



SAINT PETER SCHOOL BOARD
Regular Board Meeting
Monday, December 21, 2020
Virtual Meeting, Live Stream,
<https://www.stpeterschools.org/about/board-of-education>, SAINT PETER, Minnesota 56082
6:30 PM

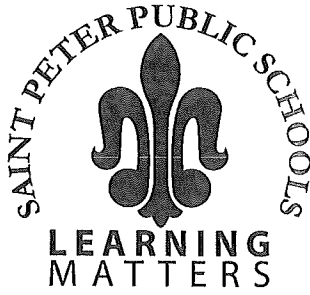
| | |
|---|-----------|
| I. Call Meeting to Order | |
| II. Consideration and Adoption of the Agenda | |
| III. Truth in Taxation Presentation | 3 |
| IV. Consider Requests to Speak on Truth in Taxation | |
| V. Student Spotlight | |
| 1. Student of the Month-Paused During Distance Learning | |
| 2. Student Council Report | |
| VI. COVID Data & Learning Model Presentation | 7 |
| VII. Consider Requests to Speak on the Agenda | |
| VIII. Approval of Consent Agenda Items | 16 |
| IX. Action Items | |
| 1. Consider Approval of the 2019-2020 Audit | 41 |
| 2. Consider Approval of Certification of School District Levy for Taxes Payable in 2021 | 69 |
| 3. Consider Area Adult Learning Cooperative Agreement | 71 |
| 4. Consider Learning Model Recommendations | 79 |
| X. Information Items | |
| 1. Community and Family Education Report and Profile | 80 |
| 2. First Reading of Revisions to the Policy Manual | 85 |
| 3. Communications Plan | 109 |
| 4. Education Equity Plan | 116 |
| 5. Facilities Update | 124 |
| XI. Reports | |
| 1. Building Principals | |
| 2. Superintendent of Schools | |
| 3. Board Members | |
| a. Around the Table | |
| XII. Upcoming Meetings of the School Board | |
| 1. Organizational Meeting | |
| Monday, January 4, 2021 | |
| 6:30PM | |
| Virtual | |
| 2. Regular School Board Meeting | |
| Monday, January 4, 2021 | |

Immediately following Organizational Meeting
Virtual

3. Policy Committee Meeting
Tuesday, January 5, 2021
3:00PM
TBD

4. MSBA Winter Leadership Conference
January 14, 21, 28
Virtual

XIII. Adjournment



DISTRICT OFFICE · 100 Lincoln Dr Ste 229 · Saint Peter MN 56082-1351 · 507-934-5703 (Office) · 507-934-2805 (Fax) · www.stpeterschools.org

12/12/2020

To Bill Gronseth:

From Tim Regner

Levy 2020, Pay 2021, for Fiscal Year 22

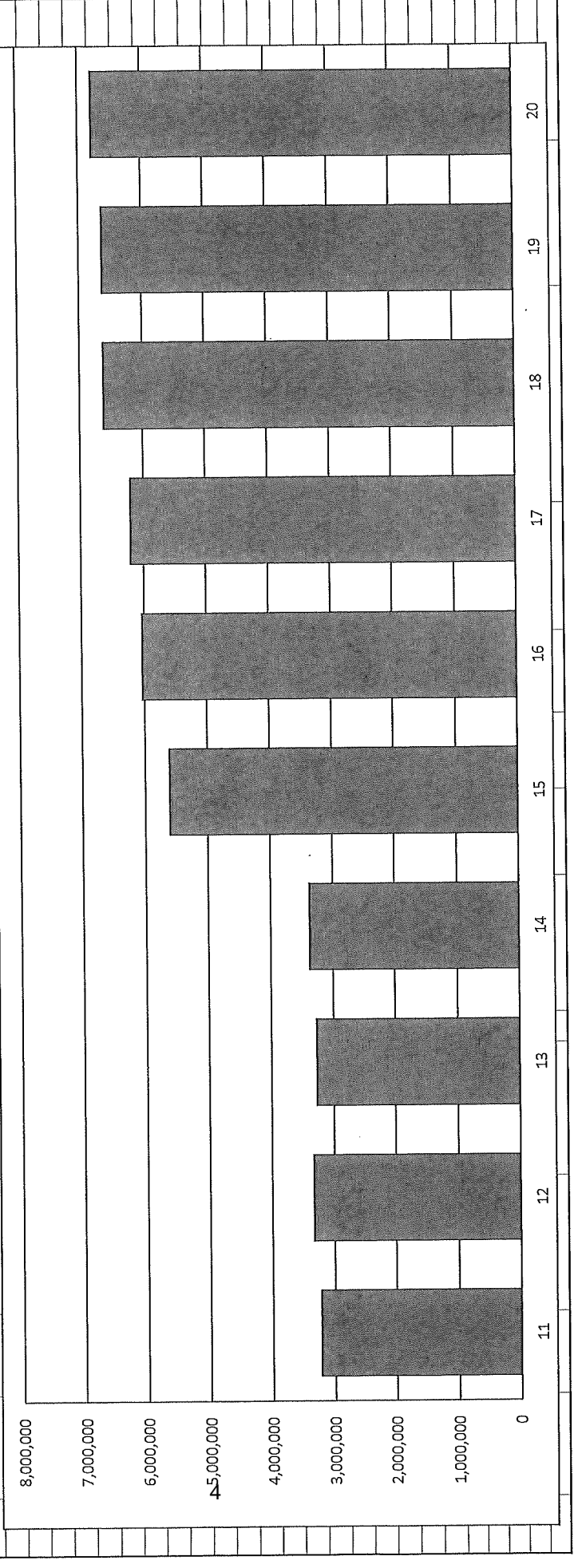
Attached is the Truth in Taxation handout to be presented to the School Board on Monday 12/21/20.

On 9/21/20 the School Board approved the Proposed Levy. The levy presented tonight is the same as the one presented and approved on 9/21/20.

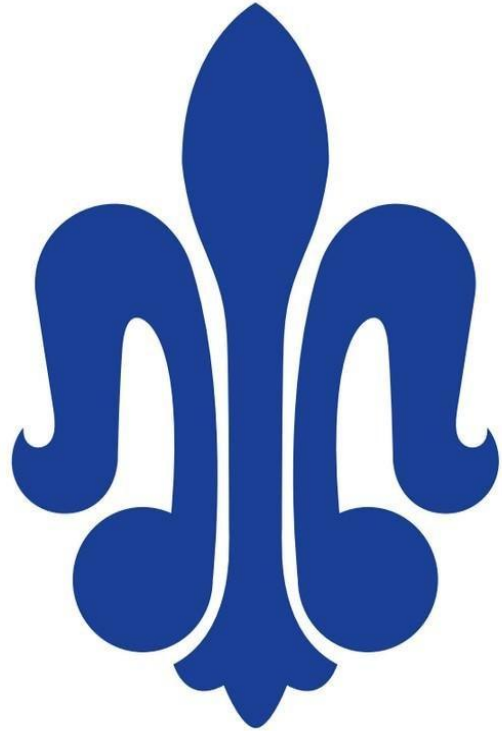
Resulting in

| | |
|-----------------------------------|--------------|
| Current Year Levy 20, Pay 21 FY22 | \$ 6,797.811 |
| Prior Year Levy 18 Pay19 FY20 | \$ 6,640,501 |
| Difference | \$ 157,310 |

| St. Peter Public Schools Levy History | | | |
|---------------------------------------|-------------|-------------------------|--|
| Levy Year | Levy Amount | Dif. From Previous year | |
| | | Major Changes | |
| 11 | 3,233,880 | 501,395 | Voter approved operating referendum. |
| 12 | 3,337,320 | 103,440 | Increase in enrollment and increase in market value. |
| 13 | 3,280,305 | -57,015 | Increase in state equalization - State pays more and local taxpayers pay less. |
| 14 | 3,384,352 | 104,047 | Increase in Market Value |
| 15 | 5,611,658 | 2,227,306 | First year of Bond for new school-\$2,234,505 - new bond amount |
| 16 | 6,048,360 | 436,702 | 2nd year of Bond for new school, 2nd year LTFM, under levy on capital projects |
| 17 | 6,225,263 | 176,903 | 3rd year of Bond and LTFM, under levy on capital projects with increase from last years capital projects |
| 18 | 6,627,340 | 402,077 | addition of Achievement & intergration levy, increase enrollment, increase cap projects, 5% debt excess |
| 19 | 6,640,501 | 13,161 | Cap Projects expired, Qcomp, OPEB, CTE, LTFM, Bond payment |
| 20 | 6,797,811 | 157,310 | LTFM, Debt Service, LOP & Referendum, Career Tech and Reemployment |



| | A | B | C | D | E | F | G |
|----|---|---|---------------|--------------------------|--------------|-----------|--------------|
| 1 | Tregner/Dpeterston/ Budget 20-21 ADP/Budget Worksheet 20-21 ADP | | | St. Peter Public Schools | | | |
| 2 | | | | 2020-21 | | | |
| 3 | | | | Adopted Budget | | | |
| 4 | | | | May 31,2020 | ~ | | |
| 5 | | | Projected | | | | |
| 6 | s | | Fund Balances | | | | Projected |
| 7 | | | as of | | | | Fund Balance |
| 8 | Funds | | 6/30/2020 | Revenues | Expenditures | Transfers | 6/30/2021 |
| 9 | | | | | | | |
| 10 | General Fund unassigned Funds, 01,03, 22 | * | 4,700,925 | 26,913,898 | 27,106,227 | 197,775 | 4,706,371 |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | Nonspendable (Prepaids) | * | 9,076 | | | | 9,076 |
| 15 | Medical assistance -restricted | | 6,615 | | | | 6,615 |
| 16 | Reserved Basic Skills | | 2,930 | | | | 2,930 |
| 17 | | | | | | | |
| 18 | Assigned for severance | | 364,171 | | | | 364,171 |
| 19 | Assigned for VEBA trust | | 420,000 | | 34,800 | 80,000 | 465,200 |
| 20 | Assigned for capital projects | | 0 | | | | 0 |
| 21 | Assigned for operatin new HS | | 1,252,500 | | | -417,500 | 835,000 |
| 22 | Assisgned possible infastructure | | 0 | | | | 0 |
| 23 | Assigned water mitigation | | 374,737 | | | | 374,737 |
| 24 | Assigned AAA | | 50,968 | 2,000 | 30,000 | | 22,968 |
| 25 | Assigned Fund the Depreciation | | 192,955 | | | | 192,955 |
| 26 | Assigned Dental reserve | | 40,000 | | | | 40,000 |
| 27 | Transfer to Food Service | | 15,000 | | | | 15,000 |
| 28 | | | | | | | |
| 29 | Activity Funds - to be assigne in FY20 | | | | | | |
| 30 | High School Activity Fund 30 -est fund bal all act | | 200,000 | 180,000 | 180,000 | | 200,000 |
| 31 | North Elementary- Fund 11 | | 0 | 80,000 | 80,000 | | 0 |
| 32 | South Elementary - Fund 12 | | 0 | 45,000 | 45,000 | | 0 |
| 33 | M/S activity - Fund 13 | | 0 | 20,000 | 20,000 | | 0 |
| 34 | | | | | | | |
| 35 | Estimated 200,000 to all 4 activity Funds | | | | | | |
| 36 | | | | | | | |
| 37 | | | | | | | |
| 38 | | | | | | | |
| 39 | | | | | | | |
| 40 | General Fund Sub Total | | 7,629,877 | 27,240,898 | 27,496,027 | -139,725 | 7,235,023 |
| 41 | | | | | | | |
| 42 | Concessions Fund 21 | | 0 | 43,000 | 43,000 | | |
| 43 | | | | | | | |
| 44 | Capital Expenditure 01/05 | | | | | | |
| 45 | Restricted for deferred maintenance/LTFM | | -727,365 | 954,524 | 814,851 | | -587,692 |
| 46 | Operating Cap (eq&fac) | | 194,501 | 709,952 | 849,677 | 139,725 | 194,501 |
| 47 | Health and safety | | 0 | | | | 0 |
| 48 | Capital Fund Sub Total | | -532,864 | 1,664,476 | 1,664,528 | 139,725 | -393,191 |
| 49 | | | | | | | |
| 50 | | | | | | | |
| 51 | Total General Fund Total | | 7,097,013 | 28,905,374 | 29,160,555 | 0 | 6,841,832 |
| 52 | | | | | | | |
| 53 | | | | | | | |
| 54 | | | | | | | |
| 55 | Food Service 02 | | 327,184 | 1,409,300 | 1,390,704 | | 345,780 |
| 56 | | | | | | | |
| 57 | | | | | | | 0 |
| 58 | Community Service 04 | | 77,128 | 882,591 | 943,544 | | 16,175 |
| 59 | | | | | | | |
| 60 | | | | | | | |
| 61 | Capital Projects Funds Regular | | 23,266 | 0 | 23,266 | | 0 |
| 62 | Bond Refendum | | 0 | | | | 0 |
| 63 | Total Capital Project Funds | | 23,266 | 0 | 23,266 | 0 | 0 |
| 64 | | | | | | | |
| 65 | Debt Redemption 07 | | 550,921 | 3,169,258 | 3,076,350 | | 643,829 |
| 66 | | | | | | | |
| 67 | | | | | | | |
| 68 | | | | | | | |
| 69 | Trust Fund 08 | | 847,351 | 29,040 | 52,000 | | 824,391 |
| 70 | | | | 6 | | | |
| 71 | | | | | | | |
| 72 | District Totals | | 8,922,863 | 34,395,563 | 34,646,419 | 0 | 8,672,007 |
| 73 | | | | | | | |
| 74 | | | | | | | |



COVID- 19 Data Analysis & Instructional Model Review



Changing Guidance

On December 16 new guidance was provided by Governor Walz, the Department of Health, and the Department of Education.

- [Executive Order 20-103](#)
- [MN Safe Learning Plan Updates](#)



Changing Guidance

Increased focus on in-person learning for elementary age students with less focus on County level data and a “rolling start” (gradual transition)

Middle School & High Schools continue to follow guidance regarding County COVID-19 rates

Athletic practices and activities allowed beginning January 4 with pre-approved preparedness plans and all safety protocols followed.

Guidance has not been developed for competitions at this time

*Distance Learning Option still available for all who choose it

Requirements



Must follow State Guidance

Regional Support Team Consultation & Approval Required for changes to learning model.

Masks & Shields required for staff when with students

Quarantine for Close Contacts

- MDH guidelines define close contacts

- 14 days

- When all in-person at the elementary level it will likely apply to entire class

- Exposure to a positive case for more than 30 minutes on a bus is considered a close contact no matter the distance

Assigned seating on buses

Early Learning & Elementary stay in classrooms (with exceptions)



County COVID-19 Data

There is now less focus on County level data at the elementary level.

The guidance regarding county 14 day rates still apply to middle and high schools

| | Latest Official Numbers | Current but unofficial |
|--------------------|--------------------------------|-------------------------------|
| Nicollet County: | 96.79 | 64.2 |
| Le Sueur County: | 114 | 88.3 |
| Blue Earth County: | 99.82 | 67 |

School Community: We currently have 2 positive cases and 6 quarantines (This includes only what has been reported to us. Actual numbers may be higher)

Recommendations for Changes in Learning Models

This plan has been developed with and approved by the Regional Support Team.

Early Learning

January 4 Continued Distance Learning

January 7-8 No School- Teacher Planning

January 11 Begin In-person Learning (with continued smaller class sizes)

South Elementary (Gr K-1) & North Elementary (Gr 2-4)

January 4-5 No School- Teacher Planning

January 6 Hybrid Learning

January 14-15 No School- Teacher Planning (Dependent on COVID-19 Data)

January 19 Begin In-person Learning (Dependent on COVID-19 Data)

Middle School (Gr 5-8) and High School (Gr 9-12) **Dependent on County 14-day COVID Rates*

January 4 Continued Distance Learning

January 7-8 No School- Teacher Planning (Dependent on COVID-19 Data & Regional Support Team Approval)

January 11 Begin Hybrid Learning (Dependent on COVID-19 Data & Regional Support Team Approval)

Return to In-person Learning will depend on COVID-19 Data and Regional Support Team approval at a future date.

12

Grant authorization to the Superintendent to shift to more restrictive learning models as necessary due to staffing levels or Regional Support Team, MDH or MDE direction.

Recommendations for Changes in Learning Models

| | M | T | W | R | F | | M | T | W | R | F | | M | T | W | R | F | | M | T | W | R | F | |
|------------------|---------------------|---|-----------------|---------------------|---|--|-------------------------------|----|----|---------------------|----|--|---------|--------------------|----|----|----|--|----|--------------------|----|----|----|--|
| January | 4 | 5 | 6 | 7 | 8 | | 11 | 12 | 13 | 14 | 15 | | 18 | 19 | 20 | 21 | 22 | | 25 | 26 | 27 | 28 | 29 | |
| Early Childhood | Distance Learning | | | Transition Planning | | | In Person Learning | | | | | | Wrk Day | In Person Learning | | | | | | In Person Learning | | | | |
| South Elementary | Transition Planning | | Hybrid Learning | | | | Hybrid Learning | | | Transition Planning | | | Wrk Day | In Person Learning | | | | | | In Person Learning | | | | |
| North Elementary | Transition Planning | | Hybrid Learning | | | | Hybrid Learning | | | Transition Planning | | | Wrk Day | In Person Learning | | | | | | In Person Learning | | | | |
| Middle School | Distance Learning | | | Transition Planning | | | Hybrid Learning | | | | | | Wrk Day | Hybrid Learning | | | | | | Hybrid Learning | | | | |
| High School | Distance Learning | | | Transition Planning | | | Hybrid Learning | | | | | | Wrk Day | Hybrid Learning | | | | | | Hybrid Learning | | | | |
| Rock Bend ALC | Distance Learning | | | Transition Planning | | | Hybrid Learning | | | | | | Wrk Day | Hybrid Learning | | | | | | Hybrid Learning | | | | |
| Hoffmann LC | Distance Learning | | | Transition Planning | | | Hybrid Learning ₁₃ | | | | | | Wrk Day | Hybrid Learning | | | | | | Hybrid Learning | | | | |



Dependent on local COVID-19 Data



Dependent on County COVID-19 Data & Regional Support Team Approval

FAQ- Frequently Asked Questions



Q: Are these dates solid?

A: The early learning and elementary dates are dependent on local data-- if we are not able to staff at appropriate levels due to staff absences we may need to make adjustments. The Middle & High School dates are dependent on County COVID-19 data and Regional Support Team approval.

Q: Will Saints Overtime Continue?

A: Saints Overtime will continue during hybrid learning. When elementary transitions to in-person learning there will be before and after school care as usual. Saints Overtime would continue for middle school students 12 and under while in the hybrid model.

Q: Will distance learning still be available for any families who choose it?

A: Yes.

Q: What are the accommodations for staff who are at high risk?

A: Staff who have medical documentation should continue to work through Human Resources to arrange for accommodations or a leave of absence.



Questions?



