

Regular Board Meeting  
Monday, December 20, 2021 6:30 PM

SPCC-Governor's Room  
600 S. 5th St.  
Saint Peter, MN 56082

## **Agenda**

- I. **Call Meeting to Order**
  - II. **Pledge of Allegiance**
  - III. **Consideration and Adoption of the Agenda**
  - IV. **Truth in Taxation Presentation**
  - V. **Consider Requests to Speak on the Agenda**
  - VI. **Approval of Consent Agenda Items**
  - VII. **Student Spotlight-Quinn Rassbach-8th Grader, SPMS**
    1. Student Council Report
  - VIII. **Action Items**
    1. Consider Approval of the 2020-2021 Audit
    2. Consider Approval of Certification of School District Levy for Taxes Payable in 2022
    3. Consider a Resolution Establishing Combined Polling Places
    4. Consider Approval of a Student Resource Officer Agreement with the City of Saint Peter
    5. Consider Approval of a Master Agreement with the Custodial Unit for 2021-2023
    6. Consider Approval of a Master Agreement with the Food Service Unit for 2021-2023
    7. Consider Approval of Tentative Contract Agreement for the Business Manager
  - IX. **Information Items**
    1. Community and Family Education Report and Profile
    2. Facilities Update
    3. Enrollment Report
  - X. **Reports**
    1. Building Principals
    2. Superintendent of Schools
    3. Board Members
      - a. Around the Table
  - XI. **Upcoming Meetings of the School Board** Organizational Meeting  
Monday, January 3, 2022  
6:30PM  
SPCC-Governor's Room
  - XII. Regular Board Meeting  
Monday, January 3, 2022  
7:00PM  
SPCC-Governor's Room
- Negotiations Committee

Wednesday, January 5, 2022  
6:00PM  
SPMS-Conference Room A/B

**XIII. Adjournment**



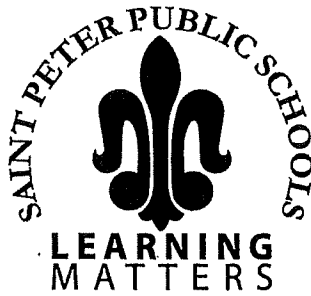
## **ADDENDUM**

**BOARD MEETING**  
**Monday, December 20, 2021**  
**SPCC-Governor's Room**  
**6:30 PM**

---

### **IV. TRUTH IN TAXATION PRESENTATION**

Business Manager Tim Regner will present information on the proposed tax levy for 2022. His presentation will include a levy history, a levy spreadsheet showing various levy categories, and a review of the levy page to be considered for adoption at a later point in the meeting.



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

12/12/2021

To Bill Gronseth:

From Tim Regner

Levy 2021, Pay 2022, for Fiscal Year 23

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

On 9/20/21 the School Board approved the Proposed Levy. The levy presented tonight changed in 3 categories from the preliminary levy presented in September. With the passage of the referendum in November, the operating referendum and equity levy portions of the levy changed. The LTFM portion also adjusted slightly since the September preliminary levy due to changes in the calculations by the state.

Resulting in

Current Year Levy 21, Pay 22 FY23	\$ 7,115,818
Prior Year Levy 20 Pay21 FY22	\$ 6,797,811
Difference	\$ 318,007





	A	B	C	D	E	F	G	H	I	J	K
1	St. Peter Public Schools			Final	Final	Final	Preliminary	Final	Difference		
2	Levy 21, Pay 22, Fiscal Year 2023			Levy 18	Levy 19	Levy 20	Levy 21	Levy 21	from last		
3	11-30-2021 Final Levy Report			Pay 19 FY 20	Pay 20 FY21	Pay 21 FY22	Pay 22 FY 23	Pay 22 FY 23	yrs levy		
4				12/01/18	12/01/19	12/01/20	09/13/21	11/30/21			
5											
6											
7	General Fund										
8											
9	Operating referendum (voter approved)	rmv		314,120	301,874	315,792	6,724	774,764	458,972		levy/aid
10	Op ref			0	0	0	0	0	0		
11	Local optional revenue - Tier 2	rmv		734,444	786,377	831,926	830,427	830,427	-1,499		levy/aid
12	Tier 1 levy bd approved -replaced by Tier 1 local FY21	rmv		299,913	-5,481	-5,333	2,775	2,775	8,108		levy/aid
13	Local optional Tier 1 new FY21 -replace BD Tier 1				326,527	343,743	366,147	366,147	22,404		
14	Subtotal of referendum levies			1,348,477	1,409,297	1,486,128	1,206,072	1,974,111	487,983		
15											
16	Equity Levy	rmv		272,879	287,522	302,126	327,826	285,323	-16,803		levy/aid
17	Transition Levy	rmv		43,487	46,551	48,691	49,777	49,777	1,086		levy/aid
18	location equity			-3,049	-3,445	-13,006	6,766	6,766	19,772		
19	Capital Project Levy	ntc		575,902	0	0	0	0	0		all levy
20	Student achievement levy phased out levy 17 new lev	ntc		0	0	0	0	0	0		all levy
21	Operating Capital Levy	ntc		134,927	114,660	128,028	150,301	150,301	22,273		levy/aid
22	Achievement and Intergration - new 2018			76,946	82,351	83,085	69,320	69,320	-13,765		
23	Q comp	ntc		0	200,918	217,900	189,354	189,354	-28,546		levy/aid
24	Reemployment Levy	ntc		1,507	1,816	21,273	17,563	17,563	-3,710		all levy
25	Safe School Levy	ntc		89,486	94,810	89,875	87,491	87,491	-2,384		all levy
26	Career Technical	ntc		12,389	67,226	116,644	106,304	106,304	-10,340		levy/aid
27	Postemployment Benefits (OPFB)	ntc		265,000	350,000	310,000	310,000	310,000	0		all levy
28	Health & Safety	ntc		0	0	0	0	0	0		all levy
29	Deferred Maintenance	ntc		0	0	0	0	0	0		levy/aid
30	LTFM new 2017	ntc		433,534	503,654	435,469	404,662	401,511	-33,958		levy/aid
31	Building Lease	ntc		161,283	157,000	161,097	40,925	40,925	-120,172		all levy
32	Abatement Adjustments	ntc		811	-1,431	1,947	8,384	8,384	6,437		
33	Total of General Fund Categories			3,413,579	3,310,927	3,389,257	2,974,745	3,697,131	307,874		
34											
35	Community Education Levy										
36	Basic Community Education	ntc		113,415	113,415	113,415	119,772	119,772	6,357		levy/aid
37	ECFE	ntc		38,051	38,578	37,774	36,801	36,801	-973		levy/aid
38	Home Visits	ntc		679	653	764	667	667	-97		levy/aid
39	School Age Care	ntc		8,500	8,500	8,500	8,500	8,500	0		levy/aid
40	Adjustments	ntc		127	-80	111	453	453	342		
41	Community Education Total	ntc		160,782	161,066	160,564	166,194	166,194	5,630		
42											
43	Debt Service Levy										
44	Non Voter approved debt service levy	ntc		0	0	0			0		levy/aid
45	Voter approved Bond new 2017	ntc		3,052,979	3,227,543	3,409,455	3,412,080	3,412,080	2,625		
46	reduction debt excess			0	-57,948	-164,072	-168,821	-168,821	-4,749		
47	Advance abate adjust				-1,087	2,607	9,234	9,234	6,627		
48	Total Debt Service Levy	ntc		3,052,979	3,168,508	3,247,990	3,252,493	3,252,493	4,503		
49											
50	Levy Totals			6,627,340	6,640,501	6,797,811	6,393,432	7,115,818	318,007	4.68%	

5

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



## **ADDENDUM**

### **REGULAR BOARD MEETING December 20, 2021 SPCC-Governor's Room 6:30PM**

---

#### **VI. CONSENT AGENDA**

1. Approval of Regular Board Meeting Minutes of November 15, 2021.
2. The approval of the Study Session Minutes of December 6, 2021.
3. Approval of Bills (\$1,572,945.99) and wire transfers (\$3,223,211.08) for November 2021.
4. Gifts & Donations
  - a. The approval of a \$1,364.31 donation from Saint Peter High School Class of '69 and Steven Neils.
  - b. The approval of a \$1,485 donation to the Bernadine Thompson Memorial-North Elementary Angel Fund to help fund scholarships for various field trips and activities at North.
5. Personnel
  - a. The approval of the hiring of a special education paraprofessional (Heidi Johnson) at Saint Peter Early Childhood Special education effective November 2, 2021. This is a replacement position.
  - b. The approval of a maternity leave request for an ELA teacher (Leah Knutson) at Saint Peter Middle School from approximately February 8, 2022 until April 11, 2022.
  - c. The acceptance of the resignation of an office support staff (Brigette Boyer) at Community and Family Education and Saint Peter Early Childhood Center effective November 16, 2021.
  - d. The approval of the hiring of a paraprofessional (Lauren Mayer) at Saint Peter High School effective December 1, 2021. This is a replacement position.

- e. The acceptance of the resignation of a special education paraprofessional (Ashley Wills) at Saint Peter Middle School effective December 22, 2021. Ashley will be serving as a substitute teacher at Saint Peter Middle School.
- f. The approval of the hiring of a paraprofessional (Alicia Evans) at Saint Peter Middle School effective January 3, 2022. This is a replacement position.
- g. The acceptance of the resignation of Technology Director (Chris Ovrebo) at Saint Peter Public Schools effective January 3, 2022.
- h. The approval of an hour adjustment for special education paraprofessional (Kia Maas) from 6.75 hours per day to three days a week beginning December 6, 2021.
- h. The approval of 2021-2022 Co-Curricular winter coaches (attached).

