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

November 17, 2026
5:30 PM

A G E N D A

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF THE ORDER OF THE MAIN AGENDA**
4. **RECOGNITIONS**
5. **PUBLIC COMMENT**
6. **APPROVAL OF THE ORDER OF THE CONSENT AGENDA**
7. **APPROVAL OF THE MINUTES**
   - A. Minutes of the Special Meeting of the Board of Education of October 20, 2026
   - B. Minutes of the Regular Meeting of the Board of Education of October 20, 2026
   - C. Minutes of the Special Meeting of the Board of Education of October 30, 2026
   - D. Minutes of the Special Meeting of the Board of Education of November 4, 2026
   - E. Minutes of the Special Meeting of the Board of Education of November 7, 2026
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   - B. Minutes of the Equity Committee Meeting of November 12, 2026
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   - B. Committee of the Board Meetings (4:30 p.m. unless otherwise noted)
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#BoldSubject#

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

DATE: November 17, 2026

TOPIC: Acceptance of Gift from Horace Mann PTA

A. PERTINENT FACTS:

1. Horace Mann PTA gifted $17,457 to Horace Mann Elementary School for the 2026-2027 school year to be added to 19-518-291-000-5096-U001.
2. Horace Mann Elementary School will use these funds to pay an hourly band teacher and for field trip buses for school residencies throughout the year
3. This item will meet the SPPS 2033 strategic plan priority area of: Excellence in Instruction and Deliberate Inclusion.
4. This item is submitted by Jim Litwin, Principal; Nancy Páez, Assistant Superintendent; and Toya Pryor, Senior Executive Officer of School Leadership and Operations.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to accept the donation of $17,457.00 from the Horace Mann PTA and that the Superintendent (or designee) send a letter of appreciation.

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

DATE: November 17, 2026

TOPIC: Acceptance of Gift from National FFA Foundation

A. PERTINENT FACTS:

1. National FFA is donating $5,000.00 to the Highland Park FFA chapter.
2. $5,000.00 to be distributed to the HP FFA budget 19-220-298-301-5096-F350.
3. This item will meet the SPPS 2033 strategic plan priority area of: Deliberate Inclusion.
4. This item is submitted by Dr. Winston Tucker, Principal; Dr. Kirk Morris, Assistant Superintendent; and Toya Pryor, Senior Executive Officer of School Leadership and Operations.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to accept the donation of $5,000.00 from the National FFA Foundation and that the Superintendent (or designee) send a letter of appreciation to the National FFA Foundation.

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

DATE: November 17, 2026

TOPIC: Acceptance of Gift from TKDA to Farnsworth Aerospace Lower

A. PERTINENT FACTS:

1. Farnsworth Lower would like to accept a gift of $6,500.00 from TKDA.
2. These funds will be used for STEM and aerospace materials for our students, headphones for grades 3 and 4, and bussing for STEM field trips if needed.
3. This item will meet the SPPS 2033 strategic plan priority area of: Excellence in Instruction.
4. This item is submitted by Christine Vang; Adam Kunz, Assistant Superintendent; and Toya Pryor, Senior Executive Officer of School Leadership and Operations.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to accept the funds from TKDA in the amount of $6,500.00 to be used for STEM and aerospace materials, and headphones for our students.

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

DATE: November 17, 2026

TOPIC: Acceptance of Gifts that are under $5,000 for October 1 – October 31, 2026

A. PERTINENT FACTS:

1. Saint Paul Public Schools Board of Education approves of all donations that are under $5,000, as attached herewith.

2. The incoming funds are to be used for Public Purpose and support the need of the enrolled students and community.

3. These donations will help to meet the School District's target are of achievement.

4. Donations are allocated by each school and/or project for which they were intended by donor and project managers. See attached list.

5. These donations will help to meet the District's strategic strategic plan focus area of Deliberate Inclusion.

6. These items are submitted by Daniel Moser, Executive Director of Finance and Tom Sager, Senior Executive Officer of Financial Services.

B. RECOMMENDATION:

That the Board of Education approve these donations under $5,000 from October 1 – October 31, 2026 which shall be used as public purpose for which they were intended and to assist in the fulfillment of public education for Saint Paul Public Schools' students.

FUND_CODE	DEPTID	PROGRAM_CODE	PRODUCT	ACCOUNT	CLASS_FLD	DESCRIPTION	AMOUNT	JOURNAL_ID	ACCOUNTING_DATE
19	210	292	0	5096	A001	AR/ 10/25 210 ATHLETICS REVENUE	$ 530.00	113574	31-Oct-25
19	210	292	0	5096	A052	AR/ 10/25 210 DONATION	$ 860.00	113574	31-Oct-25
19	212	292	0	5096	A001	AR/ ALLISON & HENRY WEINER/ATHLETICS	$ 2,500.00	ARD0112564	14-Oct-25
19	212	292	0	5096	A450	AR/ COMO WOMEN'S GOLF CLUB/GIRLS GOLF	$ 450.00	ARD0112564	14-Oct-25
19	220	292	0	5096	A001	AR/ 10/25 220 ATHLETICS REVENUE	$ 90.00	113574	31-Oct-25
19	220	292	0	5096	A475	AR/ 10/25 220 ATHLETICS REVENUE	$ 50.00	113574	31-Oct-25
19	220	292	0	5096	A500	AR/ 10/25 220 ATHLETICS REVENUE	$ 180.00	113574	31-Oct-25
19	220	292	0	5096	A550	AR/ 10/25 220 ATHLETICS REVENUE	$ 90.00	113574	31-Oct-25
19	220	292	0	5096	A575	AR/ 10/25 220 ATHLETICS REVENUE	$ 1,330.00	113574	31-Oct-25
19	220	292	0	5096	A650	AR/ BOCA CHICA INCORPORATED/GIRLS SOCCER	$ 750.00	ARD0112730	21-Oct-25
19	220	292	0	5096	A650	AR/ S ROBERT STREET BUSINESS/GIRLS SOCCER	$ 1,000.00	ARD0112730	21-Oct-25
19	220	292	0	5096	A900	AR/ S ROBERT STREET BUSINESS/GIRLS VOLLEYBALL	$ 1,000.00	ARD0112730	21-Oct-25
19	220	298	301	5096	F350	AR/ 10/25 220 FFA DONATION	$ 25.00	113574	31-Oct-25
19	225	291	0	5096	U001	AR/ MIGHTY CAUSE/HUMBOLDT MIGHTYCAUSE	$ 25.00	ARD0113317	10-Oct-25
19	230	291	0	5096	B001	AR/ 10/25 230 BAND DONATION	$ 80.00	113574	31-Oct-25
19	230	291	0	5096	P100	AR/ K & G MEN'S COMPANY LLC/PROM DONATION	$ 643.71	ARD0112349	7-Oct-25
19	230	291	0	5096	U001	AR/ MIGHTY CAUSE/JOHNSON MIGHTYCAUSE	$ 25.00	ARD0113317	10-Oct-25
19	230	292	0	5096	A001	AR/ 10/25 230 ATHLETICS REVENUE	$ 10.00	113574	31-Oct-25
19	250	291	0	5096	T102	AR/ 10/25 250 BOUND DONATION	$ 2,687.00	113574	31-Oct-25
19	250	291	0	5096	U001	AR/ ELIZABETH LAKE & PHILLIP TROBAUGH/FALL RETREAT	$ 300.00	ARD0112730	21-Oct-25
19	250	291	0	5096	U001	AR/ RADD KULSETH & LAURIE JESCH-KULSETH/FALL RETREAT	$ 150.00	ARD0112730	21-Oct-25
19	250	291	0	5096	U001	AR/ ANDREW & CARMEN SISSON/FALL RETREAT	$ 300.00	ARD0112730	21-Oct-25
19	250	291	0	5096	U001	AR/ AMY M HEWETT-OLATUNDE/FALL RETREAT	$ 75.00	ARD0112730	21-Oct-25
19	250	291	0	5096	U001	AR/ JAMES & KATIE KOZLOWSKI/FALL RETREAT	$ 150.00	ARD0112730	21-Oct-25
19	250	291	0	5096	U001	AR/ JENNIFER GUNDERSON & MICHAEL SWANSON/FALL RETREAT	$ 150.00	ARD0112730	21-Oct-25
19	250	291	0	5096	U001	AR/ 10/25 250 FALL RETREAT Donatio	$ 235.00	113574	31-Oct-25
19	252	291	0	5096	B001	AR/ 10/25 252 DONATION	$ 25.90	113574	31-Oct-25
19	252	291	0	5096	J001	AR/ US NAVY RESERVE OFFICER RECRUITING/NJROTC	$ 250.00	ARD0112564	14-Oct-25
19	252	292	0	5096	A001	AR/ RICE STREET ATHLETIC CLUB/ATHLETICS SOCCER	$ 149.50	ARD0112350	8-Oct-25
19	252	292	0	5096	A100	AR/ MIGHTY CAUSE/WASH TECH ATHLETICS MIGHYCAUSE	$ 200.00	ARD0113317	10-Oct-25
19	252	292	0	5096	A600	AR/ RICE STREET ATHLETIC CLUB/BOYS SOCCER	$ 500.00	ARD0112350	8-Oct-25
19	252	292	0	5096	A650	AR/ SOL OF THE CITIES/GIRLS SOCCER	$ 250.00	ARD0112350	8-Oct-25
19	252	292	0	5096	A650	AR/ RICE STREET ATHLETIC CLUB/GIRLS SOCCER	$ 500.00	ARD0112350	8-Oct-25
19	252	292	0	5096	J001	AR/ 10/25 252 NJROTC DONATION	$ 40.00	113574	31-Oct-25
19	252	298	301	5096	L350	AR/ HMONG COMMITTEE OF 100 INC/HMONG CLUB	$ 300.00	ARD0112832	22-Oct-25
19	330	291	0	5096	T120	AR/ 10/25 330 HPMS DONATION	$ 50.00	113574	31-Oct-25
19	330	291	0	5096	U001	AR/ THE BLACKBAUD GIVING FUND BY YOURCAUSE/EDUCATIONAL PURPOSES	$ 74.00	ARD0112349	7-Oct-25
19	330	291	0	5096	U001	AR/ THE BLACKBAUD GIVING FUND BY YOURCAUSE/EDUCATIONAL PURPOSE	$ 296.00	ARD0112350	8-Oct-25
19	342	291	0	5096	U001	AR/ CAF AMERICA/EDUCATIONAL PURPOSES	$ 20.00	ARD0112832	22-Oct-25
19	342	292	0	5096	A001	AR/ 10/25 342 ATHLETICS	$ 100.00	113574	31-Oct-25
19	357	291	0	5096	B001	AR/ 10/25 357 ORCHASTRA DONATION	$ 30.00	113574	31-Oct-25
19	357	292	0	5096	A001	AR/ 10/25 357 ATHLETICS	$ 90.00	113574	31-Oct-25
19	462	291	0	5096	F050	AR/ 10/25 462 DONATION	$ 90.00	113574	31-Oct-25
19	494	292	0	5096	A001	AR/ 10/25 494 ATHLETICS	$ 165.00	113574	31-Oct-25
19	510	291	0	5096	U001	AR/ DELTA AIR LINES FOUNDATION/EDUCATIONAL PURPOSES	$ 500.00	ARD0112349	7-Oct-25
19	510	291	0	5096	U001	AR/ DELTA AIR LINES FOUNDATION/EDUCATIONAL PURPOSES	$ 500.00	ARD0112349	7-Oct-25
19	518	291	0	5096	U001	AR/ HORACE MANN SCHOOL PTA/FIELD TRIP BUSES	$ 2,200.00	ARD0112349	7-Oct-25
19	524	291	0	5096	G502	AR/ THE SAINT PAUL FOUNDATION/RED BALLOOON BOOKS	$ 511.50	ARD0112349	7-Oct-25
19	557	291	0	5096	U001	AR/ CAF AMERICA/EDUCAITONAL PURPOSES	$ 40.00	ARD0112564	14-Oct-25
19	579	291	0	5096	U001	AR/ RAMSEY-WASHINGTON METRO WATERSHED DIST/BUS FIELD TRIP DONATION	$ 295.05	ARD0113040	28-Oct-25
							$ 20,862.66		

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

DATE: November 17, 2026

TOPIC: Request for Permission to Request Funds from the Minnesota Department of Education National School Lunch Equipment Grant Program

A. PERTINENT FACTS:

1. The Minnesota Department of Education Nutrition Program Services Team has made funds available for the Equipment Assistance Grant program to be distributed to Minnesota school food authorities in the National School Lunch Program. These grants will purchase new equipment intended to serve healthier meals, improve food safety, and help support the maintenance and expansion of the School Breakfast Program.

2. The SPPS Nutrition Services team intends to submit a grant application to fund the purchase of equipment to expand a self-service food line at one of our high schools, increasing access to healthy food options, reducing lunch wait times, and increasing lunch participation.

3. Saint Paul Public Schools will serve as fiscal agent for the project. The grant is for approximately $25,000 until September 30, 2027.

4. This project will support the strategic key topic area of Current Resource Allocation Models.

5. This is a new grant-funded project.

6. This item is submitted by Durowaa Agyeman-Mensah, Grants Assistant; Stacy Koppen, Director of Nutrition Services; Charlotte Landreau, Director of the Innovation Office; Stacey Gray Akyea, Chief of Equity, Strategy & Innovation; and Jacqueline Turner, Senior Executive Operations Officer.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to submit a grant to the Minnesota Department of Education National School Lunch Equipment grant program; to accept funds, if awarded; and to implement the project as specified in the award documents.

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

DATE: November 17, 2026

TOPIC: Request for Permission to Request Funds from the National Institutes of Health for the DEPEND Grant Program

A. PERTINENT FACTS:

1. The National Institutes of Health offers the Defining Evidence for Programs to Ensure Nutrition for Development (DEPEND) grant program for school-based demonstration projects that create healthier, more appealing school meals through sustainable strategies.

2. Saint Paul Public Schools' Nutrition Services team has developed a grant project to innovate on new methods of food production that will benefit students, centering on the purchase of a new hopper, depositor, and display cases. This equipment will allow Nutrition Services to develop new food products such as baked goods and other breakfast items, improving the variety and nutrition of meal offerings in the district.

3. Saint Paul Public Schools will serve as fiscal agent for the project. The grant is for approximately $378,000 until August 31, 2027.

4. This project will support the strategic key topic area of Current Resource Allocation Models.

5. This is a new grant-funded project.

6. This item is submitted by Durowaa Agyeman-Mensah, Grants Assistant; Stacy Koppen, Director of Nutrition Services; Charlotte Landreau, Director of the Innovation Office; Stacey Gray Akyea, Senior Executive Officer of Equity, Strategy & Innovation; and Jacqueline Turner, Senior Executive Operations Officer.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to submit a grant to the National Institutes of Health DEPEND grant program; to accept funds, if awarded; and to implement the project as specified in the award documents.

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

DATE: November 17, 2026

TOPIC: Request for Permission to Submit a Grant to the Department of Human Services Substance Use Prevention, Treatment, and Recovery Services Block Grant Program

A. PERTINENT FACTS:

1. The Minnesota Department of Human Services, through its Behavioral Health Division, is seeking proposals for their Substance Use Prevention, Treatment, and Recovery Services Block Grant (SUBG) program. Qualified responders will provide American Indian communities with culturally appropriate, population-specific services to address stark disparities related to substance use disorder (SUD) prevention and treatment in American Indian communities. The intent of this grant program is to help plan, implement, and evaluate activities that prevent and treat the use of the following substances: alcohol, marijuana, opioids, commercial tobacco (including e-cigarettes and vaping), and stimulants.

2. Saint Paul Public Schools' Office of American Indian Education (OAIE) has researched and prepared a grant application aimed at substance use prevention and healing rooted in Indigenous knowledge. The grant will fund the 1.0 FTE Cultural Specialist position to develop and teach substance abuse prevention curriculum to SPPS American Indian students, contracts to make available culturally-relevant activities, professional development funds for staff, food for family events, and supplies for substance use prevention education and community gatherings.

3. Saint Paul Public Schools will serve as fiscal agent for the project. The grant is for approximately $760,762 until September 30, 2031.

4. This project will support the strategic priority area of Deliberate Inclusion.

5. This is a continuing grant-funded project.

6. This item is submitted by Durowaa Agyeman-Mensah, Grants Assistant; Carita Green, Executive Director of College and Career Pathways and School Supports; Charlotte Landreau, Director of the Innovation Office; Stacey Gray Akyea, Senior Executive Officer of Equity, Strategy & Innovation; and Valora Unowsky, Senior Executive Academic Officer.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) to submit a grant to the Minnesota Department of Human Services Substance Use Prevention, Treatment, and Recovery Services Block Grant program; to accept funds, if awarded; and to implement the project as specified in the award documents.

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

DATE: November 17, 2026

TOPIC: Sauer Family Foundation District-Wide Grant for Calming Corners

A. PERTINENT FACTS:

1. The Sauer Family Foundation funds education grants for families and children. The funding priority of this grant program supports initiatives that build supporting environments to improve the emotional well-being of youth.

2. Saint Paul Public Schools (SPPS) has prepared a proposal to implement a calming corner in each SPPS classroom. Grant funds will be used to purchase the sensory supplies teachers choose for their classroom. Additionally, the grant will provide a $500 stipend to the Occupational Therapist at each school to lead the implementation of this project.

3. Saint Paul Public Schools will serve as fiscal agent for the project. The grant is for approximately $250,000.

4. This project will support the strategic priority areas of Deliberate Inclusion and Excellence in Instruction.

5. This is a new grant-funded project.

6. This item is submitted by Durowaa Agyeman-Mensah, Grants Assistant; Carita Green, Executive Director of College and Career Pathways and School Supports; Charlotte Landreau, Director of the Innovation Office; Stacey Gray Akyea, Senior Executive Officer of Equity, Strategy & Innovation; and Valora Unowsky, Senior Executive Academic Officer.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) accept funds from the Sauer Family Foundation and to implement the project as specified in the award documents.

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

DATE: November 17, 2026

TOPIC: Sauer Family Foundation Grant for Moving Mindfully and I am Safe Curriculum

A. PERTINENT FACTS:

1. The Sauer Family Foundation funds education grants for families and children. The funding priority of this grant program supports initiatives that build supporting environments to improve the emotional well-being of youth.

2. Saint Paul Public Schools' (SPPS) Office of School Support (OSS) has prepared a proposal to train Intervention Specialist staff in the Moving Mindfully and I am Safe curriculum. Grant funds will be used for contractual services with Moving Mindfully and curricular materials.

3. Saint Paul Public Schools will serve as fiscal agent for the project. The grant is for approximately $33,200 until June 4, 2027.

4. This project will support the strategic priority areas of Deliberate Inclusion and Excellence in Instruction.

5. This is a new grant-funded project.

6. This item is submitted by Durowaa Agyeman-Mensah, Grants Assistant; Carita Green, Executive Director of College and Career Pathways and School Supports; Charlotte Landreau, Director of the Innovation Office; Stacey Gray Akyea, Senior Executive Officer of Equity, Strategy & Innovation; and Valora Unowsky, Senior Executive Academic Officer.

B. RECOMMENDATION:

That the Board of Education authorize the Superintendent (designee) accept funds from the Sauer Family Foundation and to implement the project as specified in the award documents.

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

DATE: November 17, 2026

TOPIC: Design Services for EXPO Elementary Piping Replacement (Project # 3040-27-01)

A. PERTINENT FACTS:

1. This agenda item seeks approval to award design and construction administration services for the EXPO Elementary Piping Replacement (Project # 3040-27-01).

2. In alignment with Board and Procurement protocols, a Request for Qualifications (No. A26-6238-A) was issued on February 9, 2026 to establish a slate of Board approved consultants with a standard contract form. The selected consultants were approved by the Board on May 19, 2026. The District uses this slate to issue targeted solicitations with Requests for Proposals (RFP) for specific projects. RFP responses are reviewed using consistent metrics and a consultant is selected for award of contract.

3. This contract provides design and construction administration services for the EXPO Elementary Piping Replacement project.

4. The Project phase gate schedule is currently:

Gate # and Description	Date
#1 – Master Planning	July 14, 2026
#2 – Project Charter (Predesign)	Not Applicable
#3 – Project Budget	January 2027 (anticipated)
#4 – Contract Award	April 2027 (anticipated)
#5.1 – Project Close-Out	August 2027 (anticipated)
#5.2 – Final Project Summary	August 2028 (anticipated)

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

Rough Order of Magnitude Estimate	Current Obligations	Invoiced to Date	Percent Invoiced
$4,349,000 - $4,849,000	$0	$0	0%

6. The following vendor was selected:

	Not-to-Exceed Fee
Pope Design Group	$197,200

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

Funding Source	Amount
LTFM FY27-29	$4,349,000 - $4,849,000

8. This item will meet the SPPS 2033 strategic plan priority area of Sustainable Infrastructure.

9. This item is submitted by Kathryn Wallace, Interim Facilities Director; Tom Sager, Senior Executive Officer of Financial Services; and Jackie Turner, Senior Executive Officer of Operations.

B. RECOMMENDATION:

That the Board of Education authorize award of design and construction administration services to Pope Design Group for the not-to-exceed fee of $197,200.

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

DATE: November 17, 2026

TOPIC: RFP A27-6611-JG – Trash and Recycling Hauler Services

A. PERTINENT FACTS:

1. The request for proposal for this authorization provides for all labor, materials, equipment and services necessary for and incidental to hauling and disposing of municipal solid waste; and collecting, transporting, and marketing of source separated recyclable materials in a single stream recycling system to all District buildings for a three-year period beginning February 1, 2027 and ending January 31, 2030 with an option to renew for one (1) two (2) year extension.

