UNITED REFRIGERATION INC

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NUMBER	TYP	AMOUNT	DATE	VENDOR
206630	R	2,569.68	08/29/2024	VOSS LIGHTING
206631	R	8,919.00	08/29/2024	XELLO
206632	R	932.00	09/05/2024	ADA SPORTS AND RACKETS LLC
206633	R	8,174.98	09/05/2024	ALLSTREAM
206634	R	8,203.20	09/05/2024	AMAZON CAPITAL SERVICES
206635	R	2,932.50	09/05/2024	AMPERSAND THERAPY LLC
206636	R	2,670.00	09/05/2024	ARBITERSPORTS LLC
206637	R	2,075.22	09/05/2024	ATTAINMENT COMPANY
206638	R	82.75	09/05/2024	BIMBO BAKERIES USA
206639	P	82.00	09/05/2024	BRAATEN, HAROLD
206640	R	85.00	09/05/2024	BRIGHTBILL, THEODORE
206641	R	2,362.88	09/05/2024	BUILDING WINGS LLC
206642	R	149.99	09/05/2024	CATALYST SOURCING SOLUTIONS
206643	R	9,170.00	09/05/2024	CDW GOVERNMENT INC
206644	R	156.46	09/05/2024	CINTAS
206645	R	176.40	09/05/2024	COOK, SUSAN
206646	R	52.95	09/05/2024	CULLIGAN-MILBERT COMPANY
206647	R	415.17	09/05/2024	EDUCATORS BENEFIT CONSULTANTS LLC
206648	R	119.00	09/05/2024	GLOBE PRINTING & OFFICE SUPPLIES
206649	R	9,651.20	09/05/2024	GREAT MINDS PBC
206650	R	2,505.00	09/05/2024	HILDI INCORPORATED
206651	R	4,250.00	09/05/2024	IND SCHOOL DISTRICT #11
206652	R	15,000.00	09/05/2024	INFINITE HEALTH COLLABORATIVE
206653	R	10,509.18	09/05/2024	INTERMEDIATE DISTRICT #917
206654	P	49.00	09/05/2024	JOHNSON, THOMAS
206655	R	34.85	09/05/2024	JOSTENS
206656	P	82.00	09/05/2024	KNIGHT, MARTY
206657	P	85.00	09/05/2024	KRUEGER, DAN
206658	R	520.00	09/05/2024	LITERACY ACTION NETWORK
206659	R	40.95	09/05/2024	MATHEWS, KYLIE
206660	R	892.08	09/05/2024	MCGRAW-HILL
206661	R	885.00	09/05/2024	MN ASSOC OF SECONDARY SCHOOL PRINCIPALS
206662	R	40.00	09/05/2024	MN ASSOC OF SECRETARIES TO THE PRINCIPAL
206663	R	1,500.00	09/05/2024	MN STATE HIGH SCHOOL LEAGUE
206664	R	1,700.00	09/05/2024	MOUNT CARMEL PUBLISHING
206665	R	33.25	09/05/2024	PACE, CASSIE
206666	R	349.26	09/05/2024	PLUNKETT'S PEST CONTROL
206667	R	180.00	09/05/2024	POVOLNY, KATHLEEN
206668	R	211.65	09/05/2024	QUILL CORPORATION
206669	R	1,207.83	09/05/2024	RATZ, KIM
206670	P	85.00	09/05/2024	SAUERS, TODD
206671	P	85.00	09/05/2024	SAVAGE, ALAN
206672	R	12.15	09/05/2024	SCHMITZ, ABBY
206673	R	145.42	09/05/2024	SCHOOL SPECIALTY LLC
206674	R	1,000.00	09/05/2024	SETHURAJU, RAJ
206675	R	733.87	09/05/2024	ST PAUL BEVERAGE SOLUTIONS
206676	R	348.98	09/05/2024	STRAUSS SKATES & BICYCLES
206677	R	255.32	09/05/2024	T-MOBILE
206678	R	1,698.69	09/05/2024	TRIO SUPPLY CO
206679	R	50.00	09/05/2024	TUNA, PAMELA
206680	R	2,857.27	09/05/2024	UPPER LAKES FOODS
206681	R	55.27	09/05/2024	XCEL ENERGY
206682	P	300.00	09/05/2024	DON ZOLIDIS INC
206683	R	30.98	09/11/2024	ACE HARDWARE & PAINT
206684	R	785.00	09/11/2024	ADVANCED SPORTSWEAR LLC
206685	R	2,651.76	09/11/2024	AMAZON CAPITAL SERVICES

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NUMBER	TYP	AMOUNT	DATE	VENDOR
206686	R	4,290.00	09/11/2024	AMERICAN FLAGPOLE & FLAG CO
206687	R	1,317.60	09/11/2024	ANYDESK AMERICAS INC
206688	R	2,260.29	09/11/2024	APPAREL LAB
206689	R	750.00	09/11/2024	BACKUPIFY
206690	R	525.01	09/11/2024	BIMBO BAKERIES USA
206691	R	1,079.48	09/11/2024	BIX PRODUCE COMPANY
206692	R	50.00	09/11/2024	BONK, ALLISON
206693	R	58,611.00	09/11/2024	BUILDING RESTORATION CORPORATION
206694	R	958.88	09/11/2024	CAPITAL ONE TRADE CREDIT
206695	R	34.61	09/11/2024	CINTAS
206696	R	398.88	09/11/2024	CINTAS
206697	R	8.93	09/11/2024	CLASSEN, GLORIA
206698	R	8,260.00	09/11/2024	CODEHS, INC
206699	R	17,102.90	09/11/2024	COMPUTER INTEGRATION TECHNOLOGIES
206700	R	424.00	09/11/2024	CONQUER NINJA GYMS
206701	R	426.25	09/11/2024	CONVERGINT TECHNOLOGIES LLC
206702	R	75.90	09/11/2024	CULLIGAN-MILBERT COMPANY
206703	R	170.00	09/11/2024	DURKOT, ANDREW
206704	R	147.40	09/11/2024	EARL F ANDERSON INC
206705	R	170.00	09/11/2024	ENGMAN, NATHAN
206706	R	420.00	09/11/2024	FISCHBACH, DAN
206707	R	61.90	09/11/2024	GERTEN GREENHOUSES & GARDEN CENTER
206708	R	1,102.10	09/11/2024	GRAINGER INC
206709	R	461.41	09/11/2024	GRAYBAR
206710	R	2,547.46	09/11/2024	GREAT MINDS PBC
206711	R	46.70	09/11/2024	GROTH MUSIC CO
206712	R	34,903.80	09/11/2024	HILLER COMMERCIAL FLOORS
206713	R	4.58	09/11/2024	HOME DEPOT CREDIT SERVICES
206714	R	4.76	09/11/2024	HUESER, DARLENE
206715	R	30,569.89	09/11/2024	IND SCHOOL DISTRICT #199
206716	R	101,961.91	09/11/2024	IND SCHOOL DISTRICT 197/COMMUNITY ED
206717	R	65,254.10	09/11/2024	IND SCHOOL DISTRICT 199/COMMUNITY ED
206718	R	137.50	09/11/2024	INFINITE HEALTH COLLABORATIVE
206719	R	98.94	09/11/2024	INNOVATIVE OFFICE SOLUTIONS LLC
206720	R	49.00	09/11/2024	JOHNSON, THOMAS
206721	R	11.88	09/11/2024	KUEHN, KIMBERLY
206722	R	1,114.85	09/11/2024	KWIK TRIP EXTENDED NETWORK
206723	R	2,354.63	09/11/2024	LIGHTNING DISPOSAL INC
206724	R	552.00	09/11/2024	LINDENMEYR MUNROE
206725	R	326.81	09/11/2024	LOFFLER COMPANIES
206726	R	595.00	09/11/2024	MASPA/STATE NEGOTIATORS
206727	R	170.00	09/11/2024	MATTISON, SCOT
206728	R	125.00	09/11/2024	MCGOWEN, TIMOTHY
206729	R	184.48	09/11/2024	MCMASTER-CARR SUPPLY COMPANY
206730	R	712.00	09/11/2024	MEDICINE LAKE TOURS
206731	R	57.12	09/11/2024	MINNESOTA LOCKS
206732	R	85.00	09/11/2024	MITSON, STEPHON
206733	R	480.00	09/11/2024	MOVIE LICENSING USA
206734	R	1,088.33	09/11/2024	MTI DISTRIBUTING COMPANY
206735	R	3,868.22	09/11/2024	MUSKEGON HEIGHTS SOLAR LLC
206736	R	419.68	09/11/2024	NAPA AUTO PARTS
206737	R	3,520.00	09/11/2024	NASSEFF MECHANICAL CONTRACTORS
206738	R	2,208.32	09/11/2024	NEO ELECTRIC SOLUTIONS
206739	R	931.12	09/11/2024	NETWORK SERVICES COMPANY
206740	R	6,280.62	09/11/2024	NITTI SANITATION
206741	R	52.23	09/11/2024	OXYGEN SERVICE CO INC

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NUMBER	TYP	AMOUNT	DATE	VENDOR
206742	R	89.00	09/11/2024	PATTERSON, JAMES
206743	R	170.00	09/11/2024	PERSON, JARRETT
206744	R	1,211.58	09/11/2024	PETERSON BROS. ROOFING & CONSTRUCTION
206745	R	364.14	09/11/2024	PITNEY BOWES INC PURCHASE POWER
206746	R	3,059.49	09/11/2024	PPG ARCHITECTURAL FINISHES
206747	R	119.90	09/11/2024	PRO-ED INC
206748	R	55.36	09/11/2024	PROPIO LS LLC
206749	R	552.31	09/11/2024	QUILL CORPORATION
206750	R	89.00	09/11/2024	RAMIERZ, EDWARD
206751	R	307.17	09/11/2024	RECYCLE TECHNOLOGIES
206752	R	125.00	09/11/2024	REEM, BRETT
206753	R	1,002.00	09/11/2024	ROCHESTER 100
206754	R	42.05	09/11/2024	RUZYNSKI, ANALISSA
206755	R	125.00	09/11/2024	SCHMELTZER, JOSEPH
206756	R	81.35	09/11/2024	SCHWAB-VOLLHABER-LUBRATT SERVICE CORP
206757	R	170.00	09/11/2024	SHEARD, WATSON
206758	R	641.36	09/11/2024	SHERWIN WILLIAMS CO
206759	R	125.00	09/11/2024	SMITH, MARK
206760	R	89.00	09/11/2024	SPICER, RICHARD
206761	R	1,060.11	09/11/2024	ST PAUL BEVERAGE SOLUTIONS
206762	R	28.56	09/11/2024	STACK-JOHNSON, SUSAN
206763	R	170.00	09/11/2024	TALKACHOVA, IRYNA
206764	R	350.00	09/11/2024	TEAMWORKS INTERNATIONAL INC
206765	R	125.00	09/11/2024	THARALDSON, RYAN
206766	R	50.00	09/11/2024	THEISEN, STACY
206767	R	529.39	09/11/2024	TRIO SUPPLY CO
206768	R	1,565.30	09/11/2024	TWIN CITY JANITOR SUPPLY INC
206769	R	828.00	09/11/2024	TWIN CITY HARDWARE CO
206770	R	62,190.00	09/11/2024	TWIN CITY ACOUSTICS INC
206771	R	1,435.20	09/11/2024	ULINE
206772	R	1,461.66	09/11/2024	UNITED REFRIGERATION INC
206773	R	1,375.00	09/11/2024	UNIVERSITY OF OREGON
206773	V	-1,375.00	09/12/2024	UNIVERSITY OF OREGON
206774	R	22,202.80	09/11/2024	UPPER LAKES FOODS
206775	R	85.00	09/11/2024	VANG, TOUA
206776	R	2,603.92	09/11/2024	VERNIER SOFTWARE
206777	R	140.00	09/11/2024	WINKELMANN, JACK
206778	R	2,111.97	09/11/2024	XCEL ENERGY
206779	R	426.36	09/12/2024	CHILD SUPPORT SERVICES DIVISION
206780	R	438.50	09/12/2024	LOCAL #70
206781	R	1,260.90	09/12/2024	MINNESOTA CHILD SUPPORT PAYMENT CENTER
206782	R	176.25	09/12/2024	OFFICE AND PROF EMPLOYEES UNION
206783	R	5.00	09/12/2024	SOUTH ST PAUL OPEN FOUNDATION
206784	R	60.00	09/12/2024	SOUTH ST PAUL EDUCATION FOUNDATION
206785	R	215.00	09/19/2024	ABLENET
206786	R	12,450.00	09/19/2024	AMAZEWORKS
206787	R	2,578.56	09/19/2024	AMAZON CAPITAL SERVICES
206788	R	5,110.14	09/19/2024	ARVIG
206789	R	456.95	09/19/2024	BATTERIES PLUS BULBS
206790	R	812.91	09/19/2024	BIMBO BAKERIES USA
206791	R	895.87	09/19/2024	BIX PRODUCE COMPANY
206792	R	50.00	09/19/2024	BONK, ALLISON
206793	R	3,261.58	09/19/2024	CANON FINANCIAL SERVICES
206794	R	6,565.00	09/19/2024	CD TILE AND STONE INC
206795	R	126.93	09/19/2024	CINTAS
206796	R	385.94	09/19/2024	CINTAS

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NUMBER	TYP	AMOUNT	DATE	VENDOR
206797	R	65.00	09/19/2024	CITICARGO & STORAGE
206798	R	1,808.25	09/19/2024	CITY OF SOUTH ST PAUL - UTILITIES
206799	R	1,317.15	09/19/2024	CONVERGINT TECHNOLOGIES LLC
206800	R	400.00	09/19/2024	CPI
206801	R	26.38	09/19/2024	CULLIGAN-MILBERT COMPANY
206802	R	675.00	09/19/2024	DEWALD, RINA
206803	R	62.00	09/19/2024	FISCHBACH, DAN
206804	R	958.99	09/19/2024	FLINN SCIENTIFIC INC
206805	R	822.01	09/19/2024	G & B ENVIRONMENTAL INC
206806	R	415.80	09/19/2024	GOLDCOM INC
206807	R	1,456.21	09/19/2024	INDIANHEAD FOODSERVICE DISTRIBUTOR, INC
206808	R	53,919.25	09/19/2024	INNOVATIVE OFFICE SOLUTIONS LLC
206809	R	850.00	09/19/2024	JB OFFICEWORKS LLC
206810	R	49.00	09/19/2024	JOHNSON, THOMAS
206811	R	750.00	09/19/2024	KRISTIN DAVIS LAW LLC
206812	R	82.62	09/19/2024	LAKESHORE LEARNING MATERIALS
206813	R	835.00	09/19/2024	LINDENMEYR MUNROE
206814	R	1,780.05	09/19/2024	LINK INTERPRET
206815	R	3,021.65	09/19/2024	LITERACY MINNESOTA
206816	R	431.14	09/19/2024	MACKIN EDUCATIONAL RESOURCES
206817	R	62.00	09/19/2024	MCDERMOTT, MARTY
206818	R	6,955.00	09/19/2024	MERIDIAN CONSULTING/DAVID SLOMKOWSKI
206819	R	274.40	09/19/2024	MINNESOTA LOCKS
206820	R	19,515.00	09/19/2024	MMKR & CO
206821	R	160.00	09/19/2024	MN DEPT OF LABOR & INDUSTRY
206822	R	500.00	09/19/2024	MNIB
206823	R	207.00	09/19/2024	NAPA AUTO PARTS
206824	R	458.88	09/19/2024	NETWORK SERVICES COMPANY
206825	R	1,562.50	09/19/2024	PAIGE PSYCHOLOGICAL CONSULTING LLC
206826	R	50.15	09/19/2024	PROPIO LS LLC
206827	R	229.67	09/19/2024	QUILL CORPORATION
206828	R	675.00	09/19/2024	RENT N SAVE
206829	R	26,300.00	09/19/2024	RICH BOYER MASONRY & CONCRETE INC
206830	R	36,915.48	09/19/2024	SAFEWAY BUS COMPANY
206831	R	489.19	09/19/2024	SCHOOL SPECIALTY LLC
206832	R	23,036.15	09/19/2024	SHI INTERNATIONAL CORP
206833	R	5,910.12	09/19/2024	SQUIRES WALDSPURGER & MACE PA
206834	R	6,372.00	09/19/2024	ST CROIX FIRE & SAFETY
206835	R	2,920.98	09/19/2024	ST PAUL BEVERAGE SOLUTIONS
206836	R	6,226.25	09/19/2024	SUNBELT STAFFING
206837	R	72.51	09/19/2024	SUPREME SCHOOL SUPPLY
206838	R	693.97	09/19/2024	TRIO SUPPLY CO
206839	R	1,077.00	09/19/2024	TWIN CITY JANITOR SUPPLY INC
206840	R	1,075.00	09/19/2024	UNIVERSITY OF OREGON
206841	R	33,151.32	09/19/2024	UPPER LAKES FOODS
206842	R	1,953.91	09/19/2024	VALLEYFAIR
206843	R	70,445.64	09/19/2024	WINCO LANDSCAPE INC
206844	R	13,987.00	09/19/2024	WINDSCAPES
206845	R	16,992.38	09/19/2024	XCEL ENERGY
202400100	W	1,320.00	08/13/2024	MEDSURETY
202400101	W	26,664.48	08/29/2024	MINNESOTA PAYROLL TAXES
202400102	W	158,925.66	08/29/2024	FEDERAL PAYROLL TAXES
202400103	W	386.47	08/29/2024	MN DEPT OF REVENUE
202400104	W	4,893.73	08/29/2024	PERA
202400105	W	40,850.56	08/29/2024	TSA/ACH DEDUCTION
202400106	W	112,568.29	08/29/2024	TEACHER RETIREMENT ASSOCIATION

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NUMBER	TYP	AMOUNT	DATE	VENDOR
202400107	W	20,815.86	08/19/2024	MN UNEMPLOYMENT
202400108	W	13,721.52	08/30/2024	MINNESOTA PAYROLL TAXES
202400109	W	81,342.61	08/30/2024	FEDERAL PAYROLL TAXES
202400110	W	352.97	08/30/2024	MN DEPT OF REVENUE
202400111	W	28,736.50	08/30/2024	PERA
202400112	W	12,790.84	08/30/2024	TSA/ACH DEDUCTION
202400113	W	23,575.47	08/30/2024	TEACHER RETIREMENT ASSOCIATION
202400114	W	0.00	08/30/2024	MINNESOTA PAYROLL TAXES
202400115	W	0.00	08/30/2024	FEDERAL PAYROLL TAXES
202400116	W	1,127.50	09/05/2024	MEDSURETY
202400117	W	16,180.38	08/30/2024	MEDSURETY
202400118	W	220.00	08/15/2024	HEALTH PARTNERS
202400119	W	264.00	08/23/2024	HEALTH PARTNERS
202400120	W	120,527.12	08/26/2024	HEALTH PARTNERS
202400121	W	64,306.00	09/03/2024	MSRS
202400122	W	117,415.66	09/09/2024	HEALTH PARTNERS
202400123	W	87,685.62	09/03/2024	HEALTH PARTNERS
202400125	W	51,222.59	09/13/2024	MINNESOTA PAYROLL TAXES
202400126	W	304,007.36	09/13/2024	FEDERAL PAYROLL TAXES
202400127	W	596.31	09/13/2024	MN DEPT OF REVENUE
202400128	W	42,659.78	09/13/2024	PERA
202400129	W	53,327.20	09/13/2024	TSA/ACH DEDUCTION
202400130	W	167,210.02	09/13/2024	TEACHER RETIREMENT ASSOCIATION
202400131	W	0.00	09/13/2024	MINNESOTA PAYROLL TAXES
202400132	W	0.00	09/13/2024	FEDERAL PAYROLL TAXES
202400133	W	373.21	09/13/2024	MINNESOTA PAYROLL TAXES
202400134	W	2,773.91	09/13/2024	FEDERAL PAYROLL TAXES
202400135	W	226.29	09/13/2024	PERA
202400136	W	321.62	09/13/2024	TSA/ACH DEDUCTION
202400137	W	1,814.76	09/13/2024	TEACHER RETIREMENT ASSOCIATION
242500054	A	90.00	08/30/2024	AHSENMACHER WINTER, AMY
242500055	A	90.00	08/30/2024	ANDERSON, CHAD
242500056	A	90.00	08/30/2024	BARTER, ANDREW
242500057	A	90.00	08/30/2024	BAUER, MEREDITH
242500058	A	90.00	08/30/2024	BERCHTOLD, JAMIE
242500059	A	90.00	08/30/2024	BOURG, LEAH
242500060	A	90.00	08/30/2024	BRANDECKER, LISA
242500061	A	90.00	08/30/2024	BRETOI, TERRENCE
242500062	A	90.00	08/30/2024	BURCKHARDT, CANDACE
242500063	A	90.00	08/30/2024	CHILDS, DANETTE
242500064	A	90.00	08/30/2024	DANIELSON, JENNIFER
242500065	A	342.62	08/30/2024	EBERT, LORI
242500066	A	90.00	08/30/2024	FENTON, MARK
242500067	A	90.00	08/30/2024	GAMEZ, LESLY
242500068	A	90.00	08/30/2024	HANSEN, JODY
242500069	A	90.00	08/30/2024	HOFFMAN, BRADY
242500070	A	45.00	08/30/2024	JACOBS-BUSE, LINDA
242500071	A	90.00	08/30/2024	KRUEGER, BRADY
242500072	A	45.00	08/30/2024	LENTSCH, PETER
242500073	A	45.00	08/30/2024	LOUGH, LAWRENCE
242500074	A	90.00	08/30/2024	MILTEER, JOEL
242500075	A	90.00	08/30/2024	MOSES, CHRISTINA
242500076	A	90.00	08/30/2024	OCHOCKI, CHARLES
242500077	A	45.00	08/30/2024	OSTER, PATRICK
242500078	A	45.00	08/30/2024	PENMAN, MICHELLE
242500079	A	90.00	08/30/2024	PETERSON, LORI

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NUMBER	TYP	AMOUNT	DATE	VENDOR
242500080	A	90.00	08/30/2024	SCHWAB, ROBIN
242500081	A	90.00	08/30/2024	SEXAUER, JENNIFER
242500082	A	130.65	08/30/2024	SUNDSTROM, SCOTT
242500083	A	90.00	08/30/2024	TAYLOR MINER, MELANEE
242500084	A	45.00	08/30/2024	VANDERBILT, TONY
242500085	A	90.00	08/30/2024	WELLS, TRAVIS
242500086	A	71.42	08/30/2024	WOHLERS, DARII
242500087	A	90.00	08/30/2024	ZAMBRENO, BRIAN
242500088	A	90.00	08/30/2024	ZEHNDER, JEAN
242500089	A	15.54	09/05/2024	BECRAFT, BENJAMIN
242500090	A	39.80	09/05/2024	EMERY, HEATHER
242500091	A	25.96	09/05/2024	HARRISON, ANDREW
242500092	A	27.98	09/05/2024	HOLSEN, ERIC
242500093	A	60.37	09/05/2024	THERRES, HEIDI
242500094	A	82.43	09/11/2024	HARRISON, ANDREW
242500095	A	84.99	09/11/2024	KLEIN, TRAVIS
242500096	A	159.85	09/11/2024	LINDORFER, NICOLE
242500097	A	48.95	09/11/2024	WALLACE, MICHELLE
242500130	A	113.50	09/19/2024	ANDERSON, CONRAD
242500131	A	44.99	09/19/2024	HANA, DINA
242500132	A	73.50	09/19/2024	KAUFMAN, LISA
242500133	A	166.28	09/19/2024	ROCK, JESSE
242500134	A	76.38	09/19/2024	WOHLERS, DARII

2,793,443.89 Totals for checks

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL	1,103,449.95	0.00	586,820.65	1,690,270.60
02	FOOD SERVICE	2,049.84	187.45	73,992.42	76,229.71
04	COMMUNITY EDUCATION	218,262.70	0.00	49,038.42	267,301.12
05	CAPITAL	1,620.80	0.00	433,205.29	434,826.09
20	INTERNAL SERVICE	0.00	0.00	24,390.99	24,390.99
21	MEDICAL	0.00	0.00	301,721.41	301,721.41
50	ACTIVITY ACCOUNT	-1,296.03	0.00	0.00	-1,296.03
***	Fund Summary Totals ***	1,324,087.26	187.45	1,469,169.18	2,793,443.89

***** End of report *****

CHECKRUNS

		Jaugust 23, 2024 - July	
FUND	DESCRIPTION	19, 2024	
1	GENERAL	\$	1,690,270.60
2	FOOD SERVICE		76,229.71
4	COMMUNITY EDUCATION		267,301.12
5	CAPITAL		434,826.09
7	DEBT SERVICE		-
20	INTERNAL SERVICE		326,112.40
50	ACTIVITY ACCOUNTS		(1,296.03)
TOTAL		\$	2,793,443.89

PAYROLL		8/30/24 & 9/13/24	
Payroll Direct Deposit	900106551-900107534	\$	1,605,539.39



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Meeting Date: August 26, 2024

Place on Agenda: Consent Items

Action Requested: Approval

Attachment: Staffing

Topic: Staffing
Presenter(s): Chair
Background: The staffing report includes the Appointments, Resignations, Transfers, Retirements, Abolishments and Leaves being recommended to the School Board for approval.
Recommendation: Administration recommends approval of the proposed staffing and supplemental staffing as presented.
Alternatives: Amend the motion to remove a certain appointment, resignation, transfer, retirement, abolishment, or leave. Provide administration with directions for next steps.