ADDENDUM

REGULAR BOARD MEETING
Monday, December 21, 2020
Virtual-Live Stream
6:30PM

VIII. CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of November 16, 2020.
2. Approval of the Study Session Minutes of December 7, 2020.
3. Approval of Bills (\$1,526,665.57) and wire transfers (\$2,324,052.90) for November 2020.
5. Grants & Donations
 - a. The approval of two grants totaling \$149,600.17 from Nicollet County.
6. Personnel
 - a. The acceptance of the retirement of the District Mechanical Maintenance Engineer (Bill Blashack) at Saint Peter Public Schools effective December 1, 2020.
 - b. The approval of a medical leave of absence of an office support staff (Sarrah Torbenson) at North Elementary beginning January 6, 2021 and lasting 6-8 weeks.
 - c. The approval of a paternity leave request of a 6th grade math teacher (Jake Malz) at Saint Peter Middle School commencing at the time of his child's birth, expected to be on or near March 8, 2021 until March 22, 2021.
 - d. The acceptance of the resignation of the Aquatics Coordinator (Brigitte Boyer) at Saint Peter Community Education effective November 30, 2020.
 - e. The approval of the hiring of an IT Support Specialist (Nathan Koster) for the remainder of the 20-21 school year with a start date of December 3, 2020.

- f. The approval of the hiring of an Interim Aquatics Coordinator (Abby Moore) at Saint Peter Community Education from January 1- June 30, 2021.
- h. The approval of the hiring of a Head Custodian (Rocco Pauletti) at South Elementary effective December 8, 2020.
- i. The approval of the hiring of a 1 year long special education substitute teacher (Julie Carlblom) at South Elementary effective November 3, 2020.
- j. The following individuals will resume working at Saints Overtime during their college breaks:

| | |
|-------------------|------------------|
| Aliza Doherty | Reese Portuguese |
| Payton Portuguese | Evan Skinner |
- k. The acceptance of a maternity leave request for a science teacher (McKenzie Weis) at Saint Peter Middle School beginning March 8, 2021 and extending until May 28, 2021.
- l. The declaring of activities related items as obsolete due to age and disrepair. A memo is included in your packet.

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, Vickie Hager, Tracy Stuewe & Bill Soderlund.

Others present: Superintendent Bill Gronseth, Principals: Annette Engeldinger, Jon Graff, Darin Doherty, Doreen Oelke, Ytive Prafke, and Chris Ovrebo, Administrative Team members: Marc Bachman, Tim Regner, Tami Skinner and Jordan Paula and Administrative Assistant Sarah Janovsky. Meeting Presenters: Mia Hansen, Jen Maldonado and Robbie Deering.

A Regular Board Meeting of the School Board of Saint Peter Public Schools was held Monday, November 16, 2020, beginning at 6:30 PM via a Virtual Meeting.

I. Call Meeting to Order-6:32PM, Leonard

II. Consideration and Adoption of the Agenda-(Dixon/Lokensgard) AYE: Hager, Dixon, Stuewe, Soderlund, Lokensgard, Leonard **Absent:** Carlson **NAY:** None, motion passed.

III. Consider Requests to Speak on the Agenda

IV. Approval of Consent Agenda Items-(Lokensgard/Stuewe) AYE: Hager, Dixon, Stuewe, Soderlund, Lokensgard, Leonard **Absent:** Carlson **NAY:** None, motion passed.

1. Approval of the Regular Board Meeting Minutes of October 19, 2020.
2. Approval of the Special Board Meeting Minutes of November 4, 2020.
3. Approval of the Special Board Meeting Minutes of November 10, 2020.
4. Approval of Bills (\$1,655,137.92) and wire transfers (\$3,381,767.90) for October 2020.
5. Grants & Donations
 - a. The acceptance of a \$500 donation to Saint Peter Public Schools from Minnesota Valley Federal Credit Union.
 - b. The acceptance of a \$4,000 grant from Washington Township for COVID related expenses.

6. Personnel

- a. The acceptance of the resignation of a custodian (Abdurahman Sulaiman) at Saint Peter High School effective October 23, 2020.
- b. The approval of the FY21 Superintendent Goals.
- c. The acceptance of a resignation of a special education paraprofessional (Carlaa Wallig) at Saint Peter Middle School effective October 27, 2020.
- d. The approval of the hiring of an ECSE paraprofessional (Katherine Gurrola) at Saint Peter Early Childhood effective October 6, 2020. This is a replacement position.
- e. The acceptance of a maternity leave request for a Spanish teacher (Veronica Castillo-Clark) at Saint Peter High School beginning from the date of birth until April 6, 2021.
- f. The acceptance of the resignation of a special education paraprofessional (Tabitha Bice) at South Elementary effective November 19, 2020.
- g. The approval of the hiring of a Saints Overtime Assistant (Taylor Perrin) with Saint Peter Community and Family Education.
- h. The approval of 2020-2021 Co-Curricular Winter Coaches (attached).
- i. The acceptance of a maternity leave request for a third-grade teacher (Kari Malz) at North Elementary beginning March 8, 2021 and returning May 17, 2021.

V. Student Spotlight

1. Saint Peter High School- Fall Play: Jen Maldonado and Robbie Deering (and a few students) showcased "War of the Worlds" Radio Broadcast which will air on Thursday, November 19, 2020 at 7:00 and remain available for 72 hours. The presentation can be viewed here <https://bit.ly/STP2020FallPlay>
2. Student Council Report- Mia Hansen, daughter of Jay and Barb Hansen, reviewed the highlights of homecoming activities.

VI. Action Items

1. Consider MOU with SPEA regarding Micro-credentialing-(Dixon/Hager) to Approve the MOU with SPEA regarding Micro-credentialing AYE: Hager, Dixon, Stuewe, Soderlund, Lokensgard, Carlson, Leonard NAY: None, motion passed.
2. Consider A Resolution Establishing Combined Polling Places-(Lokensgard/Dixon) to Approve the Resolution Establishing Combined Polling Places AYE: Hager, Dixon, Stuewe, Soderlund, Lokensgard, Carlson, Leonard NAY: None, resolution passed.

3. Consider Approval of Compulsory Attendance Report-(Dixon/Stuewe) to Approve the Compulsory Attendance Report AYE: Hager, Dixon, Stuewe, Soderlund, Lokensgard, Carlson, Leonard NAY: None, motion passed.
4. Consider Approval of a Resolution Supporting the District's Application for a Grant from the Minnesota State High School League (MSHSL) Foundation-(Dixon/Hager) to Approve the Resolution Supporting the District's Application for a Grant from the Minnesota State High School League (MSHSL) AYE: Hager, Dixon, Stuewe, Soderlund, Lokensgard, Carlson, Leonard NAY: None, resolution passed.
5. Consider Approval of Co-curricular Review Recommendations-(Carlson/Stuewe) to Approve the Co-curricular Review Recommendations AYE: Hager, Dixon, Stuewe, Soderlund, Lokensgard, Carlson, Leonard NAY: None, motion passed.

VII. Information Items

1. Policy Committee Update- The MSBA Policy Audit is complete. The Policy Committee will begin a 4-phased approach to updating our policy manual over the next few years.
2. Academic Progress Review-Saint Peter Schools Principals reported on academic progress in their buildings compared to previous year(s).

VIII. Reports

1. Building Principals-Building principals touched on the following items:
 - Ytve Prafke- Distance learning underway
Meal Distribution 5 day meal packs
Wednesdays at Family Fresh and via van delivery
Fridays pick up at schools (not HS) and Family Fresh
 - Doreen Oelke- Distance learning underway-first day went well, good participation
Last Fridays professional development for staff was great
Paras working with teachers and at Saints Overtime
 - Darin Doherty- Distance learning underway-first day went well
Veteran's Wall
Voting Day for Students-November 3, 2020
Upcoming conferences
 - Jon Graff- Distance learning underway-daily synchronous lessons, good participation, neat Google Meet features
Quarter blocks working well
 - Annette Engeldinger- Great creativity being utilized by teachers
Good attendance for the first day of Distance Learning
Students of the Month: Mia Hansen and Liz Mitchell
"Support a Saint"
 - Jordan Paula- Student engagement to promote mental health (book studies, workouts, speakers)
2. Superintendent of School-
 - Thanks all staff!
 - Lots of help available

- Free and Reduced Lunch Program
- Free COVID testing site: 11.17 at the Community Center from 12:00-6:00PM
- COVID numbers are being closely monitored
- Thank you to school board members

3. Board Members

- Drew Dixon-Distance Learning is not ideal, thank you to students for their patitence
- Tracy Stuewe-Please reach out if you need mental heatly help
- Bill Soderlund-Thanks everyone, COVID is dangerous, keep addressing mental health, new vaccine announced, there is hope here
- Tim Lokensgard-Everyone is making tough decisions/calls, keep plugging along
- Jon Carlson-Thanks teachers for diligence, thanks community members for their emails to the board, commends fellow board members on their mutual respect.
- Leonard-Thanks everyone

IX. Upcoming Meetings of the School Board

1. Study Session

Monday, December 7, 2020
6:30PM
TBD

2. Policy Review Committee

Tuesday, December 8, 2020
8:00AM
TBD

3. Regular Board Meeting

Monday, December 21, 2020
6:30PM
Governor's Room

X. Adjournment-8:41PM (Hager/Dixon) AYE: Hager, Dixon, Stuewe, Soderlund, Lokensgard, Carlson, Leonard NAY: None, motion passed.

Dated: December 21, 2020

Drew Dixon, Board Clerk

The Minutes of the Meeting Have Not Been Approved Minutes of Study Session

The School Board Saint Peter Public Schools

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

Others present: Superintendent Bill Gronseth, Administrative Assistant Sarah Janovsky
Principals: Annette Engeldinger, Jon Graff, Darin Doherty, Doreen Oelke, Ytve Prafke,
and Chris Ovrebo, Administrative Team members: Marc Bachman, Tim Regner, Tami Skinner, Jordan Paula and Jody Fisichenich from Nicollet County Public Health.

A virtual Study Session of the School Board of Saint Peter Public Schools was held Monday, December 7, 2020, beginning at 6:30 PM.

I. Call to Order-6:30PM, Leonard

II. Consideration and Adoption of Agenda-(Dixon/Lokesngard) AYE: Soderlund, Stuewe, Lokensgard, Dixon, Hager, Carlson, Leonard NAY: None, Motion passed.

III. Review COVID-19 Data-Superintendent Gronseth presented current COVID-19 information in relation to Saint Peter Schools.

IV. Consider Parameters for Returning to the Hybrid Learning Model-Board members discussed a number items relating to learning models. Further information will be presented at the Regular School Board Meeting on December 21, 2020.

V. Upcoming Meetings of the School Board

1. Policy Review Committee

Tuesday, December 8, 2020

8:00AM

Virtual

2. Finance Committee

Wednesday, December 16, 2020

8:00AM

Virtual

3. Regular School Board Meeting

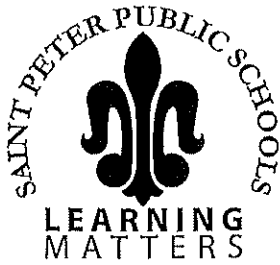
Monday, December 21, 2020

6:30PM
Virtual

VI. **Adjournment**-8:07PM (Stuewe/Dixon) AYE: Soderlund, Stuewe, Lokensgard, Dixon, Hager, Carlson, Leonard NAY: None, Motion passed.

Dated: December 21, 2020

Drew Dixon, Board Clerk



DISTRICT OFFICE
100 Lincoln Drive, Suite 229
Saint Peter, MN 56082-1351
507-934-5703 (Office)
507-934-2805 (Fax)
www.stpeterschools.org

Date: December 7, 2020
To: Dr. Bill Gronseth - Superintendent
From: Bee Ong - Finance Accountant
Re: **Monthly Construction Bills, Board Bills,
Payroll & Student Activity Amounts:**

| | |
|--------------------------------------|-----------------------------------|
| November 2020 - Construction Account | \$0.00 |
| November 2020 - Board Bills | \$610,804.21 |
| November 2020 - Payroll Account | \$913,349.14 |
| November 2020 - Student Activity | \$2,512.22 |
| | <hr/> <hr/> \$1,526,665.57 |

St. Peter Public Schools
 Independent School District 0508
 Wire Transfer Report
 November-20

Folder: DO Staff Share
 File: WIRE TRANSFER REPORT

| | | (Feb/Aug bond pymt) |
|---|-------------|---------------------|
| MSDLAF to USBank | | |
| MSDLAF to FNB payroll account ACH | 11/12/2020 | 30,000.00 |
| MSDLAF to FNB payroll account ACH | 11/13/2020 | 450,000.00 |
| MSDLAF to FNB payroll account ACH | 11/30/2020 | 450,000.00 |
| MSDLAF-Max to FNB BO | 11/16/2020 | 500,000.00 |
| MSDLAF to USB - BCBS - health/life | 11/02/20 | 290,385.00 |
| FNB-BO to BCBS - medicare health | 11/23/20 | 10,363.20 |
| Wire of federal payroll taxes | 11/2/2020 | 148,164.47 |
| Wire of federal payroll taxes | 11/6/2020 | 619.63 |
| Wire of federal payroll taxes | 11/13/2020 | 9,049.21 |
| Wire of federal payroll taxes | 11/16/2020 | 149,928.62 |
| Wire of state payroll taxes | 11/3/2020 | 24,228.27 |
| Wire of state payroll taxes | 11/9/2020 | 120.36 |
| Wire of state payroll taxes | 11/16/2020 | 1,330.80 |
| Wire of state payroll taxes | 11/17/2020 | 24,704.78 |
| PERA payments | 11/2/2020 | 18,939.57 |
| PERA payments | 11/6/2020 | 378.58 |
| PERA payments | 11/13/2020 | 5,781.20 |
| PERA payments | 11/16/2020 | 19,641.60 |
| TRA payments | 11/2/2020 | 78,174.79 |
| TRA payments | 11/16/2020 | 78,511.69 |
| Further | 11/4/2020 | 714.89 |
| Further | 11/4/2020 | 1,824.91 |
| Further | 11/10/2020 | 1,138.44 |
| Further | 11/17/2020 | 1,824.91 |
| Further | 11/17/2020 | 2,535.81 |
| Further | 11/24/2020 | 876.30 |
| Further | 11/24/2020 | 1,951.35 |
| Horace Mann | 11/6/2020 | 2,229.00 |
| Horace Mann | 11/30/2020 | 2,254.00 |
| Ameriprise/NBSGroup Bill | 11/2/2020 | 1,475.00 |
| Ameriprise/NBSGroup Bill | 11/25/2020 | 1,475.00 |
| Pioneer - Dental direct debits | 11/2/2020 | 4,434.40 |
| Pioneer - Dental direct debits | 11/9/2020 | 2,595.52 |
| Pioneer - Dental direct debits | 11/16/2020 | 3,565.23 |
| Pioneer - Dental direct debits | 11/23/2020 | 4,776.42 |
| Electronic Deposit Fees - Gateway | 11/5/2020 | 20.00 |
| Electronic Deposit Fees - Merch Billing | 11/5/2020 | 39.95 |
| | Total Wires | 2,324,052.90 |



TO: Bill Gronseth

FROM: Tim Regner

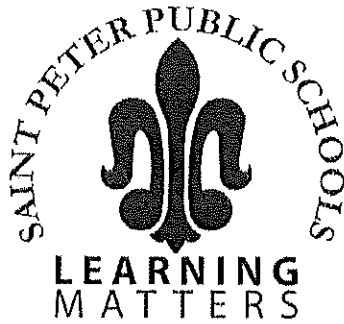
DATE: 12/14/2020

SUBJECT: Grants from Nicollet County

This last month we have received the following additional grants from Nicollet County

1. \$5,000.00 for Masks from the Health and Safety Supply Assistance Grant
2. \$144,600.17 from the Nicollet County Cares Safe and Health Schools Grant Program. This was used for various technology and other expenses from March 1 until the date of application.

We Thank Them very much for their generosity in granting us these funds.



November 19, 2020

To: Bill Gronseth, Superintendent

From: Marc Bachman
Operations and Maintenance Supervisor

RE: Retirement

It is with pleasure and regret that I share that Bill Blashack has turned in a letter of retirement. Bill has been an extremely valuable member of the Operations and Maintenance Department. As an unassigned member of the team Bill was always willing to fill any role he was asked to perform outside of his primary responsibility as the District's Mechanical Maintenance Engineer.

Bill's will retire effective December 1, 2020. Bill's letter of resignation is attached.

The position Bill holds in the district will begin immediate review. A decision will be made soon regarding any modification to the position or the creation of a new position. Once any alterations to the position are developed, the position will be posted internally. If no qualified applicants are identified the position will be advertised in the local media and interviews will take place during the month of December.

Cc: Bill Blashack
Mike Keller
Drew Brodeen

November 19, 2020

To:

Marc Bochman
100 Lincoln Dr
St Peter MN 56082

From:

William Blashack
PO Box 51 105 Burg Ave
Nicollet MN 56074

Dear Marc,

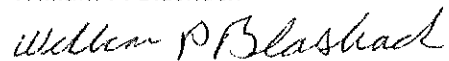
As I am at the age of 65 I am retiring from the employment of the St. Peter School District # 508.
My last day of employment will be November 30, 2020.

Included in my last pay check I am requesting the remainder of my prorated vacation Pay (earned) of 9.75 days.

I am also requesting "per our union contract" that I receive my earned 69 days of sick pay to be paid out at a rate of \$ 35 per day.

Sincerely

William P. Blashack





MEMO TO: Mr. Bill Gronseth
District 508 School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: December 18, 2020

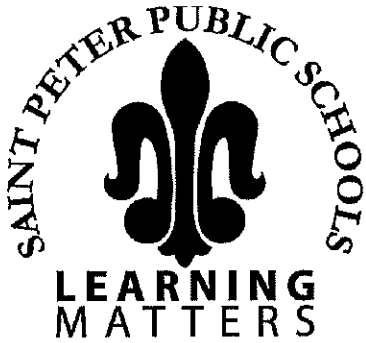
SUBJECT: **REVISED: Family Medical Leave Request**

I am recommending the approval of a medical leave of absence for Sarra Torbenson at North Elementary School. **The start of her medical leave will begin on January 6** and last 6 - 8 weeks depending on how she is recovering from double knee surgery.

We will fill her position with a substitute; if one is available, or if one is needed, depending on the structure of learning. (distance, hybrid, or in-person)

If you have questions, please contact me.

CC: Sarra Torbenson <satorbenson@stpetersschools.org>
grp_hire_office <grp_hire_office@stpetersschools.org>



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Jon Graff, Principal

DATE: November 25, 2020

SUBJECT: Paternity Leave Request

I recommend that you accept the paternity leave request of Mr. Jake Malz, 6th grade math teacher at Saint Peter Middle School. The leave will commence at the time of his child's birth, expected to be on or near March 8, 2021 and extend until March 22, 2021.

Cc: Jake Malz
Ytve Prafke
Cheri Portner

11/23/2020

Mr. Gronseth:
100 Lincoln Dr #229
Saint Peter, MN 56082

Dear Superintendent Gronseth:

I am writing to inform you of my request for paternity leave, which is tentatively scheduled to begin on Monday, March 8, 2021. Under the Family and Medical Leave Act (FMLA), I will remain on paternity leave for a total of 2 weeks (10 school days). Tentatively, my return to teaching will be on Monday, March 22, 2021.

