



## South St. Paul School Board - Work Session

Tuesday, May 27, 2025 5:00 PM

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

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### I. WELCOME

- I.A. 2025-26 Student School Board Representatives (L. Brandecker/  
K. Humann)

### II. HUMAN RESOURCES

- II.A. Resolution Relating to the Non-Renewal of Probationary Non-  
Instructional Staff (J. Milteer)

- II.B. Resolution to Place Individuals within the Office and  
Professional Employee Group on Layoff and Resolution to Recall (J.  
Milteer)

- II.C. Resolution Relating to the Non-Renewal of Limited  
Contract/Long-Term Substitute Teachers (J. Milteer)

- II.D. Continuing Teacher Contracts (J. Milteer)

### III. SCHOOL BOARD

- III.A. Public Relations and Community Engagement (Board)

- III.B. Committee Updates (Board)

- District 917
- AMSD
- Community Education
- Educational Foundation
- Finance, Facilities and Long-Range Planning
- Local Issues
- Policy
- SSP Open Foundation
- Superintendent Executive

- III.C. Other Items Deemed Necessary by the School Board



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

**Meeting Date:** May 27, 2025

**Place on Agenda:** Work Session

**Action Requested:** N/A

**Attachment:** None.

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| <b>Topic:</b> 2025-26 Student School Board Representatives   |
| <b>Presenter(s):</b> Kim Humann, Board Chair   |
| <b>Background:</b><br><p>As part of the Board’s continued commitment to increasing stakeholder voice, Chair Kim Humann, Superintendent Brian Zambreno, and Manager of Administrative Services and Communications Lisa Brandecker recently interviewed four South St. Paul Secondary students for the 2025–26 Student School Board Representative positions. One student withdrew her application after being named captain of the show choir, which holds rehearsals on Monday evenings.</p> <p>After a thoughtful and engaging interview process, the three remaining students were selected to serve as Student School Board Representatives for the upcoming school year. This selection continues the Board’s effort, launched in fall 2023, to bring student voices directly to the Board table, strengthening the connection between leadership and the student body while ensuring a more inclusive and representative decision-making process.</p> <p>The newly selected representatives will attend Monday evening’s meeting to introduce themselves, begin building connections with Board members, and prepare to take on this important leadership role in the coming school year.</p> |
| <b>Recommendation:</b><br>N/A  |
| <b>Alternatives:</b><br>N/A  |

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**SOUTH ST. PAUL PUBLIC SCHOOLS**

School Board Agenda Item

**Meeting Date:** Tuesday, May 27, 2025

**Place on Agenda:** COW & Regular Meeting

**Action Requested:** Approval

**Attachment:** **Non-Renewal of Probationary Non-Instructional Staff**

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|---|
| <b>Topic:</b> Non-Renewal of Probationary Non-Instructional Staff   |
| <b>Presenter(s):</b> Joel Milteer, Human Resource Director  |
| <b>Background:</b><br><br>Each year, we must consider the release of a number of probationary non-instructional staff for various reasons, including student driven scheduling, changes in enrollment, budget reductions, curriculum changes, and performance issues.<br><br>Attached is a resolution to terminate the employment of a number of probationary non-instructional staff. This resolution terminates employment for those listed, at the end of the current 2024-2025 school year, with non-renewal for the 2025-2026 school year. |
| <b>Recommendation:</b><br><br>Administration recommends approval of the resolution.   |
| <b>Alternatives:</b><br><br>Do not approve the resolution and direct administration with next steps.  |

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**Special School District No. 6  
(South St. Paul Public Schools)  
State of Minnesota**

Board Member \_\_\_\_\_ moved the adoption of the following resolution:

**RESOLUTION RELATING TO THE NON-RENEWAL  
OF PROBATIONARY NON-INSTRUCTIONAL STAFF**

WHEREAS, the following educational support professionals are probationary non-instructional staff in Special School District No. 6.

BE IT RESOLVED by the School Board of Special School District No. 6, that the employment of these probationary non-instructional educational support professional staff in Special School District No. 6, is hereby terminated effective at the end of the 2024-2025 school year.

|                     |     |                             |                |
|---------------------|-----|-----------------------------|----------------|
| Christine Hernandez | 1.0 | Special Education Assistant | Middle School  |
| Calli Mikkleson     | 1.0 | Special Education Assistant | Lincoln Center |
| Faith Tuttle        | 1.0 | Student Support Assistant   | Secondary      |

BE IT FURTHER RESOLVED that written notice be sent to said probationary non-instructional staff regarding non-renewal of their employment.

