



**SAINT PETER SCHOOL BOARD
Special Board Meeting
Monday, June 1, 2020
Governors' Room/Community Center
100 Lincoln Drive
6:30 PM**

- I. Call Meeting to Order**
- II. Consideration and Adoption of the Agenda**
- III. Consider Requests to Speak on the Agenda**
- IV. Approval of Consent Agenda Items**
- V. Action Items**
- VI. Consider Approval of Non-Renewal of Probationary Teacher Contract
- VII. Consider Approval of Student Support Liaison Contracts
- VIII. Consider Approval of Tenure Action for Probationary Teachers
- IX. Information Items**
 - X. Update on Summer Buildings and Grounds Usage
 - XI. Update on "Return to School 2020-2021" Plans
- XII. Reports**
- XIII. Building Principals
- XIV. Superintendent of Schools
- XV. Board Members
- XVI. Around the Table
- XVII. Upcoming Meetings of the School Board**
- XVIII. Policy Review Committee Meeting
 - Thursday, June 11, 2020
 - 8:00AM
 - Virtual
- XIX. Regular Board Meeting
 - Monday, June 15, 2020
 - 6:30PM
 - Virtual
- XX. Study Session/Regular Board Meeting
 - Monday, July 20, 2020
 - 5:00PM
 - TBD
- XXI. Adjournment**



ADDENDUM

BOARD MEETING Monday, June 1, 2020 Live Stream 6:30 PM

IV. CONSENT AGENDA

1. Approval of the Regular School Board Meeting Minutes of May 18, 2020.
2. Personnel
 - a. The approval of the hiring of a STEM/STEAM Teacher (Kyle Krause) at North Elementary and South Elementary starting at the beginning of the 2020-2021 school year. This is a replacement position.
 - b. The approval of the hiring of a School Age Care Coordinator (Shaina Sieh) with Saint Peter Community Education. This is a replacement position.
 - c. The approval of the hiring of a Lead Teacher (Deb Wenner) at Hoffmann Learning Center starting July 1, 2020. This is a replacement position.
 - d. The acceptance of the resignation of an ELA teacher (Charlotte Smith) at Saint Peter Middle School effective at the end of the 2019-2020 school year.

The Minutes of the Meeting have Not Been Approved Minutes of Regular Board Meeting

The School Board Saint Peter Public Schools

Members Present: Drew Dixon, Tim Lokensgard, Ben Leonard, Jon Carlson, Tracy Stuewe and Bill Soderlund.

Not Present: Vickie Hager

Others present: Superintendent Jeff Olson, Principals: Annette Engeldinger, Jon Graff, Darin Doherty, Doreen Oelke, Ytve Prafke and Administrative Team Members: Chris Ovrebo, Tim Regner and Marc Bachman

A Regular Board Meeting of the School Board of Saint Peter Public Schools was held Monday, May 18, 2020, beginning at 6:30 PM in the Live Stream:
<https://www.stpeterschools.org/about/board-of-education>.

- I. **Call Meeting to Order**-6:33PM, Leonard
- II. **Consideration and Adoption of the Agenda**-(Lokensgard/Carlson) AYE: Lokensgard, Dixon, Stuewe, Soderlund, Carlson, Leonard NO: None. The motion passed.
- III. **Consider Requests to Speak on the Agenda**
- IV. **Approval of Consent Agenda Items**-(Carlson/Dixon) AYE: Carlson, Soderlund, Stuewe, Dixon, Lokensgard, Leonard NO: None. The motion passed.
 1. Approval of the Special Board Meeting Minutes of May 4, 2020.
 2. Approval of Bills (\$1,542,042.08) and wire transfers (\$2,607,419.11) for April 2020.
 3. Personnel
 - a. The approval of the hiring of a Family and Consumer Science Teacher (Alexandra Rivers) at Saint Peter Middle School starting at the beginning of the 2020-2021 school year. This is a replacement position.
 - b. The approval of the hiring of a First Grade Teacher (Martha Stelter) at South Elementary starting at the beginning of the 2020-2021 school year. This is a replacement position.

- c. The approval of the hiring of a Special Education Teacher (Jennifer St. John) at Saint Peter Middle School starting at the beginning of the 2020-2021 school year. This is a replacement position.
- d. The approval of the hiring of a Birth-7 Early Childhood Special Education Teacher (Lindsey Brace) at Saint Peter Early Childhood starting at the beginning of the 2020-2021 school year. This is a new (transfer) position from MVED.
- e. The acceptance of the resignation of a Special Education Paraprofessional (Lauren Mayer) at Saint Peter Middle School effective May 28, 2020.
- f. The acceptance of the resignation of a School Readiness Classroom Assistant (Kimberley Deming) at Saint Peter Early Childhood effective March 17, 2020.
- g. The acceptance of the resignation of a STEM/STEAM Teacher (Angie Potts) at North and South Elementary effective at the end of the 2019-2020 school year.
- h. The approval of the Cooperative Agreement with Nicollet County Probation and Saint Peter Public Schools.
- i. Approval of the continuation of teleconference School Board meetings through June 2020 with the June 1st Study Session changed to a Special Board Meeting.
- j. The declaring of equipment as obsolete allowing for the recycling or disposal of such equipment. A list of these items is included in your packet.

V. Action Items

- 1. Consider Approval of Saint Peter Public Schools Budget Plan** (Lokensgard/Carlson) AYE: Lokensgard, Dixon, Stuewe, Soderlund, Carlson, Leonard NO: None. The motion passed.
- 2. Consider Approval of Saint Peter Public Schools 2020-2021 Budget Adjustments** (Dixon/Soderlund) AYE: Carlson, Soderlund, Stuewe, Dixon, Lokensgard, Leonard NO: None. The motion passed.
- 3. Consider Approval of Non-Renewal of Probationary Teacher Contracts**

Board Chair Leonard introduced the following resolution and Board

Member Lokensgard moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT OF
EMMELIE DABILL, A PROBATIONARY TEACHER**

The motion for the adoption of the foregoing resolution was duly seconded by Member Carlson and upon vote being taken thereon, the following voted in favor thereof: Carlson, Soderlund, Stuewe, Dixon, Lokensgard, Leonard

and the following voted against the same: None

Whereupon said resolution was declared duly passed and adopted.

Dated: May 18, 2020

Drew Dixon, Clerk

Board Chair Leonard introduced the following resolution and Board Member Stuewe moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT OF
LAURA SCHUGEL, A PROBATIONARY TEACHER**

The motion for the adoption of the foregoing resolution was duly seconded by Member Dixon and upon vote being taken thereon, the following voted in favor thereof: Lokensgard, Dixon, Stuewe, Soderlund, Carlson, Leonard

and the following voted against the same: None

Whereupon said resolution was declared duly passed and adopted.