2. The solicitation announcement was sent to all licensed commercial haulers in Washington and Ramsey Counties, as well as advertised per statutory requirements and District policy.

3. Proposals were evaluated by a committee and scored on criteria including: administrative management experience, operating practices and policies, equipment, customer service standards & practices, customized customer services, recyclable materials marketing plan, base program preferences, and price proposal.

4. The District received proposals from the following vendors:

   Republic Services
   LRS
   Waste Management

5. Waste Management was selected and is estimated at an annual cost of $1,250,000. The estimated contract value is based on a variety of factors, including but not limited to: annual volume of waste generated, projects taking place throughout the district requiring temporary roll-offs, 6 fee schedules with different tiers for select services, and occurrence of on-call requests, dumpster exchanges, dumpster cleaning, overflow and recycling contamination fees.

6. Proposals were reviewed by Purchasing.

7. Funding will be provided through the Facilities department utilities General Fund budget.

8. This item is submitted by Kathryn Wallace, Interim Facilities Director; and Jackie Turner, Senior Executive Officer of Operations.

B. RECOMMENDATION:

That the Board of Education authorize the award of Request for Proposal No. A27-6611-JG contract for district-wide trash, and recycling hauler services for a three-year period beginning February 1, 2027 to Waste Management for an estimated annual cost of $1,250,000.

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

DATE: November 17, 2026

TOPIC: Approval of Employment Agreement between Independent School District No. 625 and Professional Employees Association Representing Non-Supervisory Professional Employees

A. PERTINENT FACTS:

1. New Agreement is for a two year period from July 1, 2026, through June 30, 2028.

2. Contract changes are as follows:

   Wages: Effective July 1, 2026, the salary schedule is increased 3.5%. Effective July 1, 2027, the salary schedule is increased 3.5%. Maintain step increases each year.

   Benefits: Effective January 1, 2027, the District monthly contribution for single coverage is $820 and will be increased to $853 per month; and family/single+1 coverage is $1,655 and will be increased to $1,721 per month.

   Effective January 1, 2028, the District monthly contribution for single coverage is $853 and will be increased to $904 per month; and family/single+1 coverage is $1,721 and will be increased to $1,824 per month.

   Deferred Compensation: Effective January 1, 2027, the District match contribution is increased from $1,400 to $1,450 per year for employees hired after January 1, 1996. Effective January 1, 2028, the District match contribution is increased from $1,450 to $1,500 per year for employees hired after January 1, 1996.

   Religious Observances**:** Employees may use up to three (3) days of leave per school year for religious observances that are deducted from sick leave.

3. The District has 100 FTE's in this bargaining unit.

4. The new total package costs for the agreement are estimated as follows:

   - in the 2026-27 budget year: $ 458,932
   - in the 2027-28 budget year: $ 498,182

5. This item will meet the SPPS 2033 strategic plan priority area of Sustainable Infrastructure.

6. This request is submitted by Daniel Wells, Director of Employee and Labor Relations; Rick Kreyer, Interim Senior Executive Officer of Human Resources.

B. RECOMMENDATION:

That the Board of Education of Independent School District No. 625 approve and adopt the Agreement concerning the terms and conditions of employment for Professional Employees Association in this school district; duration of said Agreement is for the period of July 1, 2026, through June 30, 2028.

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

DATE: November 17, 2026

TOPIC: Addendum to Lease Agreement with West Side Community Organization

A. PERTINENT FACTS:

1. West Side Community Organization and Saint Paul Public Schools desire to revise the lease agreement to increase the rented space from 443 square feet to 886 square feet at the Baker Center, located at 209 Page Street West.

2. The District and West Side Community Organization agree, for the term of this Addendum, monthly rent due for the Tenant's lease at the Baker Center shall be One Thousand Six Hundred Forty Dollars and 64/100 ($1,640.64) in exchange for use of said Premises.

3. This lease agreement meets the District Strategic Plan goals by aligning Program Evaluation and Resource Allocation to District priorities.

4. This item will be reviewed and approved by General Council through eRFP.

5. This item is submitted by Kathryn Wallace, Interim Director of Facilities, and Jackie Turner, Senior Executive Officer of Operations.

B. RECOMMENDATIONS:

That the Board of Education authorize the Addendum to the Lease Agreement between the District and West Side Community Organization to increase the rented space to 886 square feet at the Baker Center, located at 209 Page Street West.

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

DATE: November 17, 2026

TOPIC: Monthly Operating Authority

A. PERTINENT FACTS:

1. The Board of Education must authorize and approve all expenditures of the District. Details of these expenditures are included under separate cover, on the following page.

2. Expenditure details are included for:
   a. Checks
   b. Electronic Payments
   c. ACH Payments
   d. EFT Payments
   e. Purchasing Card

3. The Board of Education must ratify any changes in collateral that have been previously approved by the Assistant Treasurer.

4. This item meets the District strategic plan focus area of Program Evaluation and Resource Allocation.

5. This item is submitted by Tom Sager, Senior Executive Officer of Financial Services.

B. RECOMMENDATIONS:

1. That the Board of Education approve and ratify the following checks and electronic transfers for the period September 1, 2026- September 30, 2026.

	MONTHLY OPERATING AUTHORITY	
	SEPTEMBER 1, 2026 -SEPTEMBER 30,2026	
Fund	**Descriptions**	**Amount**
No	**Checks: #799305-#800104**	
1	General	$ 2,915,002.68
2	Food Service	$ 1,711,821.40
3	Transportation Services	$ 174,526.84
4	Community Service	$ 173,334.67
6	Building Construction	$ 9,239,027.49
		$ 14,213,713.08
	Electronic Payments(WIRES): #0011893- #0011936	
1	General	$ 31,293,554.36
2	Food Service	$ 544,971.45
3	Transportation Services	$ 379,565.12
4	Community Service	$ 1,423,996.68
6	Building Construction	$ -
21	Work Compensatory	$ -
		$ 33,642,087.61
	ACH Payments: #0017642- #0017971	
1	General	$ 3,931,810.35
2	Food Service	$ 61,185.59
3	Transportation Services	$ 354,853.14
4	Community Service	$ 254,847.07
6	Building Construction	$ 8,145,736.87
		$ 12,748,433.02
	EFT Payments:	
1	General	$ -
2	Food Service	$ -
3	Transportation Services	$ -
4	Community Service	$ -
6	Building Construction	$ -
		$ -
	P- Card	
1	General	$335,519.79
2	Food Service	$ 5,352.89
3	Transportation Services	$ 2,142.05
4	Community Service	$ 42,814.98
6	Building Construction	$ 4,080.00
		$ 389,909.71
	TOTAL DISTRICT	**$ 60,994,143.42**

Fund Financial Analysis (July Thru September FY2027)

Fund	Actual Expenses	Adopted Budget	Variance	Percentage of Budget Used
Fund 1- General Fund	$154,654,977.78	$814,209,369.00	$659,554,391.22	19%
Fund 2 -Food Service	$3,905,391.61	$33,793,848.00	$29,888,456.39	12%
Fund 4 -Community Service	$5,667,570.01	$35,360,924.00	$29,693,353.99	16%
Fund 6- Building Construction	$41,940,072.16	$111,296,912.00	$69,356,839.84	38%

Fund Financial Analysis (September FY2027)

Fund	Actual Expenses	Adopted Budget	Percentage of Budget Used
Fund 1- General Fund	$39,386,974.33	$814,209,369.00	5%
Fund 2 -Food Service	$2,323,331.33	$33,793,848.00	7%
Fund 4 -Community Service	$1,894,993.40	$35,360,924.00	5%
Fund 6- Building Construction	$17,388,844.36	$111,296,912.00	16%

HUMAN RESOURCE TRANSACTIONS
October 1, 2026 – October 31, 2026
For November 17, 2026 Board Book

NEW APPOINTMENT

Name	Job Category	Eff Date	Pay Rate	Location
Boyonas, D. G.	Classroom Teacher	10/10/26	$37.11	Harding Senior High
Redmon, R. T.	Classroom Teacher	10/31/26	$55.57	RiverEast Elem/Secondary
Roh, J.	Classroom Teacher	10/24/26	$46.50	271 Belvidere Bldg
Jimenez, O.	School/Community Professional	11/7/26	$40.60	271 Belvidere Bldg
Probst, J. J.	School/Community Professional	10/17/26	$38.07	American Indian Magnet
Cho, H.	Education Assistant	9/26/26	$32.01	Washington Tech Middle School
Frisch, I. A.	Education Assistant	10/24/26	$18.36	1780 West 7th St - Disc Club
Seefeldt, B. M.	Education Assistant	10/10/26	$18.36	1780 West 7th St - Disc Club
Simmons, J. N.	Education Assistant	10/24/26	$32.42	1780 West 7th St - Disc Club
Xiong, A.	Education Assistant	10/31/26	$23.82	1780 W. 7th Street
Barr, Z. R.	Teaching Assistant	10/31/26	$26.81	Highwood Hills Elementary
Bishop, M. Q.	Teaching Assistant	10/10/26	$22.06	Como Park Elementary
Burks Brown, S. R.	Teaching Assistant	11/7/26	$22.06	Hidden River Middle School
English, T. U.	Teaching Assistant	10/10/26	$26.81	Battle Creek Elementary
Goodhue, E. H.	Teaching Assistant	11/14/26	$24.42	Bridge View
Hanson, B.	Teaching Assistant	10/17/26	$23.82	Groveland Park Elementary
Merriman-Lewis, T.	Teaching Assistant	10/24/26	$26.81	Groveland Park Elementary
Price, K. Q.	Teaching Assistant	10/17/26	$26.81	Bruce F Vento Elementary
Raine, A. B.	Teaching Assistant	10/10/26	$23.82	Battle Creek Elementary
Reece, C. J.	Teaching Assistant	10/10/26	$24.12	Groveland Park Elementary
Rhodes, J. E.	Teaching Assistant	10/24/26	$22.06	Mississippi Creative Arts Elem
Schuessler Ayala, A.	Teaching Assistant	10/10/26	$24.12	Adams Spanish Immersion Magnet
Schultz, D. L.	Teaching Assistant	10/3/26	$24.42	Highland Park Middle School
Smith, Z. J.	Teaching Assistant	10/24/26	$26.81	Battle Creek Middle School
Thaing, M. L.	Teaching Assistant	10/24/26	$26.81	Hazel Park Preparatory Academy
Vang, D. X.	Teaching Assistant	10/24/26	$23.82	Txuj Ci HMong (Lower) PhalenLk
Yin, R. A.	Teaching Assistant	10/31/26	$26.81	Groveland Park Elementary
Marfil, N.	Clerical	11/14/26	$37.48	Colborne Admin Offices
Zuercher, J. A.	Clerical	10/24/26	$31.82	Colborne Admin Offices
Dahir, S. M.	Nutrition Services	10/31/26	$18.65	Highland Park Senior High
Daniel, A. O.	Nutrition Services	10/31/26	$18.65	Como Service Center
Kinsman, J.	Nutrition Services	10/31/26	$18.65	Hidden River Middle School
Moua, K.	Nutrition Services	10/31/26	$18.65	Txuj Ci HMong (Upper) Gr 6-8

PROMOTION

Name	Job Category	Eff Date	Pay Rate	Location
Robinson, C.	Custodian Career Progression	9/26/26	$29.81	Rondo Education Center
Galindo, J.	Nutrition Services Career Progression	11/7/26	$26.75	American Indian Magnet

TEMPORARY APPOINTMENT

Name	Job Category	Eff Date	Pay Rate	Location
Vue, Y.	Classroom Teacher	10/10/26	$55.57	Hazel Park Preparatory Academy

LEAVE OF ABSENCE

Name	Job Category	Eff Date	Location
Dundek Bell, A. C.	Classroom Teacher	9/5/26	Farnsworth Aerospace Upper
Schoot, J. E.	Classroom Teacher	9/28/26	Adams Spanish Immersion Magnet
Turoski, E. D.	Education Assistant	8/19/26	Expo for Excellence Elementary
Shaw, P.	Teaching Assistant	9/8/26	Como Park Elementary
Colvin, C. A.	Professional Employee	9/28/26	Como Service Center

REHIRE

Name	Job Category	Eff Date	Pay Rate	Location
Her, G.	Classroom Teacher	10/24/26	$51.85	Washington Tech High School
Estyle, W.	Teaching Assistant	10/3/26	$23.82	Washington Tech High School
Jackson, J. A.	Teaching Assistant	11/14/26	$26.81	Harding Senior High
Noiwong, Z. T.	Nutrition Services	10/31/26	$18.65	Rondo Education Center

REINSTATEMENT FROM LEAVE OF ABSENCE

Name	Job Category	Eff Date	Location
Turoski, E. D.	Education Assistant	10/1/26	Expo for Excellence Elementary
Nah, J.	Teaching Assistant	10/8/26	Early Learning Hub
Rogers, A.	Machinists	10/8/26	Como Service Center
Colvin, C. A.	Professional Employee	10/21/26	Como Service Center

RECISION OF RESIGNATION

Name	Job Category	Eff Date	Pay Rate	Location
Yang, M.	School Bus Driver	10/17/26	$30.42	Transportation Services

CHANGE IN TITLE

Name	Job Category	Eff Date	Pay Rate	Location
Anderson, A. L.	Professional Employee From: School/Community Professional	9/5/26	$43.22	Como Service Center

RETIREMENT

Name	Job Category	Eff Date	Location
Carson, C.	Classroom Teacher	1/1/27	Mississippi Creative Arts Elem
Chang, P. Z.	Education Assistant	1/1/27	Txuj Ci HMong (Upper) Gr 6-8
Hubbard, S.	Education Assistant	10/31/26	Randolph Heights Elementary

RESIGNATION

Name	Job Category	Eff Date	Location
Htoo, K. R.	Classroom Teacher	10/17/26	Wellstone Elementary
McQuade, A. I.	Classroom Teacher	11/11/26	Farnsworth Aerospace Lower
Reid, K. L.	Classroom Teacher	11/16/26	Wellstone Elementary
Ward, N. J.	Classroom Teacher	11/5/26	Focus Beyond (18-Adult)
Buvala, O. L.	Special Education Teacher	9/18/26	No Assigned Bldg - Misc
Bush, J. E.	School/Community Professional	10/24/26	1780 W. 7th Street
Mohammed, R.	Education Assistant	10/31/26	Expo for Excellence Elementary
Ajaluwa, A. A.	Teaching Assistant	11/7/26	Murray Middle School
Avery, T. J.	Teaching Assistant	10/15/26	Txuj Ci HMong (Lower) PhalenLk
Balsimo, J. J.	Teaching Assistant	10/6/26	Cherokee Hts Community School
Castro, J.	Teaching Assistant	10/24/26	Battle Creek Elementary
Crippen, T. K.	Teaching Assistant	10/24/26	Highland Park Middle School
Gillespie, J. L.	Teaching Assistant	10/22/26	Benjamin Mays/Museum
Holland, L.	Teaching Assistant	10/31/26	The Heights Community School
Jakes, D. E.	Teaching Assistant	10/10/26	Highland Park Middle School
Johnson, S.	Teaching Assistant	10/13/26	Bridge View
LaBrash, J.	Teaching Assistant	9/9/26	Farnsworth Aerospace Upper
Nelson, C. K.	Teaching Assistant	10/16/26	St Anthony Park Elementary
Petty, K. D.	Teaching Assistant	10/6/26	Bruce F Vento Elementary
Raheem, A. N.	Teaching Assistant	10/24/26	Mississippi Creative Arts Elem
Ross, J. S.	Teaching Assistant	10/10/26	American Indian Magnet
Shi, M. M.	Teaching Assistant	12/24/26	Daytons Bluff Achievement Plus
Smith, A. M.	Teaching Assistant	8/22/26	Capitol Hill Magnet
Smith, P. D.	Teaching Assistant	10/31/26	Battle Creek Middle School
Gray, S. L.	School Bus Driver	1/1/27	Transportation Services
Yang, M.	School Bus Driver	10/17/26	Transportation Services
Agate, N.	Nutrition Services	10/10/26	Harding Senior High
Greaves, S.	Nutrition Services	11/7/26	Daytons Bluff Achievement Plus
Mu, T.	Nutrition Services	10/13/26	Washington Tech High School
Tafa, E. A.	Nutrition Services	8/22/26	American Indian Magnet
Vang, S.	Nutrition Services	10/31/26	Nokomis Montessori North
Jorissen, J. M.	Professional Employee	11/18/26	Como Service Center

TERMINATION

Name	Job Category	Eff Date	Location
P G., J. A.	Education Assistant	10/10/26	
B., T. R.	Teaching Assistant	10/20/26	
E., T. U.	Teaching Assistant	10/16/26	
W., B. E.	Teaching Assistant	10/1/26	
L., D.	Custodian	10/13/26	
R., N. M.	Custodian	9/24/26	
B., S. R.	Nutrition Services	10/20/26	

DISCHARGE

Name	Job Category	Eff Date	Location
G., D.	Teaching Assistant	8/7/26	
R., T.	Teaching Assistant	10/9/26	

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

DATE: November 17, 2026

TOPIC: Approval of Renewal of Membership in the Minnesota State High School League

A. PERTINENT FACTS:

1. The Minnesota State High School League requires the Board of Education to adopt the attached resolution in order to renew the School District's schools membership in the Minnesota State High School League (MSHSL). It must be submitted to the MSHSL by July 31, 2026.

2. There is no cost to the District.

3. This item will meet the District target area goals of Deliberate Inclusion.

4. This item is submitted by Andrea Schmidt, Districtwide Athletic Director and Toya Pryor, Senior Executive Officer of School Leadership & Operations.

B. RECOMMENDATION:

That the Board of Education adopt the attached resolution to renew the School District's participating schools' membership in the Minnesota State High School League. The schools are: Central HS, Creative Arts, Como Park HS, Harding HS, Highland Park HS, Humboldt HS, Johnson HS, Open World Learning (OWL) Community, and Washington Technology Magnet HS.

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

DATE: November 17, 2026

TOPIC: Phase Gate Approval of the FY27 Roofing Replacement at Nokomis South and L'Etoile du Nord (Project # 0175-27-01): Gate #3 – Project Budget

A. PERTINENT FACTS:

1. This agenda item seeks approval for the FY27 Roofing Replacement at Nokomis South and L'Etoile du Nord project at the following phase gate(s):

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

2. The Project phase gate schedule is currently:

Gate # and Description	Date
#1 – Master Planning	July 14, 2026
#2 – Project Charter (Predesign)	Not Applicable
#3 – Project Budget	November 17, 2026 (current)
#4 – Contract Award	March 2027 (anticipated)
#5.1 – Project Close-Out	August 2027 (anticipated)
#5.2 – Final Project Summary	August 2028 (anticipated)

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

Proposed Budget	Current Obligations	Invoiced to Date	Percent Invoiced
$3,788,000	$188,900	$56,554	1.5%

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

Funding Source	Amount
LTFM FY27-29	$3,788,000

5. This item will meet the SPPS 2033 strategic plan priority area of Sustainable Infrastructure.

6. This item is submitted by Kathryn Wallace, Interim Facilities Director; Tom Sager, Senior Executive Officer of Financial Services; and Jackie Turner, Senior Executive Officer of Operations.

B. RECOMMENDATION:

That the Board of Education approve the FY27 Roofing Replacement at Nokomis South and L'Etoile du Nord (Project # 0175-27-01) at Phase Gate Check #3 – Project Budget; setting the final project budget at $3,788,000 and indicating direction to proceed with construction bidding.

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

DATE: November 17, 2026

TOPIC: Phase Gate Approval of the Multi-Site Roof and Chiller Replacement at Crossroads Elementary and Creative Arts Secondary (Project # 4120-27-01): Gate #3 – Project Budget

A. PERTINENT FACTS:

1. This agenda item seeks approval for the Multi-Site Roof and Chiller Replacement at Crossroads Elementary and Creative Arts Secondary project at the following phase gate(s):

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

2. The Project phase gate schedule is currently:

Gate # and Description	Date
#1 – Master Planning	July 14, 2026
#2 – Project Charter (Predesign)	Not Applicable
#3 – Project Budget	November 17, 2026 (current)
#4 – Contract Award	December 2026 (anticipated)
#5.1 – Project Close-Out	September 2027 (anticipated)
#5.2 – Final Project Summary	September 2028 (anticipated)

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

Proposed Budget	Current Obligations	Invoiced to Date	Percent Invoiced
$10,251,000	$0	$0	0%

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

Funding Source	Amount
LTFM FY27-29	$10,251,000

5. This item will meet the SPPS 2033 strategic plan priority area of Sustainable Infrastructure.

6. This item is submitted by Kathryn Wallace, Interim Facilities Director; Tom Sager, Senior Executive Officer of Financial Services; and Jackie Turner, Senior Executive Officer of Operations.

B. RECOMMENDATION:

That the Board of Education approve the Multi-Site Roof and Chiller Replacement at Crossroads Elementary and Creative Arts Secondary (Project # 4120-27-01) at Phase Gate Check #3 – Project Budget; setting the final project budget at $10,251,000 and indicating direction to proceed with construction bidding.

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

DATE: November 17, 2026

TOPIC: Revision to Policy 409.00 - Travel Expense Reimbursement

A. PERTINENT FACTS:

1. Per SPPS Policy 209.00 - Development, Adoption, Implementation and Monitoring of Policies, revisions required due to legal, regulatory, administrative, or editorial updates may be approved through the consent agenda process when such revisions do not substantially alter the intent or scope of the policy.