# **THE MINUTES OF THE MEETING HAVE NOT BEEN APPROVED**

## **Minutes of Regular Board Meeting**

### **The School Board**

### **Saint Peter Public Schools**

---

Members Present: Tim Lokensgard, Ben Leonard, Jon Carlson, Vickie Hager, Tracy Stuewe

Others present: Superintendent Bill Gronseth, Principals: Annette Engeldinger, Jon Graff, Doreen Oelke, Ytve Prafke, and Jana Sykora, Administrative Team members: Tim Regner, Heather Deshayes, Chris Ovrebo, and Administrative Assistant Sarah Janovsky. Family members of Ella and Jackson (Student Spotlights) and members of the public.

A Regular Board Meeting of the School Board of Saint Peter Public Schools was held Monday, November 15, 2021, beginning at 6:30 PM in the SPCC-Governor's Room.

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

**II. Pledge of Allegiance**

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

**IV. Consider Requests to Speak on the Agenda**

**V. Representative Akland Legislative Update**-Susan Akland spoke on legislature topics and local offices

**VI. Approval of Consent Agenda Items**-(Stuewe/Carlson, unanimous)

1. Approval of Regular Board Meeting Minutes of October 18, 2021.

2. The approval of the Special Board Meeting Minutes of November 8, 2021.

3. Approval of Bills (\$1,906,648.03) and wire transfers (\$3,453,006.09) for October 2021.

4. Gifts & Donations

a. The acceptance of a \$465 donation in memory of Tom Witty.

5. Personnel

a. The approval of the hiring of a nurse (Mary Powers) at South Elementary. This position is due to the high number of students requiring nursing services while at school.

- b. The approval of the hiring of a nurse (Sandi Minter) at South Elementary. This position is due to the high number of students requiring nursing services while at school.
- c. The acceptance of the resignation of a special education paraprofessional (Brenda Victor) at Saint Peter Middle School effective October 27, 2021.
- d. The acceptance of the return to a regular work schedule for a special education paraprofessional (Denise Blaschko) at North Elementary effective October 25, 2021.
- e. The approval of the hiring of an office support staff (Brigette Boyer) at Saint Peter Community & Family Education and Early Childhood Center beginning November 9, 2021.
- f. The approval of the hiring of a Payroll Supervisor-Accountant (Lisa Pierson) for Saint Peter Public Schools effective December 1, 2021.
- g. The approval of the hiring of a Saints Overtime Assistant (Jenna Frazier) at Saint Peter Community & Family Education. This is a replacement position.
- h. The acceptance of the retirement of a Special Education teacher (Deb Bastian) at Saint Peter Middle School effective January 31, 2022.

**VII. Student Spotlight-** Ella Moeller and Jackson Hulke (South Elementary) Ella is the daughter of Nick and Nicole Moeller, she likes recess and IXL and hopes to be a veterinarian when she is older. Jackson is the son of Heidi and Kyle Hulke, he likes school orange chicken and his class fish Otto. Teaching is his career of choice.

**VIII. Action Items**

1. Consider Approval of a Resolution Supporting the District's Application for a Grant From the Minnesota State High School League (MSHSL) Foundation- (Stuewe/Lokensgard) YAY:Hager, Carlson, Leonard, Stuewe, Lokensgard NAY:None Resolution passes
2. Consider Approval of Compulsory Attendance Report-(Carlson/Lokensgard, unanimous)
3. Consider Approval of the World's Best Workforce Report for the 2020-2021 school year-(Lokensgard, Hager, unanimous)
4. Consider Approval of Master Agreement with Paraprofessional Educators for 2021-2023-(Lokensgard/Carlson, unanimous)

**IX. Information Items**

1. Report on Student Enrollment-Tim Regner gave an update on current enrollment numbers

**X. Reports**

1. Building Principals-Mrs. Oelke gave an overall update on behalf of all principals. K-8 conferences are being offered in-person or virtually this year. Last Thursday

all sites recognized Veteran's Day. Early Childhood 4 year old programs are increasing. OLA has converted to PRTC and is seeing increased enrollment as well. Several students are standing-out in co-curricular activities. North Clothes Closet will be open this Friday from 5:00-7:00PM Sunday 12:00-4:00PM in the North Gymnasium. Credit Recovery/ALC students are excelling. SPMS dance was a hit. Turkey BINGO is back at North. Momma Mia will be performed this weekend at SPHS.

2. Superintendent of Schools-Thanked the community for supporting SPPS and the referendum. MDE/MDH call this morning encouraged Superintendent's to increase/enforce mitigation strategies. Plans are in the works on how the district will collect the details needed to implement OSHAs ETS. Momma Mia premier's this weekend, over 2,000 tickets have been sold.

3. Board Members

a. Around the Table

Stuewe-Looking forward to having COVID mitigation strategies on the agenda again Carlson-Bob Meeks' passing is a loss for Minnesota Education. He will be greatly missed. This will be member Carlsons' last Regular Board meeting. Thankful for serving on the school board for many years.

**XI. Upcoming Meetings of the School Board**

Communications Committee  
Monday, November 22, 2021  
4:00 PM  
SPMS-Conference Room A/B

Negotiations (SPEA)  
Tuesday, November 23, 2021  
6:00 PM  
SPMS-Conference Room A/B

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

Finance Committee  
Wednesday, December 15, 2021  
2:00PM  
SPMS-Conference Room A/B

**XII. Adjournment-7:42PM (Stuewe/Carlson, unanimous)**

Dated: December 20, 2021

---

Drew Dixon, Board Clerk

# **THE MINTUES OF THE MEETING HAVE NOT BEEN APPROVED**

## **Minutes of Study Session**

### **The School Board**

### **Saint Peter Public Schools**

---

Members Present: Stuewe, Kautt, Dixon, Hager, Lokensgard, Leonard  
Others Present: Superintendent Gronseth, Admn. Assistant Sarah Janovsky, Community Outreach Coordinator Heather Deshayes Principals-Ytive Prafke, Doreen Oelke, Darin Doherty, Jon Graff, Jana Syoka.

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

- I. **Call Meeting to Order-** Lokensgard, 6:32PM
- II. **Consideration and Adoption of the Agenda-**(Stuewe/Hager, unanimous)
- III. **Covid Update-**Superintendent Gronseth presented information and led a discussion and answered questions on Covid related items for the district.
- IV. **Upcoming Meetings of the School Board**

Shared Programs/Services Committee  
Tuesday, December 7, 2021  
4:00 PM  
District Office

Negotiations Committee (SPEA)  
Wednesday, December 8, 2021  
6:00 PM  
SPMS-Conference Room A/B

Finance Committee  
Wednesday, December 15, 2021  
2:00PM  
SPMS-Conference Room A/B

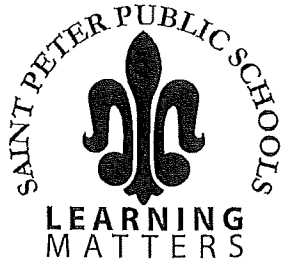
Negotiations Committee (Office Support)  
Wednesday, December 15, 2021  
4:30 PM  
SPMS-Conference Room A/B

Regular Board Meeting  
Monday, December 20, 2021  
6:30 PM  
SPCC-Governor's Room

V. Adjournment-7:12PM (Lokensgard/Dixon, unanimous)

Dated:

\_\_\_\_\_  
Drew Dixon, Board Clerk



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

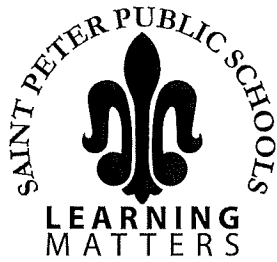
Date: 12/14/2021  
To: Dr. Bill Gronseth - Superintendent  
From: Bee Ong - Finance Accountant  
Re: **Monthly Construction Bills, Board Bills,  
Payroll & Student Activity Amounts:**

November 2021 - Construction Account	\$3,099.50
November 2021 - Board Bills	\$581,570.61
November 2021 - Payroll Account	\$979,731.85
November 2021 - Student Activity	\$8,544.03
	<hr/>
	<u>\$1,572,945.99</u>

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

Folder: DO Staff Share  
 File: WIRE TRANSFER REPORT

MSDLAF to USBank		0.00 (Feb/Aug bond pymt)
MSDLAF to FNB payroll account ACH	11/15/2021	490,000.00
MSDLAF to FNB payroll account ACH	11/30/2021	490,000.00
MSDLAF-Max to FNB BO	11/9/2021	505,000.00
MSDLAF-Max to FNB BO	11/26/2021	800,000.00
MSDLAF-LA to CCF		0.00
FNB-BO to BCBS - medicare health	11/23/21	15,265.00
Wire of federal payroll taxes	11/15/2021	152,897.58
Wire of federal payroll taxes	11/16/2021	5,726.74
Wire of federal payroll taxes	11/30/2021	152,625.33
Wire of state payroll taxes	11/1/2021	27,356.41
Wire of state payroll taxes	11/16/2021	25,822.02
Wire of state payroll taxes	11/17/2021	962.01
Wire of state payroll taxes	11/24/2021	25,967.10
PERA payments	11/15/2021	20,786.23
PERA payments	11/30/2021	21,012.66
TRA payments	11/15/2021	82,952.47
TRA payments	11/16/2021	3,763.58
TRA payments	11/30/2021	83,914.50
Further	11/2/2021	2,239.73
Further	11/9/2021	447.38
Further	11/10/2021	200.00
Further	11/16/2021	1,525.00
Further	11/17/2021	5,749.98
Further	11/23/2021	1,251.36
Further	11/24/2021	904.70
Horace Mann	11/8/2021	2,089.00
Horace Mann	11/23/2021	2,089.00
Ameriprise/NBSGroup Bill	11/15/2021	1,550.00
Pioneer - Dental direct debits	11/1/2021	3,281.32
Pioneer - Dental direct debits	11/8/2021	5,475.13
Pioneer - Dental direct debits	11/15/2021	4,313.17
Pioneer - Dental direct debits	11/22/2021	3,861.22
Pioneer - Dental direct debits	11/23/2021	1,501.50
Pioneer - Dental direct debits	11/30/2021	1,984.30
CCF - BCBS debits	11/4/2021	100,569.50
CCF - BCBS debits	11/12/2021	74,709.38
CCF - BCBS debits	11/18/2021	61,280.07
CCF - BCBS debits	11/26/2021	44,042.76
Electronic Deposit Fees - Gateway	11/3/2021	20.00
Electronic Deposit Fees - Merch Billing	11/5/2021	74.95
	Total Wires	3,223,211.08



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

**FROM: Heather Deshayes**

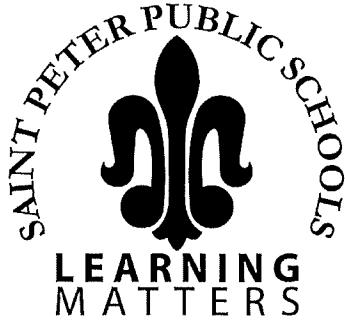
**DATE: November 30, 2021**

**RE: Donation from Class of 1969**

---

The Saint Peter High School Class of 1969 made a total donation of \$1,364.31 to the school district on November 30, 2021. The donation came from two checks with the amount of \$1,064.31 donated from the class as a whole and an additional \$300 from Steven Neils for the plaque. The class committee meets at the end of December to determine recommendations on where the donation should go.