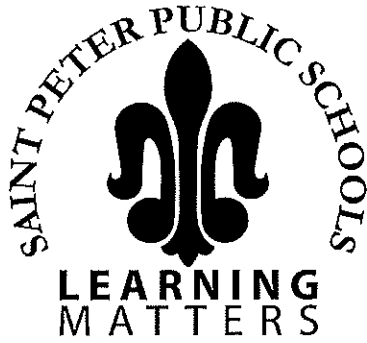
Pursuant to Article 12, Section 6 of the 2019-2021 Master Agreement, and in accordance with FMLA guidelines, I am requesting to receive 10 school days of paid sick leave.

If you have any questions about this request, please contact me via email at jmalz@stpetersschools.org or by phone at (952)649-0644.

Thank you,



Jake Malz



MEMO TO: Bill Gronseth, Superintendent
School Board Members

FROM: Tami Skinner

DATE: November 30, 2020

SUBJECT: Aquatics Coordinator
Resignation

I would like to recommend that you accept the resignation of Brigitte Boyer as the Aquatics Coordinator effective November 30, 2020.

Ms. Boyer provided great leadership as the Aquatics Coordinator, and we wish her the very best in her future endeavors.

Ms. Boyer has agreed to assist with the training of the new Aquatics Coordinator. She will submit those hours on a timesheet.

Please feel free to contact me if you have any questions regarding this resignation.

Cc: Brigitte Boyer

11/19/2020

Saint Peter Public Schools

Community & Family Education

Brigette Boyer, Aquatics Coordinator

Dear Tami Skinner:

I would like to formally inform you that I am resigning from my position as Aquatics Coordinator for the Saint Peter Public Schools effective 11/30/2020.

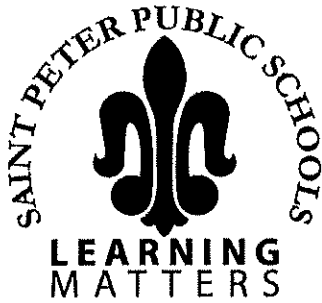
Thank you for all the support and opportunities you have provided me with during my time as Aquatics Coordinator. I am grateful for the encouragement you have given me to pursue my personal and professional goals and appreciate your understanding.


I wish the Community and Family Education department continued success for the future and hope to stay in touch.

Sincerely,

Brigette Boyer

A handwritten signature in black ink, appearing to read "Brigette Boyer", written in a cursive style.



TO: Bill Gronseth
FROM: Chris Ovrebo 
DATE: 01-DEC-2020
RE: IT Support Specialist
CC: Nathan Koster,
Classified Hiring Memo List

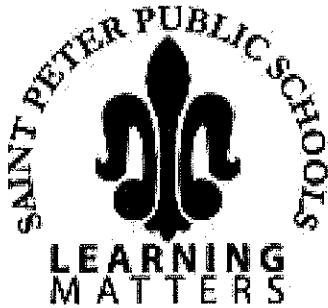
We are pleased to recommend the hiring of Nathan Koster as an IT Support Specialist for the remainder of the 20-21 school year. Nathan brings more than 5 years of IT support contracting experience to this position. We are excited to welcome him to our Saint Peter Schools staff.

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

NEW EMPLOYEE SUMMARY

- Nathan Koster
 - \$18.00 / Hr
 - 8 hours per day
 - Start date: December 3, 2020 (pending background check)
 - End date: June 30th, 2021
 - Length of Contract
 - 136 Days (prorated from IT Support Specialist Contract)
 - 129 work days, 7 holidays

Enc: Work calendar



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Tami Skinner

DATE: December 1, 2020

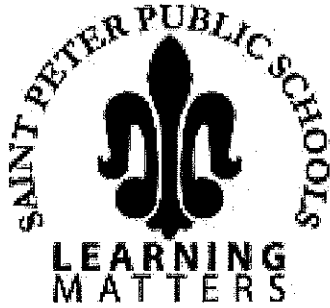
SUBJECT: Interim Aquatics Coordinator

I am pleased to recommend the hiring of Abby Moore as the Interim Aquatics Coordinator for the remainder of the school year. Abby held this position during the 2019/20 school year, and we are grateful for her willingness to resume the role.

EMPLOYEE SUMMARY

- **Abby Moore**
 - A six-month stipend of **\$2,371**
 - Interim Position
 - January 1 - June 30, 2021
 - Before the official start date, Abby & Brigitte Boyer will have up to 6 hours of meetings to transition the position. These hours will be submitted on a timesheet at the rate of \$17.88/hour.

Cc: Abby Moore



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Marc Bachman

DATE: December 7, 2020

SUBJECT: Recommendation for Hire

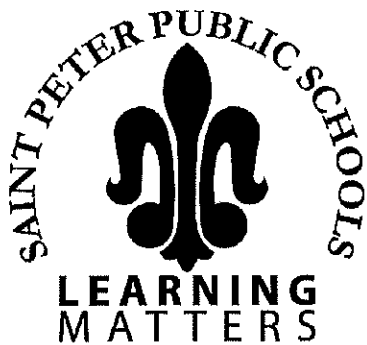
With the retirement of Bill Blashack, the responsibility of leading the custodial staff at South Elementary School needs to be filled. To fill this part of his position the district decided to return the leadership role in the form of a head custodian. Per the custodial contract the head custodian position was posted internally.

I recommend the hiring of Rocco Pauletti to serve as a Head Custodian at South Elementary School. Rocco has been the day custodian at South since 2017. As his many recommendations attest, he is a tremendous team player and much appreciated member of the South Elementary community. Rocco has earned his 1st Class C Engineer license from the Minnesota Department of Labor and Industry which is a requirement of a Head Custodian in the district.

EMPLOYMENT HIRING SUMMARY

- **Rocco Pauletti**
 - Step 1 Head Custodian - South Elementary.
 - Start Date: December 8, 2020
 - Rocco earned his 1st Class C Engineer license on October 29, 2020. His pay from October 29 through December 7 should reflect the attainment of the license.

Cc: Rocco Pauletti
Drew Brodeen
Mike Keller



MEMO TO: Bill Gronseth, Superintendent
Saint Peter School Board

FROM: Doreen Oelke, Principal

DATE: December 9, 2020

SUBJECT: 1 Year Long Term Substitute

I am pleased to recommend the hiring of Julie Carlblom as a 1 year long term special education substitute teacher at South Elementary. At the beginning of the school year Ms. Carlblom agreed to serve in this role until an appropriately licensed teacher could be secured. I feel that for continuity of instruction in our various instructional models, it would be best for our students if Ms. Carlblom held this position for the remainder of the school year. This is a replacement position due to the late retirement of Beth Kallaus.

Ms. Carlblom has done a wonderful job helping to support our special education students who chose distance learning and we appreciate her willingness to continue until the end of the school year.

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

NEW EMPLOYEE SUMMARY

- **Julie Carlblom**
 - MA+30, Step 11 per the 2020-21 Master Agreement.
 - Start date: November 3, 2020

cc:

Julie Carlblom
Certified Hire Group



TO: Bill Groseth, Superintendent

FROM: Tami Skinner, Community & Family Education Director

SUBJECT: Returning Saints Overtime Employees

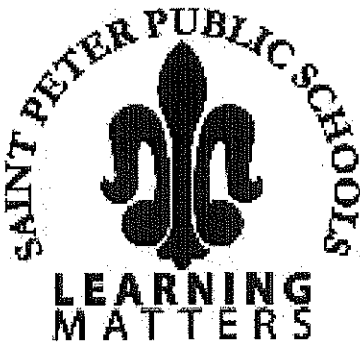
DATE: December 9, 2020

We are pleased to report that the following individuals will resume working in the Saints Overtime program during their college breaks.

Aliza Doherty
Payton Portugue
Reese Portugue
Evan Skinner

EMPLOYMENT SUMMARY FOR EACH WORKER

- Rate of pay is \$13 per hour.
- Schedule based on weekly program needs
- Hours submitted on a timesheet



MEMO TO: Bill Gronseth, Superintendent
School Board

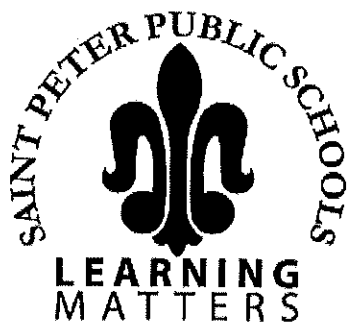
FROM: Jon Graff

DATE: December 18, 2020

SUBJECT: Maternity Leave Request

I recommend that you accept the maternity leave request of Mrs. McKenzie Weis, science teacher at SPMS. This leave will commence at the time of her child's birth, expected to be on or near March 8, 2021, and extend until May 28, 2021

Cc: McKenzie Weis
Grp_hire_certified



MEMO TO: Saint Peter School Board
FROM: Jordan Paula, Activities Director
DATE: 12/10/20
SUBJECT: Obsolete List

Below you will find the obsolete list for activities related items no longer in use due to age and disrepair. Please contact the Activities Office if you have any questions.

B and C Squad Boys soccer uniforms
Girls soccer uniforms
Resolite Wrestling mat at MS
Finish line standards for the track
Hurdle holder at track
Plyo boxes at track
Airdyne bike at track
Football Scoreboard
Football uniforms and pants

Cc: Annette Engeldinger



ADDENDUM

BOARD MEETING Monday, December 21, 2020 Virtual-Live Stream 6:30 PM

IX. ACTION ITEMS

| |
|--------------------------|
| 1. AGENDA ITEM #1 |
|--------------------------|

Subject: Consider Approval of the Fiscal Year 2020 Audit

Action: Requires a Motion

Background: A representative from of Abdo, Eick & Meyers, will present a report updating the School Board on the school district's fund balances as of June 30, 2020. Tim Regner and Abdo, Eick & Meyers will provide you with an analysis on various parts of the audit, focus on several aspects of the management discussion and analysis of the audit report, and answer any questions you may have.

Members of the Finance Committee reviewed a detailed report on the audit on December 16, 2020. The report that was reviewed at the committee meeting is included in tonight's packet. At the conclusion of the Finance Committee discussion on the 16th, the consensus of the committee was to recommend the Board accept the audit report. At the end of tonight's presentation, the Board will consider approval of the 2019-2020 audit.

Presentation: Representative, Abdo, Eick & Meyers
Tim Regner Business Manager
Finance Committee

Options/Recommendation: I recommend that you accept the audit report for fiscal year 2020.

**ABDO
EICK &
MEYERS** LLP

Certified Public Accountants & Consultants

Independent
School District
No. 508

St. Peter,
Minnesota

2019 – 2020

Financial
Statement Audit

Introduction

**ABDO
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MEYERS** LLP
Certified Public Accountants & Consultants

Audit Opinion and Responsibility

General Fund Results

Other Governmental Funds

Key Performance Indicators

Audit Results

Auditor's
Responsibility



Single Audit Report



Minnesota Legal
Compliance Report



Audit Results

*Fiscal Year 2020
Audit Findings*

ABDO

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MEYERS LLP

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| | |
|---|--|
| Preparation of Financial Statements | <ul style="list-style-type: none">• Internal Control Finding |
| Limited Segregation of Duties - Food Service | <ul style="list-style-type: none">• Internal Control Finding |
| Year-end Audit Adjustments | <ul style="list-style-type: none">• Internal Control Finding |
| Collateral Coverage | <ul style="list-style-type: none">• Legal Compliance Finding |
| Student Activities | <ul style="list-style-type: none">• Legal Compliance Finding |

Audit Results

*Fiscal Year 2019
Audit Findings*

Preparation of Financial Statements

- Internal Control Finding
- No updates from prior year

Limited Segregation of Duties - Food Service

- Internal Control Finding
- No updates from prior year

Year-end Audit/ Accounting Adjustments

- Internal Control Finding
- No updates from prior year

Auditor Recommendations

47

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Increase Capital Asset Threshold

- Current policy is \$2,500
- Suggested policy is \$5,000

Relevant Future Accounting Standards

48

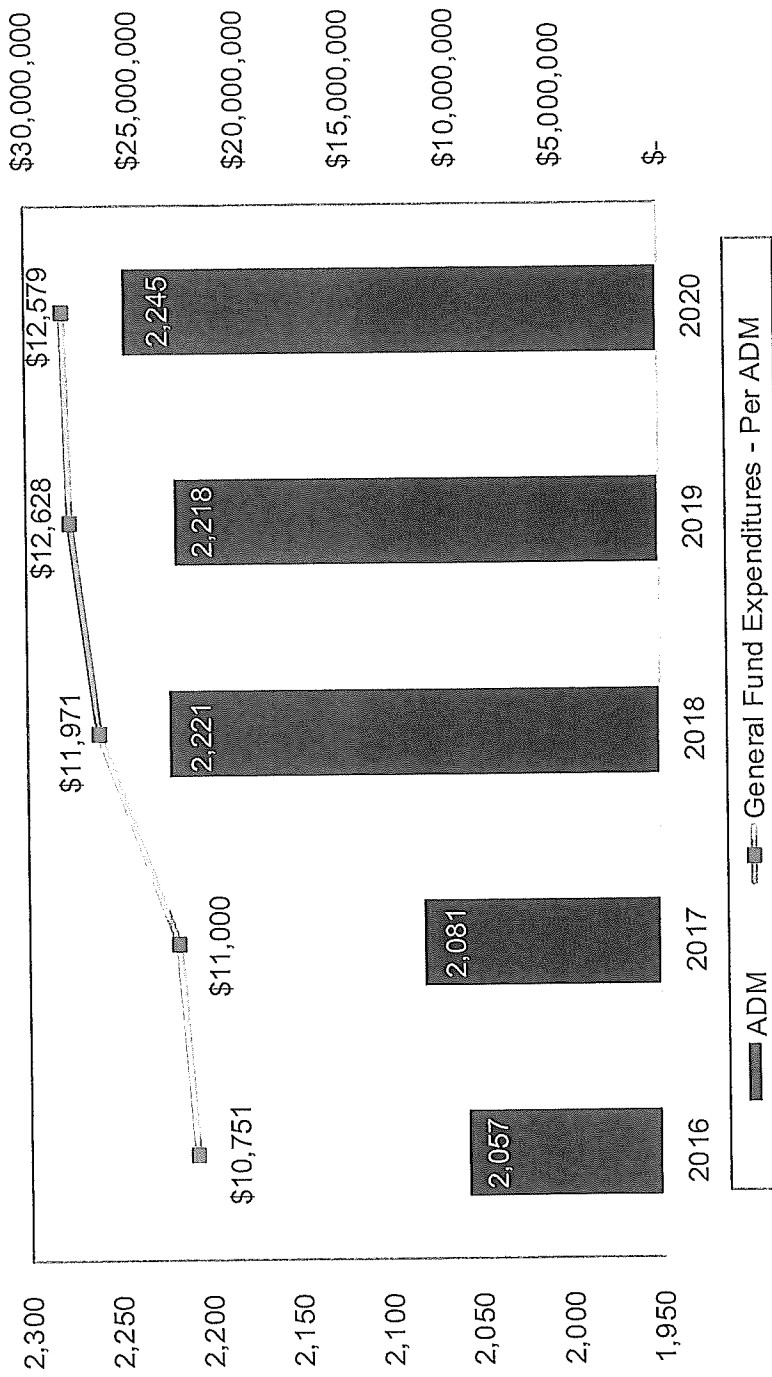
**ABDO
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MEYERS** LLP
Certified Public Accountants & Consultants

➤ **GASB Statement No. 87: Lease Accounting**
Implementation Date - Fiscal year 2022

➤ **GASB Statement No. 97: IRS 457 Deferred
Compensation Plans Accounting**
Implementation Date - Fiscal year 2022

Average Daily Membership and General Fund Expenditures

**ABDO
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MEYERS LLP**
Certified Public Accountants & Consultants

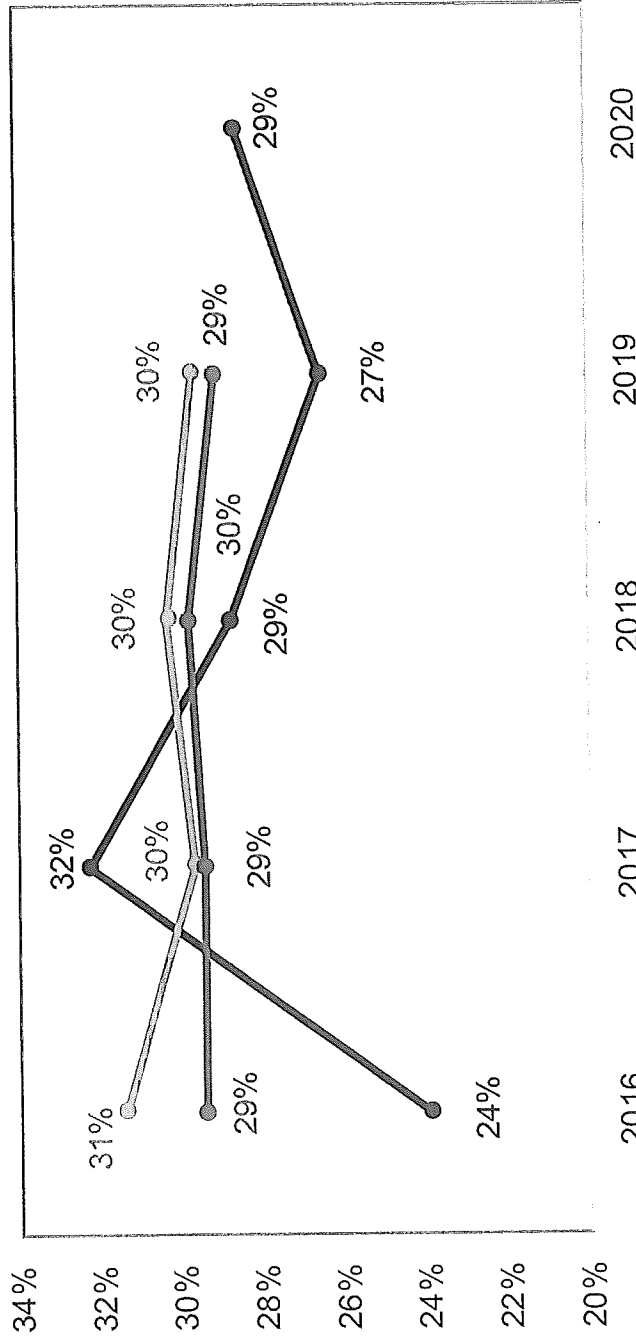


Key Performance Indicators

General Fund Fund Balance as a Percentage of Expenditures

50

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Certified Public Accountants & Consultants

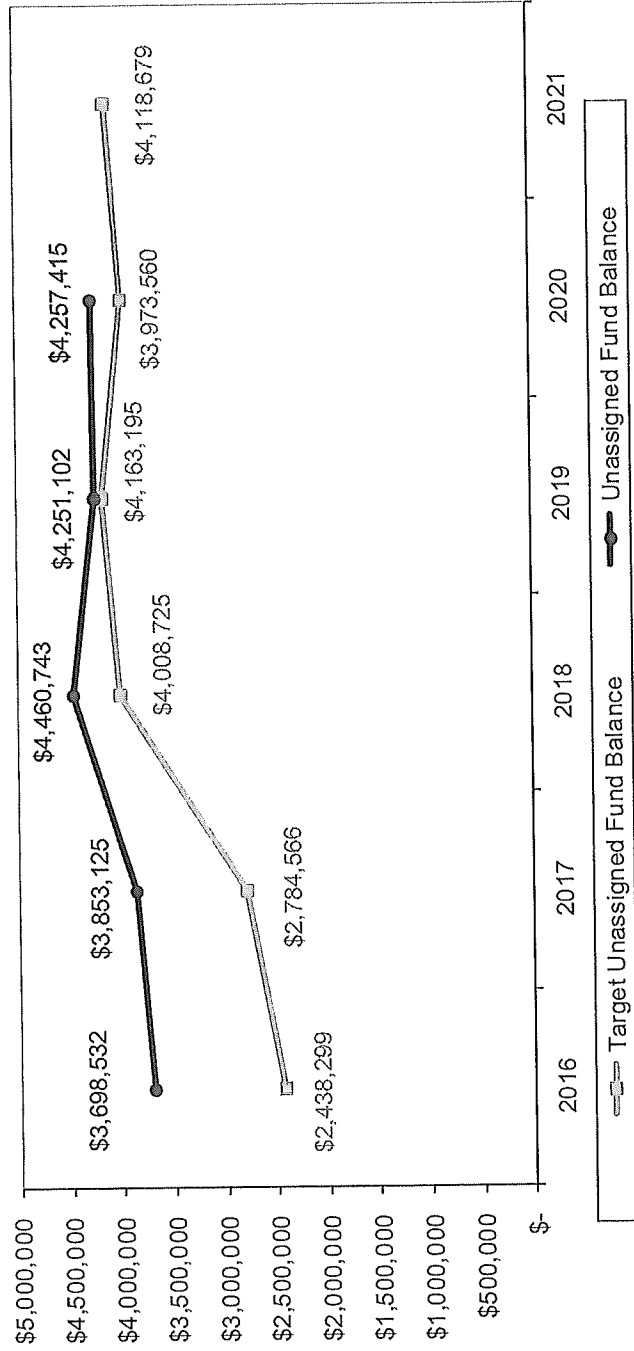


—●— St. Peter Public School District - - - ● - - - Region 09* ····· ● ····· Statewide Average*

* Information obtained from School District Profile reports published by the MDE

General Fund Fund Balances

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Certified Public Accountants & Consultants



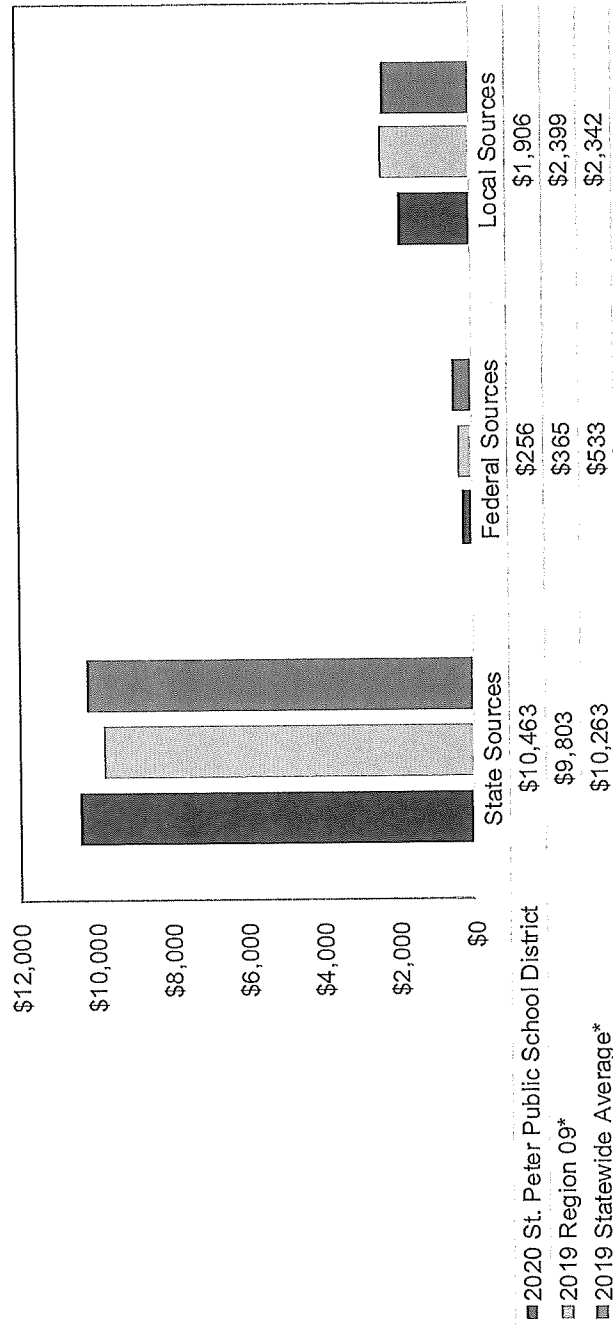
General Fund Budget to Actual

**ABDO
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MEYERS** LLP
Certified Public Accountants & Consultants

| | Final Budget | Actual Amounts | Variance with Final Budget |
|---|---------------|----------------|----------------------------|
| Revenues | \$ 28,184,614 | \$ 28,440,531 | \$ 255,917 |
| Expenditures | 28,842,475 | 28,239,905 | 602,570 |
| Excess (Deficiency) of Revenues Over (Under) Expenditures | (657,861) | 200,626 | 858,487 |
| Other Financing Sources Capital leases issued | 323,663 | 322,265 | (1,398) |
| Net Change in Fund Balances | (334,198) | 522,891 | 857,089 |
| Fund Balances, July 1 | 7,431,210 | 7,431,210 | - |
| Prior Period Restatement (Note 7) | - | 120,847 | 120,847 |
| Fund Balances, June 30 | \$ 7,097,012 | \$ 8,074,948 | \$ 977,936 |

General Fund Revenues per ADM

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Certified Public Accountants & Consultants



* Information obtained from School District Profile reports published by the MDE

Key Performance Indicators

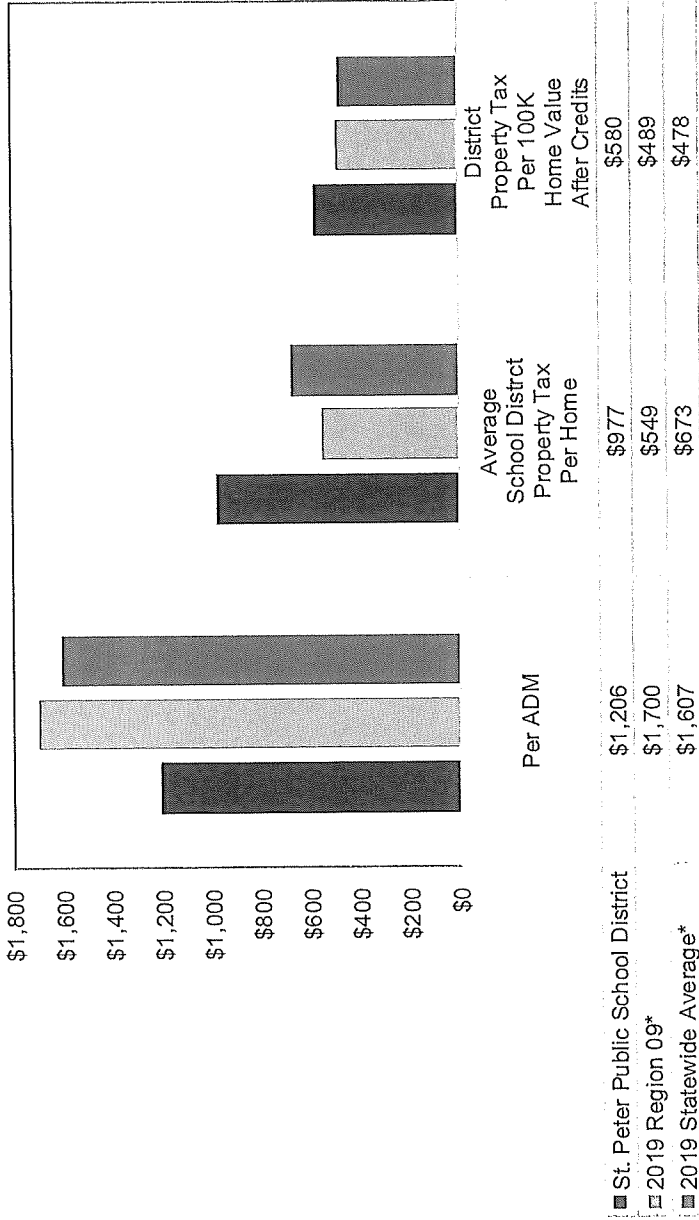
Property Taxes

ABDO

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MEYERS LLP

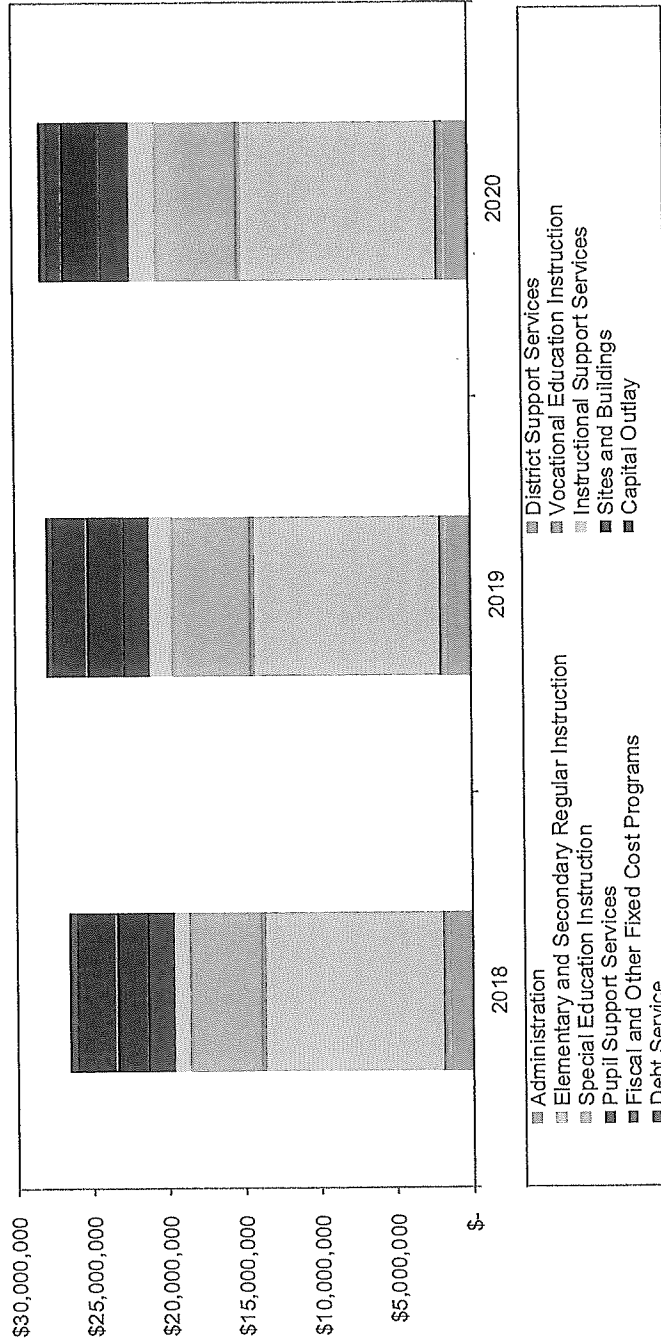
Certified Public Accountants & Consultants



* Information obtained from School District Profile reports published by the MDE

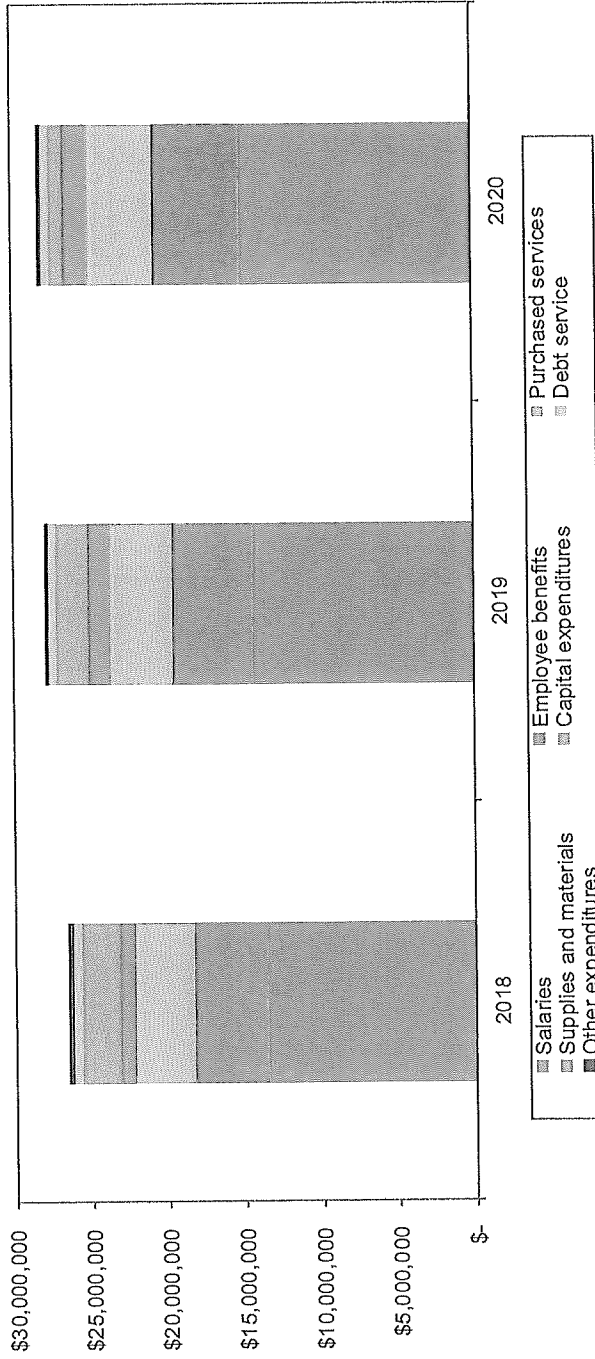
General Fund Expenditures

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MEYERS** LLP
Certified Public Accountants & Consultants



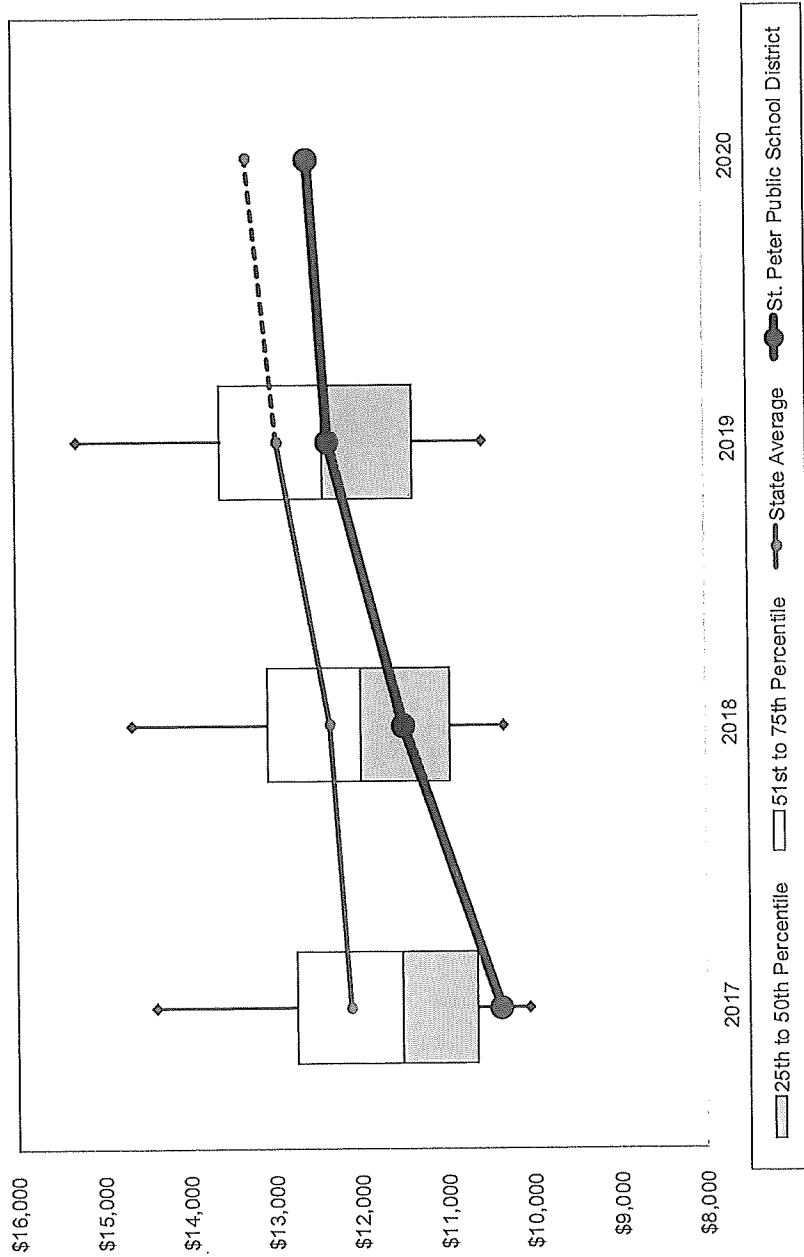
General Fund Expenditures by Object Code

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General Fund Expenditures per ADM

**ABDO
EICK &
MEYERS** LLP
Certified Public Accountants & Consultants



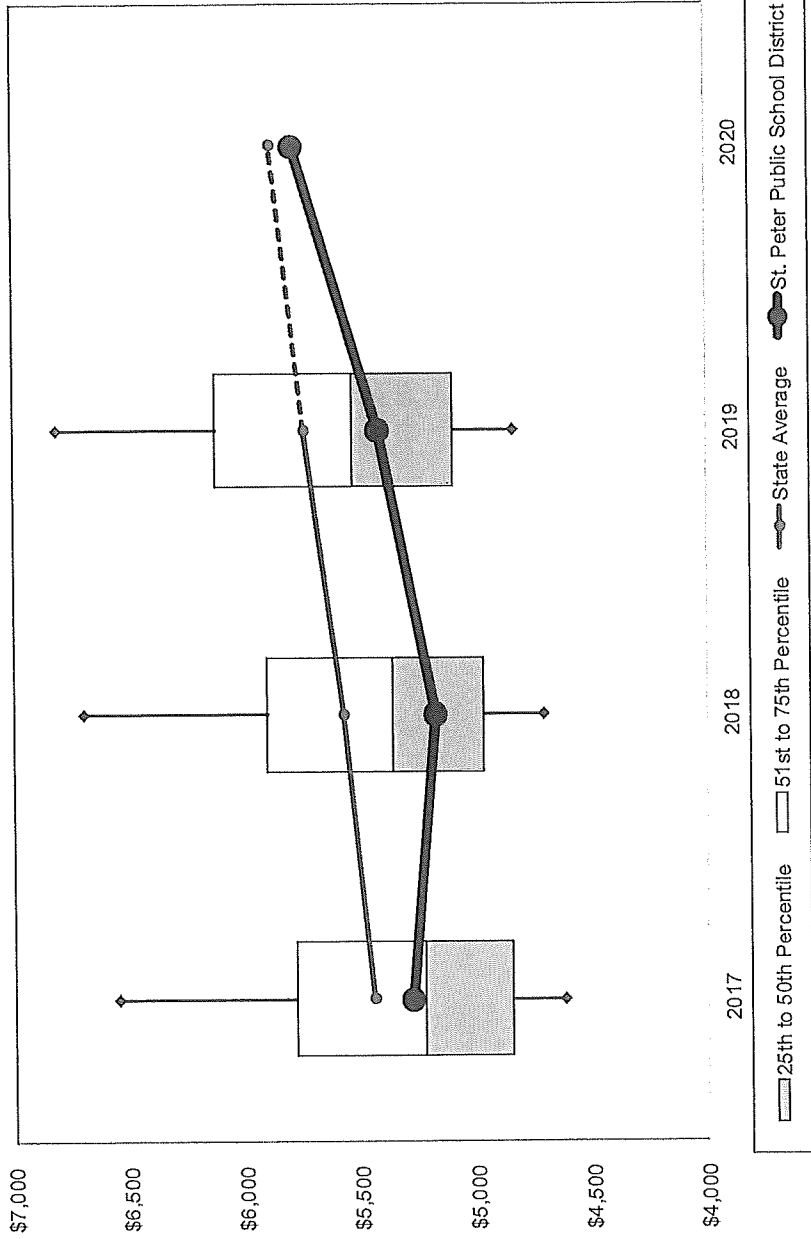
* Percentile data and state average obtained from School District Profile reports published by the MDE

Key Performance Indicators

Elementary and Secondary Regular Instruction Expenses per ADM

58

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 Certified Public Accountants & Consultants

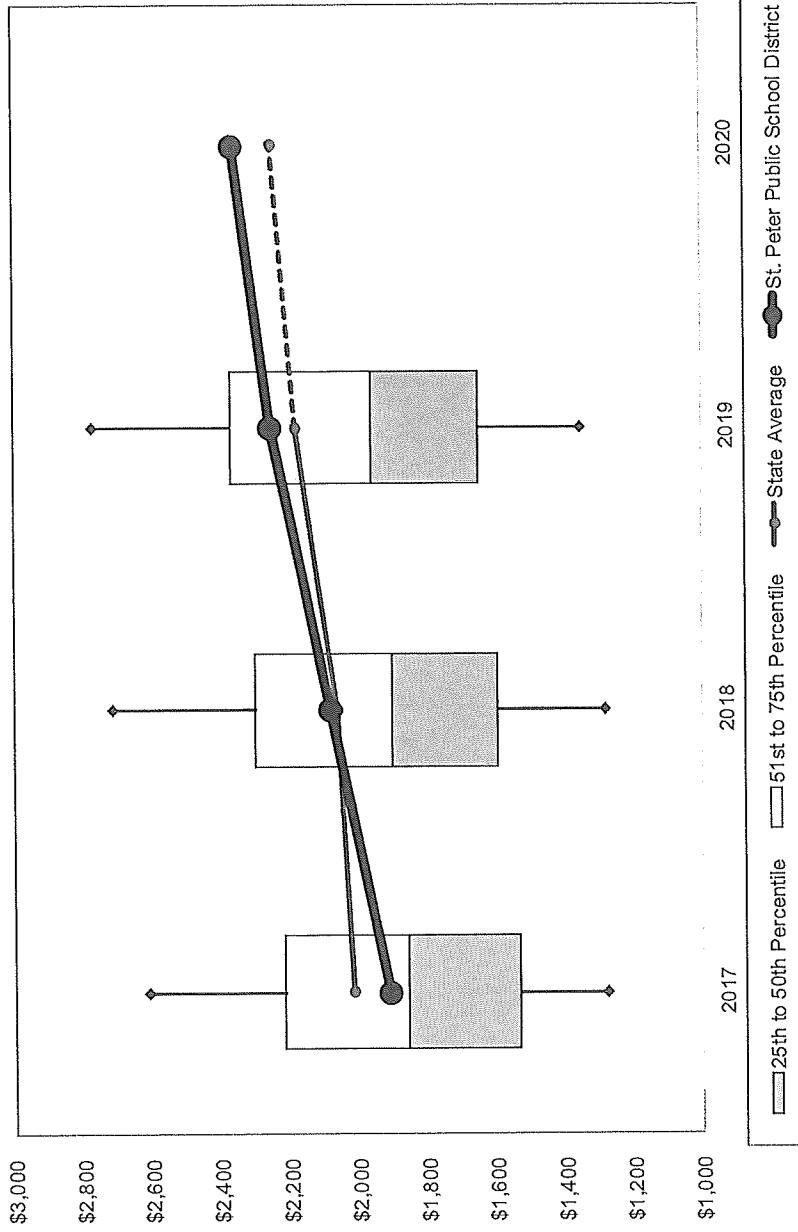


* Percentile data and state average obtained from School District Profile reports published by the MDE

Key Performance Indicators

Special Education Expenditures per ADW

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Certified Public Accountants & Consultants



* Percentile data and state average obtained from School District Profile reports published by the MDE

Food Service Fund

Budget
Actual

60

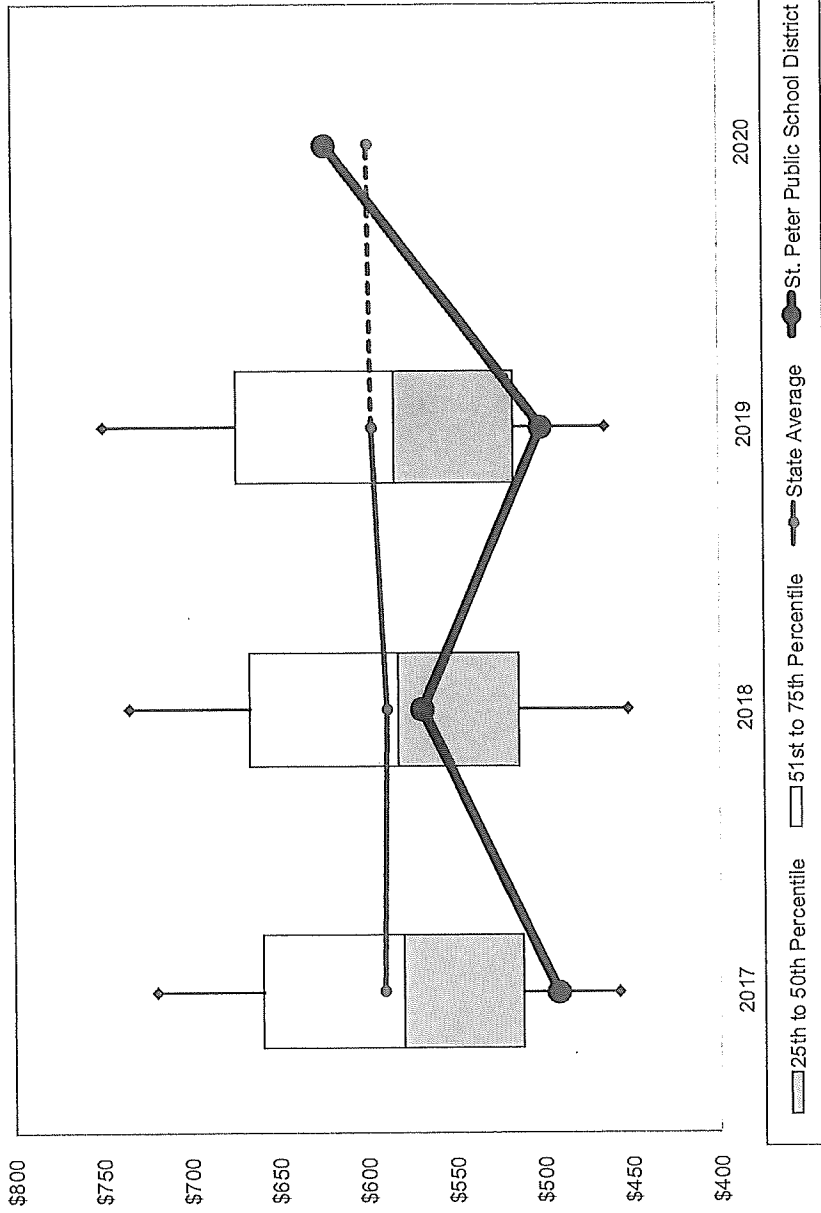
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EICK &
MEYERS** LLP
Certified Public Accountants & Consultants

| | Final Budget | Actual Amounts | Variance with Final Budget |
|-----------------------------|--------------|----------------|----------------------------|
| Revenues | \$ 1,409,300 | \$ 1,600,370 | \$ 191,070 |
| Expenditures | 1,408,794 | 1,397,678 | 11,116 |
| Net Change in Fund Balances | 506 | 202,692 | 202,186 |
| Fund Balances, July 1 | 326,677 | 326,677 | - |
| Fund Balances, June 30 | \$ 327,183 | \$ 529,369 | \$ 202,186 |

Food Service Fund

Expenditures
per ADW
Comparison

**ABDO
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Certified Public Accountants & Consultants



* Percentile data and state average obtained from School District Profile reports published by the MDE

Community Service Fund

Budget to Actual

R

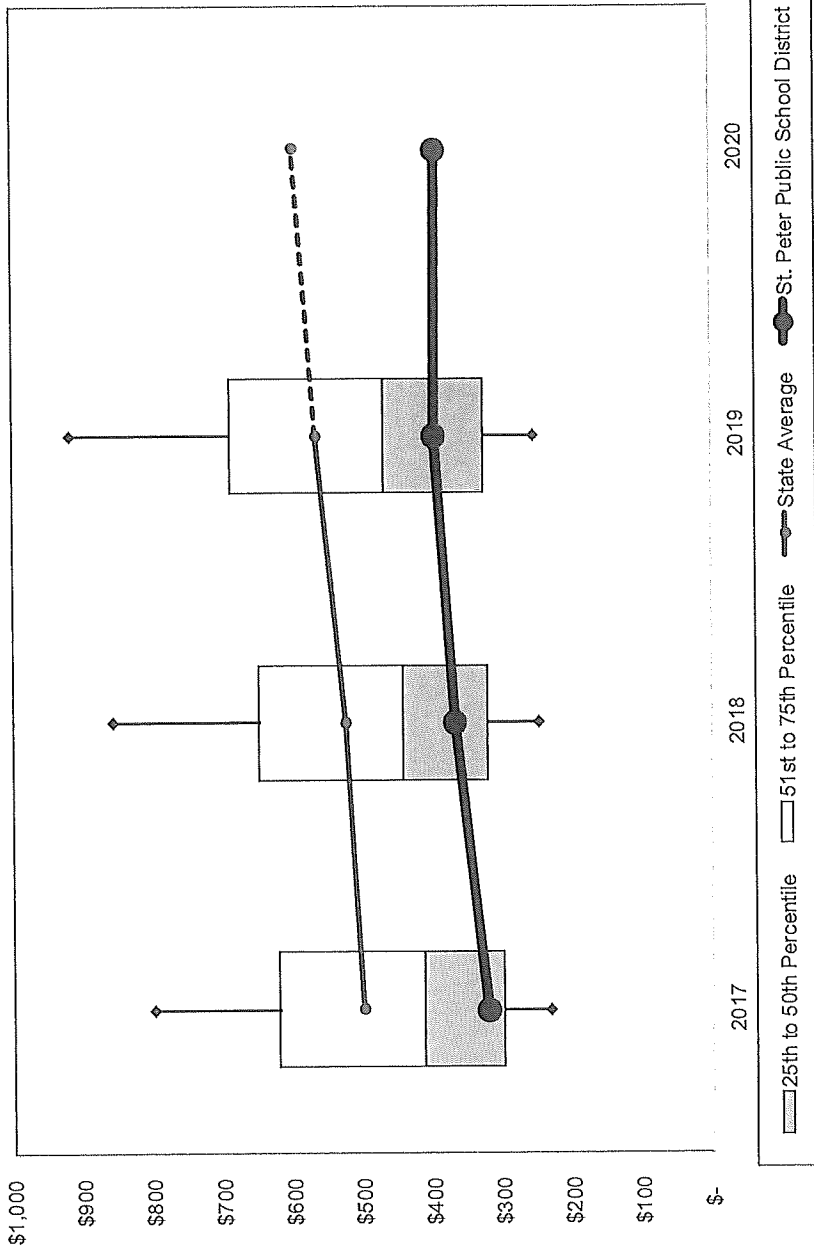
ABDO
EICK &
MEYERS^{LLP}
Certified Public Accountants & Consultants

| | Final Budget | Actual Amounts | Variance with Final Budget |
|-----------------------------|--------------|----------------|----------------------------|
| Revenues | \$ 735,687 | \$ 783,292 | \$ 47,605 |
| Expenditures | 903,451 | 880,741 | 22,710 |
| Net Change in Fund Balances | (167,764) | (97,449) | 70,315 |
| Fund Balances, July 1 | 244,893 | 244,893 | - |
| Fund Balances, June 30 | \$ 77,129 | \$ 147,444 | \$ 70,315 |

Community Service Fund

Expenditures
per ADWM
Comparison

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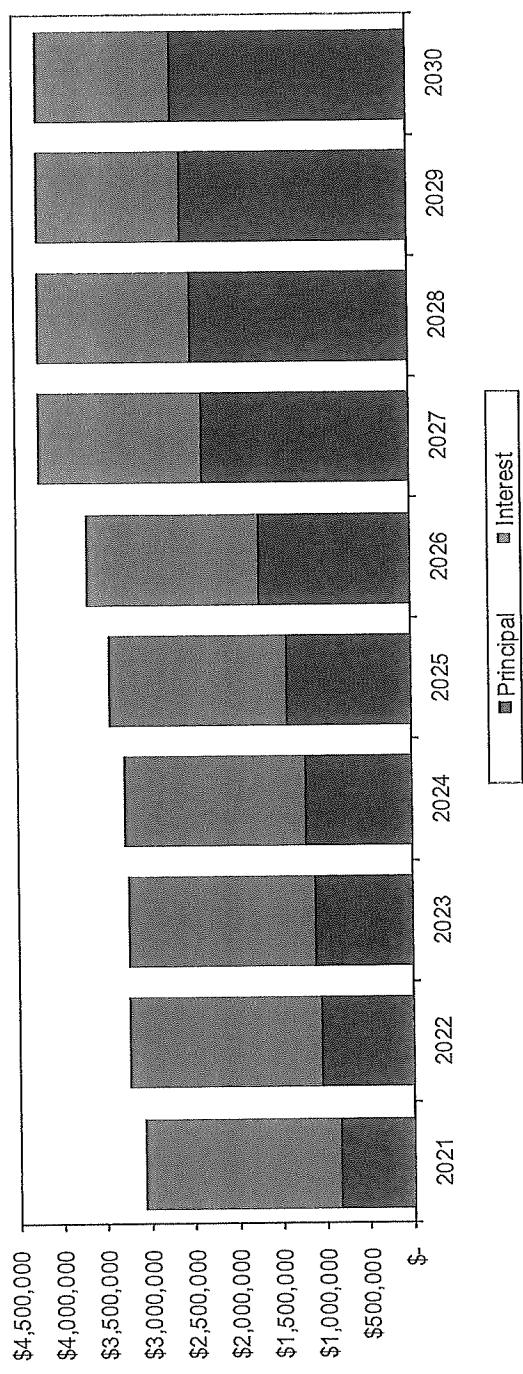


* Percentile data and state average obtained from School District Profile reports published by the MDE

Debt Service Fund

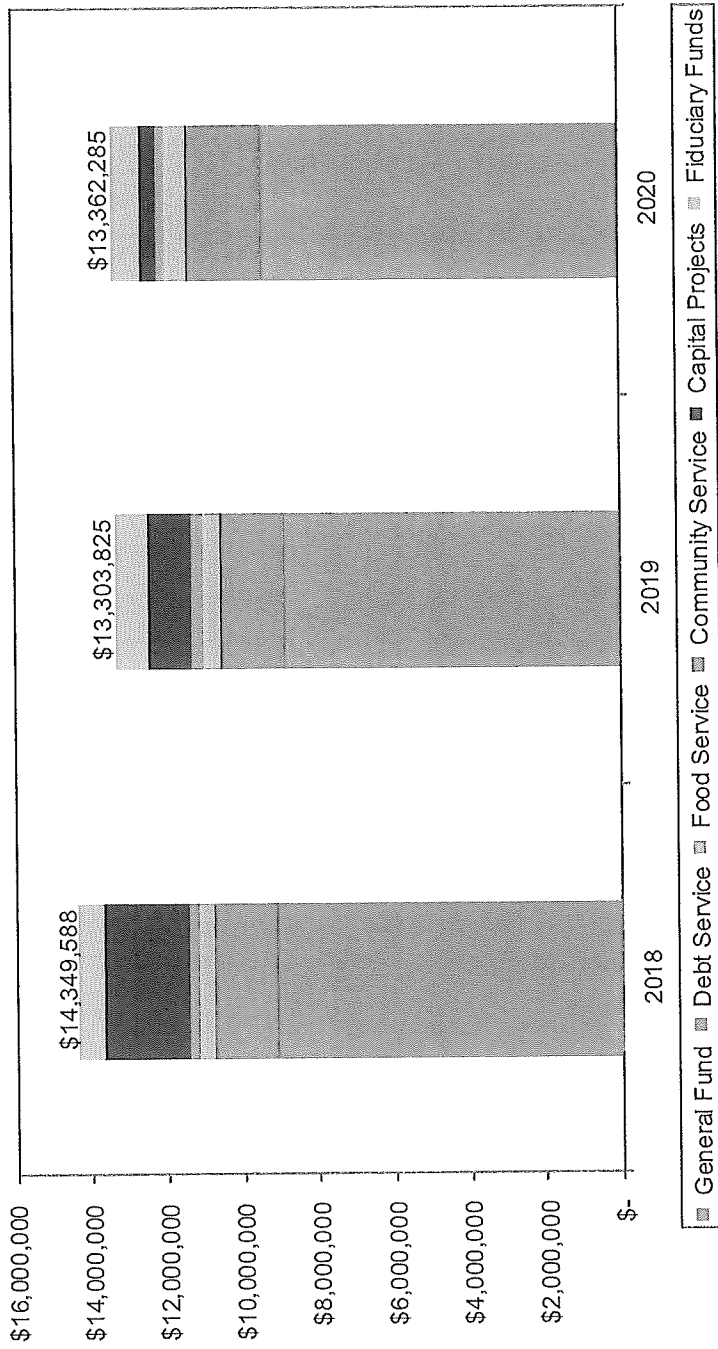
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MEYERS LLP**
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| Description | Authorized and Issued | Interest Rate | Maturity Date | Balance at Year End | Due Within One Year |
|---|-----------------------|---------------|---------------|---------------------|---------------------|
| G.O. School Building Refunding Bonds of 2015A | \$ 55,325,000 | 4.00-5.00 % | 02/01/41 | \$ 53,540,000 | \$ 835,000 |