Passionate Learners Positively Changing Our World

Certified

A. Appointments/Reassignments

1. Kari Aanenson - .2 FTE overload added to Social Studies, High School, effective 2024-2025 school year.
2. Ian Burk - .2 FTE overload added to Science, High School, effective 2024-2025 school year.
3. **Sara Voss - .2 FTE overload added to French Teacher, High School, effective 2024-2025 school year.**
4. Hannah Danielson - 1.0 FTE Special Education Teacher, Lincoln Center, BA, Step 1, effective 2024-2025 school year.
5. Ann-Marie White - .2 FTE overload added to Media and Tech Teacher, Kaposia Education Center, effective 2024-2025 school year.
6. Emilee Fremstad - 0.8 FTE Math Teacher, High School, BA, Step 4, effective 2024-2025 school year.
7. Rachel Smith - 0.38 FTE ABE Teacher, Community Learning Center , BA, Step 3, effective 2024-2025 school year.
8. **Melissa Booth - 1.0 FTE Special Education Teacher, High School, MA, Step 20, effective 2024-2025 school year.**
9. Katie Lilja - 1.0 FTE Preschool Teacher, Kaposia Education Center, BA, Step 3, effective 2024-2025 school year.
10. Jillian Kobilka - Increased FTE to .8, Vocal Music/Choir Teacher, Secondary Location, BA, Step 9, effective 2024-2025 school year.
11. Kris Weinfurtner - Increased FTE to .8, Math, High School, BA, Step 17, effective August, 26 2024.
12. Sarajane Monjeau - Changed FTE to .4 Math at High School and .6 TriDistrict Caps, effective 2024-2025 school year

2024-25 After School Credit Recovery (\$31.50 per hour; 4.5 hours per week)

Christopher Marquis – After School Credit Recovery, High School

Jessica Oftedahl - After School Credit Recovery, High School

2024-25 Virtual Credit Recovery (\$31.50 per hour; 3 hours per week)

Aaron Zimmerman – Virtual Credit Recovery, SSP Education Center

Christopher Marquis – Virtual Credit Recovery, SSP Education Center

Jessica Oftedahl - Virtual Credit Recovery, SSP Education Center

Luke Olson - Virtual Credit Recovery, SSP Education Center

ATHLETICS 2024-25

Football Middle School Coach	Eltjes, Peter	\$2,237.00
Football Middle School Coach	Stenberg, Jordan	\$1,118.50
Football Middle School Coach	Tilghman, Jerome*	\$1,118.50
Swimming Girls Assist - Diving Coach	Carlson, Aaron**	\$1,834.00
Volleyball Middle School Coach (Flex)	Renteria, LeAnne	\$2,237.00

ACTIVITIES 2024-25

Art Club - Secondary	Eggerstedt, Shane	\$1,192.00
Art Club - Middle School (50%)	Foster-Walters, Nicholas	\$596.00
Art Club - Middle School (50%)	Elina Wennerlund-Squires	\$596.00
Math League - High School	Hollen, Katherine	\$2,301.00
Math League - Middle School (Revised)	Olson, Luke	\$1,118.50
Math League - Middle School (50%)	Munoz, Tom	\$1,118.50
Student Council Advisor - MS (shared)	Smith, Shannon	\$1,052.20
Student Council Advisor - MS (shared)	Ward, Brooke	\$1,052.20
Student Council Advisor - MS (shared)	Williams, Joquan	\$569.25
WEB Advisor	Harrison, Andrew	\$1,760.00
WEB Advisor	Coleman, Charmaine	\$1,760.00
WEB Advisor	Westphal, Mark	\$586.66
Kaposia - Safety Patrol	Slagle, Kindra	\$1,582.00

B. Resignations/Retirements/Leaves/Reductions/Other

1. Ger Thao - Resignation, Preschool Teacher, Kaposia Education Center, effective August 28, 2024
2. Elizabeth Ritzer - Resignation, Women's Society Advisor, effective August 28, 2024
3. Josh Palmquist - Leave of Absence, Special Education Teacher, effective October 31, 2024 through December 1, 2024

VII.A.2 Staff Appointments, Resignations, Retirements, Terminations and Leaves (Joel Milteer)

09-23-2024

Classified

A. Appointments/Reassignments

1. Anthony Baggett - 1.0 FTE Student/Security Monitor, Secondary, \$19.72 per hour, 6 hours per day, effective September 3, 2024
2. Katie Koppang - Student Supervisor, Lincoln Center Elementary, \$17.62, 3.5 hours per day, effective September 3, 2024
3. Amanda Rieken - Student Supervisor, Lincoln Center Elementary, \$17.62 per hour, 3.5 hours per day, effective September 3, 2024
4. Danielle Seidner - Change from 1.0 FTE SPED Assistant, Middle School to 1.0 FTE SPED Assistant, High School, effective 2024-2025 school year.
5. Julie Troye - Early Learning Assistant, Kaposia Education Center, \$18.53 per hour , up to 21 hours per week, effective September 9, 2024
6. Kristell Garcia - Student Supervisor, Kaposia Education Center, \$17.62, 3.5 hours per day, effective September 3, 2024
7. Alexis Turner - HR Specialist, District Office, effective September 16, 2024
8. Mary Lowe - Student Supervisor, Kaposia Education Center, \$17.62, 3.5 hours per day, effective September 18, 2024
9. Choua Vang - PT Cleaner, District Office, \$18.94, 3.0 hours per day, effective September 12, 2024
10. Anjelica Palma Castano - Elementary Education Assistant, Lincoln Center, \$18.53 per hour, effective September 16, 2024
11. Nathan Roubik - Student Supervisor, Kaposia Education Center, \$17.62, 3.5 hours per day, effective TBD
12. Faith Tuttle - Student Support Asst, Secondary, \$19.68, 6.5 hours per day, effective August 26, 2024
13. **Jordan Wallin - Kids Choice Program Asst Substitute, \$18.86, hours vary, effective September 3, 2024**
14. Abigail Brundieck - Kids Choice Program Asst Substitute, \$16, hours vary, effective September 3, 2024
15. **Alexis Hewitt - Early Learning Asst Substitute, \$18.86, hours vary, effective September 3, 2024**
16. Zuly Sanchez Luna - Kids Choice Program Asst Substitute, \$16, hours vary, effective September 3, 2024
17. Amariae English - SPED Asst, Highschool, \$20.16 per hour, effective September 4, 2024

B. Resignations/Retirements/Leaves/Reductions/Other

1. Shannon Swenson - Resignation, Finance Manager, District Office, Effective September 13, 2024
2. Julie Troye - Resignation, Kids Choice Program Assistant, Effective August 28, 2024.
3. Hannah Danielson - Resignation, SPED Assistant, Effective August 31, 2024.
4. Tom Rongitsch - Leave of Absence, Assistant- Special Education, High School, Effective September 11, 2024 through June 12, 2025
5. Courtney Renville Soto - Leave of Absence, Cultural Liaison, Secondary Building, Effective September 9, 2024 through December 2, 2024
6. Frances Gil - Resignation, Tech Media Assistant, Lincoln Center, Effective September 13, 2024
7. Anjelica Palma Castano - Resignation, Student Supervisor, Lincoln Center, effective September 13, 2024
8. Eric Hanson - Resignation, SPED Asst, Secondary, effective September 18, 2024
9. Sesaria Kittelson - Termination, Student Supervisor & Kids Choice Assistant, Kaposia Education Center, effective September 23, 2024



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Meeting Date: September 23, 2024
Place on Agenda: Business Meeting
Action Requested: Approval
Attachment: Non-Exclusive Cooperative Agreement - Dance

Topic: Non-Exclusive Cooperative Agreement - Dance
Presenter(s): Brady Krueger, Activities Director
Background: <p>The South St. Paul Activities Department is requesting permission to form a non-exclusive cooperative sponsorship with the St. Paul Conservatory for Performing Arts (SPCPA). A student who resides in the South St. Paul school district but attends SPCPA would like to participate in a Minnesota State High School League (MSHSL) dance program. Since SPCPA, a charter school, does not offer a dance program, under MSHSL bylaw 403.3, the student is allowed to participate in dance through their resident public school district.</p>
Recommendation: <p>Administration Recommends the approval of a non-exclusive cooperative sponsorship with the St. Paul Conservatory for Performing Arts (SPCPA) in dance.</p>
Alternatives: <p>Do not approve the non-exclusive cooperative sponsorship and direct administration with next steps.</p>

Passionate Learners Positively Changing Our World

Non-Exclusive Co-op Agreement

Minnesota State High School League
2100 Freeway Blvd., Brooklyn Center, MN 55430-1735
763-560-2262, Fax: 763.569.0499

Application for Cooperative Sponsorship

Deadline: Not later than 30 days prior to the first day of practice for that sport season.
PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Dance Kick & Jazz
beginning with the 2024 - 2025 school year. (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. Attach another form if necessary.

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	South St Paul	720	South St. Paul	34A	1AA
High School #2:	St. Paul Conservatory for Performing Arts	430	St. Paul MN	4A	Unclaimed
High School #3:					
High School #4:					

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?
☒ Yes This application must include a review and comments from the conference(s) of which the schools are members.
☐ No Non-Exclusive Co-op
- Do any of the above schools currently have a cooperative agreement in this activity?
☐ Yes An application for dissolution must be submitted for the existing agreement.
☒ No
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at www.mshsl.org/About/MSHSL/Membership/Information: A History & Model Resolution for School Boards)

- List the number of students, by grade level, who participated in this activity during the previous year. If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.

	7th	8th	9th	10th	11th	12th
High School #1	2	8	3	6	8	2
High School #2	Does not offer dance					
High School #3						
High School #4						

- Team Identification: (Indicate how cooped schools should be identified in tournament programs); South St. Paul

- Team Colors: Maroon / white Team Mascot: Packers

- Host School (school that will receive revenue share check):

Board of Education (or designee)	School	Date
Signed <u>Brady Knepper</u>	<u>South St. Paul</u>	<u>9/10/24</u>
Signed <u>[Signature]</u>	<u>St. Paul Conservatory for Performing Arts</u>	<u>9/10/24</u>
Signed _____	_____	_____
Signed _____	_____	_____

Official Action of the MSHSL Board of Directors

☐ Approved ☐ Not Approved

Signature:

MSHSL Executive Director

Date:

South St Paul and St. Paul Conservatory for the Performing Arts Co-Op Statement

South St Paul High School is seeking permission to form a non-exclusive cooperative sponsorship with the St. Paul Conservatory for the Performing Arts. There is a student that resides in the South St Paul school district and attends the SPCPA that would like to participate in an MSHSL sponsored dance program. SPCPA does not currently offer dance. Pursuant to bylaw 403.3 the SPCPA is a charter school that does not offer dance. The student would be returning to their resident public school district to participate in dance.

South St Paul is looking to give a resident of our school district the opportunity to participate in MSHSL sponsored activities.

Brady Krueger
South St Paul Activities Director/Assistant Principal

Brian Goranson
Saint Paul Conservatory for Performing Artists Principal

METRO EAST CONFERENCE

Cooperative Sponsorship of Athletics/Activities by Member Schools

Cooperative sponsorship proposals must be brought before the Metro East Athletics/Activities Directors for review and approval. Cooperative sponsorship activities by member schools may be allowed for participation in MEC contests under the following conditions:

- A. Circumstances/conditions for consideration may include:
 - 1. New start-up program or a new school opening
 - 2. Lack of numbers of participants
 - 3. Cooperative sponsorships will only be considered for in-district schools or charter schools in which the student(s) resides in the district for which they are applying for the cooperative sponsorship. Charter schools may have more than one cooperative sponsorship agreement for each activity within the same season.
 - 4. Exceptions to the above will require a 2/3rds majority vote of member schools
- B. Circumstances/conditions not to be considered – Budget concerns.
 - 1. Exceptional circumstances may be considered by the MEC.
 - 2. Individual team members of cooperative sponsored teams will be eligible for all conference awards.
 - 3. All timelines for cooperative sponsorships must meet MSHSL guidelines. Schools may apply for cooperative sponsorships up to the start of a season.
 - 4. A two-thirds (2/3rds) vote of the Athletics Directors will be required for approval.



MINNESOTA STATE HIGH SCHOOL LEAGUE

Transfer of Enrollment Eligibility Guide

School Type	MSHSL Bylaw	Initial Eligibility	Co-op Available	Provisions	MN State Statute
Home	104.3	Resident district	Yes – with resident district	1. Must be a member school. 2. Must have grades 10, 11 or 12 to be a member school. 3. Must register for each activity.	120A.05 120A.22 Subd. 4 123B.36 Subd. 1 123B.49 Subd. 4
		With home school	Yes – as a separate member		
Online ISD	Board Position	Resident district	No	1. Supplemental up to 50% 2. Superintendent's agreement greater than 50%. 3. Full time at non-resident ISD online site.	124D.095 Subd. 3 124D.095 Subd. 5 124D.03 Subd. 6
PSEO (Post Secondary Enrollment Option)	111	Member school in which they are enrolled	No	Must not participate at college in any activity sponsored by MSHSL.	124D.09
Online Charter	104.4	Charter school or co-ops	Yes	1. Must be a member school. 2. If online school is a charter school the student eligibility is at charter school in: a. Programs offered at charter co-op. b. Programs with member schools. 3. Non-exclusive co-op individual co-op for sport at student's resident district school. (Bylaw 403.3)	
Charter	104.4	Charter school	Yes	1. Must be a member school. 2. Charter can offer programs. 3. Must establish co-op with MSHSL member school for sport. 4. Non-Exclusive co-op Individual co-op for sport at student's resident district school. (Bylaw 403.3)	120A.05 Subd. 14 120A.22 Subd. 4 124E.10 Subd. 1

400.00 BYLAWS:

ADMINISTRATION OF ATHLETIC PROGRAMS

BYLAW 401.00

CHEERLEADING

Cheerleaders will be required to qualify under the following eligibility bylaws: Age, 101.00; Credit Requirements, 103.00; Enrollment, 104.00; Physical Examination, 107.00; Seasons, 109.00; Semesters, 110.00 and Chemical, 205.00.

Note: Board Policy indicates Bylaw 206 Good Standing and General Eligibility Requirements is now applicable.

BYLAW 402.00

CONTEST RULES

The following rules, except as modified by the League, shall govern all interschool competition in the respective sport or activity. League rule modifications are printed in the current Athletic Rules and Policies Manual in the section designated for each activity. The Rules and Policies Manual is available on the League website.

1. National Federation Rules Books:

Baseball	Gymnastics, Girls	Softball, Girls Fastpitch
Basketball	Hockey	Swimming and Diving
Cheerleading (Spirit)	Lacrosse, Boys	Track and Field
Cross Country Running	Lacrosse, Girls	Volleyball
Football	Soccer	Wrestling

2. Sport Association Rules Books:

Badminton, Girls	United States Badminton Association's Official Rules of Play and Court Officials Handbook
Golf	United States Golf Association
Tennis	United States Tennis Association
Skiing	Federation International de Ski & National Collegiate Athletic Association
Synchronized Swimming, Girls	United States of America Artistic Swimming as modified and approved by the League Board of Directors

3. Dance Team

Competition rules as adapted by the League Board of Directors

4. Adapted Bowling

Competition rules as adapted by the League Board of Directors

5. Adapted Team Sports:

Soccer	NFHS rules as adapted by the League Board of Directors
Floor Hockey	NFHS rules as adapted by the League Board of Directors
Softball	NFHS rules as adapted by the League Board of Directors

BYLAW 403.00

COOPERATIVE SPONSORSHIP OF AN ACTIVITY BY TWO OR MORE MEMBER SCHOOLS

Purpose of Cooperative Sponsorships (11/17/20)

Cooperative Sponsorships of MSHSL programs are established for the purpose of creating, growing, and maintaining education-based opportunities through programs that provide access for all students to a broad range of activities. These agreements support student participation in programs that are sustainable (financial, participation numbers, other etc.), have access to suitable facilities, provide appropriate levels of competition, and create communities for students. Through these agreements, member schools are expected to promote cooperation, partnership, sportsmanship and the beliefs of the MSHSL.

- Cooperative sponsorship of an activity by two or more member schools will be considered under the following conditions. Class A and Class AA refers to the school size for placement into Administrative Regions and does not refer to the tournament classification to which a school may be assigned for a particular sport. For purposes of administering this bylaw, the largest 128 schools by enrollment shall be Class AA, and the rest of the schools shall be Class A.

- When any member school cooperatively sponsors an activity with any other member school(s), 100% of the total enrollment of the largest member school in the co-op and 50% of the enrollment of the other member school(s) in the co-op school be combined to determine the appropriate competitive classification.

For the purposes of the competitive section placement process, the geographic location of the cooperative sponsorship will be the geographic location of the school with the largest MSHSL enrollment.

Cooperative sponsorship between two or more member schools.

MSHSL Sponsored Activities:

Badminton, Girls	Floor Hockey, Adapted	One Act Play
Baseball	Football	Skiing, Alpine, B/G
Basketball, B/G	Golf, B/G	Skiing, Nordic Ski Racing, B/G
Bowling, Adapted	Gymnastics, Girls	Soccer, Adapted
Cross Country Running, B/G	Hockey, B/G	Soccer, B/G
Dance Team	Lacrosse, B/G	Softball, Adapted
Debate	Music	Softball, Girls Fastpitch

Continued on Page 69

Speech
Swimming and Diving, B/G
Synchronized Swimming, Girls

Tennis, B/G
Visual Arts

Volleyball, B/G
Wrestling

2. Newly formed Cooperative Sponsorships

A. Each school that wishes to cooperatively sponsor an MSHSL activity must provide:

- 1) the documented need for the co-op including participation numbers for each school at all grade levels 7-12, facilities available, financial impacts or benefits and appropriate student data that indicates interest in the program.
- 2) a summary of the steps each school has taken to promote participation in the activity for which a cooperative sponsorship is proposed and what is the future intent of the program.
- 3) a written review and comment regarding the proposed cooperative sponsorship from:
 - a) the AD of each member school of the conference/conferences in which the proposed cooperative sponsorship school(s) participates.
 - b) the AD of each school in the most current competitive section or sub-section in which the proposed cooperative sponsorship will participate.
 - c) the Secretary of the Region Committee in which the largest school in the proposed cooperative sponsorship competes as reviewed at a Region Committee meeting OR by contacting the Region Committee members, individually, for their response.

In each instance in letters a-c above, a simple majority of the schools in the conference, section(s) and the Region Committee must approve the proposed cooperatively sponsored activity before any of the required information can be submitted to the MSHSL office.

- 4) any other information as may be deemed informative for the MSHSL Board of Directors in making a final determination regarding the proposed cooperative sponsorship.

B. Appeal to Add a Cooperative Sponsorship:

The League Board of Directors will provide a hearing process for any member school requesting an exception to any cooperative sponsorship not approved per MSHSL Bylaw 403.2.A or 403.4.B. The request for a hearing shall be submitted in writing and sent to the Executive Director of the Minnesota State High School League prior to the first day of that sport season.

C. Appeal to Review an Existing Cooperative Sponsorship:

By October 15th of the school year in which the League completes the two-year competitive placement cycle, any conference or school(s) within the section in which members of the cooperative sponsorship competes can request a review in writing of any existing cooperative sponsorship to the Executive Director of the MSHSL provided the reason for the request fully details why the Board of Directors should consider such review of the cooperative sponsorship. The process for a review of an existing cooperative sponsorship is available through the League Office.