I recommend acceptance of this gift.



Date: December 13, 2021

To: Mr. Bill Gronseth, Superintendent  
Saint Peter School Board

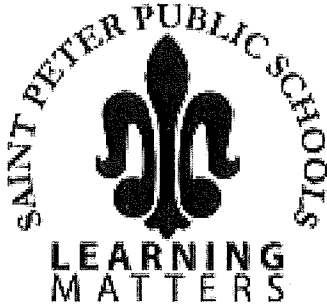
From: Darin Doherty, Principal

Re: Bernadine Thompson Memorial  
North Angel Fund Donation

---

A donor has presented the Bernadine Thompson Memorial - North Angel Fund donation with an amount of \$1,485. The donation will help fund scholarships for students to partake in various field trips and activities at North.

I recommend the acceptance of this gift.



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

**FROM:** Ytive Prafke, EC Administrator

**DATE:** November 16, 2021

**SUBJECT:** Recommendation to Hire

---

Please consider the following recommendation:

**NEW EMPLOYEE SUMMARY**

- **Heidi Johnson**
  - ECSE Paraprofessional
  - \$15.00/hour
  - Start date: November 2, 2021
  - Replacement Position
  - Heidi will complete timesheets for her hours.
  - Heidi's schedule will be 5.75 hours per day Monday-Thursday in ECSE.

CC: Heidi Johnson  
grp\_hire\_para



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

**FROM:** Jon Graff

**DATE:** November 16, 2021

**SUBJECT:** Maternity Leave Request

---

I recommend that you accept the maternity leave request of Mrs. Leah Knutson, ELA teacher at SPMS. This leave will commence at the time of her child's birth, expected to be on or near February 8, 2022 and extend until April 11, 2022.

Cc: Leah Knutson  
Grp\_hire\_certified



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

**FROM:** Ytive Prafke  
Tami Skinner

**DATE:** November 16, 2021

**SUBJECT:** Office Support Staff  
Resignation

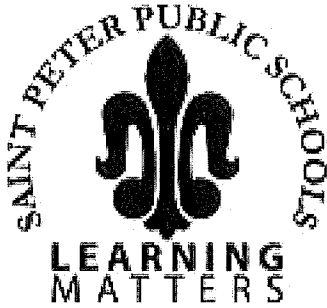
---

Please accept the resignation of Brigette Boyer from her office support position at Community & Family Education and the Early Childhood Center. Her last day of employment is November 16, 2021.

We wish Brigette the best as she continues her education.

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

CC: B. Boyer



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

FROM: Annette Engeldinger

DATE: November 29, 2021

SUBJECT: Paraprofessional Hire

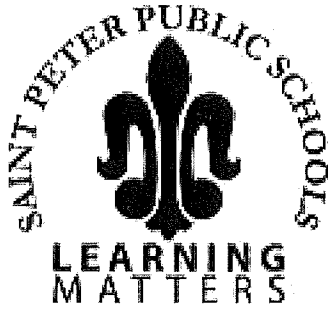
---

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

**EMPLOYEE SUMMARY**

- **Lauren Mayer**
  - 6.75 hours per student contact day at a rate of \$15.00/hour.
  - Start date: Wednesday, December 1, 2021

CC: grp\_hire\_para



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

**FROM:** Jon Graff

**DATE:** December 8, 2021

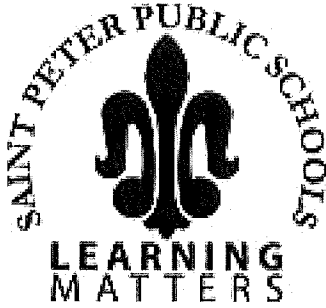
**SUBJECT:** Paraprofessional Resignation

---

Please accept the resignation of Ashley Wills, special education paraprofessional at Saint Peter Middle School effective December 22nd. Ashley is resigning her position as paraprofessional so that she can focus her time serving the district as a substitute teacher.

We thank Ashley for her time at the middle school and look forward to working with her as a substitute teacher.

CC: Ashley Wills  
grp\_hire\_para



MEMO TO: Bill Gronseth, Superintendent  
School Board

FROM: Jon Graff

DATE: December 9, 2021

SUBJECT: Para Hire

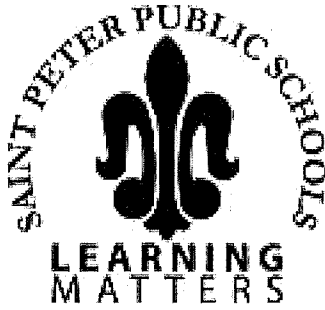
---

Applications were received and interviews took place for a paraprofessional position at Saint Peter Middle School. I am pleased to recommend Alicia Evans for the position.

**EMPLOYEE SUMMARY**

- **Alicia Evans**
  - 6.75 hours/student contact day
  - Step 1 at a rate of \$15.00/hour.
  - Start date: January 3, 2022

CC: Alicia Evans  
grp\_hire\_para



**MEMO TO:** School Board  
**FROM:** Bill Gronseth  
**DATE:** December 6, 2021  
**SUBJECT:** Technology Director  
Resignation

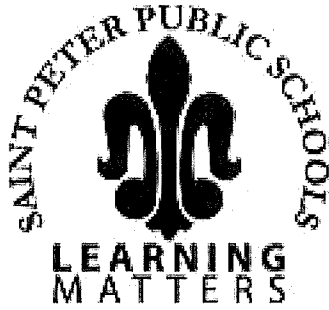
---

Please accept the resignation of Chris Ovrebo, Technology Director at Saint Peter Public Schools effective January 3, 2022.

Chris has been an asset to the school district. His efforts have been essential to the success of our students and staff as we have navigated our response to COVID. His leadership has led to a well developed technology system for the school district. He will be missed, and we wish him well as he pursues other opportunities.

Efforts will begin immediately to find a replacement for this position.

CC: Chris Ovrebo  
grp\_hire\_certified



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

**FROM:** Doreen Oelke, Principal

**DATE:** December 6, 2021

**SUBJECT:** Adjustment of hours

---

Due to a change in her college schedule, Kia Maas will transition to working 6.75 hours per day, 3 days per week starting Monday, December 6, 2021. She will work on Mondays, Tuesdays, and Fridays.

**NEW EMPLOYEE SUMMARY**

- **Kia Maas**
  - Start date: December 6, 2021
  - Timesheets will be submitted
  - Mondays, Tuesday, Fridays
  - Step 1A, \$15.00 per hour, 6.25 hours per day SPED Para  
.50 hour per day traffic/safety support

Please let me know if you have any questions.

CC:

Grp\_hire\_para  
Tara Johnson (Para Mentor)

**Boys Basketball**

Sean	Keating	Head Coach	Kris	Glidden	Head Coach
Derek	Hornighausen	Assistant Varsity	Camille	Kurtenbach	Asst. Coach
Ethan	Sindelir	B / Assistant Varsity	Eva	Hendrickson	MS Coach
Jared	Baron	C Coach 9th			
Tanner	Nadeau	JV Coach			
Brock	Hanson	MS Coach 8th	Keith	Hanson	Co-Head Coach
Steve	Alger	MS Coach 8th	Ryan	Timmerman	Co-Head Coach
Neil	Doose	MS coach 7th	Wallace	Michels	MS Coach
Anthony	Massman	MS Coach 7th			

**GYMNASTICS****ONE ACT PLAY**

Bob	Southworth	Head Coach	Amanda	Blue	Co Director
Corey	Wiebusch	Asst Coach / Volunteer	Jason	Toupence	Co Director

**GIRLS BASKETBALL**

Bill	Stuewe	B Squad Coach			
Dave	Nixon	MS Coach (7th)	Angie	Schilling	Co- Director
			Bailey	Britton	Co-Director

**MS PLAY****HOCKEY**

Madison	Bergren	Head Coach	Doug	Boyer	Strength Coach / Weight Rm Sup
Tom	Blaido	Assistant Coach			
Marc	Bachman	Assistant Coach			

**WINTER STRENGTH****SPEECH**

	Erika	Gustafson	Head Coach		
	Jamie	Wills	.3 Asst Coach		
	Courtney	Leonard	.3 Assistant Coach		
	Lauren	Mayer	.3 Asst Coach		
	Isabelle	Zwaschka	.8 Assistant		



## ADDENDUM

### BOARD MEETING Monday, December 20, 2021 SPCC-Governor's Room 6:30 PM

---

#### VIII. ACTION ITEMS

<b>1. AGENDA ITEM #1</b>
--------------------------

**Subject:** Consider Approval of the Fiscal Year 2021 Audit

**Action:** Requires a Motion

**Background:** A representative from of Abdo, Eick & Meyers, will present a report updating the School Board on the school district's fund balances as of June 30, 2021. Tim Regner and Abdo, Eick & Meyers will provide you with an analysis on various parts of the audit and answer any questions you may have.