The motion for the adoption of the foregoing resolution was duly seconded by Board Member \_\_\_\_\_.

On a roll call vote, the following voted in favor:

Board Members:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.



**SOUTH ST. PAUL PUBLIC SCHOOLS**

School Board Agenda Item

**Meeting Date:** Tuesday, May 27, 2025

**Place on Agenda:** COW & Regular Agenda

**Action Requested:** Approval

**Attachment:** **Proposal to Place Individual Office and Professional Employee on Layoff**

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|---|
| <b>Topic:</b> Proposal to Place Individual Office and Professional Employee on Layoff   |
| <b>Presenter(s):</b> Joel Milteer, Human Resource Director  |
| <b>Background:</b><br><br>On February 24, 2025, the School Board approved a Resolution Discontinuing and Reducing Positions. One Office and Professional Employee position at the secondary building is being proposed for elimination in an effort to provide broader services to all students in the district through a restructure of the position and the services provided.<br><br>Attached is a resolution to place an Office and Professional Employee on layoff due to the elimination of the current position. |
| <b>Recommendation:</b><br><br>Administration recommends approval of the resolution.   |
| <b>Alternatives:</b><br><br>Do not approve the resolution and direct administration with next steps.  |

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**Special School District No. 6  
(South St. Paul Public Schools)  
State of Minnesota**

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION TO PLACE INDIVIDUALS WITHIN THE OFFICE AND  
PROFESSIONAL EMPLOYEE GROUP ON LAYOFF DUE TO POSITION  
ELIMINATION**

BE IT RESOLVED by the School Board of Special School District No. 6, South St. Paul, as follows:

1. That the following individual, who is an Office and Professional Employee of said school district, will be placed on layoff without pay or fringe benefits, effective at the end of the 2024-25 school year on June 30, 2025, pursuant to the collective bargaining agreement between the District and South St. Paul Office and Professional Employees International Union, Local 12, barring a recall under Article XIII, Section 5. Recall of the said agreement:

Kristin Rodenberg

2. That written notice be sent to said Office and Professional Employee regarding the proposed placement on layoff without pay or fringe benefits as provided by contract and said notice shall be in substantially the following form:

**NOTICE OF PROPOSED LAYOFF**

Dear \_\_\_\_\_:

You are hereby notified that at the meeting of the School Board of Special School District No. 6 held on May 27, 2025, consideration was given to your placement on layoff without pay or fringe benefits as an administrative assistant of Special School District No. 6, and a resolution was adopted by a majority vote of the Board, proposing your placement on layoff effective at the end of the 2024-2025 school year on June 30, 2025, pursuant to the collective bargaining agreement between the District and South St. Paul Office and Professional Employees International Union, Local 12, upon the grounds described in said contract and which are specifically as follows:

## Reduction of Work Force

Article XIII, Section 6. Reduction of Work Force : A reduction of the workforce shall be defined as the elimination of a job position or positions, or the reduction of the yearly hours of a job position or positions. Upon receipt of notice of layoff or reduction in hours, employees, shall be offered options listed below. When one or more employees are issues a layoff notice or reduction in hours, they shall be offered the following listed options, and they shall be mandatory by item (a) through € except when using (f) of (g), by seniority order. No upward bumping allowed.

- (a) Replace the least senior employee in the same classification and employment status and hours per year, provided the employee is qualified for the position.
- (b) Replace the least senior employee in the same classification having less hours per year, provided the employee is qualified for the position.
- (c) If no such employee exists pursuant to (a) or (b), replace the least senior employee in successive lower classification with the same hours per year, provided the employee has greater seniority and is qualified for the position.
- (d) Replace the least senior employee in successive lower classifications having less hours per year provided the employee has greater seniority and is qualified for the position.
- (e) Where the reduction in force is a reduction of employment status or hours per year in the employee's position, retain the original job in its new status or hours per year schedule.
- (f) Bid for a posted vacancy or new job position in accordance with Article XIV.
- (g) Accept a layoff.

Pursuant to the collective bargaining agreement between the District and South St. Paul Office and Professional Employees International Union, Local 12, employees may be recalled from layoff under the following contract language:

**Section 5. Recall:** Employees will be recalled in seniority order within classification. An employee recalled to their former classification shall receive the current rate of pay for such classification.

