



## South St. Paul School Board Meeting

Monday, August 25, 2025 6:00 PM

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

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### I. ROLL CALL and PLEDGE OF ALLEGIANCE

### II. APPROVAL OF MEETING AGENDA/MINUTES

II.A. School Board Meeting Agenda, August 25, 2025

II.B. Work Session and Regular Meeting Minutes for July 28, 2025,  
and Work Session Minutes for August 11, 2025

### III. QUALITY-IN-ACTION and REPORTS

III.A. **Quality-in-Action:** Building Principals and program leaders will  
provide a highlight of the upcoming 2025-26 school year.

III.B. **Report:** Chair Kim Humann will highlight the Stakeholder  
Comments to the Board submissions. (K. Humann)

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

III.D. **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  
Brand Refresh Logos and Executive Summary (L. Brandecker)

VI.B. Approval, for the South St. Paul School Board to approve the  
Continuing Teacher Contracts as presented for 2025-26. (C. Cook)

### VII. INFORMATIONAL ITEMS

VII.A. **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 - July 28, 2025

The School Board Work Session for South St. Paul Public Schools, Special School District 6, was held in the City Hall Conference Room on Monday, July 28, 2025. Chair Kim Humann called the meeting to order at 5:00 PM with six Board members present: T. Felton, Duffy, Weber, W. Felton, Claflin, and Humann. Director Cumings was absent. Superintendent Dr. Brian Zambreno and several staff members were also present.

#### **Finance**

*Independent Employee Agreements – 2025–26 School Year* - Ra Chhoth, Executive Director of Finance, presented recommended changes to the Independent Employee Agreements for the 2025–26 school year. All proposed changes were within the salary and benefit parameters previously established by the School Board.

*Long Term Facilities Maintenance Revenue – Plan Approval* - Ra Chhoth also presented the annual Long Term Facilities Maintenance (LTFM) revenue plan. As part of a program established during the 2015 legislative session, the LTFM funding stream replaced the former Health and Safety and Deferred Maintenance programs. In order to qualify for LTFM revenue, the district must submit a Board-approved 10-year facilities maintenance plan to the Minnesota Department of Education by July 31 each year. Mr. Chhoth reviewed the revenue calculation, which included estimated funding projections for the next ten years, as well as the related expenditure plan outlining anticipated costs over the same period.

#### **Communication**

*Branding Update* - Lisa Brandecker, Manager of Administrative Services and Communications, provided an update on the district-wide branding refresh initiative. The refresh aims to strengthen the district's visual identity and align with the new vision, values, and strategic direction. Key components include updates to the district logo, color palette, font styles, and messaging tone to ensure consistency across digital communications, signage, and print materials.

The process is informed by feedback from staff, families, students, and coaches. Stakeholders expressed strong pride in the district's traditions and indicated a desire for greater inclusivity and modernization. Core elements including the maroon color, the bull mascot, and the "South St. Paul Packers" identity will be retained. The refresh also addresses ADA accessibility, visual clarity, and copyright compliance.

Board members reviewed draft logo concepts and the updated color palette. Members provided feedback, and ongoing engagement and refinement will continue. Final designs will be introduced through a phased rollout beginning in fall 2025.

### **Public Relations and Community Engagement**

The School Board reviewed the upcoming Calendar of Events and explored opportunities to collaborate with students, staff, families, and the greater South St. Paul community to further the district's mission and vision.

### **Committee Updates**

Board members provided updates to the various committees they serve on.

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### **Adjourn**

The South St. Paul School Board adjourned the July 28, 2025, work session at 5:46 PM.

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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

July 28, 2025

The regular meeting of the School Board, Special School District No. 6, South St. Paul, was held in the City Hall Conference Room on Monday, July 28, 2025. Chair Kim Humann called the meeting to order at 6:00 PM with six Board members present for roll call: T. Felton, Duffy, Weber, W. Felton, Claflin, and Humann. Director Cumings was absent. Superintendent Dr. Brian Zambreno and several staff members were also present.

#### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

#### **MINUTES**

By Director Claflin

Seconded by Director Duffy

The South St. Paul School Board approves the July 28, 2025, School Board meeting agenda as well as the work session and regular meeting for June 23, 2025.

Motion carried (6-0)

#### **QUALITY-IN-ACTION AND REPORTS**

*Quality-in-Action* - Robin Schwab, Assistant Principal for State-Approved Alternative Programs, highlighted the academic programming offered this summer.

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

*Work Session Report* - Highlights were provided of the School Board's discussion at their work session meeting this evening.

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

#### **CONSENT ITEMS**

By Director Weber

Seconded by Director W. Felton

A. Financial Claims - Bills Payable

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

Motion Carried (5-1)

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## **BUSINESS ITEMS**

By Director Claflin

Seconded by Director Weber

Approval, for the South St. Paul School Board to approve the FY27 Long-Term Facilities Maintenance Ten-Year plan in accordance with Minnesota Statutes 2022, section 123B.595.

Motion Carried 6 yeas - W. Felton, Claflin, T. Felton, Duffy, Weber, Humann  
0 nays -

By Director Weber

Seconded by Director Claflin

Approval, for the South St. Paul School Board to approve the 2025-26 Independent Employee Agreements.