3. Cooperative Sponsorship with Charter Schools (Non-Exclusive Cooperative Sponsorship)

Charter schools who are members of the Minnesota State High School League and who are organized as prescribed by M.S. 124E.03 may have multiple non-exclusive cooperative sponsorships in the same League-sponsored activity with public schools provided that:

- A. The Charter School does not have its own team in that activity;
- B. The Charter School student(s) return(s) to the public school in the attendance area of the public school where the student(s) officially resides with his/her parent(s) or guardian(s);
- C. The Charter Schools, on behalf of the student(s) officially enrolled in the Charter School, comply with all of the eligibility and financial requirements prescribed by the public school in the attendance area where the student(s) officially resides with his/her parent(s) or guardian(s).
- D. The boards of education of the public school(s) and the Charter School agree to cooperatively sponsor the activity and complete the required League cooperative sponsorship form(s).

4. Application Procedure

- A. Each member school participating in a cooperative sponsorship must register and pay as an individual school to participate in each cooperatively sponsored activity.
- B. The governing boards of participating member schools must jointly make the application to the League Board of Directors.
 - 1) The request must include a resolution adopted by each board of education stating the purpose for sponsoring a joint team or activity.
 - 2) Each application for a cooperative sponsorship must include the requirements as identified in 403.2.A.
 - 3) **Deadline for Application:** Requests for a cooperative sponsorship must be submitted to the League not later than 30 days prior to the first day of practice for that sport season. Decisions for applications for cooperative sponsorship activities will be determined by the League at the next Board of Directors meeting.
- C. Cooperative sponsorship agreements must be for a minimum of two years. Cooperative sponsorship agreements will be continuous following the first two-year agreement unless an application for dissolution is submitted as outlined in MSHSL Bylaw 403.8.
- D. Any member school(s) who add a co-op later than 30 days prior to the first day of practice in that sport may request the Board of Directors to review the request as identified in 403.2.B.

5. Transfers Between Schools with Cooperative Programs

When a student transfers from one school to another school that cooperatively sponsor a program or programs the student shall remain fully eligible in all programs that are cooperatively sponsored. MSHSL Bylaw 111—Transfer and Residence, shall be used to determine the student's eligibility for the programs that are not cooperatively sponsored.



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Meeting Date: September 23, 2024
Place on Agenda: Business Meeting
Action Requested: Approval
Attachment: Cooperative Agreement - Boys Hockey

Topic: Cooperative Agreement - Boys Hockey
Presenter(s): Brady Krueger, Activities Director
Background: <p>The South St. Paul Activities Department is seeking board approval to establish a cooperative agreement with New Life Academy for boys' hockey. The proposed partnership, which would compete in the Metro East Conference and Section 4A, is being requested for the following reasons:</p> <ol style="list-style-type: none">1. New Life Academy would like for boys to be able to participate in hockey at South St Paul. The logistics of communication, travel, and practice will be improved by this new arrangement. South St. Paul is only a ten-minute drive from our campus at New Life Academy. Additionally, we believe it will help create a greater sense of unity amongst the athletes and families to have our boys' programs be part of the hockey program at South St. Paul.2. New Life also believes that it provides more opportunities for our students to compete at a level that more closely matches their skill level and ability. In the past two years, we haven't had a boys' player make a roster in our current co-op situation. We want to provide opportunities for our athletes to play the sports they love, and we believe that this new co-op will help achieve that goal.3. South St Pauls hockey participation numbers have begun to decline and is anticipating a large drop in participation in boys hockey in the next few years <p>The financial impact of the co-op hockey programs would be split between the schools on a per-athlete basis.</p>
Recommendation: <p>Administration Recommends the approval of the boys hockey cooperative agreement between South St. Paul Public Schools and New Life Academy beginning with the 2024-25 school year.</p>
Alternatives: <p>Do not approve the cooperative agreement and direct administration with next steps.</p>

Passionate Learners Positively Changing Our World

Minnesota State High School League
2100 Freeway Blvd., Brooklyn Center, MN 55430-1735
763-560-2262, Fax: 763.569.0499

Application for Cooperative Sponsorship

Deadline: Not later than 30 days prior to the first day of practice for that sport season.
PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Boys Hockey
beginning with the 2024 - 2025 school year. (activity) (boys' or girls') (Adapted-CI or PI)

List ALL schools included in the cooperative sponsorship. Attach another form if necessary.

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	South St Paul	720	South St. Paul	3AA	4A
High School #2:	New Life Academy	209	Woodbury, MN	4A	4AA
High School #3:					
High School #4:					

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?
☒ Yes This application must include a review and comments from the conference(s) of which the schools are members.
☐ No
- Do any of the above schools currently have a cooperative agreement in this activity?
☒ Yes An application for dissolution must be submitted for the existing agreement.
☐ No
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/AboutMSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/AboutMSHSL/MembershipInformation:AHistory&ModelResolutionforSchoolBoards))

- List the number of students, by grade level, who participated in this activity during the previous year. If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.

	7th	8th	9th	10th	11th	12th
High School #1			7	3	4	10
High School #2	2	0	1	0	1	1
High School #3						
High School #4						

- Team Identification: (Indicate how cooped schools should be identified in tournament programs): South St. Paul

- Team Colors: Maroon/white Team Mascot: Packers

- Host School (school that will receive revenue share check):

Board of Education (or designee)	School	Date
Signed <u>Brady Kmeiger</u>	<u>South St. Paul</u>	<u>9/16</u>
Signed <u>[Signature]</u>	<u>New Life Academy</u>	<u>9.17</u>
Signed _____	_____	_____
Signed _____	_____	_____

Official Action of the MSHSL Board of Directors

☐ Approved

☐ Not Approved

Signature:

MSHSL Executive Director

Date:

South St Paul and New Life Academy are seeking approval to form a co-operative partnership in both Boys and Girls hockey that will compete in the Metro East Conference and Section 4A. New Life Academy is seeking to establish new co-op agreements with South St. Paul in boys' and girls' hockey for the following reasons:

1. New Life Academy would like for both boys and girls to be able to participate in hockey at the same school. The logistics of communication, travel, and practice will be improved by this new arrangement. South St. Paul is only a ten-minute drive from our campus at New Life Academy. Additionally, we believe it will help create a greater sense of unity amongst the athletes and families to have our boys' and girls' programs be part of the hockey program at South St. Paul.
2. New Life also believes that it provides more opportunities for our students to compete at a level that more closely matches their skill level and ability. In the past two years, we haven't had a boys' player make a roster in our current co-op situation. We want to provide opportunities for our athletes to play the sports they love, and we believe that this new co-op will help achieve that goal.
3. South St Pauls hockey participation numbers have begun to decline and is anticipating a large drop in participation in girls hockey as well as a steady drop in boys hockey in the next few years

The financial impact of the co-op hockey programs would be split between the schools on a per-athlete basis.

Thanks,

Brady Krueger
Activities Director, South St Paul

Dan Dewitt
Activities Director, New Life Academy

Timestamp	Email Address	Name	School	Approve/Disapprove	Comments	
9/9/2024 8:40:45	nrathmann@blakeschool	Nick Rathmann	Blake	Approve of the co-op between South St Paul/New Life Academy for Girls Hockey	Approve	Girl Section
9/9/2024 8:41:00	nrathmann@blakeschool	Nick	Blake	Approve of the co-op between South St Paul/New Life Academy for Boys Hockey	Approved	Girl Section
9/9/2024 8:42:28	jranders@isd271.org	Jon Anderson	Bloomington Kennedy	Approve of the co-op between South St Paul/New Life Academy for Boys Hockey		Boys Section/Region
9/9/2024 8:42:50	rhornung@cadets.com	Reed Hornung	St Thomas	Approve of the co-op between South St Paul/New Life Academy for Boys Hockey		Conference/Region
9/9/2024 8:48:40	thanson@isd200.org	Trent Hanson	Haslings	Approve of the co-op between South St Paul/New Life Academy for Girls Hockey	I can only approve boys or girls, not both - I do	Conference
9/9/2024 8:59:04	trevm07@gmail.com	Trevor Mbakwe	Tarlan	Approve of the co-op between South St Paul/New Life Academy for Girls Hockey	I approve of the co-op for boys hockey also. It	Conference
9/9/2024 9:21:59	ermanny@vischool.org	Elisa Manny	Visitation	Approve of the co-op between South St Paul/New Life Academy for Girls Hockey	Vis approves the co-ops for both the Boys and	Girls Section/Region
9/9/2024 9:31:09	carnebeck@ahastars.org	Carolyn Arnebeck	Academy of Holy Angels	Approve of the co-op between South St Paul/New Life Academy for Boys Hockey	Approve of both - girls and boys	Girls Section/Region
9/9/2024 9:55:57	shortw@isd199.org	Will Short	Simley	Approve of the co-op between South St Paul/New Life Academy for Boys Hockey		Conference/Region/Section
9/9/2024 10:46:53	jotlc@isd2144.org	Jodi Otte	Chisago Lakes	Approve of the co-op between South St Paul/New Life Academy for Girls Hockey,	Approve of the co-op between South St Paul/New Life Academy for Boys/Girls Section	
9/9/2024 10:48:17	jpohl@hill-murray.org	John Pohl	Hill Murray	Approve of the co-op between South St Paul/New Life Academy for Girls Hockey,	Approve of the co-op between South St Paul/New Life Academy for Boys/Girls Section	
9/9/2024 11:45:05	chris.peterson@rpsmn.org	Chris Peterson	Richfield	Approve of the co-op between South St Paul/New Life Academy for Girls Hockey,	Approve of the co-op between South St Paul/New Life Academy for Boys/Girls Section	
					I approve both.	
9/9/2024 12:46:52	j_mayes@swcha.org	Jay Mayes	Southwest Christian	Approve of the co-op between South St Paul/New Life Academy for Girls Hockey,	Approve of the co-op between South St Paul/New Life Academy for Boys/Girls Section	
9/10/2024 12:08:31	jhelwig2@isd622.org	Jed Helwig	North St Paul	Approve of the co-op between South St Paul/New Life Academy for Girls Hockey,	Approve of the co-op between South St Paul/New Life Academy for Boys/Girls Section	
9/11/2024 9:11:32	patrick.auran@stpaul.k12	Patrick Auran	St Paul Highland Park	Approve of the co-op between South St Paul/New Life Academy for Girls Hockey,	Approve of the co-op between South St Paul/New Life Academy for Boys/Girls Section	
9/13/2024 7:14:29	kurLhabeck@apps.district	Kurt Habeck	Eastview	Approve of the co-op between South St Paul/New Life Academy for Girls Hockey,	Approve of the co-op between South St Paul/New Life Academy for Boys/Girls Section	

Approval

Girls Section	4/4 Approve
Boys Section	5/7 Approve (2 No responses)
Conference	6/8 Approve (2 No responses)
Region 3AA	8/13 Approve (5 No Responses)

Minnesota State High School League
2100 Freeway Blvd., Brooklyn Center, MN 55430-1735
763-560-2262, Fax: 763.569.0499

Application for DISSOLUTION of Cooperative Sponsorship

Deadline: Not later than the first day of practice for that sport season.

PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for dissolution of cooperative sponsorship.

On behalf of the following schools, we hereby apply for dissolution of the cooperative sponsorship of

Hockey Boys beginning with the 2024 - 2025 school year
(activity) (boys' or girls') (Adapted-CI or PI)

List ALL schools included in the cooperative sponsorship. Attach another form if necessary.

	School	City
High School #1:	Glenmy Academy	Vadnais Heights
High School #2:	Mounds Park Academy	Maplewood
High School #3:	St. Croix Prep	Stillwater
High School #4:	New Life Academy	Woodbury

1. Has the school board of each member school of the existing co-op approved a resolution to dissolve the co-op?

Yes A copy of the resolution approved by the school board of each member school, stating the reason to dissolve the co-op, MUST be included with this application.
No DO NOT SUBMIT this application until a resolution, stating the reason to dissolve the existing co-op, has been approved by the school board of each member school.

2. Please circle appropriate letter.

Member School
High School #1 A B
High School #2 A B



Reason for the Dissolution

- A. Our school is dropping the activity.
B. Our school will sponsor this activity without a cooperative sponsorship.

High School #3
High School #4

A B
A B



C. Our school will sponsor this activity as part of a new cooperative sponsorship. Please submit an Application for Cooperative Sponsorship for the new co-p.

Signature of the person duly authorized by the member school to act on behalf of the member school.

High School #1:

Designated School Representative

Athletic Director
Title of the Designated School Representative

High School #2:

Designated School Representative

Athletic Director MPA
Title of the Designated School Representative

High School #3:

Designated School Representative

AD - Prep
Title of the Designated School Representative

High School #4:

Designated School Representative

AD - New Life
Title of the Designated School Representative

Official Action of the MSHSL Board of Directors

Approved

Not Approved

Signature: _____
MSHSL Executive Director

Date: _____

METRO EAST CONFERENCE

Cooperative Sponsorship of Athletics/Activities by Member Schools

Cooperative sponsorship proposals must be brought before the Metro East Athletics/Activities Directors for review and approval. Cooperative sponsorship activities by member schools may be allowed for participation in MEC contests under the following conditions:

- A. Circumstances/conditions for consideration may include:
 - 1. New start-up program or a new school opening
 - 2. Lack of numbers of participants
 - 3. Cooperative sponsorships will only be considered for in-district schools or charter schools in which the student(s) resides in the district for which they are applying for the cooperative sponsorship. Charter schools may have more than one cooperative sponsorship agreement for each activity within the same season.
 - 4. Exceptions to the above will require a 2/3rds majority vote of member schools
- B. Circumstances/conditions not to be considered – Budget concerns.
 - 1. Exceptional circumstances may be considered by the MEC.
 - 2. Individual team members of cooperative sponsored teams will be eligible for all conference awards.
 - 3. All timelines for cooperative sponsorships must meet MSHSL guidelines. Schools may apply for cooperative sponsorships up to the start of a season.
 - 4. A two-thirds (2/3rds) vote of the Athletics Directors will be required for approval.



MINNESOTA STATE HIGH SCHOOL LEAGUE

Transfer of Enrollment Eligibility Guide

School Type	MSHSL Bylaw	Initial Eligibility	Co-op Available	Provisions	MN State Statute
Home	104.3	Resident district	Yes – with resident district	1. Must be a member school. 2. Must have grades 10, 11 or 12 to be a member school. 3. Must register for each activity.	120A.05 120A.22 Subd. 4 123B.36 Subd. 1 123B.49 Subd. 4
		With home school	Yes – as a separate member		
Online ISD	Board Position	Resident district	No	1. Supplemental up to 50% 2. Superintendent's agreement greater than 50%. 3. Full time at non-resident ISD online site.	124D.095 Subd. 3 124D.095 Subd. 5 124D.03 Subd. 6
PSEO (Post Secondary Enrollment Option)	111	Member school in which they are enrolled	No	Must not participate at college in any activity sponsored by MSHSL.	124D.09
Online Charter	104.4	Charter school or co-ops	Yes	1. Must be a member school. 2. If online school is a charter school the student eligibility is at charter school in: a. Programs offered at charter co-op. b. Programs with member schools. 3. Non-exclusive co-op individual co-op for sport at student's resident district school. (Bylaw 403.3)	
Charter	104.4	Charter school	Yes	1. Must be a member school. 2. Charter can offer programs. 3. Must establish co-op with MSHSL member school for sport. 4. Non-Exclusive co-op Individual co-op for sport at student's resident district school. (Bylaw 403.3)	120A.05 Subd. 14 120A.22 Subd. 4 124E.10 Subd. 1

400.00 BYLAWS:

ADMINISTRATION OF ATHLETIC PROGRAMS

BYLAW 401.00**CHEERLEADING**

Cheerleaders will be required to qualify under the following eligibility bylaws: Age, 101.00; Credit Requirements, 103.00; Enrollment, 104.00; Physical Examination, 107.00; Seasons, 109.00; Semesters, 110.00 and Chemical, 205.00.

Note: Board Policy indicates Bylaw 206 Good Standing and General Eligibility Requirements is now applicable.

BYLAW 402.00**CONTEST RULES**

The following rules, except as modified by the League, shall govern all interschool competition in the respective sport or activity. League rule modifications are printed in the current Athletic Rules and Policies Manual in the section designated for each activity. The Rules and Policies Manual is available on the League website.

1. National Federation Rules Books:

Baseball	Gymnastics, Girls	Softball, Girls Fastpitch
Basketball	Hockey	Swimming and Diving
Cheerleading (Spirit)	Lacrosse, Boys	Track and Field
Cross Country Running	Lacrosse, Girls	Volleyball
Football	Soccer	Wrestling

2. Sport Association Rules Books:

Badminton, Girls	United States Badminton Association's Official Rules of Play and Court Officials Handbook
Golf	United States Golf Association
Tennis	United States Tennis Association
Skiing	Federation International de Ski & National Collegiate Athletic Association
Synchronized Swimming, Girls	United States of America Artistic Swimming as modified and approved by the League Board of Directors

3. Dance Team Competition rules as adapted by the League Board of Directors

4. Adapted Bowling Competition rules as adapted by the League Board of Directors

5. Adapted Team Sports:

Soccer	NFHS rules as adapted by the League Board of Directors
Floor Hockey	NFHS rules as adapted by the League Board of Directors
Softball	NFHS rules as adapted by the League Board of Directors

BYLAW 403.00**COOPERATIVE SPONSORSHIP OF AN ACTIVITY
BY TWO OR MORE MEMBER SCHOOLS****Purpose of Cooperative Sponsorships (11/17/20)**

Cooperative Sponsorships of MSHSL programs are established for the purpose of creating, growing, and maintaining education-based opportunities through programs that provide access for all students to a broad range of activities. These agreements support student participation in programs that are sustainable (financial, participation numbers, other etc.), have access to suitable facilities, provide appropriate levels of competition, and create communities for students. Through these agreements, member schools are expected to promote cooperation, partnership, sportsmanship and the beliefs of the MSHSL.

1. Cooperative sponsorship of an activity by two or more member schools will be considered under the following conditions. Class A and Class AA refers to the school size for placement into Administrative Regions and does not refer to the tournament classification to which a school may be assigned for a particular sport. For purposes of administering this bylaw, the largest 128 schools by enrollment shall be Class AA, and the rest of the schools shall be Class A.

- A. When any member school cooperatively sponsors an activity with any other member school(s), 100% of the total enrollment of the largest member school in the co-op and 50% of the enrollment of the other member school(s) in the co-op school be combined to determine the appropriate competitive classification.

For the purposes of the competitive section placement process, the geographic location of the cooperative sponsorship will be the geographic location of the school with the largest MSHSL enrollment.

Cooperative sponsorship between two or more member schools.**MSHSL Sponsored Activities:**

Badminton, Girls	Floor Hockey, Adapted	One Act Play
Baseball	Football	Skiing, Alpine, B/G
Basketball, B/G	Golf, B/G	Skiing, Nordic Ski Racing, B/G
Bowling, Adapted	Gymnastics, Girls	Soccer, Adapted
Cross Country Running, B/G	Hockey, B/G	Soccer, B/G
Dance Team	Lacrosse, B/G	Softball, Adapted
Debate	Music	Softball, Girls Fastpitch

Continued on Page 69

Speech
Swimming and Diving, B/G
Synchronized Swimming, Girls

Tennis, B/G
Visual Arts

Volleyball, B/G
Wrestling

2. Newly formed Cooperative Sponsorships

A. Each school that wishes to cooperatively sponsor an MSHSL activity must provide:

- 1) the documented need for the co-op including participation numbers for each school at all grade levels 7-12, facilities available, financial impacts or benefits and appropriate student data that indicates interest in the program.
- 2) a summary of the steps each school has taken to promote participation in the activity for which a cooperative sponsorship is proposed and what is the future intent of the program.
- 3) a written review and comment regarding the proposed cooperative sponsorship from:
 - a) the AD of each member school of the conference/conferences in which the proposed cooperative sponsorship school(s) participates.
 - b) the AD of each school in the most current competitive section or sub-section in which the proposed cooperative sponsorship will participate.
 - c) the Secretary of the Region Committee in which the largest school in the proposed cooperative sponsorship competes as reviewed at a Region Committee meeting OR by contacting the Region Committee members, individually, for their response.

In each instance in letters a-c above, a simple majority of the schools in the conference, section(s) and the Region Committee must approve the proposed cooperatively sponsored activity before any of the required information can be submitted to the MSHSL office.

- 4) any other information as may be deemed informative for the MSHSL Board of Directors in making a final determination regarding the proposed cooperative sponsorship.

B. Appeal to Add a Cooperative Sponsorship:

The League Board of Directors will provide a hearing process for any member school requesting an exception to any cooperative sponsorship not approved per MSHSL Bylaw 403.2.A or 403.4.B. The request for a hearing shall be submitted in writing and sent to the Executive Director of the Minnesota State High School League prior to the first day of that sport season.

C. Appeal to Review an Existing Cooperative Sponsorship:

By October 15th of the school year in which the League completes the two-year competitive placement cycle, any conference or school(s) within the section in which members of the cooperative sponsorship competes can request a review in writing of any existing cooperative sponsorship to the Executive Director of the MSHSL provided the reason for the request fully details why the Board of Directors should consider such review of the cooperative sponsorship. The process for a review of an existing cooperative sponsorship is available through the League Office.

3. Cooperative Sponsorship with Charter Schools (Non-Exclusive Cooperative Sponsorship)

Charter schools who are members of the Minnesota State High School League and who are organized as prescribed by M.S. 124E.03 may have multiple non-exclusive cooperative sponsorships in the same League-sponsored activity with public schools provided that:

- A. The Charter School does not have its own team in that activity;
- B. The Charter School student(s) return(s) to the public school in the attendance area of the public school where the student(s) officially resides with his/her parent(s) or guardian(s);
- C. The Charter Schools, on behalf of the student(s) officially enrolled in the Charter School, comply with all of the eligibility and financial requirements prescribed by the public school in the attendance area where the student(s) officially resides with his/her parent(s) or guardian(s).
- D. The boards of education of the public school(s) and the Charter School agree to cooperatively sponsor the activity and complete the required League cooperative sponsorship form(s).

4. Application Procedure

- A. Each member school participating in a cooperative sponsorship must register and pay as an individual school to participate in each cooperatively sponsored activity.
- B. The governing boards of participating member schools must jointly make the application to the League Board of Directors.
 - 1) The request must include a resolution adopted by each board of education stating the purpose for sponsoring a joint team or activity.
 - 2) Each application for a cooperative sponsorship must include the requirements as identified in 403.2.A.
 - 3) **Deadline for Application:** Requests for a cooperative sponsorship must be submitted to the League not later than 30 days prior to the first day of practice for that sport season. Decisions for applications for cooperative sponsorship activities will be determined by the League at the next Board of Directors meeting.
- C. Cooperative sponsorship agreements must be for a minimum of two years. Cooperative sponsorship agreements will be continuous following the first two-year agreement unless an application for dissolution is submitted as outlined in MSHSL Bylaw 403.8.
- D. Any member school(s) who add a co-op later than 30 days prior to the first day of practice in that sport may request the Board of Directors to review the request as identified in 403.2.B.