**Section 7. Notice of Recall:** Notice of recall shall be made by e-mail to the last known address of the employee being recalled. The employee shall forfeit rights to recall if the employee fails to return to an offered position within seven (7) calendar days after notice of recall, and in such event the employee's name shall be removed from the seniority and recall list. It is the responsibility of the employee on layoff to keep the School District advised of their current e-mail address.

Yours very truly,

SCHOOL BOARD OF  
SPECIAL SCHOOL DISTRICT NO. 6

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Clerk of the School Board

3. That said proposed placement on layoff is not the result of the implementation of an education district agreement.
4. That each and all of the foregoing grounds of said notice are within the grounds for placement on layoff for Office and Professional Employees as set forth in their collective bargaining agreement, and are hereby adopted as fully as though separately set forth and resolved herein.

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.



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

**Meeting Date:** Tuesday, May 27, 2025

**Place on Agenda:** COW & Regular Agenda

**Action Requested:** Approval

**Attachment:** **Recommendation to Recall Individual Office and Professional Employee on Layoff**

|   |
|---|
| <b>Topic:</b> Recommendation to Recall Individual Office and Professional Employee on Layoff  |
| <b>Presenter(s):</b> Joel Milteer, Human Resource Director  |
| <b>Background:</b><br><br>On May 27, 2025, the School Board approved a Resolution to place one Office and Professional Employee on layoff due to the elimination and restructure of a position.<br><br>Attached is a resolution to recall the Office and Professional Employee on layoff to an equivalent position within the Office and Professional Employee group for the 2025-26 school year. |
| <b>Recommendation:</b><br><br>Administration recommends approval of the resolution.   |
| <b>Alternatives:</b><br><br>Do not approve the resolution and direct administration with next steps.  |

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Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION TO RECALL KRISTIN RODENBERG, OFFICE AND  
PROFESSIONAL EMPLOYEE FROM LAYOFF**

WHEREAS, on May 27, 2025, the School Board of Special School District No. 6 adopted a resolution to eliminate the Student Services Administrative Assistant position and place **Kristin Rodenberg** on layoff, pursuant to the collective bargaining agreement between Special School District No. 6 (the District), and the Office and Professional Employees International Union, Local No. 12 (the Union); and

WHEREAS, said written notice of the placement on layoff contains a statement setting forth the reasons for the layoff, and the employee's rights to recall; and

BE IT HEREBY RESOLVED, by the School Board of Special School District No. 6 that **Kristin Rodenberg** be and hereby is recalled from layoff to the **District Assessment and Data Support Clerk** position for Special School District No. 6 for the 2025-26 school year.

BE IT FURTHER RESOLVED that said placement meets all the requirements of Article XIII, Sections 5 and 7 of the collective bargaining agreement between the District and the Union.

BE IT FURTHER RESOLVED, that a notice of recall to this position with a copy of this resolution be forwarded to said employee personally and that an affidavit of same be placed in the employee's file, together with a copy of the notice and resolution.

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.



**SOUTH ST. PAUL PUBLIC SCHOOLS**

School Board Agenda Item

**Meeting Date:** Tuesday, May 27, 2025

**Place on Agenda:** COW & Regular Agenda

**Action Requested:** Approval

**Attachment:** **Non-Renewal of Long-Term/Limited Contract Substitute Teachers**

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|---|
| <b>Topic:</b> Non-Renewal of Long-Term/Limited Contract Substitute Teachers   |
| <b>Presenter(s):</b> Joel Milteer, Human Resource Director  |
| <b>Background:</b><br><br>In compliance with Minnesota statutes, we are required to terminate the teaching contracts of the District’s long-term/limited contract substitute teachers at the end of each school year.<br><br>A long-term substitute by definition is one who worked all or part of the school year replacing a specific teacher who has return rights to his or her position. The contracts of the long-term substitutes must be terminated at the end of the school year. Failure to terminate these contracts could result in the district allocating two teachers in each affected position as the regular teachers exercise their right to return from leave.<br><br>Attached is a resolution to non-renew the teaching contracts of the District’s long-term/limited contract substitute teachers. |
| <b>Recommendation:</b><br><br>Administration recommends approval of the resolution.   |
| <b>Alternatives:</b><br><br>Do not approve the resolution and direct administration with next steps.  |

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**Special School District No. 6  
(South St. Paul Public Schools)  
State of Minnesota**

Inspector \_\_\_\_\_ moved the adoption of the following resolution:

**RESOLUTION RELATING TO THE NON-RENEWAL  
OF LIMITED CONTRACT / LONG-TERM SUBSTITUTE TEACHERS**

WHEREAS, the following teachers are limited contract/long-term substitute teachers in Special School District No. 6.