Motion carried (6-0)

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## **INFORMATIONAL ITEMS**

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

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## **ADJOURN**

By Director Duffy

Seconded by Director T. Felton

Approval, for the South St. Paul School Board to adjourn the July 28, 2025, meeting at 6:41 PM.

Motion carried (6-0)

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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**

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Work Session - August 11, 2025

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, August 11, 2025. Chair Kim Humann called the meeting to order at 5:00 PM with seven Board members present: Claflin, Cumings, Duffy, W. Felton, Weber, T. Felton, and Humann. Superintendent Dr. Brian Zambreno and several staff members were also present.

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#### **Staffing Update**

Superintendent Zambreno provided a brief update on staffing for the 2025–26 school year as preparations continue for the start of the year. He also introduced Sofia Bossard, the new principal of Lincoln Center. Ms. Bossard shared her personal and professional background, giving the board an overview of her experiences and the perspective she brings to the role. She expressed her excitement about joining South St. Paul and her commitment to supporting students, staff, and families in her new role.

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#### **Brand Refresh Update**

Lisa Brandecker, Manager of Administrative Services and Communications, along with Communications Specialist Danette Childs and Ashley Winter from CEL, presented an update on the district's ongoing Brand Refresh initiative. The purpose of this work is to strengthen South St. Paul Public Schools' visual identity and align it more closely with the district's new mission, vision, and strategic plan.

The presentation highlighted updates to the district's logo, mascot, and color palette, emphasizing consistency, accessibility, and modernization while preserving the pride and tradition that define the South St. Paul identity. The refresh addresses factors such as ADA compliance requirements, marketing and competitiveness, and copyright considerations. Engagement sessions with staff, families, coaches, and community members informed the process, with strong feedback emphasizing Packer pride, the importance of "South" in South St. Paul, and a desire for both tradition and inclusivity.

The Board reviewed updated design concepts for the district and mascot logos and engaged in thoughtful discussion, asking clarifying questions and providing overall support for the proposal. While no formal action was taken at the work session, the Board will receive the full proposal for formal presentation and approval at its regular meeting on August 25. If approved, the refreshed brand will be implemented in time for the district's Opening Days program on August 26, with a phased rollout to follow.

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#### **Department Update**

The District Executive Leadership Team shared brief updates on key initiatives and current activities within each department.

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**Recess**

The School Board recessed the work session at 6:25 PM for the Stakeholder Comments to the Board session.

There were no attendees or online submissions for this evening's Stakeholder Comments to the Board session.

The Board reconvened their work session at 6:35 PM.

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**Public Relations and Community Engagement**

The School Board discussed opportunities to collaborate with students, staff, families, and the broader South St. Paul community to advance the district's mission and vision.

**Committee Updates**

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

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**Adjourn**

The South St. Paul School Board adjourned their August 11, 2025, work session at 6:45 PM.

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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.

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**SOUTH ST. PAUL PUBLIC SCHOOLS**  
School Board Agenda Item

**Place on Agenda:** Reports

**Action Requested:** None

**Attachment:** None

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

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## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Place on Agenda:** Reports

**Action Requested:** None

**Attachment:** None

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



**Meeting Date:** August 25, 2025

**Place on Agenda:** Consent Items

**Action Requested:** Approval

**Attachment:** Financials – Bills Payable

<b>Topic:</b> Financials – Bills Payable
<b>Presenter(s):</b> Chair
<b>Background:</b>  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.
<b>Recommendation:</b>  Administration recommends the approval of the attached financial statement.
<b>Alternatives:</b>  N/A