Dated: May 18, 2020

Drew Dixon, Clerk

Board Chair Leonard introduced the following resolution and Board Member Stuewe moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT OF
IAN THOMASON, A PROBATIONARY TEACHER**

The motion for the adoption of the foregoing resolution was duly seconded by Member Lokensgard and upon vote being taken thereon, the following voted in favor thereof: Carlson, Soderlund, Stuewe, Dixon, Lokensgard, Leonard

and the following voted against the same: None

Whereupon said resolution was declared duly passed and adopted.

Dated: May 18, 2020

Drew Dixon, Clerk

Board Chair Leonard introduced the following resolution and Board Member Carlson moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT OF
D. CHRISTOPHER HARMES, A TIER 2 TEACHER**

The motion for the adoption of the foregoing resolution was duly seconded by Member Dixon and upon vote being taken thereon, the following voted in favor thereof: Carlson, Soderlund, Stuewe, Dixon, Lokensgard, Leonard

and the following voted against the same: None

Whereupon said resolution was declared duly passed and adopted.

Dated: May 18, 2020

Drew Dixon, Clerk

Board Chair Leonard introduced the following resolution and Board Member Dixon moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT OF
RYAN TIMMERMAN, A TIER 1 TEACHER**

The motion for the adoption of the foregoing resolution was duly seconded by Member Stuewe and upon vote being taken thereon, the following voted in favor thereof: Carlson, Soderlund, Stuewe, Dixon, Lokensgard, Leonard

and the following voted against the same: None

Whereupon said resolution was declared duly passed and adopted.

Dated: May 18, 2020

Drew Dixon, Clerk

4. Consider Approval an Ad Hoc Committee of the School Board titled "Return to School 2020-2021 Committee"-

(Soderlund/Dixon) AYE: Lokensgard, Dixon, Stuewe, Soderlund, Carlson, Leonard NO: None. The motion passed.

5. Consider Approval of Modified Distance Learning Grading Plans-

(Carlson/Dixon) AYE: Lokensgard, Dixon, Stuewe, Soderlund, Carlson, Leonard NO: None. The motion passed.

VI. Reports

1. Building Principals

Ytive Prafke

- All programs are wrapping up
- Parade was a success
- Pre-School Grads drive thru event
- Working through summer school plans
- Serving 2,100 meals a day, and working through meals for summer

Doreen Oelke

- Parade was great
- Kindergarten Registration-95 registered, 40 more known students
- 5/28 Teacher Tech Collection
- 5/29 Para Tech Collection

Darin Doherty

- Saints Strong event was huge success
- Food Service and Saints Care are going strong
- Teachers are managing Distance Learning well and getting extra creative

Jon Graff

- 5th Grade Orientation video with Mrs. Doose
- Locker content pickup
- 5/28 Drive thru goodbye event on Lincoln Dr.
- 5/29 and 6/1 Tech drop off

Annette Engeldinger

- "Good News" with Sean Keating
- Student contending for State FFA Officer Spot
- Interviewing for next year
- Graduation and Awards night have been filmed
- Graduation is Friday, May 29 at 7:00PM
- Dr. Olson was a great help with Graduation

2. Superintendent of Schools

- Graduation filming was a success
- Curriculum review process on hold
- Administrative Team will be off June 16-22 and July 6-10
- Charlie Potts-50K run around CSP, will provide 1 or 2 scholarships
- John Lustig-Accepted Mankato Area Public Schools job
- Senior Parade-5/28 7:30PM-8:30PM

3. Board Members

4. Around the Table

VII. Upcoming Meetings of the School Board

1. Graduation

Friday, May 29, 2020

7:00PM

Virtual

2. Special Board Meeting

Monday, June 1, 2020

6:30PM

Virtual

3. Regular Board Meeting

Monday, June 15, 2020

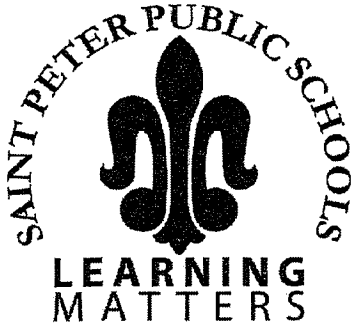
6:30PM

Virtual

VIII. **Adjournment**-7:44 PM, (Lokensgard/Dixon) AYE: Lokensgard, Dixon, Stuewe, Soderlund, Carlson, Leonard NO: None. The motion passed.

Dated: June 15, 2020

Drew Dixon, Board Clerk



MEMO TO: Dr. Jeff Olson, Superintendent
Saint Peter School Board

FROM: Doreen Oelke, Principal
Darin Doherty, Principal

DATE: May 21, 2020

SUBJECT: STEAM/ STEM Teacher Recommendation

We are pleased to recommend the 1.0 FTE hiring of Kyle Krause as the STEAM/STEM teacher at both South and North Elementary beginning at the start of the 2020-2021 school year. This is a replacement position for Angie Potts.

Mr. Krause comes to us with experience teaching in the areas of science and technology. We are excited to welcome him to our Saint Peter Schools staff.

Please feel free to contact us if you have any questions regarding this recommendation.

NEW EMPLOYEE SUMMARY

- **Kyle Krause**
 - BA, Step 5, Total salary is \$49,045 per the 2020-21 Master Agreement.
 - Start Date is the beginning of the 2020-2021 school year

cc:

Kyle Krause
Certified Hire Group



**MEMO TO: Jeff Olson, Interim Superintendent
School Board**

FROM: Tami Skinner

DATE: May 21, 2020

SUBJECT: School Age Care Coordinator

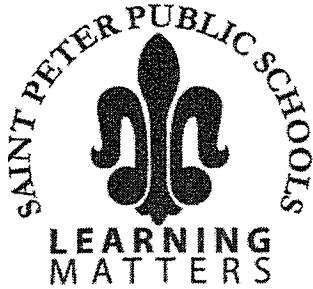
The School Age Care Coordinator position was posted and interviews were conducted. This is a replacement position.

I am pleased to recommend the hiring of Shaina Sieh. Her education, professional experience, work history, and references make her an ideal candidate for this position.

NEW EMPLOYEE SUMMARY

- **Shaina Sieh**
 - Full time, 225-day contract
 - Replacement Position
 - A yearly work calendar will be submitted to the District Office. Hours worked before July 1 will be turned in on a timesheet at \$19.34/hr.
 - \$32,636.25 is the 2020/21 salary.
 - Ms. Sieh will begin training on May 26.

CC: Shaina Sieh



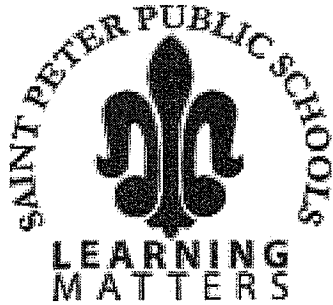
TO: Dr. Jeff Olson
FROM: Chris Ovrebo *CJO*
DATE: 26-MAY-2020
RE: Hoffmann Lead Teacher
CC: Deb Wenner
Certified Hiring Memo List

We are pleased to recommend the hiring of Deb Wenner as the Lead Teacher for the 20-21 school year at the Hoffmann Learning Center. Deb brings many years of experience to the position. We are excited to offer her this position.