BE IT RESOLVED by the School Board of Special School District No. 6, pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contracts of these limited contract/long-term substitute teachers in Special School District No. 6, are hereby terminated effective at the end of the 2024 – 2025 school year.

|                   |                      |             |
|-------------------|----------------------|-------------|
| Dawn Kelly        | Long-Term Substitute | High School |
| Stephanie Simones | Long-Term Substitute | High School |

BE IT FURTHER RESOLVED that written notice be sent to said teachers regarding non-renewal of their contracts in accordance with Minnesota law.

The motion for the adoption of the foregoing resolution was duly seconded by Inspector \_\_\_\_\_.

On a roll call vote, the following voted in favor:

Inspectors:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.



**SOUTH ST. PAUL PUBLIC SCHOOLS**

School Board Agenda Item

**Meeting Date:** Tuesday, May 27, 2024

**Place on Agenda:** COW & Regular Agenda

**Action Requested:** Approval

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

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| <b>Topic:</b> Continuance of Teacher Contracts for 2025-2026   |
| <b>Presenter(s):</b> Joel Milteer, Human Resource Director   |
| <b>Background:</b><br><br>As part of the annual staffing process, administration identifies probationary teachers to retain and those who will be granted tenure for the upcoming school year. As a result, the attached document reflects probationary teachers who are recommended to be retained and probationary teachers who would be granted tenure for the 2025-2026 school year. |
| <b>Recommendation:</b><br><br>Administration recommends approval of retaining the listed probationary staff and providing tenure to the listed staff.  |
| <b>Alternatives:</b><br><br>Do not approve the recommendation and direct administration with next steps.   |

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

The teachers listed below meet the necessary criteria to qualify for continuance of employment in this District following the close of the 2024-2025 school year, at scheduled salary. The assignments listed are for identification purposes and may be changed for the coming school year.

| <b><u>Granting Tenure (Third year or First Year, if Tenured in Another District)</u></b> |                                       | <b><u>FTE</u></b> |
|--|---------------------------------------|-------------------|
| Lael Booth   | College Career Internship TOSA        | 1.0               |
| Melissa Booth  | Sped Teacher                          | 1.0               |
| Nicholas Foster-Walters  | MS Art Teacher                        | 0.7               |
| Noelle Frost   | EL Teacher                            | 1.0               |
| Patricia Gould   | School Psychologist - MTSS Specialist | 1.0               |
| Emma Hanlin  | ELL Teacher                           | 1.0               |
| Reed Hartman   | Band                                  | 1.0               |
| Katherine Hollen   | HS Math Teacher                       | 1.0               |
| Joe Hunter   | Media Specialist                      | 0.6               |
| Jake Knaus   | Talent Development TOSA               | 1.0               |
| Jillian Kobilka  | Vocal Music                           | 1.0               |
| Lindsay Lowther  | Equity & Instruction Coach TOSA       | 1.0               |
| Soviatt Loyd   | Kindergarten                          | 1.0               |
| Brenda Miller  | SPED Teacher - Resource               | 1.0               |
| Laura Miller   | SPED - DCD Teacher                    | 1.0               |
| Zara Pylvainen   | MS English Language Arts              | 1.0               |
| Caroline Ryan  | School Social Worker                  | 1.0               |
| Elizabeth Sierminski   | Elementary Science Specialist         | 1.0               |
| Kindra Slagle  | ELL Teacher                           | 1.0               |
| Rachel Smith (Halldorson-Smith)  | ABE Teacher                           | 0.4               |
| Maciel Caridad Aquino  | Elementary Teacher                    | 1.0               |
| Victoria Carrier   | Elementary Teacher                    | 1.0               |
| Joshua Craig   | Special Education Teacher             | 1.0               |
| Graham Judd  | Art Teacher                           | 0.8               |
| Jelena Maric   | Counselor                             | 1.0               |
| Samuel Mast  | Music Teacher                         | 1.0               |
| Amy McEvoy   | Social Worker                         | 1.0               |
| Sarajane Monjeau   | Science Teacher                       | 1.0               |
| Maria Schmit   | Special Education Teacher             | 1.0               |
| Mara Seurer  | SpEd Teacher                          | 1.0               |
| Lindsey Wilkening (Franzone)   | Elementary Teacher                    | 1.0               |
| Brooke Wood  | Counselor                             | 1.0               |