2. Policy 409.00 Travel Expense Reimbursement is being updated through the consent agenda process because the proposed revisions primarily consist of adding a Policy Purpose and a General Statement of Policy that clarify the intent, expectations, and administration of the existing policy without substantially changing the policy's scope or fundamental requirements.

3. The revisions to Policy 409.00 Travel Expense Reimbursement include the addition of the following sections:

   POLICY PURPOSE

   "It may be necessary that St. Paul Public Schools district employees travel to conduct school business for a variety of reasons. This includes in-state and out-of-state travel. Employees must follow St. Paul Public Schools district policy, procedures, and labor agreements when traveling on SPPS business."

   GENERAL STATEMENT OF POLICY

   "It is the policy of the St. Paul Public Schools district to reimburse employees, board members, and other authorized individuals for reasonable and necessary travel expenses incurred while conducting official district business. All travel must be pre-approved and conducted in a manner that is cost-effective and consistent with the district's mission, values, and fiscal responsibility. Reimbursement will be made in accordance with established procedures and guidelines to ensure transparency, accountability, and compliance with applicable laws and regulations."

4. The existing policy continues to provide reimbursement for reasonable and necessary travel expenses incurred while conducting official district business and maintains compliance with applicable Minnesota statutes and established district procedures.

5. This revision supports the District's commitment to fiscal responsibility, accountability, transparency, and consistent administration of employee and board travel expenditures.

6. This item is submitted by Daniel Moser, Executive Director of Financial Services; and Tom Sager, Senior Executive Officer of Financial Services.

B. RECOMMENDATION:

That the Board of Education approve the revisions to Policy 409.00 - Travel Expense Reimbursement.

409.00 TRAVEL EXPENSE REIMBURSEMENT

~~The School District shall reimburse employees and school board members for travel expenses incurred while:~~

~~1. Representing the School District in an official capacity~~
~~2. Conducting School District business~~
~~3. Attending professional meetings.~~

I. POLICY PURPOSE

It may be necessary that St. Paul Public School (SPPS) district employees travel to conduct school business for a variety of reasons. This includes in-state and out-of-state travel. Employees must follow St. Paul Public School district policy, procedures and labor agreements to travel on SPPS business.

II. GENERAL STATEMENT OF POLICY

It is the policy of the St. Paul Public School district to reimburse employees, board members, and other authorized individuals for reasonable and necessary travel expenses incurred while conducting official district business. All travel must be pre-approved and conducted in a manner that is cost-effective and consistent with the district's mission, values, and fiscal responsibility. Reimbursement will be made in accordance with established procedures and guidelines to ensure transparency, accountability, and compliance with applicable laws and regulations.

III. AUTHORIZATION

All school district business expenses to be reimbursed shall be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees and other reasonable and necessary school district business-related expenses.

IV. REIMBURSEMENT

1. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designed administrator. Receipts for lodging, commercial transportation, registration and other reasonable and necessary expenses must be attached to the reimbursement form.
2. Vehicle travel for employees and school board members shall be reimbursed at the mileage rate set by the school board. School Board members will not be reimbursed for local vehicle mileage to and from meetings. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
3. ~~An employee or a school board member may draw on the travel advance fund of the district to cover expenses for travel to conventions of conferences held outside of the metropolitan Twin Cities Area.~~

V. ESTABLISHMENT OF TRAVEL PROCEDURES

The Superintendent shall delegate the development of the travel procedures that detail the responsibilities of an employee or a school board member traveling on behalf of the district and the requirements for reimbursement and the timelines for submission of the reimbursement request.

Prior to travel being approved by the employee's supervisor, the employee will be presented with travel procedures and expectations, and provide a signature indicating they will comply with the above policy and travel procedure.

LEGAL REFERENCES:

Minn. Stat. §471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (January 24, 1989) (Operating Expenses of Car)

CROSS REFERENCES:

None

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

DATE: November 17, 2026

TOPIC: Phase Gate Approval of the FY27 Fire Safety Program at L'Etoile Du Nord French Immersion School and Harding High School (Project # 0652-27-01): Gate #4 - Contract Award

A. PERTINENT FACTS:

1. This agenda item seeks approval for the FY27 Fire Safety Program at L'Etoile Du Nord French Immersion School and Harding High School project at the following phase gate(s):

    a. Gate #4: Contract Award

2. The Project phase gate schedule is currently:

Gate # and Description	Date
#1 – Master Planning	July 15, 2025
#2 – Project Charter (Predesign)	Not Applicable
#3 – Project Budget	February 17, 2026
#4 – Contract Award	November 17, 2026 (current)
#5.1 – Project Close-Out	August 2027 (anticipated)
#5.2 – Final Project Summary	August 2028 (anticipated)

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

Project Budget	Current Obligations	Invoiced to Date	Percent Invoiced
$2,686,000	$1,757,190	$416,486	16%

4. The following bid was received per the terms of MN State Contract #F-556(5):

    Lump Sum Base Bid

    Egan Company……$222,822

5. This bid will be reviewed by Purchasing.

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

Funding Source	Amount
LTFM FY26-29	2,686,000

7. This item will meet the SPPS 2033 strategic plan priority area of Sustainable Infrastructure.

8. This item is submitted by Kathryn Wallace, Interim Director of Facilities; Tom Sager, Senior Executive Officer of Financial Services; and Jackie Turner, Senior Executive Officer of Operations.

B. RECOMMENDATION:

That the Board of Education approve the award of the fire alarm at L'Etoile du Nord for the FY27 Fire Safety Program at L'Etoile Du Nord French Immersion School and Harding High School (Project # 0652-27-01) to Egan Company for a lump sum base bid of $222,822.

Abstract of Votes Cast
Independent School District No. 625 (ST. PAUL)
State of Minnesota
at the State General Election
Held Tuesday, November 3, 2026

Compiled from the Official Returns.

Summary of Totals
Independent School District No. 625 (ST. PAUL)
Tuesday, November 3, 2026 State General Election

KEY TO PARTY ABBREVIATIONS

NP - Nonpartisan

School Board Member At Large (ISD #625) (Elect 3)

NP Omar Syed 46115	NP Teresa Glass 22496	NP Stephanie Anderson 48448	NP Uriah Ward 43858	NP Michael Schell 15745
NP Kris Taylor 15214	NP Tamara Mattison 23642	WI WRITE-IN 1502		

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Detail of Election Results
Independent School District No. 625 (ST. PAUL)
Tuesday, November 3, 2026 State General Election

Office Title: School Board Member At Large (ISD #625) (Elect 3)

Precinct	NP Omar Syed	NP Teresa Glass	NP Stephanie Anderson	NP Uriah Ward	NP Michael Schell
62 0540 : ST. PAUL W-1 P-01	293	39	100	84	27
62 0550 : ST. PAUL W-1 P-02	1021	383	1010	965	230
62 0560 : ST. PAUL W-1 P-03	444	176	353	354	105
62 0570 : ST. PAUL W-1 P-04	465	177	429	382	127
62 0580 : ST. PAUL W-1 P-05	363	254	255	261	73
62 0590 : ST. PAUL W-1 P-06	339	134	288	293	107
62 0600 : ST. PAUL W-1 P-07	947	318	876	986	208
62 0610 : ST. PAUL W-1 P-08	521	189	462	400	91
62 0620 : ST. PAUL W-1 P-09	376	252	337	253	160
62 0630 : ST. PAUL W-1 P-10	1041	319	980	981	214
62 0640 : ST. PAUL W-1 P-11	254	116	152	118	146
62 0650 : ST. PAUL W-1 P-12	318	216	310	230	164
62 0660 : ST. PAUL W-1 P-13	329	128	244	216	123
62 0680 : ST. PAUL W-2 P-01	565	279	618	501	168
62 0690 : ST. PAUL W-2 P-02	490	428	633	525	234
62 0700 : ST. PAUL W-2 P-03	311	139	308	299	104
62 0710 : ST. PAUL W-2 P-04	557	311	616	570	196
62 0720 : ST. PAUL W-2 P-05	935	271	949	879	182
62 0730 : ST. PAUL W-2 P-06	782	279	791	758	166
62 0740 : ST. PAUL W-2 P-07	822	460	805	802	243
62 0750 : ST. PAUL W-2 P-08	606	322	675	601	278
62 0760 : ST. PAUL W-2 P-09	656	260	505	455	154
62 0770 : ST. PAUL W-2 P-10	394	237	374	312	163
62 0780 : ST. PAUL W-2 P-11	712	398	788	720	214
62 0790 : ST. PAUL W-2 P-12	455	314	488	387	171
62 0800 : ST. PAUL W-2 P-13	173	127	164	126	69

Detail of Election Results
Independent School District No. 625 (ST. PAUL)
Tuesday, November 3, 2026 State General Election

Office Title: School Board Member At Large (ISD #625) (Elect 3)

Precinct	NP Omar Syed	NP Teresa Glass	NP Stephanie Anderson	NP Uriah Ward	NP Michael Schell
62 0840 : ST. PAUL W-3 P-01	917	462	1126	1052	291
62 0850 : ST. PAUL W-3 P-02	1162	506	1352	1291	285
62 0860 : ST. PAUL W-3 P-03	865	429	1064	952	365
62 0870 : ST. PAUL W-3 P-04	975	456	1094	1034	255
62 0880 : ST. PAUL W-3 P-05	582	308	722	481	296
62 0890 : ST. PAUL W-3 P-06	758	389	802	732	272
62 0900 : ST. PAUL W-3 P-07	569	202	522	520	106
62 0910 : ST. PAUL W-3 P-08	558	222	550	588	111
62 0920 : ST. PAUL W-3 P-09	1083	460	1123	1122	275
62 0930 : ST. PAUL W-3 P-10	877	439	936	964	295
62 0940 : ST. PAUL W-3 P-11	612	293	640	576	200
62 0950 : ST. PAUL W-3 P-12	190	103	208	194	71
62 0960 : ST. PAUL W-3 P-13	831	376	882	899	244
62 1000 : ST. PAUL W-4 P-01	548	179	602	619	87
62 1010 : ST. PAUL W-4 P-02	654	217	663	674	104
62 1020 : ST. PAUL W-4 P-03	1273	278	925	1009	200
62 1030 : ST. PAUL W-4 P-04	790	292	779	838	189
62 1040 : ST. PAUL W-4 P-05	499	277	580	526	236
62 1050 : ST. PAUL W-4 P-06	924	278	897	933	212
62 1060 : ST. PAUL W-4 P-07	1276	316	1013	1143	166
62 1070 : ST. PAUL W-4 P-08	1001	314	873	932	224
62 1080 : ST. PAUL W-4 P-09	310	165	323	350	135
62 1090 : ST. PAUL W-4 P-10	542	184	458	472	91
62 1100 : ST. PAUL W-4 P-11	518	194	455	476	126
62 1110 : ST. PAUL W-4 P-12	693	312	879	795	222
62 1120 : ST. PAUL W-4 P-13	874	368	925	908	220
62 1160 : ST. PAUL W-5 P-01	974	377	1100	1016	276
62 1170 : ST. PAUL W-5 P-02	443	195	478	484	162

Detail of Election Results
Independent School District No. 625 (ST. PAUL)
Tuesday, November 3, 2026 State General Election

Office Title: School Board Member At Large (ISD #625) (Elect 3)

Precinct	NP Omar Syed	NP Teresa Glass	NP Stephanie Anderson	NP Uriah Ward	NP Michael Schell
62 1180 : ST. PAUL W-5 P-03	823	470	904	833	259
62 1190 : ST. PAUL W-5 P-04	874	569	969	754	404
62 1200 : ST. PAUL W-5 P-05	302	155	262	167	136
62 1210 : ST. PAUL W-5 P-06	403	326	666	400	270
62 1220 : ST. PAUL W-5 P-07	360	253	468	370	244
62 1230 : ST. PAUL W-5 P-08	404	263	446	380	263
62 1240 : ST. PAUL W-5 P-09	277	188	403	257	139
62 1250 : ST. PAUL W-5 P-10	194	56	211	201	51
62 1290 : ST. PAUL W-6 P-01	298	302	359	261	175
62 1300 : ST. PAUL W-6 P-02	529	272	593	518	193
62 1310 : ST. PAUL W-6 P-03	234	275	366	259	204
62 1320 : ST. PAUL W-6 P-04	182	156	243	178	191
62 1330 : ST. PAUL W-6 P-05	355	246	400	308	195
62 1340 : ST. PAUL W-6 P-06	257	168	318	243	163
62 1350 : ST. PAUL W-6 P-07	245	145	251	179	116
62 1360 : ST. PAUL W-6 P-08	250	257	325	211	170
62 1370 : ST. PAUL W-6 P-09	175	151	303	175	151
62 1380 : ST. PAUL W-6 P-10	229	230	462	259	217
62 1390 : ST. PAUL W-6 P-11	292	260	451	350	272
62 1430 : ST. PAUL W-7 P-01	295	142	297	295	109
62 1440 : ST. PAUL W-7 P-02	161	90	167	120	77
62 1450 : ST. PAUL W-7 P-03	321	184	339	285	140
62 1460 : ST. PAUL W-7 P-04	295	170	309	261	123
62 1470 : ST. PAUL W-7 P-05	298	236	360	318	136
62 1480 : ST. PAUL W-7 P-06	246	178	336	224	147
62 1490 : ST. PAUL W-7 P-07	189	182	327	201	132
62 1500 : ST. PAUL W-7 P-08	377	272	432	282	184
62 1510 : ST. PAUL W-7 P-09	304	218	371	256	230

Detail of Election Results
Independent School District No. 625 (ST. PAUL)
Tuesday, November 3, 2026 State General Election

Office Title: School Board Member At Large (ISD #625) (Elect 3)

Precinct	NP Omar Syed	NP Teresa Glass	NP Stephanie Anderson	NP Uriah Ward	NP Michael Schell
62 1520 : ST. PAUL W-7 P-10	272	221	362	312	213
62 1530 : ST. PAUL W-7 P-11	201	172	231	157	106
62 1540 : ST. PAUL W-7 P-12	434	314	567	418	278
62 1550 : ST. PAUL W-7 P-13	572	258	469	388	224
Total:	**46115**	**22496**	**48448**	**43858**	**15745**

Precinct	NP Kris Taylor	NP Tamara Mattison	WI WRITE-IN
62 0540 : ST. PAUL W-1 P-01	21	54	0
62 0550 : ST. PAUL W-1 P-02	289	420	26
62 0560 : ST. PAUL W-1 P-03	92	262	9
62 0570 : ST. PAUL W-1 P-04	118	252	21
62 0580 : ST. PAUL W-1 P-05	76	258	9
62 0590 : ST. PAUL W-1 P-06	86	167	5
62 0600 : ST. PAUL W-1 P-07	212	421	26
62 0610 : ST. PAUL W-1 P-08	87	242	16
62 0620 : ST. PAUL W-1 P-09	164	299	16
62 0630 : ST. PAUL W-1 P-10	260	366	23
62 0640 : ST. PAUL W-1 P-11	94	179	11
62 0650 : ST. PAUL W-1 P-12	133	231	10
62 0660 : ST. PAUL W-1 P-13	115	148	10
62 0680 : ST. PAUL W-2 P-01	169	332	7
62 0690 : ST. PAUL W-2 P-02	231	256	18
62 0700 : ST. PAUL W-2 P-03	104	138	13
62 0710 : ST. PAUL W-2 P-04	201	344	9
62 0720 : ST. PAUL W-2 P-05	173	358	24

Detail of Election Results
Independent School District No. 625 (ST. PAUL)
Tuesday, November 3, 2026 State General Election

Office Title: School Board Member At Large (ISD #625) (Elect 3)

Precinct	NP Kris Taylor	NP Tamara Mattison	WI WRITE-IN
62 0730 : ST. PAUL W-2 P-06	188	364	19
62 0740 : ST. PAUL W-2 P-07	184	447	25
62 0750 : ST. PAUL W-2 P-08	240	393	23
62 0760 : ST. PAUL W-2 P-09	165	363	18
62 0770 : ST. PAUL W-2 P-10	149	240	25
62 0780 : ST. PAUL W-2 P-11	191	331	28
62 0790 : ST. PAUL W-2 P-12	162	293	8
62 0800 : ST. PAUL W-2 P-13	52	119	7
62 0840 : ST. PAUL W-3 P-01	281	311	25
62 0850 : ST. PAUL W-3 P-02	334	389	42
62 0860 : ST. PAUL W-3 P-03	314	463	23
62 0870 : ST. PAUL W-3 P-04	275	430	31
62 0880 : ST. PAUL W-3 P-05	234	353	23
62 0890 : ST. PAUL W-3 P-06	283	296	21
62 0900 : ST. PAUL W-3 P-07	104	208	8
62 0910 : ST. PAUL W-3 P-08	107	199	7
62 0920 : ST. PAUL W-3 P-09	343	401	38
62 0930 : ST. PAUL W-3 P-10	283	327	23
62 0940 : ST. PAUL W-3 P-11	215	361	16
62 0950 : ST. PAUL W-3 P-12	93	105	14
62 0960 : ST. PAUL W-3 P-13	265	350	15
62 1000 : ST. PAUL W-4 P-01	112	214	5
62 1010 : ST. PAUL W-4 P-02	92	188	9
62 1020 : ST. PAUL W-4 P-03	158	410	11
62 1030 : ST. PAUL W-4 P-04	179	296	24
62 1040 : ST. PAUL W-4 P-05	227	286	12
62 1050 : ST. PAUL W-4 P-06	189	290	18
62 1060 : ST. PAUL W-4 P-07	194	454	27

Detail of Election Results
Independent School District No. 625 (ST. PAUL)
Tuesday, November 3, 2026 State General Election

Office Title: School Board Member At Large (ISD #625) (Elect 3)

Precinct	NP Kris Taylor	NP Tamara Mattison	WI WRITE-IN
62 1070 : ST. PAUL W-4 P-08	207	394	22
62 1080 : ST. PAUL W-4 P-09	123	197	17
62 1090 : ST. PAUL W-4 P-10	102	231	6
62 1100 : ST. PAUL W-4 P-11	156	246	7
62 1110 : ST. PAUL W-4 P-12	223	229	10
62 1120 : ST. PAUL W-4 P-13	184	275	23
62 1160 : ST. PAUL W-5 P-01	261	394	30
62 1170 : ST. PAUL W-5 P-02	128	206	22
62 1180 : ST. PAUL W-5 P-03	200	406	30
62 1190 : ST. PAUL W-5 P-04	351	595	29
62 1200 : ST. PAUL W-5 P-05	195	209	8
62 1210 : ST. PAUL W-5 P-06	229	328	45
62 1220 : ST. PAUL W-5 P-07	191	261	17
62 1230 : ST. PAUL W-5 P-08	225	315	11
62 1240 : ST. PAUL W-5 P-09	137	212	11
62 1250 : ST. PAUL W-5 P-10	52	70	8
62 1290 : ST. PAUL W-6 P-01	168	238	3
62 1300 : ST. PAUL W-6 P-02	160	271	12
62 1310 : ST. PAUL W-6 P-03	183	180	7
62 1320 : ST. PAUL W-6 P-04	148	185	14
62 1330 : ST. PAUL W-6 P-05	226	291	19
62 1340 : ST. PAUL W-6 P-06	158	218	14
62 1350 : ST. PAUL W-6 P-07	159	175	12
62 1360 : ST. PAUL W-6 P-08	141	206	13
62 1370 : ST. PAUL W-6 P-09	120	166	5
62 1380 : ST. PAUL W-6 P-10	157	232	18
62 1390 : ST. PAUL W-6 P-11	257	279	10
62 1430 : ST. PAUL W-7 P-01	98	189	13

Detail of Election Results
Independent School District No. 625 (ST. PAUL)
Tuesday, November 3, 2026 State General Election

Office Title: School Board Member At Large (ISD #625) (Elect 3)

Precinct	NP Kris Taylor	NP Tamara Mattison	WI WRITE-IN
62 1440 : ST. PAUL W-7 P-02	61	132	10
62 1450 : ST. PAUL W-7 P-03	138	251	22
62 1460 : ST. PAUL W-7 P-04	197	209	30
62 1470 : ST. PAUL W-7 P-05	107	192	26
62 1480 : ST. PAUL W-7 P-06	136	205	14
62 1490 : ST. PAUL W-7 P-07	139	188	39
62 1500 : ST. PAUL W-7 P-08	166	275	32
62 1510 : ST. PAUL W-7 P-09	284	276	21
62 1520 : ST. PAUL W-7 P-10	207	244	15
62 1530 : ST. PAUL W-7 P-11	108	186	14
62 1540 : ST. PAUL W-7 P-12	263	385	21
62 1550 : ST. PAUL W-7 P-13	231	293	24
Total:	**15214**	**23642**	**1502**

We, the school board members of Independent School District No. 625 (ST. PAUL), certify that we have canvassed the returns of the State General Election held on Tuesday, November 3, 2026 and have herein specified the names of any candidates receiving votes and the number of votes received by each candidate, and have herein specified the number of votes for and against any ballot questions voted on in this election.

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the clerk of Independent School District No. 625 (ST. PAUL).

Witness our official signature at _____ in _____ County this _____ day of _____, 2026.