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NUMBER	TYP	AMOUNT	DATE	VENDOR
208928	R	54.64	07/30/2025	DS ERICKSON & ASSOCIATES PLLC
208929	R	438.50	07/30/2025	LOCAL #70
208930	R	232.50	07/30/2025	MINNESOTA CHILD SUPPORT PAYMENT CENTER
208931	R	64.00	07/30/2025	NCPERS GROUP LIFE INS
208932	R	240.25	07/30/2025	OFFICE AND PROF EMPLOYEES UNION
208933	R	5.00	07/30/2025	SOUTH ST PAUL OPEN FOUNDATION
208934	R	60.00	07/30/2025	SOUTH ST PAUL EDUCATION FOUNDATION
208936	R	558.00	08/01/2025	ADWEAR SPECIALTIES INC
208937	R	2,836.20	08/01/2025	AMAZON CAPITAL SERVICES
208938	R	3,562.65	08/01/2025	CANON FINANCIAL SERVICES
208939	R	5,400.00	08/01/2025	CEL PUBLIC RELATIONS INC
208940	R	126.73	08/01/2025	CINTAS
208941	R	65.00	08/01/2025	CITICARGO & STORAGE
208942	R	448.00	08/01/2025	CRAWFORD DOOR SALES
208943	R	1,318.25	08/01/2025	EARL F ANDERSON INC
208944	R	83,337.50	08/01/2025	EGAN
208945	R	245.29	08/01/2025	GENERAL PARTS INC
208946	R	3,841.14	08/01/2025	GRAPHIC EDGE DBA GAME ONE
208947	R	482.80	08/01/2025	GRAYBAR
208948	R	12,100.00	08/01/2025	HAWKEYE BUILDING AUTOMATION
208949	R	8,689.20	08/01/2025	HEAVY METAL WELDING & FABRICATIONS
208950	R	750.00	08/01/2025	KASEYA US LLC
208951	R	108.00	08/01/2025	LILY OF THE LIGHT LLC
208952	R	1,275.00	08/01/2025	MEDICINE LAKE TOURS
208953	R	590.00	08/01/2025	MILLER, DEBRA
208954	R	4,037.55	08/01/2025	MILTEER, JOEL
208955	R	580.00	08/01/2025	MN DEPT OF LABOR & INDUSTRY
208956	R	508.11	08/01/2025	MTI DISTRIBUTING COMPANY
208957	R	5,644.24	08/01/2025	NEO ELECTRIC SOLUTIONS
208958	R	77.70	08/01/2025	NETWORK SERVICES COMPANY
208959	R	5,055.55	08/01/2025	NORTHLINE TRANSPORTATION
208960	R	1,679.17	08/01/2025	PITNEY BOWES INC
208961	R	376.03	08/01/2025	PITNEY BOWES INC PURCHASE POWER
208962	R	17,873.28	08/01/2025	POWERSCHOOL GROUP LLC
208963	R	68.38	08/01/2025	PROFESSIONAL WIRELESS COMMUNICATIONS
208964	R	7,444.70	08/01/2025	REALLY GREAT READING COMPANY LLC
208965	R	27,051.50	08/01/2025	RENAISSANCE LEARNING INC
208966	R	35,989.00	08/01/2025	RISK PROGRAM ADMINISTRATORS
208967	R	939.50	08/01/2025	SCHOOL HEALTH CORPORATION
208968	R	268.96	08/01/2025	SHERWIN WILLIAMS CO
208969	R	709.62	08/01/2025	TESSMAN SEED COMPANY
208970	R	159,793.00	08/01/2025	TRAFERA HOLDINGS LLC
208971	R	1,500.00	08/01/2025	WHIRLYBALL TWIN CITIES
208972	R	3,500.00	08/01/2025	ZEARN
209025	R	748.80	08/12/2025	ADWEAR SPECIALTIES INC
209026	R	10,078.19	08/12/2025	ALLSTREAM
209027	R	1,178.04	08/12/2025	AMAZON CAPITAL SERVICES
209028	R	6,060.00	08/12/2025	AMPERSAND THERAPY LLC
209029	R	4,955.69	08/12/2025	ARVIG
209030	R	1,725.48	08/12/2025	BIX PRODUCE COMPANY
209031	R	5,850.00	08/12/2025	CESO FINANCE LLC
209032	R	475.35	08/12/2025	CINTAS
209033	R	32.30	08/12/2025	CLASSEN, GLORIA
209034	R	211.50	08/12/2025	COMPUTER INTEGRATION TECHNOLOGIES
209035	R	42.63	08/12/2025	CONTINUA INTERIORS OF MINNESOTA LLC
209036	R	53.70	08/12/2025	CULLIGAN-MILBERT COMPANY