| <b><u>Probationary</u></b> |                                       | <b><u>FTE</u></b> |
|----------------------------|---------------------------------------|-------------------|
| Hannah Anderson            | Special Education Teacher             | 1.0               |
| Constance Barone           | Preschool Teacher                     | 1.0               |
| Teranique Bowen-Jerez      | Pre-School                            | 1.0               |
| Kori Charbonneau           | School Counselor                      | 1.0               |
| Jessica Costello           | Elementary Teacher                    | 1.0               |
| Hannah Danielson           | SPED - DCD Teacher                    | 1.0               |
| Morgan Douglas             | Occupational Therapist                | 1.0               |
| Grace Gaertner             | Elementary Teacher                    | 1.0               |
| Catherine Gieselman        | ECFE Teacher                          | 1.0               |
| Daniel Hodge               | MTSS Specialist/School Psychologist   | 1.0               |
| Nicole Houseman            | PreK                                  | 1.0               |
| Robin Jingit               | Elementary Teacher                    | 1.0               |
| Anna Karsten               | Special Education Teacher             | 1.0               |
| Nathaniel Knapp-Vasquez    | Elementary Teacher                    | 1.0               |
| Katie Lilja                | Pre-School                            | 1.0               |
| Steven Miner               | HS Lang Arts                          | 1.0               |
| Thomas Munoz               | Math Teacher                          | 1.0               |
| Erika Nordstrom            | Elementary Teacher                    | 1.0               |
| Mallory Oleshko            | Elementary Teacher                    | 1.0               |
| Allison Olson              | ECSE Teacher                          | 1.0               |
| Jessica Rice               | ABE Teacher                           | 0.15              |
| Olivia Smith               | Special Education Teacher             | 1.0               |
| Avery Snyder               | Kindergarten                          | 1.0               |
| Matthew Teigland           | Language Arts Teacher/Credit Recovery | 1.0               |
| Heidi Therres              | Early Childhood Spec. Ed. Teacher     | 1.0               |
| Shaylin Theisen            | Occupational Therapist                | 1.0               |
| Ahn (Andy) Tran            | MS Math Teacher                       | 1.0               |
| Kristy Wagner              | ECSE Teacher                          | 1.0               |
| Anna Watt                  | Elementary Teacher                    | 1.0               |
| Elina Wennerlund           | MS Art Teacher                        | 0.9               |
| Eamon Whiteaker-Smith      | ECFE Teacher/Parent Educator          | 0.86              |
| Aaron Zimmerman            | Science Teacher                       | 1.0               |



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

**Meeting Date:** May 27, 2025

**Place on Agenda:** Work Session

**Action Requested:** None.

**Attachment:** [Calendar of Events 2024-25](#)

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| <b>Topic:</b> 2024-25 Calendar of Events   |
| <b>Presenter(s):</b> Lisa Brandecker, Manager of Administrative Services and Communications  |
| <b>Background:</b><br><p>The School Board will explore opportunities to collaborate with students, staff, families, and the greater South St. Paul community to further the district’s mission and vision.</p> <p>To enhance communication, streamline planning, and provide our new Board members with insight into key end-of-year events, Lisa Brandecker, Manager of Administrative Services and Communications, has developed a <b>Calendar of Events</b> document. This resource will be continuously updated as new events and opportunities arise.</p> |
| <b>Recommendation:</b><br><br>N/A  |
| <b>Alternatives:</b><br><br>N/A  |

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

**Place on Agenda:** Work Session

**Action Requested:** None. Discussion Only.

**Attachment:** None

|   |
|---|
| <b>Topic:</b> Committee Updates   |
| <b>Presenter(s):</b> School Board Members   |
| <b>Background:</b><br><br>School Board members will provide an update for the following committees that they serve on: <ul style="list-style-type: none"><li>● District 917</li><li>● AMSD</li><li>● Community Education</li><li>● Educational Foundation</li><li>● Finance, Facilities, and Long-Range Planning</li><li>● Local Issues</li><li>● Policy</li><li>● SSP Open Foundation</li><li>● Superintendent Executive</li></ul> |
| <b>Recommendation:</b><br><br>N/A   |
| <b>Alternatives:</b><br><br>N/A   |

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