_____
School Board Member

_____
School Board Member

_____
School Board Member

_____
School Board Member

_____
School Board Member

_____
School Board Member

_____
School Board Member

State of Minnesota
Independent School District No. 625 (ST. PAUL)

I, _____, Clerk of the Independent School District No. 625 (ST. PAUL) do hereby certify the within and foregoing _____ pages to be a full and correct copy of the original abstract and return of the votes cast in the Independent School District No. 625 (ST. PAUL) State General Election held on Tuesday, November 3, 2026.

Witness my hand and official seal of office this _____ day of _____, 2026.

_____

Resolution in Support of a Pause on New Charter Schools

WHEREAS, the Saint Paul Public Schools (SPPS) Board of Education commissioned a fiscal analysis of the relationship between charter schools and SPPS, conducted by NorthStar Policy Action and published in 2026; and

WHEREAS, that analysis found that charter school enrollment in St. Paul grew from serving approximately one-in-thirteen public school students in 2001-02 to more than one-in-three in 2022-23, a nearly fivefold increase in charter enrollment accompanied by a decline of more than 12,000 students in SPPS enrollment over the same period; and

WHEREAS, the analysis further found that the number of Saint Paul resident students attending charter schools grew from just over 4,000 in 2001 to more than 14,000 by 2024, representing a sustained, decades-long movement of Saint Paul students away from district schools; and

WHEREAS, this enrollment decline has created significant fiscal externalities for SPPS, because school districts cannot reduce fixed costs including building maintenance, transportation infrastructure, and administrative operations at the same rate they lose students and funding; and

WHEREAS, the NorthStar Policy Action analysis estimates that the annual indirect fiscal externality imposed on SPPS by charter school growth ranges from $7.2 million to $17.7 million, depending on the rate of enrollment shift; and

WHEREAS, in addition to these indirect costs, charter schools have directly billed SPPS for services, primarily special education, totaling more than $125 million in nominal dollars since 2007-08, and reaching $13.6 million in fiscal year 2023-24 alone; and

WHEREAS, these combined direct and indirect costs represent a substantial and growing financial burden on SPPS that diminishes the resources available to educate the students who remain enrolled in district schools; and

WHEREAS, Saint Paul, like many urban districts across Minnesota and the nation, is experiencing a declining school-age population driven by falling birthrates, meaning the total number of students available to attend public schools is shrinking even as the number of schools competing to serve them continues to grow; and

WHEREAS, this dynamic creates an increasingly unsustainable landscape in which a growing number of schools, both district and charter, are serving a shrinking pool of students, driving down enrollment and per-school resources across the entire public education ecosystem; and

WHEREAS, a pause on new charter school authorizations within Saint Paul would therefore benefit not only SPPS but existing charter schools as well, by stabilizing enrollment across all

public schools and preventing a race to the bottom in which no school, district or charter, has sufficient students to operate effectively and efficiently; and

WHEREAS, the Board of Education is committed to fiscal sustainability, equitable resource allocation, and the long-term strength of public education for all Saint Paul children;

NOW, THEREFORE, BE IT RESOLVED that the Saint Paul Public Schools Board of Education hereby calls upon the Minnesota State Legislature to enact an indefinite pause on the authorization of new charter schools within the geographic boundaries of the City of Saint Paul; and

BE IT FURTHER RESOLVED that the Board of Education formally adds support for a charter school pause within Saint Paul to the SPPS Legislative Agenda, directing the district's lobbyist to actively advocate for this position; and

BE IT FURTHER RESOLVED that the Board of Education calls upon the Minnesota State Legislature to eliminate all provisions of state law that require school districts to bear financial obligations arising from the enrollment, transportation, or service needs of students attending charter schools and to reimburse school districts for all similar financial obligations required by federal law; and

BE IT FURTHER RESOLVED that the Board of Education calls upon every member of the Saint Paul legislative delegation to introduce and sponsor or cosponsor legislation that would achieve this pause on charter schools; and

BE IT FURTHER RESOLVED that the Board of Education formally asks the Saint Paul City Government, including the Mayor and the City Council, to cease issuing conduit bonds to charter schools and to explore zoning and any other methods at their disposal to prevent the expansion of charter schools; and

BE IT FINALLY RESOLVED that the Board of Education requests that the Minnesota School Boards Association (MSBA) and the Association of Metropolitan School Districts (AMSD) formally adopt support for a charter school pause as part of their respective legislative platforms.

Policy Update

Regular Meeting of the Board of Education
November 17, 2026

Saint Paul
Public Schools

Saint Paul
Public Schools

- Policy 420.00 - Minnesota Paid Leave
- Policy 718.00 - Branding
- Policy 812.00 - School Emergency Management
- Policy 211.03 - Student Voice in Decision Making
- Policy 301.00 - Board / Superintendent Relationship

THIRD READING: Policy 420.00 - Minnesota Paid Leave

Rick Kreyer, Human Resources

Policy 420.00 Minnesota Paid Leave

Current Policy:

- First revision since adoption 11/18/25.
- Policy was implemented on an emergency basis and will now go through the formal adoption process.
- Changes reflect clarification of actual practice.

Policy Changes

V. APPLYING FOR MPL BENEFITS

Employees who wish to submit an application for MPL benefits must first request leave from the District through PeopleSoft and then complete any portion of the MPL paid benefits application form that is designated to be completed by the employee and submit the application for MPL benefits along with any necessary certifications (medical or otherwise) to the state. Employees enrolled in a District short-term disability program are required to submit a claim directly to the program administrator. The District will respond to requests for information about an employee's application for MPL benefits within seven calendar days of the request.

51

Policy 420.00 Minnesota Paid Leave

Current Policy:

Policy Changes

VIII. DISABILITY BENEFITS, SICK LEAVE, AND "TOP OFF PAYMENTS" AND MPL.

E. While awaiting the state's decision on a leave request, employees may choose to "top off" their pay using sick hours, vacation hours, or short-term disability pay. Employees are strongly encouraged to use the estimated pay calculator on the MPL website to determine their "top off" amount. If an employee uses excess sick or vacation hours or short-term disability pay and receives more than their usual salary, the District will not restore the already paid sick or vacation hours and the employee must repay any short-term disability overpayment. The employee is also required to report the overpayment to the state.

52

Policy 420.00 Minnesota Paid Leave

Current Policy:

Policy Changes

VIIII. BENEFITS DURING MPL.

A. During MPL and/or unpaid FMLA leave, an employee's ~~eligibility status for any~~ group insurance policies ~~policy~~ and ~~or~~ health care plans will ~~not change~~ transition to administrative billing under ~~from the active plan to~~ the COBRA plan. ~~and the employee may continue their participation in such policy or plan.~~ However, the District will continue to pay its portion of the premiums at the same level as if the employee were actively working. As a result, the employee will only be responsible for paying the standard active ~~All~~ employee contribution~~s~~ rates. All employee contributions ~~(if any)~~ must be paid on a timely basis directly to the District's third-party administrator ~~provider~~ ("Benefit Resource, Inc." or "BRI") ~~in order~~ to maintain ~~the~~ continuous coverage ~~of benefits~~. ~~Contributions will be at the same level as if the employee was working.~~

53

Policy 420.00 Minnesota Paid Leave

Current Policy:

Policy Changes

VIIII. BENEFITS DURING MPL.

A. Coverage will terminate ~~cease~~ if premium payments are not received ~~made~~ within ~~a~~ thirty-calendar days ~~grace period~~ of the due date. Premium amounts ~~payments~~ and ~~or~~ policy coverages remain ~~are~~ subject to standard plan updates and adjustments ~~change~~. Once the employee's entitlement to MPL and/or FMLA leave ends, the employee is no longer protected under these continuation guidelines. If the employee does not return to active status, District contribution towards premiums will cease, and the employee will become responsible for paying the full COBRA rate to maintain coverage.

54

Questions?

55

Recommendation

That the Board of Education approves the proposed revisions of Policy 420.00 - Minnesota Paid Leave at the November 17, 2026 Board of Education meeting and that this be considered the Third and Final Reading of the three reading process.

56

THIRD READING: Policy 718.00 - Branding

Erica Wacker, Senior Executive Officer of Communications

Policy 718.00 Branding

Current Policy

1. Policy last revised in 2008
2. Transitioned to new policy format, which includes Policy Purpose
3. Updating policy name
4. Broadening to include digital resources

See all updates to Policy 718.00

Policy Changes

Policy 718.00 Branding:
~~Supplies/Stationery~~

I. POLICY PURPOSE

The purpose of this policy is to establish standards for the use and development of school and district logos and other branding standards.

58

Policy 718.00 Branding

Highlights

1. Added General Statement of Policy header
2. Modernized terminology to reflect current practices

Policy Changes

II. GENERAL STATEMENT OF POLICY

A. ~~1.~~ Standards for use of school and district logos and other branding tools shall be determined at the direction of the Superintendent or the Superintendent's designee.

B. ~~2.~~ No school, administrative office or special program of the District shall design or ~~print~~ publish a new logo without approval. ~~stationery. No school, administrative office or special program of the District shall alter by additional printing uniformly designed letterhead supplies.~~ Schools, administrative offices, and special programs of the District shall ~~order letterhead stationery and envelopes through the Graphic Services Department~~ follow~~ing~~ district branding and identity standards.

59

Policy 718.00 Branding

Highlights

Cross References

Policy Changes

CROSS REFERENCES:

SPPS Policy 716.00 - District Advertising and Name or Logo Use

SPPS Policy 801.01 - Buildings and Grounds: Name Selection

60

Questions?

61

Recommendation

That the Board of Education approve the proposed revisions of Policy 718.00 - Branding at the November 17, 2026 Board of Education meeting and that this be considered the Third and Final Reading of the three reading process.

62

THIRD READING: Policy 812.00 - School Emergency Management

Becky Schmidt, Director of Health and Wellness

Laurie Olson, Director of Security and Emergency Management

Proposed Revisions

Policy 812.00 SCHOOL EMERGENCY MANAGEMENT must be revised based on new statutory requirements.

DRAFT POLICY_812.00 SCHOOL EMERGENCY MANAGEMENT

Background

MN Statute **121A.241 CARDIAC EMERGENCY RESPONSE PLAN:**

Beginning in the 2026-2027 school year, a school district or charter school must develop a cardiac emergency response plan consistent with the model plan developed by the commissioner under section 121A.035, subdivision 1 (Crisis Management Policy), for cardiac emergencies that occur on school property.

Sudden Cardiac Arrest

Sudden Cardiac Arrest (SCA) is a condition in which the heart suddenly and unexpectedly stops beating its normal rhythm.

- SCA can occur at any age in both athletes and non-athletes
- SCA results in death if not treated within minutes
- Approximately 360,000 SCA events occur outside of hospitals annually for all ages with a survival rate of less than 7%. 23,000 were pediatric
    - Rates of sudden cardiac arrests are roughly 2 in 100,000 in high school and general collegiate athletes, compared to 1.5 per 100,000 in children and teenagers aged 0–18 [66]
- If CPR is performed immediately, survival rates more than triple
- SCA survival rates in schools increase to 71% with AED programs

121A.241 Statute Requirements

At a minimum, the plan must:

(1) establish a school cardiac emergency response team and plan of activation during the event of sudden cardiac arrest;

(2) provide for placement of automated external defibrillators (AEDs) on school grounds following nationally recognized cardiovascular care organization guidelines;

(3) provide for routine maintenance of AEDs;

(4) provide for distribution of the plan on school grounds and in coordination with local emergency medical services providers;

(5) provide for annual cardiac emergency response plan drills for school staff and students;

(6) require the school board to annually review and evaluate the effectiveness of the plan; and

(7) address how school staff must respond to cardiac emergencies at school-sponsored activities, including athletic events on or off school grounds.

Policy 812.00 - School Emergency Management

Current Policy:

STATEMENT OF POLICY
2. Individualized school response plans aligned to the school district all-hazard plan shall be developed by each school building in the district. This policy and the building plans shall be reviewed and updated by the District Director of Security & Emergency Management.

Policy Changes

STATEMENT OF POLICY
2. Individualized school emergency operations~~response~~ plans aligned to the school district all-hazard plan shall be developed, reviewed and updated by each school administrator annually~~building in the district~~. This policy and the building plans shall be reviewed and updated by the District Director of Security & Emergency Management or designee.

68

Policy 812.00 - School Emergency Management

Current Policy:

STATEMENT OF POLICY
4. Each individual school building will conduct at least five fire evacuation drills, five lockdown drills and one severe weather drill every school year. All students and staff in the school district shall receive instruction and participate in the drills.

Policy Changes

STATEMENT OF POLICY
4. Each individual school building will conduct at least five fire evacuation drills, five lockdown drills, ~~and~~ one severe weather drill, and at least one cardiac emergency response drill every school year. All students and staff in the school district shall receive instruction and participate in the drills.

69

Policy 812.00 - School Emergency Management

Current Policy:

STATEMENT OF POLICY
5. The Superintendent or Superintendent's designee shall create procedures for implementation of the District Emergency Management Plan and the individualized school emergency management plans.

Policy Changes

STATEMENT OF POLICY
5. The Superintendent or Superintendent's designee shall create procedures for implementation of the District Emergency Operations~~Management~~ Plan and the individualized school emergency management plans.

70

Policy 812.00 - School Emergency Management

Current Policy:

LEGAL REFERENCES:
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 299F.30 (Fire Drill in School)

Policy Changes

LEGAL REFERENCES:
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 299F.30 (Fire Drill in School)
Minn. Stat. § 121A.241 (Cardiac Emergency Response Plan)

71

Questions?

72

Recommendation

That the Board of Education approve the proposed revisions of Policy 812.00 - School Emergency Management at the November 17, 2026 Board of Education meeting and that this be considered the Third and Final Reading of the three reading process.

73

THIRD READING: Policy 211.03 - Student Voice in Decision Making

Carlo Franco, Director

RATIONALE FOR CHANGES

1. Update policy to align with our updated policy format - Added General Statement of Policy.

2. Has not been revised since 2016.

3. Language Clean Up.

75

Policy Purpose

I. POLICY PURPOSE

Saint Paul Public Schools recognizes the importance of student voice in District decisions. The purpose of this policy is to establish a student committee (Committee) to support authentic student engagement.

76

General Statement of Policy

II. GENERAL STATEMENT OF POLICY

The Board of Education values student input and is committed to ongoing engagement and involvement with students across Saint Paul Public Schools. Establishing a committee through board action and continuing board support of any established committee is critical to the ongoing work of empowering students in Saint Paul Public Schools to inform the district of critical issues. 77

Policy

~~VALUING STUDENT PERSPECTIVES~~

III.ESTABLISHMENT

The Board may, by resolution, establish a committee composed of students to advise the Board on issues concerning the district. The Board will ensure ongoing engagement and involvement with the Committee.

IV.ROLE OF THE COMMITTEE

The purpose ~~role~~ of the established Committee may include ~~is to~~:

- ~~Inform~~ Engaging students ~~of~~ on matters important to them,
- Designing and/or conduct engagement of the greater student body to collect feedback,
- Informing the Board and District administration of student perspectives, and
- Advising the Board and administration based on student outreach.

V. RECRUITMENT AND SELECTION

Recruitment and selection for the Committee will be held annually. The process will be intentionally designed to solicit participation from students with diverse perspectives.

78

VI. OPERATIONS

1. The Committee ~~will~~ shall be allocated an annual budget to support operations. ~~resources to effectively operate.~~
2. The Committee may appoint student representatives to participate with the Board at Board meetings. The process for such participation is to be agreed upon by the Committee and the Board, with details outlined in the Committee manual.

References

- **CROSS REFERENCES**
- 211.01 Appointed Committees/Councils Advisory to the Board
- 211.02 Board of Education Committees

79

Questions?

80

Recommendation

That the Board of Education approve the proposed revisions of Policy 211.03 - Student Voice in Decision Making at the November 17, 2026 Board of Education meeting and that this be considered the Third and Final Reading of the three reading process.

81

THIRD READING: Policy 301.00 - Board / Superintendent Relationship

Carlo Franco, Director

RATIONALE FOR CHANGES

1. Update policy to align with our updated policy format.

2. Has not been revised since 2008.

3. Align policy with practice for long-term success, based on board discussion at 2026 annual retreat.

83

Policy Purpose

The purpose of this policy is to establish and define the governance relationship between the Board of Education and the Superintendent by clarifying their respective roles, responsibilities, and lines of accountability in the leadership and administration of the school district.

84

General Statement of Policy

The Board of Education recognizes that effective district governance depends upon a collaborative and respectful partnership between the Board and the Superintendent. The Board is responsible for establishing the district's vision, policies, and strategic direction, while the Superintendent serves as the ex-officio and is responsible for implementing Board policies, managing the day-to-day operations of the district, and providing professional leadership. The Board and Superintendent shall work together in a manner that promotes transparency, accountability, mutual trust, and effective governance in support of student success and the district's mission.

85

Policy

1. The Board of Education is responsible for the care, management and control of the school district.
2. The Board shall employ a superintendent who shall serve as an ex-officio, non voting member of the school board and as Chief Executive Officer of the school district.
3. The superintendent is responsible for the management of the schools, the administration of all school district policies and is directly accountable to the Board of Education.
4. Directives from the Board to the superintendent shall be the result of formal Board action.
5. The superintendent may delegate responsibilities to other school district personnel but shall continue to be accountable for actions taken under such delegation.
6. Subject to the review of the Board, the superintendent shall use professional and personal judgment in all areas of responsibility not specifically prescribed nor covered by Board policy.
7. The Board shall annually collaborate with the superintendent to evaluate the superintendent's performance.
8. **The Board of Education and the superintendent are committed to maintaining open, transparent, and effective communication. Together, they shall establish and maintain communication strategies and mutually agreed-upon protocols that ensure Board members receive timely, accurate, and relevant information, while supporting efficient operations, informed decision-making, and a strong governance partnership.**

86

References

Cross References:
302.00 Superintendent Selection

LEGAL REFERENCES:

- **Minn. Stat. § 123B.143** *(Superintendent)*

87

Questions?

88

Recommendation

That the Board of Education approve the proposed revisions of Policy 301.00 - Board / Superintendent Relationship at the November 17, 2026 Board of Education meeting and that this be considered the Third and Final Reading of the three reading process.

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420.00 STAFF: MINNESOTA PAID LEAVE

I. POLICY PURPOSE:

The purpose of this policy is to inform employees of the Saint Paul Public Schools ("District") about their rights and responsibilities under the Minnesota Paid Leave ("MPL") law, effective January 1, 2026. The policy is designed to ensure consistent understanding and administration of MPL benefits, which provide partial wage replacement to eligible employees who take leave for qualifying reasons such as their own serious health condition, family care, bonding, safety leave, or military exigency.

This policy also outlines how MPL interacts with the District's existing leave programs, benefits, and employment practices. It provides guidance on eligibility, notification requirements, coordination with other leave laws, and employee responsibilities before, during, and after leave.

Through this policy, the District seeks to promote compliance with state law, support employees in balancing work and family responsibilities, and maintain operational continuity while fostering a healthy and equitable workplace.

II. GENERAL STATEMENT OF POLICY:

The Minnesota Paid Leave ("MPL") law establishes a state-run insurance program that provides partial wage replacement to eligible employees when they take leave for a qualifying reason. MPL is funded through premiums that are split between employers and employees. Employees can apply for leave from the St. Paul School District (the "District") and paid benefits from the state, as discussed below, and, if approved, the state will pay employees a portion of their usual wages during their leave as MPL benefits. The state, not the District, determines employees' eligibility to receive paid benefits and the amount of paid benefits that employees receive. This Policy provides additional information to employees about MPL, including notification requirements and how MPL interacts with the District's other leave policies and procedures.

The Board designates to the superintendent and their designees the authority to implement this and other leave policies to ensure compliance with state and federal law and all district procedures governing the approval and denial of leaves of absences.

Eligibility: To be eligible for leave under the MPL law, an employee must (a) have earned at least 5.3% of the statewide average annual wage in the past year, and (b) have worked 50% or more of the prior year in Minnesota, or, for employees who did not work 50% or more of the year in any one state, live in Minnesota.

Seasonal employees, as defined below, are not eligible for MPL.

Length of MPL: The benefits that an eligible employee will receive during a leave covered under the MPL law are calculated as follows, up to the maximum weekly benefit amount:

- 90% of wages that do not exceed 50% of the state average weekly wage; plus
- 66% of wages that exceed 50% of the state's average weekly wage but not 100%; plus
- 55% of wages that exceed 100% of the state average weekly wage.

Employees may calculate their estimated MPL benefits using this online calculator, which has been established by the Minnesota Department of Employment and Economic Development's ("DEED") Paid Leave Division.

An eligible employee may take up to 12 weeks of MPL per MPL leave and benefit year (the "MPL year") for their own serious health condition and up to 12 weeks of MPL per MPL year for bonding, safety leave, family care, and qualifying exigency, except that the total amount of MPL cannot exceed more than 20 weeks in a single MPL year.

Employees may take MPL in blocks or intermittently. For leave covered by both the federal Family Medical Leave Act (FMLA) and MPL law, except for bonding leave, intermittent leave may be taken in increments of no less than one hour. For bonding leave, and for MPL family and medical leave not covered by FMLA, intermittent leave may be taken in increments of no less than one calendar day. Leave based on a serious health condition of the employee or a covered family member may be taken intermittently only if such leave is reasonable and appropriate to the needs of the individual with the serious health condition. Employees may take up to no more than 480 hours of intermittent leave in the applicable MPL year.

Qualifying Reasons for MPL Leave: An eligible employee may take MPL leave for the following reasons:

- their own qualifying serious health condition;
- bonding with their child during the first 12 months after the child's birth, adoption or placement;
- providing care for a covered family member with a qualifying serious health condition;

- safety leave because of domestic abuse, sexual assault, or stalking of the employee or employee's covered family member; or

- any qualifying exigency arising from the active-duty service (or notice of an impending call or order to active duty) in the U.S. armed forces of an employee's covered family member.

