



SAINT PETER SCHOOL BOARD
Regular Board Meeting
Monday, June 21, 2021
Saint Peter Community Center-Governors' Room
6:30 PM

I. Call Meeting to Order	
II. Pledge of Allegiance	
III. Consideration and Adoption of the Agenda	
IV. Consider Requests to Speak on the Agenda	
V. Approval of Consent Agenda Items	3
VI. Action Items	
1. Accept Graduates	35
2. Remove Return to School Committee	40
3. Approval of Tenure Action for Probationary Teachers	41
4. Approval of Memorandum of Understanding between the City of Saint Peter Recreation and Leisure and Saint Peter Community and Family Education	45
5. Approval of Yearly Governmental Lease	50
6. Approval of Individual Contracts	54
7. 2021/22 Budget Plan	68
8. Resolution for an Operating Referendum	79
9. Second/Final Reading of Revisions to the Policy Manual	80
10. Consider Approval of a Resolution to approve Landowner Petition for Detachment and Annexation From One School District to Another	84
VII. Information Items	
1. School Board Election Filing Dates	86
2. First Reading of Revisions to the Policy Manual	88
VIII. Reports	
1. Building Principals	
2. Superintendent of Schools	
3. Board Members	
a. Around the Table	
IX. Upcoming Meetings of the School Board	
Shared Programs Committee	
June 23, 2021	
4:00PM	
DO	
Negotiations Committee	
June 25, 2021	
9:00	
SPHS-Band Room	

Policy Review Committee
Wednesday, July 7, 2021
2:00
DO

Study Session
Monday, July 12, 2021
6:30PM
SPMS-Media Center

Shared Programs Committee
July 14, 2021
5:00PM
SPCC-Governor's Room

X. **Adjournment**



ADDENDUM

BOARD MEETING June 21, 2021 Governor's Room 6:30PM

V. CONSENT AGENDA

1. Approval of the Study Session Minutes of May 13, 2021.
2. Approval of the Regular Board Meeting Minutes of May 17, 2021.
3. Approval of Bills (\$1,524,508.75) and wire transfers (\$) for May 2021.
3. Grants & Donations
 - a. The acceptance of a \$1,694 SHIP Grant donation to South Elementary School. This gift was facilitated by Nicollet County and used to purchase Spanish books to promote family reading for South Elementary Spanish speaking English language learners.
 - b. The acceptance of a Prairie Lakes Regional Arts Council grant for \$4,000.00. Funds from this grant will support the sPARK Mobile Art Studio.
4. Personnel
 - a. The acceptance of the retirement of a technology education teacher (Warren Peterson) at Saint Peter High school effective May 28, 2021.
 - b. The acceptance of the retirement of a vocal voice teacher (Scott Hermanson) at Saint Peter Middle and High School effective May 28, 2021.
 - c. The approval of the hiring of a 1.0 FTE counselor (Andrew Vander Linden) at Saint Peter High School. This is a replacement position.
 - d. The approval of a Family Medical Leave request of a first-grade teacher (Mariah Eyler) at South Elementary. Her leave will begin on August 23, 2021 and end on October 20, 2021.

- e. The approval of the hiring of a Speech Clinician (Elayna Howton) at Saint Peter Early Childhood for the 2021-2022 school year. This is a contract transfer from MVED to Saint Peter Schools.
- f. The approval of the hiring of a .25 ECSE Adaptive Physical Education teacher (Lauren Satrom) with Saint Peter Early Childhood Special Education for the 2021-2022 school year.
- g. The approval of the hiring of an ECSE supplemental teacher (Kellie Satrom) for the 2021-2022 school year.
- h. The approval of the hiring of school social worker (Mandy Kennedy) at North Elementary and Early Childhood. This is a new position.
- i. The approval of the hiring of a Technology Department Intern (Kelson Lund) with Saint Peter Public Schools for the summer of 2021.
- j. The approval of the hiring of an Industrial Technology Teacher (Scott Robinson) at Saint Peter High School for the 2021-2022 school year. This is a replacement position.
- k. The approval of the hiring of a summer school world history teacher (Jaylen Heller) at Saint Peter High School starting June 2, 2021.
- l. The approval of the hiring of a Saints Overtime Assistant (Katie Engeldinger) with Saint Peter Community & Family Education for the 2021 summer. This is a replacement position
- m. The approval of the hiring of an Occupational Therapist (Hannah Kleschult) at South & North Elementary. This is a contract transfer from MVED to Saint Peter Schools.
- n. The approval of the hiring of a 1.0 FTE physical education teacher (Jordan Rudenick) at North Elementary. This is a replacement position.
- o. The acceptance of the resignation of an IT Specialist (Nathan Koster) effective June 30, 2021.
- p. The approval of the hiring of a 1.0 vocal music teacher (Bri Bergstrom) at Saint Peter Middle School/High School. This is a replacement position.
- q. The approval of the hiring of a 4th grade teaching fellow (Emma Fladager) at North Elementary for the 2021-22 school year.

- r. At the June 21, 2021 School Board Meeting of St Peter Public Schools, Timothy Regner, Business Manager is authorized to open and be the signer on a checking account at CCFBank.
- s. The declaring of Middle School Physical Education equipment as obsolete and no longer needed.

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, Jon Carlson, Vickie Hager, Tracy Stuewe & Bill Soderlund.

Members Absent: Ben Leonard

Others present: Superintendent Bill Gronseth, Heather Deshayes, Sarah Janovsky, Jon Graff, Tim Regner, BakerTilly Representatives: Kelly Smith and Don Lifto.

A Study Session of the School Board of Saint Peter Public Schools was held Thursday, May 13, 2021, beginning at 6:30 PM in the Saint Peter Middle School-Media Center

6

- I. **Call Meeting to Order**-6:30, Lokensgard
- II. **Consideration and Adoption of the Agenda**-(Dixon/Stuewe, unanimous)
- III. **Consider Requests to Speak on the Agenda**
- IV. **Information Items**
 - 1. Community Survey Summary of Results
Don Lifto with BakerTilly reviewed the results of the community survey they conducted and made recommendations for moving forward with planning.
- V. **Other**
- VI. **Upcoming Meetings of the School Board**
 - Finance Committee
Friday, May 14, 2021
8:00AM
SPHS-Community Room

 - Regular School Board Meeting
Monday, May 17, 2021
6:30PM
SPCC-Governor's Room

 - Graduation
Friday, May 28, 2021
6:30PM
SPHS Campus
- VII. **Adjournment**-(Hager/Dixon, unanimous)

Dated:

Drew Dixon, Board Clerk

THE MINUTES OF THE MEETING HAVE NOT BEEN APPROVED

Minutes of Regular Board Meeting

The School Board

Saint Peter Public Schools

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

Members Absent: Vickie Hager

Others present: Superintendent Bill Gronseth, Principals: Annette Engeldinger, Darin Doherty, Doreen Oelke, Ytve Prafke, Jana Sykora Administrative Team members: Marc Bachman, Affey Sigat, Tim Regner, Tami Skinner, Chris Ovrebo and Heather Deshayes.

A Regular Board Meeting of the School Board of Saint Peter Public Schools was held Monday, May 17, 2021, beginning at 6:30 PM in the Saint Peter Community Center-Governors' Room.

7

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

II. Pledge of Allegiance

III. Consideration and Adoption of the Agenda-(Dixon/Lokensgard, unanimous)

IV. Consider Requests to Speak on the Agenda

V. Approval of Consent Agenda Items-(Lokensgard/Stuewe, unanimous)

1. Approval of the Regular Board Meeting Minutes of April 19, 2021.
2. Approval of the Study Session Minutes of May 3, 2021.
3. Approval of Bills (\$1,712,750.06) and wire transfers (\$3,363,726.69) for April 2021.
4. Personnel
 - a. The acceptance of the resignation of Concessions Coordinator (Heidi Niemeyer) at Saint Peter High School Activities Department.
 - b. The approval of the hiring of a Student Support Liaison (Buraq Ahmed) with Saint Peter Public Schools. This is a new position.
 - c. The approval of the hiring of a full-time night custodian (Christian Ballman) at North Elementary. This is a replacement position.
 - d. The approval of a Family Medical Leave request of the Business Office/Human Resources Assistant (Erica Walter) from July 21, 2021 through September 3, 2021.
 - e. The approval of the hiring of a full-time long-term ag science substitute (Amy Durand) at Saint Peter High School. This position is available due to a Family Medical Leave.
 - f. The acceptance of the resignation of School Information and Marketing Coordinator (Kurt Hildebrandt) at Saint Peter Public Schools effective at the end of the 2020-2021 school year.

- g. The approval of the hiring of a SPMS/SPHS ELL teacher (Helena Satterness) for the 2021-2022 school year. This is a replacement position.
- h. The acceptance of the retirement of a Principal's Secretary (Barb Berg) at North Elementary at the end of the 2020-21 school year.
- i. The approval of the hiring of a shared STEAM/STEM teacher (Rachel Schweigert at South & North Elementary. This is a replacement position.
- j. The approval of a transfer of a physical education teacher (Madison Bergren) at North and South Elementary to a health teacher at Saint Peter Middle School at the start of the 2021-22 school year. This is a replacement position.
- k. The approval of the hiring of a Saints Overtime Assistant (Skylar Price) with Saint Peter Community & Family Education. This is a replacement position.
- l. The approval of the hiring of a Technology Department intern (Ben Abbott) for the summer of 2021.
- m. The approval of a maternity leave request for a math teacher (Emilie Kaus) at Saint Peter Middle School from September 1, 2021 until November 19, 2021.
- n. The acceptance of the resignation of a Saints Overtime Assistant (Alice Howard) at Saint Peter Community and Family Education effective May 19, 2021.
- o. The approval of the hiring of a Student Support Specialist (Liliana Figueroa) with Saint Peter Public Schools for the 2021-2022 school year. This is a new position.
- p. The acceptance of the resignation of a French Teacher (Larissa Egli) at Saint Peter Middle School effective the end of the 2020-21 school year.
- q. The transfer of positions of a shared math interventionist (Jack Hartfiel) to a 1.0 math interventionist at Saint Peter Middle School for the 2021-2022 school year.
- r. The designation of equipment as obsolete (Pool Lift Chair) in order to remove it from the district inventory and property recycle or dispose of it.
- s. The designation of equipment as obsolete (iPads) in order to keep devices up to date and viable for use in the classroom.

8

VI. **Student Spotlight**

1. SPHS Students- Rahima Jamac (mock trial), Miranda Seham (mock trial), and David Marlow (speech)- David participated in state speech. Rahima and Miranda won state honors for their performances on the mock trial team. All three students enjoyed their participation in these co-curricular activities.
2. Student Council Report-No Report

VII. **Action Items**

1. 2020/21 Budget Adjustments-(Soderlund/Carlson, unanimous)

2. Insurance for 2-year cycle-(Stuewe/Lokensgard, YAY: Dixon, Leonard, Stuewe, Lokensgard, NAY: Carlson, Abstention: Soderlund)
3. Non-Renewal of Probationary Teachers Contracts- (Carlson/Lokensgard) to approve the resolution authorizing the Non-Renewal of a Probationary Teacher Contract for Ryan Timmerman AYE: Dixon, Soderlund, Carlson, Leonard, Stuewe, Lokensgard NAY: None Resolution Passes
4. Second/Final Reading of Revisions to the Policy Manual-(Stuewe/Soderlund, unanimous)
5. Acceptance of Individual Contracts-(Lokensgard/Stuewe, unanimous)

VIII. Information Items

1. MVED Organizational Structure

During the 2020-2021 school year, MVED completed a study and plan regarding their organizational structure. To provide for long term stability, adjustments have been made. The plan includes a Special Education Director, Supervising Superintendent, and a Special Education Consultant agreement.

9

2. First Reading of Revisions to the Policy Manual

Minor changes have been made to the policy. It will come back to the school board next month for a second reading.

IX. Reports

1. Building Principals- Principals discussed key items that have or will be occurring in their buildings:

Early Childhood

- Transition trips to South
- Fall registration is open and available
- Food pick up and distribution will continue this summer. Wednesdays will be the day of the week, beginning June 9th.

South

- Transition tours to North
- SPFD visit, Police car tour, fingerprinting
- 90+ private Kindergarten tours last week, wrapping up this week, 120-125 registered Kindergartners

North

- Transition tours to MS
- Summer activities at North: Saints OT, Summer School, Meal pick-up, recreation department activities
- 4th grade buddies program with SPHS-huge success
- Barb Berg is retiring after 25 years of service to the district

High School

- spring musical and band concert (last week)
- choir concert, NHS induction, senior awards (this week)
- senior days (next week)
- Graduation (8:00PM Friday, May 28th)

2. Superintendent of Schools

- Sunday will be the last weekly update for the school year
- MN Safe Learning Plan ends 5/28
- Summer Covid protocols have not been released
- Each spring the admin team looks at staffing needs for the upcoming school year
- A survey, community meetings and focus groups will be executed regarding the second SRO position. The recommendations will be brought to the school board.
- The Minnesota Legislature will be going into a special session. We will plan as best as possible for the summer and fall.

3. Board Members

a. Around the Table

Jon Carlson- MSBA's Friday Morning chats have been beneficial to follow, he will be unable to attend graduation.

Bill Soderlund-Would like to see the district conduct a School Safety Survey

X. Upcoming Meetings of the School Board

Graduation

Friday, May 28, 2021

8:00PM

SPHS Campus

Instructional Program Committee

Friday, June 11, 2021

8:00AM

District Office

Finance Committee

Friday, June 11, 2021

9:00AM

District Office

Regular Board Meeting

Monday, June 21, 2021

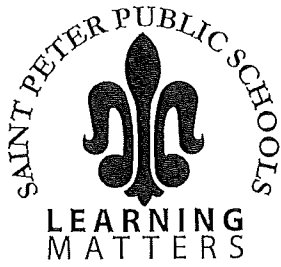
6:30 PM

SPCC-Governor's Room

XI. Adjournment-8:11 (Stuewe/Dixon, unanimous)

Dated:

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: June 3, 2021
To: Dr. Bill Gronseth - Superintendent
From: Bee Ong - Finance Accountant
Re: **Monthly Construction Bills, Board Bills,
Payroll & Student Activity Amounts:**

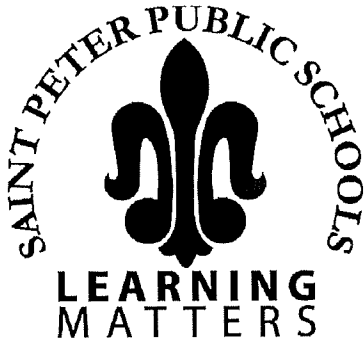
11

May 2021 - Construction Account	\$36,279.32
May 2021 - Board Bills	\$526,164.14
May 2021 - Payroll Account	\$960,191.04
May 2021 - Student Activity	\$1,874.25
	<hr/> <hr/>
	\$1,524,508.75

St. Peter Public Schools
 Independent School District 0508
 Wire Transfer Report
 May-21

Folder: DO Staff Share
 File: WIRE TRANSFER REPORT

MSDLAF to USBank			(Feb/Aug bond pymt)
MSDLAF to FNB payroll account ACH	5/14/2021	475,000.00	
MSDLAF to FNB payroll account ACH	5/28/2021	480,000.00	
MSDLAF-Max to FNB BO	5/3/2021	500,000.00	
MSDLAF-Max to FNB BO	5/21/2021	500,000.00	
MSDLAF to USB - BCBS - health/life	05/03/21	296,680.50	
FNB-BO to BCBS - medicare health	05/21/21	15,037.00	
Wire of federal payroll taxes	5/3/2021	150,616.04	
Wire of federal payroll taxes	5/17/2021	154,482.79	
Wire of state payroll taxes	5/4/2021	25,052.77	
Wire of state payroll taxes	5/18/2021	25,879.59	
PERA payments	5/3/2021	20,625.65	
PERA payments	5/17/2021	21,048.52	
TRA payments	5/3/2021	79,291.23	
TRA payments	5/17/2021	80,764.30	
Further	5/4/2021	896.68	
Further	5/4/2021	1,247.01	
Further	5/4/2021	1,666.72	
Further	5/11/2021	500.00	
Further	5/18/2021	1,944.78	
Further	5/18/2021	3,247.01	
Further	5/24/2021	786.50	
Further	5/25/2021	800.00	
Horace Mann	5/5/2021	2,339.00	
Horace Mann	5/6/2021	2,339.00	
Horace Mann	5/20/2021	2,339.00	
Ameriprise/NBSGroup Bill	5/4/2021	1,475.00	
Ameriprise/NBSGroup Bill	5/14/2021	1,475.00	
Pioneer - Dental direct debits	5/3/2021	3,983.93	
Pioneer - Dental direct debits	5/10/2021	3,502.11	
Pioneer - Dental direct debits	5/17/2021	5,749.22	
Pioneer - Dental direct debits	5/21/2021	1,419.00	
Pioneer - Dental direct debits	5/24/2021	4,582.28	
Electronic Deposit Fees - Gateway	5/6/2021	20.00	
Electronic Deposit Fees - Merch Billing	5/5/2021	39.95	
	Total Wires	2,864,830.58	



MEMO TO: Bill Gronseth, Superintendent
Saint Peter School Board

FROM: Doreen Oelke, Principal

DATE: June 1, 2021

SUBJECT: SHIP Donation to South Elementary

I am pleased to recommend the acceptance of a \$1,694 SHIP Grant donation to South Elementary School. This grant was solicited by Laura Zender, South counselor. The grant is facilitated by Nicollet County. This gift was used to purchase Spanish books to promote family reading for South Elementary Spanish speaking English language learners.

13

Please let me know if you have any questions regarding this request.



**TO: Bill Gronseth, Superintendent
School Board**

**FROM: Tami Skinner, Community &
Family Education Director**

**SUBJECT: Prairie Lakes Regional Arts
Council Grant**

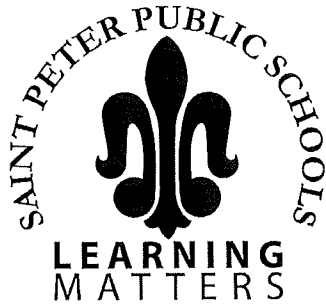
DATE: June 7, 2021

Saint Peter Community & Family Education recently applied for and received a \$4,000 grant from Prairie Lakes Regional Arts Council. Funds from this grant will support the sPARK Mobile Art Studio. This program serves kids in grades k-6 and runs Monday- Friday, June 21-August 13.

14

The goal is to remove barriers by bringing a free weekly art program to parks near rental properties and manufactured housing locations. Our art instructor will introduce artists as role models by using works of art by culturally diverse artists for inspiration in the lessons. Our mission is for children to participate in a meaningful art program that fosters creativity, reflects the diversity of the children, and helps them have fun! Students who want to participate do not have to register. They just show up at one of the locations and make art.

I recommend that you accept these grant funds.



TO: Members of the School Board
Mr. Gronseth

FROM: Annette Engeldinger

DATE: May 18, 2021

RE: Teacher retirement

I am writing to recommend that you accept the resignation of Warren Peterson as a technology education teacher at Saint Peter High School. He will retire at the end of the 2020-2021 school year.

15

We sincerely thank him for his time and dedication to the students of Saint Peter High School. We especially appreciate his return during the 2020-2021 school year. Mr. Peterson has been an important part of SPHS for many years, and he will be missed. We wish him the best of luck in his retirement!

Please let me know if you have any questions.

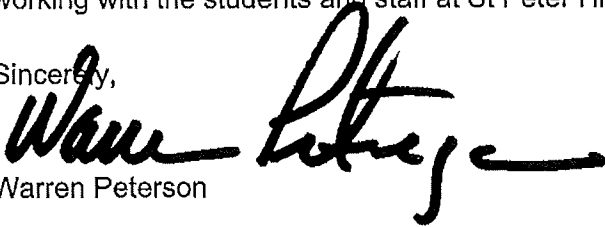
May 10, 2021

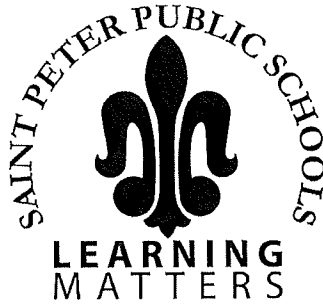
Annette Engeldinger, Principal
St Peter High School
2121 Broadway Avenue
St Peter MN 56082

Dear Annette:

Please accept this letter as my resignation from teaching Technology Education at St. Peter High School effective May 28, 2021. 16

Thank you for the opportunity to teach part time this school year. I appreciate your support and have enjoyed working with the students and staff at St Peter High School.

Sincerely,

Warren Peterson



TO: Members of the School Board
Mr. Gronseth

FROM: Annette Engeldinger

DATE: May 18, 2021

RE: Teacher retirement

I am writing to recommend that you accept the resignation of Scott Hermanson as a vocal music teacher at Saint Peter High School and Saint Peter Middle School. He will retire at the end of the 2020-2021 school year.

17

We sincerely thank him for his time and dedication to the students of Saint Peter High School. Mr. Hermanson has been an important part of SPHS for many years, and he will be missed. We wish him the best of luck in his retirement!

Please let me know if you have any questions.

Ms. Annette Engeldinger
St. Peter High School
2121 West Broadway
St. Peter, MN 56082

Scott Hermanson
Vocal Music Teacher

May 17, 2021

Annette Engeldinger,

It is with mixed emotions that I share my plans to retire at the end of the contract year. I have enjoyed my time working as the choir director at St. Peter Schools. This year completes my 34th year of teaching, the last 17 of which have been here in St. Peter.

18

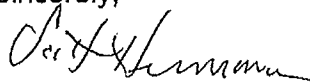
I would be happy to help in the transition process as you see fit.

I want to thank you for the support you have given me during my tenure here. I have always felt that the St. Peter administrators held the arts in high regard and were very supportive of my efforts in the music classroom and on the theater stage. It was a great honor to be part of the transition into a new school and perform in the new Performing Arts Center. I am very proud of the work that has been done, and of the hundreds of students that have come through and participated in the choral music program and theatrical productions.

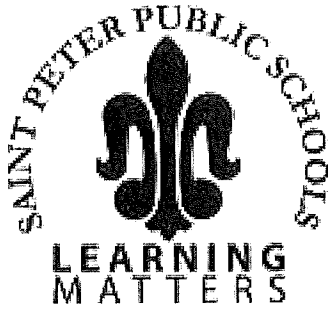
Please let me know of any steps that I need to take to formally complete this process.

Thank you again for support and guidance over the past years.

Sincerely,



Scott Hermanson



MEMO TO: Members of the School Board
Bill Gronseth

FROM: Annette Engeldinger

DATE: May 18, 2021

SUBJECT: High School Counselor

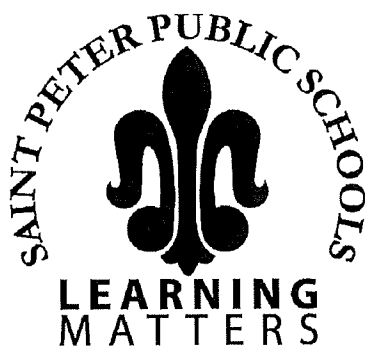
Interviews have been completed for the High School Counselor position, and I am happy to inform you that Andrew Vander Linden has accepted the position.

Many of you will remember that Andy was a member of our high school student support team before accepting a position in Mankato schools, and the team is thrilled to have him back!

19

EMPLOYEE SUMMARY

- **Andrew Vander Linden**
 - 1.0
 - Step 9/MA+30
 - \$70,846.00
 - Start Date: 2021/2022 school year



MEMO TO: Bill Gronseth, Superintendent
Saint Peter School Board

FROM: Doreen Oelke, Principal

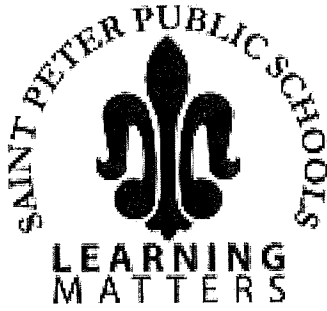
DATE: May 18, 2021

SUBJECT: Eyler FMLA Request

I recommend that you accept the FMLA request of Mariah Eyler, first grade teacher at South Elementary. Ms. Eyler's due date is July 21, 2021. Her leave will begin on August 23, 2021 and end on October 20, 2021. She will use intermittent FMLA leave on August 26, 30 & 31, 2021 to plan with her substitute teacher and attend back to school conferences. She will return full time to her first grade position on October 25, 2021. 20

Her written request, along with the FMLA paperwork, has been submitted to the district office. Please feel free to contact me with any questions.

Cc: Mariah Eyler
Grp_hire_certified



MEMO TO: Members of the School Board
Bill Gronseth

FROM: Ytive Prafke

DATE: May 21, 2021

SUBJECT: Speech Clinician

I am pleased to recommend Elayna Howton for the position of Speech Clinician in the Early Childhood Program beginning in the 2021-2022 school year. Elayna has worked ECSE program for the last two years through an MVED contract and is now transferring to a St. Peter contract.

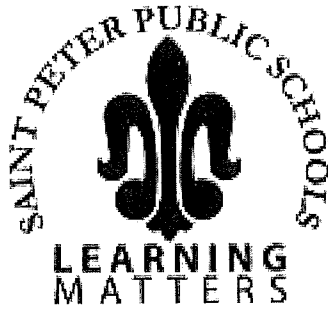
21

NEW EMPLOYEE SUMMARY

- **Elayna Howton**
 - MA STEP 3 (\$52,438)
 - Start Date: 2021-2022 school year
 - Contract transfer from MVED to St. Peter

Thank you for your consideration and your support of the Early Childhood programs.

CC: Elayna Howton
grp_hire_certified



MEMO TO: Members of the School Board
Bill Gronseth

FROM: Ytive Prafke

DATE: May 21, 2021

SUBJECT: .25 ECSE DAPE Teacher

I am pleased to recommend Lauren Satrom for the position of .25 ECSE Adaptive Physical Education teacher. During the 2021-2022 school year this position will be in place for approximately 10 hours per week.

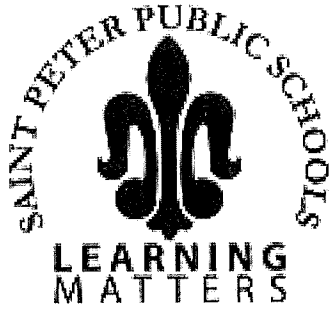
22

NEW EMPLOYEE SUMMARY

- **Lauren Satrom**
 - MA +30 Step 11 (\$51.70 per hour)
 - ECSE Adaptive Physical Education teacher
 - Timesheets will be submitted
 - Start Date: 2021-2022 school year

Thank you for your consideration and your support of the Early Childhood programs.

CC: Lauren Satrom
grp_hire_certified



MEMO TO: Members of the School Board
 Bill Gronseth

FROM: Ytive Prafke

DATE: May 21, 2021

SUBJECT: ECSE Supplemental Teacher

I am pleased to recommend Kellie Satrom for the position of ECSE supplemental teacher beginning in the 2021-2022 school year. Kellie taught in the ECSE program through an MVED contract and retired from that teaching position at the end of the 2019-2020 school year. She will be working on an as needed basis in the ECSE program as a supplemental ECSE teacher pushing into School Readiness classes to provide special education and substitute teaching services.

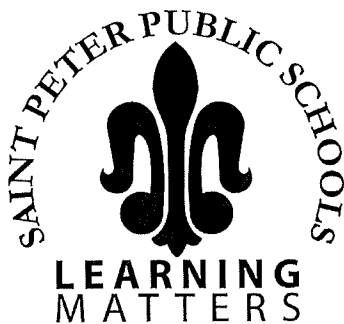
23

NEW EMPLOYEE SUMMARY

- **Kellie Satrom**
 - MA +40 Step 11 (\$53.47 per hour)
 - Supplemental ECSE teacher based upon need
 - Timesheets will be submitted
 - Start Date: 2021-2022 school year

Thank you for your consideration and your support of the Early Childhood programs.

CC: Kellie Satrom
 grp_hire_certified



Date: May 25, 2021
To: Mr. Bill Gronseth, Superintendent
Saint Peter School Board
From: Darin Doherty, Principal
Ytive Prafke, EC Director
Re: New Position School Social
Worker

We are recommending the hire of the following individual for an additional school social worker at North Elementary and Early Childhood. This is a newly created position. Eleven applications were received and four candidates were interviewed by a team of seven district representatives.

24

- Mandy Kennedy– A licensed PreK-12 School Social Worker to be placed at **Lane MA, Step 9, 1.0 FTE (\$64,087)** of the current teacher master agreement.

Mandy received her undergraduate degree from Minnesota State University, Mankato and her Masters at Capella University. She is coming to St. Peter Public Schools from Prairie Winds Middle School in Mankato.

We are looking forward to a great year with Ms. Kennedy working with students at North Elementary School and the Early Learning Child Center!

If you have questions, please contact me.

CC: akenne1@isd77.org
grp_hire_certified@stpeterschools.org



TO: Bill Gronseth
FROM: Chris Ovrebo 
DATE: 27-MAY-2021
RE: Summer Technology Intern
CC: Kelson Lund

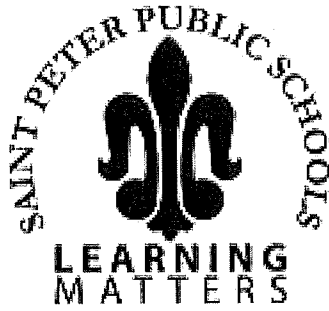
We are pleased to recommend the hiring of Kelson Lund as a Technology Department Intern for the summer of 2021. Kelson is a recent graduate of Saint Peter High School. We are excited to welcome him to our Saint Peter Schools Technology Department.

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

25

NEW EMPLOYEE SUMMARY

- Kelson Lund
 - \$10.00 / Hr
 - 6 hours per day
 - Start date: June 1st



MEMO TO: Members of the School Board
Mr. Bill Gronseth

FROM: Annette Engeldinger

DATE: June 2, 2021

SUBJECT: High School CTE Teacher Hire

Applications were received and interviews took place for the high school industrial tech teaching position. This position is a replacement position due to the resignation of Warren Peterson.

I am pleased to recommend Scott Robinson for the position. Scott comes to us with 18 years of teaching experience at GFW middle and high school.

26

NEW EMPLOYEE SUMMARY

- **Scott Robinson**
 - 1.0
 - Step 11/Lane BA+30
 - \$66,944
 - Start Date: 2021-2022 school year

CC: Scott Robinson
grp_hire_certified



TO: Members of the School Board
Mr. Bill Gronseth

FROM: Jana Sykora

DATE: June 2, 2021

RE: Summer School World History Teacher

Interviews for the summer school world history position have been completed, and I am excited to recommend the hiring of Jaylen Heller. Ms. Heller graduated from the University of St. Thomas in 2020 and has taught for one year with Sisseton High School in South Dakota. 27

EMPLOYEE SUMMARY

- **Jaylen Heller**
 - Summer School
 - Step 1/Lane BA
 - Start Date: June 2, 2021

CC: Jaylen Heller
grp_hire_certified



TO: Bill Gronseth, Superintendent,
School Board Members

FROM: Tami Skinner, Community & Family
Education Director

SUBJECT: Saints Overtime Staff

DATE: June 2, 2021

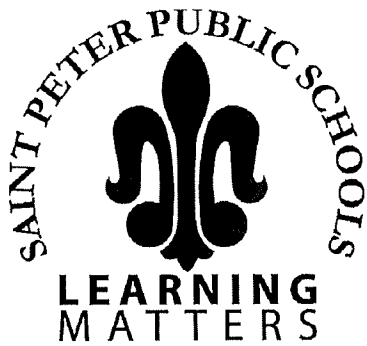
Interviews were conducted, and I am pleased to report that Katie Engeldinger was hired as a Saints Overtime Assistant. Katie's previous work experiences make her an ideal candidate for this position.

This is a replacement position.

28

EMPLOYEE SUMMARY

- **Katie Engeldinger**
- Rate of pay - \$13/hr.
- Part-time hours to be submitted on a timesheet
- Summer 2021



MEMO TO: Bill Gronseth, Superintendent
Saint Peter School Board

FROM: Doreen Oelke, South Elem. Principal
Darin Doherty North Elem. Principal

DATE: June 2, 2021

SUBJECT: Occupational Therapist

I am pleased to recommend the 1.0 FTE hiring of Hanna Kleschult as a shared position occupational therapist at South & North Elementary. This is a new Saint Peter Public Schools position. Previously, Charley Chouanard Harguth, an MVED employee, serviced the students at South and North.

29

Ms. Kleschult served as a long term sub for Ms. Chouanard Harguth at the end of the 2020-2021 school year. We are excited to welcome her back as a SPPS employee. Please feel free to contact us if you have any questions regarding this recommendation.

NEW EMPLOYEE SUMMARY

- **Hannah Kleschult**
 - MA, Step 1 salary is *\$49,045 based on the 2020-21 Master Agreement.
(*This will be updated once a new agreement is reached)
 - Start Date is the beginning of the 2021-2022 school year

cc:

Hannah Kleschult
Certified Hire Group



Date: June 3, 2021
To: Mr. Bill Gronseth, Superintendent
Saint Peter School Board
From: Darin Doherty, Principal
Re: Replacement PE Teacher

I am recommending the hire of the following individual for serving as a physical education teacher at North Elementary. This is a replacement position. Twenty applications were received and five candidates were interviewed by a team of four district representatives.

30

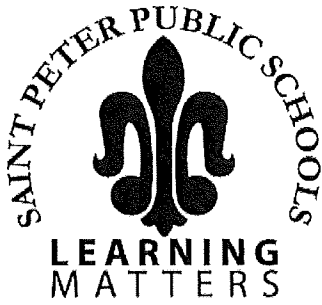
- Jordan Rudenick– A licensed K-12 physical education teacher to be placed at Lane BA, Step 8, 1.0 FTE (\$54,219) of the current teacher master agreement.


Jordan received his undergraduate degree from Gustavus Adolphus College. He is coming to Saint Peter Public Schools with three years of experience in Nicollet Public School and four years in GFW.

We are looking forward to a great year with Mr. Rudenick working with students at North Elementary School!

If you have questions, please contact me.

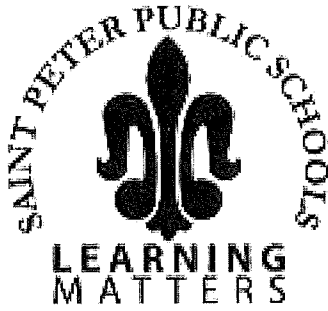
CC: jordan.rudenick@gmail.com
grp_hire_certified@stpeterschools.org



TO: Bill Gronseth
FROM: Chris Ovrebo 
DATE: 10-JUN-2021
RE: IT Support Specialist
CC: Nathan Koster,
Classified Hiring Memo List

Nathan Koster will be completing his IT Specialist contract on June 30th and will not be extending his employment with us. Nathan has done an exceptional job in providing our staff, students, and community with technical support and he will be missed. He will be returning to his technology consulting business and we thank him for the time he has served with Saint Peter Schools.

31



MEMO TO: Members of the School Board
Bill Gronseth

FROM: Annette Engeldinger

DATE: June 15, 2021

SUBJECT: 1.0 Vocal Music Teacher Hire

Applications were received and interviews took place for the 1.0 middle school/high school vocal music teaching position. This position is a result of the retirement of Scott Hermanson.

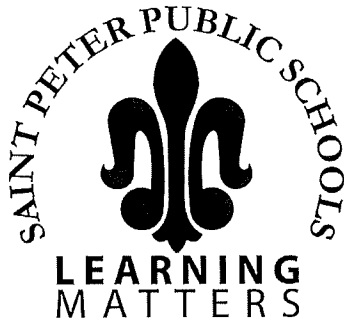
I am pleased to recommend Bri Bergstrom for the position. Bri has been the vocal music teacher in Belle Plaine for the past 8 years, and she comes from them with outstanding recommendations!

32

NEW EMPLOYEE SUMMARY

- **Bri Bergstrom**
 - 1.0
 - Step 9/Lane BA+30
 - \$61,976
 - Start Date: 2021-2022 school year

CC: Bri Bergstrom
grp_hire_certified



Date: June 15, 2021

To: Mr. Bill Gronseth, Superintendent

From: Darin Doherty, Principal
North Elementary School

Re: MSU, Mankato Teaching Fellow
2021-22 School Year

I am recommending the acceptance of the following individual for our 4th-grade teaching fellow position at North Elementary School.

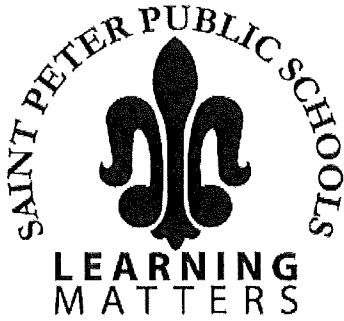
33

- Ms. Emma Fladager – Hired by MSU, Mankato as a Graduate Assistant Teaching Fellow

Emma is a December 2020 graduate of the University of Wisconsin, Eau Claire. Ms. Fladager student taught in 3rd-grade in Altoona, WI last fall. We look forward to a great 2021-22 school year with Ms. Fladager as a member of our 4th-grade team.

If you have questions, please contact me.

CC: emmafladager@gmail.com
grp_hire_certified@stpeterschools.org



TO: Bill Gronseth
School Board

FROM: Jon Graff

DATE: May 25, 2021

SUBJECT: Obsolete Items

The following items are no longer needed as a part of the middle school physical education curriculum. I recommend the School Board deem these items obsolete.

- #1: HOIST low back extension machine model # 03-02-000583
- #2: HOIST abdominal crunch machine model # 03-02-001648

34

Please let me know if you have any questions.

CC: Marc Bachman



ADDENDUM

BOARD MEETING Monday, June 21, 2021 Governor's Room 6:30 PM

VI. ACTION ITEMS

1. AGENDA ITEM #1

Subject: Accept Graduates

Action: Requires a Motion

Background: Attached is a list of seniors who met all graduation requirements and were awarded diplomas on May 28, 2021.

Presentation: High School Principal

Options/Recommendation: I recommend your approval of the Saint Peter High School Class of 2021 graduates.

MEMO TO: Mr. Gronseth
Members of the Board of Education

FROM: Annette Engeldinger

DATE: May 13, 2021

SUBJECT: Approval of Candidates for Graduation

Attached is a list of seniors who, at this time, have met all graduation requirements and are scheduled to be awarded diplomas on May 28, 2021. Students who do not fulfill all graduation requirements are not permitted to go through commencement exercises. This approval is therefore tentative, pending final completion of all requirements.

Attachment

SENIOR CLASS OF 2021

Rashidgandi	Abdi	Laurel	Hibscher	Lydia	Ploog
Sumeyo	Abdirahman	Erin	Hill	Preston	Pomije
Madison	Abels	Kayla	Hoffman	Brock	Portner
Karen	Aguilar Cruz	Christopher	Hopkins	Frederick	Powers
Asmaa	Ahmed	Alyssa	Hrdlicka	Taylor	Powers
Obet	Alcantara Alvarez	Noah	Hunt	Ricardo	Puga
Abdifatah	Ali	Sebastian	Hutchens	Carmin	Pursifull
Mohamed	Ali	Rahima	Jamac	Elizabeth	Quist
Jazmynn	Allen	Abdisamed	Jimale	Kiara	Rahman
Catherine	Ardison	Emma	Johnson	Oscar	Ramirez
Michelle	Arriaga	Emma	Jones	Jennifer	Ramirez
Hayden	Barr	Jesus	Juarez	Seth	Reicks
Shelby	Beaudoin	Morgan	Kelly	Kassandra	Reyes
Matthew	Becker	Audrey	Kennedy	Jakob	Rimstad
Megan	Beran	Noah	Klaseus	Joshua	Robb
Alicia	Bocanegra Rodriguez	Christina	Krueger	Jamarion	Robinson
John	Borgmeier	Vanessa	Krueger	Kaela	Robinson
Dakotah	Braun	Emmalia	Kunkel	Ty	Roessler
Ryan	Braun	Aden	Kurdziolek	Breeley	Ruble
Hannah	Brenke	Zechariah	Kyoore	Garrison	Rushing
Madyson	Bryant	Lani	Langevin	Emily	Salfer
Ellen	Cantrell	Aubrey	Larson	Ryan	Sandland
Alexis	Christnagel	Kathryn	Larson	Owen	Schaffer
Raven	Crane	Nolan	Larson	Hailey	Schmidt
Abdille	Dahir	Jack	Leonard	Aidan	Schrumpf
Cajiton	Dakono	Anna	LoFaro	Miranda	Seham
Nasteho	Daud	Samantha	Long	Khadra	Sharif-Isaack
Ellen	Davis	Diana	Loya	Luke	Simonette
Amelia	Dickie	Kelson	Lund	Tyler	Skeen
Garrett	Domras	Kia	Maas	Connor	Snay
Parker	Domras	Ismahan	Malin	Jack	Sourbeck
Madison	Doose	Ashton	Matejcek	Brady	Sowder
Zachary	Duncomb	Jayna	Matejcek	Brooklin	Speiser
Tanner	Dvorak	Dakota	Matheson	Mary	Stoffel
Maria	Estrada	Tahya	McKinney	Zachary	Taylor
Alexis	Flowers	Brandon	McLean	Aiden	Teegarden
Nathan	Fogal	Adrian	Mellen	Peyten	Theis
Ryan	Fondie	Paige	Meyer	Citlaly	Torres
Madison	Frederick	Johnathon	Miller	Jocelyn	Torres-Capuchina
Emily	Fugon	Morgan	Miller	Nolayn	Vande
Finn	Gibson	Christian	Miller	Yanira	Vazquez
Theodore	Giedd	Logan	Miller-Throldahl	Aubree	Volk
Joan	Giese	Elizabeth	Mitchell	Gage	Volk
Ella	Gilbertson	Logan	Moe	Kyler	Wachtel
Lucy	Gonzalez	Madison	More	Jillian	Wahl
Shelby	Graft	Kaylee	Moreau	Henry	Wang
Haydon	Grams	Elisabeth	Munick	Autumn	Weber
Bailey	Grant	Ryan	Nelson	Carter	Wendroth
Ethan	Grant	Kendall	Nicolai	Konrad	Wernsing
Luis	Guico	Lauren	Niemeyer	Connor	West
Sandra	Guico	Drew	Obermiller	Bailey	Wilder
Mason	Gullord	Abdirahman	Omar	Ryan	Wilmes
Peighton	Gunderson	Elizabeth	Orth	Hope	Woodrum-Wilson
Abigail	Haggenmiller	Penelope	Pancieria	Wesley	Yang
Michaela	Hahn	Autumn	Pauly	Chase	Yeager
Gergely	Hajos	Bianca	Penkert	Shale	Young
Mia	Hansen	Katherine	Petersen	Sahur	Yusuf
Tara	Harbo	Allie	Pettis	Victoria	Zachman
Tayser	Hassen	Nathan	Petts		
Celia	Hawbaker	Finn	Pisco		
Brandon	Hernandez	Tuyen	Pitts		



TO: Mr. Gronseth
Members of the Board of Education

FROM: Annette Engeldinger

DATE: May 7, 2021

SUBJECT: Ramla Mohamed and Luis Guerra

I am requesting that the board of education award a Saint Peter High School diploma to Ramla Mohamed and Luis Guerra.

Upon review of their course credits and transcripts, it has been determined that they meet the established requirements.

If you have any questions, please let me know.

slc
c: Jana Sykora, Guidance Counselor



TO: Mr. Gronseth
Members of the Board of Education

FROM: Annette Engeldinger

DATE: June 9, 2021

SUBJECT: Nathan Opatz and Martin Thielges

I am requesting that the board of education award a Saint Peter High School diploma to Nathan Opatz and Martin Thielges.

Upon review of their course credits and transcripts, it has been determined that they meet the established requirements.

If you have any questions, please let me know.

slc
c: Jana Sykora, Guidance Counselor



ADDENDUM

BOARD MEETING Monday, June 21, 2021 Governor's Room 6:30 PM

VI. ACTION ITEMS

2. AGENDA ITEM #2

Subject: Remove Return to School Committee

Action: Requires a Motion

Background: Last Spring, in response to the MN Safe Learning Plan, the School Board created a new committee to address needs associated with COVID-19. With the expiration of the MN Safe Learning Plan, the Return to School Committee is no longer necessary. Schools will now follow the universal guidance provided by the State. It is assumed at this time that we will not have restrictions for the return to school in the Fall.

Presentation: Superintendent of Schools

Options/Recommendation: I recommend a motion to rescind the motion that created the Return to School Committee.



ADDENDUM

BOARD MEETING Monday, June 21, 2021 Governor's Room 6:30 PM

VI. ACTION ITEMS

3. AGENDA ITEM #3

Subject: Approval of Tenure Action for Probationary Teachers

Action: Requires a Motion

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

- | | |
|-----------------------|--------------------------|
| • Maren Kind | North Elementary |
| • Allison Koepp | North Elementary |
| • Annemarie Clemenson | Middle School |
| • Leah Knutson | Middle School |
| • Alex Weis | Middle School |
| • Jennifer St. John | Middle School |
| • Doug Boyer | Hoffmann Learning Center |

Presentation: Superintendent
Building Principals

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



Date: June 1, 2021

To: Mr. Bill Gronseth, Superintendent

From: Darin Doherty, Principal
North Elementary School

Re: Continuing Contract (Tenure)
Recommendations

I am recommending the following individuals for a continuing contract (tenure) starting with the 2021-2022 school year:

Maren Kind
Allison Koepp

Ms. Kind and Mrs. Koepp have finished their third successful year of teaching in Saint Peter Public Schools.

If you have any questions, please contact me.

CC: Maren Kind
Allison Koepp



MEMO TO: Bill Gronseth

FROM: Jon Graff

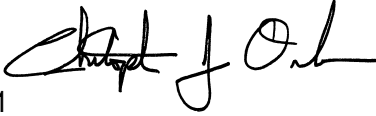
DATE: June 4, 2021

RE: Teacher Tenure Recommendations

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

- Annemarie Clemenson
- Leah Knutson
- Alex Weis
- Jennifer St. John



TO: Saint Peter School Board
FROM: Chris Ovrebo 
DATE: 18-June-2021
RE: Doug Boyer Tenure
CC: Bill Gronseth, Doug Boyer

Saint Peter School Board Members,

Please accept this recommendation to offer Doug Boyer a continuing contract (tenure) starting in the 21-22 school year. Doug has successfully completed his third year of teaching. His positive approach to instruction and his commitment to finding success for all of his students will make him an excellent teacher for many years to come.

Chris Ovrebo
covrebo@stpeterschools.org



ADDENDUM

BOARD MEETING Monday, June 21, 2021 Governor's Room 6:30 PM

VI. ACTION ITEMS

4. AGENDA ITEM #4

Subject: Approval of Memorandum of Understanding between the City of Saint Peter Recreation and Leisure and Saint Peter Community and Family Education

Action: Requires a Motion

Background: Enclosed in your packet is the annual agreement between the school district and the City of Saint Peter to cooperatively provide youth development programs, after-school programs, and summer programs for Saint Peter youth.

Presentation: Superintendent Gronseth

Options/Recommendation: I recommend your approval of the agreement.



**TO: Bill Gronseth, Superintendent
and School Board**

**FROM: Tami Skinner, Community &
Family Education Director**

**SUBJECT: Memorandum of Understanding
between St. Peter Recreation &
Leisure and Saint Peter Community
& Family Education**

DATE: June 8, 2021

Please see the Memorandum of Understanding between St. Peter Recreation & Leisure and Saint Peter Community & Family Education for the 2021/22 program year.

There are no changes to this memorandum from the previous year. I recommend that you approve it.

If you should have any questions, please feel free to contact me.



MEMORANDUM OF UNDERSTANDING

July 1, 2021 – June 30, 2022

Saint Peter Public Schools - Community and Family Education and City of Saint Peter - Department of Recreation and Leisure Services Department

This memorandum identifies key components to maximize opportunities to the community.

- I. BEST PRACTICES AND GUIDING PRINCIPLES** – School District #508, through the Community and Family Education Department (C&FE) and the City of Saint Peter through the Department of Recreation and Leisure Services (R&LS) recognize a shared commitment to best practices that maximize opportunities for the community.
- A. Prioritize community needs and allocation of funding
 - B. Delineate responsibilities to minimize program duplication
 - C. When appropriate, combine resources including staff and facilities to strengthen and/or develop signature community wide events
 - D. Routinely examine and address community program and service needs
 - E. Collaborate with other area organizations to strengthen the involvement and support of underserved families
 - F. Co-publish seasonal brochures
 - G. Offer common registration dates

II. YOUTH DEVELOPMENT/SERVICE FUNDING ASSURANCES

STATEMENT OF ASSURANCES:

Community and Family Education will provide funding to Recreation and Leisure Services to enhance Youth Development opportunities, meeting the intent of State Statutes, which govern Youth Development expenditures. (\$7,500)

Minnesota Statute (2003) 124D.19, Subd. 9. and 10.)

(Age priority: 8 through 14 years)

All programs assigned to these funds will not be subject to non-resident fees (City of Saint Peter); non-resident fees may be charged for non-residents of the Saint Peter School District.

With additional youth development/service funds, Recreation and Leisure Services Department will offer youth programs that provide youth with:

- *An understanding and appreciation of service in their community through hands-on experiences*
- *Knowledge needed to make safe and healthy lifestyle choices*
- *An understanding of and appreciation and respect for diversity in race, culture, gender, age, social status, ability, etc.*
- *an opportunity to have a voice in decisions that affect them*

- *positive recreational, social and learning activities*
- *opportunities to develop a safe, equitable, accepting, cooperative, friendly and inclusive school and community environment*

III. AFTER-SCHOOL FUNDING ASSURANCES

STATEMENT OF ASSURANCES: Community and Family Education (C&FE) will provide funding to Recreation and Leisure Services (R&LS) to enhance after-school opportunities, meeting the intent of State statutes, which govern after-school expenditures. (\$2,700)

(Minnesota Statute (2003) 124D.19, Subd. 13.)

(Age priority: 8 through 14 years)

All programs assigned to these funds will not be subject to non-resident fees (City of Saint Peter); non-resident fees may be charged for non-residents of the Saint Peter School District.

With additional youth funds, Recreation and Leisure Services Department will offer after-school programs that:

- *collaborate with and leverage existing community resources that have demonstrated effectiveness*
- *reach out to youth, including underserved and at-risk youth in the community*
- *serve children participating in adult-supervised programs during non-school hours*
- *support academic achievement*
- *increase skills in sports and other activities*

IV. GUIDELINES FOR SPONSORING YOUTH PROGRAMS

SCHOOL YEAR 2021-22 YOUTH PROGRAMS

(August 31, 2021–May 27, 2022)

R&LS will offer the following:

- After school activities (e.g. Legos Program, eSports, Kids Club, Exploration Recreation, Fencing, Early Rec Out Days, and Open Gym)
- Leadership and/or certification programs for youth ages 14 and under (e.g. Babysitter Training, Be Prepared...NOT Scared, and Home Alone Class)

C&FE will offer the following:

- Theatre & Fine Arts experiences (e.g. Arts Center, Music Lessons)
- Educational enrichment experiences (e.g. foreign languages, nutrition, STEM, and STEAM)
- American Red Cross Swim Lessons at the high school pool
- Certification programs for young adults 15 yrs+ (e.g. First Aid, CPR, Lifeguard Training, Water Safety Instruction)

SUMMER YOUTH PROGRAMS

(July 1–August 31, 2021 and June 1-30, 2022)

R&LS will offer the following:

- E-12 Youth activities, teams, and camps (e.g. Exploration Recreation, eSports, Fencing, youth sports, and camps)
- American Red Cross Swim Lessons at the City outdoor pool

- Leadership and/or certification programs for youth ages 14 and under (e.g. Volunteer In the Park, Babysitter Training, Guard Start, Water Safety Instructor Aide)

C&FE will offer the following:

- Theatre and Fine Arts experiences (e.g. Prairie Fire Theatre, Music Lessons, and Arts Center Classes)
- Educational enrichment experiences (e.g. foreign languages, nutrition, and STEM, STEAM reading)
- Parent/Child classes/events
- Certification programs young adults 15 yrs+ (e.g. First Aid, CPR, lifeguard training, and water safety instruction)

V. FUNDING

School District #508 shall provide the following funding to the City of Saint Peter for provision of services:

Youth Development Funding	\$7,500
After School Funding	\$2,700

Distribution of funds shall be made twice a year and funds may be requested and distributed in two equal payments (e.g. July 1, 2021 and January 2, 2022).

This agreement by and between School District #508 and the City of Saint Peter is hereby approved.

CITY OF SAINT PETER

SCHOOL DISTRICT #508

 Todd Prafke
 City Administrator

 Bill Gronseth
 Superintendent

 Date

 Date



ADDENDUM

BOARD MEETING Monday, June 21, 2021 Governor's Room 6:30 PM

VI. ACTION ITEMS

5. AGENDA ITEM #5

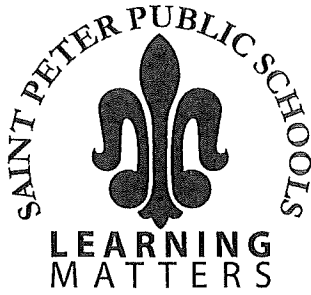
Subject: Approval of Yearly Governmental Lease

Action: Requires a Resolution

Background: Governmental lease-purchase arrangements are utilized to purchase technology equipment across the school district. This year's lease is designed to support the 1:1 initiative, and other hardware for all sites in the district. The low bid for the lease is First National Bank. Lease details are enclosed in your packet.

Presentation: Business Manager

Options/Recommendation: I recommend that you pass a resolution for the yearly governmental lease through First National Bank.



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

Date: 6/8/2021
 TO: Bill Gronseth
 From: Tim Regner
 RE: Tax Exempt Governmental lease RFP Results

St Peter Public Schools requested RFP's from local banks for our yearly Tax Exempt Government Lease.

The amount of the lease this year is \$ 257,700.59

Results are as follows	4 Yr Rate	5 Yr Rate
First National Bank	1.89%	1.99%
Home Town Bank	2.10%	2.20%

The lease is composed of two separate Projects:

Project # 1 is the Saints Digital Initiative - 9 th Grade I Pads	\$ 155,744.69
Project #2 is the yearly technology lease for Lab and staff	\$ 101,955.90
Total	\$ 257,700.59

The Board of Education at the June 21, 2021 Board Meeting will be asked to vote on a resolution authorizing the lease with First National Bank.



ADDENDUM

BOARD MEETING Monday, June 21, 2021 Governor's Room 6:30 PM

VI. ACTION ITEMS

6. AGENDA ITEM #6

Subject: Approval of Individual Contracts

Action: Requires a Motion

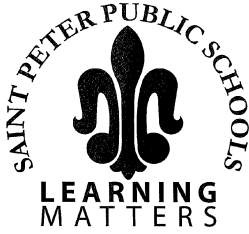
Background: Included in your packet are tentative contract agreements for the following individual contracts:

Individual Contracts:

- | | |
|---|------------------|
| ▪ Community and Family Education Program Assistant | Alena Webster |
| ▪ Early Childhood/Targeted Services Program Assistant | Gina Evenson |
| ▪ Facilities Use Coordinator | Barb Regner |
| ▪ Information Technology Support Specialist | Paul Johnson |
| ▪ Saints Overtime Coordinator | Shaina Sieh |
| ▪ Student Support Liaison | Liliana Figueroa |
| ▪ Student Support Liaison | Maripsa Romero |
| ▪ Community Education Director | Tami Skinner |
| ▪ Special Programs Administrator | Ytive Prafke |
| ▪ Payroll Supervisor | Cheri Portner |
| ▪ Finance Accountant | Bee Ong |
| ▪ MARSS Accountant | Kris LeClerc |
| ▪ Operations and Maintenance Supervisor | Marc Bachman |

Presentation: Superintendent of Schools

Options/Recommendation: I recommend approval of each contract agreement listed.



MEMO TO: Members of the School Board

FROM: Bill Gronseth

DATE: 6.1.2021

SUBJECT: Tentative Contract Agreement

We have a tentative agreement on a 2021-2022 & 2022-2023 contract for the Community and Family Education Program Assistant. Details are as follows:

Tentative Contract Agreement

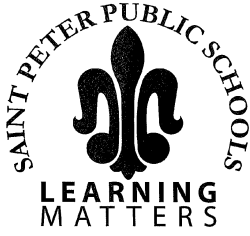
Name of Employee: Alena Webster

Position: Community and Family Education Program Assistant

	2021-2022	2022-2023
Salary	\$17.05/hr	\$17.50/hr
FICA/PERA	\$2.58/hr	\$2.65/hr
Total	\$19.63/hr	\$20.15/hr

I recommend your approval of this contract.

cc: Alena Webster



MEMO TO: Members of the School Board

FROM: Bill Gronseth

DATE: 6.1.2021

SUBJECT: Tentative Contract Agreement

We have a tentative agreement on a 2021-2022 & 2022-2023 contract for the Early Childhood/Targeted Services Program Assistant. Details are as follows:

Tentative Contract Agreement

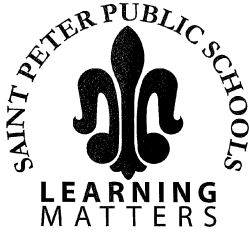
Name of Employee: Gina Evenson

Position: Early Childhood/Targeted Services Program Assistant

	2021-2022	2022-2023
Salary	\$17.05/hr	\$17.50/hr
FICA/PERA	\$2.58/hr	\$2.65/hr
Total	\$19.63/hr	\$20.15/hr

I recommend your approval of this contract.

cc: Gina Evenson



MEMO TO: Members of the School Board

FROM: Bill Gronseth

DATE: 6.1.2021

SUBJECT: Tentative Contract Agreement

We have a tentative agreement on a 2021-2022 & 2022-2023 contract for the Facilities Use Coordinator. Details are as follows:

Tentative Contract Agreement

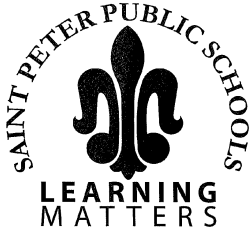
Name of Employee: Barb Regner

Position: Facilities Use Coordinator

	2021-2022	2022-2023
Salary	\$37,668	\$38,610
FICA/PERA	\$5,706	\$5,849
H&H (single)	<\$12,500	<\$12,500
Dental Insurance (single)	\$440	\$440
Life Insurance	\$55.80	\$55.80
Total	\$56,369.80	\$57,454.80

I recommend your approval of this contract.

cc: Barb Regner



MEMO TO: Members of the School Board
FROM: Bill Gronseth
DATE: 6.1.2021
SUBJECT: Tentative Contract Agreement

We have a tentative agreement on a 2021-2022 & 2022-2023 contract for the Information Technology Support Specialist. Details are as follows:

Tentative Contract Agreement

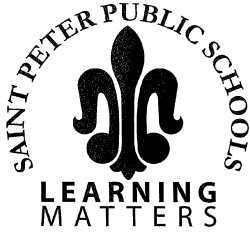
Name of Employee: Paul Johnson

Position: Information Technology Support Specialist

	2021-2022	2022-2023
Salary	\$18.50/hr	\$19.00/hr
FICA/PERA	\$2.80/hr	\$2.88/hr
Total	\$21.30/hr	\$21.88/hr

I recommend your approval of this contract.

cc: Paul Johnson



MEMO TO: Members of the School Board

FROM: Bill Gronseth

DATE: 6.1.2021

SUBJECT: Tentative Contract Agreement

We have a tentative agreement on a 2021-2022 & 2022-2023 contract for the Saints Overtime Coordinator. Details are as follows:

Tentative Contract Agreement

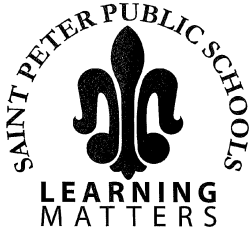
Name of Employee: Shaina Sieh

Position: Saints Overtime Coordinator

	2021-2022	2022-2023
Salary	\$33,452	\$34,288
FICA/PERA	\$5,068	\$5,194
H&H (single)	<\$12,500	<\$12,500
Dental Insurance (single)	\$440	\$440
Life Insurance	\$55.80	\$55.80
Total	\$51,515.80	\$52,477.80

I recommend your approval of this contract.

cc: Shaina Sieh



MEMO TO: Members of the School Board

FROM: Bill Gronseth

DATE: 5.17.21

SUBJECT: Tentative Contract Agreement

We have a tentative agreement on a 2021-2022 & 2022-2023 contract for the Student Support Liaison. Details are as follows:

Tentative Contract Agreement

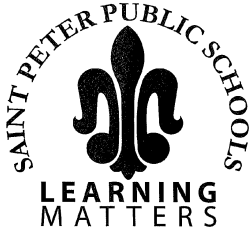
Name of Employee: Liliana Figueroa

Position: Student Support Liaison

	2021-2022	2022-2023
Salary	\$43,000	\$43,645
FICA/PERA	\$6,514	\$6,612
H&H (single)	<\$12,500	<\$12,500
Dental Insurance (single)	\$440	\$440
Life Insurance	\$55.80	\$55.80
Total	\$62,509.80	\$62,252.80

I recommend your approval of this contract.

cc: Liliana Figueroa



MEMO TO: Members of the School Board
FROM: Bill Gronseth
DATE: 6.1.2021
SUBJECT: Tentative Contract Agreement

We have a tentative agreement on a 2021-2022 & 2022-2023 contract for the Student Support Liaison. Details are as follows:

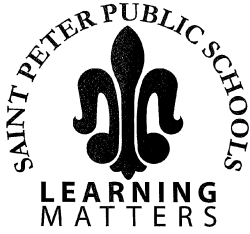
Tentative Contract Agreement

Name of Employee: Maripsa Romero
Position: Student Support Liaison

	2021-2022	2022-2023
Salary	\$45,778	\$46,923
FICA/PERA	\$6,935	\$7,108
H&H (single)	<\$12,500	<\$12,500
Dental Insurance (single)	\$440	\$440
Life Insurance	\$55.80	\$55.80
Total	\$65,708.8	\$67,026.80

I recommend your approval of this contract.

cc: Maripsa Romero



MEMO TO: Members of the School Board

FROM: Bill Gronseth

DATE: 6.1.2021

SUBJECT: Tentative Contract Agreement

We have a tentative agreement on a 2021-2022 & 2022-2023 contract for the Community Education Director. Details are as follows:

Tentative Contract Agreement

Name of Employee: Tami Skinner

Position: Community Education Director

	2021-2022	2022-2023
Salary	\$66,500	\$68,162
FICA/PERA	\$10,074	\$10,326
H&H (single)	\$13,212	\$13,212
Dental Insurance (family)	\$1224	\$1224
Life Insurance	\$223	\$223
Total	\$91,223	\$93,147

I recommend your approval of this contract.

cc: Tami Skinner



MEMO TO: Members of the School Board

FROM: Bill Gronseth

DATE: 6.1.2021

SUBJECT: Tentative Contract Agreement

We have a tentative agreement on a 2021-2022 & 2022-2023 contract for the Special Programs Administrator. Details are as follows:

Tentative Contract Agreement

Name of Employee: Ytve Prafke

Position: Special Programs Administrator

	2021-2022	2022-2023
Salary	\$102,642	\$105,208
FICA/TRA	\$16,422	\$16,833
H&H (single)	\$13,212	\$13,212
Dental Insurance (family)	\$1224	\$1224
Life Insurance	\$223	\$223
Income Protection Insurance	\$256	\$263
Total	\$133,979	\$136,963

I recommend your approval of this contract.

cc: Ytve Prafke



MEMO TO: Members of the School Board

FROM: Bill Gronseth

DATE: 6.14.2021

SUBJECT: Tentative Contract Agreement

We have a tentative agreement on a 2021-2022 & 2022-2023 contract for the Payroll Supervisor. Details are as follows:

Tentative Contract Agreement

Name of Employee: Cheri Portner

Position: Payroll Supervisor

	2021-2022	2022-2023
Salary	\$59,990	\$61,490
FICA/PERA	\$9,088	\$9,315
H&H (single)	\$13,500	\$13,500
Dental Insurance (family)	\$1224	\$1224
Life Insurance	\$55.80	\$55.80
Total	\$83,857	\$85,584

I recommend your approval of this contract.

cc: Cheri Portner



MEMO TO: Members of the School Board

FROM: Bill Gronseth

DATE: 6.14.21

SUBJECT: Tentative Contract Agreement

We have a tentative agreement on a 2021-2022 & 2022-2023 contract for the Finance Accountant. Details are as follows:

Tentative Contract Agreement

Name of Employee: Bee Ong

Position: Finance Accountant

	2021-2022	2022-2023
Salary	\$53,620	\$54,960
FICA/PERA	\$8,123	\$8,326
H&H (single)	\$13,500	\$13,500
Income Protection	\$134	\$137
Life Insurance	\$55.80	\$55.80
Total	\$75,432.80	\$76,978.80

I recommend your approval of this contract.

cc: Bee Ong



MEMO TO: Members of the School Board

FROM: Bill Gronseth

DATE: 6.14.21

SUBJECT: Tentative Contract Agreement

We have a tentative agreement on a 2021-2022 & 2022-2023 contract for the MARSS Accountant. Details are as follows:

Tentative Contract Agreement

Name of Employee: Kris LeClerc

Position: MARSS Accountant

	2021-2022	2022-2023
Salary	\$44,280	\$45,387
FICA/PERA	\$6,708	\$6,876
H&H (single)	\$13,500	\$13,500
Income Protection	\$110	\$113
Life Insurance	\$55.80	\$55.80
Total	\$64,653.80	\$65,931.80

I recommend your approval of this contract.

cc: Kris LeClerc



MEMO TO: Members of the School Board

FROM: Bill Gronseth

DATE: 6.14.21

SUBJECT: Tentative Contract Agreement

We have a tentative agreement on a 2021-2022 & 2022-2023 contract for the Operations and Maintenance Supervisor. Details are as follows:

Tentative Contract Agreement

Name of Employee: Marc Bachman

Position: Operations and Maintenance Supervisor

	2021-2022	2022-2023
Salary	\$95,050	\$97,426
FICA/PERA	\$15,208	\$15,588
H&H (single)	\$13,212	\$13,212
Income Protection	\$237	\$244
Dental Insurance (Family)	\$1224	\$1224
Life Insurance	\$223	\$223
Total	\$125,154	\$127,917

I recommend your approval of this contract.

cc: Marc Bachman



ADDENDUM

BOARD MEETING Monday, June 21, 2021 Governor's Room 6:30 PM

VI. ACTION ITEMS

7. AGENDA ITEM #7

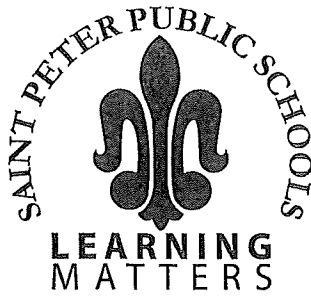
Subject: 2021/22 Budget Plan

Action: Requires a Motion

Background: The preliminary 2021-22 budget in the areas of the general fund, capital fund, food service fund, community service fund, capital projects fund, debt redemption fund, and trust fund will be presented at the meeting.
The Finance Committee reviewed the budget in detail at its meeting on June 11, 2021 and recommends that the budget be approved at tonight's meeting. The committee will be provided additional information during the meeting.

Presentation: Superintendent of Schools
Business Manager
Finance Committee

Options/Recommendation: I recommend that you approve the preliminary 2021-2022 school district budget.



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

Date: 6/7/2021
To: Bill Gronseth
From: Tim Regner
RE: 2021-22 Preliminary Adopted Budget

69

Attached is the budget information to be reviewed by the Finance Committee at the 6/11/2021 meeting and to be presented to the Board of Education on 6/21/2021.

Page 1 is the Budget Cover Sheet providing information on all funds.

Pages 2, 3, 4, 5 & 6 are the FY20, FY21, FY 22 and FY23, FY 24- 4 yr. rollout detailing changes in both revenues and expenditures that will occur as compared to the Revised FY 21 yr.

Pages 7 & 8 are alternative for FY 23 and FY 24 without the referendum

Page 9 is the enrollment projections used in preparing the budget.

The new Hire/Replacement Report providing information of all staff changes is still in the process of being finalized as staff is hired and the rollout may need to be adjusted depending upon final numbers.

The rollout may need to be adjusted depending upon final numbers and the final education bill that is passed by the legislature and governor and final rules with the Covid relief funds.

	A	B	C	D	E	F	G
1	Tregner/Dpeteron/budgwt 21-22 ADP/Budget worksheet 21-22 Adopte/ Adopted St. Peter Public Schools						
2			21-212 to board June 2021	2021-22			
3				ADPBudget			
4				June 1 ,2021	~		
5			Projected				
6	s		Fund Balances				Projected
7			as of				Fund Balance
8	Funds		6/30/2021	Revenues	Expenditures	Transfers	6/30/2021
9							
10	General Fund unassigned Funds, 01,03, 22	*	4,896,561	28,109,212	28,318,843	186,775	4,873,705
11							
12							
13							
14	Nonspendable (Prepaids)	*	9,172				9,172
15	Medical assistance -restricted						0
16	Reserved Basic Skills		2,930				2,930
17	Reserved staff Dev		0				
18	Assigned for severence		364,171				364,171
19	Assigned for VEBA trust		443,800		37,200	91,000	497,600
20	Assigned Bond and CSP		0				0
21	Assigned for operatin new HS		1,252,500			-417,500	835,000
22	Assigned Para		10,000				10,000
23	Assigned water mitigation		374,737				374,737
24	Assigned AAA		59,186				59,186
25	Assigned Fund the Depreciation		192,955				192,955
26	Assigned Dental reserve		40,000				40,000
27	Transfer to Food Service		0				0
28	Reserved for A & I		0				0
29	Activity Funds						
30	High School Activity Fund 30		87,009	90,000	90,000		87,009
31	North Elementary- Fund 11		26,193	50,000	50,000		26,193
32	South Elementary - Fund 12		5,754	27,500	27,500		5,754
33	M/S activity - Fund 13		11,704	20,000	20,000		11,704
34							
35	Concession - Fund 23		-3,889	44,000	40,000		111
36							
37	misc scholarships		135,317				135,317
38							
39							
40	General Fund Sub Total		7,908,100	28,340,712	28,583,543	-139,725	7,525,544
41							
42							
43							
44	Capital Expenditure 01 /05						
45	Restricted for deferred maintenance/LTFM		-549,364	906,082	715,350		-358,632
46	Operating Cap (eq&fac)		217,112	945,167	1,011,412	139,725	290,592
47	Health and safety		0				0
48	Capital Fund Sub Total		-332,252	1,851,249	1,726,762	139,725	-68,040
49							
50							
51	Total General Fund Total		7,575,848	30,191,961	30,310,305	0	7,457,504
52							
53							
54							
55	Food Service 02		581,416	1,773,204	1,713,575		641,045
56							
57							0
58	Community Service 04		-61,484	770,852	959,663		-250,295
59							
60							
61	Capital Projects Funds Regular		0	0	0		0
62	Bond Refendum		0	0	0		0
63	Total Capital Project Funds		0	0	0	0	0
64							
65	Debt Redemption 07		654,100	3,248,090	3,249,300		652,890
66							
67							
68							
69	Trust Fund 08		718,623	22,686	22,000		719,309
70							
71							
72	District Totals		9,468,503	36,006,793	36,254,843	0	9,220,453
73							
74							

70

①

	A	B	C	D	E	F	G	H
179								
180								
181								
182								
183								
184								
185								6/5/2021
186	FY 20 - 1st year 3rd Year of new School Building							
187								
188	Actual fund Balance 6/30/2019							
189								5,089,429
190								
191	Actual 18/19 Revenues - Funds 01,03,22							
192	legislative increase 2% - FY19 Gen Ed revenue 6,312 to 6,438 or \$ 126.24 x 2430.36 ADM FY 19							
193	estimated change in enrollment - FY 19 WADM of 2430.36 plus 20 estimate WADM of 2450 FY20 x \$6,438 per WADM							
194	estimate increase in Sped revenue - state keeping cross subside the same							
195	est increase in special education funding will receive in FY 20							
196	decrease in compensatory							
197	transfer money assigned during fy15-18							
198	unassign balance of possible instructure							
199	AAA amount of revenue assigned in FY 19 in revenue in FY 19							
200	Estimated less tuition from MVED for students estimate							
201	safety grant							
202	extra safe schools funds one time FY 18 ADM 2221 x34.70							
203	MVED revenue fed subaward estimate lower in FY 20							
204	interest revenue lower lower rates and balance est							
205	Add A & I revenue Aid and levy new FY 20							
206	Increase Sped Rev to match SMART total							
207	Decrease in title funding received some add in FY 19							
208	Actual 19/20 Revenues Funds 01,03,22							
209								
210	Actual 18/19 Expenditures Funds 01,03,22							
211	Expenditure increase after settlements							
212	safety grant expenses to be paid in FY 20							
213	New Hire/replacements							
214	remove flood insurance							
215	Mved negotiations							
216	remover health and safety costs							
217	remove infrastucture costs							
218	remove parking lot expenses							
219	remove South school capital expense							
220	Add A & I expenses new FY 20							
221	transfer to food service							
222	est amount to be assigned in FY 19 to the assigned for VEBA Trust							
223	Assign to Dental Reserve							
224	Assign to Fund depreciation							
225	Assign to Fund the depreciation - From remaining infrastructure							
226	Transfer and assign to student Activities as per new rules est							
227	Transfer to Fund 5 1 to 1 initiative							
228	Anticipated and unknown balance of year							
229	Budget tracker items - Current							
230	items under budget FY19 to be spent FY 20 est							
231	Increase rollout expenses to match SMART							
232	CSP Park expense							
233	Actual 19/20 Expenditures Funds 01,03,22 plus net transfers of 699,232							
234								
235	Actual fund balance 6/30/2020 - FY20							
236								
237								
238								
239								
240								
241								
242								
243								
244								

	A	B	C	D	E	F	G	H	
245									
246									
247									
248									
249									
250									
251									
252									
253									
254									
255								6/5/2021	
256	FY 21 4th Year of new School Building- this year - Current Op referendum - need to pass in Fall 21 to cont.								
257								4,974,740	
258	Actual fund Balance 6/30/2020								
259									
260									
261	Actual 19/20 Revenues								
262	legislative increase 2% - FY20 Gen Ed revenue 6,438 x.02 to 6,567 or \$129 x 2390 FY 21 est WADM					estimate increase		308,310	
263	estimated change in enrollment - FY 20 WADM of 2459 minus 2390 = 69 X 6438								
264	estimate increase in other levy/aid items								
265	Additional Cross subsidy aid 100,852 - FY 2021- 45,150 received in 2020 = 55,702								
266	CTE,Opeb, Qcomp levy est extra								
267	HLC Billings								
268	remove extra safe schools levy from FY 20								
269	est increase in compensatory								
270	CRF grant								
271	county and township grants								
272	estimate amount used of GEER and ESSER 1								
273	Pandemic lower items 90,000 interest, 50000 admission								
274	to balance out with Smart								
275	transfer money assigned during fy15-18								
276	Estimate 20/21 Revenues				fy20 rev	28,214,473		28,214,473	
277					fy20 exp	28,292,652			
278	Actual 19/20 Expenditures plus net transfers of 699,232				revenue over expenditures		-78,179	26,655,901	
279	subtract net transfers from FY 20								
280	Expenditure increase after settlements								
281	HLC/ALC expense								
282	leadership Development								
283	MVED negotiations								
284	CRF funds spent for tech,day care, custodial, staffing and other costs								
285	county and township funds spent in FY 21 for tech and custodial								
286	estimate amount used of GEER and ESSER 1								
287	Hire/replacements etc								
288	Transfer to 05 1 to 1								
289	Transfer to Veba assignment trust								
290	Tech. initiative 1 to 1 ipads extra cost of lease				no increase this year same est as FY 20				
291	expected but unknown expenses								
292	increased placements budget								
293	middle school construction								
294	estimated covid expenses not reimbursed and abalance SMART								
295	estimated lower expenses due to pandemic , utilites, transport, subs, staff etc								
296	Estimated 20/21 Expenditures								
297									
298	Estimated fund balance 6/30/2021 - FY21					goal 60 days			4,896,561
299									
300						4,637,996		about 63 days	
301									
302									
303									
304									
305									
306									
307									
308									
309									
310									
311									

	A	B	C	D	E	F	G	H	
312									
313									
314									
315									
316									
317									
318									
319									
320									
321								6/5/2021	
322	FY 22 - next year- 5th Year of new School Building								
323									
324	Estimated fund Balance								4,896,561
325									
326									
327	Estimated 20/21 Revenues								28,214,473
328	legislative increase EST 2% - FY21 Gen Ed revenue 6,566 x2.0 to 6697 or 132 x 2390 est WADM for FY21								315,480
329	estimated change in enrollment FY 21 2390 - 2390 = 0 X 6,566								0
330	estimated compensatory decrease after hold harmless additional revuneue of 197,437								-30,996
331	Additional est Sped Rev from inc costs and cross subsidy aid								100,000
332	EstAdditional Revenue Hoffmann Bills due to staff shift								40,000
333	CRF funds remove								-530,379
334	County/Township Funds								-149,600
335	ESSER/GEER 1								-268,590
336	Add back admission about 50,000 & est student feess 25,000								75,000
337	ESSER 2 Spending Entire amount - no ESSER 3 funds projected those in FY 23 may spend some FY 22								711,324
338	extra CTE levy estimate								50,000
339	transfer money assigned during fy15-18 to meet fund balance goal or can lower goal and transfer less remove FY23								417,500
340	remove transfer of funds								-417,500
341									
342	Estimate 21/22 Revenues				fy20 rev		28,526,712		28,526,712
343					fy20 exp		28,549,568		
344	Estimated 20/21 Expenditures				revenue over expenditures		-22,856		28,292,652
345	Expenditure increase								500,000
346	remove veba assignment trust								-80,000
347	Est. amount to be assigned in FY19 to the Assigned for VEBA Trust							remove fy23	91,000
348	MVED negotiations and extra costs								50,000
349	CRF Funds								-530,379
350	ounty/Township Funds								-80,383
351	ESSER/Township Funds								-268,590
352	remove middle school nd other projectsfrom FY 21 not done n FY22								-194,249
353	remoe 019 and C19 Covid exp from FY21 not reim by other Covid Fin Codes								-14,313
354	Estimated expenses prev paid in A & I but Gen Fund exp FY 22								67,536
355	staff replacments not A & I related								10,995
356	new staff - S. Worker, Instruc Coach- paras?, Hoffmann ,MVED counselor adjustment est								207,781
357	Balance of outreach hire								50,000
358	ESSER 2 Additional expenses not elsewhere estimate usingin 400,000 to Supplant new salaries, A & I shift etc, No ESSER 3 may use								311,324
359	Extra costs MVED - Fed funds used for CEIS								86,000
360	estimated referendum expenses								15,000
361	additional grounds upkeep								10,000
362	CSP annual enhancements to bring bud to 25,000								16,594
363	ECSE Sped as did not set up new accounts when moved org								8,600
364	Tech. initiative 1 to 1 ipads extra cost of lease							no increase last year was fy18	139,425
365	Tech initiative from FY21 remove								-139,425
366	Estimated 21/22 Expenditures								28,549,568
367									
368	Estimated fund balance 6/30/2022 - FY22					goal 60 days			4,873,705
369						4,689,323		About 62 days	
370									
371									
372									
373									
374									
375									
376									
377									
378									

	A	B	C	D	E	F	G	H
379								
380								
381								
382								
383								
384								
385								
386								
387								
388								
389								
390								
391								06/05/2021
392	FY 23 - 2FY yrs from now- 6th Year of new School Building							
393								
394	Estimated fund Balance							
395								4,873,705
396								
397	Estimated 21/22 Revenues							
398	legislative increase EST 2% - FY22 Gen Ed revenue 6,697 x.02 to 6831 or 134 x 2390 est ADM for FY22							
399	estimated change in enrollment FY 22 2390 ADM FY23 2397 = +7 X 6831							
400	estimate increase back in compensatory to FY 21 levels							
401	Esser 3 Funds -spending 1/2 allocation							
402	Additional referendum revenue Approximately 440,000 will roll off - negative if no referendum							
403	remove qcomp levy							
404	remove ESSer 2 funds revenue last year							
405	transfer money assigned during fy15-18 to meet fund balance goal or can lower goal and transfer less remove FY 24							
406	remove transfer of funds							
407	Estimate 22/23 Revenues							
408	fy20 rev							
409	fy20 exp							
410	Estimated 21/22 Expenditures							
411	revenue over expenditures							
412	Expenditure increase							
413	remove veba assignment trust							
414	Est. amount to be assigned in FY19 to the Assigned for VEBA Trust							
415	MVED negotiations							
416	remove additional exp paid ESSER 2 funds last year							
417	remove est referendum exp							
418	Tech. initiative 1 to 1 ipads exta cost of lease							
419	ESSER 3 Funds Spend 1/2 amount Supplant 50% or 400,000							
420	Estimated 22/23 Expenditures							
421	goal 60 days							
422	Estimated fund balance 6/30/2023 - FY23							
423	fy20 rev							
424	fy20 exp							
425	revenue over expenditures							
426	Expenditure increase							
427	remove veba assignment trust							
428	Est. amount to be assigned in FY19 to the Assigned for VEBA Trust							
429	MVED negotiations							
430	remove additional exp paid ESSER 2 funds last year							
431	remove est referendum exp							
432	Tech. initiative 1 to 1 ipads exta cost of lease							
433	ESSER 3 Funds Spend 1/2 amount Supplant 50% or 400,000							
434	Estimated 22/23 Expenditures							
435	goal 60 days							
436	Estimated fund balance 6/30/2023 - FY23							
437	fy20 rev							
438	fy20 exp							
439	revenue over expenditures							
440	Expenditure increase							
441	remove veba assignment trust							
442	Est. amount to be assigned in FY19 to the Assigned for VEBA Trust							
443	MVED negotiations							
444	remove additional exp paid ESSER 2 funds last year							
445	remove est referendum exp							

	A	B	C	D	E	F	G	H	
446									
447									
448									
449									
450									
451									
452									
453									
454									
455									
456									
457									
458									
459									
460									
461									
462								06/05/2021	
463	FY 24 - 3FY yrs from now- 7th Year of new School Building								
464									
465	Estimated fund Balance								4,931,988
466									
467									
468	Estimated 21/22 Revenues								29,335,527.5
469	legislative increase EST 1% - FY23 Gen Ed revenue 6,831 x.01 to 6899 or 68 x 2397 est ADM for FY23								162,996
470	estimated change in enrollment FY 23 2397 - 2361 = -36 X 6,697								-241,092
471	estimate increase back in compensatory 1/2 half of loss in FY23								0
472	Additional referendum revenue Approximately 450,000 will roll off - negative if no referendum								0
473	remove qcomp levy								0
474	remove Esser 3 funds revenue last year								-800,000
475	balance of Esser 3 funds								797,532
476	transfer money assigned during fy15-18					to meet fund balance goal or can lower goal and transfer less		remove FY 24	417,500
477	remove transfer of funds								-417,500
478	Estimate 22/23 Revenues				fy20 rev	29,254,963		29,254,963	
479					fy20 exp	29,929,776			
480	Estimated 21/22 Expenditures				revenue over expenditures		-674,813	29,277,244	
481	Expenditure increase								600,000
482	remove veba assignment trust								-95,000
483	Est. amount to be assigned in FY19 to the Assigned for VEBA Trust					remove fy24		100,000	
484	MVED negotiations								50,000
485	remove addional exp paid y ESSER 3 funds last year								-400,000
486	balance of Esser 3 funds Supplant 50% or 400000								397,532
487	Tech. initiative 1 to 1 ipads exta cost of lease				no increase same as previous yr			0	
488	Estimated 22/23 Expenditures								29,929,776
489									
490	Estimated fund balance 6/30/2023 - FY23					goal 60 days		4,257,175	
491					4,809,035		about 53		
492							days		
493									
494									
495									
496									
497									
498									
499									
500									
518									
519									
520									
521									
522									
523									
524									
525									
526									
527									
528									
529									

6

	B	C	D	E	F	G	H	
379								
380								
381								
382								
383								
384								
385								
386								
387								
388								
389								
390								
391							06/05/2021	
392	FY 23 - 2FY yrs from now- 6th Year of new School Building							
393								
394	Estimated fund Balance							4,873,705
395								
396								
397	Estimated 21/22 Revenues							28,526,712
398	legislative increase EST 2% - FY22 Gen Ed revenue 6,697 x.02 to 6831 or 134 x 2390 est ADM for FY22							320,260
399	estimated change in enrollment FY 22 2390 ADM FY23 2397 = +7 X 6831							47,817
400	estimate increase back in compensatory to FY 21 levels							30,996
401	Esser 3 Funds -spending 1/2 allocation							800,000
402	Referndum not renewed 182.10 per student goes away							-440,536
403	remove qcomp levy							-200,000
404	remove ESSer 2 funds revenue last year							-711,324
405	transfer money assigned during fy15-18 to meet fund balance goal or can lower goal and transfer less					remove FY 24	417,500	
406	remove transfer of funds							-417,500
407	Estimate 22/23 Revenues			fy20 rev	28,373,925		28,373,925	
408				fy20 exp	29,277,244			
409	Estimated 21/22 Expenditures			revenue over expenditures		-903,319	28,549,568	
410	Expenditure increase							600,000
411	remove veba assignment trust							-91,000
412	Est. amount to be assigned in FY19 to the Assigned for VEBA Trust					remove fy24	95,000	
413	MVED negotiations							50,000
414	remove additional exp paid ESSER 2 funds last year							-311,324
415	remove est referendum exp							-15,000
416	Tech. initiative 1 to 1 ipads exta cost of lease			no increase same as previous yr			0	
417	ESSER 3 Funds Spend 1/2 amount Supplant 50% or 400,000							400,000
418	Estimated 22/23 Expenditures							29,277,244
419								
420	Estimated fund balance 6/30/2023 - FY23					goal 60 days		3,970,386
421					4,664,207		About 51 days	
422								
423								
424								
425								
426								
427								
428								
429								
430								
431								
432								
433								
434								
435								
436								
437								
438								
439								
440								
441								
442								
443								
444								
445								

6

	B	C	D	E	F	G	H	
446								
447								
448								
449								
450								
451								
452								
453								
454								
455								
456								
457								
458								
459								
460								
461								
462							06/05/2021	
463	FY 24 - 3FY yrs from now- 7th Year of new School Building							
464								
465	Estimated fund Balance							3,970,386
466								
467								
468	Estimated 21/22 Revenues							28,373,925
469	legislative increase EST 1% - FY23 Gen Ed revenue 6,831 x.01 to 6899 or 68 x 2397 est ADM for FY23							162,996
470	estimated change in enrollment FY 23 2397 - 2361 = -36 X 6,697							-241,092
471	estimate increase back in compensatory 1/2 half of loss in FY23							0
472	Additional referendum revenue Approximately 450,000 will roll off - negative if no referendum							0
473	remove qcomp levy							0
474	remove ESSer 3 funds revenue last year							-800,000
475	balance of Esser 3 funds							797,532
476	transfer money assigned during fy15-18 to meet fund balance goal or can lower goal and transfer less remove FY 24							417,500
477	remove transfer of funds							-417,500
478	Estimate 22/23 Revenues							fy20 rev 28,293,361 28,293,361
479								fy20 exp 29,929,776
480	Estimated 21/22 Expenditures							revenue over expenditures -1,636,415 29,277,244
481	Expenditure increase							600,000
482	remove veba assignment trust							-95,000
483	Est. amount to be assigned in FY19 to the Assigned for VEBA Trust							remove fy24 100,000
484	MVED negotiations							50,000
485	remove addional exp paid y ESSER 3 funds last year							-400,000
486	balance of Esser 3 funds Supplant 50% or 400000							397,532
487	Tech. initiative 1 to 1 ipads extra cost of lease							no increase same as previous yr 0
488	Estimated 22/23 Expenditures							29,929,776
489								
490	Estimated fund balance 6/30/2023 - FY23							goal 60 days 2,333,971
491								4,650,963 about 30
492								days
493								
494								
495								
496								
497								
498								
499								
500								
518								
519								
520								
521								
522								
523								
524								
525								
526								
527								
528								
529								

	A	W	Z	AA	AC	AD	AE	AF	AG	AH	AI
1	Folder - budget FY 22 Adopted Bud 6/1/2021										
2	file - FY 22 adopted budget enrollments enrollment										
3	wk bk fy21,fy22,fy23,fy24,fy25										
4	Actual in	Actual in	Actual in	Actual in	Prelim in	Actual in	Actual in	Prelim in	Prelim in	Prelim in	Prelim in
5	Seats Paid	Seats Paid	Seats	Seats	the seats	the seats	the seats	the seats	the seats	the seats	the seats
6	18/19	19/20	18/19	19/20	Proj 20-21	Proj 20-21		Proj 21-22	Proj 22-23	Proj 23-24	Proj 24-25
7		12/29/2020	6/2/2019	6/3/2020	6/3/2020	2/23/2021	5/24/2021	5/24/2021	5/24/2021	5/24/2021	5/24/2021
8	EC	49.23	51	51	51	45	46.5	51	51	51	51
9											
10	Kind - Hdcp										
11											
12	Kind	151.09	139	151	145	113	114	165	145	145	145
13											
14	1	143.65	156	142	151	142	144	114	165	145	145
15	2	160.44	167	161	142	134	131	144	114	165	145
16	3	166.87	140	167	161	161	160	131	144	114	165
17	1-3 adm	470.96	463	470	454	437	435	389	423	424	455
18											
19	4	142.69	180	139	167	167	167	160	131	144	114
20	5	180.77	163	179	139	140	139	167	160	131	144
21	6	172.53	167	170	179	179	177	139	167	160	131
22	4-6 adm	495.99	510	488	485	486	483	466	458	435	389
23											
24	1-6 total		973	958	939	923	918	855	881	859	844
25											
26	8 of 9 FY 22Ji	175.08	181	175	175	174	172	185	144	172	168
27	5 of 6 FY 23Ji	176.19	178	173	175	174	175	172	185	144	172
28	5 of 6 FY 24Ji	188.71	160	188	173	190	190	175	172	185	144
29	8 of 9 FY 25 Ji	166.11	185	160	188	184	184	190	175	172	185
30	11	191.67	172	179	160	148	143	184	190	175	172
31	exchange students	12	178.76	141	171	176	173	143	184	190	175
32			1076.52	1017	1046	1046	1037	1049	1050	1038	1016
33											
34	EC - 12 ADM	2243.79	2180	2206	2185	2127	2115.5	2120	2127	2093	2056
35											
36											
37	Rockbend		15	14	14	27	30	30	30	30	30
38	tuition our EC		1.81	0.28	0.28	0.83	0.83	0.83	0.83	0.83	0.83
39	tuition out ADM K		0	0.99	0.99	0.56	0.56	0.56	0.56	0.56	0.56
40	tuition out ADM 1-3		2.39	4.37	4.37	5.06	5.06	5.06	5.06	5.06	5.06
41	tuition our ADM 4-6		4.96	3.02	3.02	5.67	5.67	5.67	5.67	5.67	5.67
42	tuition out ADM 7-12		19.74	19.31	19.31	15.34	15.34	15.34	15.34	15.34	15.34
43				27.97	27.97	27.46	27.46	27.46	27.46	27.46	27.46
44											
45	District wide adm	2,244	2,224	2,248	2,227	2,181	2,173	2,177	2,184	2,150	2,113
46											
47	EC wadm 1.0	49.23	52.81	51.28	51.28	45.83	47.33	51.83	51.83	51.83	51.83
48	Kind EC wadm 1.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
49	Kind wadm 1.0	151.09	139.00	151.99	145.99	113.56	114.56	165.56	145.56	145.56	145.56
50	1-3 wadm 1.0	470.96	465.39	474.37	458.37	442.06	440.06	394.06	428.06	429.06	460.06
51	4-6 wadm 1.0	495.99	514.96	491.02	488.02	491.67	488.67	471.67	463.67	440.67	394.67
52	7-12 wadm 1.2	1,291.82	1,262.09	1,295.17	1,299.97	1,306.01	1,298.81	1,313.21	1,314.41	1,300.01	1,273.61
53	Total WADM in seats	2,459.09	2,434.25	2,463.83	2,443.63	2,399.13	2,389.43	2,396.33	2,403.53	2,367.13	2,325.73
54											
55	Rockbend										
56	WADM from Tuition out										
57											
58	plus estimated tuition out										
59											
60	Total fbpu	2,459.09	2,434.25	2,463.83	2,443.63	2,399.13	2,389.43	2,396.33	2,403.53	2,367.13	2,325.73
61											
62	less jan enrollment drop		0	0	-16	-16	0	-15	-15	-15	-15
63											
64	estimated fbpu	2,459.09	2,434.25	2,463.83	2,427.63	2,383.13	2,389.43	2,381.33	2,388.53	2,352.13	2,310.73
65	Actual fbpu										
66			3.65	33.48	-36.20	75.97		-8.10	7.20	-36.40	-41.40
67						using 2390					
68											
69											
70											
71											
72											
73											
74											
75											



ADDENDUM

BOARD MEETING Monday, June 21, 2021 Governor's Room 6:30 PM

VI. ACTION ITEMS

8. AGENDA ITEM #8

Subject: Resolution for an Operating Referendum

Action: Requires a Resolution

Background: As part of the referendum planning process a "Resolution of Intent" declares that the School District plans to move forward with an Operational Referendum in November, 2021. A future resolution will include the details of the ballot.

Resolution

Indicating the intent to move forward with an operating referendum in November, 2021.

WHEREAS the current voter approved operating levy of \$182.10 for our district is set to expire in 2021, and

WHEREAS the current operating levy is necessary to maintain quality programming, and

WHEREAS additional funds are needed to realize the mission and vision for the Saint Peter Public Schools,

THEREFORE BE IT RESOLVED that the School Board hereby intends to take future action to place an operating referendum on the November, 2021 ballot.

Presentation: Business Manager
Superintendent of Schools

Options/Recommendation: I recommend approval of the resolution.



ADDENDUM

BOARD MEETING
Monday, June 21, 2021
Governor's Room
6:30 PM

VI. ACTION ITEMS

9. AGENDA ITEM #9

Subject: Second/Reading of Revisions to the Policy Manual

Action: Requires a Motion

Background: There have been no questions or changes since the first reading. Upon approval it would be accepted and implemented.

Policy 534 Unpaid Meal Charges
(Deletion of 004.11 Unpaid Student Meal Charges)

Presentation: Policy Committee
Superintendent of Schools

Options/Recommendation: We recommend these policy changes be adopted.

Adopted: _____

MSBA/MASA Model Policy 534

Orig. 2017

Revised: _____

Rev. 2019

534 UNPAID MEAL CHARGES

~~*[Note: United States Department of Agriculture (USDA) Policy Memorandum SP-46-2016 requires all School Food Authorities (i.e., school districts) operating federal school meal programs to have a written and clearly communicated system to address unpaid meal charges by July 1, 2017. USDA Policy Memorandum SP-23-2017 clarified that school districts could adopt a "policy" or "standard practice." Although this document is styled as a "policy," school districts may establish and implement a set of written procedures instead of a policy, provided that the written document explains how the school district will handle situations where students eligible to receive reduced price or paid meals do not have money in their account or in hand to cover the cost of their meals at the time of service. The policy or standard practice must be implemented throughout the school district.]*~~

~~*[Note: This MSBA/MASA model policy is drafted to be consistent for all grade levels. However, local school districts may vary the meal charge policy for elementary, middle, and high schools.]*~~

~~*[Note: School districts must follow appropriate debt collection practices when attempting to recover unpaid meal charges.]*~~

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

~~*[Note: Payment systems and procedures will likely vary from school district to school district. The school district should select one of the following options and delete the remaining options.]*~~

- A. Families can pay for meals online via Infinite Campus at no charge or submit a check or cash at any school office or cafeteria.

~~*[OPTION 1: All meal purchases are to be prepaid before meal service begins. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).] A student who does not have sufficient funds will not be allowed to charge meals or a la carte items until additional money is deposited in the student's account.]*~~

~~*[OPTION 2: Students have use of a meal account. When the balance reaches zero, a student may charge no more than \$[insert amount] or [insert number of meals] to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).]]*~~

~~*[OPTION 3: Insert a school district specific process for payment of meals.]*~~

- B. All students, regardless of their lunch account balance, shall be offered a reimbursable school breakfast and lunch each school day.

~~If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.~~

- C. Students with a negative meal account balance of -\$20.00 or more are not allowed to charge for additional items, however students may purchase extra items with cash.

~~A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.~~

- D. The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal (*[\$insert amount]*) will be charged to the student's account or otherwise charged to the student.

- E. When a student has a negative account balance, the student will not be allowed to charge a snack item.

- F. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.

~~The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.~~

- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

~~Families will be notified of an outstanding negative balance once the negative balance reaches *[\$insert amount]* or *[insert number of meals]*. Families will be notified by *[insert the method used to notify families (e.g., automated calling system, email, letters sent home)]*.~~

- C. Negative balances of more than \$200, not paid prior to the end of the school year will be turned over to the superintendent or superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

~~Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program. A meal will not be taken away from a student with an overdrawn account.~~

- D. The school district may not deny any student the opportunity to participate in graduation ceremonies or other commencement activities due to unpaid meal charges.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$200, not paid prior to the end of the school year, will be turned over to the superintendent or superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district may not deny any student the opportunity to participate in graduation ceremonies or other commencement activities due to unpaid meal charges.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1. all households at or before the start of each school year;
 - 2. students and families who transfer into the school district, at the time of enrollment; and
 - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district may post the policy on the school district's website, in addition to providing the required written notification described above.

Legal References: Minn. Stat. § 124D.111, Subd. 4
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A
Minn. Op. Atty. Gen. 169j (May 14, 2019) (*Letter to Ricker*)



ADDENDUM

BOARD MEETING Monday, June 21, 2021 6:30PM

VI. ACTION ITEMS

10. AGENDA ITEM #10

Subject: Consider Approval of a Resolution to approve Landowner Petition for Detachment and Annexation From One School District to Another.

Action: Requires a Resolution

Background: A community member has submitted a request to change the school district boundary. Due to a land trade that happened many years ago, their property consists of two separate parcels and lies in two school districts. Nicollet County Zoning and Planning requires a minimum of 3.5 acres in an Ag district. As the current owner would like to sell the property, they must combine the two parcels into one. The majority of the property, and the dwelling, is in Sibley East School District (2.87 acres) and 1.7 acres is within the Saint Peter School District. The County Requires that a Resolution be passed by the School District to allow for the combining of the parcels.

Presentation: Superintendent of Schools

Options/Recommendation: I recommend passing the following Resolution:

Whereas The Saint Peter School District has received a written request for the Annexation and Detachment of a 1.7 acre parcel of land,

And Whereas the land is located in an Ag District which requires 3.5 acres.

And Whereas the property is used for agricultural purposes,

Therefor be it resolved that Saint Peter School Board approves the Annexation and Detachment as requested for the property described below:
that part of the Southeast Quarter of the Northeast Quarter of Section 13, Township 111 North, Range 28 West, Nicollet County, Minnesota, described as follows: Beginning at the Northeast Corner of the Southeast Quarter of the Northeast Quarter Section 13; thence South 88 degrees 43 minutes 29 seconds West on the North line of the Southeast Quarter of the Northeast Quarter of Section 13, a distance of 740 feet; thence South 00 degrees 07 minutes 26 seconds East on a line parallel with the East line of the Southeast Quarter of the Northeast Quarter Section 13, a distance of 100 feet; thence North 88 degrees 43 minutes 29 seconds East on a line parallel with the North line of the Southeast Quarter of the Northeast Quarter of Section 13; thence North 00 degrees 07 minutes 26 seconds West on said East line, 100 feet to the point of the beginning.

RESOLUTION
Petition of Landowners For Detachment and Annexation
From One School District to Another

Whereas The Saint Peter School District has received a written request for the Annexation and Detachment of a 1.7 acre parcel of land,

And Whereas the land is located in an Ag District which requires 3.5 acres.

And Whereas the property is used for agricultural purposes,

Therefor be it resolved that Saint Peter School Board approves the Annexation and Detachment as requested for the property described below:

That part of the Southeast Quarter of the Northeast Quarter of Section 13, Township 111 North, Range 28 West, Nicollet County, Minnesota, described as follows: Beginning at the Northeast Corner of the Southeast Quarter of the Northeast Quarter Section 13; thence South 88 degrees 43 minutes 29 seconds West on the North line of the Southeast Quarter of the Northeast Quarter of Section 13, a distance of 740 feet; thence South 00 degrees 07 minutes 26 seconds East on a line parallel with the East line of the Southeast Quarter of the Northeast Quarter Section 13, a distance of 100 feet; thence North 88 degrees 43 minutes 29 seconds East on a line parallel with the North line of the Southeast Quarter of the Northeast Quarter of Section 13; thence North 00 degrees 07 minutes 26 seconds West on said East line, 100 feet to the point of the beginning.



ADDENDUM

BOARD MEETING
Monday, June 21, 2021
Governor's Room
6:30 PM

VII. INFORMATION ITEMS

<i>1. AGENDA ITEM #1</i>

Subject: School Board Election Filing Dates

Background: There are three School Board Members with terms expiring in 2021. That State of Minnesota has timelines and guidance that must be followed for this process. Publication and posting notification of filing periods is part of this process. The attached document provides the public with the required notification.

Presentation: Superintendent of Schools

**NOTICE OF FILING DATES FOR GENERAL ELECTION TO
THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 508
SAINT PETER PUBLIC SCHOOLS
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 508 shall begin July 27, 2021 at 8:00 AM and shall close at 5:00 PM on August 10, 2021.

The general election shall be held on Tuesday, **November 2, 2021**. At the general election, three (3) members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the School District Clerk at 100 Lincoln Drive, Suite 229, Saint Peter, Minnesota. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same general election.

The affidavits of candidacy must be filed in the office of the School District Clerk and the filing fee paid prior to 5:00 PM on August 10, 2021.

Dated: June 10, 2021

BY ORDER OF THE SCHOOL BOARD

/s/ Drew Dixon, School District Clerk



ADDENDUM

BOARD MEETING
Monday, June 21, 2021
Governor's Room
6:30 PM

VII. INFORMATION ITEMS

<i>2. AGENDA ITEM #2</i>

Subject: First Reading of Revisions to the Policy Manual

Background: Policy 601 School District Curriculum and Instructional Goal
It was decided to carry this policy forward to the next meeting.
(Deletion of 006.10 School District Curriculum and Instructional Materials)

Policy 603 Curriculum Development
Strike notation in the beginning
Strike "MSBA Model" from cross references
(No existing corresponding policy)

Presentation: Superintendent of Schools
Policy Committee

Adopted: _____

MSBA/MASA Model Policy 603

Orig. 1995

Revised: _____

Rev. 2019

603 CURRICULUM DEVELOPMENT

~~*[Note: Minn. Stat. § 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minn. Stat. § 120B.11.]*~~

I. PURPOSE

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

II. GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

III. RESPONSIBILITY

- A. The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.
- B. A district advisory committee shall provide assistance at the request of the superintendent. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its school sites, and shall include parent, teacher, support staff, student, community residents, and administration representation, and shall provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents shall comprise at least two-thirds of advisory committee members.
- C. Within the ongoing process of curriculum development, the following needs shall be addressed:
 - 1. Provide for articulation of courses of study from kindergarten through grade twelve.
 - 2. Identify minimum objectives for each course and at each elementary grade level.
 - 3. Provide for continuing evaluation of programs for the purpose of attaining school district objectives.
 - 4. Provide a program for ongoing monitoring of student progress.
 - 5. Provide for specific, particular, and special needs of all members of the student

community.

6. Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with law.
 7. Integrate required and elective course standards in the scope and sequence of the district curriculum.
 8. Meet all applicable requirements of the Minnesota Department of Education and federal law.
- D. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified. See Minn. Stat. § 120B.12, Subd. 2.
- E. Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of Minn. Stat. § 120A.20, Subd. 1(c). A student's plan under this section shall continue while the student is enrolled.
- F. The superintendent shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for school board review and approval.
- G. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

Legal References: Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)
Minn. Stat. § 120B.125(f) (Planning for Students' Successful Transition to Postsecondary Education and Employment)
Minn. Rules Part 3500.0550 (Inclusive Educational Program)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: ~~MSBA/MASA Model~~ Policy 604 (Instructional Curriculum)
~~MSBA/MASA Model~~ Policy 605 (Alternative Programs)
~~MSBA/MASA Model~~ Policy 613 (Graduation Requirements)
~~MSBA/MASA Model~~ Policy 614 (School District Testing Plan and Procedure)
~~MSBA/MASA Model~~ Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
~~MSBA/MASA Model~~ Policy 616 (School District System Accountability)
~~MSBA/MASA Model~~ Policy 617 (School District Ensurance of Preparatory and High School Standards)
~~MSBA/MASA Model~~ Policy 618 (Assessment of Student Achievement)
~~MSBA/MASA Model~~ Policy 619 (Staff Development for Standards)
~~MSBA/MASA Model~~ Policy 620 (Credit for Learning)
~~MSBA/MASA Model~~ Policy 623 (Mandatory Summer School Instruction)