Please feel free to contact us if you have any questions regarding this recommendation.

NEW EMPLOYEE SUMMARY

- Deb Wenner
 - 0.5 FTE Lead Teacher / 0.5 FTE HLC Classroom Teacher
 - 15 Days Extended Contract
 - Start date: July 1st



MEMO TO: Dr. Olson, Superintendent
Saint Peter School Board

FROM: Jon Graff, Principal

DATE: May 28, 2020

SUBJECT: Middle School ELA teacher
Resignation

Please accept the resignation of Charlotte Smith, 7th/8th Grade ELA teacher at Saint Peter Middle School, effective at the end of the 2019-2020 school year.

We would like to thank Charlotte for her contributions to the district and wish her the best of luck with her future endeavors.

CC: Charlotte Smith
Grp_hire_certified



Jon Graff <jgraff@stpeterschools.org>

Next Year's Plans

2 messages

Charlotte Smith <csmith@stpeterschools.org>
To: Jon Graff <jgraff@stpeterschools.org>

Thu, May 28, 2020 at 7:11 AM

Hi Jon,

I just wanted to let you know that I've been accepted into my grad school program, so I won't be returning next year. Thank you for everything, and I hope next year is much easier for you! You deserve an easy year.

Thanks,

—
Charlotte Smith

English Language Arts 7/8
St. Peter Middle School

Jon Graff <jgraff@stpeterschools.org>
To: Charlotte Smith <csmith@stpeterschools.org>

Thu, May 28, 2020 at 8:16 AM

Charlotte,

Thanks for letting me know. Thank you for everything over the past two years. You are an amazing teacher and have done a wonderful job for the students and families in Saint Peter. We have big shoes to fill!

Jon Graff
Principal
Saint Peter Middle School

[Quoted text hidden]



ADDENDUM

BOARD MEETING Monday, June 1, 2020 Live Stream 6:30 PM

V. ACTION ITEMS

1. AGENDA ITEM #1

Subject: Consider Approval of Non-Renewal of Probationary Teacher Contract

Action: Requires a Resolution

Background: The first three consecutive years of a teacher's first teaching experience in Minnesota in a single district is deemed to be a probationary period of employment. If a teacher has previously completed the probationary period in another Minnesota district, the probationary period is one year. During the probationary period, any annual contract may not be renewed based on a decision by the School Board.

- Amanda Quist 1.0 Guidance Counselor

Presentation: Superintendent of Schools

Options/Recommendation: I recommend passing the resolution.



MEMO TO: Members of the School Board
Dr. Jeff Olson, Superintendent

FROM: Annette Engeldinger

DATE: May 27, 2020

SUBJECT: Non-renewal for Mandy Quist

Please consider this a recommendation to non-renew Mandy Quist's 1.0 FTE College and Career Counselor contract with Saint Peter Public Schools. The K-12 College and Career Counseling position is being eliminated due to the district's needs in other areas. Ms. Quist has been working in this position for 2 years, and we appreciate her service and dedication to our students.

If you have any questions or concerns, please let know.

Board Chair Leonard introduced the following resolution and Board Member _____ moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT OF
AMANDA QUIST, A PROBATIONARY TEACHER**

WHEREAS, Amanda Quist is a Probationary teacher in Independent School District No. 508.

BE IT RESOLVED, by the School Board of Independent School District No. 508 that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Amanda Quist, a teacher in Independent School District No. 508, is hereby terminated at the close of the current 2019-2020 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

Ms. Amanda Quist
1145 Park Road
Madison Lake, MN 56063

Dear Ms. Quist:

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 508 held on June 1, 2020, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2019-2020 school year. Said action of the board is taken pursuant to Minnesota Statutes 122A.40, Subdivision 5.

You may officially request that the school board give its reasons for the non-renewal of your teaching contract. For your information, however, this action is taken because of a reconfiguration of teaching positions in District 508.

Yours very truly,
SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 508

Drew Dixon, Clerk of the School Board

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.

Dated: June 1, 2020

Drew Dixon, Clerk



ADDENDUM

BOARD MEETING Monday, June 1, 2020 Live Stream 6:30 PM

V. ACTION ITEMS

2. AGENDA ITEM #2

Subject: Consider Approval of Student Support Liaison Contracts

Action: Requires a Motion

Background: Included in your packet is an individual contract agreement for the Student Support Liaison positions. Two individuals, Maripsa Romero and Affey Sigat, have been in these two positions during the 2019-2020 school year. As a reminder, the positions are funded by the Achievement and Integration Plan and budget for fiscal year 2021.

Summary:

Affey Sigat

- Increased contractual days from 185 to 195 (\$44,662)
- Included a provision for tuition reimbursement for pursuit of a Teaching Degree

Maripsa Romero

- Increased contractual days from 185 to 195 (\$44,662)
- Included a provision for tuition reimbursement for pursuit of a college degree

Presentation: Special Programs Administrator
Superintendent of Schools

Recommendation: I recommend your approval of the Student Support Liaison Contracts.



SAINT PETER PUBLIC SCHOOLS

Agreement

with

Student Support Liaison

2020-2021

AGREEMENT WITH THE STUDENT SUPPORT LIAISON 2020-2021

The School Board shall determine the terms and conditions of employment for the position of Student Support Liaison.

HOURS AND DUTY DAYS

1. The Student Support Liaison is a salaried employee. The work year shall consist of 195, 8 hour days during the regular school year. A summer calendar will be determined annually.

SPECIAL LEAVES

1. Leave of absence without pay for personal reasons may be approved by the Special Programs Administrator.

SICK LEAVE

1. Sick leave, with pay, shall be allowed by the school district whenever the employee's absence is due to any type of illness, including illness or disability caused or contributed to by pregnancy or childbirth, which has prevented the attendance at work and performance of duties on that day or days.
2. The Student Support Liaison shall earn one day (8 hours) of sick leave per month. Any fraction of the Student Support Liaison workday will be rounded up to the next higher whole day if more than a half day, and rounded down if less than half a workday. The Student Support Liaison, who uses more than his/her allowable sick leave, including any accumulated sick leave that may have accrued, shall have a deduction from pay for an excess sick leave taken that has not been earned. Unused sick leave hours may accumulate to a maximum one thousand twenty (1,020) hours of sick leave for the Student Support Liaison.
3. The superintendent or designee may require an employee to furnish a medical certificate from the school health officer or from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the school board.
4. In the event that a medical certificate will be required, the employee will be so advised.
5. Sick leave allowed shall be deducted from the accrued sick leave days.
6. An employee may use sick leave to cover absences necessitated by the illness or disability of the employee's family member including their adult child, spouse,

sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent. Sick leave for family members can be used on the same terms for which an employee is able to use sick leave for their own needs.