Except for bonding leave, the period for which an employee is seeking MPL leave must be based on a seven-day qualifying event.

DEFINITIONS:

The following terms are fully defined in either the MPL law (Minn. Stat. ch. 268B) or the Minnesota Department of Employment and Economic Development Administrative Rules Regulating Paid Leave (Minn. R. ch. 3317). For employees' convenience, these definitions are summarized below but the full legal definitions apply to the District's administration of MPL:

A. "**MPL year**" means the period of 52 calendar weeks beginning the effective date of leave under the MPL law. For an effective date of leave that is January 1, April 1, July 1, or October 1, the benefit year is a period of 53 calendar weeks.

B. "**Bonding**" means time spent by an employee who is the biological, adoptive, or foster parent with a biological, adopted, or foster child in connection with the child's birth, adoption, or placement.

C. "**Child**" includes a biological child, adopted child, foster child, stepchild, child of a domestic partner, or child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto custodian.

D. A "**covered family member**" means a spouse or domestic partner, child, parent or legal guardian, sibling, grandchild, grandparent or spouse's grandparent, a son-in-law or daughter-in law, and an individual with whom the employee has a personal relationship that creates an expectation and reliance that the employee care for the individual without compensation, whether or not the employee and individual reside together.

E. "**Grandchild**" means a child of the employee's child.

F. "**Grandparent**" means a parent of the employee's parent.

G. "**Health care provider**" includes an individual who is licensed, certified, or otherwise authorized under law to practice in the individual's scope of practice as a physician, physician assistant, podiatrist, osteopath, surgeon, advanced practice registered nurse, an alcohol and drug counselor, or a mental health professional.

H. "**Incapacity**" means inability to perform regular work, attend school, or perform regular daily activities due to a serious health condition or treatment or recovery from such condition.

I. "**Inpatient care**" means an overnight stay in a hospital, hospice, or residential medical care facility, including any period of incapacity, or any subsequent treatment in connection with such inpatient care.

J. "**Medical care related to pregnancy**" includes prenatal care or incapacity due to pregnancy or recovery from childbirth, stillbirth, miscarriage, or related health conditions.

K. "**Military member**" means a current or former member of the U.S. armed forces, including a member of the National Guard or reserves, who, except for a deceased military member, is a resident of the state and is a covered family member of the employee.

L. "**Qualifying exigency**" means a need arising out of a military member's active duty service or notice of an impending call or order to active duty in the U.S. armed forces, including providing for the care or other needs of the covered family member's child or other dependent, making financial or legal arrangements for the covered family member, attending counseling, attending military events or ceremonies, spending time with the covered family member during a rest and recuperation leave or following return from deployment, or making arrangements following the death of a military member.

M. "**Safety leave**" means leave from work because of domestic abuse, sexual assault, or stalking of the employee or the employee's covered family member, provided the leave is to:

- seek medical attention related to the physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;
- obtain services from a victim services organization;
- obtain psychological or other counseling;
- seek relocation due to the domestic abuse, sexual assault, or stalking; or
- seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related, or resulting from, the domestic abuse, sexual assault, or stalking.

N. "**Seasonal employee**" means an individual who is employed for not more than 150 days during any consecutive 52-week period in hospitality by an

employer whose average receipts during any six months of the preceding calendar year were not more than 33% percent of its average receipts for the other six months of such year.

O. "**Serious health condition**" means a physical or mental illness, injury, impairment, condition, or substance use disorder that involves:

- inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity; or

- continuing treatment or supervision by a health care provider, which includes any one or more of the following:

    - a period of incapacity of seven or more days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves treatment by a health care provider;

    - a period of incapacity due to medical care related to pregnancy;

    - a period of incapacity or treatment for a chronic health condition that (1) requires periodic visits (at least twice a year) for treatment by a health care provider or under orders of or referral by a health care provider; (2) continues over an extended period of time; and (3) may cause episodic rather than continuing periods of incapacity;

    - a period of permanent or long-term incapacity due to a condition for which treatment may not be effective and for which the individual is under continuing supervision of a health care provider (though may not be receiving active treatment);

    - a period of absence to receive multiple treatments by a health care provider for (1) restorative surgery after an accident or other injury, or (2) a condition that would likely result in a period of incapacity of more than seven calendar days in the absence of medical intervention or treatment.

III. NOTIFICATION REQUIREMENTS:

A. Eligible employees must notify the District in advance of the anticipated timing and duration of MPL leave and the type of MPL to be taken by making a leave request to the Benefits Team through PeopleSoft.

B. If the need for leave is foreseeable, employees must provide the District with at least 30 days' advance notice before the leave is to begin. Foreseeable qualifying events include, for example, an expected birth, placement for adoption or foster care; planned medical treatment for the employee's or covered family member's serious health condition; or other known military exigency. If an employee does not provide at least 30 days advance notice of foreseeable leave, the District may request that the employee explain the reasons why notice was not practicable.

C. If 30 days advance notice is not practicable for reasons such as a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable. As soon as practicable means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. When an employee becomes aware of a qualifying event less than 30 days in advance, it should be practicable for the employee to provide notice of the need for leave either the same day or the next business day that the employee recognizes the need for leave, unless the need for leave is based on a medical emergency.

D. The employee must inform the District as soon as practicable if dates of scheduled leave change or are extended or were initially unknown.

E. When an employee takes intermittent MPL, the employee must provide the District with a schedule of needed workdays off as soon as practicable and must make a reasonable effort to schedule the intermittent leave so as not to unduly disrupt the operations of the District.

F. The District may request certification of the reason for leave from the employee consistent with the MPL law, which the employee must provide as soon as practicable.

IV. STATUS REPORTS:

The employee must periodically update the Benefits Team about the employee's status and intent to return to work. This includes sending updated leave paperwork (in the event that the leave is being extended or if circumstances have changed), a return-to-work statement completed by a physician, and following all applicable guidelines from the Leave of Absence page here: https://www.spps.org/about/departments/human-resources/benefits/leaves-of-absence. Employees should send these communications to benefits@spps.org or call 651-767-8200 with questions.

V. APPLYING FOR MPL BENEFITS:

Employees who wish to submit an application for MPL benefits must first request leave from the District through People Soft and then complete any portion of the MPL paid benefits application form that is designated to be completed by the employee and submit the application for MPL benefits along with any necessary certifications (medical or otherwise) to the state. Employees enrolled in a District short-term disability program are required to submit a claim directly to the program administrator. The District will respond to requests for information about an employee's application for MPL benefits within seven calendar days of the request.

VI. BONDING LEAVE:

A. Eligibility for bonding leave ends 12 months after birth, adoption or foster placement, except that in cases where the child must remain in the hospital

longer than the mother, the leave must end within 12 months after the child leaves the hospital.

B. Employees also may use bonding leave before the actual placement or adoption of a child. For example, employees may be required to attend counseling sessions, appear in court, consult with their attorney or the doctor(s) representing the birth parent, submit to a physical examination, or travel to another country to complete an adoption.

VII. DISABILITY BENEFITS, SICK LEAVE, AND "TOP OFF PAYMENTS" AND MPL

A. An employee who is eligible for both disability benefits and MPL may receive disability insurance payments in addition to MPL benefits. Disability insurance benefits may be offset by MPL benefits paid to employees under the terms of the disability insurance plan.

B. An employee who has accrued sick or vacation time and applies for MPL may receive payments using their accrued time to supplement or "top off" their benefits paid by the state. For PML that occurs outside of the employee's regular contract year (such as summer break), the employee will not be allowed to "top off" or supplement their PML. Winter, spring break, or other workshop days are eligible for supplement using accrued time.

C. For Unions Groups with a "Sick Bank" of donated hours by fellow employees, any sick leave bank hours may only be credited if the applicant falls under the provisions within the contract (i.e., FMLA). Sick bank hours shall not be used to extend any leave of absence outside of the PML or FMLA entitlement.

D. The total amount of MPL benefits and vacation and/or sick time will not exceed an employee's usual salary. The use of vacation and/or sick time to supplement MPL benefits does not extend the length of MPL.

E. While awaiting the state's decision on a leave request, employees may choose to "top off" their pay using sick hours, vacation hours, or short-term disability pay. Employees are strongly encouraged to use the estimated pay calculator on the MPL website to determine their "top off" amount. If an employee uses excess sick or vacation hours or short-term disability pay and receives more than their usual salary, the District will not restore the already paid sick or vacation hours and the employee must repay any short-term disability overpayment. The employee is also required to report the overpayment to the state.

VIII. BENEFITS DURING MPL

A. During MPL, an employee's eligibility status for any group insurance policy or health care plan will ~~not change~~ transition from the active plan to the COBRA plan and the employee may continue their participation in such policy or plan. All employee contributions (if any) must be paid on a timely

basis to the District's third-party provider ("Benefit Resource, Inc." or "BRI") in order to maintain the continuous coverage of benefits. Contributions will be at the same level as if the employee was working. Coverage will cease if payments are not made within a thirty-calendar day grace period of the due date. Premium payments or policy coverage are subject to change.

B. Employees will continue to accrue vacation, and/or sick time only for hours paid by the district. Employees will not accrue vacation and/or sick time for any hours paid by the state. Holidays may only be "topped off" if the employee has elected to "top off" the rest of their PML leave.

C. During PML, if the employee chooses to supplement or "top off" the PML payments with accrued sick or vacation time, pension payments and any union dues will be deducted, along with any applicable taxes. Should the employee supplement with short-term disability payments or choose not to supplement, no pension payments or union dues will be collected, and the employee is responsible for contacting SPTRFA or PERA to purchase any pension credits.

D. During PML, any wage garnishments (i.e., child support, tax levies, etc.) or other required deductions will be taken from the employee paychecks as to the extent of the law. If earnings are below the legal threshold, and deductions cannot be made, it is the responsibility of the employee to contact the appropriate party to make any required payments.

IX. RETURN TO WORK

A. Reinstatement – At the conclusion of the leave of absence, an employee who has been employed by the district for ninety (90) or more days is entitled to be returned to the position the employee held when the leave began, or an equivalent position with equivalent benefits, pay and working conditions, provided that the employee returns to work immediately following such leave. For employees who have not completed 90 days of employment, MPL leave is not job-protected, and the District will determine reinstatement based on the circumstances of the employee's leave, the district's needs and other relevant factors.

B. Early Return – When it is foreseeable, an employee who intends to return to work earlier than anticipated must notify the Benefits Team at least one week prior to the date the employee is able to return. The Benefits Team shall in turn notify the employee's immediate supervisor.

X. FUNDING OF FAMILY MEDICAL LEAVE BENEFITS

In accordance with Minnesota state law, MPL benefits are funded through premiums split between employers and employees. An employee's portion of the premiums will be paid through payroll deductions at a prescribed amount from each eligible employee. The district shall pay 50% of the premium costs, as required by law; employees shall pay the remaining 50%.

XI. COORDINATION WITH OTHER LEAVES

If any employee is eligible for MPL and leave under any other District policy or applicable law, including the federal Family and Medical Leave Act and the Minnesota Pregnancy and Parenting Leave law, the leaves run concurrently unless prohibited by law and employees will be required to follow notice and documentation obligations under such policies or applicable laws in addition to the steps required for MPL.

XII. EMPLOYMENT RESTRICTIONS DURING MPL

A. While on MPL, the employee may not be employed by another employer during the same hours that the employee was normally scheduled to work for the district.

B. While on MPL for an individuals' own serious health condition, working at other positions (such as summer school, curriculum writing, extended day, extended school year, etc.) is not allowed. While on MPL for care of a family member or bonding leave, working of other positions must be approved, in writing, by the employee's supervisor and Human Resources, prior to the start of any such position.

XIII. RETALIATION PROHIBITED

The District will not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against any employee for requesting or obtaining benefits or leave, or for exercising any other right under the MPL law.

XIV. ADDITIONAL INFORMATION

If you have any questions about MPL or how to apply, please contact the Benefit Team or the MPL Contact Center at (651) 556-9999 or 844-556-0444 (toll-free) or by visiting https://mn.gov/deed/paidleave/about/contact-us/.

LEGAL REFERENCES:

Minn. Stat. § 268B (Paid Family and Medical Leave)
Minn. Stat. § 181.941 (Pregnancy and Parenting Leave)
Minn. Stat. § 181.9412 (School Conference and Activities Leave)
Minn. Stat. § 181.9413 (Sick Leave Benefits; Care of Relatives)
Minn. Statutes § 181.9414 (Bone Marrow and Organ Donation Leave)
Federal Family and Medical Leave Act (FMLA), 29 U.S.C. § 2601 et seq.

CROSS REFERENCES:

718.00 BRANDING~~: SUPPLIES/STATIONERY~~

I. POLICY PURPOSE

The purpose of this policy is to establish standards for the use and development of school and district logos and other branding standards.

II. GENERAL STATEMENT OF POLICY

A. ~~1.~~ Standards for use of school and district logos and other branding tools shall be determined at the direction of the Superintendent or the Superintendent's designee.

B. ~~2.~~ No school, administrative office or special program of the District shall design or ~~print~~ publish a new logo without approval. ~~stationery. No school, administrative office or special program of the District shall alter by additional printing uniformly designed letterhead supplies.~~ Schools, administrative offices, and special programs of the District shall ~~order letterhead stationery and envelopes through the Graphic Services Department~~ follow~~ing~~ district branding and identity standards.

LEGAL REFERENCES:

CROSS REFERENCES:

SPPS Policy 716.00 - District Advertising and Name or Logo Use

SPPS Policy 801.01 - Buildings and Grounds: Name Selection

812.00 SCHOOL EMERGENCY MANAGEMENT

I. PURPOSE

In accordance with Minnesota statute, the School district will develop, adopt, and maintain a crisis management policy and plan to guide School District and building administration, staff, students, School Board members, District families and community members in responding to a wide range of potential crises within the School District.

STATEMENT OF POLICY

1. The school district shall have in place a school district emergency management plan created in consultation with local community response agencies and other appropriate individuals or groups likely to be involved in assisting with a school emergency and employing the National Incident Management System (NIMS) and the Incident Command System (ICS) at the district and building levels. This policy and the school district plan shall be reviewed and updated annually by the School District Director of Security & Emergency Management. Each principal and site coordinator, as well as representatives of local municipalities and appropriate emergency personnel, will receive a copy of the crisis management plan.

2. Individualized school emergency operations ~~response~~ plans aligned to the school district all-hazard plan shall be developed, reviewed and updated by each school administrator annually ~~building in the district~~. This policy and the building plans shall be reviewed and updated by the District Director of Security & Emergency Management or designee.

3. All school district staff shall receive school safety training including specific instruction on implementing the school district-wide plan and relevant individualized school plan.

4. Each individual school building will conduct at least five fire evacuation drills, five lockdown drills, ~~and~~ one severe weather drill, and at least one cardiac emergency response drill every school year. All students and staff in the school district shall receive instruction and participate in the drills.

5. The Superintendent or Superintendent's designee shall create procedures for implementation of the District Emergency Operations ~~Management~~ Plan and the individualized school emergency management plans.

LEGAL REFERENCES:

Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 299F.30 (Fire Drill in School)
Minn. Stat. § 121A.241 (Cardiac Emergency Response Plan)

211.03 Student Voice in Decision Making

I. POLICY PURPOSE

Saint Paul Public Schools recognizes the importance of student voice in District decisions. The purpose of this policy is to establish a student committee (Committee) to support authentic student engagement.

II. GENERAL STATEMENT OF POLICY

The Board of Education values student input and is committed to ongoing engagement and involvement with students across Saint Paul Public Schools. Establishing a committee through board action and continuing board support of any established committee is critical to the ongoing work of empowering students in Saint Paul Public Schools to inform the district of critical issues.

~~**VALUING STUDENT PERSPECTIVES**~~

III.ESTABLISHMENT

The Board may, by resolution, establish a committee composed of students to advise the Board on issues concerning the district. The Board will ensure ongoing engagement and involvement with the Committee.

IV.ROLE OF THE COMMITTEE

The purpose ~~role~~ of the established Committee may include ~~is to~~:

- ~~Inform~~ Engaging students ~~of~~ on matters important to them
- Designing and/or conduct engagement of the greater student body to collect feedback
- Informing the Board and District administration of student perspectives
- Advising the Board and administration based on student outreach

V. RECRUITMENT AND SELECTION

Recruitment and selection for the Committee will be held annually. The process will be intentionally designed to solicit participation from students with diverse perspectives.

VI. OPERATIONS

1. The Committee ~~will~~ shall be allocated an annual budget to support operations. ~~resources to effectively operate.~~
2. The Committee may appoint student representatives to participate with the Board at Board meetings. The process for such participation is to be agreed upon by the Committee and the Board, with details outlined in the Committee manual.

CROSS REFERENCES

211.01 Appointed Committees/Councils Advisory to the Board

211.02 Board of Education Committees

301.00 BOARD/SUPERINTENDENT RELATIONSHIP

Policy Purpose

The purpose of this policy is to establish and define the governance relationship between the Board of Education and the Superintendent by clarifying their respective roles, responsibilities, and lines of accountability in the leadership and administration of the school district.

General Statement of Policy

The Board of Education recognizes that effective district governance depends upon a collaborative and respectful partnership between the Board and the Superintendent. The Board is responsible for establishing the district's vision, policies, and strategic direction, while the Superintendent serves as the ex-officio and is responsible for implementing Board policies, managing the day-to-day operations of the district, and providing professional leadership. The Board and Superintendent shall work together in a manner that promotes transparency, accountability, mutual trust, and effective governance in support of student success and the district's mission.

1. The Board of Education is responsible for the care, management and control of the school district.
2. The Board shall employ a superintendent who shall serve as an ex-officio, nonvoting member of the school board and as Chief Executive Officer of the school district.
3. The superintendent is responsible for the management of the schools, the administration of all school district policies and is directly accountable to the Board of Education.
4. Directives from the Board to the superintendent shall be the result of formal Board action.
5. The superintendent may delegate responsibilities to other school district personnel but shall continue to be accountable for actions taken under such delegation.
6. Subject to the review of the Board, the superintendent shall use professional and personal judgment in all areas of responsibility not specifically prescribed nor covered by Board policy.
7. The Board shall annually collaborate with the superintendent to evaluate the superintendent's performance.
8. The Board of Education and the superintendent are committed to maintaining open, transparent, and effective communication. Together, they shall establish and maintain communication strategies and mutually agreed-upon protocols that ensure Board members receive timely, accurate, and relevant information, while supporting efficient operations, informed decision-making, and a strong governance partnership.

Cross References:
302.00 Superintendent Selection

LEGAL REFERENCES:

- **Minn. Stat. § 123B.143** *(Superintendent)*

School Year 2026-27 Enrollment Overview

Kara Arzamendia, Director, Research, Evaluation and Assessment
Erica Wacker, Senior Executive Officer, Communications

November 17, 2026
Board of Education

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Caution for Interpretation

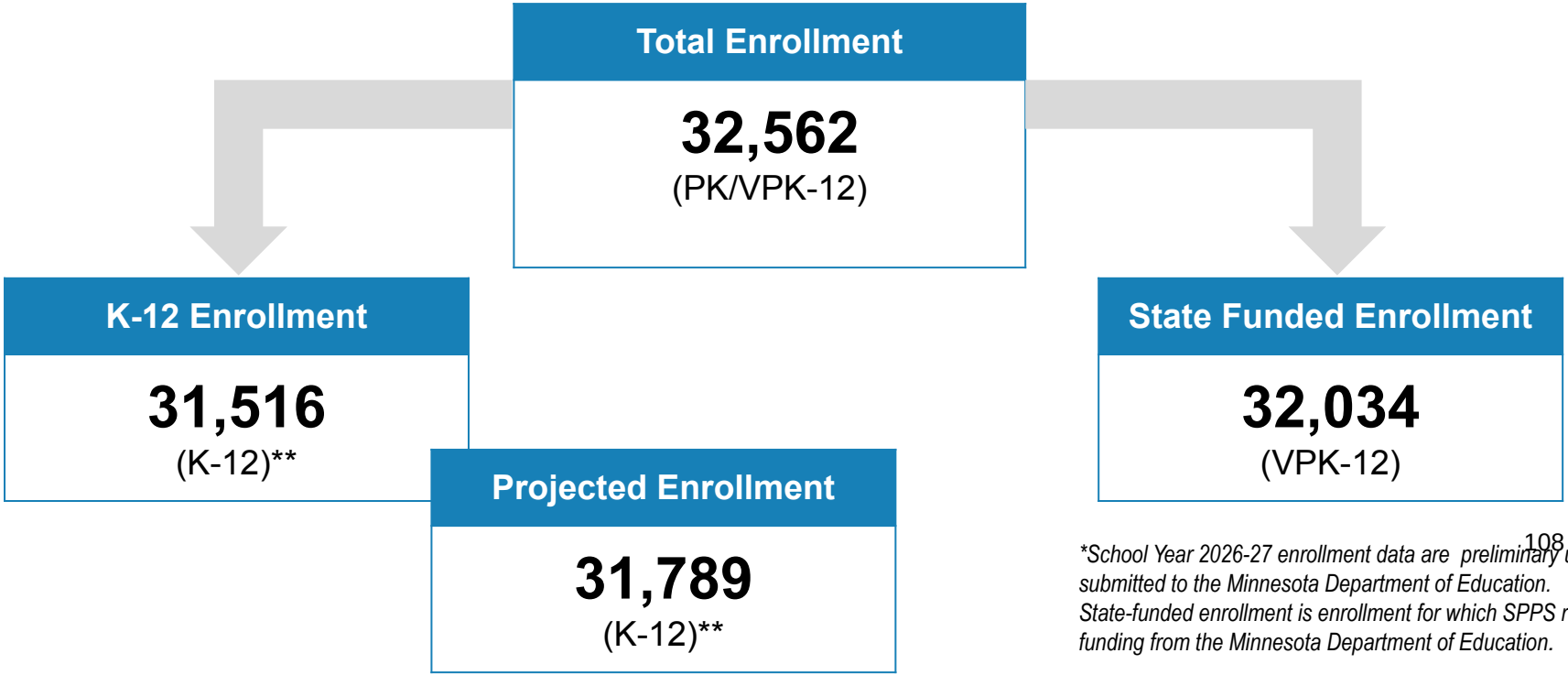
- School year 2026-27 enrollment data used in this presentation is taken from the third Friday in September and is considered preliminary October 1; counts are based on verified enrollment.
- As counts continue to be verified and edited, the data will update/change until finalized by the SPPS MARSS Office.
- Once finalized, school year 2026-27 enrollment data is submitted to the Minnesota Department of Education (MDE) in December becoming the official Oct. 1 enrollment
- Once finalized and submitted to MDE, October 1 data for school year 2026-27 will not change.