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NUMBER	TYP	AMOUNT	DATE	VENDOR
209037	R	1,309.00	08/12/2025	DASH SPORTS LLC
209038	R	425.14	08/12/2025	EDUCATORS BENEFIT CONSULTANTS LLC
209039	R	644.36	08/12/2025	GRAPHIC EDGE DBA GAME ONE
209040	R	21.42	08/12/2025	HUESER, DARLENE
209041	R	154.75	08/12/2025	IMAGES BY DESIGN
209042	R	53,715.25	08/12/2025	INFINITE CAMPUS
209043	R	24,049.32	08/12/2025	KENDALL/HUNT PUBLISHING CO
209044	R	58.30	08/12/2025	KOCH, EMMA
209045	R	16.64	08/12/2025	KUEHN, KIMBERLY
209046	R	3.96	08/12/2025	LEPPLA, MIN
209047	R	605.00	08/12/2025	MASPA/STATE NEGOTIATORS
209048	R	10,447.58	08/12/2025	MINNESOTA STATE UNIVERSITY MANKATO
209049	R	4,640.79	08/12/2025	MUSKEGON HEIGHTS SOLAR LLC
209050	R	11,367.00	08/12/2025	PEAR DECK INC
209051	R	2,749.26	08/12/2025	PITNEY BOWES INC PURCHASE POWER
209052	R	180.00	08/12/2025	REPKE, JOSETTE
209053	R	290.50	08/12/2025	RINALDI, LINDA
209054	R	8.35	08/12/2025	RIVERSIDE INSIGHTS
209055	R	1,056.60	08/12/2025	SCHOOL SPECIALTY LLC
209056	R	40,668.00	08/12/2025	SKYWARD ACCOUNTING DEPT
209057	R	35.85	08/12/2025	SLOAN, HEATHER
209058	R	1,975.06	08/12/2025	ST PAUL BEVERAGE SOLUTIONS
209059	R	107.78	08/12/2025	STACK-JOHNSON, SUSAN
209060	R	10,108.53	08/12/2025	STANDARD INSURANCE COMPANY
209061	R	7,832.00	08/12/2025	SUNBELT STAFFING
209062	R	2,469.53	08/12/2025	T-MOBILE
209063	R	2,800.00	08/12/2025	TEAMWORKS INTERNATIONAL INC
209064	R	86,008.00	08/12/2025	TRAFERA HOLDINGS LLC
209065	R	6,205.88	08/12/2025	TRIMARK MARLINN LLC
209066	R	2,174.36	08/12/2025	UCP SEGUIN - MINNESOTA
209067	R	36,381.54	08/12/2025	XCEL ENERGY
209068	R	385,486.91	08/12/2025	MINNESOTA INSURANCE SCHOLASTIC TRUST
209069	R	438.50	08/15/2025	LOCAL #70
209070	R	232.50	08/15/2025	MINNESOTA CHILD SUPPORT PAYMENT CENTER
209071	R	240.25	08/15/2025	OFFICE AND PROF EMPLOYEES UNION
209072	R	5.00	08/15/2025	SOUTH ST PAUL OPEN FOUNDATION
209073	R	60.00	08/15/2025	SOUTH ST PAUL EDUCATION FOUNDATION
209074	R	2,330.00	08/13/2025	ARBITERSPORTS LLC
202500023	W	0.00	07/17/2025	MINNESOTA PAYROLL TAXES
202500024	W	94.52	07/17/2025	FEDERAL PAYROLL TAXES
202500025	W	110.03	07/17/2025	TEACHER RETIREMENT ASSOCIATION
202500026	W	69.42	07/24/2025	MINNESOTA PAYROLL TAXES
202500027	W	448.23	07/24/2025	FEDERAL PAYROLL TAXES
202500028	W	160.08	07/24/2025	PERA
202500029	W	40.41	07/24/2025	TSA/ACH DEDUCTION
202500030	W	204.93	07/24/2025	TEACHER RETIREMENT ASSOCIATION
202500031	W	0.00	07/17/2025	MINNESOTA PAYROLL TAXES
202500032	W	-94.52	07/17/2025	FEDERAL PAYROLL TAXES
202500033	W	-110.03	07/17/2025	TEACHER RETIREMENT ASSOCIATION
202500034	W	0.00	07/17/2025	MINNESOTA PAYROLL TAXES
202500035	W	94.52	07/17/2025	FEDERAL PAYROLL TAXES
202500036	W	110.03	07/17/2025	TEACHER RETIREMENT ASSOCIATION
202500037	W	27,710.41	07/30/2025	MINNESOTA PAYROLL TAXES
202500038	W	165,041.29	07/30/2025	FEDERAL PAYROLL TAXES
202500039	W	392.26	07/30/2025	MN DEPT OF REVENUE
202500040	W	7,138.10	07/30/2025	PERA