Members of the Finance Committee reviewed a detailed report on the audit on December 15, 2021. The report that was reviewed at the committee meeting is included in tonight's packet. At the Finance Committee discussion on the 15<sup>th</sup>, the committee recommended the report come to the full school board for consideration of approval.

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

**Options/Recommendation:** I recommend that you accept the audit report for fiscal year 2021.

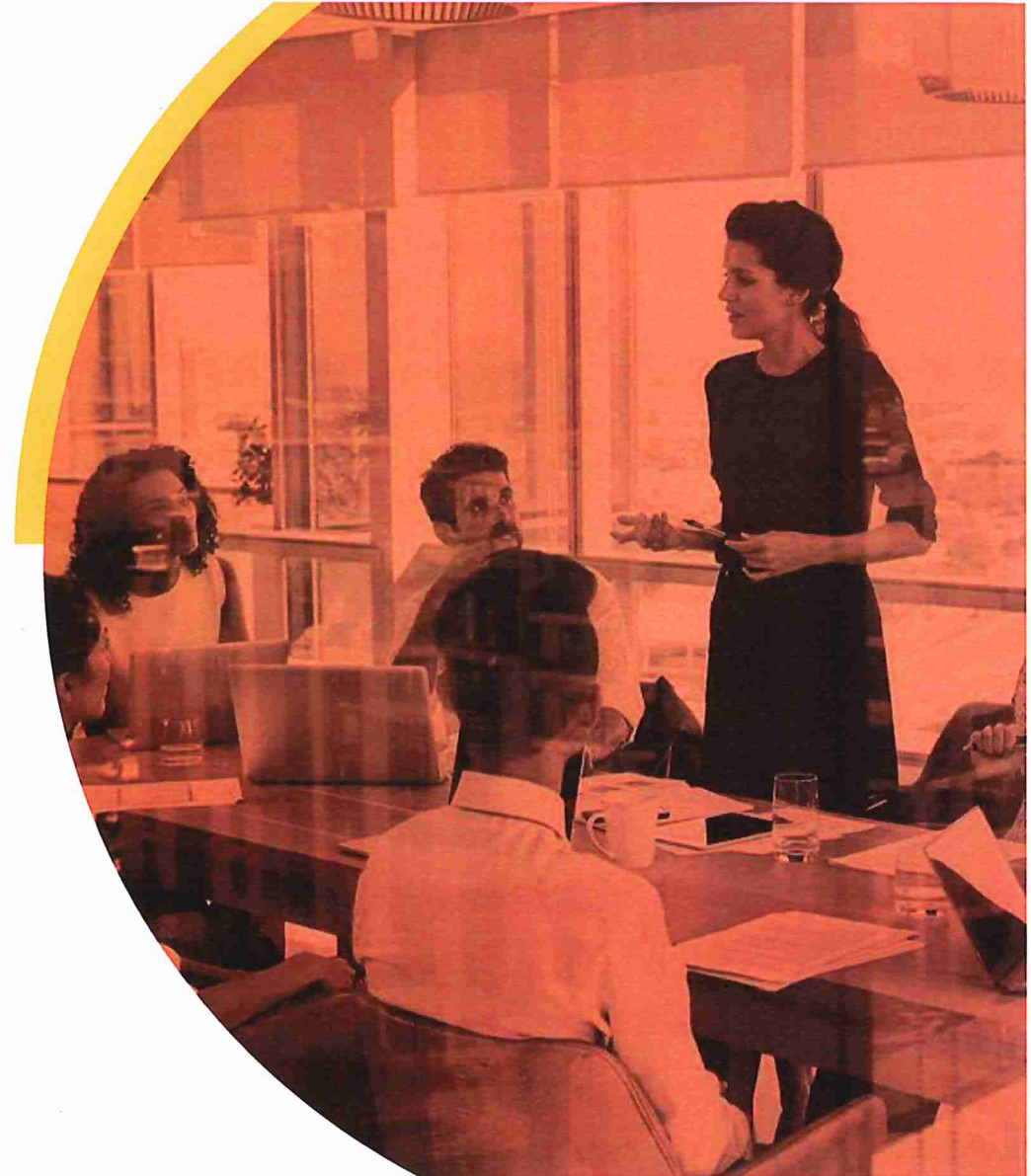


*Lighting the path forward*

# Independent School District No. 508 - St. Peter

2020 - 2021  
Financial Statement Audit

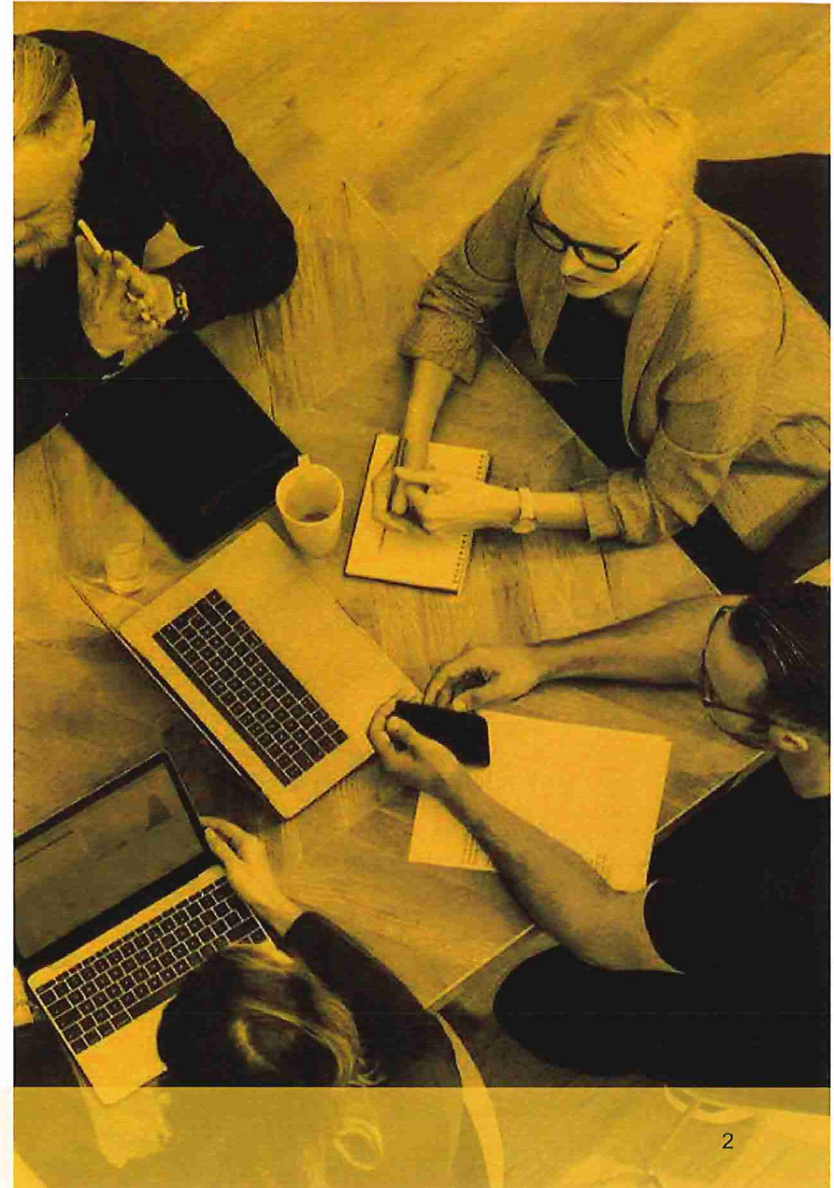
---



---

# Introduction

- Audit Opinion and Responsibility
- General Fund Results
- Other Governmental Funds
- Key Performance Indicators



# Audit Results

---

**Auditor's Opinion**



**Minnesota Legal  
Compliance**



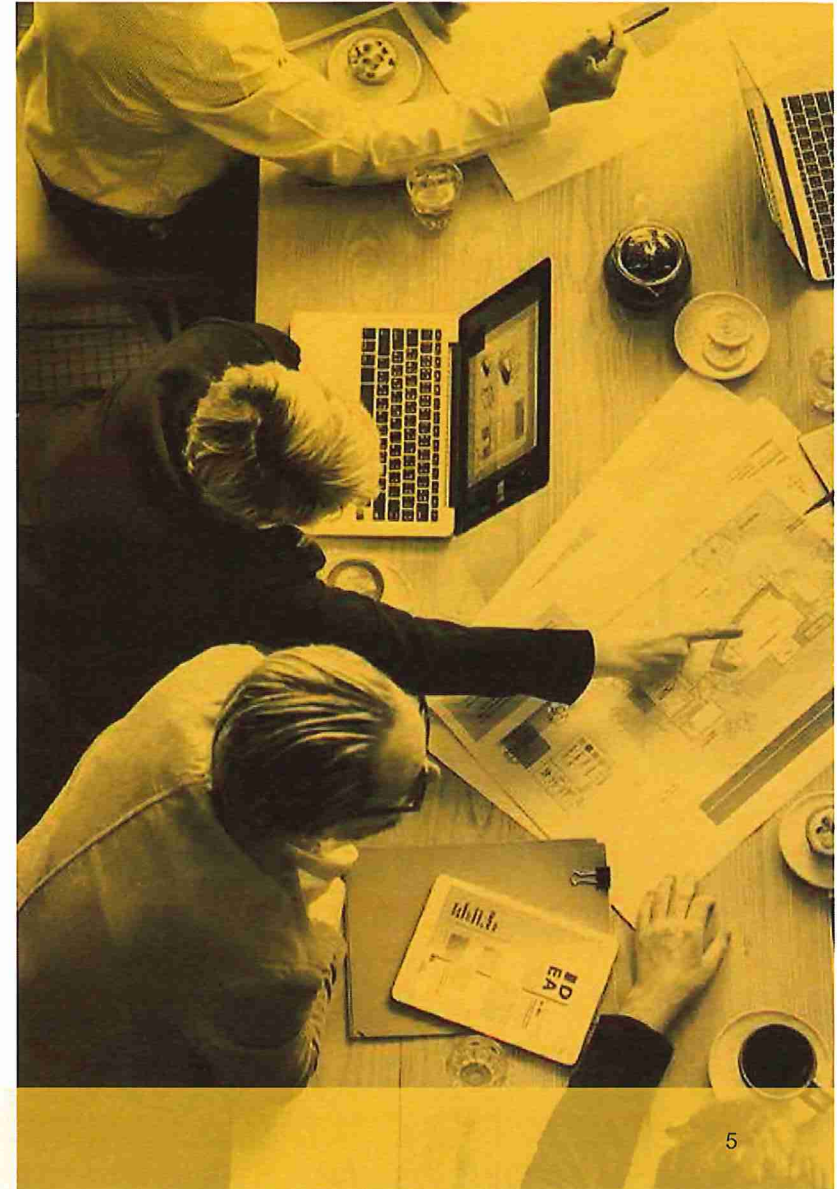
**Single Audit Report**



---

# Audit Results Fiscal Year 2021 Findings

- Preparation of Financial Statements
  - Internal Control Finding
- Limited Segregation of Duties- Food Service
  - Internal Control Finding
- Year-end Audit Adjustments
  - Internal Control Finding