7. Sick leave pay shall be approved only upon submission of a signed request upon the authorized sick leave form available at the administrator's office and the district office.
8. Any personnel unable to perform duties of employment because of pregnancy or any medical complications of pregnancy, childbirth, or recovery therefrom, may begin leave upon certification from the attending physician that the person is unable to perform such duties, or upon agreement by said personnel and the Special Programs Administrator that leave should be commenced, and the personnel shall be entitled to sick leave without loss of pay to the extent provided by the above. Leave in excess of unused sick leave credit of such personnel shall be treated as a leave of absence without pay during the period such personnel is unable to work due to the pregnancy or any medical complication of pregnancy, childbirth, or recovery therefrom.

SERIOUS ILLNESS OR BEREAVEMENT LEAVE

1. The Student Support Liaison may be granted up to six (6) six and a half (6.5) hour days of non-accumulative serious illness or death leave annually which may be used for serious illness or death in the immediate family. The immediate family shall include spouse, father, mother, brother, sister, children, grandparents-in-law, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, and any other relative or nonrelative living in the household with the employee. Three (3) of the six (6) days may be used for extended family or special friend. In the event of a second or any additional deaths to the following members of the immediate family, (spouse, children, father, mother, brother, sister, father-in-law, mother-in-law, grandchildren, or anyone residing in the household at the time of their death) additional leave will be granted not to exceed five (5) full days per death. Any additional days taken will be taken at a full deduction in pay.

CHILD CARE LEAVE

1. Child care leave shall be granted by the district upon request delivered at least one (1) month prior to the time such leave is to be taken. Such leave may be for periods extending beyond a period of time the employee is unable to work due to pregnancy, childbirth, or recovery therefrom, but shall be for no longer than one full year from the date of the commencement of such leave. The leave shall be granted only in cases where the employee requests such leave for the purposes of attending to a newborn or newly adopted child.

PERSONAL LEAVE

1. The Student Support Liaison shall be granted personal days as follows: employees in years 1-4 shall receive one personal day, employees in years 5-10 shall receive two personal days and employees with more than 10 years shall receive three personal days. The leave can be accumulated to a maximum of three (3) days for situations that arise requiring the employee's attention for matters that cannot be attended to when school is not in session and which are not covered under other provisions of this agreement. Requests for personal leave must be made in writing two days in advance of the absence to the Special Programs Administrator. All leaves must have prior approval by the Special Programs Administrator.

HEALTH AND HOSPITALIZATION INSURANCE

1. The selection of the insurance carrier and policy shall be made by the school board.
2. For 2020-2021 school year, the school district shall pay full single insurance up to a maximum of twelve thousand five hundred dollars (\$12,500) per year at the VEBA 834 level. The employee may credit the amount towards any of the school district's insurance policies or towards the premium for family insurance coverage with the remaining premium being paid at the employee's expense. The above represents the total agreement for health and hospitalization insurance and no monetary rebate shall be made to any employee should premiums be less than the amount the school district agrees to contribute.
3. It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

DENTAL INSURANCE

1. The district shall provide single dental insurance. The employee may credit the amount towards the family premium with the remaining amount paid at the employee's expense.

INCOME PROTECTION INSURANCE

1. The school district offers income protection insurance. If the employee chooses to elect this insurance, they are responsible for paying the full premium. Such insurance

shall begin sixty (60) calendar days after the injury or illness and extend to age sixty-five (65).

LIFE INSURANCE

1. The school district shall contribute a sum equal to the premium for a \$50,000 group life insurance policy for each school-year paraprofessional employee of the school district for the term of this contract.

WORKERS' COMPENSATION

1. Upon request of an employee who is absent from work as a result of a compensable injury, while working for the school district, the school district will pay the difference between the compensation received pursuant to the Workers' Compensation Act by the employee and the employee's regular rate of pay to the extension of the employee's earned accrual of sick leave and/or vacation pay. This paragraph may be effectuated on the delivery of the school district to the employee of a paycheck for said employee's regular rate of pay during the affected period when and after the employee endorses to the district the employee's workers' compensation check or has said amount of workers' compensation check deducted from gross wages on paycheck.
2. Workers' compensation benefits shall not be granted to persons for injuries received while employed by any individual or firm other than the school district.

JURY DUTY

1. When the is called for jury duty, the Student Support Liaison shall submit an absentee card to the Special Programs Administrator indicating the dates served and the amount of the daily compensation which he/she received from the county as juror. This amount will be deducted from the Early Childhood/Targeted Services Program Assistant Student Support Liaison's wages along with the applicable PERA deduction. This exempts jury duty pay from Social Security, Medicare, PERA and makes it the Student Support Liaison's responsibility to report it as miscellaneous income on his/her 1040. Any mileage reimbursement or meal allowance may be retained by the Student Support Liaison
2. If the Student Support Liaison is summoned or subpoenaed to provide testimony or information to any agency, commission, board, legislative committee, arbitrator, or court, during the regular workday, he/she shall be provided leave with pay for each day or part thereof which the Student Support Liaison is required to be absent. The Student Support Liaison shall reimburse the School District that compensation, except for mileage reimbursement and meal allowance, which he/she receives for providing such testimony.

EMERGENCY OR SCHOOL CLOSINGS

1. On days when school has been called off prior to the start of the day and when the day will be made up at a future date, the Student Support Liaison office will be closed and the Student Support Liaison is not required to work. The Student Support Liaison will work on the "make up" day designated by the school district.
2. On days when school has been called off prior to the start of the day and when the day is identified as a "Flexible Learning Day", and the work of the Student Support Liaison is not needed at school, the Student Support Liaison is not required to report to work but may take personal leave or make up the hours with an agreed upon schedule set by the Special Programs Administrator.
3. On days when school begins late (i.e. two hour late start), the Student Support Liaison shall report to work at the designated start time for staff.
4. On days when school is dismissed early, the Student Support Liaison may leave at the designated dismissal time for staff.

MILEAGE

1. Employees required to use their own automobiles in the performance of their duties shall be reimbursed at the rate established by the Internal Revenue Service, except for travel to and from work. All mileage claims are required to have the pre-approval of the Special Programs Administrator.

SALARY PAYMENT

1. Wages shall be paid twice monthly (15th and last day of month) and all paychecks shall be deposited directly into bank account(s) designated by the Student Support Liaison

SALARY SCHEDULE

2020-2021
\$44,662

Student Support Liaison - Affey Sigat

Date

Chairperson of the School Board

Date

Clerk of the School Board

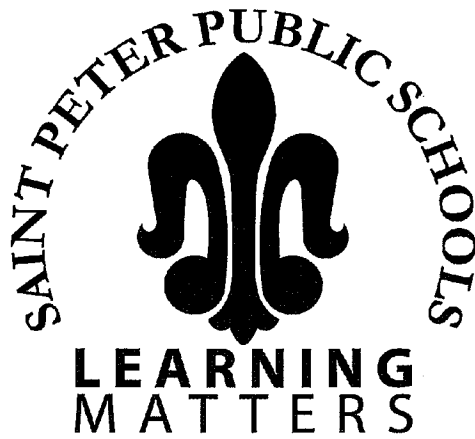
Date

APPENDIX B

SAINT PETER STUDENT SUPPORT LIAISON PROFESSIONAL DEVELOPMENT REIMBURSEMENT PLAN

In addition to the salary/benefit package contained in the Agreement, the Student Support Liaison may be reimbursed for approved coursework related to earning a teaching degree. All reimbursable expenses must be for a program at an accredited college or university and shall have received prior approval from the Special Program Administrator. Expense verification will be required and will be limited to \$3,200 for 2020-2021. This plan shall expire on June 30, 2021, and shall have no force or effect thereafter.