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NUMBER	TYP	AMOUNT	DATE	VENDOR
202500041	W	39,706.10	07/30/2025	TSA/ACH DEDUCTION
202500042	W	120,550.68	07/30/2025	TEACHER RETIREMENT ASSOCIATION
202500043	W	15,125.14	07/30/2025	MINNESOTA PAYROLL TAXES
202500044	W	90,286.94	07/30/2025	FEDERAL PAYROLL TAXES
202500045	W	28,553.73	07/30/2025	PERA
202500046	W	14,945.90	07/30/2025	TSA/ACH DEDUCTION
202500047	W	32,323.91	07/30/2025	TEACHER RETIREMENT ASSOCIATION
202500048	W	129.48	07/30/2025	MINNESOTA PAYROLL TAXES
202500049	W	1,211.92	07/30/2025	FEDERAL PAYROLL TAXES
202500050	W	842.59	07/30/2025	PERA
202500051	W	1.64	07/30/2025	TSA/ACH DEDUCTION
202500052	W	0.00	07/30/2025	TEACHER RETIREMENT ASSOCIATION
202500053	W	0.00	07/30/2025	MINNESOTA PAYROLL TAXES
202500054	W	0.00	07/30/2025	FEDERAL PAYROLL TAXES
202500055	W	40.41	07/31/2025	MINNESOTA PAYROLL TAXES
202500056	W	298.30	07/31/2025	FEDERAL PAYROLL TAXES
202500057	W	202.31	07/31/2025	PERA
202500058	W	16,271.48	08/15/2025	MINNESOTA PAYROLL TAXES
202500059	W	98,510.47	08/15/2025	FEDERAL PAYROLL TAXES
202500060	W	36,105.34	08/15/2025	PERA
202500061	W	15,022.76	08/15/2025	TSA/ACH DEDUCTION
202500062	W	28,131.70	08/15/2025	TEACHER RETIREMENT ASSOCIATION
202500063	W	55.65	08/07/2025	MINNESOTA PAYROLL TAXES
202500064	W	548.21	08/07/2025	FEDERAL PAYROLL TAXES
202500065	W	281.45	08/07/2025	PERA
202500066	W	27,264.96	08/15/2025	MINNESOTA PAYROLL TAXES
202500067	W	161,274.30	08/15/2025	FEDERAL PAYROLL TAXES
202500068	W	392.26	08/15/2025	MN DEPT OF REVENUE
202500069	W	6,283.20	08/15/2025	PERA
202500070	W	39,565.23	08/15/2025	TSA/ACH DEDUCTION
202500071	W	119,523.39	08/15/2025	TEACHER RETIREMENT ASSOCIATION
252600018	A	90.00	07/31/2025	AHSENMACHER WINTER, AMY
252600019	A	90.00	07/31/2025	ANDERSON, CHAD
252600020	A	90.00	07/31/2025	BERCHTOLD, JAMIE
252600021	A	976.68	07/31/2025	BOURG, LEAH
252600022	A	90.00	07/31/2025	BRANDECKER, LISA
252600023	A	90.00	07/31/2025	BRETOI, TERRENCE
252600024	A	90.00	07/31/2025	BURCKHARDT, CANDACE
252600025	A	90.00	07/31/2025	CHHOTH, RA
252600026	A	90.00	07/31/2025	CHILDS, DANETTE
252600027	A	90.00	07/31/2025	DANIELSON, JENNIFER
252600028	A	90.00	07/31/2025	FENTON, MARK
252600029	A	90.00	07/31/2025	HADJI, NIMO
252600030	A	90.00	07/31/2025	HANSEN, JODY
252600031	A	45.00	07/31/2025	JACOBS-BUSE, LINDA
252600032	A	90.00	07/31/2025	KRUEGER, BRADY
252600033	A	45.00	07/31/2025	LENTSCH, PETER
252600034	A	45.00	07/31/2025	LOUGH, LAWRENCE
252600035	A	90.00	07/31/2025	OCHOCKI, CHARLES
252600036	A	45.00	07/31/2025	OSTER, PATRICK
252600037	A	45.00	07/31/2025	PENMAN, MICHELLE
252600038	A	90.00	07/31/2025	PETERSON, LORI
252600039	A	45.00	07/31/2025	RYAN, ERIKA
252600040	A	90.00	07/31/2025	SCHWAB, ROBIN
252600041	A	90.00	07/31/2025	SEXAUER, JENNIFER
252600042	A	90.00	07/31/2025	TAYLOR MINER, MELANEE

CHECK CHE		CHECK		
NUMBER	TYP	AMOUNT	DATE	VENDOR
252600043	A	90.00	07/31/2025	TOURTELOTTE, NATALIE
252600044	A	45.00	07/31/2025	VANDERBILT, TONY
252600045	A	90.00	07/31/2025	WELLS, TRAVIS
252600046	A	90.00	07/31/2025	ZAMBRENO, BRIAN
252600047	A	90.00	07/31/2025	ZEHNDER, JEAN
252600049	A	695.00	08/01/2025	BAILEY, HENRY
252600050	A	15.00	08/01/2025	LAROSE, TYLER
252600051	A	105.47	08/01/2025	MASON, SARA
252600052	A	363.57	08/07/2025	BURCKHARDT, CANDACE
252600053	A	78.12	08/07/2025	CORNELL, JANE
252600054	A	1,211.48	08/07/2025	HOLSEN, ERIC
252600055	A	20.77	08/07/2025	LENARD, JANENE
		2,229,259.75	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	1,033,325.57	0.00	825,211.56	1,858,537.13
02	FOOD SERVICE	3,351.98	35.85	10,672.12	14,059.95
04	COMMUNITY EDUCATION	68,710.89	0.00	5,051.15	73,762.04
05	CAPITAL	1,650.36	0.00	277,608.36	279,258.72
50	ACTIVITY ACCOUNT	3,641.91	0.00	0.00	3,641.91
***	Fund Summary Totals ***	1,110,680.71	35.85	1,118,543.19	2,229,259.75

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

**CHECKRUNS**

<b>FUND</b>	<b>DESCRIPTION</b>	<b>July 24, 2025- August 20,2025</b>
1	GENERAL	\$ 1,858,537.13
2	FOOD SERVICE	14,059.95
4	COMMUNITY EDUCATION	73,762.04
5	CAPITAL	279,258.72
7	DEBT SERVICE	-
20	INTERNAL SERVICE	-
50	ACTIVITY ACCOUNTS	<u>3,641.91</u>
	TOTAL	\$ 2,229,259.75

<b>PAYROLL</b>		<b><u>7/30/2025, 8/15/2025</u></b>
Payroll Direct Deposit	900119012 -900119310	\$ 1,061,118.11