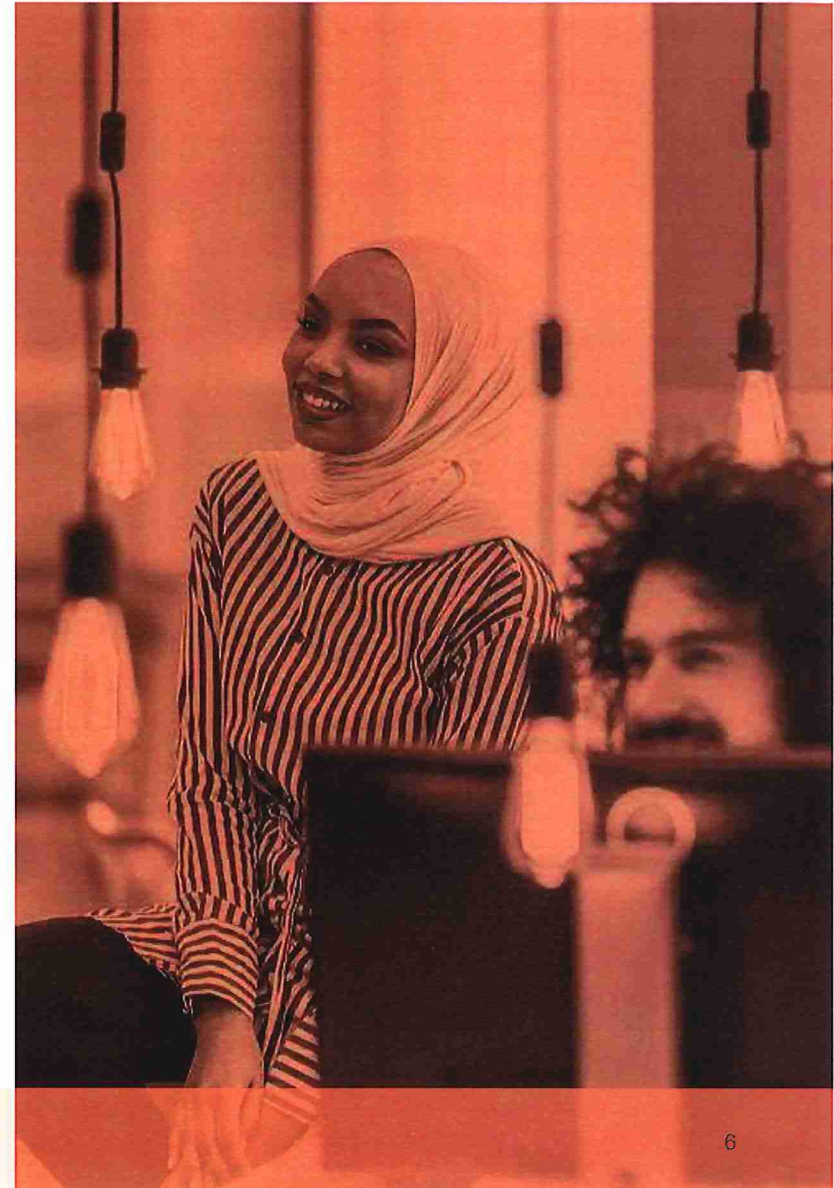


---

# Audit Results

## Fiscal Year 2020 Findings

- **Preparation of Financial Statements**
  - Internal Control Finding
  - No updates from prior year
- **Limited Segregation of Duties- Food Service**
  - Internal Control Finding
  - No updates from prior year
- **Year-end Audit Adjustments**
  - Internal Control Finding
  - No updates from prior year
- **Collateral Coverage**
  - Legal Compliance Finding
  - No updates from prior year
- **Student Activities**
  - Legal Compliance Finding
  - No updates from prior year

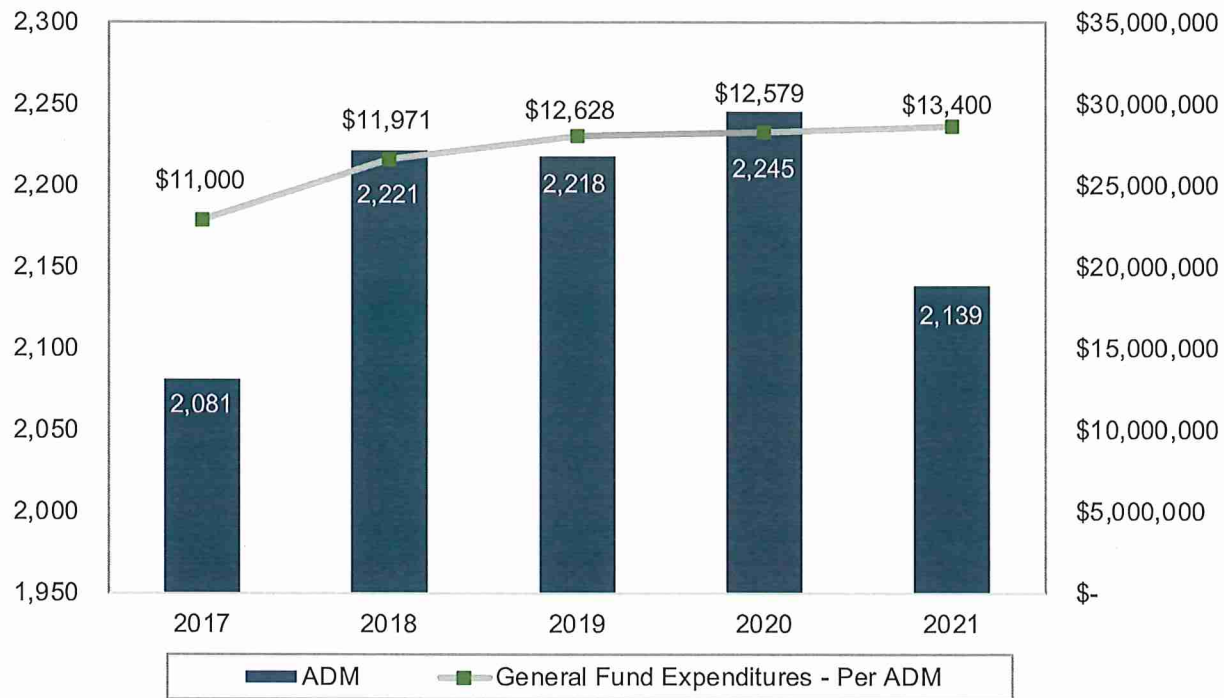




# Auditor Recommendations

Diversify Investments

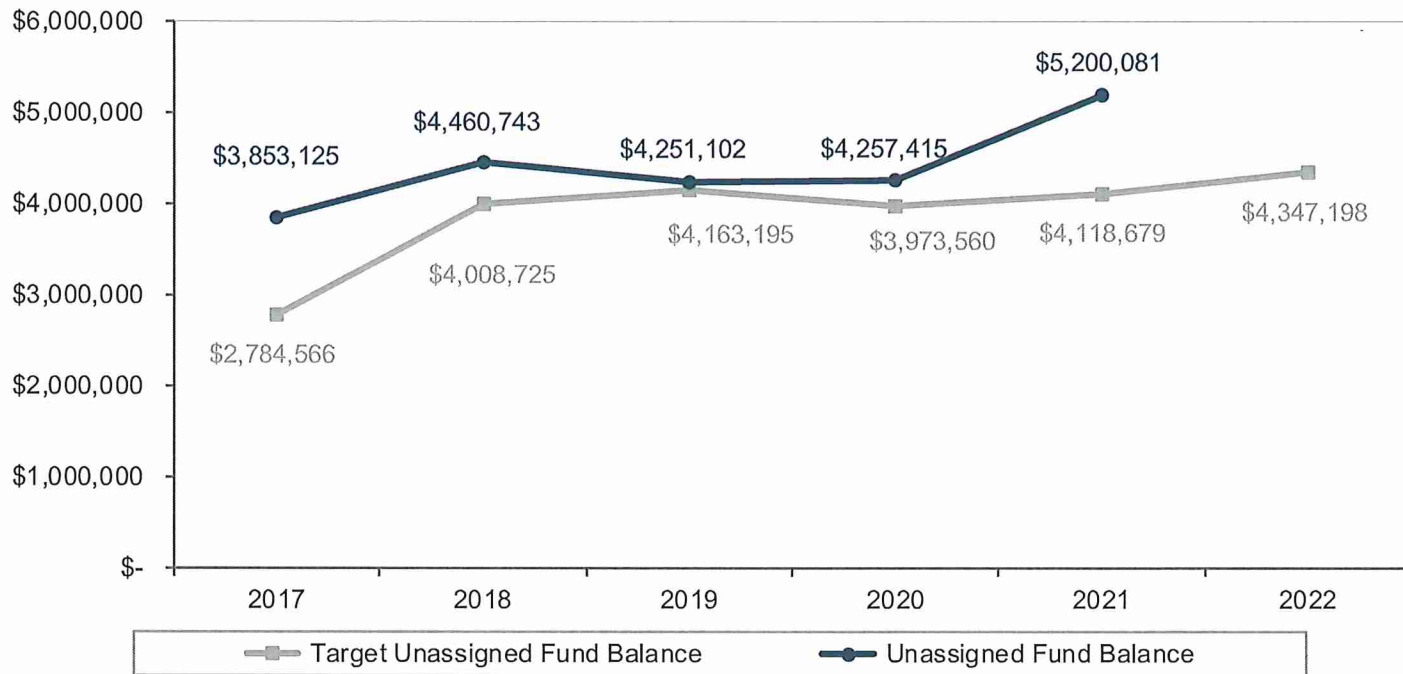
# Average Daily Membership and General Fund Expenditures



