



## South St. Paul School Board Meeting

Monday, November 24, 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, November 24, 2025

II.B. Work Session and Regular Meeting Minutes for October 27, 2025, and Work Session Minutes for November 10, 2025.

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

III.A. **Report:** Student School Board Representatives Chloe, Fenet, and Monty will provide an update on recent events, activities and other informational items.

III.B. **Quality-in-Action:** Dr. Candace Burckhardt, Executive Director of Student Services, will provide an overview of the department's work in supporting students across all levels of needs. Her presentation will highlight the district's tiered systems of support, which includes universal services for all students, targeted interventions for those needing additional help, and intensive support for students with more complex needs. She will also share a brief update on special education, which provides individualized services for students with disabilities. (C. Burckhardt)

III.C. **Quality-in-Action:** Wakota Federal Credit Union leaders, President and CEO Mary Matheson and Board Director Deb Griffith, will present the first proceeds from a new partnership with South St. Paul Public Schools. (L. Brandecker)

III.D. **Report:** The Educational Services team will present an update to the School Board on the progress and priorities of elementary literacy across the district. (A. Winter and S. Sundstrom)

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

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

III.G. **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**

V.A. **Approval**— The following policies are on their third and final review:

V.A.1.# 516.5 Overdose Medication

V.A.2.# 518: DNR-DNI Orders

V.A.3.# 521: Student Disability Nondiscrimination

V.A.4.# 532: Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds

V.A.5.# 204: School Board Meeting Minutes

V.A.6.# 209: Code of Ethics

V.A.7.# 210: Conflict of Interest – School Board Members

V.A.8.# 211: Criminal or Civil Action Against School District, School Board Member, Employee, or Student

V.A.9.# 905: Advertising

V.B. **Review** — The following policies are on their second of three reviews:

V.B.1.# 516: Student Medication & Telehealth

V.B.2.# 208: Development, Adoption, and Implementation of Policies

#### VI. **BUSINESS ITEMS**

VI.A. Approval, for the South St. Paul School Board to approve the agreement with the South St. Paul Teacher's Association Local #861 Collective Bargaining Agreement, for the contract period of July 1, 2025, to June 30, 2027. (C. Cook)

VI.B. Approval, for the South St. Paul School Board to approve the agreement with the Principals' Association Collective Bargaining Agreement for the contract period of July 1, 2025, to June 30, 2027. (C. Cook)

VI.C. Approval, for the South St. Paul School Board to approve the 2025-26 Student Teacher Agreement with Concordia University. (C. Cook)

VI.D. Approval, for the South St. Paul School Board to authorize the superintendent to submit all required information to the Commissioner of Education to request Review and Comment for acquisition and betterment of school sites and facilities for a May

2026 election. The project will be financed through the issuance of School Building Bonds, if approved by the voters. (B. Zambreno)

VI.E. Approval, for the South St. Paul School Board to approve the New High School Courses Proposal. (C. Ochocki and N. Tourtelotte)

## 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

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The School Board Work Session for South St. Paul Public Schools, Special School District 6, was held in the District Office Conference Room/City Hall Conference Room on Monday, October 27, 2025. Chair Kim Humann called the meeting to order at 5:00 PM with seven Board members present: Weber, T. Felton, Claflin, Cumings, Duffy, W. Felton, and Humann. Superintendent Dr. Brian Zambreno and several staff members were also present.

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**2026 School Board Organization**

Chair Humann noted that in the coming months, the School Board typically reviews committee and liaison assignments for the next year. Due to a full upcoming schedule, she asked Board members to begin considering their interests for the 2026 committee, liaison, and officer assignments.

**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.

**Other Items Deemed Necessary by the Board**

Chair Humann provided a brief update on the Jim Carter Naming Request and next steps.

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**Adjourn**

The South St. Paul School Board adjourned the October 27, 2025 work session at 5:37 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

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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, October 27, 2025. Chair Kim Humann called the meeting to order at 6:01 PM with seven Board members present for roll call: W. Felton, Claflin, Cumings, Duffy, T. Felton, Weber, and Humann. Superintendent Dr. Brian Zambreno and several staff and community members were also present.

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**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

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**MINUTES**

By Director W. Felton

Seconded by Director T. Felton

The South St. Paul School Board approves the October 27, 2025, School Board meeting agenda, as well as the minutes for the October 13, 2025, work session and the September 22, 2025, work session and regular meeting. Motion carried (7-0)

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**QUALITY-IN-ACTION AND REPORTS**

*Report* - Student School Board Representatives Chloe, Fenet, and Monty provided an update on recent events, activities, and other informational items.

*Quality-in-Action* - Lincoln Center shared a Quality in Action presentation featuring highlights from their school community and how staff and students are bringing our district mission, **Engage. Educate. Empower!** to life through meaningful learning and collaboration.

*Report* - Comprehensive Achievement & Civic Readiness — previously called World’s Best Workforce.

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

*Work Session Report* - Highlights were provided of the School Board’s discussion at their work session meeting this evening. Items discussed were the enrollment updates, Community engagement, and onboarding for the Student School Board Representatives.

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

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**CONSENT ITEMS**

By Director Claflin

Seconded by Director Weber

- A. Financial Claims - Bills Payable
- B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves

Motion Carried (7-0)

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**POLICY REVIEW**

By Director Claflin

Seconded by Director Duffy

**Approval** — The following policies are on their second and final review:

1. #201: Legal Status of the School Board
2. #202: School Board Officers
3. #203: Operation of the School Board – Governing Rules
4. #203.2: Order of the Regular School Board Meeting
5. #203.5: School Board Meeting Agenda
6. #203.6: Consent Agendas
7. 423: Employee-Student Relationships
8. #507: Corporal Punishment and Prone Restraint
9. #507.5: School Resource Officers
10. #508: Extended School Year for Certain Students with Individualized Education Plans
11. #519: Interviews of Students by Outside Agencies
12. #520: Student Surveys and Form

**Review** — The following policies are on their second of three reviews:

1. #532: Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds
2. #905: Advertising

Motion Carried (7-0)

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**BUSINESS ITEMS**

By Director Cumings

Seconded by Director W. Felton

Approval, for the South St. Paul School Board to approve the Resolution authorizing Employment of Board Member Ryan Duffy as a Substitute in a Classified Position in the School District.

Motion carried 7 yeas - Weber, W. Felton, Claflin, Cumings, T. Felton, Duffy, Humann  
0 nays

By Director Duffy

Seconded by Director Weber

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.

Motion carried 7 yeas - W. Felton, Claflin, Cumings, T. Felton, Duffy, Weber, Humann  
0 nays

By Director Cumings

Seconded by Director Duffy

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.

Motion carried 7 yeas - Claflin, Cumings, T. Felton, Duffy, Weber, W. Felton, Humann  
0 nays

By Director Duffy  
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.  
Motion carried 7 yeas - T. Felton, Duffy, Weber, W. Felton, Claflin, Cumings, Humann  
0 nays

By Director Cumings  
Approval, for the South St. Paul School Board to approve the Resolution of Governing Board Supporting Form A Application to the Minnesota State High School League Foundation.  
Motion carried 7 yeas - Duffy, Weber, W. Felton, Claflin, Cumings, T. Felton, Humann  
0 nays

By Director Weber  
Approval, for the South St. Paul School Board to approve the Preliminary Field Trip Request for the HS IB History Class Field Trip to Spain and Portugal on March 17–25, 2027.  
Motion carried (7-0)

By Director Cumings  
Approval, for the South St. Paul School Board to approve the Acceptance of Gifts Report.  
Motion carried (7-0)

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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 W. Felton  
Approval, for the South St. Paul School Board to adjourn the October 27, 2025, meeting at 7.29 PM.  
Motion carried (7-0)

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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

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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, November 10, 2025. Chair Kim Humann called the meeting to order at 5:00 PM with five Board members present: Claflin, T. Felton, W. Felton, Weber, and Humann. Directors Cumings and Duffy were absent. Superintendent Dr. Brian Zambreno and several staff members were also present.

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### **Overview of Course Proposals**

Natalie Tourtelotte, Assistant Director of Educational Services, presented an overview of the recent legislative changes and new state standards affecting Social Studies at the high school. She explained that, as a result of these updates, the district will be proposing a change in the High School Social Studies course offerings at the November 24, 2025, Board meeting.

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### **Community Survey Results and Long-Term Facilities Maintenance Planning**

The Morris Leatherman Company conducted a community survey to gather feedback from residents about the district's long-term facility maintenance needs and the community's tax tolerance to address those needs. The purpose of the survey was to help determine whether the School Board should consider placing a bond question on the 2026 ballot to fund these projects.

At the meeting, Peter Leatherman presented the survey findings and provided insights into community perspectives. Following the presentation, the district leadership team engaged in a discussion with the Board to review the data, consider possible levels of investment, and identify key themes that could guide a potential bond request. This conversation helped the Board determine the next steps in addressing the district's facility needs and planning for future community engagement.

Given the strong sense of community support reflected in the survey results, along with the significant maintenance needs across the district, the district administration presented a recommendation for a special building bond election in May 2026. They recommended a two-question ballot. The first question would address essential maintenance needs, and the second would renew the district's capital projects levy at no increase to taxpayers. Because the levy is set to expire in the next few years, combining both questions into a single election would save time and financial resources rather than returning to the community with a separate request when the levy expires.

This item will return to the Board for further discussion and a decision at their November 24 meeting.

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**Recess**

The School Board recessed the work session at 6:30 PM for the Stakeholder Comments to the Board session.

There were no attendees or submissions for the Stakeholder Comments to the Board.

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.

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**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 November 10, 2025, work session at 6:52 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



## School Board Agenda Item

**Place on Agenda:** Reports

**Action Requested:** Discussion Only

**Attachment:** None

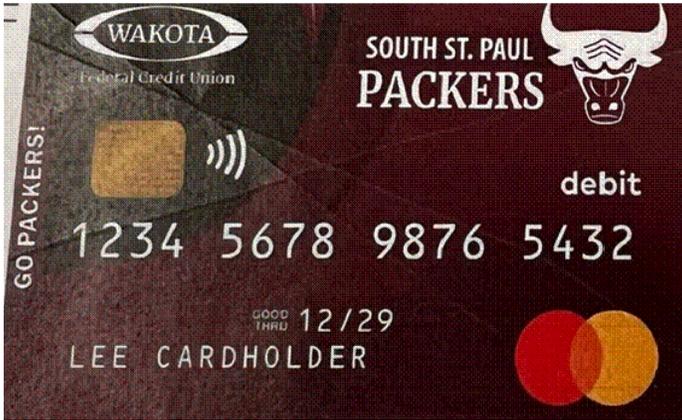
<b>Topic:</b> Student School Board Representative Highlights
<b>Presenter(s):</b> Fenet Iresso, Chloe O'Neil, & Monty Whitaker
<b>Background:</b>  Student School Board Representatives Fenet Iresso, Chloe O'Neil, & Monty Whitaker will provide highlights.
<b>Recommendation:</b>  N/A
<b>Alternatives:</b>  N/A

**Date:** November 24, 2025

**Place on Agenda:** Business Meeting Report

**Action Requested:** None.

**Attachment:** None

<b>Topic:</b> Wakota Federal Credit Union Partnership
<b>Presenter(s):</b> Lisa Brandecker, Manager of Administrative Services and Communications
<p><b>Background:</b></p> <p>Wakota Federal Credit Union leaders, President and CEO Mary Matheson and Board Director Deb Griffith, will join us at the November 24 meeting to present the first proceeds from a new partnership with South St. Paul Public Schools. This initiative, developed in late 2024, included the launch of an SSPHS Packers-branded debit card available to Wakota members beginning in March 2025. As members choose and use the Packer card, a portion of the revenue it generates is directed back to the district, creating an ongoing source of support for students and programs.</p> <p>This year’s donated funds will support the Careers in Business and Entrepreneurship class, which operates the School Store. Teacher Chris Gustillo will be present to share how his students will help determine how the funds are reinvested to strengthen their hands-on learning experience. Wakota Federal Credit Union’s donation marks an important milestone in this growing community partnership.</p>