5. Transfers Between Schools with Cooperative Programs

When a student transfers from one school to another school that cooperatively sponsor a program or programs the student shall remain fully eligible in all programs that are cooperatively sponsored. MSHSL Bylaw 111—Transfer and Residence, shall be used to determine the student's eligibility for the programs that are not cooperatively sponsored.



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, September 23, 2024

Place on Agenda: Regular Board Meeting

Action Requested: Approval

Attachments: Teacher Candidate Agreements

Topic: Grow Your Own and Special Education Pipeline Grant Agreements
Presenter(s): Joel Milteer, Director of Human Resources & Candace Burckhardt, Director of Student Services
Background: <p>Previously, we have reported to the Board that the Tri-District had secured a grant for a teacher grow your own program. This grant is ongoing, and we have also secured a similar grant for teachers in the field of special education called the Special Education Pipeline grant. We have had a great deal of interest from staff since our Board presentation in January of 2024, regarding our two staff member entering the first grow your own program. We developed a formal application and interview process to select recipients for these scholarship/grant awards.</p> <p>Tonight, we are pleased to announce that eight additional staff will be receiving scholarship/grant awards to begin their teacher preparation and/or continue their growth as a teacher and expand their license areas. Four of our current eight recipients are beginning their schooling this Fall, and the other four will begin Spring of 2025. We have a few of our teacher candidates with us tonight to share a little about what these scholarships/grants mean to them.</p> <p>Tonight, we are bringing forward the agreements between the district and these staff members which define the terms and conditions of their participation in these programs.</p>
Recommendation: <p>Administration recommends approval these employee agreements to support the growth of our teacher candidates, and the creation of future teachers for South St. Paul.</p>
Alternatives: <p>Do not approve and direct administration with next steps.</p>

Passionate Learners Positively Changing Our World

Tuition Reimbursement Agreement

This Tuition Reimbursement Agreement ("Agreement") is entered into by **South St. Paul Special School District No. 6** ("District"), and **Victoria Menzie** ("Teacher Candidate"). The District and the Teacher Candidate are referred to in this Agreement as "the Parties."

WHEREAS, the District has a need to fill and maintain special education teaching positions that require specific licenses and/or education;

WHEREAS, the District wishes to hire, employ, and retain well-qualified teachers to deliver services to the benefit of its students;

WHEREAS, the District has applied for and has received a Special Education Pipeline grant ("Grant") under Minnesota Statutes, section 122A.77;

WHEREAS, the Teacher Candidate wishes to obtain their first professional special education teaching license;

WHEREAS, the Parties desire to specify the terms of their Agreement governing the benefit of tuition assistance provided to the Teacher Candidate.

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises and covenants contained in this Agreement and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

1. Course Selection. Prior to the commencement of the course or program, the Teacher Candidate must submit a statement of any courses or programs for which the Teacher Candidate will seek tuition expenses/payment under this Agreement to the Superintendent or designee for approval. The statement must indicate the anticipated completion date of the course or program. The course or program must be from an accredited institution and must be one of the following:
 - (1) a Professional Educator Licensing and Standards Board-approved teacher preparation program;
 - (2) a Council for the Accreditation of Educator Preparation-accredited teacher preparation program from a private, not for profit, institution of higher education; or
 - (3) an institution that has an articulated transfer pathway with a board-approved teacher preparation program

as required under Minnesota Statutes, section 122A.73, subdivision 2.

No tuition disbursement will be made under this Agreement for any course or program that does not meet the above requirements. The Teacher Candidate must receive written approval of the course or program from the Superintendent or designee prior to registering for the course. The written approval applies only to the specific course or program identified and approved.

2. Tuition and License Disbursement. The Teacher Candidate will register for courses after receiving approval from the Superintendent or designee. The Teacher Candidate will submit an invoice to the Human Resources or Finance department for any expenses related to tuition or license reimbursement. Upon successful completion of the course or program, the District will cover the Teacher Candidate's expenses: up to \$5,000 for the cost of tuition, fees, and textbooks for the Teacher Candidate's pre-approved teacher preparation program.

Successful completion of the course will be demonstrated by submission of a copy of a transcript to Human Resources showing that the Teacher Candidate has completed the course and obtained a letter grade of "C" or higher. In courses where grades are assigned on a pass/fail basis, a pass grade shall be deemed to be a "C".

The District will disburse funds to the College/University, or the Teacher Candidate within 30 calendar days of receipt of proof of course/program registration or will reimburse the Teacher Candidate after receipt of documentation of amounts owed/paid for all allowable expenses.

If a teacher does not successfully complete a course, demonstrated by a grade of less than a "C," and/or the teacher discontinues or drops out of a course before successful completion of that course, the Teacher Candidate will be responsible for reimbursing any fees and/or costs provided to the Teacher Candidate for that course. The Teacher Candidate must work with the District to arrange a reimbursement schedule. Failure by the Teacher Candidate to reimburse the District and/or grant program for incomplete courses may result in legal action to recoup the funds provided to the Teacher Candidate.

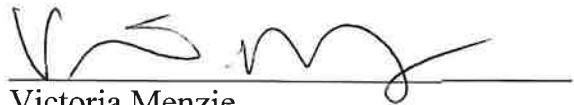
3. Requirements for Expense Disbursement. The Teacher Candidate must enroll in and complete a course or program and incur tuition expenses during their enrollment in order for funds to be disbursed under this Agreement. The District is not obligated to pay any amount under this Agreement, and any such obligation for payment under this Agreement shall cease if any of the following occur:
- (1) the Teacher Candidate does not complete the course or program;
 - (2) the Teacher Candidate receives a letter grade below "C;"
 - (3) the Teacher Candidate attends a course or program for which approval has not been received;
 - (4) the Teacher Candidate resigns, abandons or is terminated from any pre-existing employment with the District;
 - (5) the District loses any funding for the Special Education Pipeline Grant district program.
4. District Employment During the Educational Program. The teacher candidate is required to be employed by the School District during the entirety of the Teacher Candidate's educational program. The role/position in which the Teacher Candidate is employed will be at the discretion of the District. Teacher Candidates, at the time of beginning the educational program, who are current School District employees, will remain in the current position throughout the educational program unless the Teacher Candidate applies for and is selected for another position within the School District. Teacher Candidates who are not current employees of the School District when they begin the educational program, must apply for open non-licensed positions within the School District and be selected for one of those positions in order to qualify to be a Teacher Candidate in the Special Education Pipeline Grant Program.
5. Term of Agreement to Teach. In consideration of the tuition reimbursement described above, the Teacher Candidate agrees to maintain employment with the District for a minimum of an additional four (4) full school years after completing the course or program. In the event the Teacher Candidate completes the course or program after the start of a school year, the District will have the right to defer the commencement of the Teacher Candidate's four year commitment as a result of this Agreement until the start of the next school year. The District currently employs the Teacher Candidate as a **Special Education Assistant - Educational Support Professional**, which employment relationship shall not be altered by this Agreement.

6. Reimbursement in the Event the Teacher Candidate Does Not Complete Four Year Term of Employment as Teacher. Because the District has agreed to provide the Teacher Candidate with the tuition reimbursement as described above in exchange for the Teacher Candidate obtaining the above-described license and/or education, the District will lose the benefit of this Agreement if the Teacher Candidate does not complete a minimum of four (4) full school years of teaching service with the District following completion of the course or program. In the event the Teacher Candidate does not complete at least four (4) full school years of employment as a teacher for the District (after the Teacher Candidate completes the course or program), the Teacher Candidate agrees to repay the District all sums Teacher Candidate has received pursuant to this Agreement. The Teacher Candidate shall enter into an agreement to repay the District (“repayment agreement”) and if all sums are not paid when due as set forth in the repayment agreement, Teacher Candidate agrees to confess judgment to the District pursuant to Minn. Stat. §548.22 for all sums due and to become due. The Teacher Candidate agrees to also pay for all of the District’s expenses in remedying the matter including, but not limited to court fees, and attorney fees, should the District have to initiate legal action to collect the amount that the Teacher Candidate owes. The District retains the right to collect any unpaid sums in any manner permitted by law.
7. No Guaranteed Employment. Nothing in this Agreement requires the District to continue to employ Teacher Candidate for any length of time.
8. No Teaching Positions Meeting Teacher Candidate License Area. In the event the Teacher Candidate successfully completes the educational program and/or receives a valid Minnesota teaching license, and there are no teacher openings within the Tri-District (South St. Paul, Inver Grove Heights, or West St. Paul School Districts) for which the teacher is qualified and/or selected. The Teacher Candidate will continue to serve in the current licensed or non-licensed position for up to four (4) full school years. The Teacher Candidate is expected to apply to any and all open positions within the Tri-District for which the Teacher Candidate is qualified and licensed.

9. Termination for Cause. The Teacher Candidate must meet all performance expectations in either their non-licensed or licensed position during their educational program and the four (4) year commitment period after successful completion of the educational program. Failure to meet performance expectations may result in discipline up to and including termination. Termination for cause from employment with the School District in either role for the time period from the beginning of the educational program through the full four (4) year term of their teaching assignment as indicated in this agreement, will result in the Teacher Candidate reimbursing the School District and/or grant program based on the terms in Paragraph (6) above.
10. Governing Law, Forum and Severability. This Agreement will be construed and enforced in accordance with the laws of the State of Minnesota. Parties agree that any action to enforce the terms of this Agreement shall be brought in a State court of competent jurisdiction in Minnesota. If any part of this Agreement is construed to be in violation of any law, the remaining portions shall remain in full force and effect.
11. Entire Agreement. This Agreement constitutes the entire agreement between the Parties. No Party has relied upon statements or promises that are not set forth in this Agreement. Any change or amendment to this Agreement shall be made in writing, signed by the parties.

I have read and understood the foregoing Tuition Disbursement Agreement and acknowledge that it is the complete Agreement and by signing below agree to be bound by its terms and conditions.

Dated: 9/30/24


Victoria Menzie

**South St. Paul Special School District
No. 6**

Dated: _____

Its: School Board Chair

Dated: _____

Its: School Board Clerk

Tuition Reimbursement Agreement

This Tuition Reimbursement Agreement ("Agreement") is entered into by **South St. Paul Special School District No. 6** ("District"), and **Heidi Therres** ("Teacher Candidate"). The District and the Teacher Candidate are referred to in this Agreement as "the Parties."

WHEREAS, the District has a need to fill and maintain special education teaching positions that require specific licenses and/or education;

WHEREAS, the District wishes to hire, employ, and retain well-qualified teachers to deliver services to the benefit of its students;

WHEREAS, the District has applied for and has received a Special Education Pipeline grant ("Grant") under Minnesota Statutes, section 122A.77;

WHEREAS, the Teacher Candidate wishes to obtain their first professional special education teaching license;

WHEREAS, the Parties desire to specify the terms of their Agreement governing the benefit of tuition assistance provided to the Teacher Candidate.

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises and covenants contained in this Agreement and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

1. Course Selection. Prior to the commencement of the course or program, the Teacher Candidate must submit a statement of any courses or programs for which the Teacher Candidate will seek tuition expenses/payment under this Agreement to the Superintendent or designee for approval. The statement must indicate the anticipated completion date of the course or program. The course or program must be from an accredited institution and must be one of the following:
 - (1) a Professional Educator Licensing and Standards Board-approved teacher preparation program;
 - (2) a Council for the Accreditation of Educator Preparation-accredited teacher preparation program from a private, not for profit, institution of higher education; or
 - (3) an institution that has an articulated transfer pathway with a board-approved teacher preparation program

as required under Minnesota Statutes, section 122A.73, subdivision 2.

No tuition disbursement will be made under this Agreement for any course or program that does not meet the above requirements. The Teacher Candidate must receive written approval of the course or program from the Superintendent or designee prior to registering for the course. The written approval applies only to the specific course or program identified and approved.

2. Tuition and License Disbursement. The Teacher Candidate will register for courses after receiving approval from the Superintendent or designee. The Teacher Candidate will submit an invoice to the Human Resources or Finance department for any expenses related to tuition or license reimbursement. Upon successful completion of the course or program, the District will cover the Teacher Candidate's expenses: up to \$30,000 for the cost of tuition, fees, textbooks, fees for licensure exam and licensure fees for the Teacher Candidate's pre-approved teacher preparation program and teacher license.

Successful completion of the course will be demonstrated by submission of a copy of a transcript to Human Resources showing that the Teacher Candidate has completed the course and obtained a letter grade of "C" or higher. In courses where grades are assigned on a pass/fail basis, a pass grade shall be deemed to be a "C".

The District will disburse funds to the College/University, or the Teacher Candidate within 30 calendar days of receipt of proof of course/program registration or will reimburse the Teacher Candidate after receipt of documentation of amounts owed/paid for all allowable expenses.

If a teacher does not successfully complete a course, demonstrated by a grade of less than a "C," and/or the teacher discontinues or drops out of a course before successful completion of that course, the Teacher Candidate will be responsible for reimbursing any fees and/or costs provided to the Teacher Candidate for that course. The Teacher Candidate must work with the District to arrange a reimbursement schedule. Failure by the Teacher Candidate to reimburse the District and/or grant program for incomplete courses may result in legal action to recoup the funds provided to the Teacher Candidate.

3. Stipend and Expense Disbursement. In addition to Tuition and License Disbursement, the District will also pay the Teacher Candidate:

- (1) An \$8,000 stipend to be paid in equal installments during the time that the Teacher Candidate is student-teaching for the District;

Disbursement of up to \$6,000 for pre-approved program-related expenses (i.e. purchase of computer, childcare, transportation). The Teacher Candidate must provide invoices and/or estimated costs to the School District prior to purchase. The invoice and/or estimated costs, must include an itemized list of the expenses the Teacher Candidate expects to incur. The School District will review the submitted proposed expenses, and advise the Teacher Candidate of any expenses that will not be approved by email within 15 business days of the Teacher Candidate submitting the request. Once expenses have been approved by the School District, payment to the Teacher Candidate will be provided to purchase the required expenses within 30 business days.

4. Requirements for Expense Disbursement. The Teacher Candidate must enroll in and complete a course or program and incur tuition expenses during their enrollment in order for funds to be disbursed under this Agreement. The District is not obligated to pay any amount under this Agreement, and any such obligation for payment under this Agreement shall cease if any of the following occur:

- (1) the Teacher Candidate does not complete the course or program;
- (2) the Teacher Candidate receives a letter grade below "C;"
- (3) the Teacher Candidate attends a course or program for which approval has not been received;
- (4) the Teacher Candidate resigns, abandons or is terminated from any pre-existing employment with the District;
- (5) the District loses any funding for the Special Education Pipeline Grant district program.

5. District Employment During the Educational Program. The teacher candidate is required to be employed by the School District during the entirety of the Teacher Candidate's educational program. The role/position in which the Teacher Candidate is employed will be at the discretion of the District. Teacher Candidates, at the time of beginning the educational program, who are current School District employees, will remain in the current position throughout the educational program unless the Teacher Candidate applies for and is selected for another position within the School District. Teacher Candidates who are not current employees of the School District when they begin the educational program, must apply for open non-licensed positions within the School District

and be selected for one of those positions in order to qualify to be a Teacher Candidate in the Special Education Pipeline Grant Program.

6. Term of Agreement to Teach. In consideration of the tuition reimbursement, license reimbursement, stipend and expense reimbursement described above, the Teacher Candidate agrees to maintain employment with the District for a minimum of an additional two (2) full school years after completing the course or program. In the event the Teacher Candidate completes the course or program after the start of a school year, the District will have the right to defer the commencement of the Teacher Candidate's two year commitment as a result of this Agreement until the start of the next school year. The District currently employs the Teacher Candidate as **Early Childhood Special Education Teacher**, which employment relationship shall not be altered by this Agreement.
7. Reimbursement in the Event the Teacher Candidate Does Not Complete Two Year Term of Employment as Teacher. Because the District has agreed to provide the Teacher Candidate with the tuition reimbursement, license reimbursement, stipend and expense reimbursement as described above in exchange for the Teacher Candidate obtaining the above-described license and/or education, the District will lose the benefit of this Agreement if the Teacher Candidate does not complete a minimum of two (2) full school years of teaching service with the District following completion of the course or program. In the event the Teacher Candidate does not complete at least two (2) full school years of employment as a teacher for the District (after the Teacher Candidate completes the course or program), the Teacher Candidate agrees to repay the District all sums Teacher Candidate has received pursuant to this Agreement. The Teacher Candidate shall enter into an agreement to repay the District ("repayment agreement") and if all sums are not paid when due as set forth in the repayment agreement, Teacher Candidate agrees to confess judgment to the District pursuant to Minn. Stat. §548.22 for all sums due and to become due. The Teacher Candidate agrees to also pay for all of the District's expenses in remedying the matter including, but not limited to court fees, and attorney fees, should the District have to initiate legal action to collect the amount that the Teacher Candidate owes. The District retains the right to collect any unpaid sums in any manner permitted by law.
8. No Guaranteed Employment. Nothing in this Agreement requires the District to continue to employ Teacher Candidate for any length of time.

9. No Teaching Positions Meeting Teacher Candidate License Area. In the event the Teacher Candidate successfully completes the educational program and/or receives a valid Minnesota teaching license, and there are no teacher openings within the Tri-District (South St. Paul, Inver Grove Heights, or West St. Paul School Districts) for which the teacher is qualified and/or selected. The Teacher Candidate will continue to serve in the current licensed or non-licensed position for up to two (2) full school years. The Teacher Candidate is expected to apply to any and all open positions within the Tri-District for which the Teacher Candidate is qualified and licensed.
10. Termination for Cause. The Teacher Candidate must meet all performance expectations in either their non-licensed or licensed position during their educational program and the two (2) year commitment period after successful completion of the educational program. Failure to meet performance expectations may result in discipline up to and including termination. Termination for cause from employment with the School District in either role for the time period from the beginning of the educational program through the full two (2) year term of their teaching assignment as indicated in this agreement, will result in the Teacher Candidate reimbursing the School District and/or grant program based on the terms in Paragraph (6) above.
11. Governing Law, Forum and Severability. This Agreement will be construed and enforced in accordance with the laws of the State of Minnesota. Parties agree that any action to enforce the terms of this Agreement shall be brought in a State court of competent jurisdiction in Minnesota. If any part of this Agreement is construed to be in violation of any law, the remaining portions shall remain in full force and effect.
12. Entire Agreement. This Agreement constitutes the entire agreement between the Parties. No Party has relied upon statements or promises that are not set forth in this Agreement. Any change or amendment to this Agreement shall be made in writing, signed by the parties.

I have read and understood the foregoing Tuition Disbursement Agreement and acknowledge that it is the complete Agreement and by signing below agree to be bound by its terms and conditions.

Dated: 9/23/24


Heidi Therres - Teacher Candidate

**South St. Paul Special School District
No. 6**

Dated: _____

Its: School Board Chair

Dated: _____

Its: School Board Clerk

Tuition Reimbursement Agreement

This Tuition Reimbursement Agreement ("Agreement") is entered into by **South St. Paul Special School District No. 6** ("District"), and **Michelle Wallace** ("Teacher Candidate"). The District and the Teacher Candidate are referred to in this Agreement as "the Parties."

WHEREAS, the District has a need to fill and maintain special education teaching positions that require specific licenses and/or education;

WHEREAS, the District wishes to hire, employ, and retain well-qualified teachers to deliver services to the benefit of its students;

WHEREAS, the District has applied for and has received a Special Education Pipeline grant ("Grant") under Minnesota Statutes, section 122A.77;

WHEREAS, the Teacher Candidate wishes to obtain their first professional special education teaching license;

WHEREAS, the Parties desire to specify the terms of their Agreement governing the benefit of tuition assistance provided to the Teacher Candidate.

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises and covenants contained in this Agreement and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

1. Course Selection. Prior to the commencement of the course or program, the Teacher Candidate must submit a statement of any courses or programs for which the Teacher Candidate will seek tuition expenses/payment under this Agreement to the Superintendent or designee for approval. The statement must indicate the anticipated completion date of the course or program. The course or program must be from an accredited institution and must be one of the following:
 - (1) a Professional Educator Licensing and Standards Board-approved teacher preparation program;
 - (2) a Council for the Accreditation of Educator Preparation-accredited teacher preparation program from a private, not for profit, institution of higher education; or
 - (3) an institution that has an articulated transfer pathway with a board-approved teacher preparation program

as required under Minnesota Statutes, section 122A.73, subdivision 2.

No tuition disbursement will be made under this Agreement for any course or program that does not meet the above requirements. The Teacher Candidate must receive written approval of the course or program from the Superintendent or designee prior to registering for the course. The written approval applies only to the specific course or program identified and approved.

2. Tuition and License Disbursement. The Teacher Candidate will register for courses after receiving approval from the Superintendent or designee. The Teacher Candidate will submit an invoice to the Human Resources or Finance department for any expenses related to tuition or license reimbursement. Upon successful completion of the course or program, the District will cover the Teacher Candidate's expenses: up to **\$22,000** for the cost of tuition, fees, textbooks, fees for licensure exam and licensure fees for the Teacher Candidate's pre-approved teacher preparation program and teacher license.

Successful completion of the course will be demonstrated by submission of a copy of a transcript to Human Resources showing that the Teacher Candidate has completed the course and obtained a letter grade of "C" or higher. In courses where grades are assigned on a pass/fail basis, a pass grade shall be deemed to be a "C".

The District will disburse funds to the College/University, or the Teacher Candidate within 30 calendar days of receipt of proof of course/program registration or will reimburse the Teacher Candidate after receipt of documentation of amounts owed/paid for all allowable expenses.

If a teacher does not successfully complete a course, demonstrated by a grade of less than a "C," and/or the teacher discontinues or drops out of a course before successful completion of that course, the Teacher Candidate will be responsible for reimbursing any fees and/or costs provided to the Teacher Candidate for that course. The Teacher Candidate must work with the District to arrange a reimbursement schedule. Failure by the Teacher Candidate to reimburse the District and/or grant program for incomplete courses may result in legal action to recoup the funds provided to the Teacher Candidate.