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- Information in the report is presented to give an overall status of the District enrollment for SY26-27 ; data in this report should not be interpreted as a basis for facility portfolio analysis decisions.

How Many Students are Enrolled?

School Year 2026-27*

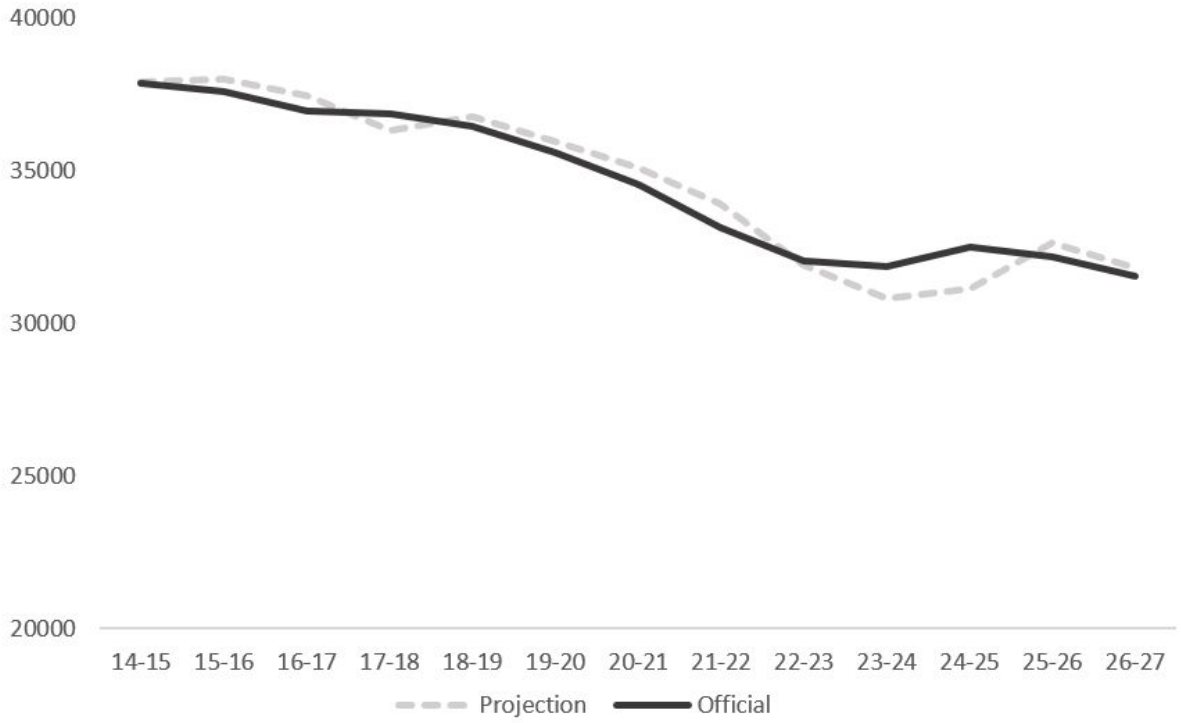


*School Year 2026-27 enrollment data are preliminary until submitted to the Minnesota Department of Education.
State-funded enrollment is enrollment for which SPPS receives funding from the Minnesota Department of Education.

**Early Childhood is included in districtwide totals

Projections Compared to Official Fall Enrollment

Year-over-year change ranged from -2% to +4%

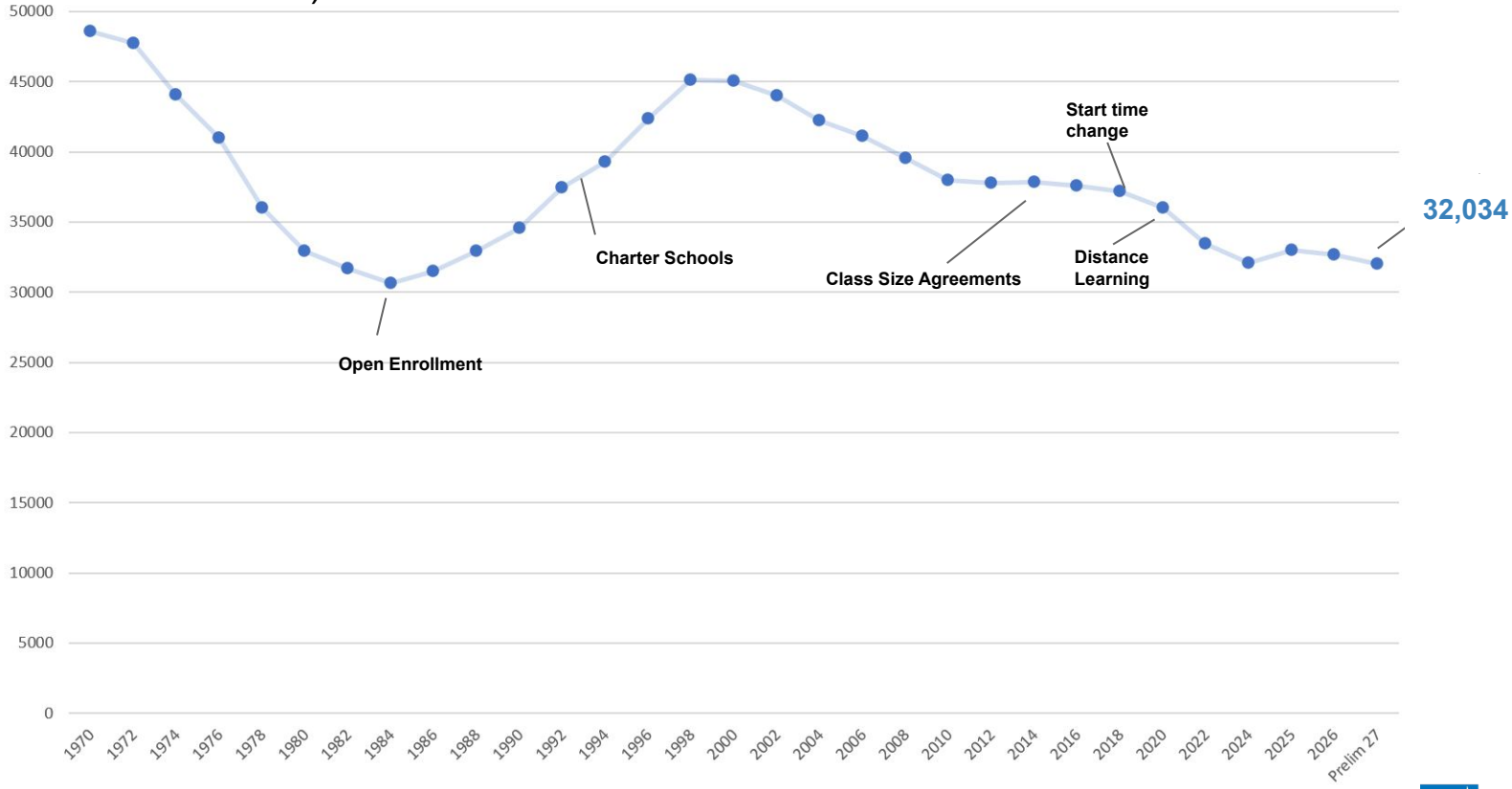


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Enrollment:
Fall to Fall Comparison

Districtwide State-Funded Enrollment Trend

(SY69-70 to SY26-27)



111

Total Student Enrollment Trend

School Year	Oct. 1 Enrollment (PK-12)	Enrollment Change
2018-19	38,065	--
2019-20	37,010	-1,055
2020-21	35,715	-1,295
2021-22	34,185	-1,530
2022-23	33,110	-1,075
2023-24	33,062	-48
2024-25	33,589	527
2025-26	33,260	-329
2026-27	32,562	-698

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KG-12 School Summary Fall to Fall Comparison

- KG-12 preliminary 2026 fall enrollment is 647 students below fall 2025 enrollment
- 18 (30.0%) schools have higher preliminary 2026 fall enrollment than October 1, 2025 enrollment
- 41 (68.3%) schools have lower preliminary 2026 fall enrollment than October 1, 2025 enrollment
- 1 (1.7%) school has the same enrollment

K-12 Preliminary Fall Enrollment 2026
31,516 (KG-12)*

K-12 Fall Enrollment 2025
32,163 (KG-12)*

113

**Early Childhood is included in districtwide totals*

Fall to Fall Enrollment Increases

Schools with the largest increase in enrollment compared to last fall

School (KG-12)	Preliminary 2026 Fall Enrollment	Oct 1, 2025 Enrollment	Difference	Percent Change
Harding Senior High	1636	1566	70	4%
Adams Spanish Immersion	671	623	48	8%
Central Senior High	1737	1693	44	3%
Como Park Senior High	1061	1020	41	4%
Hidden River Middle	646	612	34	6%
Jie Ming Mandarin Immersion	445	421	24	6%
Txuj Ci HMong Upper	432	412	20	5%
Groveland Park	457	441	16	4%
Obama Montessori	375	360	15	4%
American Indian Magnet	556	541	15	3%

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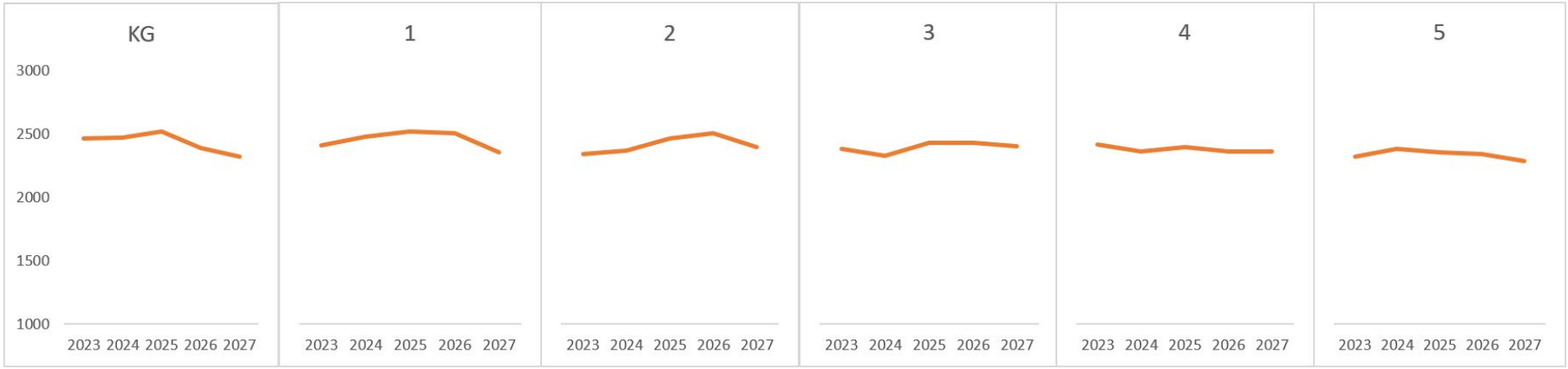
Fall to Fall Enrollment Decreases

Schools with the largest decrease in enrollment compared to last fall

School (KG-12)	Preliminary 2026 Fall Enrollment	Oct 1, 2025 Enrollment	Difference	Percent Change
Johnson Sr. High	984	1050	-66	-6%
Washington Technology Middle	587	643	-56	-9%
Mississippi Creative Arts	443	499	-56	-11%
Frost Lake	477	531	-54	-10%
Chelsea Heights	267	312	-45	-14%
St. Paul Music Academy	433	475	-42	-9%
E-STEM Middle	476	515	-39	-8%
Battle Creek Middle	514	552	-38	-7%
Global Arts Plus Lower	364	402	-38	-9%
Creative Arts Secondary	315	347	-32	-9%

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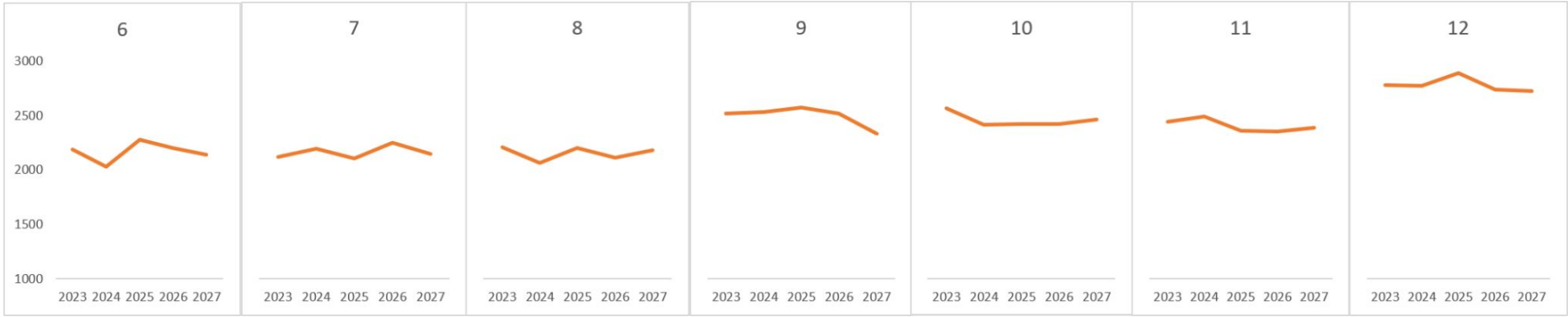
Fall to Fall KG-5 Grade Level Five Year Change: SY22-23 to SY26-27



- All grades KG-5 experienced decrease across five years
- Grades KG-2 have noticeable decreases towards the later years
- Grades 3-5 have less noticeable / slight decrease across years
- The largest decreases grades KG-5 are in grade 1 (-150) and grade 2 (-106)

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Fall to Fall 6-12 Grade Level Five Year Change: SY22-23 to SY26-27

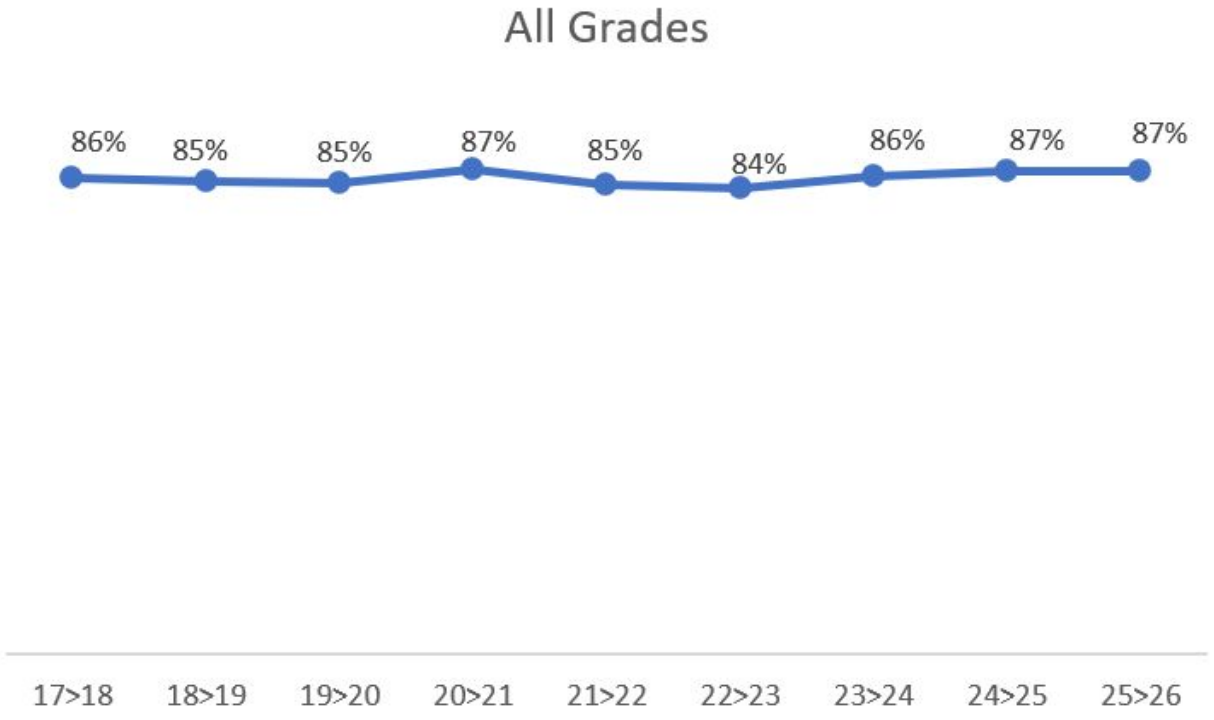


- Grades 6-8 have a volatile trend
- Grades 9-12 have differing trends
  - Grade 9 declines sharply in later years
  - Grade 10 declines sharply before a slight increase
  - Grade 11 increases slightly before declining then slightly increasing
  - Grade 12 declined slightly peaks then declines
- The largest decreases in grades 6-12 are in grade 7 (-101) and grade 9 (-186)

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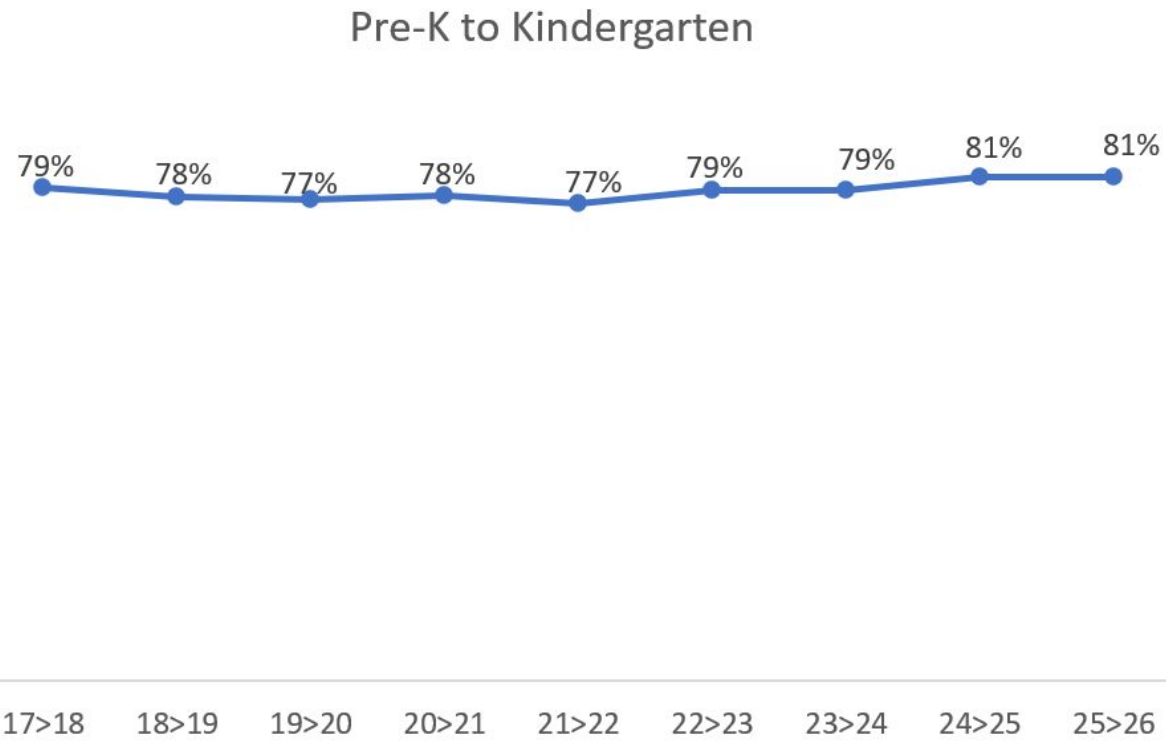
Continuation

Continuation Rate for All Grades PK-11 is 87% from 2025 to 2026; the Average Across 9 Years is 86%