In the event that the Student Support Liaison (1) leaves the employment of Independent School District #508 on his/her own volition prior to June 30, 2021; or (2) withdraws from active pursuit of a teaching degree, he/she will be obligated to return to the district 100 percent of the money reimbursed as a part of this plan. The withdrawal from program provision will be waived should the Student Support Liaison earn a teaching degree prior to June 30, 2021.



SAINT PETER PUBLIC SCHOOLS

Agreement

with

Student Support Liaison

2020-2021

AGREEMENT WITH THE STUDENT SUPPORT LIAISON 2020-2021

The School Board shall determine the terms and conditions of employment for the position of Student Support Liaison.

HOURS AND DUTY DAYS

1. The Student Support Liaison is a salaried employee. The work year shall consist of 195, 8 hour days during the regular school year. A summer calendar will be determined annually.

SPECIAL LEAVES

1. Leave of absence without pay for personal reasons may be approved by the Special Programs Administrator.

SICK LEAVE

1. Sick leave, with pay, shall be allowed by the school district whenever the employee's absence is due to any type of illness, including illness or disability caused or contributed to by pregnancy or childbirth, which has prevented the attendance at work and performance of duties on that day or days.
2. The Student Support Liaison shall earn one day (8 hours) of sick leave per month. Any fraction of the Student Support Liaison workday will be rounded up to the next higher whole day if more than a half day, and rounded down if less than half a workday. The Student Support Liaison, who uses more than his/her allowable sick leave, including any accumulated sick leave that may have accrued, shall have a deduction from pay for an excess sick leave taken that has not been earned. Unused sick leave hours may accumulate to a maximum one thousand twenty (1,020) hours of sick leave for the Student Support Liaison.
3. The superintendent or designee may require an employee to furnish a medical certificate from the school health officer or from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the school board.
4. In the event that a medical certificate will be required, the employee will be so advised.
5. Sick leave allowed shall be deducted from the accrued sick leave days.
6. An employee may use sick leave to cover absences necessitated by the illness or disability of the employee's family member including their adult child, spouse,

sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent. Sick leave for family members can be used on the same terms for which an employee is able to use sick leave for their own needs.

7. Sick leave pay shall be approved only upon submission of a signed request upon the authorized sick leave form available at the administrator's office and the district office.
8. Any personnel unable to perform duties of employment because of pregnancy or any medical complications of pregnancy, childbirth, or recovery therefrom, may begin leave upon certification from the attending physician that the person is unable to perform such duties, or upon agreement by said personnel and the Special Programs Administrator that leave should be commenced, and the personnel shall be entitled to sick leave without loss of pay to the extent provided by the above. Leave in excess of unused sick leave credit of such personnel shall be treated as a leave of absence without pay during the period such personnel is unable to work due to the pregnancy or any medical complication of pregnancy, childbirth, or recovery therefrom.

SERIOUS ILLNESS OR BEREAVEMENT LEAVE

1. The Student Support Liaison may be granted up to six (6) six and a half (6.5) hour days of non-accumulative serious illness or death leave annually which may be used for serious illness or death in the immediate family. The immediate family shall include spouse, father, mother, brother, sister, children, grandparents-in-law, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, and any other relative or nonrelative living in the household with the employee. Three (3) of the six (6) days may be used for extended family or special friends. In the event of a second or any additional deaths to the following members of the immediate family, (spouse, children, father, mother, brother, sister, father-in-law, mother-in-law, grandchildren, or anyone residing in the household at the time of their death) additional leave will be granted not to exceed five (5) full days per death. Any additional days taken will be taken at a full deduction in pay.

CHILD CARE LEAVE

1. Child care leave shall be granted by the district upon request delivered at least one (1) month prior to the time such leave is to be taken. Such leave may be for periods extending beyond a period of time the employee is unable to work due to pregnancy, childbirth, or recovery therefrom, but shall be for no longer than one full year from the date of the commencement of such leave. The leave shall be granted only in cases where the employee requests such leave for the purposes of attending to a newborn or newly adopted child.

PERSONAL LEAVE

1. The Student Support Liaison shall be granted personal days as follows: employees in years 1-4 shall receive one personal day, employees in years 5-10 shall receive two personal days and employees with more than 10 years shall receive three personal days. The leave can be accumulated to a maximum of three (3) days for situations that arise requiring the employee's attention for matters that cannot be attended to when school is not in session and which are not covered under other provisions of this agreement. Requests for personal leave must be made in writing two days in advance of the absence to the Special Programs Administrator. All leaves must have prior approval by the Special Programs Administrator.

HEALTH AND HOSPITALIZATION INSURANCE

1. The selection of the insurance carrier and policy shall be made by the school board.
2. For 2020-2021 school year, the school district shall pay full single insurance up to a maximum of twelve thousand five hundred dollars (\$12,500) per year at the VEBA 834 level. The employee may credit the amount towards any of the school district's insurance policies or towards the premium for family insurance coverage with the remaining premium being paid at the employee's expense. The above represents the total agreement for health and hospitalization insurance and no monetary rebate shall be made to any employee should premiums be less than the amount the school district agrees to contribute.
3. It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

DENTAL INSURANCE

1. The district shall provide single dental insurance. The employee may credit the amount towards the family premium with the remaining amount paid at the employee's expense.

INCOME PROTECTION INSURANCE

1. The school district offers income protection insurance. If the employee chooses to elect this insurance, they are responsible for paying the full premium. Such insurance shall begin sixty (60) calendar days after the injury or illness and extend to age sixty-five (65).

LIFE INSURANCE

1. The school district shall contribute a sum equal to the premium for a \$50,000 group life insurance policy for each school-year paraprofessional employee of the school district for the term of this contract.

WORKERS' COMPENSATION

1. Upon request of an employee who is absent from work as a result of a compensable injury, while working for the school district, the school district will pay the difference between the compensation received pursuant to the Workers' Compensation Act by the employee and the employee's regular rate of pay to the extension of the employee's earned accrual of sick leave and/or vacation pay. This paragraph may be effectuated on the delivery of the school district to the employee of a paycheck for said employee's regular rate of pay during the affected period when and after the employee endorses to the district the employee's workers' compensation check or has said amount of workers' compensation check deducted from gross wages on paycheck.
2. Workers' compensation benefits shall not be granted to persons for injuries received while employed by any individual or firm other than the school district.