3. Stipend and Expense Disbursement. In addition to Tuition and License Disbursement, the District will also pay the Teacher Candidate:

- (1) An \$8,000 stipend to be paid in equal installments during the time that the Teacher Candidate is student-teaching for the District, where the Teacher Candidate must temporarily be relieved from their regular District Assignment in order to student teach. If the Teacher Candidate is able to complete the student teaching within the capacity of their current role, the additional \$8,000 stipend will not be paid as long as the Teacher Candidate continues to receive their regular wages from the District.

Disbursement of up to \$6,000 for pre-approved program-related expenses (i.e. purchase of computer, childcare, transportation). The Teacher Candidate must provide invoices and/or estimated costs to the School District prior to purchase. The invoice and/or estimated costs, must include an itemized list of the expenses the Teacher Candidate expects to incur. The School District will review the submitted proposed expenses, and advise the Teacher Candidate of any expenses that will not be approved by email within 15 business days of the Teacher Candidate submitting the request. Once expenses have been approved by the School District, payment to the Teacher Candidate will be provided to purchase the required expenses within 30 business days.

4. Requirements for Expense Disbursement. The Teacher Candidate must enroll in and complete a course or program and incur tuition expenses during their enrollment in order for funds to be disbursed under this Agreement. The District is not obligated to pay any amount under this Agreement, and any such obligation for payment under this Agreement shall cease if any of the following occur:

- (1) the Teacher Candidate does not complete the course or program;
- (2) the Teacher Candidate receives a letter grade below "C;"
- (3) the Teacher Candidate attends a course or program for which approval has not been received;
- (4) the Teacher Candidate resigns, abandons or is terminated from any pre-existing employment with the District;
- (5) the District loses any funding for the Special Education Pipeline Grant district program.

5. District Employment During the Educational Program. The teacher candidate is required to be employed by the School District during the entirety of the Teacher Candidate's educational program. The role/position in which the Teacher Candidate is employed will be at the discretion of the District. Teacher Candidates, at the time of beginning the educational program, who are current

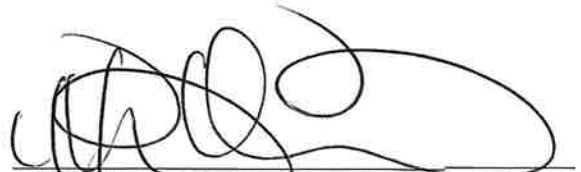
School District employees, will remain in the current position throughout the educational program unless the Teacher Candidate applies for and is selected for another position within the School District. Teacher Candidates who are not current employees of the School District when they begin the educational program, must apply for open non-licensed positions within the School District and be selected for one of those positions in order to qualify to be a Teacher Candidate in the Special Education Pipeline Grant Program.

6. Term of Agreement to Teach. In consideration of the tuition reimbursement, license reimbursement, stipend and expense reimbursement described above, the Teacher Candidate agrees to maintain employment with the District for a minimum of an additional two (2) full school years after completing the course or program. In the event the Teacher Candidate completes the course or program after the start of a school year, the District will have the right to defer the commencement of the Teacher Candidate's two year commitment as a result of this Agreement until the start of the next school year. The District currently employs the Teacher Candidate as a **Special Education teacher**, which employment relationship shall not be altered by this Agreement; however, the District maintains its right to reassign the Teacher Candidate as necessary to other District positions.
7. Reimbursement in the Event the Teacher Candidate Does Not Complete Two Year Term of Employment as Teacher. Because the District has agreed to provide the Teacher Candidate with the tuition reimbursement, license reimbursement, stipend and expense reimbursement as described above in exchange for the Teacher Candidate obtaining the above-described license and/or education, the District will lose the benefit of this Agreement if the Teacher Candidate does not complete a minimum of two (2) full school years of teaching service with the District following completion of the course or program. In the event the Teacher Candidate does not complete at least two (2) full school years of employment as a teacher for the District (after the Teacher Candidate completes the course or program), the Teacher Candidate agrees to repay the District all sums Teacher Candidate has received pursuant to this Agreement. The Teacher Candidate shall enter into an agreement to repay the District ("repayment agreement") and if all sums are not paid when due as set forth in the repayment agreement, Teacher Candidate agrees to confess judgment to the District pursuant to Minn. Stat. §548.22 for all sums due and to become due. The Teacher Candidate agrees to also pay for all of the District's expenses in remedying the matter including, but not limited to court fees, and attorney fees, should the District have to initiate legal action to collect the amount that the Teacher Candidate owes. The District retains the right to collect any unpaid sums in any manner permitted by law.

8. No Guaranteed Employment. Nothing in this Agreement requires the District to continue to employ Teacher Candidate for any length of time.
9. No Teaching Positions Meeting Teacher Candidate License Area. In the event the Teacher Candidate successfully completes the educational program and/or receives a valid Minnesota teaching license, and there are no teacher openings within the Tri-District (South St. Paul, Inver Grove Heights, or West St. Paul School Districts) for which the teacher is qualified and/or selected. The Teacher Candidate will continue to serve in the current licensed or non-licensed position for up to two (2) full school years. The Teacher Candidate is expected to apply to any and all open positions within the Tri-District for which the Teacher Candidate is qualified and licensed.
10. Termination for Cause. The Teacher Candidate must meet all performance expectations in either their non-licensed or licensed position during their educational program and the two (2) year commitment period after successful completion of the educational program. Failure to meet performance expectations may result in discipline up to and including termination. Termination for cause from employment with the School District in either role for the time period from the beginning of the educational program through the full two (2) year term of their teaching assignment as indicated in this agreement, will result in the Teacher Candidate reimbursing the School District and/or grant program based on the terms in Paragraph (6) above.
11. Governing Law, Forum and Severability. This Agreement will be construed and enforced in accordance with the laws of the State of Minnesota. Parties agree that any action to enforce the terms of this Agreement shall be brought in a State court of competent jurisdiction in Minnesota. If any part of this Agreement is construed to be in violation of any law, the remaining portions shall remain in full force and effect.
12. Entire Agreement. This Agreement constitutes the entire agreement between the Parties. No Party has relied upon statements or promises that are not set forth in this Agreement. Any change or amendment to this Agreement shall be made in writing, signed by the parties.

I have read and understood the foregoing Tuition Disbursement Agreement and acknowledge that it is the complete Agreement and by signing below agree to be bound by its terms and conditions.

Dated: 8/23/24


Michelle Wallace – Teacher Candidate

**South St. Paul Special School District
No. 6**

Dated: _____

Its: School Board Chair

Dated: _____

Its: School Board Clerk

Tuition Reimbursement Agreement

This Tuition Reimbursement Agreement (“Agreement”) is entered into by **South St. Paul Special School District No. 6** (“District”), and **Hannah Danielson** (“Teacher Candidate”). The District and the Teacher Candidate are referred to in this Agreement as “the Parties.”

WHEREAS, the District has a need to fill and maintain special education teaching positions that require specific licenses and/or education;

WHEREAS, the District wishes to hire, employ, and retain well-qualified teachers to deliver services to the benefit of its students;

WHEREAS, the District has applied for and has received a Special Education Pipeline grant (“Grant”) under Minnesota Statutes, section 122A.77;

WHEREAS, the Teacher Candidate wishes to obtain their first professional special education teaching license;

WHEREAS, the Parties desire to specify the terms of their Agreement governing the benefit of tuition assistance provided to the Teacher Candidate.

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises and covenants contained in this Agreement and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

1. Course Selection. Prior to the commencement of the course or program, the Teacher Candidate must submit a statement of any courses or programs for which the Teacher Candidate will seek tuition expenses/payment under this Agreement to the Superintendent or designee for approval. The statement must indicate the anticipated completion date of the course or program. The course or program must be from an accredited institution and must be one of the following:
 - (1) a Professional Educator Licensing and Standards Board-approved teacher preparation program;
 - (2) a Council for the Accreditation of Educator Preparation-accredited teacher preparation program from a private, not for profit, institution of higher education; or
 - (3) an institution that has an articulated transfer pathway with a board-approved teacher preparation program

as required under Minnesota Statutes, section 122A.73, subdivision 2.

No tuition disbursement will be made under this Agreement for any course or program that does not meet the above requirements. The Teacher Candidate must receive written approval of the course or program from the Superintendent or designee prior to registering for the course. The written approval applies only to the specific course or program identified and approved.

2. Tuition and License Disbursement. The Teacher Candidate will register for courses after receiving approval from the Superintendent or designee. The Teacher Candidate will submit an invoice to the Human Resources or Finance department for any expenses related to tuition or license reimbursement. Upon successful completion of the course or program, the District will cover the Teacher Candidate's expenses: up to **\$32,000** for the cost of tuition, fees, textbooks, fees for licensure exam and licensure fees for the Teacher Candidate's pre-approved teacher preparation program and teacher license.

Successful completion of the course will be demonstrated by submission of a copy of a transcript to Human Resources showing that the Teacher Candidate has completed the course and obtained a letter grade of "C" or higher. In courses where grades are assigned on a pass/fail basis, a pass grade shall be deemed to be a "C".

The District will disburse funds to the College/University, or the Teacher Candidate within 30 calendar days of receipt of proof of course/program registration or will reimburse the Teacher Candidate after receipt of documentation of amounts owed/paid for all allowable expenses.

If a teacher does not successfully complete a course, demonstrated by a grade of less than a "C," and/or the teacher discontinues or drops out of a course before successful completion of that course, the Teacher Candidate will be responsible for reimbursing any fees and/or costs provided to the Teacher Candidate for that course. The Teacher Candidate must work with the District to arrange a reimbursement schedule. Failure by the Teacher Candidate to reimburse the District and/or grant program for incomplete courses may result in legal action to recoup the funds provided to the Teacher Candidate.

3. Stipend and Expense Disbursement. In addition to Tuition and License Disbursement, the District will also pay the Teacher Candidate:

- (1) An \$8,000 stipend to be paid in equal installments during the time that the Teacher Candidate is student-teaching for the District, where the Teacher Candidate must temporarily be relieved from their regular District Assignment in order to student teach. If the Teacher Candidate is able to complete the student teaching within the capacity of their current role, the additional \$8,000 stipend will not be paid as long as the Teacher Candidate continues to receive their regular wages from the District.

Disbursement of up to \$6,000 for pre-approved program-related expenses (i.e. purchase of computer, childcare, transportation). The Teacher Candidate must provide invoices and/or estimated costs to the School District prior to purchase. The invoice and/or estimated costs, must include an itemized list of the expenses the Teacher Candidate expects to incur. The School District will review the submitted proposed expenses, and advise the Teacher Candidate of any expenses that will not be approved by email within 15 business days of the Teacher Candidate submitting the request. Once expenses have been approved by the School District, payment to the Teacher Candidate will be provided to purchase the required expenses within 30 business days.

4. Requirements for Expense Disbursement. The Teacher Candidate must enroll in and complete a course or program and incur tuition expenses during their enrollment in order for funds to be disbursed under this Agreement. The District is not obligated to pay any amount under this Agreement, and any such obligation for payment under this Agreement shall cease if any of the following occur:

- (1) the Teacher Candidate does not complete the course or program;
- (2) the Teacher Candidate receives a letter grade below "C;"
- (3) the Teacher Candidate attends a course or program for which approval has not been received;
- (4) the Teacher Candidate resigns, abandons or is terminated from any pre-existing employment with the District;
- (5) the District loses any funding for the Special Education Pipeline Grant district program.

5. District Employment During the Educational Program. The teacher candidate is required to be employed by the School District during the entirety of the Teacher Candidate's educational program. The role/position in which the Teacher Candidate is employed will be at the discretion of the District. Teacher Candidates, at the time of beginning the educational program, who are current

School District employees, will remain in the current position throughout the educational program unless the Teacher Candidate applies for and is selected for another position within the School District. Teacher Candidates who are not current employees of the School District when they begin the educational program, must apply for open non-licensed positions within the School District and be selected for one of those positions in order to qualify to be a Teacher Candidate in the Special Education Pipeline Grant Program.

6. Term of Agreement to Teach. In consideration of the tuition reimbursement, license reimbursement, stipend and expense reimbursement described above, the Teacher Candidate agrees to maintain employment with the District for a minimum of an additional two (2) full school years after completing the course or program. In the event the Teacher Candidate completes the course or program after the start of a school year, the District will have the right to defer the commencement of the Teacher Candidate's two year commitment as a result of this Agreement until the start of the next school year. The District currently employs the Teacher Candidate as **a Special Education teacher**, which employment relationship shall not be altered by this Agreement; however, the District maintains its right to reassign the Teacher Candidate as necessary to other District positions.
7. Reimbursement in the Event the Teacher Candidate Does Not Complete Two Year Term of Employment as Teacher. Because the District has agreed to provide the Teacher Candidate with the tuition reimbursement, license reimbursement, stipend and expense reimbursement as described above in exchange for the Teacher Candidate obtaining the above-described license and/or education, the District will lose the benefit of this Agreement if the Teacher Candidate does not complete a minimum of two (2) full school years of teaching service with the District following completion of the course or program. In the event the Teacher Candidate does not complete at least two (2) full school years of employment as a teacher for the District (after the Teacher Candidate completes the course or program), the Teacher Candidate agrees to repay the District all sums Teacher Candidate has received pursuant to this Agreement. The Teacher Candidate shall enter into an agreement to repay the District ("repayment agreement") and if all sums are not paid when due as set forth in the repayment agreement, Teacher Candidate agrees to confess judgment to the District pursuant to Minn. Stat. §548.22 for all sums due and to become due. The Teacher Candidate agrees to also pay for all of the District's expenses in remedying the matter including, but not limited to court fees, and attorney fees, should the District have to initiate legal action to collect the amount that the Teacher Candidate owes. The District retains the right to collect any unpaid sums in any manner permitted by law.

8. No Guaranteed Employment. Nothing in this Agreement requires the District to continue to employ Teacher Candidate for any length of time.
9. No Teaching Positions Meeting Teacher Candidate License Area. In the event the Teacher Candidate successfully completes the educational program and/or receives a valid Minnesota teaching license, and there are no teacher openings within the Tri-District (South St. Paul, Inver Grove Heights, or West St. Paul School Districts) for which the teacher is qualified and/or selected. The Teacher Candidate will continue to serve in the current licensed or non-licensed position for up to two (2) full school years. The Teacher Candidate is expected to apply to any and all open positions within the Tri-District for which the Teacher Candidate is qualified and licensed.
10. Termination for Cause. The Teacher Candidate must meet all performance expectations in either their non-licensed or licensed position during their educational program and the two (2) year commitment period after successful completion of the educational program. Failure to meet performance expectations may result in discipline up to and including termination. Termination for cause from employment with the School District in either role for the time period from the beginning of the educational program through the full two (2) year term of their teaching assignment as indicated in this agreement, will result in the Teacher Candidate reimbursing the School District and/or grant program based on the terms in Paragraph (6) above.
11. Governing Law, Forum and Severability. This Agreement will be construed and enforced in accordance with the laws of the State of Minnesota. Parties agree that any action to enforce the terms of this Agreement shall be brought in a State court of competent jurisdiction in Minnesota. If any part of this Agreement is construed to be in violation of any law, the remaining portions shall remain in full force and effect.
12. Entire Agreement. This Agreement constitutes the entire agreement between the Parties. No Party has relied upon statements or promises that are not set forth in this Agreement. Any change or amendment to this Agreement shall be made in writing, signed by the parties.

I have read and understood the foregoing Tuition Disbursement Agreement and acknowledge that it is the complete Agreement and by signing below agree to be bound by its terms and conditions.

Dated: 08/23/24



Hannah Danielson – Teacher Candidate

**South St. Paul Special School District
No. 6**

Dated: _____

Its: School Board Chair

Dated: _____

Its: School Board Clerk

Tuition Reimbursement Agreement

This Tuition Reimbursement Agreement ("Agreement") is entered into by **South St. Paul Special School District No. 6** ("District"), and **Jody Jaakola** ("Teacher Candidate"). The District and the Teacher Candidate are referred to in this Agreement as "the Parties."

WHEREAS, the District has a need to fill and maintain special education teaching positions that require specific licenses and/or education;

WHEREAS, the District wishes to hire, employ, and retain well-qualified teachers to deliver services to the benefit of its students;

WHEREAS, the District has applied for and has received a Special Education Pipeline grant ("Grant") under Minnesota Statutes, section 122A.77;

WHEREAS, the Teacher Candidate wishes to obtain their first professional special education teaching license;

WHEREAS, the Parties desire to specify the terms of their Agreement governing the benefit of tuition assistance provided to the Teacher Candidate.

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises and covenants contained in this Agreement and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

1. Course Selection. Prior to the commencement of the course or program, the Teacher Candidate must submit a statement of any courses or programs for which the Teacher Candidate will seek tuition expenses/payment under this Agreement to the Superintendent or designee for approval. The statement must indicate the anticipated completion date of the course or program. The course or program must be from an accredited institution and must be one of the following:

- (1) a Professional Educator Licensing and Standards Board-approved teacher preparation program;
- (2) a Council for the Accreditation of Educator Preparation-accredited teacher preparation program from a private, not for profit, institution of higher education; or
- (3) an institution that has an articulated transfer pathway with a board-approved teacher preparation program

as required under Minnesota Statutes, section 122A.73, subdivision 2.

No tuition disbursement will be made under this Agreement for any course or program that does not meet the above requirements. The Teacher Candidate must receive written approval of the course or program from the Superintendent or designee prior to registering for the course. The written approval applies only to the specific course or program identified and approved.

2. Tuition and License Disbursement. The Teacher Candidate will register for courses after receiving approval from the Superintendent or designee. The Teacher Candidate will submit an invoice to the Human Resources or Finance department for any expenses related to tuition or license reimbursement. Upon successful completion of the course or program, the District will cover the Teacher Candidate's expenses: up to **\$9,000** for the cost of tuition, fees, and textbooks for the Teacher Candidate's pre-approved teacher preparation program and teacher license.

Successful completion of the course will be demonstrated by submission of a copy of a transcript to Human Resources showing that the Teacher Candidate has completed the course and obtained a letter grade of "C" or higher. In courses where grades are assigned on a pass/fail basis, a pass grade shall be deemed to be a "C".

The District will disburse funds to the College/University, or the Teacher Candidate within 30 calendar days of receipt of proof of course/program registration or will reimburse the Teacher Candidate after receipt of documentation of amounts owed/paid for all allowable expenses.

If a teacher does not successfully complete a course, demonstrated by a grade of less than a "C," and/or the teacher discontinues or drops out of a course before successful completion of that course, the Teacher Candidate will be responsible for reimbursing any fees and/or costs provided to the Teacher Candidate for that course. The Teacher Candidate must work with the District to arrange a reimbursement schedule. Failure by the Teacher Candidate to reimburse the District and/or grant program for incomplete courses may result in legal action to recoup the funds provided to the Teacher Candidate.

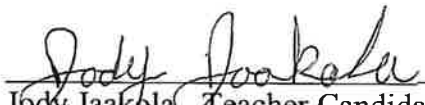
3. Requirements for Expense Disbursement. The Teacher Candidate must enroll in and complete a course or program and incur tuition expenses during their enrollment in order for funds to be disbursed under this Agreement. The District is not obligated to pay any amount under this Agreement, and any such obligation for payment under this Agreement shall cease if any of the following occur:
- (1) the Teacher Candidate does not complete the course or program;
 - (2) the Teacher Candidate receives a letter grade below "C;"
 - (3) the Teacher Candidate attends a course or program for which approval has not been received;
 - (4) the Teacher Candidate resigns, abandons or is terminated from any pre-existing employment with the District;
 - (5) the District loses any funding for the Special Education Pipeline Grant district program.
4. District Employment During the Educational Program. The teacher candidate is required to be employed by the School District during the entirety of the Teacher Candidate's educational program. The role/position in which the Teacher Candidate is employed will be at the discretion of the District. Teacher Candidates, at the time of beginning the educational program, who are current School District employees, will remain in the current position throughout the educational program unless the Teacher Candidate applies for and is selected for another position within the School District. Teacher Candidates who are not current employees of the School District when they begin the educational program, must apply for open non-licensed positions within the School District and be selected for one of those positions in order to qualify to be a Teacher Candidate in the Special Education Pipeline Grant Program.
5. Term of Agreement to Teach. In consideration of the tuition reimbursement, license reimbursement, stipend and expense reimbursement described above, the Teacher Candidate agrees to maintain employment with the District for a minimum of an additional two (2) full school years after completing the course or program. In the event the Teacher Candidate completes the course or program after the start of a school year, the District will have the right to defer the commencement of the Teacher Candidate's two year commitment as a result of this Agreement until the start of the next school year. The District currently employs the Teacher Candidate as **Special Education Teacher**, which employment relationship shall not be altered by this Agreement.

6. Reimbursement in the Event the Teacher Candidate Does Not Complete Two Year Term of Employment as Teacher. Because the District has agreed to provide the Teacher Candidate with the tuition reimbursement as described above in exchange for the Teacher Candidate obtaining the above-described license and/or education, the District will lose the benefit of this Agreement if the Teacher Candidate does not complete a minimum of two (2) full school years of teaching service with the District following completion of the course or program. In the event the Teacher Candidate does not complete at least two (2) full school years of employment as a teacher for the District (after the Teacher Candidate completes the course or program), the Teacher Candidate agrees to repay the District all sums Teacher Candidate has received pursuant to this Agreement. The Teacher Candidate shall enter into an agreement to repay the District (“repayment agreement”) and if all sums are not paid when due as set forth in the repayment agreement, Teacher Candidate agrees to confess judgment to the District pursuant to Minn. Stat. §548.22 for all sums due and to become due. The Teacher Candidate agrees to also pay for all of the District’s expenses in remedying the matter including, but not limited to court fees, and attorney fees, should the District have to initiate legal action to collect the amount that the Teacher Candidate owes. The District retains the right to collect any unpaid sums in any manner permitted by law.
7. No Guaranteed Employment. Nothing in this Agreement requires the District to continue to employ Teacher Candidate for any length of time.
8. No Teaching Positions Meeting Teacher Candidate License Area. In the event the Teacher Candidate successfully completes the educational program and/or receives a valid Minnesota teaching license, and there are no teacher openings within the Tri-District (South St. Paul, Inver Grove Heights, or West St. Paul School Districts) for which the teacher is qualified and/or selected. The Teacher Candidate will continue to serve in the current licensed or non-licensed position for up to two (2) full school years. The Teacher Candidate is expected to apply to any and all open positions within the Tri-District for which the Teacher Candidate is qualified and licensed.