**SOUTH ST. PAUL PUBLIC SCHOOLS**  
School Board Agenda Item

**Meeting Date:** August 25, 2025

**Place on Agenda:** Consent Items

**Action Requested:** Approval

**Attachment:** Staffing

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

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**Certified**

**A. Appointments/Reassignments**

1. Erin Lyne- 0.4 FTE Stem Teacher, 0.6 FTE Building Sub, 1.0 FTE , Middle School, BA Step 9, effective August 18, 2025
2. Kaleigh Hammam- Counselor, 1.0 FTE , Middle School, MA Step 11, effective August 18, 2025
3. Megan Gavin- 0.6 FTE Spanish, 0.4 FTE Building Sub, 1.0 FTE , High School, MA Step 14, effective August 19, 2025
4. Charles Cook- Executive Director of Human Resources, District Office, effective August 14, 2025
5. Jacob Quade- Director of Technology, District Office, effective August 25, 2025
6. Di Ann Rundquist- TOSA: Special Education Lead Teacher, 1.0 FTE, MA+60 Step 20, Kaposia and Lincoln Center, effective August 7, 2025
7. Eric Holsen - 0.2 FTE Theater Teacher, , High School, MA Step 20, effective August 18, 2025
8. Anna Randt - 1.0 FTE Dean of Students, Community Learning Center, ED Specialist Step 14, effective August 18, 2025
9. Bethany Pankow - 0.9 FTE ECFE Parent Educator, Family Education Center, BA Step 3, effective August 25, 2025
10. Rebecca Welty - 0.22 FTE ABE Teacher, Central Square, BA Step 3, effective August 18, 2025
11. Laura Emitati- Special Education Teacher, 1.0 FTE, High School, effective August 25, 2025
12. Melanie Haber - 1.0 FTE Social Studies Teacher, Middle School, MA Step 2, effective August 18, 2025
13. Aleda Hinojos - 1.0 FTE Equity and Instructional Coach, Lincoln Center, MA+45 Step 20, effective August 18, 2025
14. Paige Levendusky - 1.0 FTE School Counselor, High School, MA Step 3, effective August 18, 2025

15. Sara Feldkamp- 1.0 FTE Preschool Teacher, Lincoln Center, BA Step 3, effective August 18, 2025

B. Resignations/Retirements/Leaves/Reductions/Other

1. Constance Barone - Resignation, Preschool Instructor, Lincoln Center, effective August 4, 2025
2. Shaylin Theisen - Leave of Absence, Occupational Therapist , Lincoln Center, effective 2025-26 School Year
3. Erin Roeske - Resignation, Kindergarten Teacher, Kaposia, effective August 22, 2025
4. Jennifer Sexauer - Resignation, Assistant Principal, Lincoln Center, effective August 22, 2025
5. Jacob Quade- Resignation, Director of Technology, District Office, effective August 25, 2025

**ATHLETICS 2025-26**

Freshman Volleyball Coach	Victoria Menzie	\$2821.00 (Flex)
Volleyball Middle School Coach	Renteria, LeAnne**	\$2,237.00 (Flex)
Football Assistant Coach	Erik Bjork	\$4000.00 (Booster Paid)
Football Assistant Coach	Emmanuel Torres	\$2237.00 (Booster Paid)
Football Volunteer Coach	Miller, Paul*	Volunteer
Hockey Girls Head Coach	Palmquist, David	\$6,628.00
Hockey Girls Varsity Asst Coach	Palmquist, Josh	\$4,532.00
Hockey Girls Varsity Asst/JV	Pietruszewski, Lauren*	\$4,532.00
Hockey Boys Head Coach	Palmquist, Zach**	\$6,628.00
Tennis Boys Head Coach	Hiers, Greg*	\$4,150.00
Soccer Boys Freshman Coach	Mendez, Ray**	\$2,821.00
Soccer Girls Middle School Coach	Fremstad, Emily	\$2,237.00

**ACTIVITIES 2025-26**

Pep Band Director – Fall	Hartman, Reed	\$1,670.00
Student Council Advisor - Middle School	Lowther, Lindsay	\$2,674.00 div. 4 = \$668.50
Student Council Advisor - Middle School	Coleman, Charmaine	\$2,674.00 div. 4 = \$668.50
Student Council Advisor - Middle School	Raasch, John	\$2,674.00 div. 4 = \$668.50
Student Council Advisor - Middle School	Ecklund, Connie	\$2,674.00 div. 4 = \$668.50
WEB Advisor	Lowther, Lindsay	\$1,760.00
WEB Advisor	Coleman, Charmaine	\$1,760.00

WEB Advisor	Raasch, John	\$1,760.00
WEB Advisor	Ecklund, Connie	\$1,760.00
Yearbook Advisor	O'Brien, Hannah	\$4,251.00

#### **ELEMENTARY SCHOOL 2025-26**

Lincoln - Art Club 50%	Spanjers, Kristen	\$1,192.00 - 50% = \$596.00
Lincoln - Art Club 50%	Roszak, Liz	\$1,192.00 - 50% = \$596.00
Lincoln - Elementary Vocal	Mast, Sam	\$1,192.00
Lincoln - Math Masters / Science Club	Stoebig, Emily	\$1,192.00
Lincoln - Geography / Science Club 2	Sierminski, Elizabeth	\$1,192.00
Lincoln - Lego League	Spanjers, Kristen	\$1,224.00
Lincoln - Lego League Junior	Borell, Deb	\$1,224.00
Lincoln - Safety Patrol	Bauer, Kim	\$1,582.00
Lincoln - Student Council Advisor 50%	Miller, Lori	\$1,224.00 - 50% = \$612.00
Lincoln - Student Council Advisor 50%	Griffith, Patrick	\$1,224.00 - 50% = \$612.00