JURY DUTY

1. When the is called for jury duty, the Student Support Liaison shall submit an absentee card to the Special Programs Administrator indicating the dates served and the amount of the daily compensation which he/she received from the county as juror. This amount will be deducted from the Early Childhood/Targeted Services Program Assistant Student Support Liaison's wages along with the applicable PERA deduction. This exempts jury duty pay from Social Security, Medicare, PERA and makes it the Student Support Liaison's responsibility to report it as miscellaneous income on his/her 1040. Any mileage reimbursement or meal allowance may be retained by the Student Support Liaison
2. If the Student Support Liaison is summoned or subpoenaed to provide testimony or information to any agency, commission, board, legislative committee, arbitrator, or court, during the regular workday, he/she shall be provided leave with pay for each

day or part thereof which the Student Support Liaison is required to be absent. The Student Support Liaison shall reimburse the School District that compensation, except for mileage reimbursement and meal allowance, which he/she receives for providing such testimony.

EMERGENCY OR SCHOOL CLOSINGS

1. On days when school has been called off prior to the start of the day and when the day will be made up at a future date, the Student Support Liaison office will be closed and the Student Support Liaison is not required to work. The Student Support Liaison will work on the "make up" day designated by the school district.
2. On days when school has been called off prior to the start of the day and when the day is identified as a "Flexible Learning Day", and the work of the Student Support Liaison is not needed at school, the Student Support Liaison is not required to report to work but may take personal leave or make up the hours with an agreed upon schedule set by the Special Programs Administrator.
3. On days when school begins late (i.e. two hour late start), the Student Support Liaison shall report to work at the designated start time for staff.
4. On days when school is dismissed early, the Student Support Liaison may leave at the designated dismissal time for staff.

MILEAGE

1. Employees required to use their own automobiles in the performance of their duties shall be reimbursed at the rate established by the Internal Revenue Service, except for travel to and from work. All mileage claims are required to have the pre-approval of the Special Programs Administrator.

SALARY PAYMENT

1. Wages shall be paid twice monthly (15th and last day of month) and all paychecks shall be deposited directly into bank account(s) designated by the Student Support Liaison

SALARY SCHEDULE

2020-2021
\$44,662

Student Support Liaison - Maripsa Romero

Date

Chairperson of the School Board

Date

Clerk of the School Board

Date

APPENDIX B

SAINT PETER STUDENT SUPPORT LIAISON PROFESSIONAL DEVELOPMENT REIMBURSEMENT PLAN

In addition to the salary/benefit package contained in the Agreement, the Student Support Liaison may be reimbursed for approved coursework related to earning a Associates of Arts degree. All reimbursable expenses must be for a program at an accredited college or university and shall have received prior approval from the Special Program Administrator. Expense verification will be required and will be limited to \$3,200 for 2020-2021. This plan shall expire on June 30, 2021, and shall have no force or effect thereafter.

In the event that the Student Support Liaison (1) leaves the employment of Independent School District #508 on his/her own volition prior to June 30, 2021; or (2) withdraws from active pursuit of a teaching degree, he/she will be obligated to return to the district 100 percent of the money reimbursed as a part of this plan. The withdrawal from program provision will be waived should the Student Support Liaison earn a teaching degree prior to June 30, 2021.



ADDENDUM

BOARD MEETING Monday, June 1, 2020 Live Stream 6:30 PM

V. ACTION ITEMS

3. AGENDA ITEM #3

Subject: Consider Approval of Tenure Action for Probationary Teachers

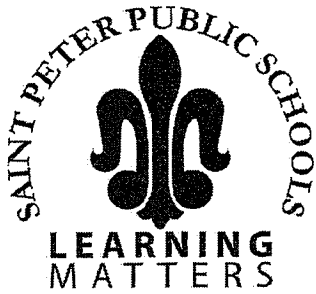
Action: Requires a Motion

Background: The following teachers are recommended for continuing contracts by the building principals:

- | | |
|---------------------|------------------|
| • Aaron Hagen | South Elementary |
| • Laura Zender | South Elementary |
| • Tressa Gruenzner | South Elementary |
| • Ann Johnson | North Elementary |
| • Kari Malz | North Elementary |
| • Niki Zitur | North Elementary |
| • Sarah Mages | Middle School |
| • Anthony Stadtherr | Middle School |
| • Angela Schilling | Middle School |
| • Amanda Blue | High School |

Presentation: Superintendent
Building Principals

Options/Recommendation: I recommend the School Board grant tenure to the teachers recommended by the building principals.



MEMO TO: Dr. Jeff Olson
Saint Peter School Board

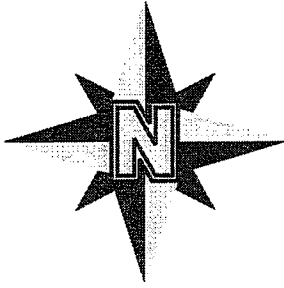
FROM: Doreen Oelke

DATE: May 26, 2020

RE: Teacher Tenure Recommendation

The following teachers have completed all necessary portions of our supervision and evaluation system. I am recommending that they be granted tenure in Saint Peter Public Schools:

- Aaron Hagen
- Laura Zender
- Tressa Gruenzner



Date: May 26, 2020

To: Dr. Jeff Olson, Superintendent

From: Darin Doherty, Principal
North Elementary School

Re: Tenure Recommendations

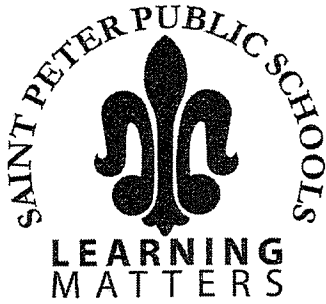
I am recommending the following individuals for a continuing contract (tenure) starting with the 2020-2021 school year:

Ann Johnson
Kari Malz
Niki Zitur

Mrs. Malz and Miss Zitur have finished their third years of teaching in Saint Peter Public Schools. Mrs. Johnson received a continuing contract in another Minnesota public school district prior to arriving in our district.

If you have any questions, please contact me.

CC: Ann Johnson
Kari Malz
Niki Zitur



MEMO TO: Dr. Olson

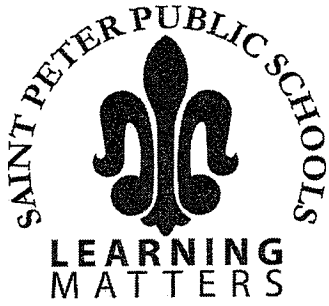
FROM: Jon Graff

DATE: May 28, 2020

RE: Teacher Tenure Recommendations

The following teachers have completed all necessary portions of our supervision and evaluation system, and I am recommending they be granted tenure in Saint Peter Public Schools:

- Sarah Mages (Social Worker)
- Anthony Stadtherr (5th and 6th grade health)
- Angela Schilling (7th and 8th grade science)



MEMO TO: Dr. Olson

FROM: Annette Engeldinger

DATE: May 27, 2020

RE: Teacher Tenure Recommendation

The following teacher has completed all necessary portions of our supervision and evaluation system, and I am recommending she be granted tenure in Saint Peter Public Schools:

- Amanda Blue



ADDENDUM

BOARD MEETING Monday, June 1, 2020 Live Stream 6:30 PM

VI. INFORMATION ITEMS

1. AGENDA ITEM #1

Subject: Update on Summer Buildings and Grounds Usage

Background: Based on current information from the CDC, Minnesota Department of Health and Minnesota Department of education, our facilities and grounds are closed until June 15, 2020. Beginning on June 15th our plan is for our facilities and grounds to be open for school related activities under the direction or supervision of school personnel. These activities will need to submit and have a plan approved outlining how the activity will meet public health guidelines and requirements for specific activities. A form for submitting such a plan is included in your packet, depending on how successful the groups are in following the guidelines agreed to, the next phase of the plan is to make our facilities and grounds available for use by outside groups beginning on July 6, 2020. Each group will need to submit and have a plan approved for using our spaces safely.