9. Termination for Cause. The Teacher Candidate must meet all performance expectations in either their non-licensed or licensed position during their educational program and the two (2) year commitment period after successful completion of the educational program. Failure to meet performance expectations may result in discipline up to and including termination. Termination for cause from employment with the School District in either role for the time period from the beginning of the educational program through the full two (2) year term of their teaching assignment as indicated in this agreement, will result in the Teacher Candidate reimbursing the School District and/or grant program based on the terms in Paragraph (6) above.
10. Governing Law, Forum and Severability. This Agreement will be construed and enforced in accordance with the laws of the State of Minnesota. Parties agree that any action to enforce the terms of this Agreement shall be brought in a State court of competent jurisdiction in Minnesota. If any part of this Agreement is construed to be in violation of any law, the remaining portions shall remain in full force and effect.
11. Entire Agreement. This Agreement constitutes the entire agreement between the Parties. No Party has relied upon statements or promises that are not set forth in this Agreement. Any change or amendment to this Agreement shall be made in writing, signed by the parties.

I have read and understood the foregoing Tuition Disbursement Agreement and acknowledge that it is the complete Agreement and by signing below agree to be bound by its terms and conditions.

Dated: 8/30/24


Jody Jaakola Teacher Candidate

**South St. Paul Special School District
No. 6**

Dated: _____

Its: School Board Chair

Dated: _____

Its: School Board Clerk

Tuition Reimbursement Agreement

This Tuition Reimbursement Agreement ("Agreement") is entered into by **South St. Paul Special School District No. 6** ("District"), and **Devon Moe** ("Teacher Candidate"). The District and the Teacher Candidate are referred to in this Agreement as "the Parties."

WHEREAS, the District has a need to fill and maintain special education teaching positions that require specific licenses and/or education;

WHEREAS, the District wishes to hire, employ, and retain well-qualified teachers to deliver services to the benefit of its students;

WHEREAS, the District has applied for and has received a Special Education Pipeline grant ("Grant") under Minnesota Statutes, section 122A.77;

WHEREAS, the Teacher Candidate wishes to obtain their first professional special education teaching license;

WHEREAS, the Parties desire to specify the terms of their Agreement governing the benefit of tuition assistance provided to the Teacher Candidate.

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises and covenants contained in this Agreement and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

1. Course Selection. Prior to the commencement of the course or program, the Teacher Candidate must submit a statement of any courses or programs for which the Teacher Candidate will seek tuition expenses/payment under this Agreement to the Superintendent or designee for approval. The statement must indicate the anticipated completion date of the course or program. The course or program must be from an accredited institution and must be one of the following:
 - (1) a Professional Educator Licensing and Standards Board-approved teacher preparation program;
 - (2) a Council for the Accreditation of Educator Preparation-accredited teacher preparation program from a private, not for profit, institution of higher education; or
 - (3) an institution that has an articulated transfer pathway with a board-approved teacher preparation program

as required under Minnesota Statutes, section 122A.73, subdivision 2.

No tuition disbursement will be made under this Agreement for any course or program that does not meet the above requirements. The Teacher Candidate must receive written approval of the course or program from the Superintendent or designee prior to registering for the course. The written approval applies only to the specific course or program identified and approved.

2. Tuition and License Disbursement. The Teacher Candidate will register for courses after receiving approval from the Superintendent or designee. The Teacher Candidate will submit an invoice to the Human Resources or Finance department for any expenses related to tuition or license reimbursement. Upon successful completion of the course or program, the District will cover the Teacher Candidate's expenses: up to \$5,000 for the cost of tuition, fees, and textbooks for the Teacher Candidate's pre-approved teacher preparation program.

Successful completion of the course will be demonstrated by submission of a copy of a transcript to Human Resources showing that the Teacher Candidate has completed the course and obtained a letter grade of "C" or higher. In courses where grades are assigned on a pass/fail basis, a pass grade shall be deemed to be a "C".

The District will disburse funds to the College/University, or the Teacher Candidate within 30 calendar days of receipt of proof of course/program registration or will reimburse the Teacher Candidate after receipt of documentation of amounts owed/paid for all allowable expenses.

If a teacher does not successfully complete a course, demonstrated by a grade of less than a "C," and/or the teacher discontinues or drops out of a course before successful completion of that course, the Teacher Candidate will be responsible for reimbursing any fees and/or costs provided to the Teacher Candidate for that course. The Teacher Candidate must work with the District to arrange a reimbursement schedule. Failure by the Teacher Candidate to reimburse the District and/or grant program for incomplete courses may result in legal action to recoup the funds provided to the Teacher Candidate.

3. Requirements for Expense Disbursement. The Teacher Candidate must enroll in and complete a course or program and incur tuition expenses during their enrollment in order for funds to be disbursed under this Agreement. The District is not obligated to pay any amount under this Agreement, and any such obligation for payment under this Agreement shall cease if any of the following occur:
- (1) the Teacher Candidate does not complete the course or program;
 - (2) the Teacher Candidate receives a letter grade below "C;"
 - (3) the Teacher Candidate attends a course or program for which approval has not been received;
 - (4) the Teacher Candidate resigns, abandons or is terminated from any pre-existing employment with the District;
 - (5) the District loses any funding for the Special Education Pipeline Grant district program.
4. District Employment During the Educational Program. The teacher candidate is required to be employed by the School District during the entirety of the Teacher Candidate's educational program. The role/position in which the Teacher Candidate is employed will be at the discretion of the District. Teacher Candidates, at the time of beginning the educational program, who are current School District employees, will remain in the current position throughout the educational program unless the Teacher Candidate applies for and is selected for another position within the School District. Teacher Candidates who are not current employees of the School District when they begin the educational program, must apply for open non-licensed positions within the School District and be selected for one of those positions in order to qualify to be a Teacher Candidate in the Special Education Pipeline Grant Program.
5. Term of Agreement to Teach. In consideration of the tuition reimbursement described above, the Teacher Candidate agrees to maintain employment with the District for a minimum of an additional two (2) full school years after completing the course or program. In the event the Teacher Candidate completes the course or program after the start of a school year, the District will have the right to defer the commencement of the Teacher Candidate's two year commitment as a result of this Agreement until the start of the next school year. The District currently employs the Teacher Candidate as a **Special Education Assistant - Educational Support Professional**, which employment relationship shall not be altered by this Agreement.

6. Reimbursement in the Event the Teacher Candidate Does Not Complete Two Year Term of Employment as Teacher. Because the District has agreed to provide the Teacher Candidate with the tuition reimbursement as described above in exchange for the Teacher Candidate obtaining the above-described license and/or education, the District will lose the benefit of this Agreement if the Teacher Candidate does not complete a minimum of two (2) full school years of teaching service with the District following completion of the course or program. In the event the Teacher Candidate does not complete at least two (2) full school years of employment as a teacher for the District (after the Teacher Candidate completes the course or program), the Teacher Candidate agrees to repay the District all sums Teacher Candidate has received pursuant to this Agreement. The Teacher Candidate shall enter into an agreement to repay the District (“repayment agreement”) and if all sums are not paid when due as set forth in the repayment agreement, Teacher Candidate agrees to confess judgment to the District pursuant to Minn. Stat. §548.22 for all sums due and to become due. The Teacher Candidate agrees to also pay for all of the District’s expenses in remedying the matter including, but not limited to court fees, and attorney fees, should the District have to initiate legal action to collect the amount that the Teacher Candidate owes. The District retains the right to collect any unpaid sums in any manner permitted by law.
7. No Guaranteed Employment. Nothing in this Agreement requires the District to continue to employ Teacher Candidate for any length of time.
8. No Teaching Positions Meeting Teacher Candidate License Area. In the event the Teacher Candidate successfully completes the educational program and/or receives a valid Minnesota teaching license, and there are no teacher openings within the Tri-District (South St. Paul, Inver Grove Heights, or West St. Paul School Districts) for which the teacher is qualified and/or selected. The Teacher Candidate will continue to serve in the current licensed or non-licensed position for up to two (2) full school years. The Teacher Candidate is expected to apply to any and all open positions within the Tri-District for which the Teacher Candidate is qualified and licensed.

9. Termination for Cause. The Teacher Candidate must meet all performance expectations in either their non-licensed or licensed position during their educational program and the two (2) year commitment period after successful completion of the educational program. Failure to meet performance expectations may result in discipline up to and including termination. Termination for cause from employment with the School District in either role for the time period from the beginning of the educational program through the full two (2) year term of their teaching assignment as indicated in this agreement, will result in the Teacher Candidate reimbursing the School District and/or grant program based on the terms in Paragraph (6) above.
10. Governing Law, Forum and Severability. This Agreement will be construed and enforced in accordance with the laws of the State of Minnesota. Parties agree that any action to enforce the terms of this Agreement shall be brought in a State court of competent jurisdiction in Minnesota. If any part of this Agreement is construed to be in violation of any law, the remaining portions shall remain in full force and effect.
11. Entire Agreement. This Agreement constitutes the entire agreement between the Parties. No Party has relied upon statements or promises that are not set forth in this Agreement. Any change or amendment to this Agreement shall be made in writing, signed by the parties.

I have read and understood the foregoing Tuition Disbursement Agreement and acknowledge that it is the complete Agreement and by signing below agree to be bound by its terms and conditions.

Dated: 8/30/24


Devon Moe

**South St. Paul Special School District
No. 6**

Dated: _____

Its: School Board Chair

Dated: _____

Its: School Board Clerk



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, September 23, 2024

Place on Agenda: Regular Board Meeting

Action Requested: Approval

Attachments: Teacher Candidate Agreements

Topic: Grow Your Own and Special Education Pipeline Grant Agreements
Presenter(s): Joel Milteer, Director of Human Resources & Candace Burckhardt, Director of Student Services
Background: <p>Previously, we have reported to the Board that the Tri-District had secured a grant for a teacher grow your own program. This grant is ongoing, and we have also secured a similar grant for teachers in the field of special education called the Special Education Pipeline grant. We have had a great deal of interest from staff since our Board presentation in January of 2024, regarding our two staff member entering the first grow your own program. We developed a formal application and interview process to select recipients for these scholarship/grant awards.</p> <p>Tonight, we are pleased to announce that eight additional staff will be receiving scholarship/grant awards to begin their teacher preparation and/or continue their growth as a teacher and expand their license areas. Four of our current eight recipients are beginning their schooling this Fall, and the other four will begin Spring of 2025. We have a few of our teacher candidates with us tonight to share a little about what these scholarships/grants mean to them.</p> <p>Tonight, we are bringing forward the agreements between the district and these staff members which define the terms and conditions of their participation in these programs.</p>
Recommendation: <p>Administration recommends approval these employee agreements to support the growth of our teacher candidates, and the creation of future teachers for South St. Paul.</p>
Alternatives: <p>Do not approve and direct administration with next steps.</p>

Passionate Learners Positively Changing Our World

Tuition Reimbursement Agreement

This Tuition Reimbursement Agreement ("Agreement") is entered into by **South St. Paul Special School District No. 6** ("District"), and **Stephanie Oliva** ("Teacher Candidate"). The District and the Teacher Candidate are referred to in this Agreement as "the Parties."

WHEREAS, the District has a need to fill and maintain teaching positions that require specific licenses and/or education;

WHEREAS, the District wishes to hire, employ, and retain well-qualified teachers to deliver services to the benefit of its students;

WHEREAS, the District has applied for and has received a Grow Your Own grant ("Grant") under Minnesota Statutes, section 122A.73, subdivision 2;

WHEREAS, the Teacher Candidate wishes to obtain their first professional teaching license;

WHEREAS, the Parties desire to specify the terms of their Agreement governing the benefit of tuition assistance provided to the Teacher Candidate.

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises and covenants contained in this Agreement and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

1. Course Selection. Prior to the commencement of the course or program, the Teacher Candidate must submit a statement of any courses or programs for which the Teacher Candidate will seek tuition expenses/payment under this Agreement to the Superintendent or designee for approval. The statement must indicate the anticipated completion date of the course or program. The course or program must be from an accredited institution and must be one of the following:
 - (1) a Professional Educator Licensing and Standards Board-approved teacher preparation program;
 - (2) a Council for the Accreditation of Educator Preparation-accredited teacher preparation program from a private, not for profit, institution of higher education; or
 - (3) an institution that has an articulated transfer pathway with a board-approved teacher preparation program

as required under Minnesota Statutes, section 122A.73, subdivision 2.

No tuition disbursement will be made under this Agreement for any course or program that does not meet the above requirements. The Teacher Candidate must receive written approval of the course or program from the Superintendent or designee prior to registering for the course. The written approval applies only to the specific course or program identified and approved.

2. Tuition and License Disbursement. The Teacher Candidate will register for courses after receiving approval from the Superintendent or designee. The Teacher Candidate will submit an invoice to the Human Resources or Finance department for any expenses related to tuition or license reimbursement. Upon successful completion of the course or program, the District will cover the Teacher Candidate's expenses: up to **\$45,000** for the cost of tuition, fees, textbooks, fees for licensure exam and licensure fees for the Teacher Candidate's pre-approved teacher preparation program and teacher license.

Successful completion of the course will be demonstrated by submission of a copy of a transcript to Human Resources showing that the Teacher Candidate has completed the course and obtained a letter grade of "C" or higher. In courses where grades are assigned on a pass/fail basis, a pass grade shall be deemed to be a "C".

The District will disburse funds to the College/University, or the Teacher Candidate within 30 calendar days of receipt of proof of course/program registration or will reimburse the Teacher Candidate after receipt of documentation of amounts owed/paid for all allowable expenses.

If a teacher does not successfully complete a course, demonstrated by a grade of less than a "C," and/or the teacher discontinues or drops out of a course before successful completion of that course, the Teacher Candidate will be responsible for reimbursing any fees and/or costs provided to the Teacher Candidate for that course. The Teacher Candidate must work with the District to arrange a reimbursement schedule. Failure by the Teacher Candidate to reimburse the District and/or grant program for incomplete courses may result in legal action to recoup the funds provided to the Teacher Candidate.

3. Stipend and Expense Disbursement. In addition to Tuition and License Disbursement, the District will also pay the Teacher Candidate:

- (1) An \$8,000 stipend to be paid in equal installments during the time that the Teacher Candidate is student-teaching for the District;

Disbursement of up to \$6,000 for pre-approved program-related expenses (i.e. purchase of computer, childcare, transportation). The Teacher Candidate must provide invoices and/or estimated costs to the School District prior to purchase. The invoice and/or estimated costs, must include an itemized list of the expenses the Teacher Candidate expects to incur. The School District will review the submitted proposed expenses, and advise the Teacher Candidate of any expenses that will not be approved by email within 15 business days of the Teacher Candidate submitting the request. Once expenses have been approved by the School District, payment to the Teacher Candidate will be provided to purchase the required expenses within 30 business days.

4. Requirements for Expense Disbursement. The Teacher Candidate must enroll in and complete a course or program and incur tuition expenses during their enrollment in order for funds to be disbursed under this Agreement. The District is not obligated to pay any amount under this Agreement, and any such obligation for payment under this Agreement shall cease if any of the following occur:

- (1) the Teacher Candidate does not complete the course or program;
- (2) the Teacher Candidate receives a letter grade below "C;"
- (3) the Teacher Candidate attends a course or program for which approval has not been received;
- (4) the Teacher Candidate resigns, abandons or is terminated from any pre-existing employment with the District;
- (5) the District loses any funding for the Grow Your Own district program.

5. District Employment During the Educational Program. The teacher candidate is required to be employed by the School District during the entirety of the Teacher Candidate's educational program. The role/position in which the Teacher Candidate is employed will be at the discretion of the District. Teacher Candidates, at the time of beginning the educational program, who are current School District employees, will remain in the current position throughout the educational program unless the Teacher Candidate applies for and is selected for another position within the School District. Teacher Candidates who are not current employees of the School District when they begin the educational program, must apply for open non-licensed positions within the School District

and be selected for one of those positions in order to qualify to be a Teacher Candidate in the Grow Your Own Program.

6. Term of Agreement to Teach. In consideration of the tuition reimbursement, license reimbursement, stipend and expense reimbursement described above, the Teacher Candidate agrees to maintain employment with the District for a minimum of an additional four (4) full school years after completing the course or program. In the event the Teacher Candidate completes the course or program after the start of a school year, the District will have the right to defer the commencement of the Teacher Candidate's four year commitment as a result of this Agreement until the start of the next school year. The District currently employs the Teacher Candidate as an **Special Education Assistant – Educational Support Professional**, which employment relationship shall not be altered by this Agreement.
7. Reimbursement in the Event the Teacher Candidate Does Not Complete Four Year Term of Employment as Teacher. Because the District has agreed to provide the Teacher Candidate with the tuition reimbursement, license reimbursement, stipend and expense reimbursement as described above in exchange for the Teacher Candidate obtaining the above-described license and/or education, the District will lose the benefit of this Agreement if the Teacher Candidate does not complete a minimum of four (4) full school years of teaching service with the District following completion of the course or program. In the event the Teacher Candidate does not complete at least four (4) full school years of employment as a teacher for the District (after the Teacher Candidate completes the course or program), the Teacher Candidate agrees to repay the District all sums Teacher Candidate has received pursuant to this Agreement. The Teacher Candidate shall enter into an agreement to repay the District ("repayment agreement") and if all sums are not paid when due as set forth in the repayment agreement, Teacher Candidate agrees to confess judgment to the District pursuant to Minn. Stat. §548.22 for all sums due and to become due. The Teacher Candidate agrees to also pay for all of the District's expenses in remedying the matter including, but not limited to court fees, and attorney fees, should the District have to initiate legal action to collect the amount that the Teacher Candidate owes. The District retains the right to collect any unpaid sums in any manner permitted by law.
8. No Guaranteed Employment. Nothing in this Agreement requires the District to continue to employ Teacher Candidate for any length of time.

9. No Teaching Positions Meeting Teacher Candidate License Area. In the event the Teacher Candidate successfully completes the educational program and/or receives a valid Minnesota teaching license, and there are no teacher openings within the Tri-District (South St. Paul, Inver Grove Heights, or West St. Paul School Districts) for which the teacher is qualified and/or selected. The Teacher Candidate will continue to serve in the current licensed or non-licensed position for up to four (4) full school years. The Teacher Candidate is expected to apply to any and all open positions within the Tri-District for which the Teacher Candidate is qualified and licensed.
10. Termination for Cause. The Teacher Candidate must meet all performance expectations in either their non-licensed or licensed position during their educational program and the four (4) year commitment period after successful completion of the educational program. Failure to meet performance expectations may result in discipline up to and including termination. Termination for cause from employment with the School District in either role for the time period from the beginning of the educational program through the full four (4) year term of their teaching assignment as indicated in this agreement, will result in the Teacher Candidate reimbursing the School District and/or grant program based on the terms in Paragraph (6) above.
11. Governing Law, Forum and Severability. This Agreement will be construed and enforced in accordance with the laws of the State of Minnesota. Parties agree that any action to enforce the terms of this Agreement shall be brought in a State court of competent jurisdiction in Minnesota. If any part of this Agreement is construed to be in violation of any law, the remaining portions shall remain in full force and effect.
12. Entire Agreement. This Agreement constitutes the entire agreement between the Parties. No Party has relied upon statements or promises that are not set forth in this Agreement. Any change or amendment to this Agreement shall be made in writing, signed by the parties.

I have read and understood the foregoing Tuition Disbursement Agreement and acknowledge that it is the complete Agreement and by signing below agree to be bound by its terms and conditions.

Dated: 08/29/2024

Stephanie Oliva
Stephanie Oliva - Teacher Candidate

No. 6

South St. Paul Special School District

Dated: _____

Its: School Board Chair

Dated: _____

Its: School Board Clerk

Tuition Reimbursement Agreement

This Tuition Reimbursement Agreement ("Agreement") is entered into by **South St. Paul Special School District No. 6** ("District"), and **Vidmarie Pumarejo Torrens** ("Teacher Candidate"). The District and the Teacher Candidate are referred to in this Agreement as "the Parties."

WHEREAS, the District has a need to fill and maintain teaching positions that require specific licenses and/or education;

WHEREAS, the District wishes to hire, employ, and retain well-qualified teachers to deliver services to the benefit of its students;

WHEREAS, the District has applied for and has received a Grow Your Own grant ("Grant") under Minnesota Statutes, section 122A.73, subdivision 2;

WHEREAS, the Teacher Candidate wishes to obtain their first professional teaching license;

WHEREAS, the Parties desire to specify the terms of their Agreement governing the benefit of tuition assistance provided to the Teacher Candidate.

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises and covenants contained in this Agreement and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

1. Course Selection. Prior to the commencement of the course or program, the Teacher Candidate must submit a statement of any courses or programs for which the Teacher Candidate will seek tuition expenses/payment under this Agreement to the Superintendent or designee for approval. The statement must indicate the anticipated completion date of the course or program. The course or program must be from an accredited institution and must be one of the following:
 - (1) a Professional Educator Licensing and Standards Board-approved teacher preparation program;
 - (2) a Council for the Accreditation of Educator Preparation-accredited teacher preparation program from a private, not for profit, institution of higher education; or
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as required under Minnesota Statutes, section 122A.73, subdivision 2.

No tuition disbursement will be made under this Agreement for any course or program that does not meet the above requirements. The Teacher Candidate must receive written approval of the course or program from the Superintendent or designee prior to registering for the course. The written approval applies only to the specific course or program identified and approved.

2. Tuition and License Disbursement. The Teacher Candidate will register for courses after receiving approval from the Superintendent or designee. The Teacher Candidate will submit an invoice to the Human Resources or Finance department for any expenses related to tuition or license reimbursement. Upon successful completion of the course or program, the District will cover the Teacher Candidate's expenses: up to \$45,000 for the cost of tuition, fees, textbooks, fees for licensure exam and licensure fees for the Teacher Candidate's pre-approved teacher preparation program and teacher license.

Successful completion of the course will be demonstrated by submission of a copy of a transcript to Human Resources showing that the Teacher Candidate has completed the course and obtained a letter grade of "C" or higher. In courses where grades are assigned on a pass/fail basis, a pass grade shall be deemed to be a "C".

The District will disburse funds to the College/University, or the Teacher Candidate within 30 calendar days of receipt of proof of course/program registration or will reimburse the Teacher Candidate after receipt of documentation of amounts owed/paid for all allowable expenses.

If a teacher does not successfully complete a course, demonstrated by a grade of less than a "C," and/or the teacher discontinues or drops out of a course before successful completion of that course, the Teacher Candidate will be responsible for reimbursing any fees and/or costs provided to the Teacher Candidate for that course. The Teacher Candidate must work with the District to arrange a reimbursement schedule. Failure by the Teacher Candidate to reimburse the District and/or grant program for incomplete courses may result in legal action to recoup the funds provided to the Teacher Candidate.