<b>Recommendation:</b> N/A
<b>Alternatives:</b> N/A



**South St. Paul  
Public Schools**

## School Board Agenda Item

**Date:** November 24, 2025

**Place on Agenda:** Business Meeting

**Action Requested:** Approval

**Attachment:** None

<b>Topic: READ Act Update and Implementation</b>
<b>Presenter(s):</b> Scott Sundstrom, Instruction & Achievement Coordinator
<b>Background:</b>  This is a presentation to share a check in from the Educational Service Department to highlight the work in the district around READ Act implementation and support.
<b>Recommendation:</b>  NA
<b>Alternatives:</b>  NA



**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

<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

*Passionate Learners Positively Changing Our World*



## 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



## School Board Agenda Item

**Date:** November 24, 2025  
**Place on Agenda:** Consent Items  
**Action Requested:** Approval  
**Attachment:** Financials - Bills Payable

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

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NUMBER	TYP	AMOUNT	DATE	VENDOR
209560	V	-11,775.00	11/12/2025	HRM HELPS LLC
209605	R	109,850.38	10/24/2025	SAFEWAY BUS COMPANY
209606	R	12,000.00	10/24/2025	THE MORRIS LEATHERMAN COMPANY
209607	R	438.50	10/30/2025	LOCAL #70
209608	R	685.00	10/30/2025	MINNESOTA CHILD SUPPORT PAYMENT CENTER
209609	R	96.00	10/30/2025	NCPERS GROUP LIFE INS
209610	R	240.25	10/30/2025	OFFICE AND PROF EMPLOYEES UNION
209611	R	13,669.48	10/30/2025	SOUTH ST PAUL TEACHER'S ASSOCIATION
209612	R	5.00	10/30/2025	SOUTH ST PAUL OPEN FOUNDATION
209613	R	60.00	10/30/2025	SOUTH ST PAUL EDUCATION FOUNDATION
209614	R	1,238.04	10/30/2025	SSP EASRP
209615	R	1,294.40	10/30/2025	AIM ELECTRONICS
209616	R	7,704.00	10/30/2025	AMERGIS HEALTHCARE STAFFING INC
209617	R	17,364.18	10/30/2025	AMPERSAND THERAPY LLC
209618	R	159.00	10/30/2025	ANDRETTA, KIRA
209619	R	5,110.14	10/30/2025	ARVIG
209620	R	543.75	10/30/2025	BAYADA HOME HEALTH CARE INC
209621	R	4,411.96	10/30/2025	BIX PRODUCE COMPANY
209622	R	200.00	10/30/2025	BONK, ALLISON
209623	R	3,600.00	10/30/2025	BRENNAN, SHANNON
209624	R	125.00	10/30/2025	BRIESE, RYAN
209625	R	146.25	10/30/2025	CESO HR LLC
209626	R	3,196.75	10/30/2025	CINTAS
209627	R	10,927.80	10/30/2025	CITY OF SOUTH ST PAUL - UTILITIES
209628	R	18,221.56	10/30/2025	CITY OF SOUTH ST PAUL
209629	R	60.00	10/30/2025	CORSELLO, ANNA
209630	R	364.70	10/30/2025	CULLIGAN-MILBERT COMPANY
209631	R	287.90	10/30/2025	ENABLING DEVICES
209632	R	28.87	10/30/2025	FARNSWORTH, JEANNINE
209633	R	244.14	10/30/2025	FLINN SCIENTIFIC INC
209634	R	576.00	10/30/2025	GAME TIME ASSIGNING
209635	R	755.55	10/30/2025	GENERAL PARTS INC
209636	R	53.80	10/30/2025	GERTEN GREENHOUSES & GARDEN CENTER
209637	R	1,657.24	10/30/2025	GRAPHIC EDGE DBA GAME ONE
209638	R	100.00	10/30/2025	GREAT MINDS PBC
209639	R	1,115.00	10/30/2025	HAMMER SPORTS LLC
209640	R	350.00	10/30/2025	HASTINGS SHOW CHOIR BOOSTERS
209641	R	180.00	10/30/2025	HIRTE, DIANA
209642	R	125.00	10/30/2025	HOFFMAN, ANDREW
209643	R	11.90	10/30/2025	HUESER, DARLENE
209644	R	358,359.55	10/30/2025	IND SCHOOL DISTRICT #197
209645	R	121,013.85	10/30/2025	INDEPENDENT SCHOOL DISTRICT 199
209646	R	53,476.28	10/30/2025	INDIANHEAD FOODSERVICE DISTRIBUTOR INC
209647	R	189.20	10/30/2025	INNOVATIVE OFFICE SOLUTIONS LLC
209648	R	183.00	10/30/2025	INSTRUMENTALIST AWARDS LLC
209649	R	164.10	10/30/2025	INTERMEDIATE DISTRICT #287
209650	R	387.07	10/30/2025	INTERMEDIATE DISTRICT #917
209651	R	140.00	10/30/2025	ISD #77
209652	R	175.00	10/30/2025	ISD 834 STILLWATER AREA HIGH SCHOOL
209653	R	720.30	10/30/2025	JOHNSTONE SUPPLY
209654	R	805.51	10/30/2025	KASEYA US LLC
209655	R	350.00	10/30/2025	LAKEVILLE SOUTH COUGAR BOOSTERS
209656	R	11,530.00	10/30/2025	LB CARLSON LLP
209657	R	2,645.00	10/30/2025	LINDENMEYR MUNROE
209658	R	225.00	10/30/2025	MCEVOY, WILLIAM
209659	R	1,568.00	10/30/2025	MEDICINE LAKE TOURS

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NUMBER	TYP	AMOUNT	DATE VENDOR
209660	R	972.00	10/30/2025 MESPA
209661	R	180.00	10/30/2025 MILLER, DEBRA
209662	R	35.00	10/30/2025 MPA DEBATE
209663	R	1,014.00	10/30/2025 MRI SOFTWARE LLC
209664	R	575.05	10/30/2025 MTI DISTRIBUTING COMPANY
209665	R	386.00	10/30/2025 NASSEFF MECHANICAL CONTRACTORS
209666	R	25,596.63	10/30/2025 NEO ELECTRIC SOLUTIONS
209667	R	1,284.39	10/30/2025 NETWORK SERVICES COMPANY
209668	R	338.73	10/30/2025 NITTI SANITATION
209669	R	28,570.42	10/30/2025 NORTHLINE TRANSPORTATION
209670	R	750.00	10/30/2025 PARK HIGH SCHOOL
209671	R	1,000.00	10/30/2025 PITNEY BOWES INC PURCHASE POWER
209672	R	158.99	10/30/2025 QUILL CORPORATION
209673	R	36,015.00	10/30/2025 FIRST DAKOTA INDEMNITY CO DBA RISK ADMIN
209674	R	798.39	10/30/2025 SCHOLASTIC BOOK FAIRS
209675	R	250.00	10/30/2025 SIMLEY HIGH SCHOOL
209676	R	66.64	10/30/2025 STACK-JOHNSON, SUSAN
209677	R	11,204.63	10/30/2025 STANDARD INSURANCE COMPANY
209678	R	3,248.50	10/30/2025 SUNBELT STAFFING
209679	R	96,804.51	10/30/2025 TRANSPORTATION & DELIVERY INC
209680	R	1,164.42	10/30/2025 TRIMARK MARLINN LLC
209681	R	7,256.57	10/30/2025 TRIO SUPPLY CO
209682	R	1,533.43	10/30/2025 TWIN CITY JANITOR SUPPLY INC
209683	R	51.65	10/30/2025 UNIVERSITY OF ST THOMAS
209684	R	325.00	10/30/2025 UZUETA-LUCIO, DIONNA
209685	R	48.71	10/30/2025 WILKENING, LINDSEY
209686	S	25,612.05	10/30/2025 XCEL ENERGY
209687	S	344.70	10/30/2025 XCEL ENERGY
209688	S	12,211.17	10/30/2025 XCEL ENERGY
209689	S	8,140.88	10/30/2025 XCEL ENERGY
209690	S	1,923.40	10/30/2025 XCEL ENERGY
209691	S	677.37	10/30/2025 XCEL ENERGY
209692	R	141.12	10/31/2025 ANDERSON, CONRAD
209693	R	71.24	11/10/2025 ACE HARDWARE & PAINT
209694	R	2,682.65	11/10/2025 AMAZON CAPITAL SERVICES
209695	R	3,337.50	11/10/2025 AMPERSAND THERAPY LLC
209696	R	2,888.00	11/10/2025 ANATOMY WAREHOUSE
209697	R	425.14	11/10/2025 AVIBEN LLC
209698	R	581.25	11/10/2025 BAYADA HOME HEALTH CARE INC
209699	R	1,649.28	11/10/2025 BUILDING CONTROLS GROUP
209700	R	3,228.38	11/10/2025 CAPSTONE /COUGHLAN COMPANIES
209701	R	74.19	11/10/2025 CINTAS
209702	R	3,642.00	11/10/2025 CITY OF SOUTH ST PAUL
209703	R	8.95	11/10/2025 CULLIGAN-MILBERT COMPANY
209704	R	3,292.00	11/10/2025 DASH SPORTS LLC
209705	R	500.00	11/10/2025 DEWALD, RINA
209706	R	439.70	11/10/2025 GENERAL PARTS INC
209707	R	6,182.00	11/10/2025 GRAPHIC EDGE DBA GAME ONE
209708	R	126.00	11/10/2025 HIRTE, DIANA
209709	R	70.76	11/10/2025 HOME DEPOT CREDIT SERVICES
209710	R	3,055.00	11/10/2025 IDENTITY PROMOTIONAL SOLUTIONS LLC
209711	R	5,176.99	11/10/2025 INDIANHEAD FOODSERVICE DISTRIBUTOR INC
209712	R	125.00	11/10/2025 INFINITE HEALTH COLLABORATIVE
209713	R	1,020.00	11/10/2025 KRISTIN DAVIS LAW LLC
209714	R	1,038.52	11/10/2025 MAC ENTERPRISES LLC
209715	R	93.00	11/10/2025 MARQUAM JAHNS, MARY