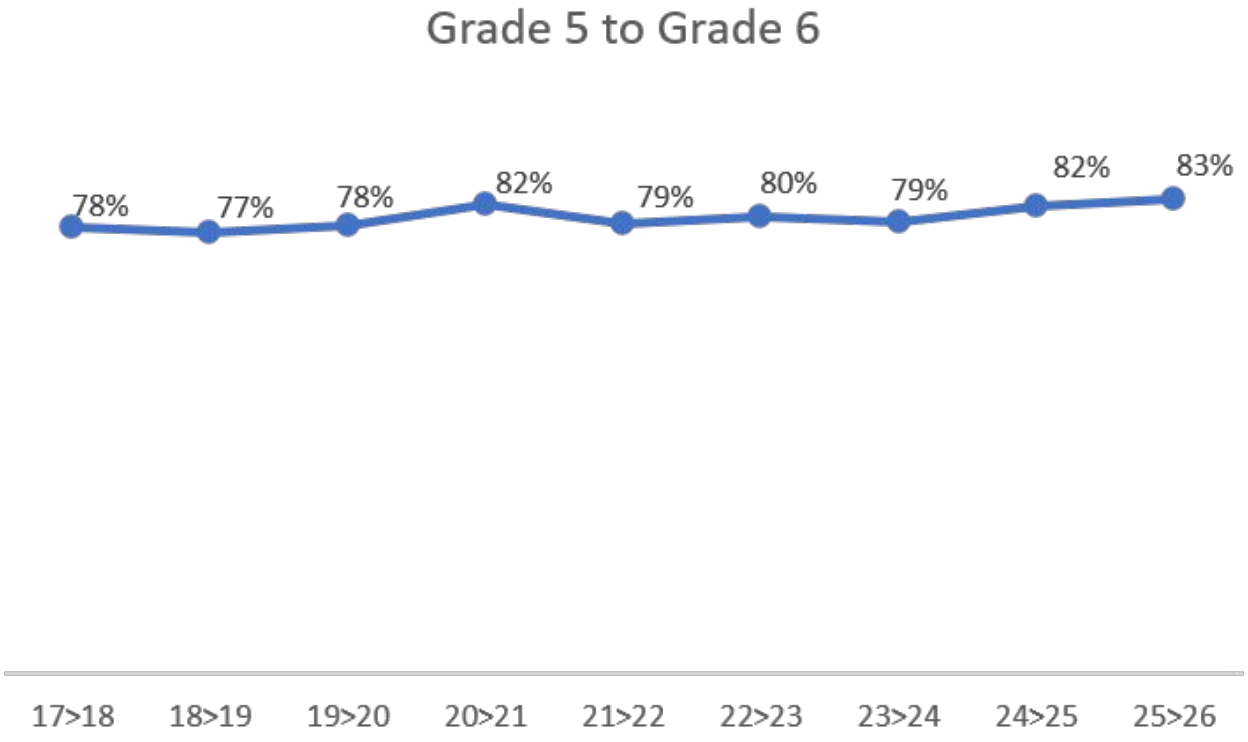
119

PK to Kindergarten Continuation Averages 79% Across 9 Years; 81% from 2025 to 2026



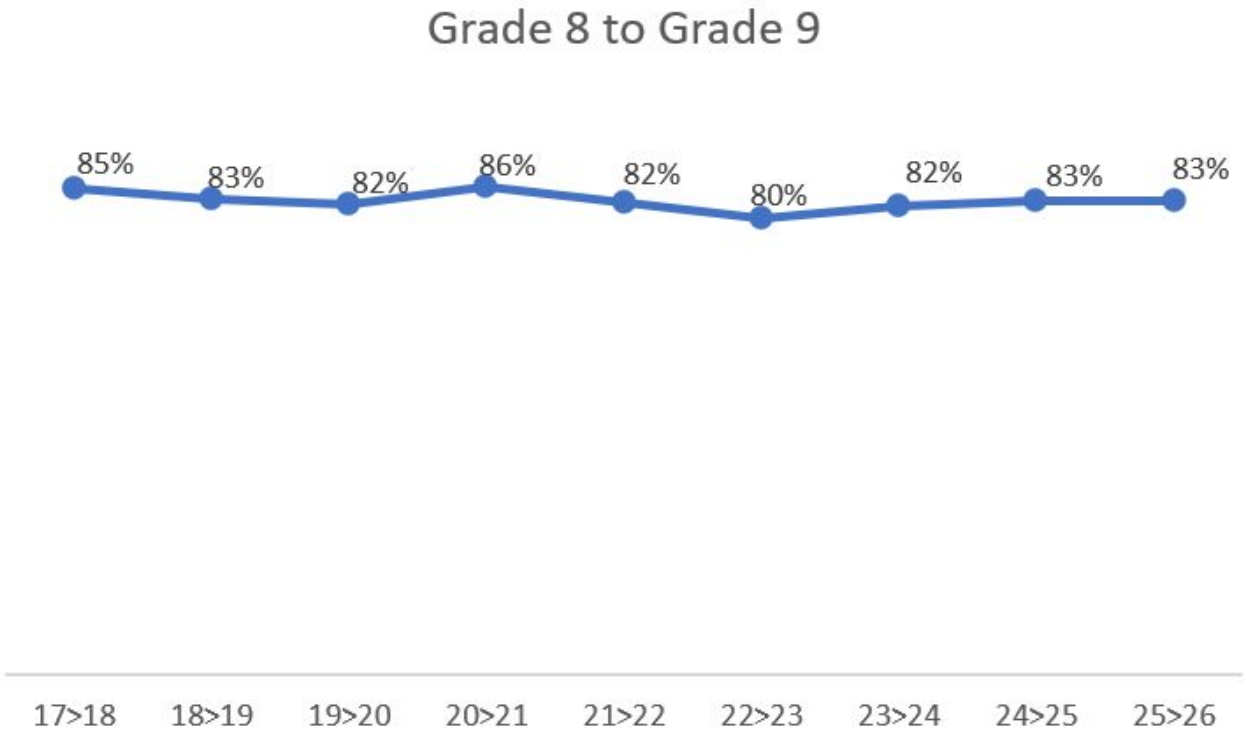
120

From 2025 to 2026, Grade 5 to 6 Continuation Rate is 83%; the Average Across 9 Years is 80%



121

In 2025 to 2026, Grade 8 to 9 Continuation Rate is 83% with an Average of 83% Across 9 Years



122

Enrollment, Marketing & Recruitment Efforts

SchoolMint Digital Advertising (School Year 2025-26)

Participating Schools:

1. Bruce Vento Elementary
2. Chelsea Heights
3. Crossroads Science and Montessori
4. L'Etoile du Nord
5. Obama Middle School

Deliverables:

- Custom social media (Facebook/Instagram) and Google ads for each school
- Lead generation tracking and analytics
- Stipend for other promotional efforts/materials ($2,500 per school)







Fall to Fall Enrollment for Enrollment Project Schools

School (K-12)	Preliminary 2026 Fall Enrollment	Oct 1, 2025 Enrollment	Difference	Percent Change
Bruce Vento	386	380	6	2%
L'Etoile du Nord	256	261	-5	-2%
Crossroads Science Crossroads Montessori	186 171	188 178	-2 -7	-1% -4%
Obama Middle *(grade 6 only)*	90	104	-14	-16%
Chelsea Heights	267	312	-45	-17%

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Two-Year Change for Enrollment Project Schools

School (K-12)	Preliminary 2026 Fall Enrollment	Oct 1, 2025 Enrollment	Oct 1, 2024 Enrollment	Two-Year Change
Crossroads Science	186	188	175	11
Crossroads Montessori	171	178	172	-1
Chelsea Heights	267	312	305	-38

126

Caissa K12 Recruitment Project

- Direct outreach to families who have left the district in the last 3 years
- 93 students enrolled as of 11/12/26
- Students enrolled at all grade levels and almost every school for SY26-27
- Estimated $950,460 in per pupil net revenue



Saint Paul Public Schools

Exceptional Education Starts Here!

Welcome to Saint Paul Public Schools! Our mission is to inspire students to think critically, pursue their dreams and to change the world.

Complete this short form to start enrollment.

¡La educación excepcional comienza aquí!

Bienvenidos a las Escuelas Públicas de Saint Paul. Nuestra visión es inspirar a los estudiantes a pensar críticamente, perseguir sus sueños y cambiar el mundo.

Sírvase llenar este breve formulario para comenzar el proceso de inscripción.

Parent/Guardian First Name*

Primer nombre del padre o tutor legal

Parent/Guardian Last Name*

Apellido del padre o tutor legal

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Parent/Guardian Phone Number

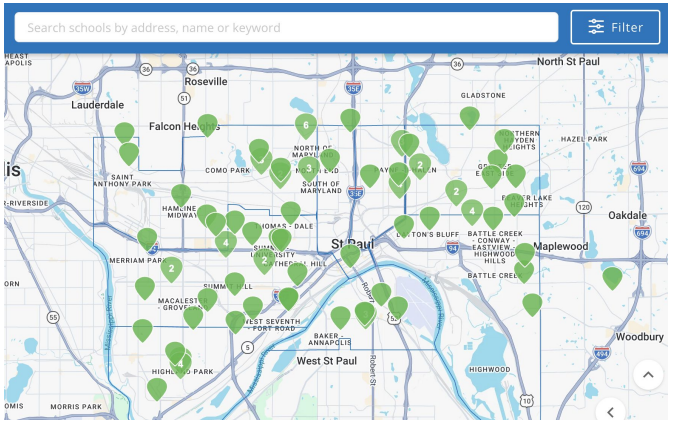
Número de teléfono del padre o tutor

Parent/Guardian Email*

Dirección de correo electrónico del padre o tutor legal

Other Enrollment Marketing Efforts

- School Choice Fair
- School Selection Guide
- School promo videos
- Winter open houses
- Social media, print and digital advertising
- Hmong Village expanded advertising space
- *New* online Explore tool - part of new enrollment system









Questions?

Policy Update

Regular Meeting of the Board of Education
November 17, 2026

Saint Paul
Public Schools

Saint Paul
Public Schools

- Policy 302.00 - Superintendent Selection
- Policy 720.00 - School District Budget
- Policy 801.01 - Building & Grounds: Name Selection
- Policy 405.00 - Personnel Records
- Policy 408.06 - Employment Contracts: Outside Work
- Policy 701.01 - Fund Balance

SECOND READING: Policy 302.00 - Superintendent Selection

Carlo Franco, Director

Policy 302.00 - Superintendent Selection

RATIONALE FOR CHANGES

1. Update policy to align with our updated policy format.

2. Has not been revised since 2008.

3. Align policy with most recent practice of our board's Superintendent selection process.

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Policy 302.00 - Superintendent Selection

CURRENT POLICY INCLUDES

1. The Board shall determine, publicize, and adhere to a process for recruiting, screening, selecting and evaluating a superintendent.
2. The school Board shall provide the superintendent a written contract.

In the updated policy, all this language will be striken and replaced with more detailed language on subsequent slides.

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Policy 302.00 - Superintendent Selection

PURPOSE

The purpose of this policy is to establish clear principles and processes for recruiting, screening, selecting, and contracting with a qualified Superintendent to serve as the senior executive officer of Saint Paul Public Schools and execute the governance vision of the Board of Education.

135

Policy 302.00 - Superintendent Selection

GENERAL STATEMENT OF POLICY

1. **Employment and Authority:** The Board of Education shall employ a Superintendent who shall serve as the senior executive officer of the school district and as an ex-officio, non-voting member of the Board of Education.
2. **Selection Process:** The Board of Education shall determine, publicize, and adhere to an open and transparent process for recruiting, screening, evaluating, and selecting candidates for the position of Superintendent.
3. **Contractual Agreement:** The Board of Education shall provide the Superintendent with a written employment contract in accordance with Minnesota statutory requirements.[136]

Policy 302.00 - Superintendent Selection

SELECTION AND APPOINTMENT PROCEDURES

1. **Process Determination:** When a vacancy in the position of Superintendent occurs or is anticipated, the Board of Education shall establish the specific criteria, timeline, and search procedure to be used for recruitment and selection.
2. **Community & Stakeholder Engagement:** The selection process may incorporate opportunities for district staff, students, families, and community members to provide input regarding the desired qualifications, characteristics, and priorities for the next Superintendent.
3. **Search Assistance:** The Board of Education may, at its discretion, engage professional search consultants or executive search services to assist in advertising, recruiting, and screening candidates.
4. **Final Selection:** The ultimate authority and responsibility to select and elect the Superintendent rests solely with the Board of Education.

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Policy 302.00 - Superintendent Selection

TERMS OF EMPLOYMENT & CONTRACT

1. **Written Contract:** The Superintendent's employment terms, compensation, duties, benefits, and working conditions shall be set forth in a written contract executed by the Board of Education and the Superintendent.
2. **Duration and Provisions:** The contract shall comply with all applicable state laws regarding duration, renewal, termination, and performance evaluation.
3. **Licensure:** The individual selected as Superintendent must hold and maintain a valid Minnesota Superintendent license issued by the appropriate state licensing agency throughout the term of employment.

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Policy 302.00 - Superintendent Selection

REFERENCES

Cross References:

301.00 Board/Superintendent Relationship

LEGAL REFERENCES:

- **Minn. Stat. § 123B.143** *(Superintendent)*
- **Minn. Stat. § 122A.40** *(Employment Contracts)*
- **Minn. Stat. § 13.43** *(Personnel Data / Public Information Regarding Applicants)*

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Questions?

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Recommendation

- Request the review of Policy 302.00 - Superintendent Selection at the November 17, 2026 Regular Meeting be considered the Second Reading.

- That the review of this policy at the December 15, 2026 Board of Education meeting will be considered the Third Reading.

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SECOND READING: Policy 720.00 - School District Budget

Carlo Franco, Director

Policy 720.00 - School District Budget

RATIONALE FOR CHANGES

1. Update policy to align with our current practice after 2 years of implementation
2. Add definitions
3. Language clean up

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Policy 720.00 - School District Budget

Sections Unchanged

There are no suggested changes in the following sections, so are omitted from the presentation:

Preamble

Purpose

Requirement

Public Input

Final Budget

Adjustments

Reallocation

Adoption

Implementation

144

Policy 720.00 - School District Budget

Board Budget

The Board Budget is a section of the district's budget that funds the operations of the Board of Education. Prior to the end of January each year, the Board of Education will evaluate the current year's Board Budget and draft a Board Budget for the following fiscal year. This task may be delegated to a committee or workgroup of the Board. This Board Budget will be provided to district leadership for consideration. ~~in their first drafts of budget options.~~

145

Policy 720.00 - School District Budget

WORKING SESSION

1. By the end of the third full week of February at the latest, the board will hold a public Working Session to establish a set of parameters ~~options~~ for the ~~district draft~~ budget~~s~~ ~~for the upcoming school year~~ and to review information such as:
2. A. A forecast of projected revenues and expenditures;
3. B. Legislative impacts;
4. C. Parameters for Collective Bargaining Agreement settlements, D. Inflationary pressures; and
5. E. Feedback from principals, parents, employees, students, and other relevant community input on budget priorities

146

Policy 720.00 - School District Budget

~~BUDGET OPTIONS~~

1. ~~It shall be the responsibility of the Superintendent and designated staff members to prepare presentations regarding the specified budget options. These options will be publicly submitted to the Board no later than the April Committee of the Board meeting each year. The draft budgets shall include a multi-year (at least three-year) forecast of projected revenues and expenditures and other material assumptions. These budget options should be crafted using data on the effectiveness of existing programs and expenditures, and should be explicitly aligned to the strategic plan of the District as well as the goals of the Board of Education, if the Board has set goals.~~

147

Policy 720.00 - School District Budget

ADOPTION

- The Board of Education will demonstrate the following prior to the final budget adoption:
- A. The Board has collected and used public input to inform budget allocation.
- B. The Board has completed a working session as outlined in this policy. ~~C. The Board has reviewed the requested budget options.~~
- C. The Board has either amended and/or adopted the budget by majority vote.
- D. The Board has completed a review of substantive reallocations between program types of more than $350,000 in the prior year's budget.

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Policy 720.00 - School District Budget

DEFINITIONS

Budget Parameters: directions for specific items that either must be included in the budget or excluded in the budget.

Fiscal Year: The SPPS Fiscal Year runs through July 1st through June 30th of each year.

Revenue and Expense Budget: This is the budget that projects our anticipated revenues and anticipated expenses over our fiscal year.

FTEs: Full Time Equivalent (Employees) is representative of a Full Time Employee.

Unassigned Fund Balance: The unassigned fund balance represents the district's remaining liquid, unrestricted operating dollars that are fully available for general expenditures or emergency cash-flow needs. Unlike restricted, committed, and assigned balances such as operating capital, OPEB Trust, Medical Assistance, and Long Term Facility Maintenance, unassigned dollars have no spending restrictions aside from adherence to Public Purpose doctrine.

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Questions?

150

Recommendation

- Request the review of Policy 720.00 - School District Budget at the November 17, 2026 Regular Meeting be considered the Second Reading.

- That the review of this policy at the December 15, 2026 Board of Education meeting will be considered the Third Reading.

151

SECOND READING: Policy 801.01 - Building & Grounds: Name Selection

Kathryn Wallace, Interim Director of Facilities

Policy 801.01 - Building & Grounds: Name Selection

Current Policy:

801.01 BUILDINGS AND GROUNDS: NAME SELECTION

New names of schools and school programs and school mascots and logos shall reflect the diversity of the District. When buildings or programs are named for a person, that person must possess a legacy that aligns with the values of the District.

NAMING OF SCHOOLS AND BUILDINGS

The Board shall name all district-owned schools and buildings. The Board shall name the schools in consultation with the school community.

Policy Changes

801.01 BUILDINGS AND GROUNDS: NAME SELECTION

I. POLICY PURPOSE

The purpose of this policy is to establish consistent, transparent, and equitable standards for naming District schools, buildings, programs, and areas within District facilities, as well as for selecting or changing school mascots and logos. The policy is intended to ensure that names, mascots, and logos reflect the District's mission, values, history, and commitment to an inclusive and welcoming educational environment.

153

Policy 801.01 - Building & Grounds: Name Selection

Current Policy: *(last updated in 2017)*

801.01 BUILDINGS AND GROUNDS: NAME SELECTION

New names of schools and school programs and school mascots and logos shall reflect the diversity of the District. When buildings or programs are named for a person, that person must possess a legacy that aligns with the values of the District.

NAMING OF SCHOOLS AND BUILDINGS

The Board shall name all district-owned schools and buildings. The Board shall name the schools in consultation with the school community.

Policy Changes

I. GENERAL STATEMENT OF POLICY

A. NAME SELECTION

1. The District recognizes that the names of its schools, buildings, programs, and facilities, as well as its mascots and logos, are significant expressions of the District's identity and connection to its students, families, employees, and community.
2. New names of schools and school programs, district buildings, and school mascots and logos shall reflect the diversity of the District and the communities it serves. When buildings or programs are renamed for a person, that person must possess a legacy that aligns with the values of the District.

154

Policy 801.01 - Building & Grounds: Name Selection

Current Policy:

801.01 BUILDINGS AND GROUNDS: NAME SELECTION

New names of schools and school programs and school mascots and logos shall reflect the diversity of the District. When buildings or programs are named for a person, that person must possess a legacy that aligns with the values of the District.

NAMING OF SCHOOLS AND BUILDINGS

The Board shall name all district-owned schools and buildings. The Board shall name the schools in consultation with the school community.

Policy Changes

3. Naming decisions shall be made in a manner that promotes inclusion, reflects the diversity of the District and the communities it serves, and is consistent with District values and applicable law and Board policy.

B. **NAMING OF SCHOOLS AND BUILDINGS**

1. The Board shall approve the name of all district-owned schools and buildings (including stadiums). The Board shall approve the names ~~name the schools~~ developed with the involvement of ~~in consultation with~~ the school community.

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Policy 801.01 - Building & Grounds: Name Selection

Current Policy:

NAMING OF SCHOOL PROGRAMS

Elementary and secondary school programs that are located within a building that already has a name, or are assigned to a building that will house several programs, may recommend to the Board of Education a name to identify the program that is consistent with its goals and purposes.

AREAS WITHIN BUILDINGS

The Superintendent shall develop procedures for the naming of areas within buildings.

MASCOTS AND LOGOS

The Board shall approve names of mascots and logos.

Policy Changes

A. NAMING OF SCHOOL PROGRAMS

1. Elementary and secondary school programs that are located within a building that already has a name, or are assigned to a building that will house several programs, may recommend to the Board of Education a name to identify the program that is consistent with its goals and purposes.

B. **AREAS WITHIN BUILDINGS**

1. The Superintendent or designee shall develop procedures for the naming of areas within buildings.

C. MASCOTS AND LOGOS 156

1. The ~~Board~~ Superintendent or designee shall approve names of mascots and logos and inform the Board.

Policy 801.01 - Building & Grounds: Name Selection

Current Policy:

Policy Changes

III. DEFINITIONS

Buildings and grounds - The physical structures (buildings) and the surrounding land, landscaping, and exterior areas (grounds) owned or maintained by the District.

District building - A permanent structure where the District holds legal ownership rights to the property and conducts regular operations.

Logo - A graphic mark, symbol or other design used by an organization to identify it.

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Mascot - A person, animal or object used to symbolize a particular group, team or organization.

Policy 801.01 - Building & Grounds: Name Selection

Current Policy:

Policy Changes

III. DEFINITIONS, cont.

School program - A structured set of educational activities, curriculum, or services designed to achieve specific learning objectives within the District.

Areas within buildings - Distinct, three-dimensional spaces designed to serve specific functions, bounded by walls, floors, ceilings and/or other elements that establish a clear understanding of the space or area.