Presentation: Superintendent of Schools
Operations and Maintenance Supervisor



**Saint Peter Public Schools: COVID 19 Planning
Safety and Security
Summer 2020 - Program Preparedness Template**

Program: _____
Administrator: _____
Program Coordinator: _____

The guidelines for this template outline the practical application of prevention strategies to reduce the spread of COVID-19 in youth and student programming as outlined in the MDH Guidance for Social Distancing in Youth and Student Programs (5/13/20). This guidance is applicable to programs authorized to operate by Executive Order 20-56 including k-12 schools. Public Health guidance is based on www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf

Focus Area & Guidelines	Included in Plan	Implementation Plan
Screening and Tracing		
A1 Screen all staff prior to each session	Yes - N/A	
Implementation Plan:		
A2 Pre-screen all participants prior to admittance into the school	Yes - N/A	
Implementation Plan:		
A3 Have separate locations for first aid vs. COVID-19 symptomatic individuals	Yes - N/A	
Implementation Plan:		
A4 Contact the district nurse regarding anyone showing COVID-19 symptoms	Yes - N/A	
Implementation Plan:		
A5 Have a plan for back-up staffing if a staff member becomes ill	Yes - N/A	
Implementation Plan:		
Handwashing		
B1 Wash hands before and after touching play structures	Yes - N/A	
Implementation Plan:		
B2 Wash hands before and after contact with shared amenities or high touch areas	Yes - N/A	
Implementation Plan:		
B3 Wash hands often with soap and water for 20 seconds	Yes - N/A	
Implementation Plan:		
B4 Have hand sanitizer available when soap and water is not present	Yes - N/A	
Implementation Plan:		
B5 Wash hand after each use of the restroom	Yes - N/A	
Implementation Plan:		
Respiratory Etiquette		
C1 Turn desks to face in the same direction	Yes - N/A	
Implementation Plan:		
C2 Staff members working in youth programs are encouraged to wear cloth masks	Yes - N/A	
Implementation Plan:		
C3 Always cover your mouth and nose when you cough or sneeze	Yes - N/A	
Implementation Plan:		
Social Distancing - If social distancing cannot be adhered to cancel the activity		
D1 Practices to allow physical distancing of at least 6 feet	Yes - N/A	
Implementation Plan:		
D2 Maintain participant ratios of 1:9 or fewer	Yes - N/A	
Implementation Plan:		
D3 Create consistent pods of staff/participants	Yes - N/A	
Implementation Plan:		
D4 Record staff and participants when intermixing pods in necessary	Yes - N/A	
Implementation Plan:		
D5 Avoid situations which could lead to groups easily congregating	Yes - N/A	
Implementation Plan:		
D6 Maintain physical distancing on buses	Yes - N/A	
Implementation Plan:		
D7 Move specialists rather than rotating pods	Yes - N/A	
Implementation Plan:		
D8 Stagger mealtimes/maintain pods during mealtimes/eat outside when possible	Yes - N/A	
Implementation Plan:		
D9 Stagger arrival/dismissal times	Yes - N/A	
Implementation Plan:		
D10 Student drop-off and pick-up should occur outside.	Yes - N/A	
Implementation Plan:		
D11 Divide participant entry points rather than funneling all through one door.	Yes - N/A	
Implementation Plan:		
D12 Avoid taking multiple pods to the bathroom at once.	Yes - N/A	
Implementation Plan:		
Cleaning, Disinfecting and Ventilation		
E1 Wherever possible hold activities outdoors	Yes - N/A	
Implementation Plan:		
E2 Hold Physical education and music classes outside	Yes - N/A	
Implementation Plan:		
E3 Avoid community supplies/If supplies are shared use bins to designate clean vs. used	Yes - N/A	
Implementation Plan:		
E4 Clean and disinfect community supplies frequently	Yes - N/A	
Implementation Plan:		
E5 Have separate containers so each student keeps their supplies isolated	Yes - N/A	
Implementation Plan:		
E6 Clean and disinfect high touch surfaces between different group use.	Yes - N/A	
Implementation Plan:		
E7 Avoid shared amenities like picnic tables, benches and playground equipment	Yes - N/A	
Implementation Plan:		
E8 Limit access to all non staff and participants	Yes - N/A	
Implementation Plan:		
E9 Use refillable water bottles rather than drinking fountains	Yes - N/A	
Implementation Plan:		
E10 Ensure availability of disinfectant	Yes - N/A	
Implementation Plan:		

E11 Clean and disinfect doorknobs, stair rails, counters, tables and benches after each use	Yes - N/A								
Implementation Plan:									
E12 Clean and disinfect bathrooms regularly	Yes - N/A								
Implementation Plan:									
Communications and Training									
F1 Communication to parents which includes: expectations for participation, COVID-19 mitigation strategies, adjustments if transmission increases in the community, action to take if their child becomes symptomatic and action if a student chooses not to abide by COVID-19 guidelines.	Yes - N/A								
Implementation Plan:									
F2 Have "visual cues" to reinforce physical distancing	Yes - N/A								
Implementation Plan:									
F3 Use Visual Aids to illustrate traffic flow and appropriate spacing	Yes - N/A								
Implementation Plan:									
F4 Train staff on the proper use of disinfectant	Yes - N/A								
Implementation Plan:									
F5 Educate all on the importance of avoiding touching their faces	Yes - N/A								
Implementation Plan:									
F6 Post COVID-19 safety posters	Yes - N/A								
Implementation Plan:									
F7 Re-educate staff and students daily on COVID-19 mitigation strategies	Yes - N/A								
Implementation Plan:									
F8 OSHA required BBP and Employee Right to Know training	Yes - N/A								
Implementation Plan:									



ADDENDUM

BOARD MEETING Monday, June 1, 2020 Live Stream 6:30 PM

VI. INFORMATION ITEMS

2. AGENDA ITEM #2

Subject: Update on "Return to School 2020-2021"

Background: Included in your packet are:
1. A Return to School Task Force "Charge Statement"; and
2. The outline for a Return to School "Action Plan."

The goal is for the Action Plan to be completed by June 24, 2020 and work to begin on the Action Plan tasks as soon as possible. In addition, plans are in place to train a group of E-12 Teachers in a Hybrid delivery model between June 23rd -June 25th. These teachers, called the "Hybrid Instructional Training Squad (HITS)" will be prepared to train all staff in a Hybrid delivery model prior to the start of the school year should the start require such a model for this fall.

Board Chair Leonard will also appoint School Board Members to the "Return to School Committee" as a part of this discussion.

Presentation: Superintendent of Schools
School Board Chair



Saint Peter Public Schools

Return to School 2020-2021 Task Force Task Force Charge Statement Focus Area: Governance

1. MEMBERSHIP

Who needs to participate in the Return to School Task Force.

Superintendent of Schools	Special Programs/HR Administrator
High School Principal	Business Manager
Middle School Principal	Community Education Director
North Elementary Principal	Operations and Maintenance Supervisor
South Elementary Principal	Activities Director
MVED Director	ALC Assistant Principal

2. PURPOSE/OBJECTIVE

The reason the group is forming, what the group is to accomplish.

- To make recommendations regarding various scenarios for returning to school in 2020-2021.
- To study what other schools and districts are planning to do for various return to school in 2020-2021 scenarios.
- To create, facilitate and mentor subcommittees relative to essential actions for each return to school scenario.

3. LEVEL OF AUTHORITY

The extent to which the group can make and/or implement decisions without others' approval.

- The Task Force has the authority to develop plans and make recommendations to the Superintendent and School Board.

4. COMMUNICATION LINKAGES

Who will need to be kept informed, in what form, and how often.

- Regular updates will be provided to the School Board "Return to School 2020-2021 Committee" and the full School Board.
- Feedback/Input sessions will be held with stakeholders (staff, teachers, parents, community members) when a recommendation is being formed.
- Written minutes will be kept of all meetings and shared with the School Board, Administrative Team and Building Leadership Teams.

5. TIME REQUIREMENT

The expectation for the amount of meeting time.

- The Task Force will meet weekly for two hours beginning June 15 (except July 6-10) until the task is completed.

6. RESOURCES AVAILABLE

Money, time, and materials for the group to use.

- The Task Force has the authority to authorize paid staff development time, planning stipends and material purchases within the existing budget.
- Additional resources may be requested from the School Board.

7. ACCOUNTABILITY/EXPECTATIONS

Results, impact, accomplishments.

- The Task Force will present “shelf ready” operational plans for each identified “Return to School 2020-2021” scenario by August 2020.



Saint Peter Public Schools: COVID 19 Planning

Return to School 2020-2021 Action Plan

Focus Area	Team Members	Topic	Tasks	Responsibility	Completion Date	Completed ✓
Governance	*Jeff Olson Ytve Prafke Chris Ovrebo Doreen Oelke Darin Doherty Jon Graff Annette Engeldinger Tami Skinner Marc Bachman Jordan Paula Tim Regner	<ul style="list-style-type: none"> ● Return to School Board Committee Formed ● Return to School Task Force Formed ● Roles and Responsibilities Defined ● Meeting Schedule Set ● Scenarios Plans <ul style="list-style-type: none"> ○ School begins on time & remains open ○ School begins on time in Distance Learning format ○ School begins on time in a hybrid format ○ School begins on time and closes later due to a second COVID wave. 	<ol style="list-style-type: none"> 1. Form an “Ad Hoc Committee” of the School Board titled <i>Return to School 2020-2021 Committee</i> 2. Identify task force members; Administrative Team 3. Set a task force charge statement: Purpose (objectives; level of authority; communication linkage) 4. Institute a regular virtual meeting (or in person if allowed) schedule 5. Create subcommittees relative to essential actions for each scenario; <ul style="list-style-type: none"> ● Instruction ● Wellness ● School Operations ● Facilities ● Technology ● Post-Secondary Pathway 	<ol style="list-style-type: none"> 1. School Board, Superintendent of Schools 2. Superintendent of Schools 3. Superintendent of Schools 4. Superintendent of Schools 5. Superintendent of Schools 	<ol style="list-style-type: none"> 1. May 18, 2020 2. May 15, 2020 3. May 15, 2020 4. May 22, 2020 5. May 27, 2020 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓

Post-Secondary	*AnnetteEngeldinger Jordan Paula Jana Sykora Brian Odland	<ul style="list-style-type: none"> ● Class of 2021 Response Team Formed ● Goal for Class of 2021 Regarding Graduation, Post High School Planning and Senior Experience ● Identification of Barriers to Success for Class of 2021 ● Stakeholder and Family Input for Class of 2021 ● Data Collection and Teaching for Class of 2021 				
Facilities	*Marc Bachman Jon Graff Jordan Paula Annette Engeldinger Tami Skinner Tamara Engel	<ul style="list-style-type: none"> ● Cleaning Procedures, Protocol & Guidelines ● Protocols for Visitors/Parents to Buildings ● Protocols for Outside Use of School Buildings & Grounds ● Use of Social Distancing & Other CDC Guidelines ● Staff Work Schedules ● Protocols for Internal Use of School Buildings & Grounds (Practices, Performances, Pool, Weight Room, Driver's Ed. etc.) 				
Instruction	*Darin Doherty Doreen Oelke Jon Graff Annette Engeldinger Ytve Prafke Chris Ovrebo Tamara Engel	<ul style="list-style-type: none"> ● Return to Instruction Working Group Formed ● Set Academic, Social & Emotional Goals for <u>ALL</u> students ● Assessment Plan for Measuring Students' Learning Progress and Loss Upon Returning to School ● Identify and Implement Targeted Interventions for Students in Need ● Curriculum Planning and Delivery Models for All Scenarios ● Assessment of Academic, Social & Emotional Goals 				

School Operation	*Ytve Prafke Marc Bachman Tim Regner Jordan Paula	<ul style="list-style-type: none"> ● Student Enrollment ● Budget Options for All Scenarios: <ul style="list-style-type: none"> ○ Technology Needs ○ Staffing Needs ○ Budget Exercises for Changing Enrollment, Staffing, Resources, Etc. ● Policies and Protocols for School Activities & Performances: <ul style="list-style-type: none"> ○ Spectators ○ Social Distancing ○ Equipment Sterilization ○ Activity Fees ● Transportation Contract <ul style="list-style-type: none"> ○ Social Distancing ○ Limited Services ● Food Service Program ● Paying Coaches/Directors/Advisors 				
Technology	*Chris Ovrebo Doreen Oelke Jon Graff Tim Regner Darin Doherty	<ul style="list-style-type: none"> ● Assess the Number, Types and Condition of Devices ● Device Management, Distribution and Collection Plan ● Review, and Modify, if Necessary, the Technology Purchase Plan for All Identified Scenarios, ● Inservice Professional Development for Synchronous and Asynchronous Teaching Units ● Technology Issue Identification 				
Wellness	*Jon Graff Darin Doherty Marc Bachman Tami Skinner Tamara Engel	<ul style="list-style-type: none"> ● Crisis Response Team Formed ● Set and Implement a Multi-Phased Communication Plan: Parents, Staff, Students ● Set and Implement District-Wide Health Guidelines & Protocols (Health Checks) ● Implement Mental Health Screening Protocols ● Required Safety Drills (ALICE, Fire, Weather) 				