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NUMBER	TYP	AMOUNT	DATE	VENDOR
209716	R	2,953.55	11/10/2025	METROPOLITAN STATE UNIVERSITY
209717	R	967.49	11/10/2025	MIDWEST MACHINERY CO
209718	R	600.00	11/10/2025	MILLER, DEBRA
209719	R	36.65	11/10/2025	MINDER, JAMES
209720	R	59.99	11/10/2025	MINNESOTA GLOVE INC
209721	R	53.29	11/10/2025	NAPA AUTO PARTS
209722	R	9,508.10	11/10/2025	NEO ELECTRIC SOLUTIONS
209723	R	5,127.38	11/10/2025	NITTI SANITATION
209724	R	251.75	11/10/2025	PEARSON
209725	R	3,088.80	11/10/2025	PPG ARCHITECTURAL FINISHES
209726	R	99.65	11/10/2025	PROFESSIONAL WIRELESS COMMUNICATIONS
209727	R	12,264.75	11/10/2025	SAFeway BUS COMPANY
209728	R	798.39	11/10/2025	SCHOLASTIC BOOK FAIRS
209729	R	15,930.00	11/10/2025	SCHOOL MANAGEMENT SERVICES LLC
209730	R	88.38	11/10/2025	SCHOOL SPECIALTY LLC
209731	R	7,399.76	11/10/2025	SCHWAB-VOLLHABER-LUBRATT SERVICE CORP
209732	R	474.75	11/10/2025	SIMPLIPHI INC
209733	R	1,556.00	11/10/2025	SQUIRES WALDSPURGER & MACE PA
209734	R	3,560.00	11/10/2025	SUNBELT STAFFING
209735	R	504.00	11/10/2025	SWANK MOVIE LICENSING USA
209736	R	5,372.24	11/10/2025	SWEETWATER
209737	R	215.02	11/10/2025	TRIO SUPPLY CO
209738	R	449.28	11/10/2025	TWIN CITY HARDWARE CO
209739	R	197.50	11/10/2025	TWIN CITY SCALE CO
209740	S	451.91	11/10/2025	XCEL ENERGY
209741	S	1,316.47	11/10/2025	XCEL ENERGY
209742	S	24,733.94	11/10/2025	XCEL ENERGY
209743	R	3,595.00	11/10/2025	YOUTH FRONTIERS INC
209744	R	314.50	11/12/2025	AMAZON.COM
209745	R	95,868.84	11/12/2025	GREAT MINDS PBC
209746	R	11,775.00	11/12/2025	HRM HELPS LLC
209747	R	438.50	11/14/2025	LOCAL #70
209748	R	685.00	11/14/2025	MINNESOTA CHILD SUPPORT PAYMENT CENTER
209749	R	240.25	11/14/2025	OFFICE AND PROF EMPLOYEES UNION
209750	R	13,792.10	11/14/2025	SOUTH ST PAUL TEACHER'S ASSOCIATION
209751	R	5.00	11/14/2025	SOUTH ST PAUL OPEN FOUNDATION
209752	R	55.00	11/14/2025	SOUTH ST PAUL EDUCATION FOUNDATION
209753	R	1,305.24	11/14/2025	SSP EASRP
209754	R	8,897.00	11/19/2025	360 COMMUNITIES
209755	R	812.25	11/19/2025	ADWEAR SPECIALTIES INC
209756	R	13,110.25	11/19/2025	ALLSTREAM
209757	R	54.19	11/19/2025	AMAZON CAPITAL SERVICES
209758	R	8,984.40	11/19/2025	AMERGIS HEALTHCARE STAFFING INC
209759	R	16,629.64	11/19/2025	AMPERSAND THERAPY LLC
209760	R	100.00	11/19/2025	ANDERSON, FALLON
209761	R	70.00	11/19/2025	ANSEL, HANNAH
209762	R	220.00	11/19/2025	ARMSTRONG HIGH SCHOOL
209763	R	5,186.79	11/19/2025	ARVIG
209764	R	425.14	11/19/2025	AVIBEN LLC
209765	R	1,198.00	11/19/2025	BASEBALL 365 LLC
209766	R	262.50	11/19/2025	BAYADA HOME HEALTH CARE INC
209767	R	300.00	11/19/2025	BCCA COOP, CONCORDIA ACADEMY
209768	R	1,184.50	11/19/2025	BIMBO BAKERIES USA
209769	R	3,054.07	11/19/2025	BIX PRODUCE COMPANY
209770	R	100.00	11/19/2025	BRIESE, RYAN
209771	R	100.00	11/19/2025	BRUNDIECK, ALEX

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NUMBER	TYP	AMOUNT	DATE VENDOR
209772	R	185.00	11/19/2025 BURGESSON, NANCY
209773	R	3,562.65	11/19/2025 CANON FINANCIAL SERVICES
209774	R	400.00	11/19/2025 CASTILLO, ELBA
209775	R	19,415.80	11/19/2025 CDW GOVERNMENT INC
209776	R	260.00	11/19/2025 CHROMEBOOKPARTS.COM
209777	R	203.10	11/19/2025 CINTAS
209778	R	1,667.20	11/19/2025 CINTAS
209779	R	65.00	11/19/2025 CITICARGO & STORAGE
209780	R	18,221.56	11/19/2025 CITY OF SOUTH ST PAUL
209781	R	271.00	11/19/2025 CULLIGAN-MILBERT COMPANY
209782	R	942.21	11/19/2025 CUSTOM TRUCK ONE SOURCE
209783	R	575.00	11/19/2025 DEWALD, RINA
209784	R	300.00	11/19/2025 DODGE NATURE CENTER
209785	R	12.00	11/19/2025 DUFRANE, ZAYDEN
209786	R	50.00	11/19/2025 EARL F ANDERSON INC
209787	R	250.00	11/19/2025 EDEN PRAIRIE SCHOOLS
209788	R	2,143.50	11/19/2025 EVERWAY LLC
209789	R	84.89	11/19/2025 FARNSWORTH, JEANNINE
209790	R	56.65	11/19/2025 FIRST SUPPLY LLC - TWIN CITIES
209791	R	318.69	11/19/2025 GENERAL PARTS INC
209792	R	50.00	11/19/2025 GERTEN GREENHOUSES & GARDEN CENTER
209793	R	7,070.00	11/19/2025 GO2 PRINT MEDIA GROUP
209794	R	14,960.00	11/19/2025 GOAL GETTERS ACADEMY
209795	R	88.32	11/19/2025 GOLDCOM INC
209796	R	148.08	11/19/2025 GRAINGER INC
209797	R	1,153.23	11/19/2025 GRAPHIC EDGE DBA GAME ONE
209798	R	1,249.50	11/19/2025 GREAT MINDS PBC
209799	R	5,058.36	11/19/2025 GREAT RIVER PRINTING SERVICES
209800	R	735.00	11/19/2025 HAMMER SPORTS LLC
209801	R	2,534.24	11/19/2025 HASTINGS BUS COMPANY
209802	R	150.00	11/19/2025 HASTINGS MIDDLE SCHOOL
209803	R	100.00	11/19/2025 HASTINGS HIGH SCHOOL
209804	R	100.00	11/19/2025 HERIG, TODD
209805	R	216.21	11/19/2025 HERITAGE POOL SUPPLY GROUP INC
209806	R	100.00	11/19/2025 HOFFMAN, ANDREW
209807	R	1,160.00	11/19/2025 HOFFMANN, LINDA
209808	R	350.00	11/19/2025 HOPKINS HIGH SCHOOL
209809	R	12,300.00	11/19/2025 HRM HELPS LLC
209810	R	9.52	11/19/2025 HUESER, DARLENE
209811	R	78,835.25	11/19/2025 INDEPENDENT SCHOOL DISTRICT 199
209812	R	90,022.86	11/19/2025 INDIANHEAD FOODSERVICE DISTRIBUTOR INC
209813	R	15,000.00	11/19/2025 INFINITE HEALTH COLLABORATIVE
209814	R	5,809.77	11/19/2025 INTERMEDIATE DISTRICT #917
209815	R	193,591.52	11/19/2025 ISD 197
209816	R	100.00	11/19/2025 JOHNSON, NATHAN
209817	R	2,474.70	11/19/2025 JOSTENS
209818	R	106,679.06	11/19/2025 KELLY SERVICES INC
209819	R	11,050.00	11/19/2025 LB CARLSON LLP
209820	R	162.00	11/19/2025 LILY OF THE LIGHT LLC
209821	R	1,360.00	11/19/2025 LIND MARKETING
209822	R	4,888.10	11/19/2025 LINDENMEYR MUNROE
209823	R	7,475.00	11/19/2025 LOFFLER COMPANIES
209824	R	255.00	11/19/2025 LOWE'S
209825	R	525.00	11/19/2025 MAPLE GROVE HIGH SCHOOL
209826	R	90.00	11/19/2025 MARQUAM JAHNS, MARY
209827	R	25.00	11/19/2025 MASBO

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NUMBER	TYP	AMOUNT	DATE	VENDOR
209828	R	100.00	11/19/2025	MCEVOY, WILLIAM
209829	R	1,479.00	11/19/2025	MEDICINE LAKE TOURS
209830	R	984.57	11/19/2025	MENARDS
209831	R	175.00	11/19/2025	MILLER, DEBRA
209832	R	4,540.00	11/19/2025	MINNESOTA DEPARTMENT OF HEALTH
209833	R	45.00	11/19/2025	MINNESOTA YOUTH ATHLETIC SERVICES
209834	R	200.00	11/19/2025	MN JR HIGH MATH LEAGUE
209835	R	170.00	11/19/2025	MN STATE HIGH SCHOOL LEAGUE
209836	R	600.00	11/19/2025	MONTICELLO HIGH SCHOOL
209837	R	1,025.00	11/19/2025	MRI SOFTWARE LLC
209838	R	480.00	11/19/2025	NENA'S DESIGN LLC
209839	R	1,470.63	11/19/2025	NETWORK SERVICES COMPANY
209840	R	1,419.16	11/19/2025	NEW DOMINION SCHOOL/AUSTIN
209841	R	5,465.38	11/19/2025	NITTI SANITATION
209842	R	22,082.68	11/19/2025	NORTHLINE TRANSPORTATION
209843	R	165.00	11/19/2025	NOVA EDUCATION CONSULTANTS
209844	R	500.00	11/19/2025	OVERELL, STEPHANIE
209845	R	37.65	11/19/2025	OXYGEN SERVICE CO INC
209846	R	10,750.00	11/19/2025	PEDIATRIC PSYCH SERVICES
209847	R	62.70	11/19/2025	PIONEER PRESS
209848	R	616.39	11/19/2025	PLUNKETT'S PEST CONTROL
209849	R	3,965.00	11/19/2025	REGION 4AA
209850	R	870.00	11/19/2025	RENT N SAVE
209851	R	100.00	11/19/2025	RILEY, SENTA
209852	R	6,336.00	11/19/2025	RIVERSIDE INSIGHTS
209853	R	1,057.00	11/19/2025	RUGGED PROTECTION INC
209854	R	110,610.70	11/19/2025	SAFEWAY BUS COMPANY
209855	R	700.00	11/19/2025	SCHOOL DISTRICT OF HOLMEN
209856	R	520.00	11/19/2025	SEVER'S
209857	R	150.00	11/19/2025	SEVERSON, LAUREL
209858	R	907.70	11/19/2025	SPORTS IMPORTS
209859	R	8,751.39	11/19/2025	ST PAUL BEVERAGE SOLUTIONS
209860	R	116.47	11/19/2025	STACK-JOHNSON, SUSAN
209861	R	693.00	11/19/2025	STRAUSS SKATES & BICYCLES
209862	R	8,588.50	11/19/2025	SUNBELT STAFFING
209863	R	910.96	11/19/2025	T-MOBILE
209864	R	50.00	11/19/2025	TARTAN HIGH SCHOOL
209865	R	5,636.40	11/19/2025	TEAMWORKS INTERNATIONAL INC
209866	R	1,170.00	11/19/2025	TOAY, GRETCHEN
209867	R	13,176.00	11/19/2025	TRAFERA HOLDINGS LLC
209868	R	100,296.43	11/19/2025	TRANSPORTATION & DELIVERY INC
209869	R	1,594.56	11/19/2025	TRIMARK MARLINN LLC
209870	R	6,204.45	11/19/2025	TRIO SUPPLY CO
209871	R	2,693.18	11/19/2025	TURNITIN,LLC
209872	R	2,316.96	11/19/2025	TWIN CITY JANITOR SUPPLY INC
209873	R	1,058.27	11/19/2025	ULINE
209874	R	4,594.00	11/19/2025	UNIVERSITY OF ST THOMAS
209875	R	300.00	11/19/2025	VERMILLION MUSIC BOOSTERS
209876	S	148.13	11/19/2025	XCEL ENERGY
209877	S	220.32	11/19/2025	XCEL ENERGY
209878	S	1,826.61	11/19/2025	XCEL ENERGY
209879	S	861.30	11/19/2025	XCEL ENERGY
209880	S	22,232.93	11/19/2025	XCEL ENERGY
209881	S	669.64	11/19/2025	XCEL ENERGY
236610	R	141.12	10/30/2025	ANDERSON, CONRAD
236610	V	-141.12	10/31/2025	ANDERSON, CONRAD