3. Stipend and Expense Disbursement. In addition to Tuition and License Disbursement, the District will also pay the Teacher Candidate:

- (1) An \$8,000 stipend to be paid in equal installments during the time that the Teacher Candidate is student-teaching for the District;

Disbursement of up to \$6,000 for pre-approved program-related expenses (i.e. purchase of computer, childcare, transportation). The Teacher Candidate must provide invoices and/or estimated costs to the School District prior to purchase. The invoice and/or estimated costs, must include an itemized list of the expenses the Teacher Candidate expects to incur. The School District will review the submitted proposed expenses, and advise the Teacher Candidate of any expenses that will not be approved by email within 15 business days of the Teacher Candidate submitting the request. Once expenses have been approved by the School District, payment to the Teacher Candidate will be provided to purchase the required expenses within 30 business days.

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- (1) the Teacher Candidate does not complete the course or program;
- (2) the Teacher Candidate receives a letter grade below "C;"
- (3) the Teacher Candidate attends a course or program for which approval has not been received;
- (4) the Teacher Candidate resigns, abandons or is terminated from any pre-existing employment with the District;
- (5) the District loses any funding for the Grow Your Own district program.

5. District Employment During the Educational Program. The teacher candidate is required to be employed by the School District during the entirety of the Teacher Candidate's educational program. The role/position in which the Teacher Candidate is employed will be at the discretion of the District. Teacher Candidates, at the time of beginning the educational program, who are current School District employees, will remain in the current position throughout the educational program unless the Teacher Candidate applies for and is selected for another position within the School District. Teacher Candidates who are not current employees of the School District when they begin the educational program, must apply for open non-licensed positions within the School District

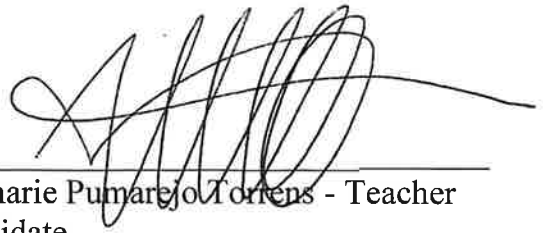
and be selected for one of those positions in order to qualify to be a Teacher Candidate in the Grow Your Own Program.

6. Term of Agreement to Teach. In consideration of the tuition reimbursement, license reimbursement, stipend and expense reimbursement described above, the Teacher Candidate agrees to maintain employment with the District for a minimum of an additional four (4) full school years after completing the course or program. In the event the Teacher Candidate completes the course or program after the start of a school year, the District will have the right to defer the commencement of the Teacher Candidate's four year commitment as a result of this Agreement until the start of the next school year. The District currently employs the Teacher Candidate as an **Educational Support Professional for Early Childhood Special Education**, which employment relationship shall not be altered by this Agreement.
7. Reimbursement in the Event the Teacher Candidate Does Not Complete Four Year Term of Employment as Teacher. Because the District has agreed to provide the Teacher Candidate with the tuition reimbursement, license reimbursement, stipend and expense reimbursement as described above in exchange for the Teacher Candidate obtaining the above-described license and/or education, the District will lose the benefit of this Agreement if the Teacher Candidate does not complete a minimum of four (4) full school years of teaching service with the District following completion of the course or program. In the event the Teacher Candidate does not complete at least four (4) full school years of employment as a teacher for the District (after the Teacher Candidate completes the course or program), the Teacher Candidate agrees to repay the District all sums Teacher Candidate has received pursuant to this Agreement. The Teacher Candidate shall enter into an agreement to repay the District ("repayment agreement") and if all sums are not paid when due as set forth in the repayment agreement, Teacher Candidate agrees to confess judgment to the District pursuant to Minn. Stat. §548.22 for all sums due and to become due. The Teacher Candidate agrees to also pay for all of the District's expenses in remedying the matter including, but not limited to court fees, and attorney fees, should the District have to initiate legal action to collect the amount that the Teacher Candidate owes. The District retains the right to collect any unpaid sums in any manner permitted by law.
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9. No Teaching Positions Meeting Teacher Candidate License Area. In the event the Teacher Candidate successfully completes the educational program and/or receives a valid Minnesota teaching license, and there are no teacher openings within the Tri-District (South St. Paul, Inver Grove Heights, or West St. Paul School Districts) for which the teacher is qualified and/or selected. The Teacher Candidate will continue to serve in the current licensed or non-licensed position for up to four (4) full school years. The Teacher Candidate is expected to apply to any and all open positions within the Tri-District for which the Teacher Candidate is qualified and licensed.
10. Termination for Cause. The Teacher Candidate must meet all performance expectations in either their non-licensed or licensed position during their educational program and the four (4) year commitment period after successful completion of the educational program. Failure to meet performance expectations may result in discipline up to and including termination. Termination for cause from employment with the School District in either role for the time period from the beginning of the educational program through the full four (4) year term of their teaching assignment as indicated in this agreement, will result in the Teacher Candidate reimbursing the School District and/or grant program based on the terms in Paragraph (6) above.
11. Governing Law, Forum and Severability. This Agreement will be construed and enforced in accordance with the laws of the State of Minnesota. Parties agree that any action to enforce the terms of this Agreement shall be brought in a State court of competent jurisdiction in Minnesota. If any part of this Agreement is construed to be in violation of any law, the remaining portions shall remain in full force and effect.
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I have read and understood the foregoing Tuition Disbursement Agreement and acknowledge that it is the complete Agreement and by signing below agree to be bound by its terms and conditions.

Dated: 8/23/24



Vidmarie Pumarejo-Torrens - Teacher
Candidate

No. 6

South St. Paul Special School District

Dated: _____

Its: School Board Chair

Dated: _____

Its: School Board Clerk



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, September 23, 2024

Place on Agenda: Regular Agenda

Action Requested: Approval

Attachment: **Resolutions for Employment of School Board Member as a Substitute**

Topic: Employment of School Board member as a Substitute
Presenter: Joel Milteer Human Resource Director
Background: According to MN Statute 123B.195, School Board members may be employed by the school district as an employee as long as the amount earned does not exceed \$20,000 in a fiscal year. Additionally, employment must receive majority approval at a meeting in which all board members are present. The Board Members on this resolution have been substitutes in the past and would like to continue as substitutes for the 2024-25 school year. Majority approval by the School Board is necessary.
Recommendation: Approve Board Member as a classified substitute for the district.
Alternatives: Not approve Board Member as a classified substitute for the district.

Passionate Learners Positively Changing Our World

Member _____ introduced the following Resolution and moved its adoption:

**RESOLUTION APPROVING EMPLOYMENT OF THE BOARD MEMBER AS A
SUBSTITUTE IN A CLASSIFIED POSITION IN THE SCHOOL DISTRICT**

WHEREAS, Minnesota Statutes sections 123B.195 and 471.88, subdivision 5, grant the School District the authority to hire board members for employment;

WHEREAS, Wendy Felton, board member of the South St. Paul Board of Education, is duly qualified for employment as a substitute in a classified position; and

WHEREAS, the School District wishes to employ Ms. Felton as a substitute in a classified position.

NOW THEREFORE BE IT RESOLVED by the South St. Paul Board of Education as follows:

1. The Board hereby approves Ms. Felton for employment as a substitute in a classified position in the School District. In accordance with Minnesota Statutes section 123B.195, Ms. Felton's compensation as a result of this employment relationship with the School District must not exceed \$20,000 per fiscal year.
2. Ms. Felton will be paid no more than the 2024-25 rate of pay listed below for the designated classified substitute assignment:
 - Nutrition Services substitute - \$16.00/hour
 - Student Supervision substitute - \$15.00/hour
 - Clerical substitute - \$19.00/hour

These are the same rates paid to all substitutes in classified positions in the School District and is as low as the price of obtaining substitute services from someone other than Ms. Felton.

The motion for the adoption of this Resolution was made at the South St. Paul School Board Meeting on September 23, 2024, by _____, duly seconded by _____, and upon a vote being taken thereon, the following voted in favor of the Resolution:

And the following voted against the Resolution:

Whereupon this Resolution was declared duly passed and adopted



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, September 23, 2024

Place on Agenda: Regular Agenda

Action Requested: Approval

Attachment: **Resolutions for Employment of School Board Member as a Substitute**

Topic: Employment of School Board member as a Substitute
Presenter: Joel Milteer Human Resource Director
Background: According to MN Statute 123B.195, School Board members may be employed by the school district as an employee as long as the amount earned does not exceed \$20,000 in a fiscal year. Additionally, employment must receive majority approval at a meeting in which all board members are present. The Board Members on this resolution have been substitutes in the past and would like to continue as substitutes for the 2024-25 school year. Majority approval by the School Board is necessary.
Recommendation: Approve Board Member as a classified substitute for the district.
Alternatives: Not approve Board Member as a classified substitute for the district.

Passionate Learners Positively Changing Our World

Member _____ introduced the following Resolution and moved its adoption:

**RESOLUTION APPROVING EMPLOYMENT OF THE BOARD MEMBER AS A
SUBSTITUTE IN A CLASSIFIED POSITION IN THE SCHOOL DISTRICT**

WHEREAS, Minnesota Statutes sections 123B.195 and 471.88, subdivision 5, grant the School District the authority to hire board members for employment;

WHEREAS, Kimberly Humann, board member of the South St. Paul Board of Education, is duly qualified for employment as a substitute in a classified position; and

WHEREAS, the School District wishes to employ Ms. Humann as a substitute in teacher and paraeducator positions.

NOW THEREFORE BE IT RESOLVED by the South St. Paul Board of Education as follows:

1. The Board hereby approves Ms. Humann for employment as a substitute in a teacher or a paraeducator position in the School District. In accordance with Minnesota Statutes section 123B.195, Ms. Humann's compensation as a result of this employment relationship with the School District must not exceed \$20,000 per fiscal year.
2. Ms. Humann will be paid no more than the 2024-25 rate of pay listed below for the designated substitute assignment:
 - Teacher substitute - \$200/day
 - Para substitute - \$18.00/hour

These are the same rates paid to all substitutes in teacher and para positions in the School District and is as low as the price of obtaining substitute services from someone other than Ms. Humann.

The motion for the adoption of this Resolution was made at the South St. Paul School Board Meeting on September 23, 2024, by _____, duly seconded by _____, and upon a vote being taken thereon, the following voted in favor of the Resolution:

And the following voted against the Resolution:

Whereupon this Resolution was declared duly passed and adopted



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, September 23, 2024

Place on Agenda: Regular Agenda

Action Requested: Approval

Attachment: **Resolutions for Employment of School Board Member as a Substitute**

Topic: Employment of School Board member as a Substitute
Presenter: Joel Milteer Human Resource Director
Background: According to MN Statute 123B.195, School Board members may be employed by the school district as an employee as long as the amount earned does not exceed \$20,000 in a fiscal year. Additionally, employment must receive majority approval at a meeting in which all board members are present. The Board Members on this resolution have been substitutes in the past and would like to continue as substitutes for the 2024-25 school year. Majority approval by the School Board is necessary.
Recommendation: Approve Board Member as a classified substitute for the district.
Alternatives: Not approve Board Member as a classified substitute for the district.

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Member _____ introduced the following Resolution and moved its adoption:

**RESOLUTION APPROVING EMPLOYMENT OF THE BOARD MEMBER AS A
SUBSTITUTE IN A CLASSIFIED POSITION IN THE SCHOOL DISTRICT**

WHEREAS, Minnesota Statutes sections 123B.195 and 471.88, subdivision 5, grant the School District the authority to hire board members for employment;

WHEREAS, Tim Felton, board member of the South St. Paul Board of Education, is duly qualified for employment as a substitute in a classified position; and

WHEREAS, the School District wishes to employ Mr. Felton as a substitute in teacher and paraeducator positions.

NOW THEREFORE BE IT RESOLVED by the South St. Paul Board of Education as follows:

1. The Board hereby approves Mr. Felton for employment as a substitute in a teacher or a paraeducator position in the School District. In accordance with Minnesota Statutes section 123B.195, Mr. Felton's compensation as a result of this employment relationship with the School District must not exceed \$20,000 per fiscal year.
2. Mr. Felton will be paid no more than the 2024-25 rate of pay listed below for the designated substitute assignment:
 - Teacher substitute - \$200/day
 - Para substitute - \$18.00/hour

These are the same rates paid to all substitutes in teacher and para positions in the School District and is as low as the price of obtaining substitute services from someone other than Mr. Felton.

The motion for the adoption of this Resolution was made at the South St. Paul School Board Meeting on September 23, 2024, by _____, duly seconded by _____, and upon a vote being taken thereon, the following voted in favor of the Resolution:

And the following voted against the Resolution:

Whereupon this Resolution was declared duly passed and adopted



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Meeting Date: September 23, 2024
Place on Agenda: Business Item
Action Requested: Approval
Attachment: School Resource Officer Agreement

Topic: School Resource Officer Agreement
Presenter(s): Dr. Brian Zambreno, Superintendent
<p>Background: South St. Paul Public Schools has a longstanding partnership with the South St. Paul Police Department (SSPPD) in providing School Resource Officers (SROs) to support our schools. This partnership serves a few purposes. First and foremost, we want to ensure the safety of our staff, students, and families when in or around our schools. We also work to use the SROs as a means to develop positive relationships between our students and law enforcement officers. As such, our SROs work with students to help teach them about safe and healthy choices.</p> <p>Every two years we renew our partnership contract. This new contract continues to maintain two SROs in our schools and adjusts how the district pays the SSPPD from a flat dollar amount to a percentage of the officers total annual compensation. The Board reviewed the contract at their September 9 work session and the city has already approved the contract on their end. The contract, which will be in place from September 1, 2024 - June 30, 2026, will go before the Board for approval on Monday evening.</p>
<p>Recommendation: Administration recommends the approval of the 2024-2026 School Resource Officer Agreement with the South St. Paul Police Department.</p>
<p>Alternatives: Do not approve the agreement and direct administration with next steps.</p>

Passionate Learners Positively Changing Our World

**AGREEMENT FOR SCHOOL RESOURCE OFFICER SERVICES
BETWEEN SPECIAL SCHOOL DISTRICT NO. 6 AND
THE CITY OF SOUTH ST. PAUL**

This Agreement ("Agreement") is made and effective as of the 1st day of September, 2024, by and between the City of South St. Paul, a Minnesota municipal corporation (hereafter referred to as "City"), and Special School District No. 6, a Minnesota public school corporation (hereafter referred to as "District"). Subject to the terms and conditions hereafter stated and based on the representations, covenants, agreements and recitals of the parties herein contained, the parties do hereby agree as follows:

SECTION 1
RECITALS

RECITAL NO. 1. The City and District wish to address the need for the presence of police officers in District schools to coordinate activities between the District, the criminal justice system and social services and to promote the prevention and investigation of crime within District schools. These are the goals of the City and the District.

RECITAL NO. 2. By use of School Resource Officers, the City and District seek to establish a cooperative approach among the District (its students, faculty, and employees), the City and community members to achieve these goals.

RECITAL NO. 3. The City and District desire to have School Resource Officers assigned to District schools as a liaison between District and the City.

SECTION 2
AGREEMENT

2.1 OFFICER EMPLOYED BY CITY. City shall employ and temporarily assign, in accordance with applicable state statutes, two licensed peace officers to serve as School Resource Officers. The School Resource Officers shall serve at the various District schools identified in Section 2.9.

The parties agree and acknowledge the School Resource Officers shall be employees of the City. The School Resource Officers shall not be considered employees of District for any purpose, including, but not limited to, salaries, wages, other compensation or benefits, worker's compensation, unemployment, PERA, Social Security, withholding, liability insurance, personnel records, termination of employment, individual contracts, or other contractual rights.

2.2 HOLD HARMLESS. The parties shall each indemnify, defend and hold the other party harmless against and in respect of any and all claims, demands, actions, suits, proceedings, losses, costs, expenses, obligations, liabilities, damages, recoveries and deficiencies, including interest, penalties and attorneys' fees, that the other party incurs or suffers as a result of the

indemnifying party's fault, which relate to claims of third parties, arising out of, resulting from or relating to the services provided in this Agreement.

Nothing contained herein shall be deemed a waiver by the City or District of any governmental immunity defenses, statutory or otherwise. Further, to the maximum extent allowed by law, any and all claims brought by a third party shall be subject to any governmental immunity defenses of the City and District and the maximum liability limits provided by Minnesota Statute, Chapter 466.

2.3 SELECTION AND ASSIGNMENT OF OFFICER. The selection of the officer shall be the decision of the City's Police Chief ("Police Chief") after discussion with District Administration. Should a School Resource Officer retire, resign, be reassigned, be discharged or otherwise be unable to perform his or her assignment, the Police Chief will select a replacement after discussion and agreement with District Administration. The continued assignment of such officer shall be at the discretion of the Police Chief and City Administrator, in consultation with the District Administration.

2.4 ADMINISTRATIVE RESPONSIBILITIES. The type, scope and manner of law enforcement services rendered to District shall be at the sole direction of City. Standards of performance, personnel policies, discipline of the School Resource Officers and other internal matters shall be under the authority of City. District may provide City with an evaluation of the services received. District shall immediately notify the City in writing of any purported deficient performance or inappropriate conduct by the School Resource Officers.

2.5 SHARED PROFESSIONAL DEVELOPMENT. The District and the City desire to have a more positive approach for School Resource Officers and student and community interactions in the schools. Areas of focus to achieve this goal will include the following:

- a. Shared professional development including de-escalation and crisis training, implicit bias and anti-racism training, trauma and mental health information and response and child development information.
- b. Expansion of classroom presentations and intentional relationship building at the elementary buildings.
- c. Enhanced chemical health support and presentations.
- d. Establishing clear guidelines regarding roles in responding to youth behaviors.

2.6 DUTIES OF OFFICER. The services to be provided under this Agreement are identified as follows, and include, but are not limited to, the services on the attached Exhibit A, which articulates additional duties, responsibilities, and work schedule of the School Resource Officers. Such services shall be developed cooperatively between City and District.

- a. Fostering a positive school climate through relationship building and open communication.
- b. Protecting students, staff, and visitors to the school grounds from criminal activity.
- c. Serving as a liaison between law enforcement and school officials.
- d. Providing advice on safety drills.
- e. Identifying vulnerabilities in school facilities and safety procedures.

- f. Educating and advising students and staff on law enforcement topics.
- g. Enforcing criminal laws.

During the regular school year, the School Resource Officers' shifts shall be determined by the City and District consisting of an average of 40 hours per week, as required by the current LELS contract. The School Resource Officers shall meet and communicate with District Administration as needed to assure the goals of the District and City are being met.

2.7 ABSENCES. During the school day, while serving as School Resource Officers, the Officers will be available for and may respond to emergency calls and other assistance required by the City, and may attend police training and special duties as assigned by City. The City is not responsible to provide a replacement during such absences and the amount owed by the District under paragraph 2.11 is not reduced because of the absences. The City will use reasonable efforts to schedule training and any assignments to special duties for days that are not regular school days. When possible, the School Resource Officers shall notify the secretary of the District in advance as to when they will be absent.

From time to time, the School Resource Officers may be absent due to vacation, illness, personal leave days, holidays and other authorized leaves under the LELS contract. The City is not responsible to provide a replacement during such absences unless the School Resource Officer is on a leave of absence under the Minnesota Family Medical Leave Act. The amount owed by the District under paragraph 2.11 is not reduced because of the absences. To the extent the LELS contract allows, the City will use reasonable efforts to schedule vacation and authorized leaves (excluding absences for illness, personal leave days and holidays) for days that are not regular school days. If such absences described in this paragraph are for more than three (3) consecutive regular school days, the City, after consultation with District, will, in good faith, endeavor to make-up the time lost above the three (3) day absence, or the City, after consultation with the District, will, in good faith, endeavor to provide an alternate School Resource Officer for the time above the three (3) day absence.

2.7 OVERTIME. Overtime work by the School Resource Officers in excess of eight (8) hours per day shall be paid by the City according to the LELS contract, provided such additional time, on a case by case basis, has been approved in advance by City.

2.8 SCHOOL CALENDAR. School Resource Officer Services will be provided during the regular school year, approximately nine months, from the first day of the school calendar until the end of the school year. District shall provide City with a school calendar.

The City's Police Department shall have exclusive use of the employees assigned as the School Resource Officers from the end of the school year until the first day of the school year. The City shall pay all employee-related expenses for this summer period.

2.9 SERVICE LOCATIONS. The School Resource Officers may be assigned to the following District schools: South St. Paul High School, South St. Paul Middle School, Lincoln Elementary, Kaposia Elementary and South St. Paul Community Learning Center. The assignment of the School Resource Officers to a particular school shall be determined by the District after consultation with the Police Chief.

2.10 CLOTHING, EQUIPMENT, AND SUPPLIES. Without cost to District, City shall provide any required clothing, uniforms, training, vehicle, vehicle maintenance, vehicle fuel, weapons, necessary equipment and supplies for the School Resource Officers to perform their law enforcement duties.

Without cost to City, District shall provide School Resource Officers with one reserved parking space, a private secure lockable office, a “land-line” telephone and secure internet access necessary for the School Resource Officers to perform required duties as specified in paragraph 2.5 of this Agreement.

2.11 COST. For and in consideration of the City providing School Resource Officers’ services in accordance with the terms of this Agreement, District shall pay City 50% of the total compensation the City owes to the police officers assigned to the School District. Total compensation shall be limited to the amount owed pursuant to each assigned officer’s individual contract and shall not include overtime or any other benefit accrued beyond the contractual amount. :

- a. An amount not to exceed the sum of \$156,504 (\$78,252 per officer) in nine equal monthly installments with each installment due on the first of each month, beginning September 1, 2024 and ending May 1, 2025.
- b. An amount not to exceed the sum of \$163,994 (\$81,997 per officer) in nine equal monthly installments with each installment due on the first of each month, beginning September 1, 2025, and ending May 1, 2026.
- c. The payments made by the School District shall include one School Resource Officer, if available, or one police officer at up to ten (10) school events per calendar school year. Those events will be determined by the District. Any additional events requested by the District will be billed at the off-duty officer rate established in City’s fee schedule.