Kaposia - Art Club	Daniels, Maren	\$1,192.00
Kaposia - Math Masters	Cin-Walker, Andrew	\$1,192.00
Kaposia - Geography	Croonquist, Jill	\$1,192.00
Kaposia - Lego League	Kopp, Kelly	\$1,224.00
Kaposia - Lego League Explorer/Junior	Gorman, Lisa	\$1,224.00
Kaposia - Lego League Explorer/Junior	Chirhart, Noel	\$1,224.00
Kaposia - Safety Patrol	Slagle, Kindra	\$1,582.00
Kaposia - Student Council Advisor	Johnson, Brenda	\$1,224.00

#### **AFFINITY GROUPS 2025-26**

Women's Society 9-12	Fremstad, Emilee	\$4,027.00
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### **VII.A.2 Staff Appointments, Resignations, Retirements, Terminations and Leaves**

**08/25/2025**

#### **Classified**

##### **A. Appointments/Reassignments**

1. Margaret Mickelson- Summer Kids Choice Assistant Substitute, Lincoln Center, **\$17.00 an hour**, effective June 13 - August 22, 2025
2. Audrey Paulson- Youth Gymnastics Assistant, Central Square, \$17.00 an hour, effective July 31, 2025
3. Thaddeus English- Special Education Assistant, Middle School, \$24.62 an hour, effective August 26, 2025
4. Kevin Kirk- Step 2 Night Cleaner, Secondary, \$25.47 an hour, effective TBD

5. Kelly Christner- PT Cleaner, Secondary, \$19.78 an hour, effective September 2, 2025
6. Alisha Nenovich- 0.6 FTE Speech Language Pathology Assistant, Kaposia, \$29.07 an hour, effective August 25, 2025
7. Margaret Julius- Special Education Assistant, High School, \$24.62 an hour, effective August 26, 2025
8. Kathryn Turner- Lead Cashier, Community Learning Center, \$19.88 an hour, effective August 26, 2025
9. Rebecca Potter- Special Education Assistant, Middle School, \$24.62 an hour, effective August 26, 2025
10. Laura Zonarich- Special Education Assistant, Middle School, \$24.62 an hour, effective August 26, 2025
11. Erik Bjork- Special Education Assistant, High School, \$24.62 an hour, effective August 26, 2025
12. Kayshiva Shaw- PT Cleaner, Lincoln Center, \$19.78 an hour, effective September 2, 2025
13. Maria Mira- Student Supervisor, Lincoln Center, \$17.97 an hour, effective September 2, 2025
14. Rebecca Cavallaro- Student Supervisor, Lincoln Center, \$17.97 an hour, effective September 2, 2025
15. Elizabeth Craig- PT Cleaner, Secondary, \$19.78 an hour, effective September 2, 2025
16. Paul Niemeyer- PT Cleaner, Kaposia \$19.78 an hour, effective September 2, 2025
17. Lori Trandem- Student Supervisor, Lincoln Center, \$17.97 an hour, effective September 2, 2025

B. Resignations/Retirements/Leaves/Reductions/Other

1. Anisha Solomon- Resignation, Special Education Assistant, Middle School, effective July 24, 2025
2. Jennifer Hayden - Resignation, Student Support Assistant, Lincoln Center, effective August 24, 2025
3. Raneesha Price-Presley - Resignation, Early Learning Assistant, Lincoln Center, effective August 7, 2025
4. Ben Becraft - Released, Finance Manager, District Office, effective August 15, 2025

5. Ryan Palm- Resignation, Student Supervisor, Kaposia, effective August 17, 2025
6. Kayla Ganje- Resignation, Elementary Office Assistant, Lincoln Center, effective August 29, 2025





**SOUTH ST. PAUL PUBLIC SCHOOLS**  
School Board Agenda Item

**Meeting Date:** August 25, 2025

**Place on Agenda:** Business Meeting

**Action Requested:** Approval

**Attachment:** Brand Refresh Executive Summary

<b>Topic:</b> Brand Refresh Proposal
<b>Presenter(s):</b> Lisa Brandecker, Manager of Administrative Services and Danette Childs, Communications Specialist
<b>Background:</b> <p>The Brand Refresh proposal highlights SSPPS's updated identity and will be presented by Lisa Brandecker, Manager of Administrative Services, and Danette Childs, Communications Specialist. The proposal includes a refreshed district logo, a modernized mascot logo, and an updated color palette. The familiar maroon remains central, with a gold accent added as a nod to history. More than a visual update, the brand refresh aligns our identity with the mission, vision, and priorities of the new strategic plan. It emphasizes consistent and professional communication across all platforms, including streamlined email signatures, standardized templates, and updated messaging. Informed by extensive feedback from students, families, staff, and community members, the refresh balances modernization with tradition and positions SSPPS to communicate more clearly, market more effectively, and build stronger community pride. The rollout will begin with digital and print materials, followed by a phased transition of uniforms, signage, and other permanent items during their natural replacement cycles.</p>
<b>Recommendation:</b> <p>Recommends the approval of the District Brand Refresh proposal.</p>
<b>Alternatives:</b> <p>Do not approve and direct administration with next steps.</p>



# Brand Refresh Executive Summary

## Purpose and Context

The South St. Paul Public Schools (SSPPS) brand refresh is a natural next step following the adoption of the new strategic plan. It ensures that our identity, our visuals, messaging, and tone, is aligned with our mission and guiding principles, providing a clear and consistent foundation for how we communicate, market, and share the SSPPS story with our community.