# General Fund Budget to Actual

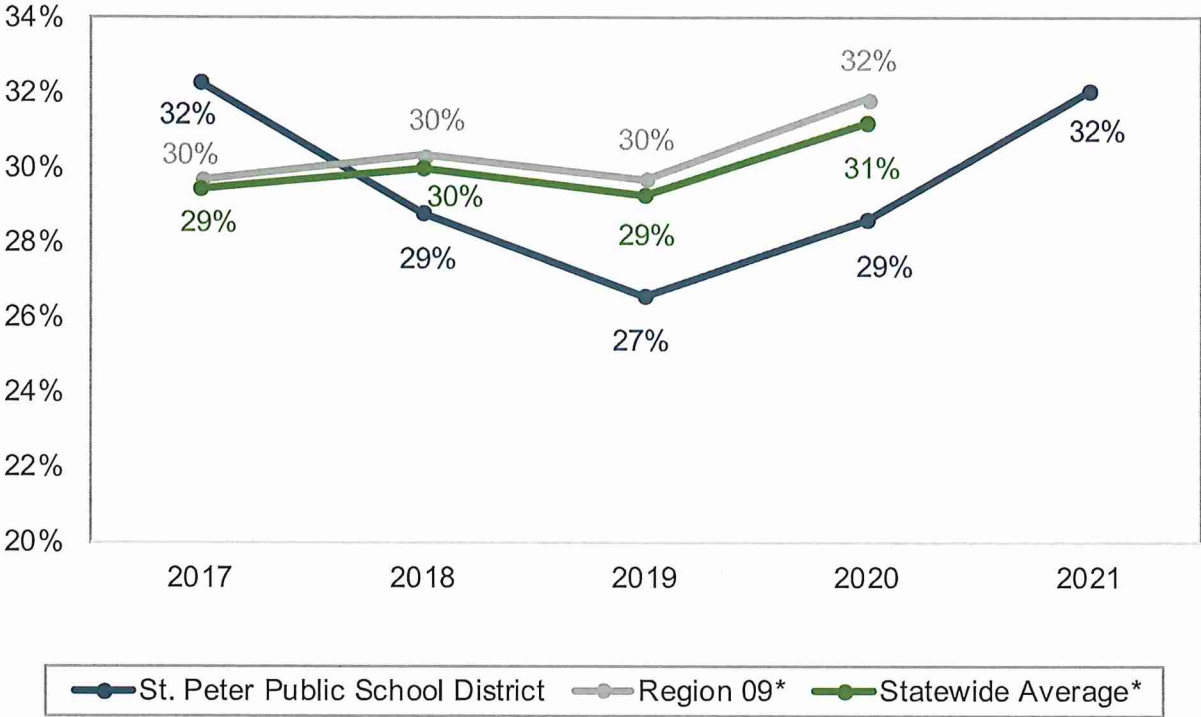
	Final Budget	Actual Amounts	Variance with Final Budget
Revenues	\$ 29,643,867	\$ 29,453,654	\$ (190,213)
Expenditures	<u>30,397,203</u>	<u>28,663,416</u>	<u>1,733,787</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(753,336)	790,238	1,543,574
Other Financing Sources			
Capital leases issued	<u>257,701</u>	<u>257,701</u>	<u>-</u>
Net Change in Fund Balances	(495,635)	1,047,939	1,543,574
Fund Balances, July 1	8,074,948	8,074,948	-
Prior Period Restatement (Note 7)	<u>-</u>	<u>59,105</u>	<u>59,105</u>
Fund Balances, June 30	<u>\$ 7,579,313</u>	<u>\$ 9,181,992</u>	<u>\$ 1,602,679</u>

# General Fund Fund Balances

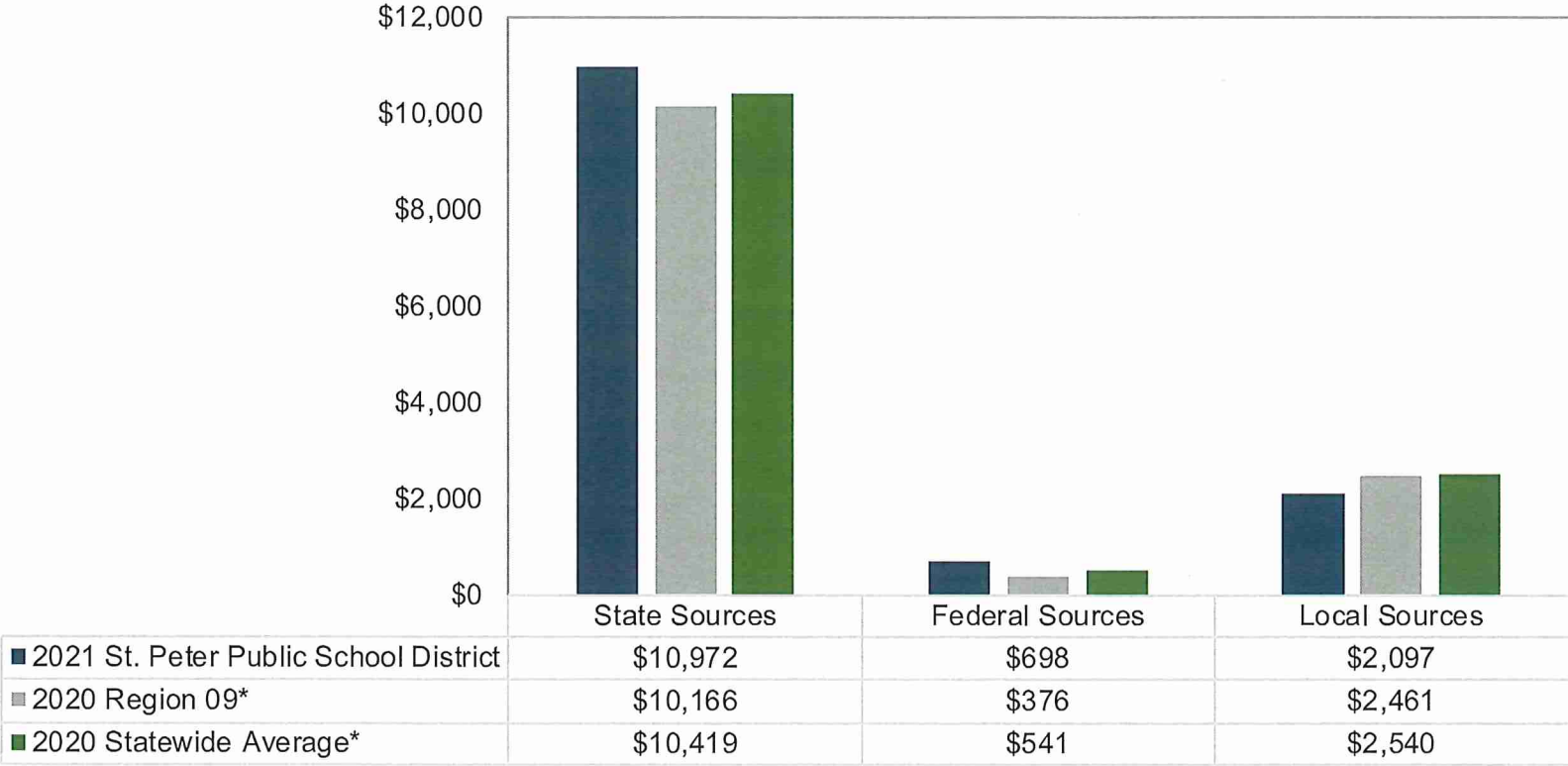


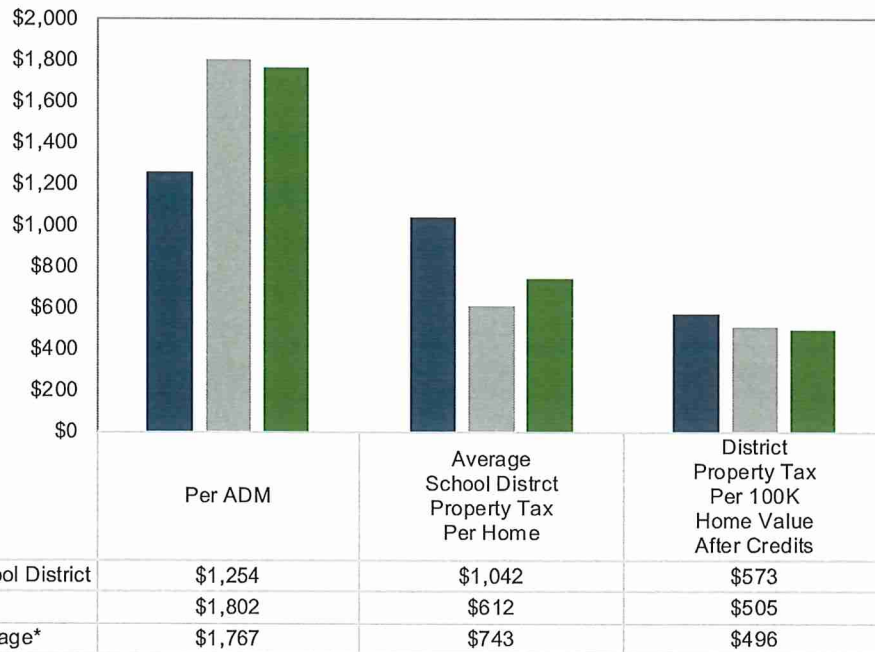
# General Fund Balances as a Percentage of Expenditures