2.12 PRIVACY OF PUPIL RECORDS. Pursuant to District’s Protection and Privacy of Pupil Records Policy (Policy) and consistent with requirements of the Family Educational Rights and Privacy Act (Privacy Act) and the Minnesota Government Data Practices Act (Data Practices Act), the School Resource Officers for purposes of the Policy, the Privacy Act and the Data Practices Act shall be deemed to be school officials when performing the duties and responsibilities under this Agreement. As such, the City certifies and agrees that all data created, collected, received, stored, used, maintained or disseminated by the School Resource Officers must comply with the Privacy Act and the Data Practices Act.

SECTION 3 **TERM OF AGREEMENT**

3.1 TERM OF AGREEMENT. Unless terminated by either party in accordance with paragraph 3.2, the term of this Agreement shall be from September 1, 2024 to June 30, 2026.

3.2 TERMINATION/SUSPENSION/MODIFICATION.

- a. Either party may terminate this Agreement upon six (6) months advanced written notice of such termination without cause.
- b. Either party reserves the right to immediately suspend or modify this Agreement to reduce the number of School Resource Officers for the duration of an Unforeseen Disaster or terminate this Agreement in the event of a natural disaster or other disasters such as civil unrest, terrorism, war, pandemic, or any similar unforeseen disaster event ("Unforeseen Disaster"). Both parties agree that the other party's failure to perform or delay in the performance of the specified duties in this Agreement will not constitute a breach of contract if the failure to perform or delay is due to or caused by an Unforeseen Disaster.
- c. City may suspend, modify, or terminate this Agreement on thirty (30) days advanced written notice in the event staffing shortages threaten City's ability to provide adequate policing services to the community ("Critical Shortage"). City will communicate reasonably promptly with the District regarding any anticipated Critical Shortage. The existence of a Critical Shortage will be determined solely in the discretion of City. In the event of a Critical Shortage, City will act in good faith to modify or suspend, rather than terminate, this Agreement if/when reasonably practical in the judgment of the City. Any reduction or suspension of School Resource Officer services due to a Critical Shortage will result in a corresponding reduction in costs the District pays to City.

SECTION 4 **MISCELLANEOUS**

4.1 NOTICE. Any notice, demand, or communication to the District shall be addressed to the Superintendent at:

Superintendent of Schools
Special School District Number 6
South St. Paul, MN 55075

Any notice, demand, or communication to City shall be addressed to the City Administrator at:

City Administrator
City of South St. Paul
125 3rd Avenue North
South St. Paul, MN 55075

4.2 SCOPE. It is agreed that the entire agreement of the parties is contained herein and this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof. This Agreement may not be altered, changed, or amended except by an instrument in writing, signed by all parties.

4.3 BINDING AGREEMENT. The parties mutually recognize and agree that all terms and conditions of this Agreement shall be binding upon the parties and the successors and assigns of the parties.

4.4 GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

4.5 COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, District and City have executed this Agreement effective as of the day and year first stated above. This Agreement shall not become effective unless and until it is approved by the City Council and the School Board and is signed by the representatives listed below.

[remainder of page intentionally blank]

CITY OF SOUTH ST. PAUL


James P. Francis, Mayor

ATTEST:


Deanna Werner, City Clerk

SPECIAL SCHOOL DISTRICT NUMBER 6

John Raasch, School Board Chair

EXHIBIT A

SOUTH ST. PAUL POLICE DEPARTMENT POSITION DESCRIPTION

Civil Service Classification: Classification V -- Police Officer

Position Title: School Resource Officer

Department: Police

Reports To: Police Commander and Chief of Police

Revised: October 2002
May 2008

The mission of the South St Paul Police Department is to ensure public safety and provide assistance to the community through prompt response, thorough investigation, pro-active policing and community involvement. We are committed to the values of integrity, professionalism and courtesy.

Primary Purpose of the Position:

The School Resource Officer (SRO) assists in carrying out the mission of the Police Department (Department) by employing community policing strategies to foster effective working relationships with educational staff, students, parents and other community members in order to help provide a safer and more orderly school environment in which educators are free to devote their time to teaching and students have greater opportunities to learn. As an on-site public safety specialist trained to not only provide an immediate response to life-threatening situations but also to ensure that laws are enforced when illegal activities occur, the SRO helps provide for the day-to-day safety and security of the school community. The SRO addresses crime and disorder problems and focuses attention on gangs and drug activities occurring in and around the schools. The SRO takes action with students, intruders and unwanted visitors to maintain safety and order.

Major Position Functions:

- Responds on or off duty to police calls and emergencies as directed.
- The School Resource Officer is an employee of the City of South St. Paul and acts in accordance with all police department policies and procedures. The SRO reports to a police department supervisor and is subject to the Department's chain of command.

- The SRO is first and foremost a police officer and as such assumes primary responsibility for handling all calls for service from South St. Paul High School and coordinates the response of other police resources to the school.
- Investigates and takes enforcement action on crimes and disorder problems, gangs, and drug activities affecting or occurring in and around South St. Paul High School and the surrounding neighborhood.
- Works to assure a safe and orderly school climate by also paying attention to and targeting lower profile issues such as “put-downs”, “trash talk”, bullying, insults and other forms of intimidation.
- Acts as a liaison between the school and the Department providing information to students and school personnel about law enforcement matters. Provides information to the appropriate investigative units about crimes or leads that come to his or her attention.
- Works closely with school officials to foster a solid working relationship and maintains a regular line of communication with the designated on-site school official having authority over the SRO on non-law enforcement issues.
- Supports, encourages and participates in activities already in existence in the school community including, but not limited to:
 - < Takes an active role in the *Restorative Justice Council* operating in the schools repairing harm, providing conflict mediation and support to victims and offenders alike. Serves as the *Council’s* liaison with law enforcement.
 - < Assists the *Community Action Council* Family Support Workers as appropriate.
 - < Assists in the establishment and encouragement of *Peer Court*.
 - < Actively participates in the mentorship program at the junior/senior high and helps recruit other members of law enforcement interested in becoming mentors.
 - < Serves as a resource to such student organizations as *Key Club* and student government.
- Works closely with Dakota County Community Corrections on supervision and truancy concerns to ensure that troubled youth get the kind of intensive supervision they need.
- Responsible for working closely with school officials on the development and maintenance of school crisis and emergency management plans.
- Since the SRO is likely to be a first responder in the case of critical incidents occurring at the high school and has knowledge of the operation and layout of the school, he or she is expected to play a central role in the development and coordination of interagency plans for critical incident management involving law enforcement, fire, rescue and EMS.

- Uses crime prevention strategies to identify factors in the physical environment of the school that may contribute to crime or disruptive behavior and suggests and develops plans to deal with those factors.
- Develops and implements crime and violence prevention programs and strategies for students and staff.
- Develops and expands crime prevention efforts for students. Provides students with opportunities to get involved in crime prevention activities and take a meaningful role in addressing problems in their community and school.
- Collaborates with teachers to develop a wide variety of classroom presentations that support the educational mission and provide opportunities for the SRO to interact with a broad spectrum of students in a setting conducive to building positive relationships.
- Serves as a resource and referral point between students, parents, teachers and staff and the criminal justice system.
- As the Department's representative in the high school, the SRO maintains high visibility in the school and is aware of his or her standing as a role model. The SRO seeks opportunities for positive interactions with students and is available as a mentor and counselor.
- Becomes involved in school and outside youth activities in order to understand special problems of youth and how they may be positively addressed. The SRO participates in community events, as requested and authorized by the Department, and is available for presentations to school and community groups.
- Provides services to other schools in the district (including the teaching of D.A.R.E.) as requested and authorized by the Department.
- Checks in daily with his or her Department supervisor and keeps superior officers advised of developments and of all unusual or sensitive occurrences.
- Improves and maintains individual police skills, including physical conditioning. Stays current with all required training and maintains all required certifications (e.g. firearms qualification, first aid, use of force, etc.) Stays abreast of developments in the police fields and changes in related statutes, ordinances and case law.
- Conducts and carries himself or herself in a professional manner. Maintains a neat and well-groomed appearance. Copes with difficult situations in a courteous and tactful manner.
- Prepares and submits a daily activity log and submits all required reports, citations, forms and other paperwork in a timely manner.

- When school is not in session the SRO is assigned to other duties as needed and performs the Major Position Functions required by the nature of that assignment.
- Performs the duties of the Police Officer Position assigned to patrol as needed.
- Must be able to act appropriately in threatening situations and must be prepared to use force, including deadly force, when justified.
- Exercises care in the use of Department and school facilities and equipment. Returns equipment to its designated location after use. Reports damage, loss or improperly operating equipment to an immediate supervisor. Monitors and reports on vehicle condition and appearance. Requests necessary repairs. Restocks vehicle with supplies as needed. Drives with due regard for safety and wear and damage to vehicle.
- Performs all other duties and assumes all other responsibilities as are assigned or delegated by a superior officer.

Extent Of Supervision Or Guidance Provided:

- Under the direct supervision of a Police Commander but subject to the chain of command.
- Takes direction from the designated on-site school official for non-law enforcement school-related issues.

Responsibility For Public Contact:

- Daily and continuous, requiring a high degree of tact, courtesy and sound judgment.

Directly Supervises:

- No regular supervisory responsibilities.

Knowledge, Skills and Abilities:

- Able to perform the major job functions and possess the knowledge, skills and abilities required of the Police Officer assigned to patrol.
- Working knowledge of city ordinances and state and federal laws and rules of evidence as applicable to law enforcement.
- Technical knowledge and ability to perform standard operating procedures required in daily law enforcement operations.

- Familiarity with advancements, types and uses of firearms, communication and computer equipment, automotive and other types of equipment used in police work.
- Familiarity with scientific methods of crime detection, criminal identification, the use of police records and their applications.
- Ability to effectively utilize human relations skills and abilities in resolving disputes and problems through verbal and non-verbal communication.
- Ability to work professionally with other employees and to deal with the public in a courteous, tactful manner.
- Ability to communicate ideas and explanations clearly in English, both orally and in writing.
- Ability to write clear and concise reports.
- Ability to evaluate situations, innovate, improvise as necessary, and adapt rapidly to changing circumstances.
- Ability to sit and stand for long periods of time.
- Ability to walk or run on slippery surfaces.
- Ability to chase suspects on foot over all types of ground conditions and over fences and walls.
- Ability to climb stairs and ladders and climb over or crawl under objects.
- Possess the necessary cardiovascular capability for rapid stair climbing and other strenuous activity, in all weather conditions, while wearing body armor and other equipment.
- Ability to make arrests if an offender is resisting.
- Ability to administer first aid and assist the Fire Department as necessary.
- Ability to assist in lifting and carrying a stretcher with a person on it.
- Ability to have sufficient grip strength to handle equipment, weapons and suspects.
- Ability to drive a squad car for long periods of time, at high speeds, in congested traffic, day and night, in all environmental conditions.
- Ability to enter and exit a squad car frequently during the course of a shift, often with speed of movement.

- Ability to balance self while handling weighted equipment.
- Ability to lift or carry equipment from floor to overhead.
- Ability to kneel and to crouch balanced without support.
- Ability to crawl about on hands and knees with weight on his or her back.
- Ability to push and pull objects using total body movements.
- Ability to walk long distances.
- Ability to move around with a combination of weighted gear and equipment and with the weight of an injured person.
- Ability to acquire skill in the use and care of firearms sufficient to meet qualification standards.
- Ability to hear within normal hearing range with capability to hear and understand spoken English delivered at a normal conversational level.
- Ability to read road signs, house numbers, license plates, etc. day and night. Possess visual acuity correctable to read common documents and allow the accurate aiming of firearms.
- Ability to work under stress and pressure.

Working Conditions:

- Work takes place primarily in an office or classroom setting.
- Approximately 25% of the work may take place in the field.
- Subject to all of the working conditions of the Police Officer position.

Minimum Qualifications:

- Member of the South St. Paul Police Civil Service.
- Citizen of the United States of America.
- Possess a valid Minnesota Peace Officer License.
- Possess a driver's license valid in the State of Minnesota.
- Authorized to carry firearms while on duty.
- Able to meet all of the standards and requirements and perform all of the duties of the classification of Police Officer.

Desirable Qualifications:

- Ability to effectively interact with school professional staff, parents and students.
- Ability to effectively communicate with all sorts of people on a personal level and in a public speaking setting.
- Experience investigating criminal cases, particularly those dealing with juveniles
- Experience and interest in crime prevention strategies.
- Experience in Restorative Justice Process, Family Group Conferencing or similar resources.
- Certified as a D.A.R.E instructor.



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Meeting Date: Monday, September 9, 2024
Place on Agenda: Work Session
Action Requested: Discussion
Attachment: Resolution – Federal Micro-Purchasing Policy Addendum

Topic: Federal Micro-Purchasing Policy
Presenter(s): Brady Hoffman, Director of Finance
<p>The attached resolution is to increase the district’s micro-purchase threshold for federal funds from \$10,000 to \$25,000.</p> <p>Background: Under the Uniform Grant Guidance (UGG) for federal funds, the micro-purchase threshold is \$10,000. This means that for any purchase over \$10,000 with federal funds we are required to obtain multiple quotes from qualified sources. Under MN Statute, the threshold for requiring multiple quotes is \$25,000. Federal guidance allows entities to establish a higher micro-purchase threshold up to \$50,000.</p>
<p>Recommendation:</p> <p>The administration recommends raising the threshold to align with Minnesota Statutes in order to streamline purchasing processes within the district.</p>
<p>Alternatives:</p> <p>N/A</p>

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EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
SPECIAL SCHOOL DISTRICT No. 6
(South St Paul)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a School Board meeting of Special School District No. 6, State of Minnesota, was held on September 23, 2024 at 6:00 PM., for the purpose, in part, of approving an increase to the Special School District No. 6's federal Micro-purchase threshold of \$10,000 to \$25,000 to be consistent with Minnesota Stat. § 471.345, subd. 5, as allowed by 2 CFR § 200.320(a)(1)(iv), for the acquisition of property or services under a Federal award.

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING THE INCREASE OF THE FEDERAL MICRO-PURCHASE
THRESHOLD OF \$10,000 TO \$25,000 TO BE CONSISTENT WITH MINNESOTA
STATUTE § 471.345, SUBD. 5, AS ALLOWED BY 2 CFR § 200.320(a)(1)(iv), FOR THE
ACQUISITION OF PROPERTY OR SERVICES UNDER A FEDERAL AWARD.**

BE IT RESOLVED by the School Board of Special School District No. 6, State of Minnesota, as follows:

WHEREAS, Special School District No. 6 entering into an agreement for the sale or purchase of supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property must abide by the Minnesota statutes relating to contracting and bidding.

Minn. Stat. § 471.345, the Uniform Municipal Contracting Law, was established to provide dollar limits for all municipalities upon contracts which shall or may be entered into on the basis of competitive bids, quotations, or purchase or sale in the open market. Minn. Stat. § 471.345. Generally, the following thresholds apply:

1. For contracts over \$175,000 – sealed bids, solicited by public notice and subject to the particular requirements of the governmental subdivision.
2. For contracts from \$25,000 to \$175,000 – sealed bids or direct negotiation, with two quotations whenever possible.
3. For contracts of \$25,000 or less – open market or quotations (with at least two contract quotations, if practicable).

WHEREAS, **Special School District No. 6** must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this **2 CFR § 200.318**, for the acquisition of property or services required under a Federal award or subaward.

WHEREAS, all procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of **2 CFR § 200.319** and **2 CFR § 200.320**.

2 CFR § 200.320 Methods of Procurement to be followed:

1. For contracts over the Simplified Acquisition Threshold, generally defined as \$250,000 in the Federal Acquisition Regulations (FAR) – formal procurement methods such as sealed bids or proposals are appropriate.

2. For contracts determined to be “small purchases”, that is the aggregate dollar amount of which is higher than the micro-purchase threshold and smaller than the Simplified Acquisition Threshold, price or rate quotations must be obtained from an adequate number of qualified sources.
3. For contracts determined to be “Micro-purchases”, currently defined in the Federal Acquisition Regulations (FAR) as \$10,000 or less– Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity.

WHEREAS, 2 CFR 200.320 (a)(1)(iv) allows for **Special School District No. 6** to increase their micro-purchase threshold up to \$50,000. Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The **Special School District No. 6** may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with 2 CFR § 200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of a higher threshold consistent with State law.

THEREFORE; BE IT RESOLVED that the **School Board** approves an increase to the **Special School District No. 6**’s federal Micro-purchase threshold of \$10,000 to \$25,000 to be consistent with Minnesota Stat. § 471.345, subd. 5, as allowed by 2 CFR § 200.320(a)(1)(iv), for the acquisition of property or services under a Federal award.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and, upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

COUNTY OF DAKOTA

I, the undersigned, being the duly qualified and acting Clerk of Special School District No. 6, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of Special School District No. 6, held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of increasing the federal micro-purchase threshold from \$10,000 to \$25,000 to be consistent with Minnesota Stat. § 471.345, subd. 5, as allowed by 2 CFR § 200.320(a)(1)(iv), for the acquisition of property or services under a Federal award.

WITNESS MY HAND officially as such Clerk this 23rd day of September 2024.

Clerk
Special School District No. 6



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Meeting Date: Monday, September 23, 2024
Place on Agenda: Work Session and Regular Meeting
Action Requested: Approval
Attachment: 2024 Payable 2025 Proposed Levy Summary

Topic: 2024 Payable 2025 Proposed Levy
Presenter(s): Brady Hoffman, Director of Finance
Background: <p>At the Work Session, we will review information regarding our 2024 Payable 2025 Proposed Levy Certification. This proposed certification is for taxes payable in calendar year 2025 and is revenue for the 2025-2026 school year. We are recommending we approve the proposed levy at “Maximum”. Proposed levies for school districts carry the option of levying the “Maximum” versus a specific amount due to continuing updates by the Department of Education. This “Maximum” option protects school districts whose levies may increase. Levying a specific dollar amount prevents further increases.</p> <p>We are required to certify our Proposed Levy to the County Auditor by September 30, 2024. The information submitted to the County Auditor is the information used for the proposed property taxes mailed to each taxpayer in November.</p> <p>Truth in Taxation statutes require a hearing be conducted during regular school board meetings. The statute also requires that the date and time of the regular school board meeting when hearings are scheduled be announced at the time the proposed levy is certified.</p> <p>The Truth in Taxation hearing will be held during the regular board meeting on December 9, 2024, at 6:00 pm.</p>
Recommendation: <p>Approval of 2024 Payable 2025 Proposed Levy</p>
Alternatives: <p>N/A</p>

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South St Paul Public Schools
Proposed Payable 2025 Levy

9/17/2024

Fund Levy Category	FINAL Payable 2024	PROPOSED Payable 2025	Dollar Change	Percent Change
<u>General Fund:</u>				
Referendum	\$ 6,004,307	\$ 5,792,549	\$ (211,758)	
Local Optional	1,993,189	2,002,314	9,125	
Equity	220,698	220,729	31	
Transition	87,948	82,963	(4,985)	
Capital Projects Referendum	940,514	988,603	48,089	
Operating Capital	313,212	317,304	4,092	
Alternative Teacher Compensation	272,061	254,901	(17,160)	
Achievement and Integration	176,069	171,807	(4,262)	
Reemployment Insurance	25,000	30,000	5,000	
Safe Schools	108,466	102,318	(6,148)	
Safe Schools Intermediate	45,194	42,632	(2,562)	
Career and Technical	63,521	93,431	29,910	
Long Term Facilities Maintenance	714,782	625,631	(89,151)	
Building/Land Lease	626,847	640,885	14,038	
Capital Facilities Bonds	(176,715)	-	176,715	
Adjustments/Abatements	(20,317)	(146,564)	(126,247)	
Total General Fund	\$ 11,394,776	\$ 11,219,504	\$ (175,272)	-1.54%
<u>Community Service Fund:</u>				
Basic Community Education	\$ 115,757	\$ 102,610	\$ (13,147)	
Early Childhood Family Education	61,821	62,197	376	
Home Visiting	2,931	2,776	(155)	
School Age Care - Disabled	200,000	225,000	25,000	
Adjustments/Abatements	(133,716)	29,013	162,729	
Total Community Service Fund	\$ 246,793	\$ 421,595	\$ 174,802	70.83%
<u>Debt Service Fund:</u>				
Initial Debt Service	\$ 3,203,340	\$ 3,587,640	\$ 384,300	
Capital Facilities Bonds	176,715	-	(176,715)	
Reduction for Debt Excess	(168,952)	(201,964)	(33,012)	
Adjustments/Abatements	28,821	611	(28,210)	
Total Debt Service Fund	\$ 3,239,924	\$ 3,386,287	\$ 146,363	4.52%
Total All Levies	\$ 14,881,493	\$ 15,027,386	\$ 145,893	0.98%



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Meeting Date: September 23, 2024

Place on Agenda: Regular Agenda/Business Items

Action Requested: Approval

Attachment: Acceptance of Gifts Resolution

Topic: Acceptance of Gifts Resolution
Presenter(s): Brady Hoffman, Finance Director
Background: Per school board policy, the School Board may receive and accept , for the benefit of the school district, bequests, donations of money or gifts for any purpose. All gifts received by the District must comply with applicable fire codes, health guidelines, and safety regulations (i.e. furniture, technology, and appliances).
Recommendation: Administration recommend the approval of the Acceptance of Gifts Report
Alternatives: Do not approve the Acceptance of Gifts Report and direct administration with next steps.

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Board Meeting Date: September 23, 2024

Acceptance of Gifts Resolution

Monetary

Donation Amount	Designated To	Donation From	Purpose
\$1,750	Secondary Athletics	Croatian Hall	Softball

Value in Kind

Donation Item	Designated To	Donation From	Purpose
Synthetic pitching mound for the HS North baseball field	Secondary Athletics	SSP Youth Baseball	Baseball



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Meeting Date: September 23, 2024

Place on Agenda: Work Session, Business Meeting

Action Requested: Approval

Attachment: None

Topic: Approval of community representative for the relicensure committee
Presenter(s): Brian Zambreno
Background: <p>This request asks the board to approve, retired teacher Beth Johnson, to serve as the community representative for the teacher relicensure committee. This appointment fulfills one of the key requirements outlined in the Minnesota Department of Education (MDE) bylaw template. As mandated, the committee must include one individual who is a resident of the district but is not employed by the school district. Beth Johnson, will assume this important role and contribute to the committee’s efforts in ensuring teacher re-licensure compliance and supporting professional development.</p> <p>This appointment reflects the board's commitment to maintaining a well-rounded committee that meets state guidelines and supports the educational needs of the district.</p>
Recommendation: <p>Administration recommends the approval of Beth Johnson as the community representative on the Teacher Licensure Committee.</p>
Alternatives: <p>Do not approve and direct administration with next steps.</p>

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