A brand refresh is more than updating logos or colors. It is a comprehensive update to how SSPPS presents itself both visually and verbally. It defines the language we use, the stories we tell, and the way our students, families, staff, and community experience our schools. The refresh brings clarity, consistency, and cohesion to every touchpoint including digital, print, and in-person, so that SSPPS shows up in a unified, professional, and engaging way.

This process has been shaped by robust community engagement. Input from students, families, staff, and community members, along with feedback gathered during the strategic planning process, informed each decision. This ensures the refreshed brand reflects both the values of our community and the direction of our district.

## Why Now

- **Strategic Alignment:** Ensures our brand reflects the mission, vision, and priorities of the strategic plan.
- **Marketing and Recruitment:** Families and staff are “shopping” for schools and workplaces. A modern, consistent brand highlights our strengths and positions SSPPS competitively.
- **Compliance and Legal Requirements:** Updates ensures ADA accessibility compliance by 2026 and resolve copyright concerns with the current mascot logo.
- **Modernization with Tradition:** Redesigned district and mascot logos that are contemporary and versatile while honoring tradition with maroon, a bull mascot, and a new gold accent which is a nod to our history.

## Process and Engagement

- Engagement sessions with staff, families, students, coaches, advisors, and community members.
- Insights gathered during the strategic planning process.
- Consistent feedback themes: preserve Packer Pride, emphasize “South” in South St. Paul, little attachment to the current apple logo, and a desire for a brand that is both timeless and inclusive.

## Key Updates

- **District Logo:** Bold initials for a modern, professional look.
- **Mascot Logo:** A refreshed bull design that is distinct, dynamic, and copyright-compliant.
- **Color Palette:** Expanded palette anchored in maroon, complemented by a new gold accent, and flexible secondary colors.
- **Messaging and Voice:** Clear, inclusive, student-centered messaging aligned with the strategic plan.
- **Consistency Tools:** Standardized email signatures, presentation templates, letterhead, and an updated brand guide.
- **Apparel and Spirit:** Easier access to SSPPS apparel and a **Packer Pride campaign** to build community excitement.

## Benefits

- **Recruitment and Retention:** Positions SSPPS as a district of choice for families and staff.
- **Community Pride:** Builds a strong, a strong, recognizable identity rooted in tradition and inclusivity.
- **Clarity and Consistency:** Ensures clear, unified communication across platforms and audiences.
- **Sustainability and Compliance:** Meets ADA accessibility standards and resolves copyright risks, and establishes a lasting brand framework.
- **Practical Support for Staff:** Provides tools and resources staff need to communicate effectively and confidently.

## Implementation and Rollout

- **Phase One:** Updates to digital platforms, email communication, and print materials.
- **Phase Two:** Gradual replacement of more permanent items including uniforms and signage through natural replacement cycles.
- **Launch and Excitement:** Staff introduction at Opening Days followed by a **Packer Pride campaign** to generate enthusiasm.



**SOUTH ST. PAUL PUBLIC SCHOOLS**  
School Board Agenda Item

**Meeting Date:** Monday, August 25, 2025

**Place on Agenda:** Regular Agenda

**Action Requested:** Approval

**Attachment:** Continuance of Teacher Contracts for 2025-2026

<b>Topic:</b> Continuance of Teacher Contracts for 2025-2026
<b>Presenter(s):</b> Charlie Cook, Executive Director of Human Resources
<b>Background:</b>  As part of the annual staffing process, administration identifies probationary teachers to retain and those who will be granted tenure for the upcoming school year. The attached document reflects probationary teachers who are recommended to be retained and probationary teachers who would be granted tenure for the 2025–2026 school year. The full list of recommendations was approved in May 2025, however, the two teachers included here are being added following their rehire this summer.
<b>Recommendation:</b>  Administration recommends approval to retain the listed probationary staff and grant tenure.
<b>Alternatives:</b>  Do not approve the recommendation and direct administration with next steps.

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### **Approval, Continue Teachers' Contracts for 2025-26**

The teachers listed below meet the necessary criteria to qualify for continuance of employment in this District following the close of the 2025-2026 school year, at scheduled salary. The assignments listed are for identification purposes and may be changed for the coming school year.

<b><u>Granting Tenure (Third year or First Year, if Tenured in Another District)</u></b>		<b><u>FTE</u></b>
Daniel Beattie	Computer Science/STEM	1.0
Emilee Fremstad	Math Teacher	0.8