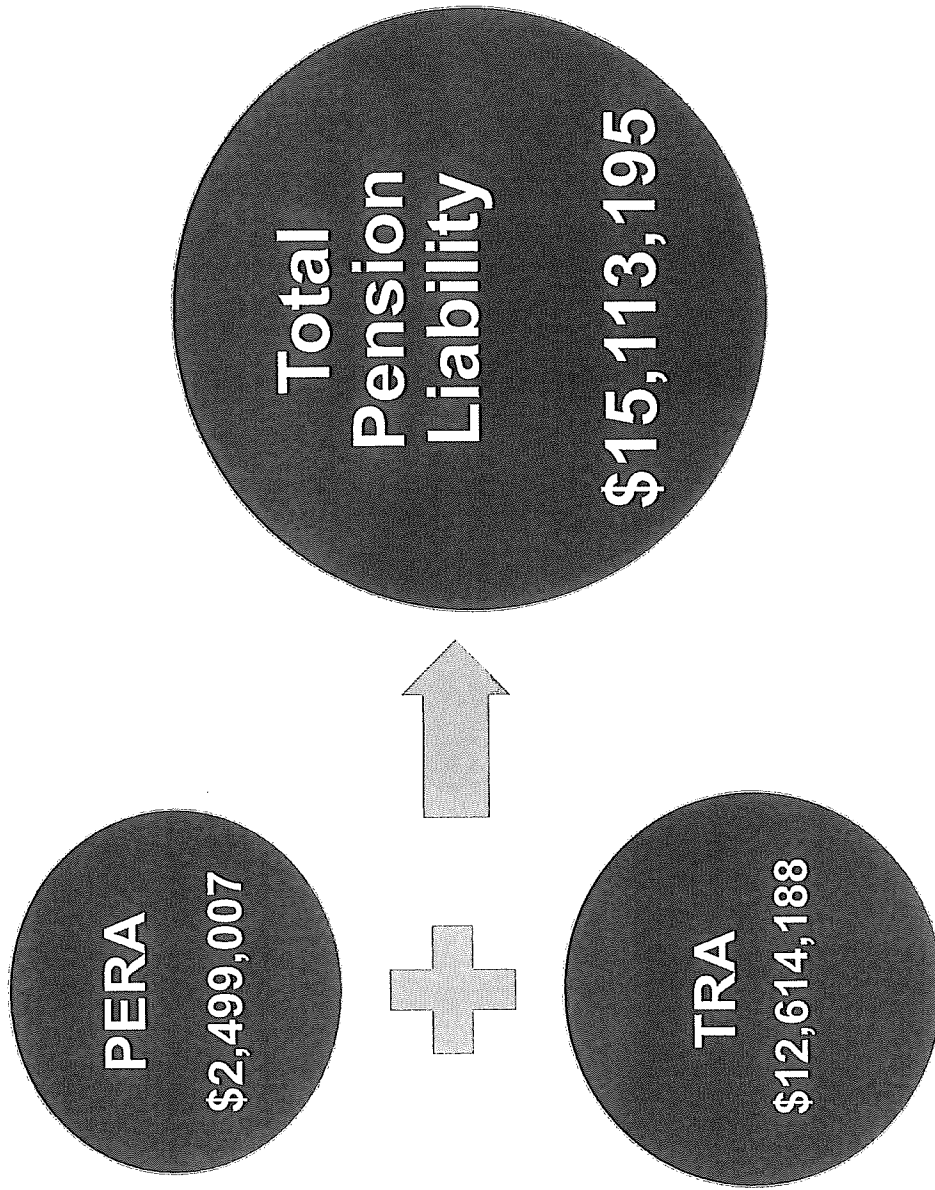
Cash and Investments Balances by Fund

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MEYERS LLP
Certified Public Accountants & Consultants



Pension Liability
GASB Statement No. 68

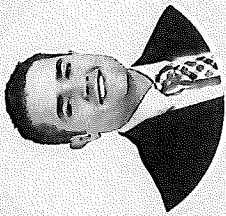
**ABDO
EICK &
MEYERS** LLP
Certified Public Accountants & Consultants



Audit Team Contacts



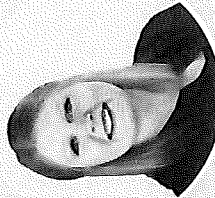
Tom Olinger, CPA
Government Partner
Thomas.oling@aeemcpas.com



Layne Kockelman, CPA
Audit Manager
Layne.kockelman@aeemcpas.com



Cliff Crimmins, CPA
Senior Associate
Cliff.crimmins@aeemcpas.com



Kelsey Larson
Associate
Kelsey.larson@aeemcpas.com

Chad Guse
Intern
Chad.guse@aeemcpas.com

| | A | B | C | D | E | F | G |
|----|---|---|---------------|--------------------------|--------------|-----------|--------------|
| 1 | Dpeterston/ Budget worksheet Revised 19-20 to Board | | | St. Peter Public Schools | | | |
| 2 | | | | 2019-20 | | | |
| 3 | | | | Revised Budget | | | |
| 4 | | | | April 29, 2020 | | | |
| 5 | | | | | | | |
| 6 | s | | Actual | | | | Projected |
| 7 | | | Fund Balances | | | | Fund Balance |
| 8 | Funds | | as of | | | | 6/30/2020 |
| 9 | | | 6/30/2019 | Revenues | Expenditures | Transfers | |
| 10 | General Fund unassigned Funds, 01,03, 22 | * | 5,089,430 | 26,297,351 | 26,506,631 | -179,225 | 4,700,925 |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | Nonspendable (Prepaids) | * | 9,076 | | | | 9,076 |
| 15 | Medical assistance -restricted | | 6,615 | | | | 6,615 |
| 16 | Reserved Basic Skills | | 2,930 | | | | 2,930 |
| 17 | | | | | | | |
| 18 | Assigned for severence | | 364,171 | | | | 364,171 |
| 19 | Assigned for VEBA trust | | 385,000 | | 40,000 | 75,000 | 420,000 |
| 20 | Assigned for capital projects | | 0 | | | | 0 |
| 21 | Assigned for operatin new HS | | 1,670,000 | | | -417,500 | 1,252,500 |
| 22 | Assigned possible infastructure | | 112,955 | | | -112,955 | 0 |
| 23 | Assigned water mitigation | | 374,737 | | | | 374,737 |
| 24 | Assigned AAA | | 50,968 | | | | 50,968 |
| 25 | Assigned Fund the Depreciation | | | | | 192,955 | 192,955 |
| 26 | Assigned Dental reserve | | | | | 40,000 | 40,000 |
| 27 | Transfer to Food Service | | | | | 15,000 | 15,000 |
| 28 | | | | | | | |
| 29 | Activity Funds - to be assigne in FY20 | | | | | | |
| 30 | High School Activity Fund 30 | | 0 | 180,000 | 180,000 | 200,000 | 200,000 |
| 31 | North Elementary- Fund 11 | | 0 | 50,000 | 50,000 | | 0 |
| 32 | South Elementary - Fund 12 | | 0 | 27,500 | 27,500 | | 0 |
| 33 | M/S activity - Fund 13 | | 0 | 20,000 | 20,000 | | 0 |
| 34 | | | | | | | |
| 35 | Estimated 200,000 to all 4 activity Funds | | | | | | |
| 36 | | | | | | | |
| 37 | | | | | | | |
| 38 | | | | | | | |
| 39 | | | | | | | |
| 40 | General Fund Sub Total | | 8,065,882 | 26,574,851 | 26,824,131 | -186,725 | 7,629,877 |
| 41 | | | | | | | |
| 42 | Concessions Fund 21 | | | | | | |
| 43 | | | | | | | |
| 44 | Capital Expenditure 01 /05 | | | | | | |
| 45 | Restricted for deferred maintenance/LTFM | | -838,328 | 884,403 | 773,440 | | -727,365 |
| 46 | Operating Cap (eq&fac) | | 203,657 | 725,360 | 921,241 | 186,725 | 194,501 |
| 47 | Health and safety | | 0 | | | | 0 |
| 48 | Capital Fund Sub Total | | -634,671 | 1,609,763 | 1,694,681 | 186,725 | -532,864 |
| 49 | | | | | | | |
| 50 | | | | | | | |
| 51 | Total General Fund Total | | 7,431,211 | 28,184,614 | 28,518,812 | 0 | 7,097,013 |
| 52 | | | | | | | |
| 53 | | | | | | | |
| 54 | | | | | | | |
| 55 | Food Service 02 | | 326,678 | 1,409,300 | 1,408,794 | | 327,184 |
| 56 | | | | | | | |
| 57 | | | | | | | 0 |
| 58 | Community Service 04 | | 244,892 | 735,687 | 903,451 | | 77,128 |
| 59 | | | | | | | |
| 60 | | | | | | | |
| 61 | Capital Projects Funds Regular | | -184,845 | 575,902 | 367,791 | | 23,266 |
| 62 | Bond Refendum | | 319,130 | 16,348 | 335,478 | | 0 |
| 63 | Total Capital Project Funds | | 134,285 | 592,250 | 703,269 | 0 | 23,266 |
| 64 | | | | | | | |
| 65 | Debt Redemption 07 | | 392,493 | 3,056,478 | 2,898,050 | | 550,921 |
| 66 | | | | | | | |
| 67 | | | | | | | |
| 68 | | | | | | | |
| 69 | Trust Fund 08 | | 836,511 | 68 29,540 | 18,700 | | 847,351 |
| 70 | | | | | | | |
| 71 | | | | | | | |
| 72 | District Totals | | 9,366,070 | 34,007,869 | 34,451,076 | 0 | 8,922,863 |
| 73 | | | | | | | |



ADDENDUM

BOARD MEETING Monday, December 21, 2020 Virtual-Live Stream 6:30 PM

IX. ACTION ITEMS

| |
|--------------------------|
| 2. AGENDA ITEM #2 |
|--------------------------|

Subject: Consider Approval of Certification of School District Levy for Taxes Payable in 2021

Action: Requires a Motion

Background: In September, the School Board approved a preliminary school district levy for taxes payable in 2021. The levy has been reviewed at a Finance Committee meeting held on December 16th. At the meeting on the 16th, the consensus of the committee was to recommend a levy of \$6,797,811.00. An opportunity for citizen input was held through the Truth in Taxation presentation completed earlier tonight.

Presentation: Business Manager
Finance Committee

Options/Recommendation: I recommend your approval of the certification of the school district levy for taxes payable in 2021.

| | A | B | C | D | E | F | G | H | I | J |
|----|--|-----|---|-----------------|-----------------|-----------------|-----------------|---|------------|----------|
| 1 | St. Peter Public Schools | | | Final | Final | Final | Final | | | |
| 2 | Levy 20, Pay 21, Fiscal Year 2022 | | | Levy 17 | Levy 18 | Levy 19 | Levy 20 | | | |
| 3 | 12-12-2020 Final Levy Report | | | Pay 18 FY 19 | Pay 19 FY 20 | Pay 20 FY 21 | Pay 21 FY 22 | | | |
| 4 | | | | 12/01/17 | 12/01/18 | 11/25/19 | 09/17/20 | | Difference | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | General Fund | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | Operating referendum (voter approved) | rmv | | 312,781 | 314,120 | 301,874 | 315,792 | | 13,918 | levy/aid |
| 10 | Op ref | | | | 0 | 0 | 0 | | 0 | |
| 11 | Local optional revenue - Tier 2 | rmv | | 696,749 | 734,444 | 786,377 | 831,926 | | 45,549 | levy/aid |
| 12 | Tier 1 levy bd approved -replaced by Tier 1 local FY21 | rmv | | 286,357 | 299,913 | -5,481 | -5,333 | | 148 | levy/aid |
| 13 | Local optional Tier 1 new FY21 -replace BD Tier 1 | | | | | 326,527 | 343,743 | | 17,216 | |
| 14 | | | | | | | | | | |
| 15 | Subtotal of referendum levies | | | 1,295,887 | 1,348,477 | 1,409,297 | 1,486,127 | | 76,830 | |
| 16 | Equity Levy | rmv | | 235,254 | 272,879 | 287,522 | 302,126 | | 14,604 | levy/aid |
| 17 | Transition Levy | rmv | | 41,565 | 43,487 | 46,551 | 48,691 | | 2,140 | levy/aid |
| 18 | Location equity | | | 1,588 | -3,049 | -3,445 | -13,006 | | -9,561 | |
| 19 | Capital Project Levy | | | 400,000 | 575,902 | 0 | 0 | | 0 | all levy |
| 20 | Student achievement levy phased out levy 17 new lev | ntc | | 0 | 0 | 0 | 0 | | 0 | all levy |
| 21 | Operating Capital Levy | ntc | | 118,040 | 134,927 | 114,660 | 128,028 | | 13,368 | levy/aid |
| 22 | Achievement and intergration - new 2018 | | | 0 | 76,946 | 82,351 | 83,085 | | 734 | |
| 23 | O comp | | | 0 | 0 | 200,916 | 217,900 | * | 16,984 | levy/aid |
| 24 | Reemployment Levy | ntc | | 1,628 | 1,507 | 1,816 | 21,273 | | 19,457 | all levy |
| 25 | Safe School Levy | ntc | | 87,148 | 89,486 | 94,810 | 89,875 | | -4,935 | all levy |
| 26 | Career Technical | ntc | | 9,945 | 12,389 | 67,226 | 116,644 | | 49,418 | levy/aid |
| 27 | Postemployment Benefits (OPEB) | ntc | | 310,000 | 265,000 | 350,000 | 310,000 | | -40,000 | all levy |
| 28 | Health & Safety | ntc | | 0 | 0 | 0 | 0 | | 0 | all levy |
| 29 | Deferred Maintenance | ntc | | 0 | 0 | 0 | 0 | | 0 | levy/aid |
| 30 | LTFM new 2017 | | | 422,197 | 433,534 | 503,654 | 435,469 | | -68,185 | levy/aid |
| 31 | Building Lease | ntc | | 191,058 | 161,283 | 157,000 | 161,097 | | 4,097 | all levy |
| 32 | Abatement Adjustments | ntc | | 23,564 | 811 | -1,431 | 1,947 | | 3,378 | |
| 33 | Total of General Fund Categories | | | 3,137,876 | 3,413,579 | 3,310,927 | 3,389,257 | | 78,350 | |
| 34 | | | | | | | | | | |
| 35 | Community Education Levy | | | | | | | | | |
| 36 | Basic Community Education | ntc | | 113,415 | 113,415 | 113,415 | 113,415 | | 0 | levy/aid |
| 37 | ECFE | ntc | | 39,052 | 38,051 | 38,578 | 37,774 | | -804 | levy/aid |
| 38 | Home Visits | ntc | | 647 | 679 | 653 | 764 | | 111 | levy/aid |
| 39 | School Age Care | ntc | | 0 | 8,500 | 8,500 | 8,500 | | 0 | levy/aid |
| 40 | Adjustments | ntc | | 730 | 137 | -80 | 111 | | 191 | |
| 41 | Community Education Total | ntc | | 153,844 | 160,782 | 161,066 | 160,564 | | -502 | |
| 42 | | | | | | | | | | |
| 43 | Debt Service Levy | | | | | | | | | |
| 44 | Non Voter approved debt service levy | ntc | | 0 | 0 | 0 | 0 | | 0 | levy/aid |
| 45 | Voter approved Bond new 2017 | ntc | | 3,024,938 | 3,052,979 | 3,227,543 | 3,409,455 | | 181,912 | |
| 46 | reduction debt excess | | | -99,894 | 0 | -57,948 | -164,072 | | -106,124 | |
| 47 | Advance abate adjust | | | | | -1,087 | 2,607 | | 3,694 | |
| 48 | Total Debt Service Levy | ntc | | 2,925,044 | 3,052,979 | 3,168,508 | 3,247,990 | | 79,482 | |
| 49 | | | | | | | | | | |
| 50 | | | | | | | | | | |
| 51 | Levy Totals | | | 6,225,263 | 6,627,340 | 6,640,501 | 6,797,811 | | 157,310 | 2.37% |



ADDENDUM

BOARD MEETING Monday, December 21, 2020 Virtual-Live Stream 6:30 PM

IX. ACTION ITEMS

3. AGENDA ITEM #3

Subject: Consider Area Adult Learning Cooperative Agreement

Action: Requires a Resolution

Background: This is an annually required resolution to support the agreement in place with surrounding communities to provide services at the Area Adult Learning Center. Tami Skinner will provide more information and answer any questions regarding the agreement.

Presentation: Superintendent of Schools

Options/Recommendation: I recommend approving this resolution.

October 28, 2020

To: Consortium Members

From: Nathan Warden, ABE Coordinator

Re: 2020-2021 Consortium Agreements

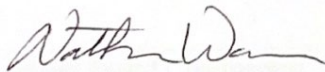
I have enclosed the Consortium Agreement for the 2020-2021 Fiscal Year. There are no changes from previous years. I realize that this agreement is being sent out as the school year has already begun, however being new to this position, this is an area that I've learned needs to be completed annually. The list of members, which is submitted to the state, is used to determine a considerable part of our funding.

If you have questions, please contact me. There are no levies for school districts and so there will not be any billing. We received confirmation of our funding levels for the 2020-2021 school year and we are within our budget and plan to continue to do so.

Please have your Community Education Director and your School Board Chair sign the "Reimbursement Agreement" and your Superintendent and School Board Chair sign the "School Board Resolution." Keep a copy of the documents for your records, then return signed documents to me.

Thank you for being a part of the Area Adult Learning Cooperative and for all the support you provide us. COVID-19, has thrown us several curve balls, but our staff and teachers have pivoted quickly to provide a blended learning model of distance and in-person learning to our adults. We continue to offer FastTRAC classes (such as Pathways to Healthcare Careers and Pathways to Manufacturing), transition to Post-Secondary classes, and other pre-employment skills classes this year. We also continue to offer GED classes, adult diploma, English Language classes so that students have a bright future ahead of them!

Respectfully,



Nathan Warden
AALC Coordinator
nwarden@isd2397.org
(507) 665-4626

SCHOOL BOARD RESOLUTION

WHEREAS, the Board of Education strives to provide a comprehensive community education program which serves the recreational, enrichment, cultural and academic needs of residents; and

WHEREAS, the Board of Education hopes to realize the academic goal by making Adult Basic Education opportunities available to its adult residents; and

WHEREAS, the Board of Education understands that programs funded through P.L. 230 (Adult Education Act of 1965 as amended) and M.S. Chapter 123.55 Subd. 8 (General Powers of and Independent School District) and Chapter 124.25 Subd. 1.2 and 4 (Education Program for Adults) need to be a part of a cooperative Adult Basic Education Delivery System established written agreement among/between two or more school districts.

NOW, THEREFORE, be it resolved that District _____ agrees to work with:

- | | |
|--------------------------------|---|
| 2397 (Le Sueur-Henderson) | 829 (Waseca) |
| 2365 (Gibbon Fairfax-Winthrop) | 2835 (Janesville-Waldorf-Pemberton) |
| 508 (St. Peter) | 2168 (New Richland-Hartland-Ellendale-Geneva) |
| 2905 (Tri-City United) | 2143 (Waterville-Elysian-Morristown) |
| 310 (Sibley East) | |
| 507 (Nicollet) | |
| 391 (Cleveland) | |

Le Sueur County Law Enforcement Center
Nicollet County Law Enforcement Center

in establishing a cooperative Adult Basic Continuing Education project for the 2020-2021 school year.

Adopted this _____ day of _____, 202__

Superintendent

School Board Chairperson

District Number

ADULT BASIC/LITERACY EDUCATION CONSORTIUM AGREEMENT

The Area Adult Learning Cooperative is made up of the school districts of Gibbon, Fairfax, Winthrop, Le Sueur-Henderson, St. Peter, Cleveland, Tri City United, Nicollet, Sibley East, Waseca, Janesville Waldorf, Pemberton, Waterville Elysian-Morristown, and the law enforcement centers of Nicollet County and Le Sueur County.

This Agreement is effective July 1, 2020, by and between Independent School District #2397, as fiscal agent for the Area Adult Learning Cooperative through its Community Education Department (hereafter referred to as Le Sueur-Henderson)

District or Agency Name: St. Peter Public Schools

PURPOSE

The purpose of this Agreement is to provide for cooperation, coordination, and funding for an adult basic education skills and adult literacy program between the fiscal agent for the Area Adult Learning Cooperative and the participating members. As a participant in the program, each member shall have representation on the management team as noted in the Minnesota State Plan for Adult Education.

1. TERMS OF AGREEMENT

This Agreement shall commence on July 1, 2020, and terminate on June 30, 2021. This Agreement may be extended for additional periods of one year upon agreement of the parties.

2. SERVICES TO BE PROVIDED BY LE SUEUR-HENDERSON:

- a. Develop and execute the annual state and federal grant application for literacy funding so as to include the participating member.
- b. Develop and execute a service plan for educationally disadvantaged adults who conform to the client guidelines in the Minnesota State Plan for Adult Basic Education services, GED preparation classes, and literacy tutoring at a convenient location. The dimension of the program will be determined by the amount of state and federal grants, local cash match contribution, and in-kind match. The basic service plan will be developed by the fiscal agent with input from member agencies and districts prior to each year's grant application. Revisions necessary to meet the actual budget will be determined by the Area Adult Learning Cooperative Coordinator after consultation with the individual members.
- c. Monitor adherence to state and federal guidelines mandated in both regulation and funding application language.
- d. Design in-service programs or facilitate attendance at training programs for in-servicing teaching staff regarding the latest practices of adult literacy.
- e. Generate regular adult literacy in-service opportunities for local volunteer components.

- f. Meet with member representatives regularly to evaluate and assess ABE program effectiveness.
- g. Execute and administer this Agreement in accordance with the Minnesota State Plan for Adult Education, limitations imposed by the granting authority or enabling legislation, and the fiscal restraints imposed by those aforementioned entities in addition to the district/agency's financial limitations noted in Section 4 of this Agreement.
- h. Retain control of all grant funds and their disbursements. All costs will be processed through the financial records of the fiscal agent.
- i. Retain appropriate financial records and provide an auditable accounting of all expenditures for which district/agency funds were obtained and expended.
- j. Provide an initial billing to districts/agencies based upon members' annual contributions pursuant to the contracted Agreement. The final billing shall contain a tabulation of costs.

3. DISTRICTS/AGENCIES' RESPONSIBILITIES:

- a. Provide at no cost:
 - 1. Appropriate instructional classroom space, chosen in consultation with the Area Adult Learning Cooperative Coordinator. The district/agency shall be responsible for opening and closing the facility before and after each class session.
 - 2. Access to audio visual equipment and such computer equipment needed for the instruction of the adults in the program. All equipment purchased with consortium funds and being used at a specific site will remain the property of the consortium. Therefore, if a district/agency terminates its agreement with the consortium the equipment will be returned for redistribution.
 - 3. Space in the community education brochure/pamphlet to promote and inform citizens of the program dates, times, and content. Also, such other publicity as may be requested and can be generated through superintendents' letters, news stories, and/or community information media.
 - 4. Support of district community education director or agency representative in informing his/her advisory council, staff members and citizenry about the program activity.

4. DIRECT COST OF THE AGREEMENT

The cost of this Agreement for the district/agency is the amount listed here, **\$000.00**, unless there are inadequate funds during said fiscal year, in which case each member agrees to provide a fair share adjustment prorated on the basis of its share of the incurred deficit.

5. CONDITIONS OF THE PARTIES AND OBLIGATIONS

The parties to this Agreement understand and agree that:

- a. Each district/agency shall communicate all concerns with the Area Adult Learning Cooperative Coordinator for the purpose of providing better educational services for the adult students enrolled in the program. These

concerns shall not override the fiscal restraints imposed by funds available as provided by grants or by the district/agency.

- b. The Area Adult Learning Cooperative Coordinator agrees to communicate with the district/agency staff in matters relating to the program.
- c. The fiscal agent shall not be responsible for any expenditures relating to the Adult Basic/Literacy project incurred without specific written permission of the Area Adult Learning Cooperative Coordinator.
- d. All districts/agencies shall retain records of financial transactions that include payments made to the consortium or other monies relating to this Agreement.

6. HOLD HARMLESS

The district/agency agrees to defend, indemnify, and hold Independent School District #2397, its officers, and employees harmless from any liability, claims, damages, costs, judgments, or expenses including reasonable attorneys' fees resulting directly or indirectly from an act or omission of the district/agency, its agents, employees or contractors.

7. INSURANCE

The district/agency does further agree that in order to protect itself as well as Le Sueur-Henderson under the indemnity agreement provisions herein above set forth, it will at all times during the term of the Agreement provide insurance coverage in the following amounts: \$500,000 for property damage arising from one occurrence, \$500,000 for total bodily injuries and/or damages from one occurrence, and \$500,000 for total personal injuries and/or damages arising from one occurrence and \$1,000,000 for any number of claims arising out of a single occurrence.

8. AFFIRMATIVE ACTION POLICY

In accordance with Independent School District #2397 Affirmative Action policy, requirements for contract compliance, and the board of education policies against discrimination, no person shall be excluded from full employment rights or participation on the grounds of race, color, creed, religion, age, sex, handicap, or national origin; and no person shall be otherwise knowingly subjected to discrimination. District/agencies will furnish all information and reports required by Executive Order No. 11246 and Revised Order No. 4 and by the rules and regulations and orders of the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

9. SUBCONTRACTING OR ASSIGNMENTS

The services under this Agreement shall not be subcontracted or assigned without the consent of Le Sueur-Henderson.

10. CONTRACTOR STATUS

Nothing is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as the agents, representative, or employee of district/agency for any purpose or in any

manner whatsoever. Le Sueur-Henderson is to be and shall remain an independent contractor with respect to all services performed under this Agreement. Le Sueur-Henderson represents that it has or will secure through program budget allocations the Area Adult Learning Cooperative Coordinator and all personnel required to perform services under this Agreement. Any and all personnel of Le Sueur-Henderson, or other persons, while engaged in the performance of any work or services required by Le Sueur-Henderson, under this Agreement, shall have no contractual relationship with the district/agency. Any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the State of Minnesota on behalf of said personnel, arising out of employment, alleged employment, including, without limitation, claims of discrimination against Le Sueur-Henderson, its officers, agents, contractors or employees shall not be the direct responsibility of the district/agency. Le Sueur-Henderson shall defend, indemnify and hold the district/agency, its officers, its agents and employees harmless from any and all claims irrespective of any determination of any pertinent tribunal, agency, board, commission, or court. Teachers employed by the consortium are not eligible to receive these benefits from the consortium: tenure rights, health insurance, sick and vacation leave, paid leaves of absence, emergency and child care leaves, disability and severance pay. Teachers are entitled, however, to statutory benefits, including Workers' Compensation, TRA/FICA, PERA, and unemployment. Le Sueur-Henderson may bill the affected district/agency for any statutory costs incurred.

11. MERGER AND MODIFICATION

- a. It is understood and agreed that the entire Agreement between parties contained herein and this Agreement superseded all oral agreements and negotiations between the parties relating to the subject matter hereof. All items referred to in this Agreement are incorporated or attached and are the performance of the services provided by this contract and against all loss by reason of failure of the district/agency fully to perform in any respect all obligations under this contract.
- b. Any material alterations, variations, modifications, or waivers of provisions in this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement and signed by the parties hereto. Le Sueur-Henderson, having signed this Agreement, and having duly approved this Agreement on and pursuant to such approval and the officials having signed this Agreement, the parties hereto agree to be bound by the provisions herein set forth.

HAVING EXAMINED THE ABOVE AGREEMENT, we the undersigned affix our approval.

APPROVED:

1. Jami Skinner

Community Education Director of Participating District or Designated Agency Representative

TITLE Community & Family Education Director

DATE 11/25/2020

2.

School Board Chairperson/Agency Chairperson

TITLE _____

DATE _____

3.

Walter Wain

Host District Fiscal Agency

TITLE AALC/ABE Coordinator (Le Sueur-Henderson)

DATE 10/28/2020



ADDENDUM

BOARD MEETING Monday, December 21, 2020 Virtual-Live Stream 6:30 PM

IX. ACTION ITEMS

| |
|--------------------------|
| 4. AGENDA ITEM #4 |
|--------------------------|

Subject: Consider Learning Model Recommendation

Action: Requires a Motion

Background: The School Board approved a motion to enter a period of Distance Learning beginning November 23, 2020. Our anticipated date for returning was January 4, 2021 dependent on the health of the community and guidance from the State Departments of Health & Education. Since that decision was made new guidance has been provided by the Governor and the Department of Education. Our administrative team met with the COVID-19 Regional Support Team as required and after making some adjustments received support to present it to the School Board for consideration.

Presentation: Superintendent of Schools

Options/Recommendation: I recommend supporting the plan.



ADDENDUM

BOARD MEETING Monday, December 21, 2020 Virtual-Live Stream 6:30 PM

X. INFORMATION ITEMS

| |
|--------------------------|
| 1. AGENDA ITEM #1 |
|--------------------------|

Subject: Community and Family Education Report and Profile

Action: None Required

Background: On an annual basis Community Education Director, Tami Skinner, provides an overview of the various components of the Community and Family Education program of the school district.

Presentation: Community Education Director



Saint Peter Community & Family Education

Strengthening the community. Strengthening the schools.



Community Education is uniquely designed to meet the needs of the community. Programs and services are driven by community needs and the interests of people of all ages. We understand that adults who participate in our programs have more connections to the schools which leads to community support of the school district.

What are the benefits of Saint Peter Community & Family Education?



✿ *Provide safe, accessible learning environments and opportunities for all ages.* Our programs and services are held at South Elementary, North Elementary, Middle School, High School, and the Community Center.

✿ *Connect families to school and community resources.* Family and parental support is provided

through Early Childhood Family Education (ECFE) classes and the School Readiness Preschool programs. We partner with the St. Peter Food Shelf to offer the Children's Weekend Food Program and the Teen Pantry. We collaborate with the Senior Center and the Recreation Department to provide the Learning Is ForEver (LIFE) Program.


✿ *Help prepare children for kindergarten.* Whether it's early childhood screening to identify learning issues early or preschool classes at the Early Learning Center, we help children enter kindergarten ready for their school experience. This is an important way that Community & Family Education helps the district meet one of the state's World's Best Workforce goals.


✿ *Support working families.* Saints Overtime offers parents the option of safe, quality experiences for their children through before and after school care programs, and summer care held at the elementary schools. During the 2019/20 school year, 161 children participated in our programs.


In the spring of 2019, we served families who qualified as Tier 1 workers with free emergency childcare. There was an average of 21 students per day who attended the program.






 *Expand Learning Beyond the school day.* After school enrichment programs provide students with the opportunities to explore interests and develop skills beyond the school curriculum. Students who enroll in art, music, and STEAM (Science, Technology, Engineering, Art, and Mathematics) classes learn critical thinking and problem-solving skills, which carry over into the school day. Engaging students in leadership and service activities fosters confidence and helps mitigate risk-taking behaviors.

 *Build a qualified workforce.* Adult Basic Education programs help adults acquire the important skills and qualifications they need to become fully employed, self-sufficient, and equipped to participate fully in the community. During the 2019-20 school year, the Bridge to Work Readiness: Job Skills program assisted adults with learning resume writing, interviewing skills, situational judgment on the job, and digital literacy. 51 adults enrolled in our GED, Adult Diploma, and English Language classes. We also provided credit recovery for high school students to help them graduate on time.

 *Improve the quality of life.* Life-long learning has many advantages including relieving stress, fostering creativity, providing a sense of accomplishment, and improved mental clarity. Enrolling in an art class, learning to play the piano, gaining a new skill like welding, or strengthening your core in a yoga class are ways that we engage people.

 *Create a sense of community and belonging.* Providing opportunities for people to get to know each other through classes and events is a catalyst for building community. Whether it's watching a documentary, attending the Southern MN Equity Summit, joining a cooking class, or gathering to talk about issues, we connect people.



Southern MN Equity Summit break out room session

ADULTS – 6,958 Served during the 2019-20 School Year

Serving Adults through

Adult Basic Education

GED, Diploma, English Language Classes, and Citizenship Preparation

Early Childhood Education Classes

Parent Education

Adult Enrichment

Classes, Events & Programs

Aquatics

Lap Swim, Water Aerobics



YOUTH – 3,845 Served during the 2019-20 School Year

Serving youth through:

ECFE

Early Childhood Family Education

School Readiness Preschool

School Age Care (SAC)

Morning & After School Care

After School Enrichment

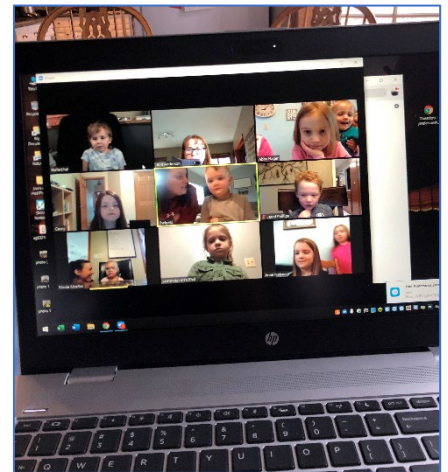
Classes, Programs & Events

Summer Enrichment

VIP Program & Exploration Recreation

Aquatics

Swim Lessons, Family Swim, & Open Swim





ADDENDUM

BOARD MEETING Monday, December 21, 2020 Virtual-Live Stream 6:30 PM

X. INFORMATION ITEMS

| |
|--------------------------|
| 2. AGENDA ITEM #2 |
|--------------------------|

Subject: First Reading of Revisions to the Policy Manual

Action: None Required

Background:

- a. Policy 102
Deletion of Policy 001.1: Replaced by 102
- b. Policy 214
Deletion of Policy 002.5: Replaced by 214
- c. Policy 401
Deletion of Policy 001.3: Replaced by Policy 401
Deletion of Policy 005.31: Replaced by Policy 401
- d. Policy 402
Deletion of Policy 005.31: Replaced by Policy 402
- e. Policy 406
Deletion of Policy 005.14: Replaced by Policy 406
- f. Policy 410
Deletion of Policy 005.0: Replaced by Policy 410

Presentation: Policy Committee
Superintendent of Schools

Adopted: _____

MSBA/MASA Model Policy 102

Orig. 1995

Revised: _____

Rev. 2017

102 EQUAL EDUCATIONAL OPPORTUNITY

~~**[Note: School districts are required by statute to have a policy addressing these issues.]**~~

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for disabled students.

~~**[Note: Part of the definition of "sexual orientation" within the Minnesota Human Rights Act (MHRA) is "having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness," which is how gender identity and expression gain protection under the MHRA. Minn. Stat. § 363A.03, Subd. 44.]**~~

- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. Every school district employee shall be responsible for complying with this policy conscientiously.
- E. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

Adopted: _____

MSBA/MASA Model Policy 214

Orig. 2005

Revised: _____

Rev. 2009

214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

[Note: School districts are required by statute to adopt a policy addressing this issue.]

I. PURPOSE

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

Cross References: MSBA/MASA Model Policy 212 (School Board Member Development)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

Adopted: _____

MSBA/MASA Model Policy 401

Orig. 1995

Revised: _____

Rev. 2017

401 EQUAL EMPLOYMENT OPPORTUNITY

[Note: School districts are not required by statute to have a policy addressing these issues. However, the Equal Employment Opportunity Commission strongly encourages the adoption of a policy and will look for such a policy during accreditation visits, audits, or investigations.]

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.

[Note: The Minnesota Human Rights Act defines "sexual orientation" to include "having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness." Minn. Stat. § 363A.03, Subd. 44.]

B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.

C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.

D. Every school district employee shall be responsible for following this policy.

E. Any person having a question regarding this policy should discuss it with the **Human Resources Manager**.

Legal References:

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 405 (Veteran's Preference)
MSBA/MASA Model Policy 413 (Harassment and Violence)

Adopted: _____

MSBA/MASA Model Policy 402

Orig. 1995

Revised: _____

Rev. 2015

402 DISABILITY NONDISCRIMINATION POLICY

~~[Note: School districts are required by statute to have a policy addressing these issues.]~~

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact **Kelly Jensen, 504 Coordinator, 2121 W. Broadway, Saint Peter, MN 56082, 507-934-4212 ext. 6105, kjensen@stpeterschools.org**

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)
29 C.F.R. Part 32
34 C.F.R. Part 35
34 C.F.R. Part 104

Cross References: MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Adopted: _____

MSBA/MASA Model Policy 406

Orig. 1995

Revised: _____

Rev. 2014

406 PUBLIC AND PRIVATE PERSONNEL DATA

[Note: The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. "Confidential" means the data is not available to the subject.
- D. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. "Personnel data" means government data on individuals maintained because they are or were employees of the school district, applicants for employment, or volunteers or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- F. "Finalist" means an individual who is selected to be interviewed by the school board for a position.
- G. "Protected health information" means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. "Protected health information" excludes health information in education records covered by the federal Family Educational Rights and Privacy Act and employment records held by a school district in its role as employer.

- H. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.

IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteers and independent contractors, is public:
 - 1. name;
 - 2. employee identification number, which may not be the employee's social security number;
 - 3. actual gross salary;
 - 4. salary range;
 - 5. terms and conditions of employment relationship;
 - 6. contract fees;
 - 7. actual gross pension;
 - 8. the value and nature of employer-paid fringe benefits;
 - 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 - 10. job title;
 - 11. bargaining unit;
 - 12. job description;
 - 13. education and training background;
 - 14. previous work experience;
 - 15. date of first and last employment;
 - 16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
 - 17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
 - 18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or

disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;

19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on applicants for employment is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training; and
6. work availability.

C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.

D. Applicants for appointment to a public body.

1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;

- h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn. Stat. § 15.0597; and
 - i. veteran status.
 - 2. Once an individual is appointed to a public body, the following additional items of data are public:
 - a. residential address;
 - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - c. first and last dates of service on the public body;
 - d. the existence and status of any complaints or charges against an appointee; and
 - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
 - 3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.
- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data are private.
- E. An individual's checking account number is private when submitted to a government entity.