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NUMBER	TYP				
236611	R	21.14	10/30/2025	SCHMIDT, MAGGIE	SCHMIDT, MAGGIE
236611	V	-21.14	10/31/2025	SCHMIDT, MAGGIE	SCHMIDT, MAGGIE
236612	R	21.14	10/31/2025	SCHMIDT, MAGGIE	SCHMIDT, MAGGIE
202500167	W	51,192.31	10/30/2025	MINNESOTA PAYROLL TAXES	MINNESOTA PAYROLL TAXES
202500168	W	304,056.29	10/30/2025	FEDERAL PAYROLL TAXES	FEDERAL PAYROLL TAXES
202500169	W	1,099.30	10/30/2025	MN DEPT OF REVENUE	MN DEPT OF REVENUE
202500170	W	54,843.21	10/30/2025	PERA	PERA
202500171	W	59,564.55	10/30/2025	TSA/ACH DEDUCTION	TSA/ACH DEDUCTION
202500172	W	168,656.92	10/30/2025	TEACHER RETIREMENT ASSOCIATION	TEACHER RETIREMENT ASSOCIATION
202500173	W	0.00	10/30/2025	MINNESOTA PAYROLL TAXES	MINNESOTA PAYROLL TAXES
202500174	W	0.00	10/30/2025	FEDERAL PAYROLL TAXES	FEDERAL PAYROLL TAXES
202500175	W	50,435.80	11/14/2025	MINNESOTA PAYROLL TAXES	MINNESOTA PAYROLL TAXES
202500176	W	299,056.06	11/14/2025	FEDERAL PAYROLL TAXES	FEDERAL PAYROLL TAXES
202500177	W	493.24	11/14/2025	MN DEPT OF REVENUE	MN DEPT OF REVENUE
202500178	W	54,192.80	11/14/2025	PERA	PERA
202500179	W	61,972.47	11/14/2025	TSA/ACH DEDUCTION	TSA/ACH DEDUCTION
202500180	W	167,220.98	11/14/2025	TEACHER RETIREMENT ASSOCIATION	TEACHER RETIREMENT ASSOCIATION
252600139	A	90.00	10/29/2025	AHSENMACHER WINTER, AMY	AHSENMACHER WINTER, AMY
252600140	A	90.00	10/29/2025	ANDERSON, CHAD	ANDERSON, CHAD
252600141	A	90.00	10/29/2025	BERCHTOLD, JAMIE	BERCHTOLD, JAMIE
252600142	A	90.00	10/29/2025	BOURG, LEAH	BOURG, LEAH
252600143	A	90.00	10/29/2025	BRANDECKER, LISA	BRANDECKER, LISA
252600144	A	90.00	10/29/2025	BRETOI, TERRENCE	BRETOI, TERRENCE
252600145	A	90.00	10/29/2025	BURCKHARDT, CANDACE	BURCKHARDT, CANDACE
252600146	A	90.00	10/29/2025	CHHOTH, RA	CHHOTH, RA
252600147	A	90.00	10/29/2025	CHILDS, DANETTE	CHILDS, DANETTE
252600148	A	270.00	10/29/2025	COOK, CHARLES	COOK, CHARLES
252600149	A	90.00	10/29/2025	DANIELSON, JENNIFER	DANIELSON, JENNIFER
252600150	A	90.00	10/29/2025	FENTON, MARK	FENTON, MARK
252600151	A	90.00	10/29/2025	HADJI, NIMO	HADJI, NIMO
252600152	A	90.00	10/29/2025	HANSEN, JODY	HANSEN, JODY
252600153	A	45.00	10/29/2025	JACOBS-BUSE, LINDA	JACOBS-BUSE, LINDA
252600154	A	90.00	10/29/2025	KRUEGER, BRADY	KRUEGER, BRADY
252600155	A	45.00	10/29/2025	LOUGH, LAWRENCE	LOUGH, LAWRENCE
252600156	A	90.00	10/29/2025	OCHOCKI, CHARLES	OCHOCKI, CHARLES
252600157	A	45.00	10/29/2025	OSTER, PATRICK	OSTER, PATRICK
252600158	A	45.00	10/29/2025	PENMAN, MICHELLE	PENMAN, MICHELLE
252600159	A	90.00	10/29/2025	PETERSON, LORI	PETERSON, LORI
252600160	A	45.00	10/29/2025	RYAN, ERIKA	RYAN, ERIKA
252600161	A	90.00	10/29/2025	SCHWAB, ROBIN	SCHWAB, ROBIN
252600162	A	90.00	10/29/2025	TAYLOR MINER, MELANEE	TAYLOR MINER, MELANEE
252600163	A	90.00	10/29/2025	TOURTELOTTE, NATALIE	TOURTELOTTE, NATALIE
252600164	A	45.00	10/29/2025	VANDERBILT, TONY	VANDERBILT, TONY
252600165	A	90.00	10/29/2025	WELLS, TRAVIS	WELLS, TRAVIS
252600166	A	90.00	10/29/2025	ZAMBRENO, BRIAN	ZAMBRENO, BRIAN
252600167	A	90.00	10/29/2025	ZEHNDER, JEAN	ZEHNDER, JEAN
252600168	A	40.00	10/30/2025	BRANDECKER, LISA	BRANDECKER, LISA
252600169	A	130.83	10/30/2025	BRIAN, TIFFANY	BRIAN, TIFFANY
252600170	A	285.00	10/30/2025	BURK, IAN	BURK, IAN
252600171	A	283.92	10/30/2025	COOK, CHARLES	COOK, CHARLES
252600172	A	50.00	10/30/2025	DAHLE, LISA	DAHLE, LISA
252600173	A	43.12	10/30/2025	EMERY, HEATHER	EMERY, HEATHER
252600174	A	26.22	10/30/2025	FREMSTAD, EMILEE	FREMSTAD, EMILEE
252600175	A	108.97	10/30/2025	HANA, DINA	HANA, DINA
252600176	A	99.40	10/30/2025	HANLEY, KATHLEEN	HANLEY, KATHLEEN
252600177	A	42.00	10/30/2025	HART, JENNA	HART, JENNA

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NUMBER	TYP	AMOUNT	DATE	VENDOR
252600178	A	784.85	10/30/2025	HOLSEN, ERIC
252600179	A	56.70	10/30/2025	HOWLETT, SHERIN
252600180	A	15.89	10/30/2025	JAIMES-CASTELLANOS, MARIA
252600181	A	176.58	10/30/2025	KOHANEK, JESSICA
252600182	A	26.99	10/30/2025	LINDORFER, NICOLE
252600183	A	42.75	10/30/2025	LOWTHER, LINDSAY
252600184	A	26.08	10/30/2025	LYNE, ERIN
252600185	A	16.35	10/30/2025	MASON, SARA
252600186	A	161.00	10/30/2025	MIKOLOSKI, ALICIA
252600187	A	238.45	10/30/2025	SCHULTZ, MEGHAN
252600188	A	100.10	10/30/2025	SKELLY, CHRISTOPHER
252600189	A	112.28	10/30/2025	SMITH, MARY
252600190	A	53.62	10/30/2025	THERRES, HEIDI
252600191	A	68.60	10/30/2025	TUCCITTO, SANDRA
252600192	A	143.78	10/30/2025	TURNER, ALEXIS
252600193	A	2,859.00	10/30/2025	WAGNER, ELIZABETH
252600194	A	79.24	10/30/2025	WOHLERS, DARI
		3,610,514.32	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	1,234,944.81	0.00	1,178,018.58	2,412,963.39
02	FOOD SERVICE	19,966.50	0.00	195,995.23	215,961.73
04	COMMUNITY EDUCATION	811,926.18	3,055.00	32,270.01	847,251.19
05	CAPITAL	2,332.64	0.00	126,803.08	129,135.72
50	ACTIVITY ACCOUNT	5,202.29	0.00	0.00	5,202.29
***	Fund Summary Totals ***	2,074,372.42	3,055.00	1,533,086.90	3,610,514.32

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

**CHECKRUNS**

<b>FUND</b>	<b>DESCRIPTION</b>	<b>October 24,2025- November 19, 2025</b>
1	GENERAL	\$ 2,412,963.39
2	FOOD SERVICE	215,961.73
4	COMMUNITY EDUCATION	847,251.19
5	CAPITAL	129,135.72
7	DEBT SERVICE	-
20	INTERNAL SERVICE	-
50	ACTIVITY ACCOUNTS	<u>5,202.29</u>
	TOTAL	\$ 3,610,514.32

<b>PAYROLL</b>		<b>10/30/2025,11/15/2025</b>
Payroll Direct Deposit	900122377-900122943	\$ 1,808,537.30



## School Board Agenda Item

**Date:** November 24, 2025

**Place on Agenda:** Consent Items

**Action Requested:** Approval

**Attachment:** Staffing Report

<b>Topic:</b> Staffing Report
<b>Presenter(s):</b> Board 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.

**Certified**

A. Appointments/Reassignments

1. Nina Nason- Special Education Teacher, 1.0 FTE, MA Step 8, Middle School, effective October 30, 2025
2. Brenda Johnson- Targeted Services Coordinator, Kaposia, effective October 30, 2025
3. Dianne Spannbauer- Targeted Services Teacher, Kaposia, effective October 30, 2025
4. Lauren Foley- Targeted Services Teacher, Kaposia, effective October 30, 2025
5. Stacy Elliott- Targeted Services Teacher, Kaposia, effective October 30, 2025
6. Rebecca Spreigl - Targeted Services Coordinator, Lincoln Center, effective October 30, 2025
7. Nathaniel Knapp-Vasquez- Targeted Services Teacher, Lincoln Center, effective November 11, 2025
8. Robin Breeze- Targeted Services Teacher, Lincoln Center, effective November 11, 2025
9. Elizabeth Sierminski- Targeted Services Teacher, Lincoln Center, effective November 11, 2025
10. Anna Watt- Targeted Services Teacher, Lincoln Center, effective November 11, 2025
11. Avery Snyder- Targeted Services Teacher, Lincoln Center, effective November 11, 2025
12. Matt Munding- Targeted Services Teacher, Kaposia, effective November 11, 2025

B. Resignations/Retirements/Leaves/Reductions/Other

1. Candace Burckhardt - Resignation, Director of Student Services, District Office, effective November 30, 2025
2. Brea Lorentz - Leave of Absence, Teacher - Grade 4, Kaposia Education Center, effective December 1, 2025 through January 5, 2026
3. Cara Fischer - Leave of Absence, Teacher - Grade 4, Kaposia Education Center, effective November 3, 2025 through November 28, 2025

**ATHLETICS 2025-26**

Dance Team Asst Additional Coach	Stueve, Ashalee*	\$2,079.00 (boosters)
Boys Hockey Addtl Coach	Mikacevich, Nikko*	\$4,000.00 (boosters)
Boys Hockey Addtl Coach	Krier, Taylor	\$3,500.00 (boosters)
Boys Hockey Addtl Coach	Clifford, Chad	\$2,500.00 (boosters)
Boys Hockey Addtl Coach	Moen, Paul	\$1,500.00 (boosters)
Hockey Addtl Coach	McGinn, Corey	\$3,500.00 (boosters)
Hockey Addtl Coach	Strom, Brigette	\$2,000.00 (boosters)
Hockey Addtl Coach	Kvilhaug, Thomas	\$2,000.00 (boosters)
Basketball Girls Interim Head Coach	Jeness, Harry	\$6,628.00
Wrestling Coach	Berchtold, Eric	Volunteer
Wrestling Coach	Brito, Beto	Volunteer
Wrestling Coach	Christofferson, Gavin	Volunteer
Wrestling Coach	Berchtold, Nate	Volunteer
Wrestling Coach	George, Ella	Volunteer
Wrestling Coach	Price, Levi	Volunteer

**ACTIVITIES & AFFINITY GROUPS 2025-26**

Theatre-Winter Director	McTier, Brian	\$1,206.00
Mistletoe Advisor	Peralta, Lauren	\$800.00
Drumline Coach	Boz, Vlad	Volunteer
Drumline Coach	Borggreve, Caspar	Volunteer
Drumline Coach	Kallevig, Sam	Volunteer
Drumline Coach	Brendal, Victoria	Volunteer
Drumline Coach	Smith, Trenton	Volunteer

**BILT Members 2025-26 \$1,000.00**

Katherine Hollen

**VII.A.2 Staff Appointments, Resignations, Retirements, Terminations and Leaves**

**11/24/2025**

**Classified**

A. Appointments/Reassignments

1. August Tran- Special Education Assistant, Middle School, \$24.62 an hour, effective October 31, 2025
2. Maria Torrens- Early Learning Assistant, Lincoln Center \$22.63 an hour, effective November 3, 2025

3. Michele Rohricht- Controller, District Office, effective October 30, 2025
4. Madeline Steffl- Gymnastics Instructor, Central Square, \$17 an hour, effective November 5, 2025
5. Anjelica Palma Castano- ELL Assistant, Lincoln Center, effective August 27, 2025
6. Joseph Ruble-Dessalet- Special Education Assistant, High School, \$24.62 an hour, effective November 7, 2025
7. David Kurth- PT Cleaner, Secondary, \$19.78 an hour, effective November 19, 2025
8. Hailey Galloway- Benefits Coordinator, District Office, effective December 2, 2025
9. Meggan Klein- PT Cleaner, Secondary, \$19.78 an hour, effective November 21, 2025
10. Henry Bailey- Change to Head Engineer, Secondary, \$32.94 an hour, effective November 11, 2025 through TBD

A. Resignations/Retirements/Leaves/Reductions/Other

1. Jody Shannon- Resignation, Admin Assistant - Learning and Technology, District Office, effective December 5, 2025
2. Isaac Douglas- Resignation, Girl's Basketball Head Coach, Secondary, effective November 7, 2025
3. Hunter Warner- Resignation, Boys Hockey Coach, Secondary, effective November 11, 2025
4. Roberts Bluegers- Resignation, Boys Hockey Coach, Secondary, effective November 11, 2025
5. Natalie Gore- Resignation, PT Cleaner, Secondary, effective November 21, 2025
6. Benjamin Zimet- Resignation, Special Education Assistant, Secondary, effective November 24, 2025
7. Patrick Oster - Leave of Absence, Head Engineer, Secondary Building, effective November 11, 2025 through TBD
8. Thomas Rongitsch- Resignation, Special Education Assistant, Secondary, effective November 3, 2025



## School Board Agenda Item

**Date:** November 24, 2025  
**Place on Agenda:** Business Meeting  
**Action Requested:** Approval  
**Attachment:** 516.5, 518, 521, 532, 204, 209, 210, 211, 905

<b>Topic:</b> Policy Review - Final Reading and Approval
<b>Presenter(s):</b> Board Chair
<b>Background:</b>  School district policy #208 requires policies under review to be placed on two consecutive meeting agendas for review and comment by board members, staff, and community members. At the third and subsequent meeting, the policies then go before the School Board for approval.  The policies are in their final reading and up for approval at the November 24, 2025, Board meeting.
<b>Recommendation:</b>  Approval
<b>Alternatives:</b>  N/A

Adopted: 6/26/23

MSBA/MASA Model Policy 516.5

Orig. 2025 June 3

Revised: 5/28/24; 11/24/25

## 516.5 OVERDOSE MEDICATION

### I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan)<sup>i</sup>, and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

### II. GENERAL STATEMENT OF POLICY

The school board authorizes school district administration to obtain and possess opioid overdose reversal medication, such as Naloxone, to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: 1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; 2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and 3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

### III. DEFINITIONS

- A. “Drug-related overdose” means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. “Naloxone Coordinator” is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The school district’s Naloxone Coordinator is the Director of Student Services.
- C. “Opiate” means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.
- D. “Opiate Antagonist” means naloxone hydrochloride (“Naloxone”) or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.

- E. “Standing Order” means directions from the school district’s medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
1. Administration type
  2. Dosage
  3. Date of issuance
  4. Signature of the authorized provider

#### **IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES**

- A. The school district must maintain a supply of opiate antagonists at each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site.
- B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.
- C. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.

D. District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the school district will establish a district-wide collaborative planning and implementation team (“District Planning Team”) who will oversee the general development and operations related to the use of opiate antagonist Naloxone and regularly report to the school board as to its activities.

1. The District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.
2. The District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.
3. The District Planning Team will develop district-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the school board. Once approved by the school board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:
  - a. Ensure that when Naloxone is administered, school district employees must activate the community emergency response system (911) to ensure additional

medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;

- b. Require school district employees to contact a school district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
  - c. Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
  - d. Require school district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.
4. The District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

#### E. Site Planning Teams

1. In consultation with the District Planning Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.
2. The Site Planning Team will be responsible for the coordination and implementation of this policy, district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and district wide procedures and guidelines.

#### F. School District Staff

School district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

G. The school district allows a student in grades 9 through 12 to possess and administer an opiate antagonist to another high school student. The protections of Minnesota Statutes, section 604A.04 apply to the possession and administration of opiate antagonists according to Minnesota Statutes, section 121A.224.

### V. NALOXONE STORAGE

- A. The Site Planning Team will select numerous Naloxone storage locations within the school site and outside the school site when activities are conducted off school grounds (i.e., transportation services, field trips, etc.).
- B. The selected storage locations of Naloxone will be classified as non-public “security information” as the school board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only

with those school district staff members whom the District Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.

- C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

## VI. PRIVACY PROTECTIONS

The school district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

<b>Legal References:</b>	Minn. Stat. § 13.32 (Educational Data) Minn. Stat. § 13.43 (Personnel Data) Minn. Stat. § 13.37 (General Nonpublic Data) Minn. Stat. § 121A.21 (School Health Services) Minn. Stat. § 121A.22 (Administration of Drugs and Medicine) Minn. Stat. § 121A.224 (Opiate Antagonists) Minn. Stat. § 144.344 (Emergency Treatment) Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices) Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess) Minn. Stat. § 152.01 (Definitions) Minn. Stat. § 152.02 (Schedules of Controlled Substances) Minn. Stat. § 604A.01 (Good Samaritan Law) Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability) Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention) Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance) Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances) 20 U.S.C. § 1232g (Family Educational and Privacy Rights)
<b>Cross Reference:</b>	MSBA/MASA Model Policy 516 (Student Medication) <a href="#">Minnesota Department of Health Toolkit on the Administration of Naloxone</a>
<b>Resources</b>	<a href="#">Minnesota Department of Health, School Toolkit on Naloxone Administration in School Settings</a>

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<sup>i</sup> Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intramuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an “IM kit.”

*Adopted: October 6, 1992*

*MSBA/MASA Model Policy 518*

*Revised: 11/8/04; 8/8/16; 8/14/17; 6/10/19  
5/26/20; 6/14/21; 6/27/22; 6/26/23; 5/28/24*

*Orig. 1995*

*Rev. 2003*

## **518 DNR-DNI ORDER**

### **I. PURPOSE**

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life-threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations.

### **II. GENERAL STATEMENT OF POLICY**

- A.** The primary mission of the school district is education. DNR-DNI orders are medical documents. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel.
- B.** School district staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.
- C.** School district staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.
- D.** The parent/guardian will be notified of the emergency as soon as possible.
- E.**  Notwithstanding this school district policy, IEP and Section 504 teams must develop individualized medical emergency care plans for students when appropriate in accordance with state and federal law.
- F.** Parents/guardians who request that emergency care be withheld for their child or who present DNR-DNI orders, shall be advised of and shall be given a copy of this policy.

**Legal References:** 29 U.S.C. § 794 *et seq.* (Section 504 of the Rehabilitation Act of 1973)  
42 U.S.C. §§ 12101-12213. (Americans with Disabilities Act)

**Cross References:** None

*Adopted: October 25, 2004*

*MSBA/MASA Model Policy 521*

*Orig. 1995*

*Revised: 11/10/14; 7/25/16; 8/14/17; 6/10/19  
5/26/20; 6/14/21; 6/27/22; 6/26/23;  
5/28/24; 11/24/25*

*Revised 2024*

## **521 STUDENT DISABILITY NONDISCRIMINATION**

### **I. PURPOSE**

The purpose of this policy is to protect students with disabilities from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

### **II. GENERAL STATEMENT OF POLICY**

- A. Students with disabilities, who meet the criteria of Paragraph C. below, are protected from discrimination on the basis of a disability.
- B. The responsibility of the school district to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
  - 1. has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
  - 2. has a record of such impairment; or
  - 3. is regarded as having such impairment; or
  - 4. **has an impairment that is episodic or in remission and would materially limit a major life activity when active.**
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

### **III. COORDINATOR**

Persons who have questions or comments should contact the Director of Student Services, 104 – 5<sup>th</sup> Avenue South, South St. Paul, Minnesota 55075, (651) 552-5594. This person is the school district's Americans with Disabilities Act/504 Coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the accompanying Student Disability Grievance Report Form. The form should be given to the ADA/Section 504 coordinator.

*Legal Reference:* **Minn. Stat. § 363A.03, Subd. 12 (Definitions)**

42 U.S.C. Ch. 126 (Equal Opportunity for Individuals with Disabilities)

29 U.S.C. § 794 *et seq.* (§ 504 of Rehabilitation Act of 1973)

34 C.F.R. Part 104 (Implementing Regulations)

***Cross References:*** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

Adopted: January 10, 2005

Revised: 10/27/08; 11/28/11; 3/23/15; 11/14/16  
4/9/18; 1/8/24; 11/24/25

MSBA/MASA Model Policy 532

Orig. 2003

Rev. 2024

## **532 USE OF SCHOOL RESOURCE OFFICERS, PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS**

### **I. PURPOSE**

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

### **II. GENERAL STATEMENT OF POLICY**

The school district is committed to promoting positive learning environments that are safe for all members of the school community and designed to meet the diverse needs of all learners. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

All students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, may cause physical injury to themselves or others the student may be removed from school grounds in accordance with this policy.

### **III. DEFINITIONS**

For purposes of this policy, the following terms have the meaning given them in this section:

- A. "Crisis team" means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- B. "Emergency" means a situation in which immediate intervention is necessary to protect a student or other individual from physical injury.
- C. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term "peace officer" includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.
- D. "Physical holding" means physical intervention intended to hold a child immobile or limit a child's movement, where body contact is the only source of physical restraint, and where

immobilization is used to effectively gain control of a child in order to protect a child or other individual from physical injury.

- E. The phrase “remove the student from school grounds” is the act of securing the person or a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. “School Resource Officer” is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- G. “Student with an IEP” or “the student” means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- H. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

#### IV. **REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS**

##### A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student’s behavior may cause physical injury to themselves or others the school building’s crisis team may be summoned. The crisis team may attempt to de-escalate the student’s behavior by means including, but not limited to, those described in the student’s IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student’s behavior may cause physical injury to themselves or others, the crisis team may remove the student from school grounds.

If the student’s behavior cannot be safely managed, school personnel may immediately request assistance from the school resource officer or a peace officer.

##### B. Removal By School Resource Officer or Peace Officer

If a student with an IEP engages in conduct which may cause physical injury to themselves or others the school building’s crisis team, building administrator, or the building administrator’s designee, may request that the school resource officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a school building or school grounds on two separate school days within 30 calendar days, or a pattern of use emerges the team will meet within 10 calendar days to determine if the student’s IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which causes physical injury to themselves or others school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the

Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

1. In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the school resource officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
2. In removing a student with an IEP from school grounds, school resources officers and school district personnel are further prohibited from engaging in the following conduct:
  - a. Corporal punishment prohibited by Minn. Stat. § 121A.58;
  - b. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
  - c. Totally or partially restricting a child's senses as punishment;
  - d. Denying or restricting a child's access to equipment and devices such as walkers, wheel chairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
  - e. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minn. Stat. § 626.556;
  - f. Physical holding (as defined above and in Minn. Stat. § 125A.0941) that restricts or impairs a child's ability to breathe;
  - g. Withholding regularly scheduled meals or water; and/or
  - h. Denying a child access to toilet facilities.
3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIP.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minnesota Statutes, section 125A.0942, subdivision 5, and otherwise comply with the requirements of section 125A.0942.

G. Reporting to the Minnesota Department of Education (MDE)

1. Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of seclusion. By January 15, April 15, July 15, and October 15 of each year, districts must report, in a form and manner determined by the Commissioner, about individual students who have been secluded. By July 15 each year, districts must report summary data. The summary data must include information on the use of restrictive procedures for the prior school year, July 1 through June 30, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

**Legal References:**

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)  
Minn. Stat. § 121A.67, Subd. 2 (Aversive and Deprivation Procedures)  
Minn. Stat. § 121A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)  
Minn. Stat. § 609.06 (Authorized Use of Force)  
Minn. Stat. § 609.379 (Permitted Actions)  
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))  
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act of 2004 (IDEA))  
34 C.F.R. § 300.535 (IDEA Regulation Regarding Involvement of Law Enforcement)

- Cross References:***
- MSBA/MASA Model Policy 506 (Student Discipline)
  - MSBA/MASA Model Policy 507 (Corporal Punishment and Prone Restraint)
  - MSBA/MASA Model Policy 507.5 (School Resource Officers)
  - MSBA/MASA Model Policy 525 (Violence Prevention)
  - MSBA/MASA Model Policy 806 (Crisis Management Policy)
  - MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Adopted: May 10, 2004

Revised: 6/14/05; 12/14/09; 7/27/15; 1/22/18  
11/24/25

MSBA/MASA Model Policy 204

Orig. 1995

Rev. 2025~~08~~

## 204 SCHOOL BOARD MEETING MINUTES

### I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

### II. GENERAL STATEMENT OF POLICY

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.

### III. MAINTENANCE OF MINUTES AND RECORDS

- A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law **must shall** be recorded in a journal **or minutes** kept for that purpose. Public records maintained by the school district **must shall** be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.
- B. Recordings of Closed Meetings
  1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the school district's expense. Recordings of closed meetings shall be made separately from the recordings of an open meeting; to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
  2. Recordings of closed meetings shall be preserved by the school district for the following time periods:
    - a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.
    - b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
    - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.

- d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
    - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
  - a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
  - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
  - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
  - a. The date of the closed meeting;
  - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
  - c. The classification of the data.
6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

#### **IV. PUBLICATION OF OFFICIAL PROCEEDINGS**

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.

a. Notwithstanding any law to the contrary, when a qualified newspaper designated by a school district ceases to exist for any reason except consolidation with another newspaper, the school district may publish its proceedings on the school district's website instead of publishing the proceedings in a newspaper. The school district must also request that the same information be posted at each public library located within the school district for the notice's publication period. This section expires August 1, 2026.

b. If, before August 1, 2026, there is a newspaper located within a school district's boundaries that is qualified to be designated as the school district's official newspaper pursuant to Minnesota Statutes, section 331A.04, then the exemption provided in this section shall not apply, provided that the qualified newspaper's legal rate is not more than ten percent above the rate charged by the school district's previous official newspaper and the qualified newspaper provides some coverage of the activities of the school district that is publishing the notice.

- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.
- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

**Legal References:**  
**Proceedings**

Minn. Stat. § 123B.09, Subd. 10 (**Boards of Independent School Districts**) (**Publishing**)

Minn. Stat. § 123B.14, Subd. 7 (**Officers of Independent School Districts**) (**Record of Meetings**)

Minn. Stat. § 331A.01 (Definitions)

Minn. Stat. § 331A.05 Subd. 8 (**Form of Public Notices**) (**Notice Regarding Published Summaries**)

Minn. Stat. § 331A.08 Subd. 3 (**Computation of Time**) (**Publication of Proceedings**)

**Cross References:**  
**Meeting Law**

Minn. Stat. § 13D.01, Subd. 4-6 (**Meetings Must be Open to the Public; Exceptions** **Open**)

Op. Atty. Gen. 161-a-20, December 17, 1970

*Ketterer v. Independent School District No. 1*, 248 Minn. 212, 79 N.W.2d 428 (1956)

MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)

MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

Adopted: May 10, 2004

Revised 8/24/15; 4/13/20; 11/24/25

MSBA/MASA Model Policy 209

Orig. 1995

Rev. 2025

## 209 CODE OF ETHICS

### I. PURPOSE

The purpose of this policy is to assist the individual school board members in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

### II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

#### A. As a member of the School Board, I will:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

#### B. In performing the proper functions of a School Board member, I will:

1. Focus on education policy as much as possible.
2. Remember **my** responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

- C. To maintain relations with other members of the School Board, I will:
1. Respect the rights of others to have and express opinions.
  2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
  3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
  4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
  5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
  6. Insist that committees be appointed to serve only in an advisory capacity to the school board.
- D. In meeting my responsibilities to my community, I will:
1. Attempt to appraise and plan both the present and future educational needs of the school district and community.
  2. Attempt to obtain adequate financial support for the school district's programs.
  3. Insist that business transactions of the school district be ethical and open.
  4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.
- E. In working with the superintendent of schools and staff, I will:
1. Hold the superintendent responsible for the administration of the school district.
  2. Give the superintendent authority commensurate with his or her responsibilities.
  3. Assure that the school district will be administered by the best professional personnel available.
  4. Consider the recommendation of the superintendent in the hiring of all employees.
  5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
  6. Insist the superintendent to keep the school board adequately informed at all times.
  7. Offer the superintendent counsel and advice.
  8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
  9. Refer complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
  10. Present any personal criticisms of employees to the superintendent.

11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. In fulfilling my legal obligations as a School Board member, I will:

1. Comply with all federal, state and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

*Legal References:* Minn. Stat. § 123B.02, Subd. 1 (School District Powers)  
Minn. Stat. § 123B.09 (School Board Powers)  
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

*Cross References:* MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

Adopted: January 13, 1997

Revised: 5/10/04, 6/14/05; 1/11/10; 8/24/15  
3/12/18; 11/24/25

MSBA/MASA Model Policy 210

Orig. 1995

Rev. 2025

## 210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

### I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

### II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

### III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
  1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the minutes of the school board. Disclosure must be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and must only be made once;
  2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
  3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
  4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:

- a. The school board must authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
  - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
  - c. Before a claim is paid, the interested school board member must file with the clerk of the school board an affidavit stating:
    - (1) The name of the school board member and the office held;
    - (2) An itemization of the goods or services furnished;
    - (3) The contract price;
    - (4) The reasonable value;
    - (5) The interest of the school board member in the contract; and
    - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
  5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. *(Note: This section applies only where the school district has a population of 1,000 or less according to the last federal census.)*
  6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting where all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee where there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$820,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting where all school board members are present, that employment must be immediately terminated and that school board member will have no further rights to employment while serving as a school board member in the school district.
- D. The school board may contract with a class of school district employees, such as teachers or custodians, where the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. In order for the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting where the contract is approved.

#### **IV. LIMITATIONS ON RELATED EMPLOYEES**

- A. The school board can hire or dismiss teachers only at duly called meetings. Where a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

#### **V. CONFLICTS PRIOR TO TAKING OFFICE**

A school board member with personal financial interest in a sale, lease, or contract with the school district, which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

#### **VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS**

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

**Legal References:** Minn. Stat. § 122A.40, Subd. 3 (~~Teacher Hiring, Dismissal~~  
~~Employment; Contracts; Termination~~)  
Minn. Stat. § 123B.195 (Board Member's Right to Employment)  
Minn. Stat. § 471.87 (Public Officers; Interest in Contract; Penalty)  
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)  
Minn. Stat. § 471.89 (Contract, When Void)  
Op. Atty. Gen. 437-A-4, March 15, 1935  
Op. Atty. Gen. 90-C-5, July 30, 1940  
Op. Atty. Gen. 90-A, August 14, 1957

**Cross References:** MSBA/MASA Model Policy 101 (Legal Status of the School Board)  
MSBA/MASA Model Policy 209 (Code of Ethics)  
~~MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties~~

Adopted: January 13, 1997

Revised: 5/10/04, 6/14/05; 8/24/15; 4/13/20  
11/24/25

MSBA/MASA Model Policy 211

Orig. 1995

Rev. 2025

## 211 CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER, EMPLOYEE, OR STUDENT

### I. PURPOSE

The purpose of this policy is to provide guidance as to the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee or student.

### II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreements and school district policies may also apply.

### III. CIVIL ACTIONS

- A. Pursuant to Minn. Stat. § 466.07, Subd. 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that he or she was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to Minn. Stat. § 123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district shall provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.
- C. Data Practices  
Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and related regulations. When an employee is subpoenaed and is

expected to testify regarding educational data or personnel data, he or she is to inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.

D. Service of Subpoenas

The policy of the school district is that its officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

#### IV. CRIMINAL CHARGES OR CONDUCT

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature, by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes and provisions of applicable collective bargaining agreements.
3. Pursuant to Minn. Stat. § 123B.02, Subd. 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision as to whether to reimburse shall be made in the discretion of the school board. A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. In order to further that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. The policy of the school district is to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless

there are extenuating circumstances or the matter being investigated is school-related, or as otherwise provided by law.

2. If such questioning at school is unavoidable, the school district will attempt to maintain confidentiality, to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minn. Stat. § 626.556, Subd. 10), or as otherwise determined in consultation with the parent or guardian.

#### D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) and 20 U.S.C. § 1232g (FERPA).

#### V. STATEMENTS WHEN LITIGATION IS PENDING

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements in that situation only in consultation with legal counsel.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 123B.25(b) (Actions Against Teachers)  
Minn. Stat. § 466.07, Subd. 1 (Indemnification)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
42 U.S.C. § 1983 (Civil Action for Depriving Rights)  
Op. Atty. Gen. 169 (Minn, Mar. 7, 1963)  
Op. Atty. Gen. 169 (Minn, Nov. 3, 1943)  
*Dyppress v. School Committee of Boston*, 446 N.E.2d 1099 (Mass. App. Ct. 1983) *Wood v. Strickland*, 420 U.S. 308, 95 S.Ct. 992, 43 L.Ed.2d 214 (1975)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 408 (Subpoena of a School District Employee)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

*Adopted: October 24, 2005*

*Revised: 5/12/08; 8/25/08; 5/28/13  
1/14/19; 11/24/25*

*MSBA/MASA Model Policy 905*  
*Orig. 1996*  
*Rev. 2015*

## **905 ADVERTISING**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

### **II. GENERAL STATEMENT OF POLICY**

It is the school district's policy that the name, facilities, staff, students, or any part of the school district shall not be used for advertising or promoting the interests of a commercial or nonprofit agency or organization except as set forth below.

### **III. GUIDELINES**

- A. Donations of \$10,000 or more that include advertisements must be approved by the school board. Donations under \$10,000 shall be approved by the Superintendent or designee.
- B. The school district or a school may acknowledge a donation it has received from an organization by displaying a "donated by," "sponsored in part by," or a similar byline with the organization's name and/or symbol on the item. Examples include activity programs or yearbooks.
- C. Nonprofit entities and organizations may be allowed to use the school district name, students or facilities for purposes of advertising or promotion if the purpose is determined to be educationally related and prior approval is obtained from the superintendent or designee. Advertising will be limited to the specific event or purpose approved by the superintendent or designee.
- D. Contracts for computers or related equipment or services that require advertising to be disseminated to students will not be entered into or permitted unless done pursuant to and in accordance with state law.
- E. The inclusion of advertisements in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisements will not imply or declare such approval or endorsement.

### **IV. ADVERTISING – DISTRICT PUBLICATIONS**

- A. District and school publications, including publications such as yearbooks, activities programs and district calendars, may accept and publish paid advertising provided they receive advance approval from the superintendent or designee. District publications will not accept advertising or advertising images for:
  1. alcohol, tobacco, drugs or drug paraphernalia;

2. Weapons;
3. obscene, pornographic or illegal materials;
4. other educational institutions, schools or faith-based organizations, unless part of a district approved partnership
5. images or advertising that (a) conflict with district policy, mission or educational objectives of the school district; (b) the district believes to be inappropriate for inclusion in the specific district publication; (c) are false, misleading or deceptive, or (d) if they relate to an illegal activity or antisocial behavior.

The coach, advisor or sponsor of the district publication is responsible for screening all advertising for appropriateness, including compliance with the school district policies, prior to submission to the superintendent or designee for approval.

#### **V. ADVERTISING – OTHER TYPES**

- A. Requests to place advertising in district facilities or on district property must be made to the school board through the superintendent. Advertising in school district facilities or on school district property must be approved by the school board. Any approval will state precisely where such advertising may be placed, the advertising timeframe, and that the advertising must be lawful. The restrictions listed in Section IV.A. above also apply. Advertising will not be allowed outside the specific area approved by the school board.
- B. An advertising device will not be erected or maintained within 100 feet of a school that is visible to and primarily intended to advertise and inform, or to attract or which does attract, the attention of operators and occupants of motor vehicles.

#### **VI. ACCOUNTING**

- A. Advertising revenue must be paid directly to the district. Advertising revenues must be accounted for and reported in compliance with UFARS. A periodic report shall be made to the school board by the superintendent regarding the scope and amount of such revenues.

**Legal References:** Minn. Stat. § 123B.93 (Advertising on School Buses)  
Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or Service)  
Minn. Stat. § 173.08 (Excluded Road Advertising Devices)

**Cross References:** Policy 413 (Harassment and Violence)  
Policy 421 (Gifts to Employees)  
Policy 511 (Student Fundraising)  
Policy 702 (Accounting)



## School Board Agenda Item

**Date:** November 24, 2025

**Place on Agenda:** Business Meeting

**Action Requested:** Review Only

**Attachment:** 516, 208

<b>Topic:</b> Policy Review - Second Reading
<b>Presenter(s):</b> Board Chair
<b>Background:</b>  <p>School district policy #208 requires policies under review to be placed on two consecutive School Board meeting agendas for review and comment by board members, staff, and community members. At the third and subsequent meeting, the policies then go before the School Board for approval.</p> <p>The policy listed above was reviewed by the Board Policy Committee for its first reading on 11/17/2025. The second reading is being done at this meeting, and the third and final review and approval is scheduled for 12/8/2025.</p>
<b>Recommendation:</b>  Review Only.
<b>Alternatives:</b>  N/A

Adopted: January 24, 2005

MSBA/MASA Model Policy 516

Orig. 1995

Rev. 2025 

Revised: 7/11/05; 10/23/06; 10/27/08; 11/10/14  
8/8/16; 6/26/1; 6/10/19; 5/26/20; 6/14/21  
6/27/22; 6/26/23; 1/27/25

## 516 STUDENT MEDICATION AND TELEHEALTH

### I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency prescription medication to students at school.

### II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication or telehealth during the school day. The school district's licensed school nurse, trained health staff, principal, or teacher will administer medications, except any form of medical cannabis, in accordance with law and school district procedures.

### III. DRUG AND MEDICATION REQUIREMENTS

#### A. Administration of Drugs and Medicine

1. The administration of medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
2. Drugs and medicine subject to Minnesota Statutes, 121A.22 must be administered, to the extent possible, according to school board procedures that must be developed in consultation with:
  - a. with a licensed nurse, in a district that employs a licensed nurse under Minnesota Statutes, section 148.171;
  - b. with a licensed school nurse, in a district that employs a licensed school nurse licensed under Minnesota Rules, part 8710.6100;
  - c. with a public or private health-related organization, in a district that contracts with a public or private health or health-related organization, according to Minnesota Statutes, 121A.21; or



- d. with the appropriate party, in a district that has an arrangement approved by the Commissioner of the Minnesota Department of Education, according to Minnesota Statutes, 121A.21.

### 3. Exclusions

The provisions on administration of drugs and medicine above do not apply to drugs or medicine that are:

- a. purchased without a prescription;
- b. used by a pupil who is 18 years old or older;
- c. used in connection with services for which a minor may give effective consent;
- d. used in situations in which, in the judgment of the school personnel, including a licensed nurse, who are present or available, the risk to the pupil's life or health is of such a nature that drugs or medicine should be given without delay;
- e. used off the school grounds;
- f. used in connection with athletics or extracurricular activities;
- g. used in connection with activities that occur before or after the regular school day;
- h. provided or administered by a public health agency to prevent or control an illness or a disease outbreak as provided under Minnesota law;
- i. prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
  - (1) the school district has received a written authorization each school year from the pupil's parent permitting the student to self-administer the medication;
  - (2) the inhaler is properly labeled for that student; and
  - (3) the parent has not requested school personnel to administer the medication to the student.

The school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.



- j. epinephrine **delivery systems auto-injectors**, consistent with Minnesota Statutes, section 121A.2205, if the parent and prescribing medical professional annually inform the pupil's school in writing that
  - (1) the pupil may possess the epinephrine or
  - (2) the pupil is unable to possess the epinephrine and requires immediate access to epinephrine **delivery systems auto-injectors** that the parent provides properly labeled to the school for the pupil as needed.
- k. For the purposes of Minnesota Statutes, 121A.22, special health treatments and health functions, such as catheterization, tracheostomy suctioning, and gastrostomy feedings, do not constitute administration of drugs or medicine.
- l. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.

#### B. Prescription Medication

1. An “Administering Prescription Medications” form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes, section 152.22, subdivision 6.
2. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
3. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
4. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Paragraph III.A.3(i) above), and, medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
5. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student’s prescription medication administration. A new medical authorization and container label with new pharmacy instructions shall be required immediately as well.
6. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a



copy of such form to the principal and to other personnel designated to administer the medication.

7. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
8. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.

C. Nonprescription (Over-the-Counter) Medication.

Nonprescription medications can be administered by the school nurse, or other designated person, with parental permission and does not require approval from a licensed prescriber. Nonprescription medication must come in its original packaging. Administration must be in accordance with the manufacturer's directions and label.

A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

D. Possession and Use of Epinephrine delivery systems ~~Auto-Injectors~~

1. Definitions

- a. "Administer" means the direct application of an epinephrine delivery system to the body of an individual.
- b. "Epinephrine delivery system" means a medication product approved by the United States Food and Drug Administration that automatically delivers a single, premeasured dose of epinephrine to prevent or treat a life-threatening allergic reaction.



c. “School” means a public school under Minnesota Statutes, section 120A.22, subdivision 4, or a nonpublic school, excluding a home school, under section 120A.22, subdivision 4, that is subject to the federal Americans with Disabilities Act.

2. At the start of each school year or at the time a student enrolls in school, whichever is first, a student’s parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:

~~1.~~ a. possess epinephrine delivery systems auto-injectors; or

~~2.~~ b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine delivery systems auto-injectors in close proximity to the student at all times during the instructional day.

For the purposes of this policy, “instructional day” is defined as six hours and forty-five minutes for each student contact day.

The plan must designate the school staff responsible for implementing the student’s health plan, including recognizing anaphylaxis and administering epinephrine delivery systems auto-injectors when required, consistent with state law. This health plan may be included in a student’s Section 504 plan.

Districts and schools may obtain and possess epinephrine delivery systems auto-injectors to be maintained and administered by school personnel, including a licensed nurse, to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine delivery systems auto-injector. The administration of an epinephrine delivery systems auto-injector in accordance with Minnesota Statutes, section 121A.2207 is not the practice of medicine.

Effective July 1, 2024, registered nurses may administer epinephrine delivery systems auto-injectors in a school setting according to a condition-specific protocol as authorized under Minnesota Statutes, section 148.235, subdivision 8. Notwithstanding any limitation in Minnesota Statutes, sections 148.171 to 148.285, licensed practical nurses may administer epinephrine delivery systems auto-injectors in a school setting according to a condition-specific protocol that does not reference a specific patient and that specifies the circumstances under which the epinephrine delivery systems auto-injector is to be administered, when caring for a patient whose condition falls within the protocol.

A district or school may enter into arrangements with manufacturers of epinephrine delivery systems auto-injectors to obtain epinephrine delivery systems auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school’s supply of epinephrine delivery systems auto-injectors.



The Commissioner of the Minnesota Department of Health must provide a district or school with a standing order for distribution of epinephrine delivery systems under Minnesota Statutes, sections 148.235, subdivision 8 and 151.37, subdivision 2.

E. Sunscreen

A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

F. Procedures regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes, sections 152.01 subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes, sections 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

#### **IV. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH**

- A. Beginning October 1, 2024, to the extent space is available, the school district must provide an enrolled secondary school student with access during regular school hours, and to the extent staff is available, before or after the school day on days when students receive instruction at school, to space at the school site that a student may use to receive mental health care through telehealth from a student's licensed mental health provider. A secondary school must develop a plan with procedures to receive requests for access to the space.

- B. The space must provide a student privacy to receive mental health care.
- C. A student may use a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.
- D. A school may require a student requesting access to space under this section to submit to the school a signed and dated consent from the student's parent or guardian, or from the student if the student is age 16 or older, authorizing the student's licensed mental health provider to release information from the student's health record that is requested by the school to confirm the student is currently receiving mental health care from the provider. Such a consent is valid for the school year in which it is submitted.

**Legal References:**

Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.21 (School Health Services )  
Minn. Stat. § 121A.216 (Access to Space for Mental Health Care through Telehealth)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine **Delivery Systems** **Auto-Injectors**; Model Policy)  
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine **Delivery Systems** **Auto-Injectors**)  
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)  
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)  
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)  
Minn. Stat. § 148.171 (Definitions; Title)  
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)  
Minn. Stat. § 152.01 (Definitions)  
Minn. Stat. § 152.22 (Definitions)  
Minn. Stat. § 152.23 (Limitations)  
Minn. Rule 8710.6100 (School Nurse)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

**Cross References:**

MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

Adopted: May 10, 2004

MSBA/MASA Model Policy 208

Revised: 6/14/05; 8/14/06; 1/11/10; 9/9/13  
7/27/15; 4/9/18; 9/10/18; 4/10/23  
11/24/25

Orig. 1995  
Rev. 2025

## 208 DEVELOPMENT, ADOPTION, & IMPLEMENTATION OF POLICIES

### I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

### II. GENERAL

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form, which is sufficiently explicit to guide administrative action.

### III. DEVELOPMENT OF POLICY

~~A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.~~

- A. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- B. Policies may be proposed by a school board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

### IV. ADOPTION OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to final school board action.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.
- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within

one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.

- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

## V. IMPLEMENTATION OF POLICY

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. ~~and~~ The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. Each school board member shall have access to school district policies. ~~this policy manual. Manuals shall~~ All board policies shall be available in the central office and made available for reference purposes to other interested persons. Policies are also publicly available to board members and members of the public on the district website.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy manuals current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one fifth of the policies annually. In addition, the school board shall review the following policies annually: 506 Student Discipline and 806 Crisis Management Policy.
- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

**Legal References:** Minn. Stat. § 123B.02, Subd. 1 (School District Powers of Independent School Districts)  
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers Boards of Independent School Districts)

**Cross References:** MSBA/MASA Policy 305 (Policy Implementation)



## School Board Agenda Item

**Date:** November 24, 2025

**Place on Agenda:** Business Meeting

**Action Requested:** Approval

**Attachment:** None

**Topic:** 2025-2027 South St. Paul Teacher's Association Local #861 Collective Bargaining Agreement

**Presenter(s):** Charlie Cook, Executive Director of Human Resources

**Background:**

The school district has reached a tentative agreement with South St. Paul Teacher's Association, Local #861, for the contract period of July 1, 2025, to June 30, 2027. South St. Paul Teachers voted in favor of the proposed contract on Tuesday, November 4, 2025. The proposed agreement is within the parameters established by the Board of Education.

The components of the settlement have been provided to the School Board and the bargaining unit has voted in favor of this settlement. The Agreement includes the increases to the step and lane salary schedules of 2.0% in year one and 2.0% in year two, along with an increase to longevity.

**Recommendation:**

Approve the agreement with South St. Paul Teacher's Association Local #861 Collective Bargaining Agreement, for the contract period of July 1, 2025, to June 30, 2027.

**Alternatives:**

Do not approve and direct administration with next steps.



## School Board Agenda Item

**Date:** November 24, 2025

**Place on Agenda:** Business Meeting

**Action Requested:** Approval

**Attachment:** None

<b>Topic:</b> 2025-2027 South St. Paul Principals' Association Collective Bargaining Agreement
<b>Presenter(s):</b> Charlie Cook, Executive Director of Human Resources
<b>Background:</b> <p>The school district has reached a tentative agreement with South St. Paul Principals' Association, for the contract period of July 1, 2025, to June 30, 2027. South St. Paul Principals voted in favor of the proposed contract on Wednesday, November 19, 2025. The proposed agreement is within the parameters established by the Board of Education.</p> <p>The components of the settlement have been provided to the School Board and the bargaining unit has voted in favor of this settlement. The Agreement includes the increases to the step and lane salary schedules of 2.0% in year one and 2.0% in year two, along with an increase to longevity and 403b match.</p>
<b>Recommendation:</b> <p>Approve the agreement with South St. Paul Principals' Association Collective Bargaining Agreement, for the contract period of July 1, 2025, to June 30, 2027.</p>
<b>Alternatives:</b> <p>Do not approve and direct administration with next steps.</p>



## School Board Agenda Item

**Date:** November 24, 2025  
**Place on Agenda:** Business Meeting  
**Action Requested:** Approval  
**Attachment:** Student Teacher Agreement

<b>Topic:</b> Student Teacher Agreement- Concordia St. Paul
<b>Presenter(s):</b> Charlie Cook, Executive Director of Human Resources
<b>Background:</b> <p>A student teacher placement has been coordinated between Concordia St. Paul and South St. Paul School District beginning April 2026. To Finalize the student teacher placement, approval of the agreement between Concordia St. Paul and South St. Paul Schools is necessary. This agreement and placement align with South St. Paul Schools Student Teaching Policy #437.</p>
<b>Recommendation:</b> <p>Approval of 2025-26 Student Teacher Agreement with Concordia St. Paul..</p>
<b>Alternatives:</b> <p>Do not approve and direct administration with next steps.</p>

**MUTUAL AGREEMENT FOR STUDENT TEACHING  
BETWEEN  
CONCORDIA UNIVERSITY  
AND  
SOUTH ST. PAUL PUBLIC SCHOOLS  
2025-2026**

This agreement is entered into between South St. Paul Public Schools, South St. Paul, Minnesota (the “District”) and Concordia University (the “College/University”). The purpose of this Agreement is to outline the terms of the training/student teaching experience for the student of the College/University and to identify the responsibilities of the College/University and the District.

The following conditions are made a part of the agreement:

**The College/University agrees to:**

1. Place at the District only student teachers who are eligible for such placement under state and College/University rules, and School Board regulations. All student teacher placements will be initiated through and approved by the District through its department of human resources.
2. Inform its faculty and students of the District’s policies and regulations that relate to the placement at the District.
3. Provide District with College/University student teaching expectations/requirements.
4. Pay stipend to the cooperating teacher of the District based on College/University policy for each student teacher placed, subject to timely receipt by College/University of properly completed Form W-9s from the District or cooperating teacher, as applicable.
5. Provide regular student teaching supervision by a qualified designee(s) of the College/University.
6. Cooperate with the District in the development and implementation of the District’s Student Teaching Program.
7. Notify the District in the event a student teacher placed at the District is no longer enrolled in the College/University’s program.

**The District agrees to:**

1. Supply to the student teacher so placed by College/University an opportunity to work in a teaching learning situation under the supervision of a practicing teacher who holds a continuing license and has at least three years total teaching experience.

2. Cooperate with College/University in the development and implementation of the District's Student Teaching Program.
3. Ensure that all student teachers placed at the District complete a criminal background check, at the expense of the student teacher or College/University, prior to the student teacher beginning at the District.
4. Provide appropriate supervision of the student teacher while at the District pursuant to rules promulgated by its Board. Such rules may not conflict with any minimum requirements established by the State or College/University with regard to the Student Teaching Program.
5. Immediately notify College/University if there is a change in the licensure status of any cooperating teacher providing supervision to any student teacher assigned hereunder.
6. Not replace any of its employees nor fill any vacancies normally filled by an employee with a student teacher assigned under this agreement. Therefore, a student teacher will not act as a substitute teacher.
7. Provide the College/University with copies of all policies and regulations applicable to student teachers.
8. Provide emergency medical care to the student teacher or College/University faculty member, at the District (if available) in case of injury or illness, or obtain other appropriate treatment as they choose. Any hospital or medical costs arising from such injury or illness will be the sole responsibility of the College/University faculty member or student teacher who received the treatment and not the District.
9. Reserve the right to deny a student teaching opportunity to an applicant and to terminate a student teaching assignment at any time, due to a lack of funding or for any other non-discriminatory reason. In addition, a student teacher's participation in the program may be terminated at any time (a) with the mutual consent of both parties, or (b) unilaterally by College/University for any non-discriminatory reason. District will consult with College/University prior to terminating a student teacher's participation in the program. College/University will promptly notify District of any termination of a student teacher's participation in the program.
10. Recognize that it is the policy of both the District and the College/University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The District agrees to adhere to this policy in implementing this agreement.

**Liability:**

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and will not be responsible for the acts of the other party and the results thereof. The District's liability will be governed by Minnesota Statutes Section 466.04, as amended.

**Term of Agreement:**

This agreement will commence on April 6, 2025, and end on May 1, 2025. This Agreement may be terminated by either party at any time upon 60 days' written notice to the other party. Termination by the District will not automatically become effective with respect to student teachers then participating in the learning experience program, and said student teachers may be allowed to continue at the sole option of the District.

**General Provisions:**

1. Neither the District nor the College/University will assign or transfer any rights or obligations under this agreement without the prior written consent of the other party.
2. Any amendments to this agreement will be in writing and signed by authorized representatives from each party.
3. The parties agree that in fulfilling the duties of this agreement, they are responsible for complying with the Americans with Disabilities Act, 42 U.S.C. Chapter 12101, et seq., and any regulations promulgated by the Act.
4. Student teachers are participants in an educational program, and for purposes of this agreement, shall not be considered employees of either the College/University or the District, except as provided for in Minnesota Statutes Section 122A.69. Student teachers shall not be entitled or eligible to participate in any benefits or privileges given or extended to employees of the College/University or the District, except as provided by Minnesota Statutes Section 122A.69.
5. Except as otherwise provided in law or College/University policy, data on students is private and may not be shared with any other party. If the District receives a request from a third party for any data provided to the District by the College/University, the District agrees to immediately notify the College/University. The parties additionally acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and 34 C.F.R. § 99, apply to the use and disclosure of education records that are created or maintained under this agreement. Specifically, each party agrees that to the extent that it maintains Education Records of the other party's students (the "receiving party"), it shall maintain such Education Records in accordance with the requirements of the Family Educational Rights and Privacy Act, as amended ("FERPA"), and any other applicable U.S. or state laws, regulations or accrediting agency standards applicable to the privacy or confidentiality of such Education Records. Without limiting the foregoing, the receiving party agrees that with respect to such records, (a) the receiving party is subject to the requirements of 34 C.F.R. § 99.33(a) governing the use and redisclosure of personally identifiable information from Education Records of the other party's ("disclosing party") students; (b) it shall not disclose or allow access to personally identifiable

information from an Education Record of the disclosing party's students without the prior written consent of the eligible student (or parent/guardian, as the case may be) as defined in 34 C.F.R. § 99.3, except as permitted by law; and (c) to the extent that the disclosing party discloses personally identifiable information from Education Records to the receiving party, the receiving party's officers, employees and agents will use and have access to the information only for the purposes for which disclosure is made. Pursuant to FERPA requirements, all Education Records of College/University's student teachers, regardless of whether maintained directly by College/University, District or by other entities, remain the property of the disclosing party. The receiving party agrees to access and use Education Records of the disclosing party's students only for legitimate and lawful educational purposes, pursuant to the disclosing party's FERPA policy, and further agrees to return or destroy such Education Records immediately upon the written request of the disclosing party. As used herein, "Education Records" means all such records described by 34 C.F.R. § 99.3 maintained by, for or on behalf of the disclosing party, including without limitation, any record, file, data, or other information concerning any student's financial information protected under the Gramm-Leach-Bliley Act.

- 6. Student teachers assigned to the learning experience program at the District under this agreement will be required to sign a Student Teaching Program Agreement before the student teacher begins the Student Teaching Program at the District.

**Approved:**

Signed For: **Concordia Univeristy**

Name: Kristin Conrad Name: \_\_\_\_\_

Title: Department Chair Title: \_\_\_\_\_

Signature: *Kristin Conrad* Signature: \_\_\_\_\_

Date: 11/12/2025 Date: \_\_\_\_\_

Signed For: **South St. Paul Public Schools**

Signature: \_\_\_\_\_  
School Board Chair

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



## School Board Agenda Item

**Date:** November 24, 2025

**Place on Agenda:** Work Session and Business Meeting

**Action Requested:** Approval

**Attachment:** None

<b>Topic:</b> Submission for Review and Comment
<b>Presenter(s):</b> Superintendent Zambreno
<b>Background:</b> <p>Superintendent Zambreno is bringing this item forward for Board approval. Based on the district's identified facility needs and prior Board discussions, the Superintendent Zambreno is requesting authorization to move forward with the Review and Comment process required by the Minnesota Department of Education.</p>
<b>Recommendation:</b> <p>Approve authorizing the Superintendent to submit all required information to the Commissioner of Education to request Review and Comment for the acquisition and betterment of school sites and facilities for a May 2026 special election. The proposed project would be financed through the issuance of School Building Bonds, contingent upon voter approval.</p>
<b>Alternatives:</b> <p>Do not approve and direct Superintendent Zambreno with next steps.</p>



## School Board Agenda Item

**Date:** November 24, 2025

**Place on Agenda:** Work Session and Board Meeting

**Action Requested:** Approval of course proposals

**Attachment:** None

<b>Topic:</b> High School Course Proposals
<b>Presenter(s):</b> Chuck Ochocki and Natalie Tourtelotte
<p><b>Background:</b></p> <p>The high school aims to offer elective courses that give students the opportunity to explore a range of interests and meet a variety of needs. Teachers at the high school are invited to propose new elective courses for next year for approval. Once a course is approved, it is placed in the course catalog and students who are interested include the course in their choices during registration. Courses are only scheduled and offered if enough students register for it.</p> <p>Courses being proposed as electives for SY26-27 include:</p> <p>Arabic Language and Culture</p> <p>Latino Studies</p> <p>Radio Carmesi– A Bilingual Podcast from the SSPPS Packer Community</p> <p>Intro to Ojibwe</p>
<p><b>Recommendation:</b></p> <p>N/A</p>
<p><b>Alternatives:</b></p> <p>N/A</p>