*Key Performance Indicators*



# General Fund Revenues per ADM



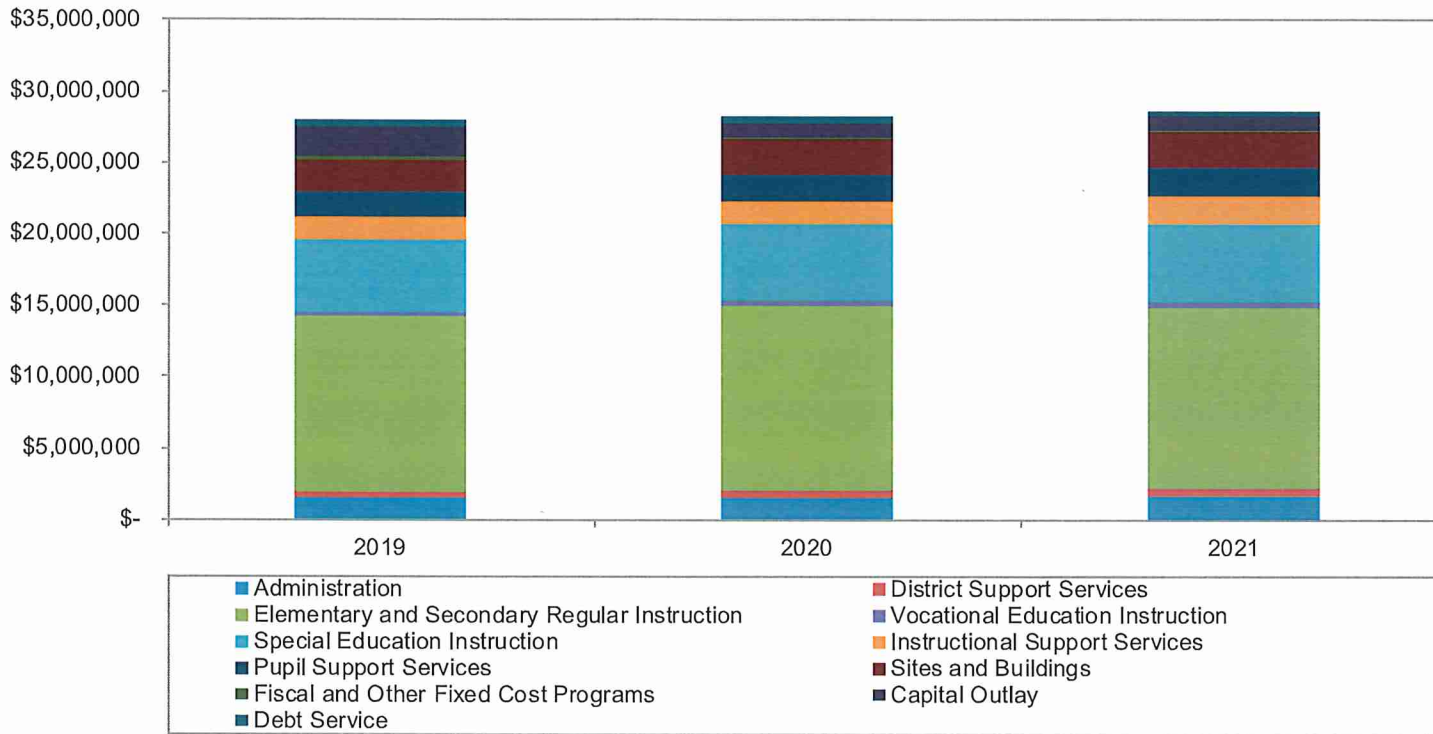


\* Information obtained from School District Profile reports published by the MDE