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Policy 801.01 - Building & Grounds: Name Selection

Current Policy:

LEGAL REFERENCES :

CROSS REFERENCES :
101.00, Racial Equity

Policy Changes

LEGAL REFERENCES:

CROSS REFERENCES:
101.00 - Racial Equity

716.00 - District Advertising and Name or Logo Use

718.00 - Branding

159

Questions?

160

Recommendation

- Request the review of Policy 801.01 - Building & Grounds: Name Selection at the November 17, 2026 Regular Meeting will be considered the Second Reading.

- That the review of this policy at the December 15, 2026 Board of Education meeting will be considered the Third Reading.

161

SECOND READING: Policy 405.00 - Personnel Records

Rick Kreyer, Human Resources

Policy 405.00 - Personnel Records

Current Policy:

- Adopted June 17, 2008. No revisions have ever been made to this policy.
- Policy has transitioned to the new policy format.
- MN Statute references have been added.
- Cross Reference with other policies.

Policy Changes

Policy Purpose

The purpose of this policy is to establish requirements for the maintenance of accurate, adequate, and appropriate personnel records for employees and employment-related actions within the District. Proper personnel records support effective personnel administration, ensure appropriate documentation of employment decisions, and promote compliance with applicable laws and District policies.

General Statement of Policy

The Superintendent or designee shall maintain adequate personnel records ~~including records of all applicants for employment, transfer, promotion, demotion, and termination.~~ for District employees and employment-related activities. Personnel records shall include, as appropriate, records of individuals who apply for employment with the District and records pertaining to employment actions, including transfer, promotion, demotion, and termination.

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Policy 405.00 - Personnel Records

Current Policy:

Policy Changes

General Statement of Policy (continued)

Personnel records shall be maintained in an organized and secure manner and shall be handled in accordance with applicable laws, regulations, and District policies governing the confidentiality, retention, access, and disclosure of personnel information.

164

Questions?

165

Recommendation

- Request the review of Policy 405.00 - Personnel Records at the November 17, 2026 Regular Meeting be considered the Second Reading.

- That the review of this policy at the December 15, 2026 Board of Education meeting will be considered the Third Reading.

166

SECOND READING: Policy 408.06 - Employment Contracts: Outside Work

Rick Kreyer, Human Resources

Policy 408.06 - Employment Contracts: Outside Work

Current Policy:

- Last revised 2008.
- Policy has transitioned to the new policy format.

Policy Changes

Policy Purpose

The purpose of this policy is to establish clear expectations and parameters for employees of the School District who engage in outside employment or other work activities. The policy is intended to ensure that outside employment does not interfere with an employee's responsibilities to the School District, create conflicts of interest, misuse School District resources, or otherwise compromise the employee's professional obligations.

General Statement of Policy

Employees of the school district may engage in outside employment provided such employment does not compromise the fulfillment of employees' responsibilities to the School District, is not conducted during assigned duty hours and does not involve the use of School District facilities.

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Policy 408.06 - Employment Contracts: Outside Work

Current Policy:

Policy Changes

General Statement of Policy (continued)

Outside employment must not create an actual or apparent conflict of interest with the employee's duties or responsibilities to the School District. Employees shall not use their position, authority, School District information, equipment, materials, supplies, technology, facilities, or other School District resources for the benefit of an outside employer or business, unless expressly authorized by the School District.

Employees are responsible for ensuring that outside employment does not interfere with their attendance, performance, availability, or ability to fulfill assigned duties and responsibilities.

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Employees shall not engage in outside employment or business activities that involve students, families, vendors, or other individuals with whom the employee has a professional relationship through the School District when doing so could

Policy 408.06 - Employment Contracts: Outside Work

Current Policy:

Policy Changes

General Statement of Policy (continued)

create a conflict of interest, impair professional judgment, or otherwise adversely affect the employee's School District responsibilities.

An employee who is uncertain whether proposed outside employment presents a conflict of interest or otherwise falls within the requirements of this policy should consult with the Superintendent or designee before engaging in the outside employment.

Nothing in this policy prohibits employees from engaging in lawful outside employment or personal business activities that are conducted outside assigned duty hours and otherwise comply with this policy and applicable law, collective bargaining agreements, and School District policies.

170

Questions?

171

Recommendation

- Request the review of Policy 408.06 - Employment Contracts: Outside Work at the November 17, 2026 Regular Meeting be considered the Second Reading.

- That the review of this policy at the December 15, 2026 Board of Education meeting will be considered the Third Reading.

172

Policy 701.01 - Fund Balance

Board of Education Meeting
November 17, 2026

Daniel Moser, Executive Director of Financial Services

Policy 701.01 Fund Balance

Current Policy:

Last reviewed in 2015.

A policy purpose, general statement of policy, and a definition section does not exist.

Policy Changes

1. Added Policy Purpose: Fund balance policy establishes and maintains financial reserves to support fiscal stability, transparency, long-term planning, and compliance with legal and policy requirements.

2. Added General Statement of Policy: Fund balances represent a fund's available financial resources after liabilities are deducted from assets, serving as an indicator of financial health and reserve capacity, with classifications based on spending restrictions and constraints.

3. Added a Definition Section: Unassigned Fund Balance, Assigned Fund Balance, Assets, Liabilities, Revenue and Expense Budget Defined

Policy 701.01 Fund Balance

Current Policy:

Last reviewed in 2015.

"3. The School District employee serving in the role of the District's Superintendent, Chief Executive Officer (CEO) or Chief Financial Officer (CFO) shall establish the specific purpose(s) of the assigned fund balance."

"4. The administration shall plan and manage annual revenue and expenditure budgets that provide an unassigned general fund balance of at least five percent (5%) of annual general fund expenditures."

"5. If the unassigned general fund balance should fall below five percent (5%) of annual general fund expenditures within a given year or the next succeeding year, the Superintendent shall alert the Board to the circumstances and recommend appropriate short-term actions to maintain the desired balance."

Policy Changes

4. Updated Section four (4) Fund Balance:
   - Number Three (3)
     - After Superintendent added "or designee"
     - Strike out CEO and CFO
   - Number Four (4)
     - Replaced "Expenditure" with "Balance"
   - Number Five (5)
     - Replaced "Expenditure" with "Balance"
     - After Superintendent added "or designee"

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Questions?

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Action Requested

- That policy 701.01 Fund Balance at the November 17, 2026 Committee of the Board meeting be considered the second reading of the three reading process
- and the review of this policy at the December 15, 2026 Board of Education meeting be considered the third and final reading.

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302.00 Superintendent Selection

~~1. The Board shall determine, publicize, and adhere to a process for recruiting, screening, selecting and evaluating a superintendent.~~
~~2. The school Board shall provide the superintendent a written contract.~~

I. PURPOSE

The purpose of this policy is to establish clear principles and processes for recruiting, screening, selecting, and contracting with a qualified Superintendent to serve as the senior executive officer of Saint Paul Public Schools and execute the governance vision of the Board of Education.

II. GENERAL STATEMENT OF POLICY

1. **Employment and Authority:** The Board of Education shall employ a Superintendent who shall serve as the senior executive officer of the school district and as an ex-officio, non-voting member of the Board of Education.
2. **Selection Process:** The Board of Education shall determine, publicize, and adhere to an open and transparent process for recruiting, screening, evaluating, and selecting candidates for the position of Superintendent.
3. **Contractual Agreement:** The Board of Education shall provide the Superintendent with a written employment contract in accordance with Minnesota statutory requirements.

III. SELECTION AND APPOINTMENT PROCEDURES

1. **Process Determination:** When a vacancy in the position of Superintendent occurs or is anticipated, the Board of Education shall establish the specific criteria, timeline, and search procedure to be used for recruitment and selection.
2. **Community & Stakeholder Engagement:** The selection process may incorporate opportunities for district staff, students, families, and community members to provide input regarding the desired qualifications, characteristics, and priorities for the next Superintendent.
3. **Search Assistance:** The Board of Education may, at its discretion, engage professional search consultants or executive search services to assist in advertising, recruiting, and screening candidates.
4. **Final Selection:** The ultimate authority and responsibility to select and elect the Superintendent rests solely with the Board of Education.

IV. TERMS OF EMPLOYMENT & CONTRACT

1. **Written Contract:** The Superintendent's employment terms, compensation, duties, benefits, and working conditions shall be set forth in a written contract executed by the Board of Education and the Superintendent.
2. **Duration and Provisions:** The contract shall comply with all applicable state laws regarding duration, renewal, termination, and performance evaluation.
3. **Licensure:** The individual selected as Superintendent must hold and maintain a valid Minnesota Superintendent license issued by the appropriate state licensing agency throughout the term of employment.

LEGAL REFERENCES:

- **Minn. Stat. § 123B.143** *(Superintendent)*
- **Minn. Stat. § 122A.40** *(Employment Contracts)*
- **Minn. Stat. § 13.43** *(Personnel Data / Public Information Regarding Applicants)*

CROSS REFERENCES:

301.00 Board/Superintendent Relationship

Adopted: 11/19/2024 Saint Paul Public Schools Policy #720.00 Revised: xx/xx/26

720.00 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

PREAMBLE

Saint Paul Public Schools recognizes the importance of community input as spending decisions are made. SPPS will strive to make decisions in a collaborative and transparent manner, providing members of the SPPS community with means by which they can influence the district's spending decisions.

GENERAL STATEMENT OF POLICY

The Board of Education is committed to a transparent budget process that involves feedback from stakeholders, and includes intentional times for feedback prior to the final budget adoption. This policy establishes general expectations of the Board and District Administration in creating an annual budget.

PURPOSE

The purpose of this policy is to set expectations regarding the roles of the community and the Board of Education in the budgeting process and to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets. The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. The annual budget will effectively express and implement the school district's goals and priorities.

REQUIREMENT

A. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minnesota Statutes section 123B.76.

B. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year.

C. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Minnesota Commissioner of Education within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. A summary of this information and the

address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minnesota Statutes section 123B.10.

D. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.

E. The school district must also post the materials specified in section C above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

F. In creation of the School District Budget, the Administration will present a budget that maintains an unassigned fund balance in accordance with the School District Fund Balance Policy (Insert Fund Balance Policy Cross Reference)

BOARD BUDGET

The Board Budget is a section of the district's budget that funds the operations of the Board of Education. Prior to the end of January each year, the Board of Education will evaluate the current year's Board Budget and draft a Board Budget for the following fiscal year. This task may be delegated to a committee or workgroup of the Board. This Board Budget will be provided to district leadership for consideration~~. in their first drafts of budget options.~~

PUBLIC INPUT

The district shall host public meetings to gather feedback from community members for the purpose of informing budgetary decisions. At least one of these public input sessions will take place prior to winter break. At least one will take place within the eight weeks prior to the adoption of the budget.

WORKING SESSION

By the end of the third full week of February at the latest, the board will hold a public Working Session to establish a set of parameters ~~options~~ for the ~~district draft~~ budget~~s for the upcoming school year~~ and to review information such as:

A. A forecast of projected revenues and expenditures;
B. Legislative impacts;
C. Parameters for Collective Bargaining Agreement settlements,
D. Inflationary pressures; and
E. Feedback from principals, parents, employees, students, and other relevant community input on budget priorities

~~**BUDGET OPTIONS**~~

~~It shall be the responsibility of the Superintendent and designated staff members~~

~~to prepare presentations regarding the specified budget options. These options will be publicly submitted to the Board no later than the April Committee of the Board meeting each year. The draft budgets shall include a multi-year (at least three-year) forecast of projected revenues and expenditures and other material assumptions. These budget options should be crafted using data on the effectiveness of existing programs and expenditures, and should be explicitly aligned to the strategic plan of the District as well as the goals of the Board of Education, if the Board has set goals.~~

FINAL BUDGET

The composition of the final budget will be a packet composed of required fund allocations, comparison to prior fiscal year, and a detailed document that breaks down all site allocations, administration departmental funding, displaying dollar amounts, and FTE's. The Board will be provided with a document outlining the district-wide expected contracted services by dollar amount and percentage of total fund.

ADJUSTMENTS

The Board of Education may shift or waive the deadlines in this policy by majority vote when necessary and allowable by law.

REALLOCATION

The Superintendent shall be authorized, in their sole discretion, to make such changes within the various budget classifications as they may deem necessary. The Board of Education will be informed of reallocations of general funds between program types of more than $350,000.

ADOPTION

The Board of Education will demonstrate the following prior to the final budget adoption:

A. The Board has collected and used public input to inform budget allocation.

B. The Board has completed a working session as outlined in this policy.

~~C. The Board has reviewed the requested budget options.~~

C. The Board has either amended and/or adopted the budget by majority vote.

D. The Board has completed a review of substantive reallocations between program types of more than $350,000 in the prior year's budget.

IMPLEMENTATION

A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but the superintendent maintains the ultimate responsibility for this function.

B. The program-oriented budgeting system will be supported by a program

oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).

C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.

D. Supplies and capital equipment can be ordered prior to budget adoption, as authorized by the superintendent or designee. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.

E. The school district shall make such reports to the Minnesota Commissioner of Education as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

DEFINITIONS

Budget Parameters: directions for specific items that either must be included in the budget or ~~must be~~ excluded in the budget.

Fiscal Year: The SPPS Fiscal Year runs through July 1st through June 30th of each year.

Revenue and Expense Budget: This is the budget that projects our anticipated revenues and anticipated expenses over our fiscal year.

FTEs: Full Time Equivalent (Employees) is representative of a Full Time Employee.

Unassigned Fund Balance: The unassigned fund balance represents the district's remaining liquid, unrestricted operating dollars that are fully available for general expenditures or emergency cash-flow needs. Unlike restricted, committed, and assigned balances such as operating capital, OPEB Trust, Medical Assistance, and Long-Term Facility Maintenance, unassigned dollars have no spending restrictions aside from adherence to Public Purpose doctrine.

Legal *References:*

Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirements)

Cross References: Board Policy 301

Adopted: *9/4/1990* *Saint Paul Public Schools Policy 801.01*
Revised: *6/ 17/ 2008,*
5/16/17,
xx/xx/26

801.01 BUILDINGS AND GROUNDS: NAME SELECTION

I. POLICY PURPOSE

The purpose of this policy is to establish consistent, transparent, and equitable standards for naming District schools, buildings, programs, and areas within District facilities, as well as for selecting or changing school mascots and logos. The policy is intended to ensure that names, mascots, and logos reflect the District's mission, values, history, and commitment to an inclusive and welcoming educational environment.

II. GENERAL STATEMENT OF POLICY

A. NAME SELECTION

1. The District recognizes that the names of its schools, buildings, programs, and facilities, as well as its mascots and logos, are significant expressions of the District's identity and connection to its students, families, employees, and community.
2. New names of schools and school programs, district buildings, and school mascots and logos shall reflect the diversity of the District and the communities it serves. When buildings or programs are renamed for a person, that person must possess a legacy that aligns with the values of the District.
3. Naming decisions shall be made in a manner that promotes inclusion, reflects the diversity of the District and the communities it serves, and is consistent with District values and applicable law and Board policy.

B. NAMING OF SCHOOLS AND BUILDINGS

1. The Board shall approve the name of all district-owned schools and buildings (including stadiums). The Board shall approve the names ~~name the schools~~ developed with the involvement of ~~in consultation with~~ the school community.

C. NAMING OF SCHOOL PROGRAMS

1. Elementary and secondary school programs that are located within a building that already has a name, or are assigned to a building that will house several programs, may recommend to the Board of Education a name to identify the program that is consistent with its goals and purposes.

D. AREAS WITHIN BUILDINGS

1. The Superintendent or designee shall develop procedures for the naming of areas within buildings.

E. MASCOTS AND LOGOS

1. The ~~Board~~ Superintendent or designee shall approve names of mascots and logos and inform the Board.

III. DEFINITIONS

Buildings and grounds - The physical structures (buildings) and the surrounding land, landscaping, and exterior areas (grounds) owned or maintained by the District.

District building - A permanent structure where the District holds legal ownership rights to the property and conducts regular operations.

Logo - A graphic mark, symbol or other design used by an organization to identify it.

Mascot - A person, animal or object used to symbolize a particular group, team or organization.

School program - A structured set of educational activities, curriculum, or services designed to achieve specific learning objectives within the District.

Areas within buildings - Distinct, three-dimensional spaces designed to serve specific functions, bounded by walls, floors, ceilings and/or other elements that establish a clear understanding of the space or area.

LEGAL REFERENCES:

CROSS REFERENCES:

101.00 - Racial Equity
716.00 - District Advertising and Name or Logo Use
718.00 - Branding

405.00 ~~RECORDS:~~ PERSONNEL RECORDS

I. POLICY PURPOSE

The purpose of this policy is to establish requirements for the maintenance of accurate, adequate, and appropriate personnel records for employees and employment-related actions within the District. Proper personnel records support effective personnel administration, ensure appropriate documentation of employment decisions, and promote compliance with applicable laws and District policies.

II. GENERAL STATEMENT OF POLICY

The Superintendent or designee shall maintain adequate personnel records ~~including records of all applicants for employment, transfer, promotion, demotion, and termination.~~ for District employees and employment-related activities. Personnel records shall include, as appropriate, records of individuals who apply for employment with the District and records pertaining to employment actions, including transfer, promotion, demotion, and termination.

Personnel records shall be maintained in an organized and secure manner and shall be handled in accordance with applicable laws, regulations, and District policies governing the confidentiality, retention, access, and disclosure of personnel information.

LEGAL REFERENCES:

Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.04 (Rights of Subjects of Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.43 (Personnel Data)

CROSS REFERENCES:

304.00 Records: Data Management

408.06 EMPLOYMENT CONTRACTS: OUTSIDE WORK

I. POLICY PURPOSE

The purpose of this policy is to establish clear expectations and parameters for employees of the School District who engage in outside employment or other work activities. The policy is intended to ensure that outside employment does not interfere with an employee's responsibilities to the School District, create conflicts of interest, misuse School District resources, or otherwise compromise the employee's professional obligations.

II. GENERAL STATEMENT OF POLICY

Employees of the school district may engage in outside employment provided such employment does not compromise the fulfillment of employees' responsibilities to the School District, is not conducted during assigned duty hours and does not involve the use of School District facilities.

Outside employment must not create an actual or apparent conflict of interest with the employee's duties or responsibilities to the School District. Employees shall not use their position, authority, School District information, equipment, materials, supplies, technology, facilities, or other School District resources for the benefit of an outside employer or business, unless expressly authorized by the School District.

Employees are responsible for ensuring that outside employment does not interfere with their attendance, performance, availability, or ability to fulfill assigned duties and responsibilities.

Employees shall not engage in outside employment or business activities that involve students, families, vendors, or other individuals with whom the employee has a professional relationship through the School District when doing so could create a conflict of interest, impair professional judgment, or otherwise adversely affect the employee's School District responsibilities.

An employee who is uncertain whether proposed outside employment presents a conflict of interest or otherwise falls within the

requirements of this policy should consult with the Superintendent or designee before engaging in the outside employment.

Nothing in this policy prohibits employees from engaging in lawful outside employment or personal business activities that are conducted outside assigned duty hours and otherwise comply with this policy and applicable law, collective bargaining agreements, and School District policies.

LEGAL REFERENCES:

CROSS REFERENCES:

701.01 FUND BALANCE

I. POLICY PURPOSE

The purpose of a fund balance policy is to establish a framework for maintaining adequate financial reserves to ensure fiscal stability, continuity of operations, and responsiveness to unforeseen events. The key reasons for implementing a fund balance policy include:

- Financial Stability
- Transparency and Accountability
- Creditworthiness
- Long-Term Planning
- Legal and Policy Compliance

II. GENERAL STATEMENT OF POLICY

Fund balances represent the net resources available within the district's funds at a given point in time typically at the end of an audit period. They are calculated as the difference between fund assets and liabilities and are used to indicate the financial health and available reserves of each specific fund. Fund balances are classified into various categories based on the constraints placed on how the funds can be spent.

III. DEFINITION

- Unassigned Fund Balance - The unassigned fund balance represents the district's remaining liquid, unrestricted operating dollars that are fully available for general expenditures or emergency cash-flow needs.

Unlike restricted, committed, and assigned balances such as operating capital, OPEB Trust, Medical Assistance, and Long Term Facility Maintenance, unassigned dollars have no spending restrictions aside from adherence to Public Purpose doctrine.

- Assigned Fund Balance - The assigned fund balance is the portion of a governmental fund's fund balance that is intended for a specific purpose but has not been formally restricted or committed by external parties or board action.

- Assets - These are resources owned or controlled by an organization that have economic value and can be used to provide future benefits.

- Liabilities - These are financial obligations or debts that an organization owes to others and must pay in the future.

- Revenue and Expense Budget - This is the budget that projects our anticipated revenues and anticipated expenses over our fiscal year.

IV. FUND BALANCE

1. Portions of the fund balance shall be classified as non-spendable, restricted, committed, assigned or unassigned in accordance with Governmental Accounting Standards Board (GASB) Statement No. 54.

2. The Board of Education shall establish, modify, or rescind a committed fund balance prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraints of the commitment may be determined in the subsequent fiscal year.

3. The ~~School District employee serving in the role of the District's~~ Superintendent or designee ~~and~~ shall establish the specific purpose(s) of the assigned fund balance.

4. The administration shall plan and manage annual revenue and expenditure budgets that provide an unassigned general fund balance of at least five percent (5%) of annual general fund expenditures.

5. If the unassigned general fund balance should fall below five percent (5%) of annual general fund expenditures within a given year or the next succeeding year, the Superintendent shall alert the Board to the circumstances and recommend appropriate short-term actions to maintain the desired balance.

LEGAL REFERENCES:

CROSS REFERENCES: