



SAINT PETER SCHOOL BOARD
Regular Board Meeting
Monday, September 20, 2021
Saint Peter High School-Performing Arts Center,
2121 Broadway Ave., St. Peter, MN 56082
6:30 PM

I. Call Meeting to Order	
II. Pledge of Allegiance	
III. Consideration and Adoption of the Agenda	
IV. Approval of Consent Agenda Items	3
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3. First Reading of Revisions to the Policy Manual	121
VIII. Reports	
1. Building Principals	
2. Superintendent of Schools	
3. Board Members	
a. Around the Table	
IX. Upcoming Meetings of the School Board	
1. Study Session	
Monday, October 4, 2021	
6:30PM	
SPMS-Media Center	
2. Negotiations	
Tuesday, October 5, 2021	
4:45PM	
SPMS-Conference Room A/B	
3. Policy Review	
Tuesday, October 12 2021	

8:30AM
SPMS-Conference Room A/B
X. **Adjournment**



ADDENDUM

BOARD MEETING September 20, 2021 SPHS-Performing Arts Center 6:30PM

V. CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of August 16, 2021.
2. Approval of Bills (\$1,535,476.29) and wire transfers (\$4,147,420.21) for August 2021.
3. Personnel
 - a. The approval of an increase of 15 minutes per day of extra duties for the following paraprofessionals at South Elementary. These increases are due to the need for additional traffic and bus support before and after school each day.

Ann Braun	Jen Lee
Barb Fortier	Barb Franchino
Pam Wood	
 - b. The approval of hiring of a 3.5 hour per day special education paraprofessional (Bridget Mullaly) at South Elementary. This is a replacement position.
 - c. The approval of hiring of a 4.5 hour per day special education & traffic support paraprofessional (Korrina Haack) at South Elementary. This is a replacement position.
 - d. The approval of hiring of a School Readiness Classroom Assistant (Morgan Small) at Saint Peter ECSE. This is a replacement position.
 - e. The approval of hiring of a School Readiness Classroom Assistant (Anna Widmer) at Saint Peter ECSE. This is a replacement position.
 - f. The approval of the hiring of an IT Support Specialist (Dana Owens) for the 2021-22 school year. This is a replacement position.

- g. The approval of the hiring of a long-term chemistry substitute teacher (Heidi Niemeyer) at Saint Peter High School. This position is available due to a maternity leave.
- h. The approval of the hiring of a special education paraprofessional (Drew Obermiller) at North Elementary. This is a replacement position.
- i. The approval of the hiring of a special education teacher (Ryan Timmerman) at Hoffmann Learning Center. This is a replacement position.
- j. The acceptance of the resignation of a health assistant (Ana Garza) at Saint Peter High School effective August 16, 2021.
- k. The approval of maternity leave request for a FACS teacher (Amanda Blue) at Saint Peter High School. Her leave will begin on the date of her child's birth extend until November 2, 2021.
- l. The approval of the hiring of a 1.0 secondary math teacher (Dave Nixon) at Oshawa Learning Academy. This is a new position due to increasing student enrollment.
- m. The approval of the hiring of a special education & traffic support paraprofessional (Martha Kyoore) at South Elementary. This is a replacement position.
- n. The acceptance of the resignation of a special education paraprofessional (Lori Webster) at South Elementary.
- o. The approval of the hiring of a part-time housekeeper (Rodney Bonvillian) at Minnesota Valley Education District and Hoffmann Learning Center. This is a replacement position.
- p. The approval of a leave of absence for a special education paraprofessional (Cindy Bruce) at South Elementary. Ms. Bruce has secured a Tier 1 Academic Behavior Strategist license and will be working as a special education teacher at South this school year.
- q. The acceptance of the resignation of a special education paraprofessional (Steve Sassenberg) at North Elementary effective August 19, 2021.
- r. The acceptance of the resignation of a special education paraprofessional (Tanner Schmidt) at Saint Peter Middle School.

- s. The approval of the hiring of a Saints Overtime Assistant (Isabella Delwiche) at Saint Peter Community Education. This is a replacement position.
- t. The acceptance of the resignation of an elementary physical education teacher (Jordan Rudenick) at North Elementary School.
- u. The acceptance of the resignation of a special education teacher (Kawthar Abdi) at North Elementary effective August 19, 2021.
- v. The approval of adjustments to the following paraprofessional hours due to newly adopted start and end times for SPMS.

Lisa Battcher (SPED)	6.75
Angela Krueger (SPED)	6.75
Sam Maas (SPED)	6.75
Grace Pehrson (SPED)	6.75
Amy Raebel (SPED)	6.75
Jamila Said (ELL)	6.75
Anita Tuomala (SPED)	6.75
Brenda Victor (SPED)	6.75
Carlaa Wallig (SPED)	6.75
Ashley Wills (SPED)	6.75

- w. The approval of a long-term FACS Substitute teacher (Corrine Kreft) at Saint Peter High School until November 2, 2021. This position is to cover a maternity leave.
- x. The approval of the hiring of a replacement physical education teacher (Kent Bass) at North Elementary for the 2021-22 school year.
- y. The acceptance of the resignation of principal's secretary (Kim Meyer) at South Elementary effective August 30, 2021.

- z. The approval of the hiring of a homebound instructor (Julie Carlblom) at North Elementary. This is a new position based on a learner's medical requirements.
- aa. The approval of a reduction in hours from five (5) to four (4) per day for a mail delivery & housekeeping employee (Verl Pettis) with Saint Peter Public Schools.
- bb. The approval of the hiring of a Saints Overtime Assistant (Allison Held) at Saint Peter Community and Family Education. This is a replacement position.
- cc. The acceptance of the resignation of a Saints Overtime Assistant (Beatriz Villarreal) at Saint Peter Community and Family Education effective September 15, 2021.
- dd. The acceptance of the resignation of an ECSE paraprofessional (Susan Buchta) at Saint Peter Early Childhood Special Education effective September 8, 2021.
- ee. The acceptance of the resignation of a School Readiness Classroom Assistant (Roberta Connor) at Saint Peter Early Childhood.
- ff. The acceptance of the resignation of an ECSE paraprofessional (Aubrey Larson) at Saint Peter Early Childhood Special Education.
- gg. The acceptance of the reduction in hours for an ECSE paraprofessional (Darla Sykes) with Saint Peter Early Childhood Special Education. This is the result of enrollment fluctuations.
- hh. The approval of the hiring of a paraprofessional (Austin Petersen) at Saint Peter Middle School for the 2021-22 school year. This is a replacement position.
- ii. The approval of the hiring of a special education paraprofessional (Chelsie Short) at South Elementary for the 2021-22 school year. This is a replacement position.
- jj. The approval of hiring of a School Readiness Classroom Assistant (Charley Chouanard) at Saint Peter ECSE. This is a replacement position.
- kk. The approval of the hiring of a special education paraprofessional (Taylor Perrin) at North Elementary. This is a replacement position.

ll. The acceptance of the resignation of a Payroll Supervisor/Accountant (Cheri Portner) with Saint Peter Public Schools effective September 13, 2021.

mm. The approval of the hiring of a Saints Overtime Assistant (Madison Olson) at Saint Peter Community and Family Education. This is a replacement position.

nn. The approval of the hiring of a special education & traffic support paraprofessional (Roberta Zamma Gallarati) at South Elementary. This is a replacement position.

oo. The approval of the hiring of a Principal's Secretary (Deb Pfeifer) at South Elementary. This is a replacement position.

pp. The approval of the hiring of a 1.0 health assistant (Robin Jacobson) at Saint Peter High School. This is a replacement position.

qq. The approval of the hiring of a special education & traffic support paraprofessional (Paige Bryant) at South Elementary. This is a replacement position.

rr. The approval of the hiring of a full-time custodial engineer (Jammy Hague) at Saint Peter High School. This is a replacement position.

ss. The approval of obsolete equipment at Saint Peter Middle School due to disrepair.

tt. The approval of obsolete equipment at South Elementary in order to remove from District 508's inventory.

uu. The approval of obsolete equipment in order to remove it from the district inventory and properly recycle or dispose of it.

<u>Quantity</u>	<u>Description</u>
103	Chromebooks
49	Chromebook Desktops
9	Student Device Carts
5	Desktop PCs
1	Printer
Multiple	Peripherals (Cables, Keyboards, mice, etc.)

vv. The approval of obsolete equipment at North Elementary in order to remove from District 508's inventory.

ww. The approval of Saint Peter High School diplomas for Christian Miller, Tuyen Pitts and Braxton Honetschlager.

THE MINUTES OF THE MEETING HAVE NOT BEEN APPROVED

Minutes of Regular Board Meeting

The School Board

Saint Peter Public Schools

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

Others present: Superintendent Bill Gronseth, Principals: Annette Engeldinger, Jon Graff, Darin Doherty, Doreen Oelke, Ytve Prafke, and Chris Ovrebo, Administrative Team members: Marc Bachman, Tim Regner, Affey Sigat and Tami Skinner. Along with many members of the SPPS community.

A Regular Board Meeting of the School Board of Saint Peter Public Schools was held Monday, August 16, 2021, beginning at 6:30 PM in the Saint Peter Middle School-Media Center.

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I. Call Meeting to Order-6:34 PM, Leonard

II. Pledge of Allegiance

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

IV. Consider Requests to Speak on the Agenda

1. Rita Rassbach-COVID Protocols
2. Erin Westfall-COVID Protocols
3. Sara Robinson-COVID Protocols
4. Rosean Bishop-COVID Protocols
5. Keith Stelter-COVID Protocols
6. Kate Martens-COVID Protocols
7. Michael Reeser-COVID Protocols
8. Eric Chadwick-COVID Protocols
9. Bill Weber-COVID Protocols
10. Scott Smith-COVID Protocols
11. Andrea Faches-COVID Protocols
12. Brian Miller-COVID Protocols
13. Beverly Pillers-COVID Protocols
14. Carolyn Dobler-COVID Protocols
15. Yurie Hong-COVID Protocols
16. Stacy Yokiell-COVID Protocols
17. Sheila Anderson-COVID Protocols
18. Tricia Nauman-COVID Protocols

19. Kate Keller-COVID Protocols
20. Nick Devetter-COVID Protocols
21. Carrie Sheeley-COVID Protocols
22. Melina Chadwick-COVID Protocols

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

1. Approval of the Study Session and Regular Board Meeting Minutes of July 12, 2021.
2. Approval of the Special Board Meeting Minutes of August 9, 2021.
3. Approval of Bills (\$2,000,520.57) and wire transfers (\$5,800,726.38) for July 2021.
4. Gifts & Donations
 - a. The acceptance of a \$5,000 grant from the Blandin Foundation for the Friends of Learning Back Pack Program and the Cultural Center of Saint Peter Public Schools.
5. Personnel
 - a. The approval of the hiring of an Aquatics Coordinator (Nicole Ruhland) with Saint Peter Community Education. This is a replacement position.
 - b. The approval of the hiring of a .5 FTE math intervention teacher and paraprofessional (Lauren Haugen) at North Elementary for the 2021-22 school year.
 - c. The approval of the hiring of a 1.0 FTE kindergarten teacher (Hannah Berdan) at South Elementary. This position is in response to increasing enrollment.
 - d. The approval of the hiring of a 1.0 FTE kindergarten teacher (Janaye Rouillard) at South Elementary. This is a replacement position.
 - e. The acceptance of the retirement of a housekeeper (Linda Gibbs) at Hoffmann Learning Center and Minnesota Valley Education District effective July 30, 2021.
 - f. The approval of hiring of a 1.0 FTE Spanish teacher (Cari Panitzke) at Saint Peter Middle School. This is a replacement position.
 - g. The approval of the transfer of a Saints OT Assistant (Amari Lambert) to a special education paraprofessional at North Elementary. This is a replacement position.
 - h. The approval of the hiring of a special education paraprofessional (Lori Gieschen) at North Elementary. This is a replacement position.
 - i. The approval of the hiring of a special education paraprofessional (Jamison Willis) at Rock Bend ALC. This is a replacement position for a former MVED contracted position.
 - j. The approval of the hiring of a special education paraprofessional (Ashley Wills) at Saint Peter Middle School. This is a replacement position.
 - k. The approval of the hiring of a special education paraprofessional (Sara Bye) at Saint Peter ECSE. This is a replacement position.
 - l. The acceptance of the resignation of a custodian (Zack Forland) at Saint Peter High School effective August 17, 2021.
 - m. The approval of the hiring of a Saints Overtime assistant (Maria Trochez) at Saint Peter Community Education. This is a replacement position.
 - n. The approval of the hiring of a Saints Overtime assistant (McKenzie Alders) at Saint Peter Community Education. This is a replacement position.
 - o. The approval of the hiring of a 1.0 FTE special education teacher (Cindy Bruce) at South Elementary. This position is in response to increasing needs of students receiving special education services.

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- p. The approval of the hiring of a special education paraprofessional (Carlaa Wallig) at Saint Peter Middle School. This is a replacement position.
- q. The acceptance of the retirement of a special education paraprofessional (Carol Potz) at Saint Peter Middle School effective August 27, 2021.
- r. The approval of hiring of a long-term science teacher substitute (Jennifer Leslie) at Saint Peter Middle School. This position is available due to a FMLA leave.
- s. The acceptance of the resignation of a special education paraprofessional (Karleigh Cresswell) at Saint Peter High School effective August 16, 2021.
- t. The approval of the hiring of a special education paraprofessional (Jessica Shane) at South Elementary. This is a replacement position.
- u. The approval of the hiring of a grade 1 long-term substitute teacher (Karen Wilker) at South Elementary. This position is available due to a FMLA leave.
- v. The approval of the hiring of a special education paraprofessional & traffic support (Kia Maas) at South Elementary. This is a replacement position.
- w. The approval of an intermittent Family Medical Leave request for a School Nurse (Rachel Fitch) from August 23, 2021 through September 24, 2021.
- x. The acceptance of the resignation of a paraprofessional (Carolyn Miller) at Saint Peter Early Childhood Special Education.
- y. The acceptance of the resignation of a paraprofessional (Melissa Olson) at Saint Peter Early Childhood Special Education.
- z. The acceptance of the resignation of a paraprofessional (Katherine Gurrola) at Saint Peter Early Childhood Special Education.
- aa. The approval of the hiring of a School Readiness and ECSE Classroom Assistant (Jaimi McClintock) at Saint Peter Early Childhood. This is a replacement position.
- bb. The approval of the hiring of a School Readiness Classroom Assistant (Charmayne Klah) at Saint Peter Early Childhood. This is a replacement position.
- cc. The acceptance of the resignation of a Saints Overtime Assistant (Shelby Swanson) at Saint Peter Community Education effective May 27, 2021.
- dd. The acceptance of the resignation of a homebound teacher (Brandy Johnson Sebera) at Saint Peter Middle school effective August 16, 2021.
- ee. The approval of an intermittent long-term substitute School District Nurse (Mary Powers) from August 23, 2021 through September 24, 2021.
- ff. The approval of 2021-2022 Co-Curricular Advisors and Fall coaches (attached).

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VI. Action Items

1. COVID Protocols-(Dixon/Leonard)

Mr. Gronseth and the principals presented information on Covid protocols and recommendations for the beginning of the 2021-22 school year as of today. Twenty-two community members spoke to the school board about their perspectives on universal masking. The school board went around the table to state their thoughts and opinions.

Leonard recinds his second, Dixon recinds his motion

Member Carlson requests a friendly amendment

Carlson motioned: to take the district's recommendation with the following changes: remove the dates of August 30-October 1, 5 consecutive days in the moderate or low community transmission as defined by the CDC for Nicollet County, School Community Data used meaning fewer than 5 cases in a building, this would encompass K-12. Seconded by Dixon.

(Carlson/Dixon, YAY:Soderlund, Carlson, Leonard, Dixon NAY:Hager, Lokensgard, Stuewe)

2. Consider Approval of Lunch/Breakfast Prices for 2021-22(Dixon/Soderlund, unanimous)
3. Consider Adoption of Handbooks for 2021-22-(Carlson/Hager, unanimous)
4. Approval of Hoffmann Learning Center Leases for 2021-22-(Lokensgard/Stuewe, unanimous)
5. Second/Final Reading of Revisions to the Policy Manual-(Stuewe/Soderlund, unanimous)
6. Consider Substitute Rates for 2021-22(Carlson/Soderlund, unanimous)

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VII. Information Items

1. Building and Grounds Report-Summer projects are mostly wrapped up; tuck pointing on West side of MS, SPHS Community Spirit Park Restrooms, MS cafeteria flooring is being replaced. New teachers come Wednesday and all staff are back next Monday.
2. First Reading of Revision to the Policy Manual-Policies 605, 608 were discussed along with some changes for the committee to consider.

VIII. Reports

1. Building Principals: Mrs. Oelke gave a district-wide overview including"
 - SPPS sports started today
 - K-8 conference scheduler opened yesterday conferences are scheduled for August 30th and 31st
 - Jumpstart starts tomorrow at SPMS
 - Wednesday and Thursday will be new teacher workshop for 18 new teachers in the district
 - MVED trainings have been happening
 - Kick-off will be Monday August 23rd
 - 8/26 ELL parent night at South
 - Reminder: Wednesday 8/18 will be the last food distribution

-Principals are ready to go!

2. Superintendent of Schools: Superintendent Gronseth discussed the following:

- Appreciated the communities input and feedback on Covid related issues
- Kick off is next Monday (8/23), school starts in 2 weeks at SPHS
- Free and Reduced Lunch Forms-please continue to complete these forms

3. Board Members

a. Around the Table

Dixon-appreciated school board studying up on current issues

Stuewe-supports decision, feels outcome reflects how the community feels

Lokensgard-tentative agreements with food service and custodians

Carlson-board is trying to do what is best and create the best learning environment for the students

Soderlund-appreciated all of the board members and community for their input and discussion

Hager-good information tonight and school board did what they needed to do

Leonard-tough decision, appreciates community being rational, 21-22 goals have been forwarded to Superintendent Gronseth, we will circle back to that in the future

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IX. Upcoming Meetings of the School Board

Negotiations Committee

Tuesday, August 24, 2021

4:45PM

SPMS-Conference Room A/B

Negotiations Committee

Thursday, August 26, 2021

4:45PM

SPMS-Conference Room A/B

Shared Programs Committee

Tuesday, August 31, 2021

4:00PM

SPMS-Conference Room A/B

Policy Review Committee

Wednesday, September 1, 2021

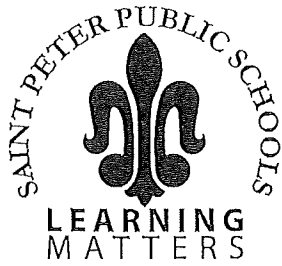
2:00PM

SPMS-Conference Room A/B

X. Adjournment-10:23PM (Stuewe/Soderlund, unanimous)

Dated: September 20, 2021

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: September 15, 2021
To: Dr. Bill Gronseth - Superintendent
From: Bee Ong - Finance Accountant
Re: **Monthly Construction Bills, Board Bills,
Payroll & Student Activity Amounts:**

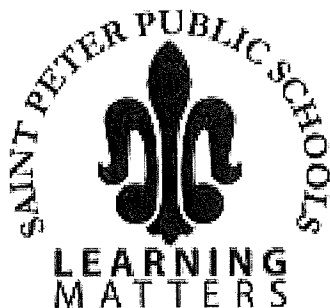
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August 2021 - Construction Account	\$0.00
August 2021 - Board Bills	\$594,366.98
August 2021 - Payroll Account	\$941,109.31
August 2021 - Student Activity	\$0.00
	<hr/> <hr/> \$1,535,476.29

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

Folder: DO Staff Share
 File: WIRE TRANSFER REPORT

		(Feb/Aug bond pymt)
MSDLAF to USBank		
MSDLAF to FNB payroll account ACH	8/13/2021	485,000.00
MSDLAF to FNB payroll account ACH	8/31/2021	505,000.00
MSDLAF-Max to FNB BO	8/2/2021	500,000.00
MSDLAF-Max to FNB BO	8/16/2021	505,000.00
MSDLAF-Max to FNB BO	8/30/2021	500,000.00
MSDLAF-LA to CCF	8/6/2021	500,000.00
FNB-BO to BCBS - medicare health	8/23/21	15,265.00
Wire of federal payroll taxes	8/2/2021	594.84
Wire of federal payroll taxes	8/2/2021	150,139.45
Wire of federal payroll taxes	8/13/2021	154,030.47
Wire of federal payroll taxes	8/31/2021	140,594.87
Wire of state payroll taxes	8/3/2021	104.01
Wire of state payroll taxes	8/3/2021	24,640.17
Wire of state payroll taxes	8/16/2021	25,481.36
PERA payments	8/2/2021	359.11
PERA payments	8/2/2021	19,642.54
PERA payments	8/13/2021	20,883.98
PERA payments	8/31/2021	18,514.19
TRA payments	8/2/2021	83,734.20
TRA payments	8/13/2021	84,299.87
TRA payments	8/31/2021	78,473.66
Further	8/3/2021	5,920.65
Further	8/4/2021	1,759.83
Further	8/6/2021	12,700.00
Further	8/10/2021	210.87
Further	8/17/2021	1,288.89
Further	8/18/2021	1,759.83
Further	8/18/2021	9,212.25
Further	8/24/2021	741.00
Further	8/24/2021	5,564.39
Further	8/31/2021	5,114.88
Horace Mann	8/6/2021	2,339.00
Horace Mann	8/25/2021	2,339.00
Ameriprise/NBSGroup Bill	8/2/2021	1,475.00
Ameriprise/NBSGroup Bill	8/17/2021	1,475.00
Ameriprise/NBSGroup Bill	8/27/2021	1,475.00
Pioneer - Dental direct debits	8/2/2021	6,406.96
Pioneer - Dental direct debits	8/9/2021	5,580.22
Pioneer - Dental direct debits	8/16/2021	4,044.18
Pioneer - Dental direct debits	8/23/2021	5,870.96
Pioneer - Dental direct debits	8/30/2021	5,801.74
CCF - BCBS debits	8/5/2021	112,620.57
CCF - BCBS debits	8/12/2021	23,054.79
CCF - BCBS debits	8/19/2021	71,162.06
CCF - BCBS debits	8/26/2021	47,650.47
Electronic Deposit Fees - Gateway	8/4/2021	20.00
Electronic Deposit Fees - Merch Billing	8/9/2021	74.95
Total Wires		4,147,420.21



MEMO TO: Bill Gronseth, Superintendent
Saint Peter School Board

FROM: Doreen Oelke, Principal

DATE: August 18, 2021

SUBJECT: Increase in Hours

Due to the need for additional traffic and bus support before and after school each day, I would like to request an increase of 15 minutes per day of extra duties for the following paraprofessionals at South Elementary:

- Ann Braun
- Jen Lee
- Barb Fortier
- Barb Franchino
- Pam Wood

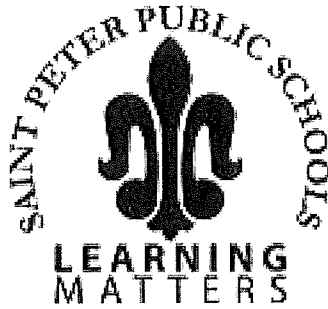
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This will increase their work hours from 6.5 to 6.75 hours per day.

Please contact me if you have any questions regarding this request.

CC:

Grp_hire_para
Tara Johnson (Para Mentor)



MEMO TO: Bill Gronseth, Superintendent
Saint Peter School Board

FROM: Doreen Oelke, Principal

DATE: August 18, 2021

SUBJECT: Recommendation to Hire

I am pleased to recommend Ms. Bridget Mullaly for a 3.5 hours per day special education paraprofessional position at South Elementary. This is a replacement position.

NEW EMPLOYEE SUMMARY

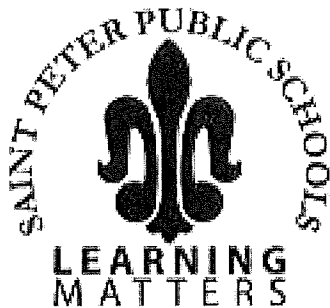
- **Bridget Mullaly**
 - Start date: September 1, 2021
 - Timesheets will be submitted
 - Step 1A, \$13.00 per hour, 3.5 hours per day SPED Para

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We are excited to have Ms. Mullaly join our staff. Please let me know if you have any questions.

CC:

Grp_hire_para
Tara Johnson (Para Mentor)



MEMO TO: Bill Gronseth, Superintendent
Saint Peter School Board

FROM: Doreen Oelke, Principal

DATE: August 18, 2021

SUBJECT: Recommendation to Hire

I am pleased to recommend Ms. Korrina Haack for a 4.5 hours per day special education & traffic support paraprofessional position at South Elementary. This is a replacement position.

NEW EMPLOYEE SUMMARY

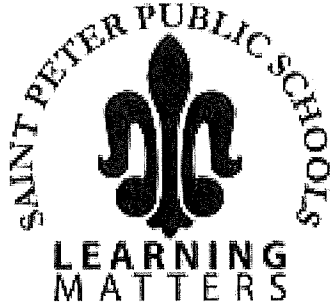
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- **Korrina Haack**
 - Start date: September 1, 2021
 - Timesheets will be submitted
 - Step 1B, \$13.30 per hour, 4.25 hours per day SPED Para
.25 hour per day traffic/safety support

We are excited to have Ms. Haack join our staff. Please let me know if you have any questions.

CC:

Grp_hire_para
Tara Johnson (Para Mentor)



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Ytve Prafke, EC Administrator

DATE: August 16, 2021

SUBJECT: Recommendation to Hire

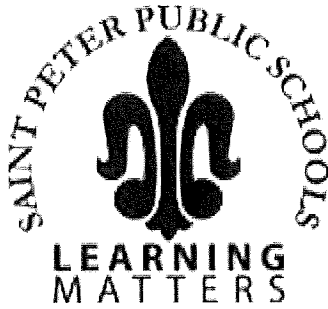
Please consider the following recommendation:

NEW EMPLOYEE SUMMARY

- **Morgan Small**
 - School Readiness Classroom Assistant
 - \$13.30/hour
 - Start date: August 23, 2021
 - Replacement Position
 - Morgan will complete timesheets for her hours.
 - School Readiness Assistant positions are **not** included in the Paraprofessional Educator Agreement

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CC: Morgan Small
grp_hire_para



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Ytive Prafke, EC Administrator

DATE: August 16, 2021

SUBJECT: Recommendation to Hire

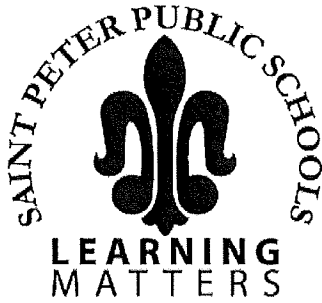
Please consider the following recommendation:

NEW EMPLOYEE SUMMARY

- **Anna Widmer**
 - School Readiness Classroom Assistant
 - \$13.00/hour
 - Start date: August 23, 2021
 - Replacement Position
 - Morgan will complete timesheets for her hours.
 - School Readiness Assistant positions are **not** included in the Paraprofessional Educator Agreement

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CC: Anna Widmer
grp_hire_para



TO: Bill Gronseth
FROM: Chris Ovrebo
DATE: 13-AUGUST-2021
RE: IT Support Specialist
CC: Dana Owens,
Classified Hiring Memo List

We are pleased to recommend the hiring of Dana Owens as an IT Support Specialist for the 21-22 school year. Dana has experience providing IT support in a school setting. We are excited to welcome him to our Saint Peter Schools staff.

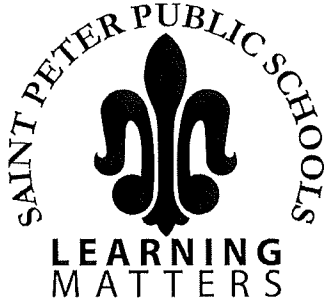
Please feel free to contact us if you have any questions regarding this recommendation.

22

NEW EMPLOYEE SUMMARY

- Dana Owens
 - \$18.50 / Hr
 - 8 hours per day
 - Start date: August 30, 2021 (pending background check)Length of Contract
 - 190 Days (prorated from IT Support Specialist Contract)
 - 180 work days, 10 holidays

Enc: Work calendar



TO: Members of the School Board
Mr. Bill Gronseth

FROM: Annette Engeldinger

DATE: August 13, 2021

RE: Personnel Recommendation
Long-term Chemistry Sub

I am happy to recommend the hiring of Ms. Heidi Niemeyer for the position of full-time, long-term chemistry substitute teacher from August 23, 2021, to October 29, 2021. Ms. Niemeyer is a highly skilled teacher, and we are fortunate to have her in our school. This position is available due to Dani Roehrkasse's maternity leave.

23

According to Article 34, Section 5 of the Teacher Master Agreement, "Teachers who substitute for the same classroom teacher for a period of thirty (30) consecutive days or longer shall be placed on the salary schedule retroactively at the beginning step of the appropriate lane."

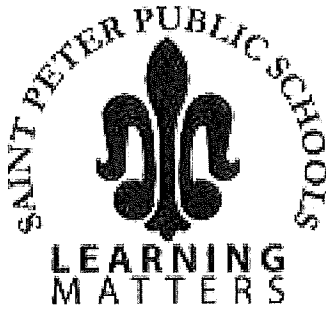
Since Ms. Niemeyer is already planning to substitute for well over the minimum required days to be placed on the salary schedule, I would ask that her daily rate of pay start immediately.

EMPLOYEE SUMMARY

- **Heidi Niemeyer**
 - 1.0 FTE
 - Step 1
 - \$42, 905.00
 - Daily Rate: 231.92
 - Start Date: January 4, 2021

Please let me know if you have any questions.

cc: Sandy Clementson
Heidi Niemeyer



MEMO TO: Mr. Bill Gronseth
District 508 School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: August 17, 2021

SUBJECT: Special Education Paraprofessional
Hire

Applications were received and interviews took place for the following paraprofessional position at North Elementary School. This position is a replacement position. I am recommending the following candidate:

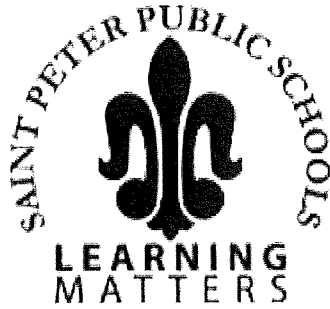
- **Drew Obermiller** - 6.75 hours/student contact day at a rate of \$13.00/hour (Step 1/Lane A). Drew's first day will be September 1, 2021, and he will complete a timesheet for all work completed.

24

We are very excited to welcome Drew to North! He has served students as an intern last school year at North and he is a 2021 SPSHS graduate.

If you have any questions, please contact me.

CC: drobermil@gmail.com
grp_hire_para@stpeterschools.org



MEMO TO: Members of the School Board
Bill Gronseth, Superintendent

FROM: Jana Sykora

DATE: August 11, 2021

SUBJECT: HLC Special Education

Applications were received and interviews took place for a special education teaching position at Hoffmann Learning Center. This is a replacement position, created as a result of the requirements of the new teacher licensing structure.

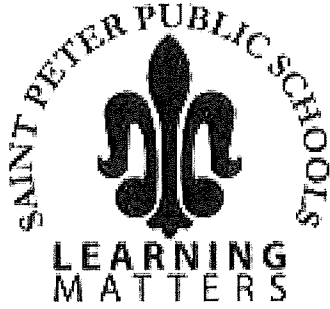
I am pleased to recommend Ryan Timmerman for the position. Ryan has a BA degree in Biology from Saint Olaf College, a Master's of Environmental Education from the University of Minnesota, Duluth, and is in the process of enrolling at Bemidji State to complete a special education teacher licensure program. He will be teaching under a Tier I license. This will be the 5th year Ryan has taught in the district as a special education teacher.

25

NEW EMPLOYEE SUMMARY

- **RYAN TIMMERMAN**
 - 1.0 FTE
 - Step 4/BA
 - Recommend advancement to Step 5 after settlement of the Teacher Contract for 2021-2023.
 - Start Date: 2021-2022 school year

CC: grp_hire_certified
Ryan Timmerman



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

FROM: Annette Engeldinger

DATE: August 17, 2021

SUBJECT: High School Health Assistant
Resignation

Please accept the resignation of Ana Garza, health assistant at Saint Peter High School, effective August 16, 2021. We thank Ana for her service to the district and her work with the students at Saint Peter High School. We wish her all the best.

Dear Rachel Fitch & Annette Engeldinger,

Please accept this letter as formal notification of my immediate resignation from my position as Health Office Assistant. I apologize for not giving more notice, and I humbly ask that you accept my resignation effective August 16, 2021.

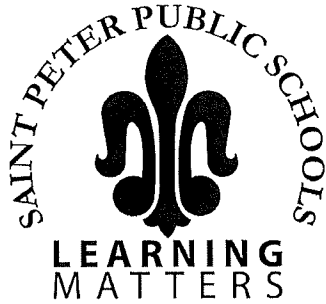
I want to thank you so much for the opportunity to work in this position for the past year. I have greatly enjoyed and appreciated the opportunities. However, I have recently received an offer to serve as an Administrative Support Technician at Nicollet County. After careful consideration, I am excited to explore this new path in my career journey.

27

I have learned so much from Rachel's communication strategy during the epidemic and her patience with students, colleagues, and parents, which I will undoubtedly take throughout my career. You and everyone have created a climate that makes it a pleasure to come to work each morning, and I will miss you all. I hope to stay in touch in the future.

Sincerely,

Ana Garza



TO: Members of the School Board
Mr. Gronseth

FROM: Annette Engeldinger

DATE: August 17, 2021

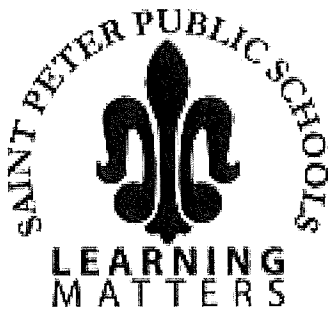
RE: Maternity Leave Recommendation

Amanda Blue, FACS teacher at Saint Peter High School, has submitted a request for maternity leave. I am recommending that her maternity leave request, beginning from the date of birth, until November 2, 2021 be granted.

28

Please let me know if you have any questions.

cc: Ytive Prafke



MEMO TO: Members of the School Board
Bill Gronseth

FROM: Jana Sykora

DATE: August 17, 2021

SUBJECT: Secondary Math

Applications were received and interviews took place for a 1.0 secondary math position. This is a new position, created to accommodate increasing student enrollment in the Oshawa Learning Academy at Hoffman Learning Center and eliminate the need for overload teaching assignments at Rock Bend Alternative Learning Center.

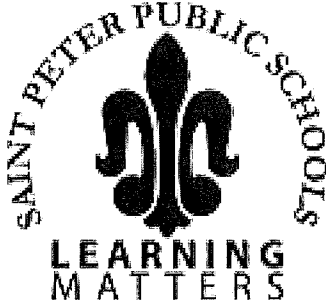
I am pleased to recommend Mr. David Nixon for the position. Dave has a BS degree in Physical Education from MSU-Mankato and a BS degree in Secondary Education Mathematics from Grand Canyon University. Dave has previously subbed for Saint Peter schools including Hoffmann Learning Center. Most recently, Dave has been teaching math at Loyola Catholic School in Mankato.

29

NEW EMPLOYEE SUMMARY

- **David Nixon**
 - 1.0 FTE
 - Step 1/BA
 - Start Date: 21-22 school year

CC: David Nixon
grp_hire_certified



MEMO TO: Bill Gronseth, Superintendent
Saint Peter School Board

FROM: Doreen Oelke, Principal

DATE: August 17, 2021

SUBJECT: Recommendation to Hire

I am pleased to recommend Ms. Martha Kyoore for a 6.75 hours per day special education & traffic support paraprofessional position at South Elementary. This is a replacement position.

NEW EMPLOYEE SUMMARY

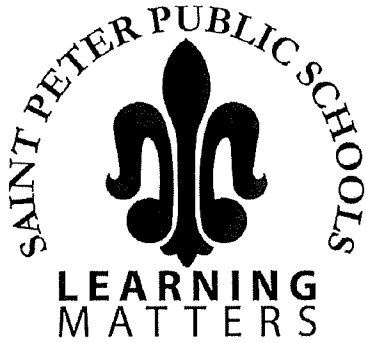
30

- **Martha Kyoore**
 - Start date: September 1, 2021
 - Timesheets will be submitted
 - Step 1A, \$13.00 per hour, 6.25 hours per day SPED Para
.50 hour per day traffic/safety support

We are excited to have Ms. Kyoore join our staff. Please let me know if you have any questions.

CC:

Grp_hire_para
Tara Johnson (Para Mentor)



**MEMO TO: Bill Gronseth, Superintendent
Saint Peter School Board**

FROM: Doreen Oelke, Principal

DATE: August 17, 2021

SUBJECT: South SPED Para Resignation

I am writing to recommend that you accept the resignation of Lori Webster as a special education paraprofessional at South Elementary, effective immediately.

31

I would like to thank Ms. Webster for her service and wish her the best.

Please let me know if you have any questions.

Cc:
Para Hire Group



Sarah Janovsky <sjanovsky@stpeterschools.org>

Fwd: Changes

1 message

Doreen Oelke <doelke@stpeterschools.org>

Tue, Aug 17, 2021 at 6:08 PM

To: Sarah Janovsky <sjanovsky@stpeterschools.org>

Here is Lori Webster's resignation email. I will send the memo next.

----- Forwarded message -----

From: **Lori Webster** <lowebster@stpeterschools.org>

Date: Tue, Aug 17, 2021 at 5:13 PM

Subject: Changes

To: Doreen Oelke <Doelke@stpeterschools.org>

Hi Doreen,

So I have recently been given the opportunity to take on a full class load this year, and not return back to South for full-³² time employment. Eric and I are getting married in a few days, on August 21st. As hard as this is for me (because I absolutely love my job and love South) I need to give you notice that I will not be returning to South for full-time employment. But I would be so happy to be on the para sub list, as I'm confident I'd have days I could spare to help out, I don't really want to think about having another year away from South! And if next year, or later this year something changes, I would want to come back in a heartbeat!

Thank you so much for allowing me to work at South for all these years.

Lori

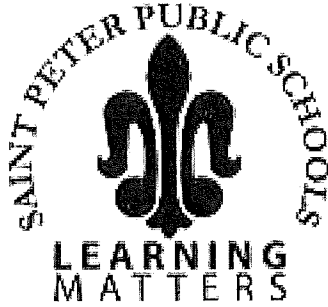
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Doreen Oelke

Principal-South Elementary School

Staff Development & Curriculum Coordinator-Saint Peter Public Schools

(507) 934-2754



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Marc Bachman

DATE: August 23, 2021

SUBJECT: Recommendation for hire

The school district has had a part-time housekeeper position open as a result of a recent retirement. The custodial opening was posted internally.

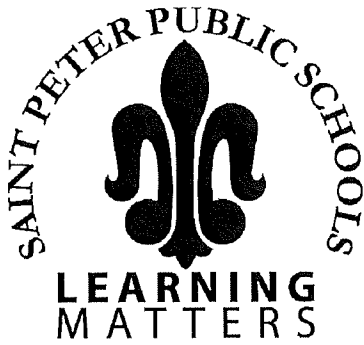
I recommend the hiring of Rodney Bonvillian to serve as part-time housekeeper serving the Minnesota Valley Education building and Hoffman Learning Center. Rodney served the district over the past year as a pandemic housekeeper and most recently as seasonal custodial staff. We are happy Rodney will be staying with us as a member of the Operations and Maintenance team.

33

EMPLOYMENT HIRING SUMMARY

- **Rodney Bonvillian**
 - 6.5 hours per day
 - Housekeeper \$16.00/hour
 - Start Date: August 30, 2021
 - 9 month probationary period ending May 30, 2022

Cc: Rodney Bonvillian
Drew Brodeen
Mike Keller
Tamara Engel



MEMO TO: Bill Gronseth, Superintendent
Saint Peter School Board

FROM: Doreen Oelke, South Elem. Principal

DATE: August 23, 2021

SUBJECT: Bruce Reassignment Memo

I would like to recommend that Cindy Bruce, special education paraprofessional at South Elementary, be placed on a leave of absence for the 2021-2022 school year.

Ms. Bruce has secured a Tier 1 Academic Behavior Strategist license and will be working as a special education teacher at South Elementary this school year.

34

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

o

cc:

Cindy Bruce
Para Hire Group



Sarah Janovsky <sjanovsky@stpeterschools.org>

Fwd: Leave of Absence

1 message

Doreen Oelke <doelke@stpeterschools.org>
To: Sarah Janovsky <sjanovsky@stpeterschools.org>

Mon, Aug 23, 2021 at 8:16 PM

Hello,
Here is Cindy's request for a leave of absence. I will follow this up with a memo. Please let me know if you have any questions.

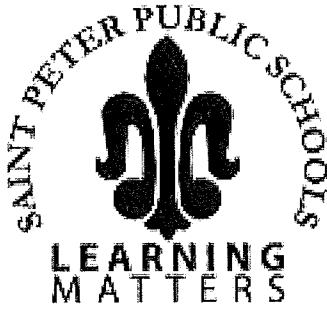
----- Forwarded message -----
From: **Cynthia Bruce** <cibruce@stpeterschools.org>
Date: Mon, Aug 23, 2021 at 3:41 PM
Subject: Leave of Absence
To: Doreen Oelke <Doelke@stpeterschools.org>

I am requesting a leave of absence from my role as a paraprofessional for the 2021-2022 school year as I have been 35 asked to fill another role in the school system for the school year.

Thanks for all you do for staff and kids!

Cindy Bruce

--
Doreen Oelke
Principal-South Elementary School
Staff Development & Curriculum Coordinator-Saint Peter Public Schools
(507) 934-2754



MEMO TO: Mr. Bill Gronseth
District 508 School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: August 20th, 2021

SUBJECT: Special Education
Paraprofessional Resignation

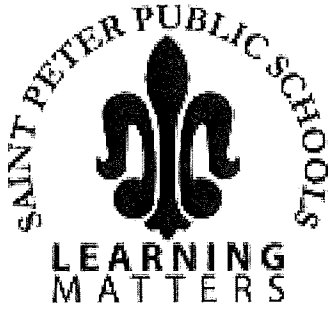
I would like to recommend that you accept the resignation of **Steve Sassenberg** at North Elementary School. His last day at North was August 19th, 2021.

36

We thank him for his time and dedication to the students at North Elementary School.

Please contact me with questions.

CC: Steven Sassenberg <ssassenberg@stpeterschools.org>
grp_hire_para <grp_hire_para@stpeterschools.org>



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Jon Graff

DATE: August 20, 2021

SUBJECT: Paraprofessional Resignation

Please accept the resignation of Tanner Schmidt, special education paraprofessional at Saint Peter Middle School effective immediately.

We thank Tanner for his years of service to Saint Peter students and wish him the best of luck in his future endeavors.

CC: Tanner Schmidt
grp_hire_para



Jon Graff <jgraff@stpeterschools.org>

Resignation letter

Tanner Schmidt <taschmidt@stpeterschools.org>
To: Jon Graff <jgraff@stpeterschools.org>

Wed, Aug 18, 2021 at 12:55 PM

Dear Jon I've given this a lot of thought and it was a difficult decision to make but I've decided to end my employment with The St. Peter School district.

Sincerely Tanner Schmidt



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

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

SUBJECT: Saints Overtime Staff

DATE: August 19, 2021

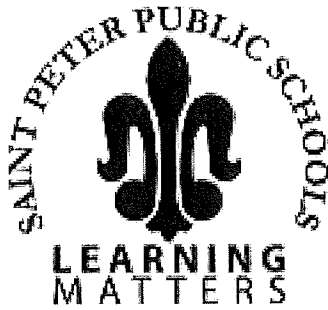
Interviews were conducted, and I am pleased to report that Isabella Delwiche was hired as a Saints Overtime Assistant. Isabella's previous work experiences make her an ideal candidate for this position.

This is a replacement position.

39

EMPLOYEE SUMMARY

- **Isabella Delwiche**
- Rate of pay - \$13/hr.
- Part-time hours to be submitted on a timesheet
- 2021-22 School Year



MEMO TO: Mr. Bill Gronseth
District 58 School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: August 19th, 2020

SUBJECT: Elementary Teacher Resignation

I would like to recommend that you accept the resignation of **Jordan Rudenick** as an elementary Physical Education teacher at North Elementary School. Jordan has unfortunately had a major family change and will no longer be able to teach for us this fall.

40

Please contact me with questions.

CC: grp_hire_certified@stpeterschools.org
Jordan Rudenick <jrudenick@stpeterschools.org>



Darin Doherty <ddoherty@stpeterschools.org>

Resignation

1 message

Jordan Rudenick <jrudenick@stpeterschools.org>
To: Darin Doherty <ddoherty@stpeterschools.org>

Thu, Aug 19, 2021 at 9:19 AM

Dear Mr. Doherty,

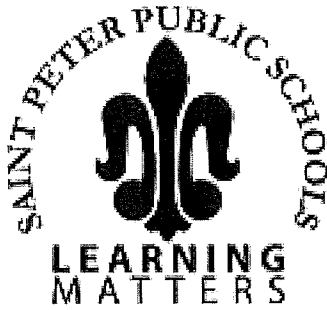
As of 8/19/2021 I am asking for my release from St. Peter Public Schools. Due to an unforeseen family medical emergency, I feel that it is appropriate that I resign from my position as Elementary Physical Education teacher at North Elementary.

I want to apologize for and thank the St. Peter School District for understanding my need to be able to better serve my family moving forward.

Sincerely,

Jordan Rudenick

41



MEMO TO: Mr. Bill Gronseth
District 508 School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: August 19th, 2021

SUBJECT: Special Education
Paraprofessional Resignation

I would like to recommend that you accept the resignation of **Kawthar Abdi** at North Elementary School. Her last day at North will be today August 19th, 2021.

42

We thank her for her time and dedication to the students at North Elementary School.

Please contact me with questions.

CC: Kawthar Abdi <kabdi@stpeterschools.org>
grp_hire_para <grp_hire_para@stpeterschools.org>



Darin Doherty <ddoherty@stpeterschools.org>

(no subject)

1 message

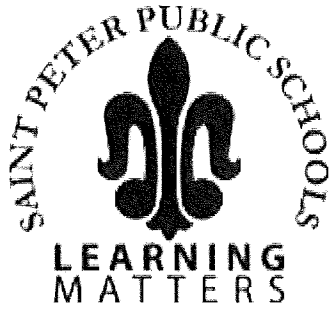
Kawthar Abdi <kabdi@stpeterschools.org>
To: Darin Doherty <ddoherty@stpeterschools.org>

Wed, Aug 18, 2021 at 1:17 PM

Hi Darin,

I really cherish the time we spent together at North. Sadly, due to the new COVID strain and my family's medical issues I won't be able to continue my work there. If there's anything you need help with don't hesitate to contact me.

Thank you



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Jon Graff

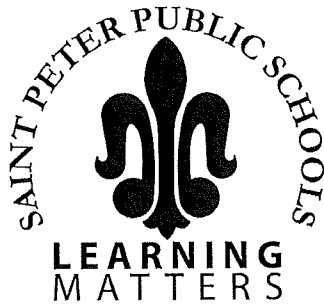
DATE: August 26, 2021

SUBJECT: Paraprofessional Hour
Adjustments

Adjustments to the following SPMS paraprofessional hours are needed to accommodate our newly adopted start and ends times of 8:30am - 3:35pm.

Please consider the following:

Paraprofessional	Hours/Student Contact Day
Lisa Battcher (SPED)	6.75
Angela Krueger (SPED)	6.75
Sam Maas (SPED)	6.75
Grace Pehrson (SPED)	6.75
Amy Raebel (SPED)	6.75
Jamila Said (ELL)	6.75
Anita Tuomala (SPED)	6.75
Brenda Victor (SPED)	6.75
Carlaa Wallig (SPED)	6.75
Ashley Wills (SPED)	6.75



TO: Members of the School Board
Mr. Bill Gronseth

FROM: Annette Engeldinger

DATE: August 27, 2021

RE: Personnel Recommendation
Long-term FACS Sub

I am happy to recommend the hiring of Ms. Corrine Kreft for the position of full-time, long-term FACS substitute teacher from the beginning of Amanda Blue's maternity leave to November 2, 2021. Ms. Kreft is a highly skilled, licensed FACS teacher, and we are fortunate to have her back in our school. This position is available due to Amanda Blue's maternity leave.

45

According to Article 34, Section 5 of the Teacher Master Agreement, "Teachers who substitute for the same classroom teacher for a period of thirty (30) consecutive days or longer shall be placed on the salary schedule retroactively at the beginning step of the appropriate lane."

Since Ms. Kreft is already planning to substitute for well over the minimum required days to be placed on the salary schedule, I would ask that her daily rate of pay start immediately.

EMPLOYEE SUMMARY

- **Corrine Kreft**
 - 1.0 FTE
 - Step 1, Lane MA+30
 - \$54,219
 - Daily Rate: \$293.08
 - Start Date: Ms. Kreft will timesheet teacher workshop time, and I will inform the district office of her official start date.

Please let me know if you have any questions.

cc: Sandy Clementson
Corrine Kreft



Date: August 27, 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. Due to the short period of time between the position posting and the start of the 2021-22 school year, this position will be reposted in April 2022 for the 2022-23 school year.

46

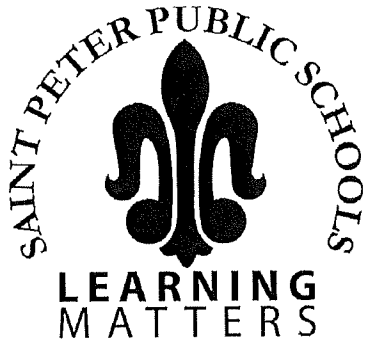
- Kent Bass– A licensed teacher to be placed at **Lane BA, Step 9, 1.0 FTE (\$56,063)** of the current teacher master agreement. Kent's first day of teaching will be September 13, 2021.

Kent received his undergraduate degree from Buena Vista University, IA in exercise science and physical education. He has 8 years of public school teaching in Iowa at the middle and high school levels. He currently has an MN short call teaching license and has applied for a tiered K-12 MN physical education license.

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

If you have questions, please contact me.

CC: Kent Bass <bassk27@yahoo.com>
Group Hire Certified <grp_hire_certified@stpeterschools.org>



MEMO TO: Bill Gronseth, Superintendent
Saint Peter School Board

FROM: Doreen Oelke, Principal

DATE: August 30, 2021

SUBJECT: Principal's Secretary Resignation

I am writing to recommend that you accept the resignation of Kim Meyer as the principal's secretary at South Elementary effective August 30, 2021.

47

I would like to thank Ms. Meyer for her service, and wish her the best.

Please let me know if you have any questions.

Cc: Office Hire Group

August 30, 2021

St. Peter School District
100 Lincoln Drive
St. Peter, MN 56082

Dear Mr. Gronseth and Colleagues,

This is to formally notify you that as of today August, 30, 2021, I am resigning from my position at South Elementary as the Principal's Secretary.

I appreciate the opportunity and have thoroughly enjoyed working for the district the past 4 years. I have met a lot of great people in my years of service and I will cherish all the connections I have made along the way.

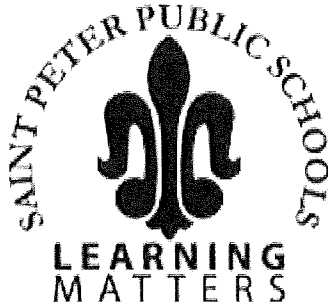
48

Sincerely,



Kimberly Meyer

cc : Doreen Oelke
Ytve Prafke
Hannah Bernardson



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Darin Doherty

DATE: August 31, 2021

SUBJECT: Homebound Instructor Hire

Applications were received and interviews took place for a homebound instructor at North Elementary. I am pleased to recommend Julie Carlblom for the position. This is a new position based on a learner's medical requirements.

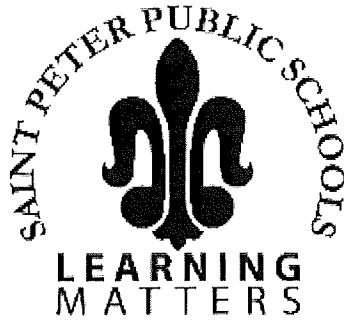
Julie will be compensated per Saint Peter ISD's practice of placing homebound instructors at step 1 of the teacher's education lane.

49

EMPLOYEE SUMMARY

- Julie Carlblom
- Rate of Pay: Step 1/MA = \$36.64
- Start date: September 1, 2021
- Hours will be submitted via timesheet

CC: Julie Carlblom <jcarlblom@gmail.com>
grp_hire_certified <grp_hire_certified@stpeterschools.org>



To: Verl Pettis

September 1, 2021

From: Marc Bachman
Operations and Maintenance Supervisor

RE: Change in hours for Verl Pettis

Effective September 1, 2021, Verl Pettis has requested his position be reduced from five hours/day to four hours/day. I feel we can accommodate this request and still enable Verl enough time to complete the daily delivery run and housekeeping duties he is asked to complete at the High School

I recommend this change be approved by the School Board.

50

EMPLOYMENT CHANGE SUMMARY

- **Verl Pettis**
 - 4 hours per day
 - Delivery Driver Step 2: \$16.40/hour
 - Date of change: September 1, 2021
 - Pay rate will adjust when the new contract is signed.

cc: Drew Brodeen

Bill Gronseth

Ytive Prafke



TO: Bill Gronseth, Superintendent,
School Board Members

FROM: Tami Skinner, Community & Family
Education Director

SUBJECT: Saints Overtime Staff

DATE: September 9, 2021

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

51

This is a replacement position.

EMPLOYEE SUMMARY

- **Allison Held**
- Rate of pay - \$13/hr.
- Part-time hours to be submitted on a timesheet
- 2021-22 School Year



MEMO TO: Bill Gronseth, Superintendent
School Board Members

FROM: Tami Skinner

DATE: September 8, 2021

SUBJECT: Saints Overtime Assistant
Resignation

I am writing to recommend that you accept the resignation of Beatriz Villarreal as a Saints Overtime Assistant. Her last day of employment is Sept. 15, 2021.

52

Ms. Villarreal has done a great job of working with children and will be greatly missed. We wish her the very best in her future endeavors.

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

Cc: Beatriz Villarreal

----- Forwarded message -----

From: **Beatriz Villarreal** <beavillarreal6.bv@gmail.com>

Date: Wed, Sep 1, 2021 at 5:52 PM

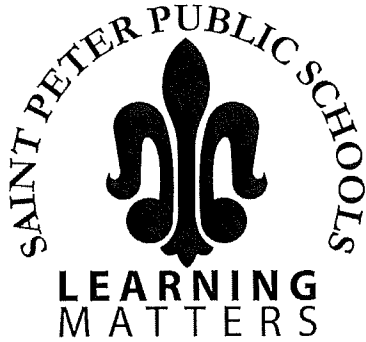
Subject:

To: Shaina Sieh <ssieh@stpetersschools.org>

Hi Shaina,

I am putting in my 2 weeks notice as of today, September 1.

I got offered another position, and I am accepting their offer. Sorry and thank you for everything you have done. Truly appreciated.



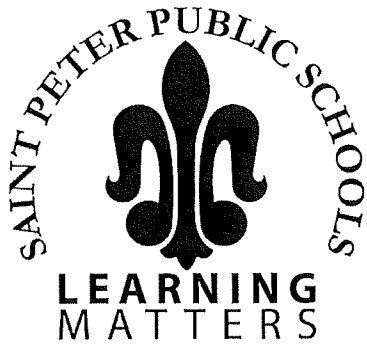
**MEMO TO: Superintendent Bill Gronseth
School Board**

FROM: Ytive Prafke

DATE: September 8, 2021

SUBJECT: ECSE Paraprofessional Resignation

I am writing to recommend that you accept the resignation of Susan Buchta from her position as a paraprofessional in the Early Childhood Special Education Program as of September 8, 2021.. We certainly appreciate Susan's work in our program and wish her the best! Please let me know if you have any questions.



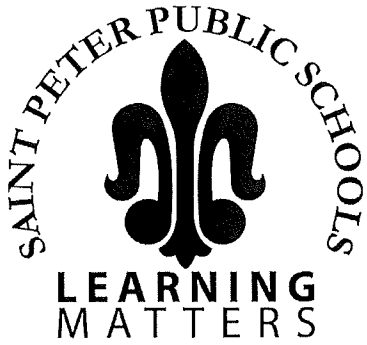
**MEMO TO: Superintendent Bill Gronseth
School Board**

FROM: Ytive Prafke

DATE: September 8, 2021

**SUBJECT: School Readiness Classroom Assistant
Resignation**

I am writing to recommend that you accept the resignation of Roberta Connor from her position as a classroom assistant in the School Readiness Program as of the 21-22 school year. We certainly appreciate Bert's work and dedication during her employment and wish her the best! Please let me know if you have any questions.



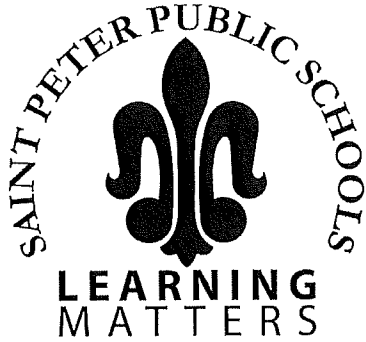
MEMO TO: Superintendent Bill Gronseth
School Board

FROM: Ytive Prafke

DATE: September 8, 2021

SUBJECT: ECSE Paraprofessional Resignation

I am writing to recommend that you accept the resignation of Aubrey Larson from her position as a paraprofessional in the Early Childhood Special Education Program. We certainly appreciate Aubrey's great work and wish her the best at college! Please let me know if you have any questions.



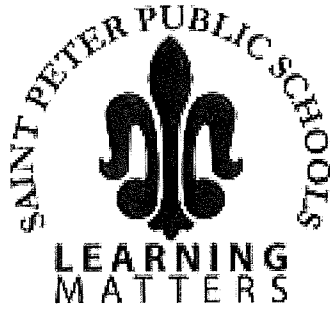
MEMO TO: Superintendent Bill Gronseth
School Board

FROM: Ytve Prafke

DATE: September 8, 2021

SUBJECT: ECSE Paraprofessional Reduction of
Hours

I am writing to recommend that you accept the reduction of hours requested for Darla Sykes, a paraprofessional in the Early Childhood Special Education Program. With the fluctuation in enrollment in the program, Darla will be working in the program on an as needed basis and will complete a timesheet for her hours. Please let me know if you have any questions.



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Jon Graff

DATE: September 13, 2021

SUBJECT: Para Hire

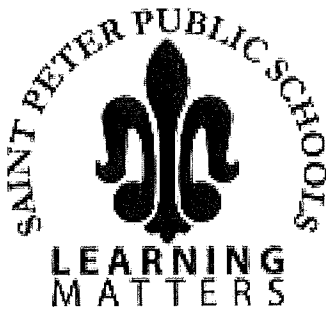
Applications were received and interviews took place for a paraprofessional position at Saint Peter Middle School. I am pleased to recommend Austin Petersen for the position. This is a replacement position.

EMPLOYEE SUMMARY

- **Austin Petersen**
 - 6.75 hour per student contact day
 - Step 1 at a rate of \$13.00/hour.
 - Start date: September 14, 2021

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CC: Austin Petersen
grp_hire_para



MEMO TO: Bill Gronseth, Superintendent
Saint Peter School Board

FROM: Doreen Oelke, Principal

DATE: September 13, 2021

SUBJECT: Recommendation to Hire

I am pleased to recommend Ms. Chelsie Short for a 6.75 hours per day special education & traffic support paraprofessional position at South Elementary. This is a replacement position.

NEW EMPLOYEE SUMMARY

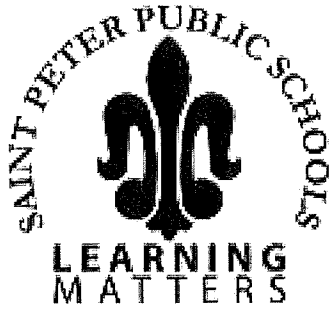
59

- **Chelsie Short**
 - Start date: September 15, 2021
 - Step 1A, \$13.00 per hour, 6.25 hours per day SPED Para
.50 hour per day traffic/safety support

We are excited to have Ms. Short join our staff. Please let me know if you have any questions.

CC:

Grp_hire_para
Tara Johnson (Para Mentor)



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Ytive Prafke, EC Administrator

DATE: September 14, 2021

SUBJECT: Recommendation to Hire

Please consider the following recommendation:

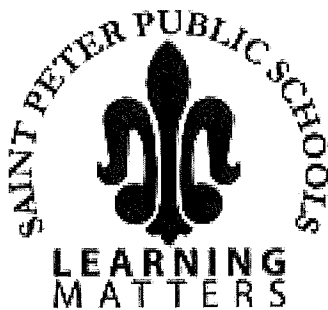
NEW EMPLOYEE SUMMARY

- **Charley Chouanard**
 - School Readiness Classroom Assistant
 - \$13.30/hour
 - Start date: September 20, 2021
 - Replacement Position
 - Charley will complete timesheets for her hours.

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This position is not included in the paraprofessional agreement.

CC: Charley Chouanard
grp_hire_para



MEMO TO: Mr. Bill Gronseth
District 508 School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: September 14, 2021

SUBJECT: Special Education Paraprofessional
Hire

I would like to recommend that you accept the hire of **Taylor Perrin** as a special education paraprofessional at North Elementary School. The special education paraprofessional position at North is a replacement position.

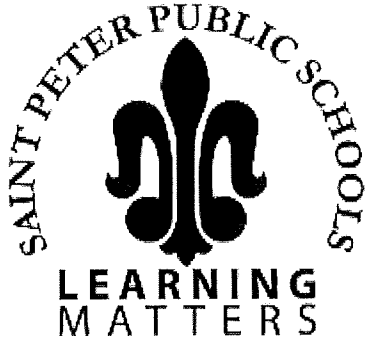
61

Taylor is currently a Saints Overtime employee in our district and will be adding approximately 3.75 hours/day to her schedule and her rate of pay will be \$13.30/hour. She has her bachelors degree.

She will complete a timesheet for all hours worked and she will not be scheduled for over 6.75 hours/day collectively.

Please contact me with questions.

CC: grp_hire_para@stpeterschools.org
Taylor Perrin <tperrin@stpeterschools.org>



MEMO TO: Superintendent Bill Gronseth
School Board

FROM: Tim Regner

DATE: September 14, 2021

SUBJECT: Payroll Supervisor Resignation

I am writing to recommend that you accept the resignation of Cheri Portner from her position as Payroll Supervisor/Accountant effective September 13, 2021. We appreciate Cheri's work in the District and wish her the best. Please let me know if you have any questions.



TO: Bill Gronseth, Superintendent,
School Board Members

FROM: Tami Skinner, Community & Family
Education Director

SUBJECT: Saints Overtime Staff

DATE: September 14, 2021

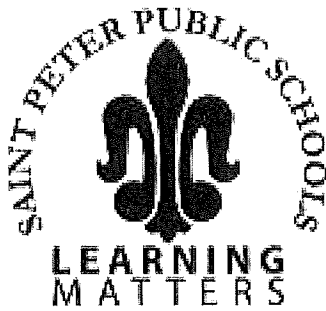
Interviews were conducted, and I am pleased to recommend the hiring of Madison Olson for the Saints Overtime Assistant position. Madison's previous work experiences make her an ideal candidate for this position.

63

This is a replacement position.

EMPLOYEE SUMMARY

- **Madison Olson**
- Rate of pay - \$13/hr.
- Part-time hours to be submitted on a timesheet
- 2021-22 School Year



MEMO TO: Bill Gronseth, Superintendent
Saint Peter School Board

FROM: Doreen Oelke, Principal

DATE: September 15, 2021

SUBJECT: Recommendation to Hire

I am pleased to recommend Ms. Roberta Zamma Gallarati for a 6.75 hours per day special education & traffic support paraprofessional position at South Elementary. This is a replacement position.

NEW EMPLOYEE SUMMARY

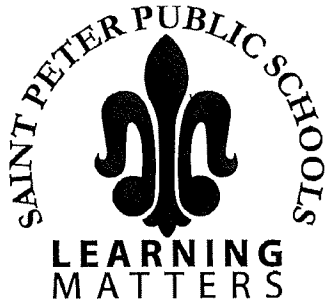
64

- **Roberta Zamma Gallarati**
 - Start date: September 20, 2021
 - Step 1B, \$13.30 per hour, 6.25 hours per day SPED Para
.50 hour per day traffic/safety support

We are excited to have Ms. Zamma Gallarati join our staff. Please let me know if you have any questions.

CC:

Grp_hire_para
Tara Johnson (Para Mentor)



TO: Bill Gronseth, Superintendent
Saint Peter School Board

FROM: Doreen Oelke, Principal

DATE: September 17, 2021

RE: Principal's Secretary Hire
Recommendation for South
Elementary

65

I am happy to recommend the hiring of Debra Pfeifer as the Principal's Secretary at South Elementary. This replacement position is for the position vacated by the resignation of Kim Meyer. We are excited to have Ms. Pfeifer joining us here at South!

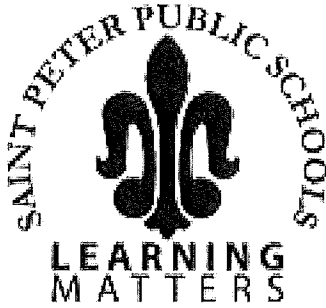
NEW EMPLOYEE SUMMARY

- Debra Pfeifer
 - Level 4, at the rate of *\$15.13 per hour, 6.75 hours per day, 204 days, plus 11 holidays. Start date will be September 24, 2021

* Pay rate will be adjusted when the 2021-2022 contract is finalized

Please let me know if you have any questions.

cc: Clerical Hire Group



MEMO TO: Mr. Gronseth
School Board

FROM: Annette Engeldinger

DATE: September 17, 2021

SUBJECT: Health Assistant Hire

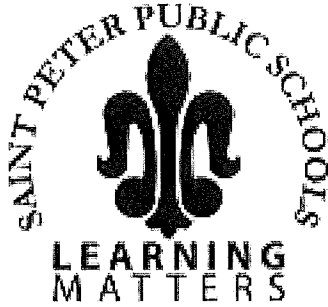
Applications were received and interviews took place for the 1.0 health assistant position at Saint Peter High School. This is a replacement position.

I am pleased to recommend Robin Jacobson.

66

NEW EMPLOYEE SUMMARY

- **Robin Jacobson**
 - 1.0 Health Assistant/\$14.80 per hour
 - Student Contact Days only
 - Start date: September 15, 2021



MEMO TO: Bill Gronseth, Superintendent
Saint Peter School Board

FROM: Doreen Oelke, Principal

DATE: September 17, 2021

SUBJECT: Recommendation to Hire

I am pleased to recommend Ms. Paige Bryant for a 6.75 hours per day special education & traffic support paraprofessional position at South Elementary. This is a replacement position.

NEW EMPLOYEE SUMMARY

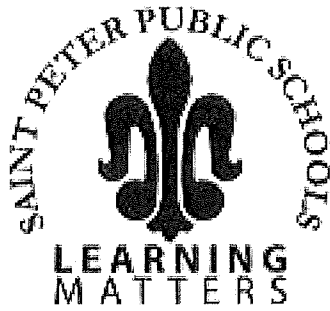
67

- **Paige Bryant**
 - Start date: September 24, 2021
 - Step 1A, \$13.00 per hour, 6.25 hours per day SPED Para
.50 hour per day traffic/safety support

We are excited to have Ms. Bryant join our staff. Please let me know if you have any questions.

CC:

Grp_hire_para
Tara Johnson (Para Mentor)



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Marc Bachman

DATE: September 16, 2021

SUBJECT: Recommendation for hire

The Operations and Maintenance Department has a full-time custodial engineer position open at Saint Peter High School. The position was posted internally and via the district website.

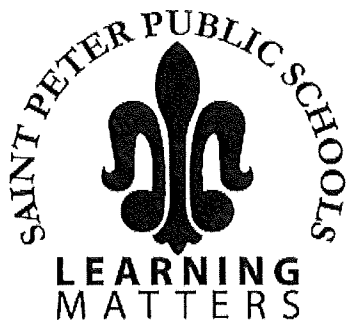
68

I recommend the hiring of Jammy Hague to serve as a Custodial Engineer at Saint Peter High School. Mr. Hague is a graduate of the Saint Peter school district. In 2011 he was honorably discharged from the U.S. Army after 14 years of service. We welcome Jammy, his vast array of skills and friendly disposition to our team.

EMPLOYMENT HIRING SUMMARY

- **Jammy Hague**
 - Custodian: \$16.26/hour
 - Shift differential: \$1.03/hour for 1,566 hours
 - Start Date: September 20, 2021
 - 9 month probationary period ending June 20, 2022
 - Attainment of a special boiler license is required during this probationary time.

Cc: Jammy Hague
Drew Brodeen
Mike Keller
Annette Engeldinger
Bob Ploog



TO: Bill Gronseth
School Board

FROM: Jon Graff

DATE: September 17, 2021

SUBJECT: Obsolete Items

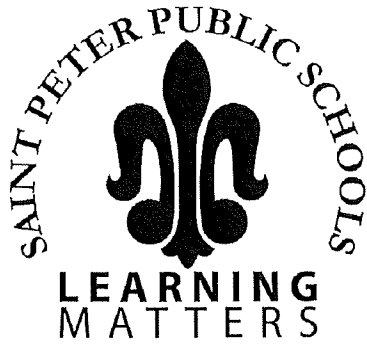
The following items are no longer needed and or in disrepair. I recommend the School Board deem these items obsolete.

Roller Carts: 5
Tables: 24
Cabinets: 8
Book Shelves: 5
Podium: 1
Chairs: 85
File Cabinets: 6
Locker: 1
Desks: 6

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Please let me know if you have any questions.

CC: Marc Bachman



Date: 9/16/21

To: Bill Gronseth, Saint Peter School Board

From: Doreen Oelke, South Principal

Re: Obsolete equipment @ South Elementary

The following items have reached the end of their usefulness to the district. I propose they be deemed obsolete and properly remove them from possession of Independent School District #508.

<u>Equipment (amount)</u>	<u>Model #</u>	<u>Serial #</u>
Star pizza warmer (sample)	80-HFD-1-CR	H1802180
Metal shelves (55) (sample)	N/A	N/A
1 2x4 laminate table with missing edging		
525 Old Heavy Composite Chairs		
20 Old Wooden Chairs		
1 Old Style Student Desk		
3 Computer Tables		
3 Large, heavy rectangular tables (Old Science Room Tables)		
2 Old Kidney Shaped Tables		
1 Large Wooden Cabinet with Laminate Top		
1 Heavy Square Table with Single Post		
1 Filing Cabinet with Laminate Top Screwed On		
1 Typing Desk with Wheels		
1 Padded Brown Vinyl Adult Chair		
2 Wooden Doors		

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



Date: 9/16/21
To: Bill Gronseth, Saint Peter School Board
From: Doreen Oelke, South Principal
Re: Obsolete equipment @ South Elementary



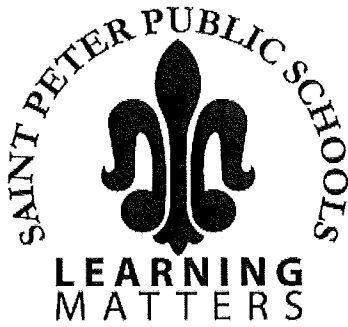
The following items have reached the end of their usefulness to the district. I propose they be deemed obsolete and properly remove them from possession of Independent School District #508.

<u>Equipment (amount)</u>	<u>Model #</u>	<u>Serial #</u>
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1 3-Tier AV cart		
1 Old Teacher Chair		

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



TO: Saint Peter Public Schools School Board
FROM: Technology Department
DATE: 16-SEP-2021
RE: Designate Equipment Obsolete
CC: Bill Gronseth, Tim Regner

Recommendation: We recommend the school board designate the following equipment as obsolete in order to remove it from the district inventory and properly recycle or dispose of it.

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Equipment:	<u>Quantity</u>	<u>Description</u>
	103	Chromebooks
	49	Chromebase Desktops
	9	Student Device Carts
	5	Desktop PCs
	1	Printer
	Multiple	Peripherals (Cables, keyboards, mice, etc.)

- Notes:**
- All data will be wiped or data storage will be removed prior to recycling or disposing of the equipment.
 - The equipment recommended for recycling or disposal will no longer run current software or is damaged/non-functioning. We cannot re-use it within the district and it does not have meaningful resale value.
 - A detailed list of equipment has been submitted to the business office.
 - iPads will be wiped and offered for resale, if there is value
 - Peripherals are donated to local organizations following state guidelines for donating to nonprofits

Asset Tag	Serial Number	Make	Model	Type	Purchase
140275	LR03QCBA	Lenovo	N21	Chromebook	2014
150926	LR03JZ69	Lenovo	N21	Chromebook	2015
140298	LR03QDPF	Lenovo	N21	Chromebook	2014
140175	LR03Q7E8	Lenovo	N21	Chromebook	2014
150813	LR05AU30	Lenovo	N22	Chromebook	2015
140243	LR03P02Q	Lenovo	N21	Chromebook	2014
140233	LR03P0GF	Lenovo	N21	Chromebook	2014
140238	LR03QCAV	Lenovo	N21	Chromebook	2014
140277	LR03QCBL	Lenovo	N21	Chromebook	2014
140268	LR03QDN9	Lenovo	N21	Chromebook	2014
140287	LR03Q7KK	Lenovo	N21	Chromebook	2014
140288	LR03R23Z	Lenovo	N21	Chromebook	2014
140196	LR03NZZL	Lenovo	N21	Chromebook	2014
140246	LR03Q80B	Lenovo	N21	Chromebook	2014
140280	LR03Q7JJ	Lenovo	N21	Chromebook	2014
140732	LR04M52W	Lenovo	N21	Chromebook	2014
140194	LR03P0FY	Lenovo	N21	Chromebook	2014
140274	LR03QCBW	Lenovo	N21	Chromebook	2014
140289	jLR03R24B	Lenovo	N21	Chromebook	2014
140245	LR03Q7RT	Lenovo	N21	Chromebook	2014
140735	LR03QDPK	Lenovo	N21	Chromebook	2014
140727	LR03QCCK	Lenovo	N21	Chromebook	2014
140265	LR03QDP3	Lenovo	N21	Chromebook	2014
140286	LR03Q7KG	Lenovo	N21	Chromebook	2014
140737	LR03QDNF	Lenovo	N21	Chromebook	2014
140257	LR03P0AA	Lenovo	N21	Chromebook	2014
140757	LR03R244	Lenovo	N21	Chromebook	2014
150003	LR03Q7HQ	Lenovo	N21	Chromebook	2015
140748	LR03QCAN	Lenovo	N21	Chromebook	2014
140293	LR03R23D	Lenovo	N21	Chromebook	2014

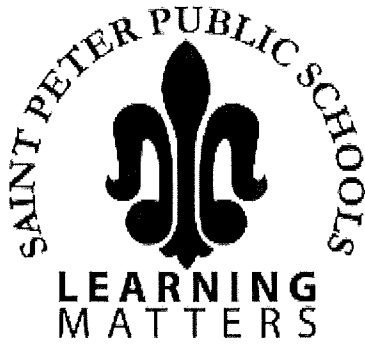
Asset Tag	Serial Number	Make	Model	Type	Purchase
150179	LR04M54L	Lenovo	N21	Chromebook	2015
140292	LR03R23Q	Lenovo	N21	Chromebook	2014
140242	LR03QCBQ	Lenovo	N21	Chromebook	2014
140754	LR03QDN0	Lenovo	N21	Chromebook	2014
140758	LR03QZQK	Lenovo	N21	Chromebook	2014
140260	LR03QDPE	Lenovo	N21	Chromebook	2014
150976	LR05B3WW	Lenovo	N21	Chromebook	2015
150178	LR03QDP8	Lenovo	N21	Chromebook	2015
140284	LR03Q7JL	Lenovo	N21	Chromebook	2014
140737	LR03QDNF	Lenovo	N21	Chromebook	2014
140177	LR03QDMY	Lenovo	N21	Chromebook	2014
140731	LR03Q7GR	Lenovo	N21	Chromebook	2014
140183	LR03QDNQ	Lenovo	N21	Chromebook	2014
140269	LR03QDNX	Lenovo	N21	Chromebook	2014
150181	LR04M9VL	Lenovo	N22	Chromebook	2015
140759	LR03QZTB	Lenovo	N21	Chromebook	2014
140276	LR03Q7AQ	Lenovo	N21	Chromebook	2014
140249	LR03R23A	Lenovo	N21	Chromebook	2014
140176	LR03QCB9	Lenovo	N21	Chromebook	2014
140734	LR03QDPA	Lenovo	N21	Chromebook	2014
140295	LR03R22R	Lenovo	N21	Chromebook	2014
140255	LR03PGQH	Lenovo	N21	Chromebook	2014
140263	LR03QDN1	Lenovo	N21	Chromebook	2014
140270	LR03P08R	Lenovo	N21	Chromebook	2014
140197	LR03NZP6	Lenovo	N21	Chromebook	2014
140739	LR03QDNS	Lenovo	N21	Chromebook	2014
140182	LR03NZW6	Lenovo	N21	Chromebook	2014
140283	LR03Q7HK	Lenovo	N21	Chromebook	2014
140730	LR03Q7JP	Lenovo	N21	Chromebook	2014
140267	LR03QDNJ	Lenovo	N21	Chromebook	2014

Asset Tag	Serial Number	Make	Model	Type	Purchase
140231	LR03QCCC	Lenovo	N21	Chromebook	2014
140300	LR03Q7F9	Lenovo	N21	Chromebook	2014
140273	LR03QCC6	Lenovo	N21	Chromebook	2014
140750	LR03QCC8	Lenovo	N21	Chromebook	2014
140262	LR03QCCX	Lenovo	N21	Chromebook	2014
140271	LR03QDNA	Lenovo	N21	Chromebook	2014
140745	LR03QDPG	Lenovo	N21	Chromebook	2014
140742	LR03QDN7	Lenovo	N21	Chromebook	2014
140181	LR03P03V	Lenovo	N21	Chromebook	2014
140198	LR03QCA9	Lenovo	N21	Chromebook	2014
140729	LR03Q7J5	Lenovo	N21	Chromebook	2014
140256	LR03P09M	Lenovo	N21	Chromebook	2014
140186	LR03QDN5	Lenovo	N21	Chromebook	2014
140297	LR03Q7G1	Lenovo	N21	Chromebook	2014
140740	LR03QDPL	Lenovo	N21	Chromebook	2014
140187	LR03QDPV	Lenovo	N21	Chromebook	2014
140195	LR03QCC5	Lenovo	N21	Chromebook	2014
140189	LR03QNDB	Lenovo	N21	Chromebook	2014
140253	LR03R23B	Lenovo	N21	Chromebook	2014
140188	LR03QDPM	Lenovo	N21	Chromebook	2014
140743	LR03QDPD	Lenovo	N21	Chromebook	2014
140190	LR03QDPP	Lenovo	N21	Chromebook	2014
140258	LR03P08L	Lenovo	N21	Chromebook	2014
140761	LR03R23E	Lenovo	N21	Chromebook	2014
140749	LR03QCBY	Lenovo	N21	Chromebook	2014
140200	LR03Q7FZ	Lenovo	N21	Chromebook	2014
140756	LR03R242	Lenovo	N21	Chromebook	2014
150182	LR04JY8V	Lenovo	N21	Chromebook	2015
140191	LR03Q7EE	Lenovo	N21	Chromebook	2014
140241	LR03P0AF	Lenovo	N21	Chromebook	2014

Asset Tag	Serial Number	Make	Model	Type	Purchase
140225	LR03QCC7	Lenovo	N21	Chromebook	2014
140752	LR03QCBV	Lenovo	N21	Chromebook	2014
150004	LR03Q7JG	Lenovo	N21	Chromebook	2015
140244	LR03Q7YK	Lenovo	N21	Chromebook	2014
140744	LR03QDPY	Lenovo	N21	Chromebook	2014
140178	LR03Q7ED	Lenovo	N21	Chromebook	2014
140261	LR03QDNH	Lenovo	N21	Chromebook	2014
140762	LR03R1ZA	Lenovo	N21	Chromebook	2014
140199	LR03Q7HL	Lenovo	N21	Chromebook	2014
150001	LR03Q7JF	Lenovo	N21	Chromebook	2015
150006	LR03Q7GF	Lenovo	N21	Chromebook	2014
140254	LR03R23X	Lenovo	N21	Chromebook	2015
140239	LR03QCCB	Lenovo	N21	Chromebook	2015
140282	LR03Q7HY	Lenovo	N21	Chromebook	2014
140751	LR03QCBR	Lenovo	N21	Chromebook	2014
170858	DQZ0EAA001722022F13000	Acer	CA24I-CN	Chromebase	2017
180694	DQZ0EAA00174301E4B3000	Acer	CA24I-CN	Chromebase	2017
170845	DQZ0EAA0017220235B3000	Acer	CA24I-CN	Chromebase	2017
170814	DQZ0EAA0017220234B3000	Acer	CA24I-CN	Chromebase	2017
170802	DQZ0EAA0017220239B3000	Acer	CA24I-CN	Chromebase	2017
170818	DQZ0EAA001722022E63000	Acer	CA24I-CN	Chromebase	2017
170830	DQZ0EAA001722023443000	Acer	CA24I-CN	Chromebase	2017
170803	DQZ0EAA001725058353000	Acer	CA24I-CN	Chromebase	2017
170805	DQZ0EAA001725058463000	Acer	CA24I-CN	Chromebase	2017
170804	DQZ0EAA001725058483000	Acer	CA24I-CN	Chromebase	2017
170825	DQZ0EAA001722022DE3000	Acer	CA24I-CN	Chromebase	2017
170821	DQZ0EAA001722022DE3000	Acer	CA24I-CN	Chromebase	2017
170827	DQZ0EAA001722022D13000	Acer	CA24I-CN	Chromebase	2017
170806	DQZ0EAA0017250584F3000	Acer	CA24I-CN	Chromebase	2017
170824	DQZ0EAA0017220239F3000	Acer	CA24I-CN	Chromebase	2017

Asset Tag	Serial Number	Make	Model	Type	Purchase
180694	DQZ0EAA00174301E4B3000	Acer	CA24I-CN	Chromebase	2017
170829	DQZ0EAA001722022E33000	Acer	CA24I-CN	Chromebase	2017
170828	DQZ0EAA001722023783000	Acer	CA24I-CN	Chromebase	2017
170823	DQZ0EAA001722023833000	Acer	CA24I-CN	Chromebase	2017
170819	DQZ0EAA001722023163000	Acer	CA24I-CN	Chromebase	2017
170822	DQZ0EAA0017250584C3000	Acer	CA24I-CN	Chromebase	2017
170817	DQZ0EAA001722022D83000	Acer	CA24I-CN	Chromebase	2017
170826	DQZ0EAA001722022D43000	Acer	CA24I-CN	Chromebase	2017
170801	DQZ0EAA001722023633000	Acer	CA24I-CN	Chromebase	2017
170809	DQZ0EAA001722023223000	Acer	CA24I-CN	Chromebase	2017
None	N88Y173395	Epson	Stylus NX230	Printer	Unk
None	MXL2071RQC	HP	Pro 3420 AIO	Computer	
None	MXL2071RQS	HP	Pro 3420 AIO	Computer	
None	MXL2071RS5	HP	Pro 3420 AIO	Computer	
150121	505NTKF14317	LG	22CV241	Chromebase	2015
150433	604NTLEAN968	LG	22CV241	Chromebase	2015
	MXL2071RV8	HP	Pro 3420 AIO	Computer	
	MXL2071RTS	HP	Pro 3420 AIO	Computer	
170839	DQZ0EAA0017250583F3000	Acer	CA24I-CN	Chromebase	2017
170841	DQZ0EAA001722022E03000	Acer	CA24I-CN	Chromebase	2017
170835	DQZ0EAA001722023273000	Acer	CA24I-CN	Chromebase	2017
170836	DQZ0EAA001722023303000	Acer	CA24I-CN	Chromebase	2017
170833	DQZ0EAA001722023A73000	Acer	CA24I-CN	Chromebase	2017
170834	DQZ0EAA0017220238B3000	Acer	CA24I-CN	Chromebase	2017
170851	DQZ0EAA0017220232F3000	Acer	CA24I-CN	Chromebase	2017
170852	DQZ0EAA0017220235F3000	Acer	CA24I-CN	Chromebase	2017
170832	DQZ0EAA001722023653000	Acer	CA24I-CN	Chromebase	2017
170831	DQZ0EAA001722023673000	Acer	CA24I-CN	Chromebase	2017
170844	DQZ0EAA001722023343000	Acer	CA24I-CN	Chromebase	2017
170840	DQZ0EAA0017220238C3000	Acer	CA24I-CN	Chromebase	2017

Asset Tag	Serial Number	Make	Model	Type	Purchase
170849	DQZ0EAA001722022E43000	Acer	CA24I-CN	Chromebase	2017
170850	DQZ0EAA001722022E73000	Acer	CA24I-CN	Chromebase	2017
170857	DQZ0EAA001722023233000	Acer	CA24I-CN	Chromebase	2017
170855	DQZ0EAA001722023453000	Acer	CA24I-CN	Chromebase	2017
170856	DQZ0EAA0017220236F3000	Acer	CA24I-CN	Chromebase	2017
170837	DQZ0EAA001722023293000	Acer	CA24I-CN	Chromebase	2017
170838	DQZ0EAA001722023253000	Acer	CA24I-CN	Chromebase	2017
170859	DQZ0EAA001722023A53000	Acer	CA24I-CN	Chromebase	2017
170843	DQZ0EAA001722023993000	Acer	CA24I-CN	Chromebase	2017
170860	DQZ0EAA001722022EA3000	Acer	CA24I-CN	Chromebase	2017
140259	LR03P0HW	Lenovo	N21	Chromebook	2014



Date: 9/15/2021

To: Mr. Gronseth and School Board Members

From: Darin Doherty

Re: Obsolete Equipment - North

The following items have reached the end of their usefulness to the district. I propose they be deemed obsolete and properly remove them from possession of Independent School District #508.

<u>Equipment (amount)</u>	<u>Model #</u>	<u>Serial #</u>
Star pizza warmer (sample)	80-HFD-1-CR	H1802180
Metal shelves (55) (sample)	N/A	N/A
Classroom Chairs (300)	16" Various Colors	N/A
Computer Desks (4)	4' x 2' ½"	Brown frame, wood-print top
Folding Tables (2)	3' x 6'	Brown frame, wood-print top
Folding Tables (9)	2' ½" x 6'	Brown frame, wood-print top
Folding Tables (2)	2' ½" x 4'	Brown frame, wood-print top
Classroom Dividers (4)	4' x 6'	Various fabrics and colors
Folding Tables (2)	5' x 2' ½"	Brown frame, wood-print top
Teacher Chairs (3)		Cushioned desk chairs, various colors
Classroom Table (2)	2' ½" x 5'	Light wood grain printed top and silver chair
Trapezoid Table (1)	5' x 2'	Small table with silver frame

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This equipment can be removed from your work space when the Board has approved its disposal at its regularly scheduled monthly meeting.



TO: Mr. Gronseth
Members of the Board of Education

FROM: Annette Engeldinger

DATE: Sept. 8, 2021

SUBJECT: Christian Miller, Tuyen Pitts, and Braxton Honetschlager

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I am requesting that the board of education award a Saint Peter High School diploma to Christian Miller, Tuyen Pitts, and Braxton Honetschlager.

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



REGULAR BOARD MEETING Monday, September 20, 2021 SPHS-Performing Arts Center 6:30PM

VI. ACTION ITEMS

1. AGENDA ITEM #1

Subject: Covid Data Review with Possible Amendment for Gr 9-12

Action: Amendments Would Require a Motion

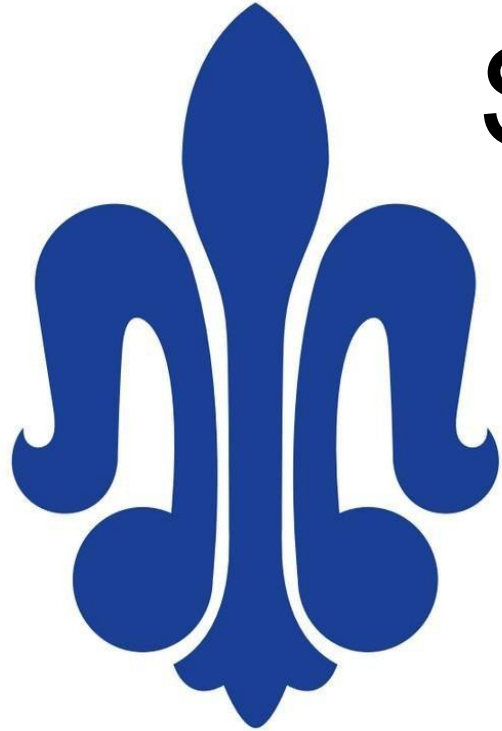
Background: During the August meeting the School Board accepted the Covid Protocols Plan for the 2021-22 school year. The plans were developed based on guidance from MDE, MDH, and the CDC. The plan includes that there may be times when more layers of mitigation are needed than other times based on the prevalence of Covid in our community.

Based on the level of community spread of COVID, and the fact that we did not know how many cases we would see as school began, it was decided to start the school year with a K-12 face mask requirement. The parameters for moving to a mask recommendation were set as: community transmission levels at moderate to low, and fewer than 5 cases in each building.

It was planned that the data would be reviewed again during the September School Board meeting.

Presentation: Superintendent Gronseth, Principals

Options/Recommendation: Based on the parameters that were set, there is no administrative recommendation for changes.



Saint Peter Schools COVID- 19 Data Review

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September 20, 2021



Priorities as We Developed Protocols

- **Health and safety of students and staff**

When it comes to the safety of our students and staff, we want to err on the side of caution. It would be better to look back and say we may not have needed to take certain actions rather than wish we had done more.

- **Maintain in-person learning**

We know students learn best in person. While we have applied for provisional online provider status, we would like to avoid the necessity of using hybrid or distance learning.

- **Follow State & Federal Guidance**

Following State and Federal Guidance has been included in our School District Goals.

Multiple layers of Protocols



- Promoting vaccination, weekly testing available for staff
- Increased Ventilation
- Handwashing and respiratory etiquette
- Physical distancing of 3 feet: whenever possible
- Staying home when sick
- Cleaning and disinfection
- Contact tracing and quarantine: Families notified of exposures. Quarantines are for 10 days but may be shortened to 7. Quarantines for a positive case in the home is 14 days (exceptions for those who are vaccinated and not showing symptoms)
- Isolation: Positive cases to stay out of school until: 1) it has been 10 days since they first felt sick or tested positive, 2) they feel better, and 3) it has been 24 hours since⁸⁴ they last had a fever without using medicine that lowers fever.
- Tiered bussing
- Required Universal Masking for all K-12 students, staff & visitors (exemptions apply)

Why did we mandate masking?



Reasons for moving to required Universal Masking:

- Recommended by MDE, MDH, CDC, AAP, Nicollet County and local medical Community
- Increased community transmission to the substantial level. (now at high)
- Surrounding communities at the high transmission level.
- Unknown number of cases in our school community.
- Keeps students in school - Avoids quarantine when all are masked.
- Schools that have started in other parts of the country without masks had high positive cases and quarantine numbers.
- Aligned with our priorities of student and staff safety, maintaining in-person learning, and following State and Federal guidance.

Parameters for Masking



*We are currently requiring universal masking inside schools for all K-12 students, staff, and visitors. Those who are not able to wear a mask for medical reasons are exempt with documentation from a medical provider.

The School Board set the following parameters for administration to shift to recommended masking if reached before the next meeting:

- Community transmission rate for Nicollet County at moderate or low
- We did not have multiple positive cases within our school community₈₆
(more than 5 per building)

Regional Vaccination & Transmission Levels



Data to Monitor: *Data as of 9.16.21

Vaccination Levels (Goal 70%)*:

County	>12 vaccinated	1 shot	>12 vaccinated	1 shot
Nicollet	59.7%	64.3%	62.1%	66.5%
Le Sueur	44.9%	48.7%	47.5%	51.1%
Blue Earth	56.8%	61.8%	59.4%	64.2%

Community Transmission Levels (Goal Low or Moderate)*:

County	cases	change	rating	cases	change	rating
Nicollet	30	+87.53%	Substantial	64	-3%	High
Le Sueur	41	+57.69	High	63	-23.17%	High
Blue Earth	86	+100%	High	158	+12.86	High

Positivity Rates & Health System Capacity



Positivity rate (Goal <5%)*:

Nicollet: 11.83%

Le Sueur: 11.52%

Blue Earth: 10.98%

Health System Capacity:

County reports that patients are being sent elsewhere because beds are not available

MAYO shifting to video appointments as much as possible due to impacts of covid and staff shortages

Saint Peter Schools Data



Positive cases & Quarantines: total current cases:23 quarantines: 37

Total of 34 cases since school began

School	Staff positive	Staff Quar.	Student Positive	Student Quar.
Early Childhood	1	0	0	9
South	0	0	3	4
North	0	0	3	9
Middle School	0	0	6	6
High School	1	0	6	6
Hoffman/DO	1	0	0	2

COVID Around the Region



District	enrollment	Reported cases (9/14)	Quarantine	Masking Policy
Saint Peter	2155	17	19	Required
Fairmont	1537	10	7	Recommended
Pipestone	1007	1	2	Recommended
Blue Earth	921	1	7	Recommended
Windom	1104	4	8 (57 contacts)	Recommended
Marshall	2593	4	13	Recommended
JCC	1139	2	3	Recommended
Waseca	1790	17	26	Recommended
New Ulm	646	20	15-20	Recommended
Redwood	1129	15	15-20	Recommended

It was noted that some started school later and many of the positive cases had begun before the school year started. Many quarantines were due to a positive case at home. Quarantines have been recommended₉₀ and only counted if they choose to quarantine.

Recommendations:



Based on the parameters that were set and the current data, we do not have any recommendations for changes at this time.

ADDENDUM



REGULAR BOARD MEETING Monday, September 20, 2021 SPHS-Performing Arts Center 6:30PM

VI. ACTION ITEMS

2. AGENDA ITEM #2

Subject: Approval of Student Representatives to the School Board for 2021-22

Action: Requires a Motion

Background: The Saint Peter School Board values student voice and has appointed student representatives to the School Board since 2007. We are pleased to continue to include student representation on the School Board.

Consider appointing Sky Gassman and Eva Kracht as the student representatives to the School Board for the 2021-2022 school year.

Guidelines for the student representative position are as follows:

- a. The student representative will be a non-voting member;
- b. The student representative will be given opportunities to fully participate in all board discussions held at open meetings of the board of education;
- c. The student representative will be expected to attend all regularly scheduled board meetings; and
- d. The student representative may attend Phase I MSBA Board Member training

Presentation: Superintendent Gronseth

Options/Recommendation: I recommend your approval of the representatives and the guidelines.



ADDENDUM

REGULAR BOARD MEETING Monday, September 20, 2021 SPHS-Performing Arts Center 6:30PM

VI. ACTION ITEMS

3. AGENDA ITEM #3

Subject: Consider Approval of Superintendent Goals for 2021-22

Action: Requires a Motion

Background: The superintendent goals for the year were discussed during the August 9, 2021, School Board Meeting. These goals have been further developed by Chair Leonard and Superintendent Gronseth. These goal areas will be included in the components to be used during the 2021-22 superintendent evaluation process.

Presentation: Superintendent of Schools, School Board Chair

Options/Recommendation: I recommend approving the Superintendent Goals for the 2021-22 School Year.

1. Continue referendum and budget planning
Fully share and implement the referendum plan that results in a well informed board, staff, and community; translating into successful passage. Developing a thorough 10 year budget plan that shows where we are, but also gives strategic direction for where we need to go.
 - A. Follow all legal requirements and meet deadlines.
 - B. Create a district information plan that centers on the referendum.
 - C. Revise the ten year budget plan after successful passage of the referendum.

2. Navigate COVID and its impacts on the district's operations and learning
 - A. Comply with legal requirements and understand guidance from MDH, MDE, Governor, federal government, local health experts - and how it affects Saint Peter Public Schools.
 - B. Continuously review best practices for district operation and learning.
 - C. Continue open communication with district stakeholders.

3. Continuous Improvement Cycle- Ensuring the implementation of continuous improvement cycles in each building with clear outcomes, action steps, and measurements. This should focus on academic and social-emotional improvements.
 - a. Support the development of Site Goals
 - b. Continue Curriculum Review cycles and ensure curriculum is communicated with stakeholders

4. Deliver robust levels of internal and external community engagement
 - A. Increase visibility in schools and in the community, meeting with as many staff and constituents as possible in the coming year. Develop a plan for structured and unstructured interactions.
 - B. Continue the district's equity work, but also find a way to address other communities that may feel underheard. This may include school parent groups, revitalization of the key communicators cohort, or new ways of hearing diverse voices in our community.
 - C. Develop clear pathways for parents and community members to access information, contact appropriate district staff, and make informed decisions based on their students' needs.

5. Develop and execute a strategic planning process
 - A. Formally include board, staff, and the community in the process.

- B. Compile and analyze financial, demographic, and other data to provide a snapshot of where the district and community are in 2021, and where they're headed by 2032.
- C. Create a strategic plan that details goals for the next 3 -5 years.

ADDENDUM



REGULAR BOARD MEETING Monday, September 20, 2021 SPHS-Performing Arts Center 6:30PM

VI. ACTION ITEMS

4. AGENDA ITEM #4

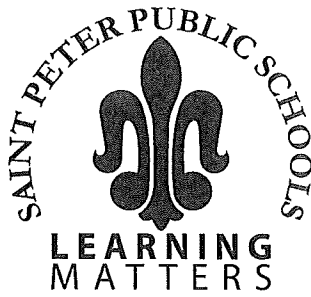
Subject: Consider Certification of Preliminary 2021 Levy

Action: Requires a Motion

Background: On an annual basis, the School Board has the responsibility to levy for the school district's share of property taxes. Preliminary figures for the initial 2021 levy for property taxes payable in 2022 are attached. The Finance Committee reviewed and discussed the levy at its meetings on September 16 and recommends the Board certifies the maximum allowable.

Presentation: Business Manager, Tim Regner
Finance Committee

Options/Recommendation: I recommend certifying the maximum allowable levy. The final decision on the levy will be made at the December 20, 2021 Board meeting.



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

Date: September 14, 2021
To: Bill Gronseth
From: Tim Regner
RE: Levy21, Pay22, FY23

Listed below is an overview of how this year’s preliminary draft levy limitation compares to last year’s final levy.

Levy 21, Pay22, FY23 – Preliminary Levy limitation Draft	6,393,433	97
Levy 20 Pay21, FY22 – Final	6,797,811	
Difference	-404,378	
Percent	-5.95	

The following page shows a comparison of all the different levy categories.

Large changes in the different categories this year are:

1. Operating referendum down -309,068 Only amount in the operating referendum is from prior year adjustments. Levy for 21, pay 22 FY 23 is 0 as expired. If referendum is approved this November will be added to levy.
2. Building lease levy down by -120,172. Main reason is the lease on the North building project from 2007 has its last payment in FY 22 and does not require to be levied for in FY23
3. Basically, all the other levies changed 30,000 or less and were fairly consistent with the past year, the small changes were mainly due to enrollment variations and or changes to the equalizations formulas and property valuations.

The final page shows a six year history of the District’s Market Value.

Due to minor changes in the levy that occur on a yearly basis, the Board of Education will be asked to approve the maximum levy at the Regular board meeting on September 20. 2021.

	A	B	C	D	E	F	G	H	I	J
1	St. Peter Public Schools									
2	Levy 21, Pay 22, Fiscal Year 2023			Final Levy 18	Final Levy 19	Final Levy 20	Final Levy 21			
3	09-13-2021 Preliminary Levy Report			60 Pay 19 FY 20	60 Pay 20 FY21	60 Pay 21 FY22	60 Pay 22 FY 23			
4				12/01/18	12/01/19	12/01/20	09/13/21		Difference	
5										
6										
7	General Fund									
8										
9	Operating referendum (voter approved)			314,120	301,874	315,792	6,724		-309,058	
10	Op ref				0	0	0		0	
11	Local optional revenue - Tier 2			734,444	786,377	831,926	830,427		-1,499	
12	Tier 1 levy bd approved -replaced by Tier 1 local FY21			299,913	-5,481	-5,333	2,775		8,108	
13	Local optional Tier 1 new FY21 -replace BD Tier 1				326,527	343,743	366,147		22,404	
14	Subtotal of referendum levies			1,348,477	1,409,297	1,486,128	1,206,072		-280,056	
15										
16	Equity Levy			272,879	287,522	302,126	327,826		25,700	
17	Transition Levy			43,487	46,551	48,691	49,777		1,086	
18	location equity			-3,049	-3,445	-13,006	6,766		19,772	
19	Capital Project Levy			575,902	0	0	0		0	
20	Student achievement levy phased out levy 17 new lev			0	0	0	0		0	
21	Operating Capital Levy			134,927	114,660	128,028	150,301		22,273	
22	Achievement and Intergration - new 2018			76,946	82,351	83,085	69,320		-13,765	
23	Q.comp			0	200,918	217,900	189,354		-28,546	
24	Reemployment Levy			1,507	1,816	21,273	17,563		-3,710	
25	Safe School Levy			89,486	94,810	89,875	87,491		-2,384	
26	Career Technical			12,389	67,226	116,644	106,304		-10,340	
27	Postemployment Benefits (OPEB)			265,000	350,000	310,000	310,000		0	
28	Health & Safety			0	0	0	0		0	
29	Deferred Maintenance			0	0	0	0		0	
30	LTFM new 2017			433,534	503,654	435,469	404,662		-30,807	
31	Building Lease			161,283	157,000	161,097	40,925		-120,172	
32	Abatement Adjusments			811	-1,431	1,947	8,384		6,437	
33	Total of General Fund Categories			3,413,579	3,310,927	3,389,257	2,974,745		-414,512	
34										
35	Community Education Levy									
36	Basic Community Education			113,415	113,415	113,415	119,772		6,357	
37	ECFE			38,051	38,578	37,774	36,801		-973	
38	Home Visits			679	653	764	667		-97	
39	School Age Care			8,500	8,500	8,500	8,500		0	
40	Adjustments			127	-80	111	453		342	
41	Community Education Total			160,782	161,066	160,564	166,194		5,630	
42										
43	Debt Service Levy									
44	Non Voter approved debt service levy			0	0	0	0		0	
45	Voter approved Bond new 2017			3,052,979	3,227,543	3,409,455	3,412,080		2,625	
46	reduction debt excess			0	-57,948	-164,072	-168,821		-4,749	
47	Advace abate adjust				-1,087	2,607	9,234		6,627	
48	Total Debt Service Levy			3,052,979	3,168,508	3,247,990	3,252,493		4,503	
49										
50				6,627,340	6,640,501	6,797,811	6,393,433		-404,378	
51	Levy Totals								-5.95%	

	A	B	W	X	Y	Z	AA	AB	AC
1									
2									
3	Levy Factors								
4									Diff Levy 22
5		16 pay 17		17 pay 18	18 pay 19	19 pay 20	20 pay 21	21 pay 22	to Levy 21
6								preliminary	
7									
8	1	Market Value	1,209,858,200	1,243,180,500	1,258,335,200	1,324,372,701	1,380,439,398	1,360,794,599	-19,644,799
9									
10	2	Referendum Market \	826,170,180	857,236,480	902,416,050	964,319,050	1,013,564,250	1,038,825,750	25,261,500
11									
12	3	Net Tax Capacity	11,454,013	11,821,848	12,139,040	13,013,080	13,616,925	13,463,118	-153,807
13									
14	4	Sales ratio	0.9600	0.9440	0.9290	0.9500	0.9230	0.9120	
15									
16	5	Adj. Net Tax Capacity	11,929,021	12,527,558	13,072,423	13,695,103	14,756,704	14,747,600	-9,104
17									
18	6	Total levy	6,053,087	6,225,263	6,627,340	6,640,501	6,797,811	6,393,433	-404,378
19									
20									
21	1	Market Value represents the combined valuation of all taxable properties within the district boundaries.							
22									
23	2	Referendum Market Value represents the combine valuation of all taxable properties within the district boundaries once seasonal properties (cabins) and ag land are removed from the tax rolls.							
24									
25									
26	3	Net Tax Capacity is determined by multiplying market values x the classification rates.							
27									
28	4	Sales Ratio is determined by the state. If the sales ratio is below 1.00, then properties in St. Peter District are selling for more than the market value listed on the tax statements.							
29									
30									
31	5	Adjusted net tax capacity is computed by dividing the net tax capacity by the sales ratio.							



ADDENDUM

REGULAR BOARD MEETING Monday, September 20, 2021 SPHS-Performing Arts Center 6:30PM

VI. ACTION ITEMS

5. AGENDA ITEM #5

Subject: Consider Updating Bank Signers at HomeTown and First National Banks

Action: Requires a Motion

Background: The Saint Peter High Schools Activity accounts are held by HomeTown Bank in Saint Peter. As the Activities Director, Shea Roehrkasse should replace Jordan Paula as a signer. Heather Kusler should replace Barb Berg as the signer on the North Elementary Activities account at First National Bank in Saint Peter.

Presentation: Superintendent Gronseth

Options/Recommendation: I recommend approving Shea Roehrkasse as a signer for the Activities account with HomeTown Bank and Heather Kusler at First National Bank for the North Elementary Activities account.



ADDENDUM

REGULAR BOARD MEETING Monday, September 20, 2021 SPHS-Performing Arts Center 6:30PM

VI. ACTION ITEMS

6. AGENDA ITEM #6

Subject: Consider Second/Final Reading of Revisions to the Policy Manual

Action: Requires a Motion

Background: The Policy Committee reviewed the following policies and have brought them forward for a second reading:

- a. Policy 605 Alternative Programs
(no corresponding policy)
No further changes
- b. Policy 608 Instructional Services- Special Education
(Deletion of Policy 006.7)
No further changes

Presentation: Superintendent Gronseth, Policy Committee

Options/Recommendation: I recommend approving these policies revisions.

Adopted: _____

MSBA/MASA Model Policy 605

Orig. 1999

Revised: _____

Rev. 1999

605 ALTERNATIVE PROGRAMS

I. PURPOSE

The purpose of this policy is to recognize the need for alternative education programs for some school district students.

II. GENERAL STATEMENT OF POLICY

The school board recognizes the importance of alternative program options for some students. Circumstances may be such that some students are put at risk of being able to continue or to complete their education programs. It is the policy of the school board that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style.

III. RESPONSIBILITY

- A. It shall be the responsibility of the superintendent to identify alternative program opportunities to be made available to students who may be at risk, to recommend such alternative programs to the school board for approval, and to familiarize students and parents with the availability of such alternative programs. The superintendent shall, through cooperative efforts with other schools, agencies, and organizations, periodically recommend additional or modified alternative educational programs to the school board.
- B. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to alternative programs.

Legal References: Minn. Stat. § 120A.22, Subd. 8 (Compulsory Instruction)
Minn. Stat. § 121A.41, Subd. 11 (Definitions – Alternative Educational Services)
Minn. Stat. § 121A.45, Subd. 1 (Grounds for Dismissal)
Minn. Stat. § 123A.06 (State-Approved Alternative Programs and Services)
Minn. Stat. § 124D.66 (Assurance of Mastery Programs)
Minn. Stat. § 124D.68 (Graduation Incentives Programs)
Minn. Stat. § 124D.74 (American Indian Language and Cultural Educational Programs)
Minn. Stat. § 125A.50 (Alternative Delivery of Specialized Instructional Services)

Cross References: ~~MSBA/MASA Model~~ Policy 603 (Curriculum Development)
~~MSBA/MASA Model~~ Policy 604 (Instructional Curriculum)

Adopted: _____

MSBA/MASA Model Policy 608

Orig. 1995

Revised: _____

Rev. 2009

608 INSTRUCTIONAL SERVICES – SPECIAL EDUCATION

[Note: The provisions of this policy substantially reflect statutory and regulatory requirements.]

I. PURPOSE

The purpose of this policy is to set forth the position of the school board on the need to provide special educational services to some students in the school district.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that some students need special education **services** and further recognizes the importance of providing a free appropriate public education and delivery system for students in need of special education.

III. RESPONSIBILITIES

- A. The school board accepts its responsibility to identify, evaluate, and provide special education and related services for ~~disabled~~ children **with disabilities** who are properly the responsibility of the school district and who meet the criteria to qualify for special education and related services as set forth in Minnesota and federal law.
- B. The school district shall ensure that all qualified disabled children are provided special education and related services which are appropriate to their educational needs.
- C. When such services require or result from interagency cooperation, the school district shall participate in such interagency activities in compliance with applicable federal and state law.

Legal References: Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 125A.02 (Definition of Child with a Disability)
Minn. Stat. §§ 125A.027, 125A.03, 125A.08, 125A.15, and 125A.29 (District Obligations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

Cross References: ~~MSBA/MASA Model~~ Policy 402 (Disability Nondiscrimination Policy)
~~MSBA/MASA Model~~ Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
~~MSBA/MASA Model~~ Policy 509 (Enrollment of Nonresident Students)
~~MSBA/MASA Model~~ Policy 521 (Student Disability Nondiscrimination)



ADDENDUM

REGULAR BOARD MEETING Monday, September 20, 2021 SPHS-Performing Arts Center 6:30PM

VI. ACTION ITEMS

7. AGENDA ITEM #7

Subject: Consider Approval of SRO duties, Business Agreement and Evaluation Input Form

Action: Requires a motion

Background: The current agreement with the Saint Peter Police Department expired and a new agreement is required. The new agreement includes a description of the duties of SROs, an evaluation input form, and a new business agreement. These documents were created with input from Principals, The Police Chief, City Administrator, and Officer Hughes. The City Council is also reviewing these documents. They would become official upon approval and signature by both organizations.

Presentation: Superintendent Gronseth

Options/Recommendation: I recommend approval of this agreement.

SCHOOL RESOURCE OFFICER PROGRAM AGREEMENT

THIS AGREEMENT is by and between INDEPENDENT SCHOOL DISTRICT NO. 508 hereinafter referred to as the "School District", and the CITY OF Saint Peter, hereinafter referred to as "City".

WHEREAS, the School District and the City desire to join in mutual effort to curb delinquency and crime in the community and to develop better community understanding of law and law enforcement; and

WHEREAS, the State Legislature has provided in Minnesota Statutes Section 124.912, Subdivision 6, a vehicle to fund a cooperative effort by the School District and City to curb juvenile delinquency and crime;

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained in this Agreement, the School District and City agree as follows:

ARTICLE I SCHOOL RESOURCE OFFICER DEFINITION AND DUTIES

1. For the purpose of this Agreement, the term "school resource officer" shall ~~have the meaning and duties described by this article and in the job description attached to this Agreement as Exhibit A.~~
 - a. ~~The school resource officer will~~ be a police officer of the Saint Peter Police Department who will assist in the establishment and coordination of a cooperative community approach among schools, parents, police and other resources in reaching the children's and the community's needs and problems.
2. The duties of the school resource officer shall include, but are not limited to, the following:
 - a. Provide diligent patrol to District schools and property to deter crimes against students, staff, and property
 - b. Act as a liaison between the District, local law enforcement agencies, and the community
 - c. School Resource Officers must model behaviors and actions aligned with school district mission, vision, and goals.
 - d. Serve as a resource to staff, administration, parents, and students regarding police and juvenile policies and procedures, and juvenile court procedures and determinations.
 - e. Work with residents, businesses, students, and staff to identify and resolve unique neighborhood/school problems and issues.
 - f. Shall work in conjunction with Administrators and certified instructors to assist in the delivery of instruction in a variety of subject areas, including, but not limited to, police and their role in society; laws; juvenile and adult criminal justice systems; career opportunities in law enforcement; drug education; crime and community; conflict resolution; bullying prevention and resolution; diversity and tolerance in the school and community; and other classes as permitted by scheduling and as determined appropriate by respective Administrators and staff.

- g. Participate in professional development related to Safe Schools, School Resource Officer programs, age appropriate interventions, trauma, diversity and working with underrepresented communities, and other challenges students may be facing.
- h. Participate in and/or attend school functions, and assist in the scheduling of additional police/security personnel as needed.
- i. Be present during lunch periods, programs, presentations, and other activities during the school day as scheduling permits and where opportunities exist to promote communication and build rapport with students, staff, and the community
- j. Assist in traffic control as needed and advise school district personnel concerning vehicular and traffic safety on and around the school campuses.
- k. Make referrals to appropriate school staff or community agency when the officer receives information or observes the conditions that jeopardize the welfare of students.
- l. Assist with school safety and crisis response planning, training, drills, and implementation.
- m. Conduct investigations within the school and surrounding community, both criminal and other, as deemed necessary by the Police Department or between the Police Department and school personnel by mutual agreement. Assist law enforcement officers in matters regarding his/her school assignment, whenever necessary.
- n. In the instance of law violations, serve in the normal police officer capacity. That is, the officer has the obligation to protect life, limb and property; to prevent crime; to recover stolen and lost property; and to apprehend and prosecute offenders, but in so doing has the discretion to orient activities toward rehabilitation and correction.
- o. Continue as a member and employee of the Police Department of the City of Saint Peter and operate under the direct administration and supervision of the Police Department. Work in cooperation with school administrators towards mutually agreed upon goals involving the Police Department, the School District, and the students. The school resource officer shall not have disciplinary authority within the school.

Responses:

- A. A school District staff should call 911, an SRO, or any police officer in an emergency or crisis situation.
- B. If there is no threat of immediate danger to students or others, school staff should always contact a site administrator to make the decision about whether to request police assistance for an incident involving potentially criminal behavior by a student.
- C. School District staff shall only request police assistance when:
 - a. Necessary to protect the safety of students and staff
 - b. Required by law
 - c. Appropriate to address criminal behavior of persons other than students
- D. St. Peter School District administrators have the primary responsibility to ensure consistency of enforcement of school rules and policies.
- E. Absent a real and immediate threat to students, teachers, or public safety, incidents shall be considered school discipline and should be handled by school officials rather than warranting formal law enforcement intervention, i.e. issuance of criminal citation, ticket or summons, filing a delinquency petition, referral to a probation officer, or actual arrest.

Commented [TP1]: I am unsure that this is the list that we discussed in the basement of City Hall. I think that list was more specific which I think worked well.

Arrests

- A. To minimize disruption to the learning environment, SROs should consider the reasonableness of making an arrest on campus or summoning a student from the classroom. SROs should consider the following:
 - a. The seriousness of the offence
 - b. Whether there is an imminent threat to public safety
 - c. Federal, state, and local requirements
 - d. Whether the SRO is able to accomplish the arrest by other means

Prohibitions

- A. SRO's will not transport students or school staff unless related to a medical emergency, lawful arrest or detention, or due to victimization
- B. SROs will not engage in verification of student attendance or classroom participation.

ARTICLE II FUNDING OF THE SCHOOL RESOURCE OFFICER PROGRAM

- 3. The parties agree that during the life of this Agreement the number of school resource officers actually employed pursuant to this contract may be adjusted upward or downward by mutual consent of the parties. The parties agree to meet on an annual basis on or before April 1 of each year of this agreement to review the number of officers to be employed for the next upcoming school year.
 - a. School resource officers shall spend approximately sixty-two (62%) percent of their time (annually) working directly on school district issues as identified in Paragraphs 1.2 a,b,c, above. (This represents 36 weeks with approximately 90 percent availability which equals 32.4 weeks).
 - b. ~~School District agrees to pay to the City per school resource officer for a total of two (2) school resource officers during each year of this two-year agreement~~School District agrees to pay the City per School Resource Officer, for a total of two School Resource Officers during each year of this two year agreement, seventy (70%) percent of personnel costs including wages, PERA, health insurance, all applicable payroll taxes, in accordance with the following schedule: Year 2021-2022 rate per officer is \$ _____, Year 2022-2023 rate per officer is \$ _____. ~~School District agrees to pay to the City per school resource officer for a total of two (2) school resource officers during each year of this two-year agreement in accordance with the following schedule: Year 2021-2022 rate per officer is \$ _____, Year 2022-2023 rate per officer is \$ _____.~~ Fifty percent (50%) of the total amount to be paid during any year of this agreement is due and owing on June 15th of each year of the agreement. Fifty percent (50%) of the total amount to be paid during any year of this agreement is due and owing on December 15th of each year of the agreement. The City agrees to provide an invoice for payments specified in this Article.

ARTICLE III RESPONSIBILITY OF SCHOOL DISTRICT

- 4. The School District shall be responsible for the following duties and/or services:

- a. Provide guidance and assistance to the school resource officers through the principals, teachers, administrative staff and student body.
- b. Provide a private office, desk, telephone for use by the school resource officers to meet with people on both a public and private meeting basis.
- c. Require its principals to coordinate the efforts of the school resource officer within the schools.
- ~~c.d.~~ To meet cooperatively with the City and its Police Department on a regular basis to review the goals, needs, operations and effectiveness of the school resource officer program.

ARTICLE IV RESPONSIBILITY OF CITY

- 5. The City shall be responsible for the following duties and/or services:
 - a. Provide school resource officers to the school district in the numbers as agreed to in Paragraph 2, above.
 - b. Assign each of the school resource officers using a team approach which allows for better coverage during each school year. Assignments shall be at the discretion of the Chief of Police or the Chief's designee.
 - c. Provide Police Department equipment needed by the school resource officer to perform necessary functions.
 - d. Provide training and education within the scope of the Police Department of the City.
 - e. Provide temporary replacements for the school resource officers as deemed necessary by the Police Department or in the event a school resource officer's absence extends beyond five consecutive days.
 - ~~f.~~ To meet cooperatively with the School and its Superintendent on a regular basis to review the goals, needs, operations and effectiveness of the school resource officer program.
 - e.

ARTICLE V INDEMNITY AND HOLD HARMLESS

- 6. The City agrees to indemnify and save harmless the School District of and from any and all liability and expenses, including attorneys' fees, of any nature whatsoever (including any claim on account of any injuries, diseases, or claimed injuries or diseases compensable under the Worker's Compensation Laws of the State of Minnesota) resulting or in any manner arising out of the use by the City of any property, structures, or equipment of the School District (whether improved, modified, altered, or developed by the City or otherwise) or any activities sponsored by the City taking place on any such property, structures or equipment.
 - a. The School District agrees to indemnify and save harmless the City of and from any and all liability and expenses, including attorneys' fees, of any nature whatsoever (including any claim on account of any injuries, diseases, or claimed injuries or diseases compensable under the Worker's Compensation Laws of the State of Minnesota) resulting or in any manner arising out of the use by the School District of any property, structures or equipment of the City

(whether improved, modified, altered, or developed by the School District or otherwise) or any activities sponsored by the School District taking place on any such property, structures or equipment.

- b. The indemnity provisions of Paragraph 5 shall not apply to any liability incurred by the School District as a result of any wrongful or tortious acts of the School District, its officers, agents or employees.
- c. The indemnity provisions of Paragraph 5.1 hereof shall not apply to any liability or expenses incurred by the City as a result of any wrongful or tortious acts of the City, its officers, agents or employees.
- d. The parties hereto agree to cooperate with one another in the defense of any claim, demand or rights of action within the terms of this Agreement.
- e. In no case shall either party's obligation to indemnify the other party exceed the statutory liability limit of the other party.

ARTICLE VI GENERAL PROVISIONS

- 7. Regardless of the date of attestation, this Agreement shall commence on July 1, 2021 and be in effect for two years commencing on July 1, 2021 and ending on June 30, 2023. Either party may terminate this Agreement by providing six months written notice to the other of its intention to terminate this Agreement.
 - a. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners, joint venture, or joint enterprise between the parties hereto or as constituting either party as an agent, representative or employee of the other for any purpose or in any manner whatsoever. 6.2 This Agreement is to be construed and understood solely as an Agreement between the parties hereto and shall not be deemed to create any rights in any other person. No person shall have the right to make claim that she or he is a third party beneficiary of this Agreement or of any of the terms and conditions hereof, which, as between the parties hereto, may be waived at any time by mutual agreement between the parties hereto.
 - b. Any amendment to this Agreement shall be in writing and shall be executed by the same parties who executed the original Agreement or their successors in office.
 - c. This Agreement, together with all of its paragraphs, terms and provisions is made in the State of Minnesota and shall be construed and interpreted in accordance with the laws of the State of Minnesota.
 - d. The waiver by the parties of any breach of any term, covenant, or condition herein contained, shall not be deemed to be a waiver of any subsequent breach of same or any other term, covenant, or condition herein contained.
 - e. Notice to City provided for herein shall be sufficient if sent by the regular United States mail, postage prepaid, addressed to Saint Peter Chief of Police. Notices to School District shall be sufficient if sent by the regular United States mail, postage prepaid, addressed to ISD 508 or to such other respective persons or addresses as the parties may designate to each other in writing from time to time.

- f. This Agreement may be executed in separate counterparts with the same effect as if all signatures were on the same Agreement.
- g. For purposes of this Agreement, a telecopy or facsimile document and signature shall be deemed as, and shall serve as, an original Agreement and signature.
- h. This Agreement, along with any attached exhibits, embodies the entire understanding of the parties and there are no further or other agreements, permits, or understandings, written or oral, in effect between the parties relating to the subject matter hereof.
- i. The understandings of Paragraph 6.9 above shall also extend to any uncommunicated expectations the parties may have and not specifically mentioned in this Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and date shown below.

CITY OF SAINT PETER By:

City Administrator Date

SAINT PETER PUBLIC SCHOOLS BY:

School Board Clerk Date

**SAINT PETER POLICE DEPARTMENT
SCHOOL RESOURCE OFFICER EVALUATION INPUT**

Officer Name: _____

Evaluation Period From: _____ **To:** _____

The School Resource Officer Program is an important part of the overall commitment of the Saint Peter Police Department to education, prevention, accountability, the community and its youth. The Saint Peter Police Department remains committed to the partnership established with Independent School District 508 in achieving its mission to inspire a passion for learning but encourages and enables all individuals to reach their highest potential.

We strive to continue to improve the program and monitor the quality of the efforts being demonstrated by the officer assigned to your school.

We are asking that you take a few minutes to complete the following evaluation input form for the officer assigned to your school. There are six areas we are asking you to complete. The scale is based on a 1 through 5 performance rating. There is an optional comment area associated with each area and an optional overall comment area. Please use the rating system as it is described below.

5 - Distinguished Performer

Exemplary performance that greatly exceeds the required levels, serves as a model. School Resource Officer consistently performs tasks and/or assignments far beyond the expected standards.

3 - Fully Qualified Performer

Consistently meets performance standards and expectations required for the position. School Resource Officer is fully performing job requirements.

1 - Unsatisfactory Performer

The School Resource Officer demonstrated significant weaknesses in performance and improvement is needed to meet job requirements.

**Unsatisfactory
Performance**

1

2

**Fully Qualified
Performance**

3

4

**Distinguished
Performance**

5

1. Completion of expected outcomes, tasks, and meeting the needs of each school.

1 **2** **3** **4** **5**

Comments:

2. Facilitates professional and/or community resources to staff and students.

1 **2** **3** **4** **5**

Comments:

3. Works under stress and diffuses and/or resolves conflict.

1 **2** **3** **4** **5**

Comments:

4. Interacts and communicates with students and families.

1 **2** **3** **4** **5**

Comments:

5. Interacts and communicates effectively with staff and/or demonstrates a team philosophy.

1 **2** **3** **4** **5**

Comments:

6. Demonstrates professionalism, confidence, enthusiasm, and an overall positive attitude.

1 **2** **3** **4** **5**

Comments:

7. Acts as a positive role model and/or mentor to staff and students.

1 **2** **3** **4** **5**

Comments:

Optional Additional Comments:

Input Provided By:

Name (please print): _____

Title: _____

School: _____

Signature: _____ Date: _____



ADDENDUM

REGULAR BOARD MEETING Monday, September 20, 2021 SPHS-Performing Arts Center 6:30PM

VII. INFORMATION ITEMS

1. AGENDA ITEM #1

Subject: Fundraising Plans by Site for 2021-22

Background: School Board Policy 007.28—Fundraising Efforts and Projects requires that the superintendent shares annual fundraising plans with the School Board and the public. Attached are the approved fundraising plans for the 2021-2022 school year. Building principals will be prepared to answer any questions you may have about the plans.

Presentation: Principals



MEMO TO: Bill Gronseth
Saint Peter School Board

FROM: Doreen Oelke, Principal
South Elementary

DATE: September 15, 2021

SUBJECT: Fundraisers at South Elementary

What	Recipient
Scholastic Book Fair	Media Center and Classroom Libraries
Yearbook	Building Initiatives
Box Tops T-shirt sales	Parent Council
Readathon	PBIS Team for Star Pride Initiatives
Kids Heart Challenge (Phy. Ed.)	American Heart Association
Family Fresh & HyVee Receipt Redemption Program	South Activity Account



MEMO TO: Mr. Bill Gronseth
FROM: Darin Doherty
DATE: September 14, 2021
RE: Building Fundraising

The following activities take place at North Elementary to help raise funds for various groups and programs. Some are fundraisers for our building and some raise funds for charitable organizations outside of our district. For the 2021-22 school year the following plans are in place:

Funds Raised Through	Fund Use	Time of Year
Recycle Printer Cartridge/Cell Phone	Playground Equipment (ie. basketballs, sidewalk chalk, nets, etc.)	All Year
Boxtops for Education/Various Label Redemptions	Playground Equipment (ie. basketballs, sidewalk chalk, nets, etc.)	All Year
Family Fresh Receipts	Playground Equipment (ie. basketballs, sidewalk chalk, nets, etc.)	All Year
Hy Vee receipts	Playground Equipment (ie. basketballs, sidewalk chalk, nets, etc.)	All Year
Scholastic Book Fair	Media Center books/Classroom Leveled Libraries	Spring
1st Day School Supplies	Positive Behavior Intervention Supports (PBIS)	Spring
Strawbridge Yearbooks	Angel Funds	Spring
Math-A-Thon	PBIS (T-shirts for all students)	Spring
Sticker Machine	Student Council	All Year



TO: Members of the School Board
Bill Gronseth

FROM: Jon Graff

DATE: September 16, 2021

RE: Middle School Fundraising
2021-2022

The following are fundraisers occurring at Saint Peter Middle School in 2021-2022:

Band

Fruit Sales (Optional)

Oct/Dec.



TO: Members of the School Board
Mr. Bill Gronseth

FROM: Annette Engeldinger

DATE: August 27, 2021

RE: High School Fundraising
2021-2022

Following are the 2021-2022 fundraisers, as well as any known timelines, for Saint Peter High School:

Band	Fruit Sales/Saints Tumblers	Oct. - Dec.
FFA	Snack sticks sales Farm Field (not a fundraiser, but a source of income) FFA Week Farm2School Meal Easter Egg Yard Hunts Fruit Sales Classic Car Roll-In (for memorial Scholarship) Greenhouse Produce/Plants	School year Feb. Spring Spring Spring Spring
World Language	Chocolate/Food sales Online Coffee sales	Winter Ongoing



ADDENDUM

REGULAR BOARD MEETING Monday, September 20, 2021 SPHS-Performing Arts Center 6:30PM

VII. INFORMATION ITEMS

2. AGENDA ITEM #2

Subject: Report on Student Enrollment

Background: At tonight's meeting, I will present you with the enrollment numbers as of Monday, September 13, 2021. The numbers will be compared to our budgeted enrollment projections that were used in establishing the preliminary budget that you approved at the June 21, 2021 School Board Meeting.

Presentation: Superintendent of Schools

		Bdgt 8/30	9/7	9/13
South				
HK	0	0	32	31
K	165	144	110	113
1	114	120	119	120
Total South	279	264	261	264
North				
2	144	139	138	138
3	131	128	127	127
4	160	158	155	155
Total North	435	425	420	420
M/S				
5	167	166	164	161
6	139	138	138	136
7	185	181	180	178
8	172	180	179	179
Total M/S	663	665	661	654
HS				
9	175	181	179	178
10	190	195	193	192
11	184	177	175	173
12	143	145	146	144
Total HS	692	698	693	687
Total K-4	714	689	681	684
Total 5-12	1355	1363	1354	1341
Total K-12	2069	2052	2035	2025
Total K-12 w/RB	2099	2081	2063	2052
Rock Bend				
10	30	29	28	27
11		0	0	0
11		8	8	8
12		21	20	19



ADDENDUM

REGULAR BOARD MEETING Monday, September 20, 2021 SPHS-Performing Arts Center 6:30PM

VII. INFORMATION ITEMS

3. AGENDA ITEM #3

Subject: First Reading of Revisions to the Policy Manual

Background: The following policies were reviewed by the Policy Committee and brought forward for a first reading:

- a. Policy 707 Transportation of Public School Students
(Deletion of 7.29, 007.30, 7.31)
 - Strike first notation
 - IV.A. Strike "two" and replace with "one"
 - IV.B. strike notation following
 - IV.C. strike paragraph
 - Cross references: strike "MSBA/MASA Model" from each item
- b. Policy 708 Transportation of Nonpublic School Students
(Deletion of 007.31)
 - Strike first notation
 - V. strike the word "model"
 - Cross references: strike "MSBA/MASA Model" in each
- c. Policy 709 Student Transportation Safety
(Deletion of 007.29, 007.34, 007.35, 007.36, 007.37, 007.38)
 - III.4.a Replace with our existing language:
CONSEQUENCES
Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's privilege to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Administrators may resolve issues with a restorative approach and have the discretion to respond to the situation as deemed appropriate. Parents or guardians will be notified of any suspension of bus privileges.
 - A. Discipline
 1. The first time a student violates any of the rules of the bus, the student responsible will be warned, his or her parents/guardians will be notified, and the student may face in-school detention.
 2. The second time an incident occurs, the parents/guardians of the student will be notified. The student may face in-school detention or removal from the bus for up to five days.

3. The third time an incident occurs, the student responsible will be removed from the bus for five or more days, and his or her parents/guardians will be notified.

4. The fourth time an incident occurs, the student responsible may be removed from the bus for the remainder of the year.

5. Any infraction serious enough in nature may be cause for immediate removal from the bus.

VI.A.1. Strike notation

VI.B.6. Strike notation

VII.A.1. Strike notation

VII.A.5 Strike notation

VIII.B. Strike Notation

XI. Strike Paragraph

Cross references: Strike MSBA/MASA Model from each

d. Policy 709FM Notification to Employer of Moving Violation Form

e. Policy 710 Extracurricular Transportation

(Deletion of Policy 007.32)

Cross Reference: strike "MSBA/MASA Model" from each

Request that Shea Roehrkasse review this policy

f. Policy 711 Video Recording on School Buses

(Deletion of Policy 007.32)

II.B.3 Strike "will" replace with "may"

II.B.4. After "...will be retained by the school district", add "or the transportation contractor"

Strike Notation

Cross References: Strike MSBA/MASA Model from each

g. Policy 712 Video Surveillance Other Than on Buses

(No current Policy)

Strike notation after title

II.3. Strike paragraph-- no video in bathrooms or locker rooms.

Cross References: Strike MSBA/MASA Model from each

Presentation: Superintendent of Schools
Policy Committee

Adopted: _____

MSBA/MASA Model Policy 707

Orig. 1995

Revised: _____

Rev. 2017

707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

[Note: The obligations stated in this policy are largely governed by statute. Statutory references are included throughout the policy. A school district may choose to add obligations to the model policy.]

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. "Child with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of Education. A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. (Minn. Stat. § 125A.02)
- B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)

- C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances. (42 U.S.C. § 11434a)
- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. §120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, *et seq.*). (Minn. Stat. §123B.41, Subd. 9)
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)
- F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minn. Stat. § 120A.22 by attendance at a nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)
- I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)

IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside ~~two~~ one miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian. (Minn. Stat. § 123B.88, Subd. 1)
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed

appropriate by the school board.

~~***[Note: In this section, school districts may wish to outline those discretionary areas where they intend to provide transportation. For example, some school districts may provide that transportation shall be provided for all resident elementary students who reside one mile or more from the school.]***~~

- ~~C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation. (Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)~~
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (Minn. Stat. § 123B.92, Subd. 3(b))

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the

nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)

- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (Minn. Stat. § 124D.041)

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minn. Stat. § 123B.92, Subd. 1(b)(4), for a resident child with a disability not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs. (Minn. Stat. § 123B.88, Subd. 1)
- B. Resident students with a disability whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the handicapping condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600)
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (Minn. Stat. § 125A.65)
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may

provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (Minn. Stat. § 125A.12)

- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))
- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district. (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
 - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's

school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))

3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))
4. A homeless nonresident student enrolled under Minn. Stat. § 124D.08, Subd. 2a, must be provided transportation from the student's district of residence to and from the school of enrollment. (Minn. Stat. § 123B.92, Subd. 3(c)).

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

XII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10))
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of

students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minn. Stat. § 190.05. (Minn. Stat. § 123B.36, Subds. 1(11) and 6)

- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (Minn. Stat. § 123B.36, Subd. 1(13))
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

Legal References:

Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States)
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District)
Minn. Stat. Ch. 125A (Children With a Disability)
Minn. Stat. § 125A.02 (Children With a Disability, Defined)
Minn. Stat. § 125A.12 (Attendance in Another District)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
Minn. Stat. § 126C.01 (General Education Revenue - Definitions)
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
Minn. Stat. § 190.05 (Definitions)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in,

Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
42 U.S.C. § 12132 *et seq.* (Americans With Disabilities Act)

Cross References:

~~MSBA/MASA~~ Model Policy 708 (Transportation of Nonpublic School Students)
~~MSBA/MASA~~ Model Policy 709 (Student Transportation Safety Policy)
~~MSBA/MASA~~ Model Policy 710 (Extracurricular Transportation)
MSBA Service Manual, Chapter 2, Transportation

Adopted: _____

MSBA/MASA Model Policy 708

Orig. 1995

Revised: _____

Rev. 2017

708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

[Note: The obligations stated in this policy are largely governed by statute. Statutory references are included throughout the policy. A school district may choose to add obligations to the model policy.]

I. PURPOSE

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

III. ELIGIBILITY

- A. The school district shall provide equal transportation within the school district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minn. Stat. § 123B.88 and § 123B.92 when applicable. (Minn. Stat. § 123B.86, Subd. 1)
- B. Upon the request of a parent or guardian, the school district shall provide school bus transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation shall be provided whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. (Minn. Stat. § 123B.86, Subd. 2(a))
- C. The school district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school shall pay the cost of such transportation provided outside the school district boundaries. (Minn. Stat. § 123B.86, Subd. 2(b))
- D. The school district shall provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services if the school district elects to provide pupil support services at a site other than a nonpublic school. (Minn. Stat. § 123B.44, Subd. 1)
- E. When transportation is provided, the scheduling of routes, manner and method of

transportation, control and discipline of students, and any other matter relating thereto shall be within the sole discretion, control, and management of the school district. (Minn. Stat. § 123B.86, Subd. 3; Minn. Stat. § 123B.91, Subd. 1a)

- F. Additional transportation to and from a nonpublic school may be provided at the expense of the school district where such services are provided in the discretion of the school district.

IV. STUDENTS WITH DISABILITIES

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district shall provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district shall provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school shall pay the cost of transportation provided outside the school district. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law. (Minn. Stat. § 125A.18)
- B. When the disabling conditions of a student with a disability are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling conditions and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600, Subd. 1)
- C. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- D. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students [*Model Policy 707*] shall apply to the transportation of nonpublic school students except as specifically provided herein.

Legal References:

Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.84 (Policy)
Minn. Stat. § 123B.86 (Equal Treatment)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.91, Subd. 1a (Compliance by Nonpublic and Charter School Students)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. Ch. 125A (Children With a Disability)
Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al., 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)
Eldredge v. Independent Sch. Dist. No. 625, 422 N.W.2d 319 (Minn. Ct. App. 1988)
Healy v. Independent Sch. Dist. No. 625, 962 F.2d 1304 (8th Cir. 1992)
Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)
Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)
Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)
Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)
Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)
Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)

Cross References:

~~MSBA/MASA Model~~ Policy 707 (Transportation of Public School Students)
~~MSBA/MASA Model~~ Policy 709 (Student Transportation Safety Policy)
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MSBA/MASA Model Policy 709

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709 STUDENT TRANSPORTATION SAFETY POLICY

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

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.
3. The school district and a nonpublic school with students transported by school

bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.

4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.
 1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
 2. Rules at the Bus Stop
 - a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.

- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's privilege to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Administrators may resolve issues with a restorative approach and have the discretion to respond to the situation as deemed appropriate. Parents or guardians will be notified of any suspension of bus privileges.

A. Discipline

- 1. The first time a student violates any of the rules of the bus, the student responsible will be warned, his or her parents/guardians will

- be notified, and the student may face in-school detention.
- 2. The second time an incident occurs, the parents/guardians of the student will be notified. The student may face in-school detention or removal from the bus for up to five days.
- 3. The third time an incident occurs, the student responsible will be removed from the bus for five or more days, and his or her parents/guardians will be notified.
- 4. The fourth time an incident occurs, the student responsible may be removed from the bus for the remainder of the year.
- 5. Any infraction serious enough in nature may be cause for immediate removal from the bus.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

- 1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
- 2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
- 3. Communicate safety concerns to their school administrators;
- 4. Monitor bus stops, if possible;
- 5. Have their children to the bus stop 5 minutes before the bus arrives;
- 6. Have their children properly dressed for the weather; and
- 7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver’s license with a school bus endorsement. A person possessing a valid driver’s license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver’s license, without a school bus endorsement, may operate a “type A-I” school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver’s license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law

relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:

1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;
 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

- A. Training
1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually"

means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.

~~**[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]**~~

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual "school bus driver evaluation form" (road test evaluation) as contained in the Model School Bus Driver Training Manual.

~~**[Note: The school district may use alternative assessments rather than those set forth in the Model School Bus Driver Training Manual for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least 8 hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]**~~

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

~~**[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]**~~

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

[Note: A school district is not required to comply with Section VII.A.5, if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.

6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
 - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus

Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;
 - (7) performance of pretrip vehicle inspections;
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (d) placing the type III vehicle in "park" during loading and unloading;
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
 - (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.

- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.
 - d. Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.
 - e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minn. Stat. § 181.951, Subds. 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
 - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.
 - g. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.
 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I "Activity" Buses Driven by Employees with a Driver's License Without a

School Bus Endorsement

1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minn. Stat. § 171.321, Subd. 2.
 - e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre-school Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

[Note: The Model School Bus Driver Training Manual is available online

~~through the Minnesota Department of Public Safety State Patrol web page.]~~

- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 - 1. the student's name and address;
 - 2. the nature of the student's disabilities;
 - 3. emergency health care information; and
 - 4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety

training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

~~XI. STUDENT TRANSPORTATION SAFETY COMMITTEE~~

~~The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.~~

Legal References:

Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)
Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)
Minn. Stat. § 171.321 (Qualifications of School Bus Driver)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)

Cross References:

- ~~MSBA/MASA Model~~ Policy 416 (Drug and Alcohol Testing)
- ~~MSBA/MASA Model~~ Policy 506 (Student Discipline)
- ~~MSBA/MASA Model~~ Policy 515 (Protection and Privacy of Pupil Records)
- ~~MSBA/MASA Model~~ Policy 707 (Transportation of Public Students)
- ~~MSBA/MASA Model~~ Policy 708 (Transportation of Nonpublic Students)
- ~~MSBA/MASA Model~~ Policy 710 (Extracurricular Transportation)

<p>Notification to Employer Of Moving Violation</p> <p>Commercial Drivers License 49 CFR 383.31 Minnesota Statute 171.168</p>		
<p>Upon conviction of any moving violation by any state or local jurisdiction the holder of a Minnesota Commercial Driver License must notify their employer(s) in writing within 30 days of such conviction.</p>		
<p>DRIVER NAME (First Name, MI, Last Name)</p>	<p>STATE</p>	
<p>COMMERCIAL DRIVER'S LICENSE NUMBER</p>	<p>DID THE VIOLATION HAPPEN IN A CMV? G YES G NO</p>	
<p>DATE OF CONVICTION</p>		
<p>LOCATION OF OFFENSE</p>	<p>CITY</p>	<p>STATE</p>
<p>DETAILS ABOUT THE OFFENSE, INCLUDING ANY RESULTING SUSPENSION, REVOCATION, OR CANCELLATION OF DRIVING PRIVILEGES:</p>	<p>DATE</p>	
<p>SIGNATURE OF DRIVER</p>		

709-19F

Adopted: _____

MSBA/MASA Model Policy 710

Orig. 1995

Revised: _____

Rev. 2012

710 EXTRACURRICULAR TRANSPORTATION

I. PURPOSE

The purpose of this policy is to make clear to students, parents, and staff the school district's policy regarding extracurricular transportation.

II. GENERAL STATEMENT OF POLICY

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION

School district employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by the school district administration. All transportation arrangements made by a school district employee must be approved by a building administrator. If the school district makes no arrangements for extracurricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation.

IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

All vehicles used to transport students shall be properly registered and insured.

[Note: This policy provides that employees may use a personal vehicle to transport students in an emergency or other unforeseeable circumstance. An "emergency or other unforeseeable circumstance" does not include situations where regular transportation is available or scheduled.

For example, if a scheduled extracurricular event occurs outside of the school district and

the school district transports a team or group of students to and from the event, an employee would be prohibited by law from using a personal vehicle to transport some students to the event. In contrast, if a student attending this same event became ill or injured and required immediate transportation home or to a health care facility, the exigent need to transport one student would not constitute regular or scheduled transportation. An employee would have authority to transport the student in a personal vehicle under these circumstances, if using a vehicle that is properly registered and insured. The expectation of the school district is that the employee would immediately contact administration about these circumstances to ensure oversight of the employee's use of this exception.

Nonregular and nonscheduled transportation also would include situations where some notice may be provided of the need for transportation to a nonscheduled event for which transportation generally is not provided by the school district. For example, a group of students may participate in a scheduled debate competition for which regular school district transportation is provided. Two students advance to a regional competition the following day. Transportation would not have been scheduled to the regional competition as the students' advancement was not predicted. These circumstances may justify an employee's use of a personal vehicle to transport the two students to the regional competition, if the vehicle is properly registered and insured. Because the employee has sufficient time to contact an administrator, advance written permission by an administrator would be expected for the purpose of overseeing that the reasons for an employee using a personal vehicle comply with the requirements of the law.]

V. FEES

In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)

Cross References: [MSBA/MASA Model Policy 610 \(Field Trips\)](#)
[MSBA/MASA Model Policy 709 \(Student Transportation Safety Policy\)](#)
MSBA Service Manual, Chapter 2, Transportation

Adopted: _____

MSBA/MASA Model Policy 711

Orig. 1995

Revised: _____

Rev. 2012

711 VIDEO RECORDING ON SCHOOL BUSES

I. PURPOSE

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Student and employee misbehavior increases the potential risks of injury. Therefore, the school district believes that video recording student passengers and employees on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus video recording system.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. Each and every school bus owned, leased, contracted, and/or operated by the school district shall be equipped with a fully enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded.
2. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted, and/or operated by the school district, but cameras may be rotated from bus to bus without prior notice to students.
3. Video cameras will be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

B. Use of Video Recordings

1. A video recording of the actions of student passengers and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct on the bus.
2. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g and the rules and/or regulations promulgated thereunder.
3. Video recordings **will may** be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.
4. A video recording will be retained by the school district **or the transportation contractor** until relooped or until the conclusion of disciplinary proceedings in which the video recording is used for evidence.

~~[Note: School districts should review their record retention policies/schedules as to the stated retention period for school bus video recordings. The retention time period in the retention schedule should be consistent with the retention time period set forth in this policy. The January 2000 School District General Records Retention Schedule, adopted by many school districts, provides that building security/transportation video recordings are to be retained until relooped.]~~

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records, Administration)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References:

~~MSBA/MASA Model~~ Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
~~MSBA/MASA Model~~ Policy 406 (Public and Private Personnel Data)
~~MSBA/MASA Model~~ Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
~~MSBA/MASA Model~~ Policy 506 (Student Discipline)
~~MSBA/MASA Model~~ Policy 515 (Protection and Privacy of Pupil Records)
~~MSBA/MASA Model~~ Policy 709 (Student Transportation Safety Policy)
~~MSBA/MASA Model~~ Policy 712 (Video Surveillance Other Than on Buses)
MSBA Service Manual, Chapter 2, Transportation

Adopted: _____

MSBA/MASA Model Policy 712

Orig. 1996

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712 VIDEO SURVEILLANCE OTHER THAN ON BUSES

~~**[Note: See MSBA/MASA Model Policy 711 for Video Recording on School Buses.]**~~

I. PURPOSE

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. School district buildings and grounds may be equipped with video cameras.
2. Video surveillance may occur in any school district building or on any school district property.
- ~~3. Video surveillance will normally not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms. Video surveillance in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.~~

B. Use of Video Recordings

1. Video recordings will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.
2. A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds.
3. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.

C. Security and Maintenance

1. The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family

Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.

2. The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records; Administration)
Minn. Stat. § 609.746 (Interference with Privacy)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References:

~~MSBA/MASA Model~~ Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
~~MSBA/MASA Model~~ Policy 406 (Public and Private Personnel Data)
~~MSBA/MASA Model~~ Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
~~MSBA/MASA Model~~ Policy 506 (Student Discipline)
~~MSBA/MASA Model~~ Policy 515 (Protection and Privacy of Pupil Records)
~~MSBA/MASA Model~~ Policy 709 (Student Transportation Safety Policy)
~~MSBA/MASA Model~~ Policy 711 (Video Recording on School Buses)
MSBA Service Manual, Chapter 2, Transportation