- F. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 - 1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 - 2. a pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
 - 3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
 - 1. threaten the personal safety of the complainant or a witness; or
 - 2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.
- L. The school district shall make any report to the Minnesota Professional Educator Licensing and Standards Board or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.
- M. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.

- N. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat. Ch. 13. Data that are released under this paragraph must not include data on the student.
- P. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.
- Q. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- R. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, and must provide the Minnesota Professional Educator Licensing and Standards Board and the licensing division at MDE with the necessary and relevant information to enable the Minnesota Professional Educator Licensing and Standards Board and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's

license. In addition to the background check required under Minn. Stat. § 123B.03, a school board or other school hiring authority must contact the Minnesota Professional Educator Licensing and Standards Board and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated **the Administrative Assistant to the Superintendent** as the authority responsible for personnel data. If you have any questions, contact him/her.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Elected and Appointed Officials)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)
Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)

Consent to Release Data – Request from an Individual

~~An individual asks the government entity to release his/her private data to an outside entity or person. Because the entity does not have statutory authority to release the data, it must get the individual's written informed consent.~~

Explanation of Your Rights

If you have a question about anything on this form, or would like more explanation, please talk to the **Human Resources Coordinator** before you sign it.

I, _____, give my permission for **ISD 508**
[name of individual data subject]

to release data about me to _____ as described on this form.
[name of other entity or person]

1. The specific data I want **ISD 508** to release _____.
[explanation of data]

2. I understand that I have asked **ISD 508** to release the data.

3. I understand that although the data are classified as private at **ISD 508**, the classification/treatment of the data at _____ depends on laws or
[name of other entity or person]
policies that apply to _____.
[name of other entity or person]

This authorization to release expires _____.
[date/time of expiration]

Individual data subject's signature _____ Date _____

Parent/guardian's signature [if needed] _____ Date _____

406-10F

Adopted: _____

MSBA/MASA Model Policy 410

Orig. 1995

Revised: _____

Rev. 2015

410 FAMILY AND MEDICAL LEAVE POLICY

~~[Note: School districts are required by statute to have a policy addressing these issues.]~~

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. "Covered active duty" means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. "Covered servicemember" means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

- #### **C. "Eligible employee" means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the**

period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee's fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- D. "Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness.

- E. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.

- F. "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
 - 1. a military medical treatment facility as an outpatient; or
 - 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.

- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
 - 1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 - 2. to attend military events and related activities of a covered military member;
 - 3. to address issues related to childcare and school activities of a covered military member's child;
 - 4. to address financial and legal arrangements for a covered military member;
 - 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;

6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 7. to attend post-deployment activities related to a covered military member;
 8. to address parental care needs; and
 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. "Veteran" has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

- A. Twelve-week Leave under Federal Law
1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee's child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
 2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.

3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:
 - (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
 - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care,

or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.

7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee

contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.

13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month

period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.

2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.

1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
 10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
 29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
 38 U.S.C. § 101 (Definitions)
 29 C.F.R. Part 825 (Family and Medical Leave Act)

~~**Cross References:** MSBA Service Manual, Chapter 13, School Law Bulletin "M" (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act Summary)~~



ADDENDUM

BOARD MEETING Monday, December 21, 2020 Virtual-Live Stream 6:30 PM

X. INFORMATION ITEMS

3. AGENDA ITEM #3

Subject: Communications Plan

Action: None Required

Background: Clear, effective, and purposeful communication is of the utmost of importance for the school district. How we share information with students, staff, families, and the community is a reflection on the school district as a whole. It is how people learn about us, know what we are doing, and what we hope to accomplish. Effective communication can build positive support for the school district, trust and confidence in the district direction and decision making processes, continue community pride in our schools, and encourage community involvement. A communication plan was shared with the Communications Committee and the Personnel Committee. It is brought to the School Board with the recommendation of these committees

Presentation: Superintendent of Schools



Communications Plan

Clear, effective, and purposeful communication is of the utmost of importance for the school district. How we share information with students, staff, families, and the community is a reflection on the school district as a whole. It is how people learn about us, know what we are doing, and what we hope to accomplish. Effective communication can build positive support for the school district, trust and confidence in the district direction and decision making processes, continue community pride in our schools, and encourage community involvement.

Communications need to fit the audience receiving it. While some may look to the website, or the newspaper, others depend on social media as a major source of information. It may be necessary to share information in a myriad of ways. It is important that our communications reach the intended audience.

Information from the school district should deliver a unified and purposeful message in predictable ways. A systemic approach to communication helps everyone to keep up to date on important information.

In times of uncertainty or crisis, our communication is a key factor to an effective resolution. Especially in crisis situations clear concise messaging is necessary to share information, give directions, as well as assure parents and the community that the situation is being handled effectively.

The following is an initial communications plan for the Saint Peter Schools. It provides an outline of areas to be developed, and proposes the creation of an Outreach Coordinator position.

Communication Plan

1. Rebranding
 - a. Design Rebranding process
 - i. Includes staff, student, School Board and community input
 - b. Create branded templates and materials
 - c. Provide staff training on branding protocols
2. Ongoing Communication: written content, pictures, video
 - a. Weekly Newsletter
 - b. Regular articles for St Peter Herald, Highlights, and other media
 - c. Press releases for special events/ announcements
 - d. Other informational communications as needed
3. Website
 - a. Accessibility and effectiveness audit
 - b. Ensure content is accurate, timely, and follows the brand guidelines
 - c. Include weekly features
 - d. Each building page includes content updates
 - e. Enhanced with marketing videos and other content
4. Emergency Communications
 - a. Plan for sharing information in a timely and purposeful manner through multiple channels (email, text, voice message, social media, etc.)
 - b. effective and efficient messages
 - c. Plan for media response
 - d. Plan for Community coordination/engagement
5. Social Media
 - a. Purposeful daily posts on multiple venues (Facebook, Twitter, Instagram) to further the brand
 - b. Create a public campaign of sharing related to the brand
 - c. Monitor Public engagement with district accounts
 - i. Respond as appropriate
 - d. Post Urgent & Important Announcements
 - e. Include in Crisis Communication plan
6. Enrollment Marketing:
 - a. Create print materials, video, social media, & media campaigns
 - b. General-- include unique offerings, technology, close community, etc.
 - i. Focused on attributes families are looking for
 - c. Kindergarten Registration
 - d. Elementary Enrollment
 - e. Middle School Registration/Enrollment
 - i. Registration Dates
 - ii. Offerings
 1. Courses

2. Activities

- f. High School Registration/Enrollment
 - i. Registration Dates
 - ii. Offerings
 - 1. Courses
 - 2. College Credits
 - 3. CTE
 - 4. Activities

- 7. Program Support (i.e. Community Education, Co-curricular, CTE)
 - a. Create branded materials and content
 - b. Assist in communication of events
 - c. Provide support for marketing efforts
 - d. Assist in general communications

- 8. Referendum Campaign
 - a. Create informational materials
 - b. Schedule and arrange speaking engagements
 - c. Create and send mailers
 - d. Press Releases, etc.

- 9. Celebrations & Honors
 - a. Create regular opportunities to highlight students, staff, and alumni
 - b. Hall of Fame

Effective communication and community engagement requires specific knowledge, training, and skills. It also requires a great deal of effort and time to do it well. Creating a full-time Outreach Coordinator position would bring clarity and focus to district communications and support the school district in several ways. The communications plan would serve as a guide for the work of this position. This person would oversee the work of the current School Information Coordinator position. Their roles would be focused on different areas and tasks but must be aligned.

This would be an individual contract. The proposed salary would be in the range of \$50,000.

Job Description: Outreach Coordinator

Reports directly to the Superintendent

Supervises: School Information Coordinator

Preferred Minimum Certifications/Qualifications: Bachelor's degree in Public Relations, Communications, Marketing or comparable experience

1. Rebranding
 - a. Rebranding process - works closely with administration to create a rebranding process including input from students, staff, and the community
 - b. Create branded templates and materials as needed
 - c. Provide staff training on branding protocols
 - i. Create branded materials for employees doing presentations, tabling, etc.
2. Ongoing Communication: Both creates communications independently and supports others in the organization with the creation of branded effective communications
 - a. Weekly Newsletter
 - b. Create photos, videos, and written content
 - c. Writes and supports others in writing articles for St Peter Herald, Highlights, and other media
 - d. Creates and manages press releases for special events/ announcements
 - e. Supports administrative staff in informational communications
3. Website
 - a. Content Management
 - i. Ensures content is accurate, timely, and follows the brand guidelines
 - ii. Creates weekly features
 - b. Supports each building with content updates
 - c. Enhances website with marketing videos and other content
4. Emergency Communications
 - a. Support administration in sharing information in a timely and purposeful manner through multiple channels (email, text, voice message, social media, etc.)
 - b. Crafting effective messages
 - c. Act as district media contact
 - d. Community coordination/engagement as needed

5. Social Media
 - a. Purposeful daily posts on multiple venues (Facebook, Twitter, Instagram) to further the brand
 - b. Create a public campaign of sharing related to the brand
 - c. Monitor Public engagement with district accounts
 - i. Assist in responding as appropriate
 - d. Post Urgent & Important Announcements
 - e. Manage Crisis Communication

6. Enrollment Marketing: Creates and manages print materials, video, social media, & media campaigns
 - a. General-- unique offerings, technology, close community, etc.
 - i. Focused on attributes families are looking for
 - b. Kindergarten Registration
 - c. Elementary Enrollment
 - d. Middle School Registration/Enrollment
 - i. Registration Dates
 - ii. Offerings
 1. Courses
 2. Activities
 - e. High School Registration/Enrollment
 - i. Registration Dates
 - ii. Offerings
 1. Courses
 2. College Credits
 3. CTE
 4. Activities

7. Program Support (i.e. Community Education, Co-curricular, CTE)
 - a. Create branded materials and content
 - b. Assist in communication of events
 - c. Provide support for marketing efforts
 - d. Assist in general communications

8. Referendum Campaigns:
 - a. Create informational materials
 - b. Schedule and arrange speaking engagements
 - c. Create and send mailers
 - d. Press Releases, etc.

9. Financial Development/Support
 - a. Fundraising
 - i. Manage Premiere Partner Program and other community support/advertising campaigns
 - ii. Develop process for individual donors, alumni, and foundation support
 1. Create messaging and materials

- iii. Support School Fundraising efforts
- b. Grant Writing
 - i. Share grant opportunities that align with mission and strategic direction with administration and staff
 - ii. Support staff in writing narrative portions for grants
 - iii.
- c. St Peter Schools Foundation
 - i. Facilitate work with Foundation Board
 - ii. Fundraising efforts and coordination
 - iii. Encourage applicants
 - iv. Announcements of grant recipients

10. Celebrations & Honors

- a. Creates regular opportunities to highlight students, staff, and alumni
- b. Facilitates and manages processes for identifying honorees
- c. Creates and shares announcements
- d. Manages events
- e. Hall of Fame
 - i. Manage Nomination & selection process
 - ii. Coordinate Event planning



ADDENDUM

BOARD MEETING Monday, December 21, 2020 Virtual-Live Stream 6:30 PM

X. INFORMATION ITEMS

4. AGENDA ITEM #4

Subject: Education Equity Plan

Action: None Required

Background: Education equity is important for the success of all students. Including diverse voices in decision making regarding policies, protocols, curriculum, teaching strategies, and the school district as a whole is paramount to furthering our work with bringing equity to our school district and community. The education equity plan includes the creation of an education equity advisory committee, a cultural center, and the addition of two more student support liaisons, one of which will take on a lead role as coordinator. This was presented to the personnel committee and is brought to the school board as informational with their recommendation. Achievement & Integration funding was new to St. Peter Schools. This plan will be supported by this funding and guided by the required 3-year Achievement & integration Plan.

Presentation: Superintendent of Schools

Position: Coordinator of the Office of Education Equity (Lead Liaison)

Purpose: To coordinate the work of Cultural Liaisons, further education equity in the Saint Peter Schools in order to increase the success of students, to nurture positive relationships throughout the community, and to provide direct services to students and families.

Duties: Including but not limited to:

- Assists in the supervision and evaluation the Cultural Liaisons
- Assists in managing the department budget
- Plans and implements appropriate professional development opportunities for cultural liaisons and other staff
- Supports staff and administration efforts to further education equity through program, curriculum, procedural and policy reviews.
- Facilitates the Education Equity Advisory Council
- Serves as a liaison to community organizations, local government, and other groups through collaboration and outreach .
- Assists with the development of the Achievement and Integration Plan and budget
- Assists with all associated Achievement and Integration reports for the school district, school board, and the State of Minnesota
- Coordinates the Cultural Center and staff
- Monitors the attendance, behavior, and academic progress of identified students for the purpose of providing support for higher levels of success.
- Regularly check in with students and families to monitor progress and provide support.
- Assist students, parents, staff, and community members for the purpose of providing and conveying information and services from the school district.
- Conducts parent meetings for the purpose of gaining information and/or discussing needs and problems involving students and their families.

- Guides students and their families in seeking assistance from counselors, social workers, school psychologists, medical professionals, school resource officers, and others for the purpose of ensuring the needs of the students are met.
- Confers with teachers, parents, case managers, and other professionals for the purpose of assisting student progress and/or implementing student objectives.
- Responds to inquiries from both within and outside the school district (parents, students, teachers, staff,..etc.,) for the purpose of providing information and/or direction as may be required.
- Communicates with parents on behalf of the school (e.g. attendance, homework issues, available programs, completion of paperwork, behavioral concerns...etc) for the purpose of ensuring that an ongoing partnership between home and school is formed.
- Engages students and families for the purpose of assessing situations, improving communication, providing information regarding school policies and programs.
- Performs record keeping and clerical functions (e.g. central registrations, parent-teacher conferences, IEPs, early childhood screenings, etc) for the purpose of supporting the teacher and/or administrator in providing necessary records and materials.
- Participates in a variety of meetings and workshop committees for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable within the community and program guidelines.
- Prepares a variety of documents, reports and written materials for the purpose of communicating information to parents, staff, and providing support, developing recommendations and/or conveying information.



Cultural Center Proposal

Objective: To create a cultural center within the school district

Purpose:

To provide a space that reflects the many cultures represented in the Saint Peter Schools and to assist the expansion of this throughout the school district.

The center would support the efforts to further cultural competence, acceptance, and support the development of cultural identity with students, staff, and the community. Through information, music, art, dance, food, etc., the school community would learn more about world cultures, themselves, and each other.

Funding: The Center would be funded through the Achievement & Integration Grant and other sources.

Staffing: The cultural liaisons would serve as lead staff for the cultural center. Other staffing would be based on need.

Partnerships: The center will function in partnership with community organizations such as the Mankato Diversity Council, Native American Parent Advisory Council, NAACP, Hikmah Center, Nicollet County Historical Society, Mankato Mdewakanton Association, and other community organizations.

Student Supports: Provides a culturally specific space for students to learn more about their own culture, and the culture of others.

Classroom/School-wide Supports: Provides culturally appropriate lesson plans, guest speakers, cultural experiences/performances, provides feedback/input for staff presenting culturally sensitive topics helps to enhance the school environment by supporting the creation of cultural artwork, signage, events, celebrations, etc.



Position: Cultural Liaison

Purpose: To support the success of students, to further educational equity in the school district, and to maintain positive relationships throughout the community.

Duties: Including but not limited to:

- Monitor the attendance, behavior, and academic progress of identified students for the purpose of providing support for higher levels of success.
- Regularly check in with students and families to monitor progress and provide support.
- Assist students, parents, staff, and community members for the purpose of providing and conveying information and services from the school district.
- Conduct parent meetings for the purpose of gaining information and/or discussing needs and problems involving students and their families.
- Guide students and their families in seeking assistance from counselors, social workers, school psychologists, medical professionals, school resource officers,..etc., for the purpose of ensuring the needs of the students are met.
- Confer with teachers, parents, case managers, and other professionals for the purpose of assisting student progress and/or implementing student objectives.
- Respond to inquiries from both within and outside the school district (parents, students, teachers, staff,..etc.,) for the purpose of providing information and/or direction as may be required.
- Serves as a liaison to community organizations, local government, and other groups through collaboration and outreach.
- Communicate with parents on behalf of the school (e.g. attendance, homework issues, available programs, completion of paperwork, behavioral concerns...etc) for the purpose of ensuring that an ongoing partnership between home and school is formed.
- Engage students and families for the purpose of assessing situations, improving communication, providing information regarding school policies and programs.

- Perform record keeping and clerical functions (e.g. central registrations, parent-teacher conferences, IEPs, early childhood screenings, etc) for the purpose of supporting the teacher and/or administrator in providing necessary records and materials.
- Participate in a variety of meetings and workshop committees for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable within the community and program guidelines.
- Prepare a variety of documents, reports and written materials for the purpose of communicating information to parents, staff, and providing support, developing recommendations and/or conveying information.



Saint Peter Schools Equity Advisory Council

The Equity Advisory Council is designed to bring diverse perspectives to Saint Peter Schools decision making processes, to ensure a supportive environment for all, and to further educational equity in our community. Their role is to advise district leadership, staff and the School Board. Their feedback and input will be incorporated into processes such as curriculum reviews, policy revisions, procedures, cultural training and experiences, and other areas as appropriate. The group will also advise district leadership on the development of the district's Achievement and Integration Plan.

The members of the council will be identified by representative groups in the community including:

- Native American Community: Native American Parent Advisory Council
- Somali Community: Hikmah Center
- African American Community: NAACP
- Latin X Community:
- Asian Community:
- LGBTQ Community:
- School Board Representative (yearly appointment)
- Superintendent or designee
- Cultural Liaisons
- Student Representatives

Members will be asked to serve for a three year term.

The group will select a Chair, Vice-Chair, and Secretary.

The Chair will work with the Superintendent or designee to determine the Agenda.

The Vice-Chair or Co-chair will serve as back-up should the Chair not be available.

The Secretary will take minutes of the meeting and share them with the district office.

Other positions may be determined as needed.

Decision making by the group will be determined through a process designed and documented by the council.

Council expenses will be included in the Achievement and Integration Plan & Budget as allowable by statute.

Typical Agenda:

Meal & Opening: Cultural Sharing- each person shares something about their culture- (defined as a way of life or way of being). "Passing" is acceptable.

Call to Order

Current Needs: agenda items in response to current needs

Policy: Reviewing policies that are in process by the School Board and providing input

Curricular Reviews/Support: Reviewing/auditing materials as needed, arranging for classroom support as requested.

Events/training: Planning events, sharing events planned by others, planning for student or staff involvement in community events



ADDENDUM

BOARD MEETING Monday, December 21, 2020 Virtual-Live Stream 6:30 PM

X. INFORMATION ITEMS

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|--------------------------|
| 5. AGENDA ITEM #5 |
|--------------------------|

Subject: Facilities Update

Action: None Required

Background: Collaboration has continued with the City on plans regarding Community Spirit Park. The planned construction of restrooms facilities will go forward as planned. Additional goal sets will be purchased for the last field and aglime work will be completed.

Presentation: Superintendent of Schools