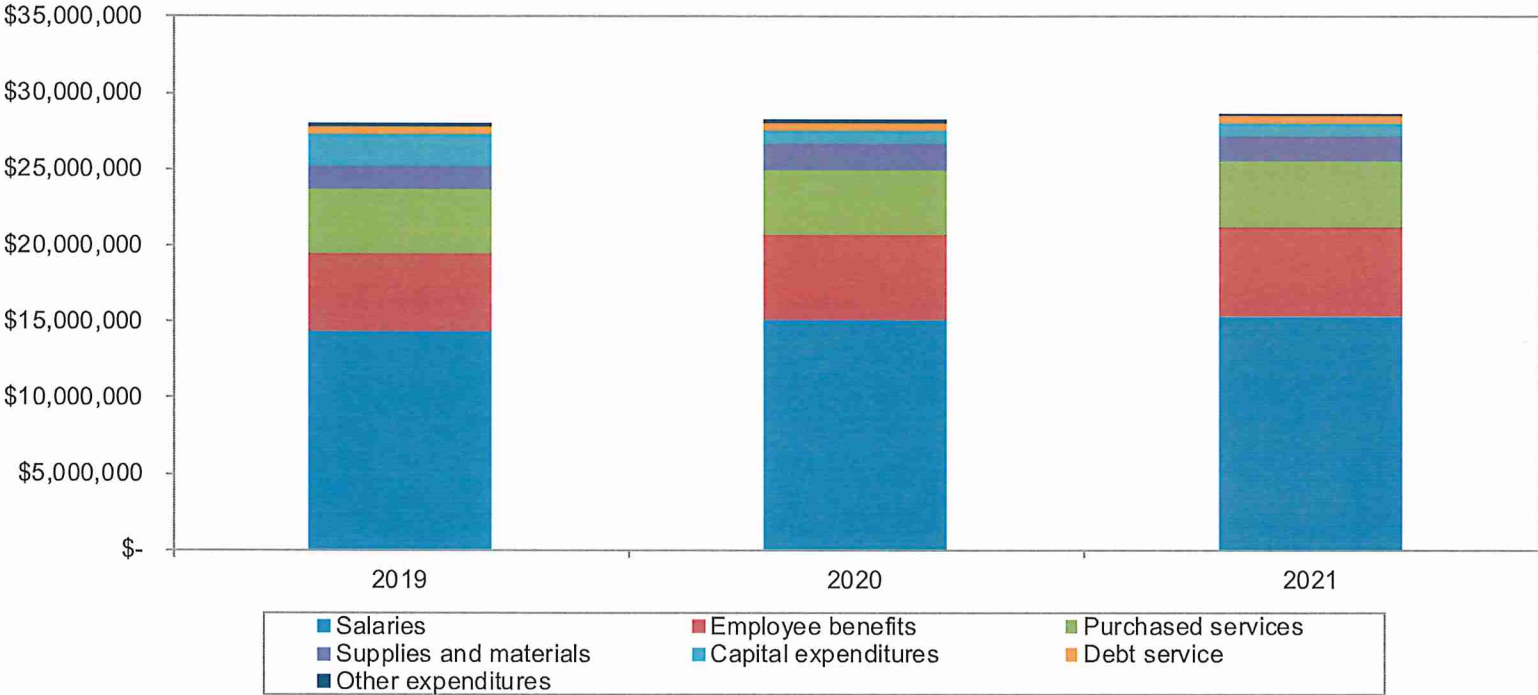
# Property Taxes

## Key Performance Indicators

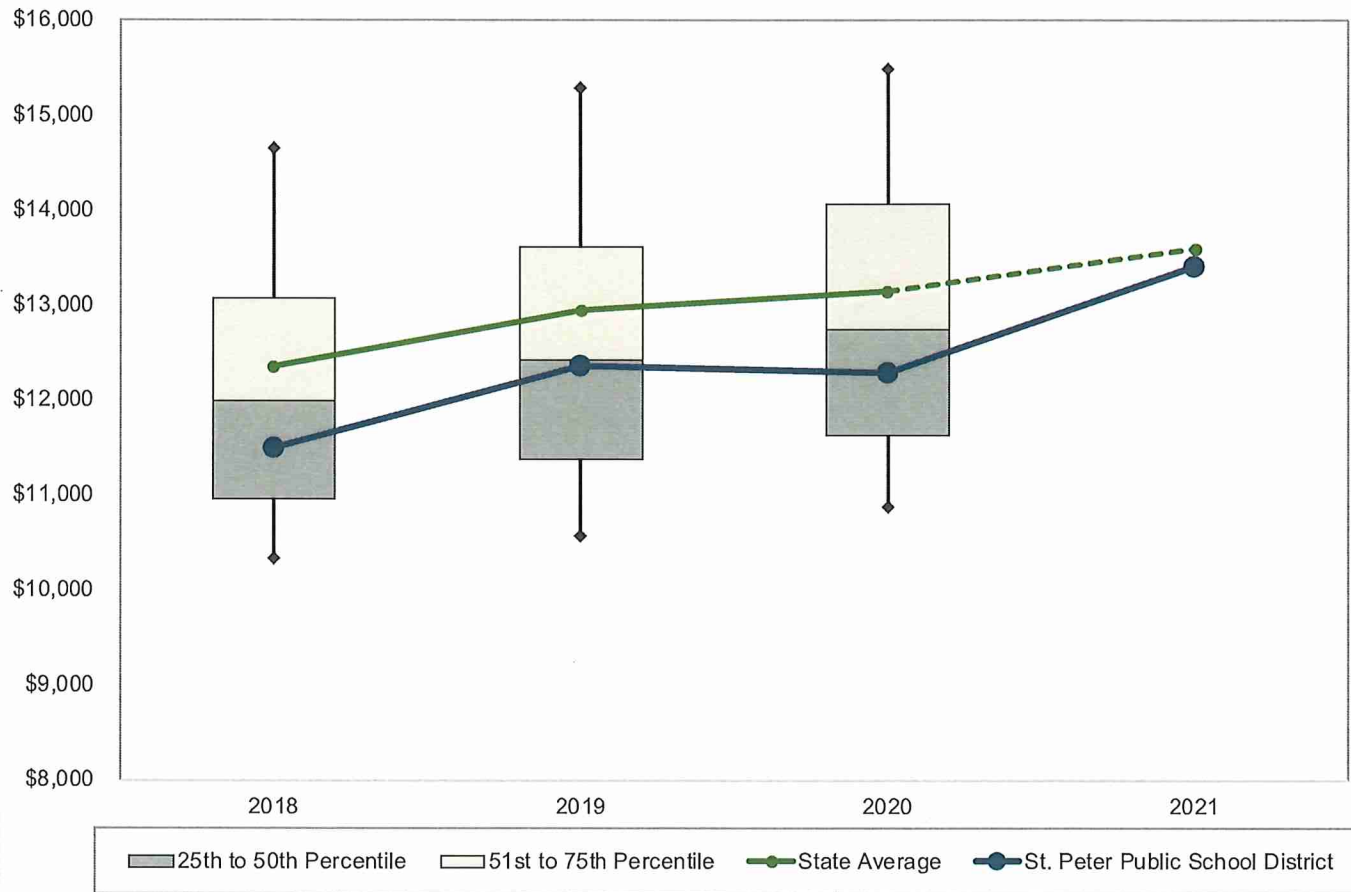
# General Fund - Expenditures



# General Fund Expenditures by Object Code

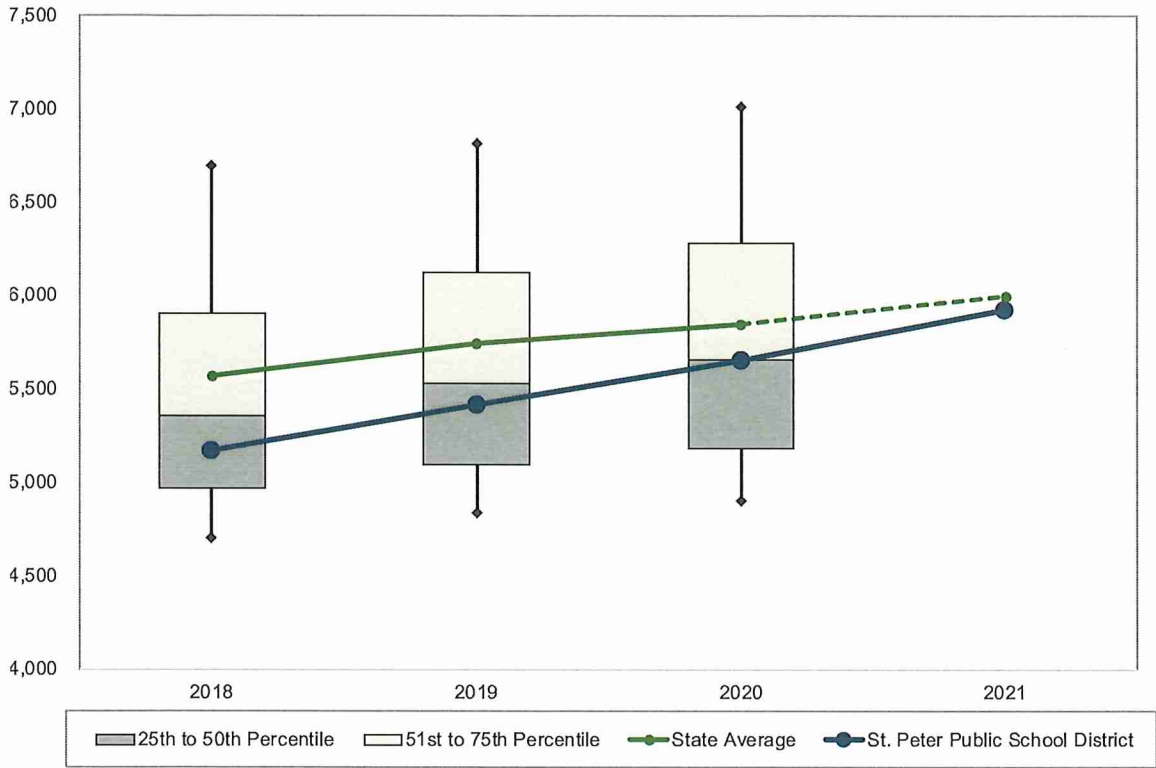


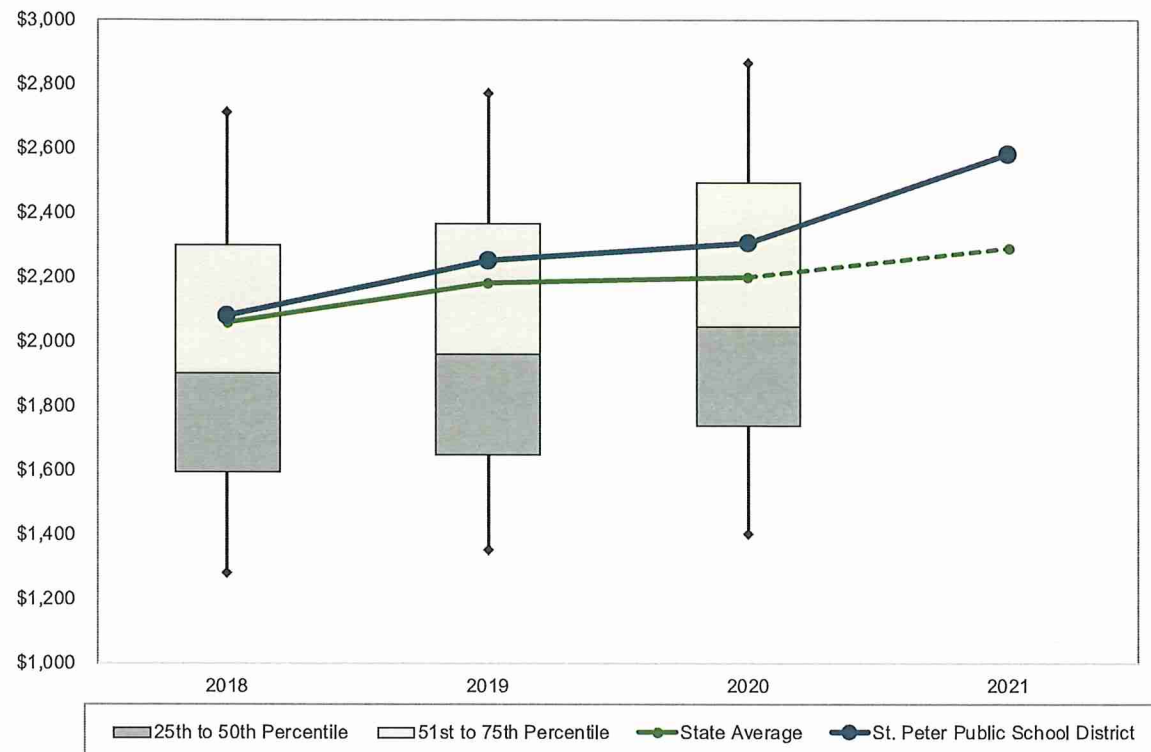
# General Fund Expenditures per ADM



# Elementary and Second Regular Instruction per ADM

## Key Performance Indicators





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

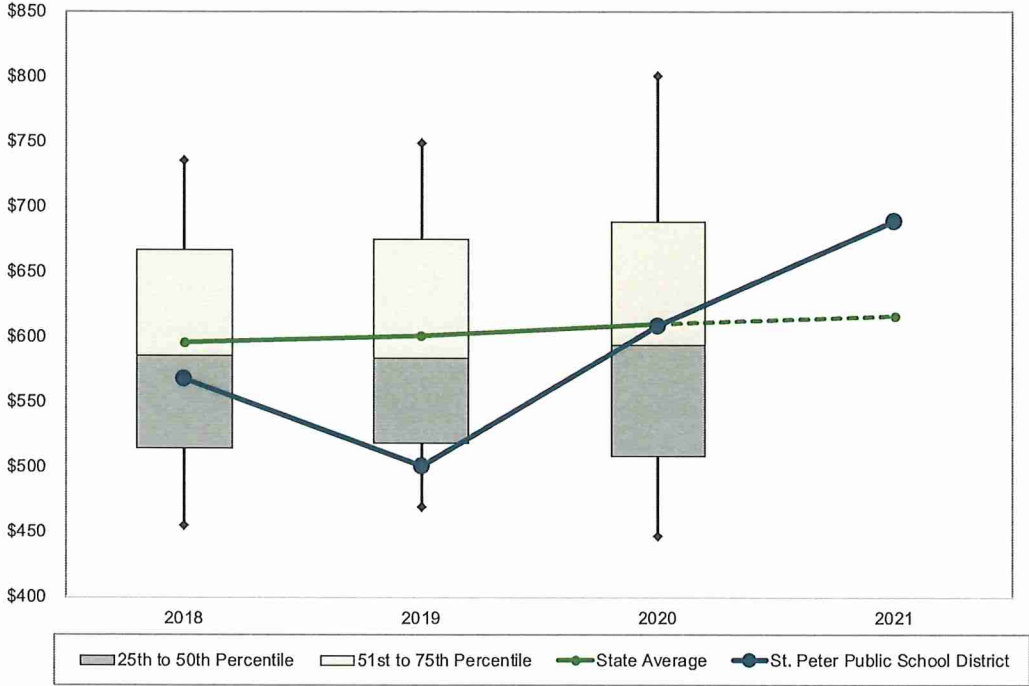
# Special Education Expenditures per ADM

## Key Performance Indicators

# Food Service – Budget to Actual

	Final Budget	Actual Amounts	Variance with Final Budget
Revenues	\$ 1,722,829	\$ 1,720,685	\$ (2,144)
Expenditures	1,670,782	1,474,108	196,674
Net Change in Fund Balances	52,047	246,577	194,530
Fund Balances, July 1	529,369	529,369	-
Prior Period Adjustment (Note 7)	-	10,112	-
Fund Balances, June 30	<u>\$ 581,416</u>	<u>\$ 786,058</u>	<u>\$ 194,530</u>

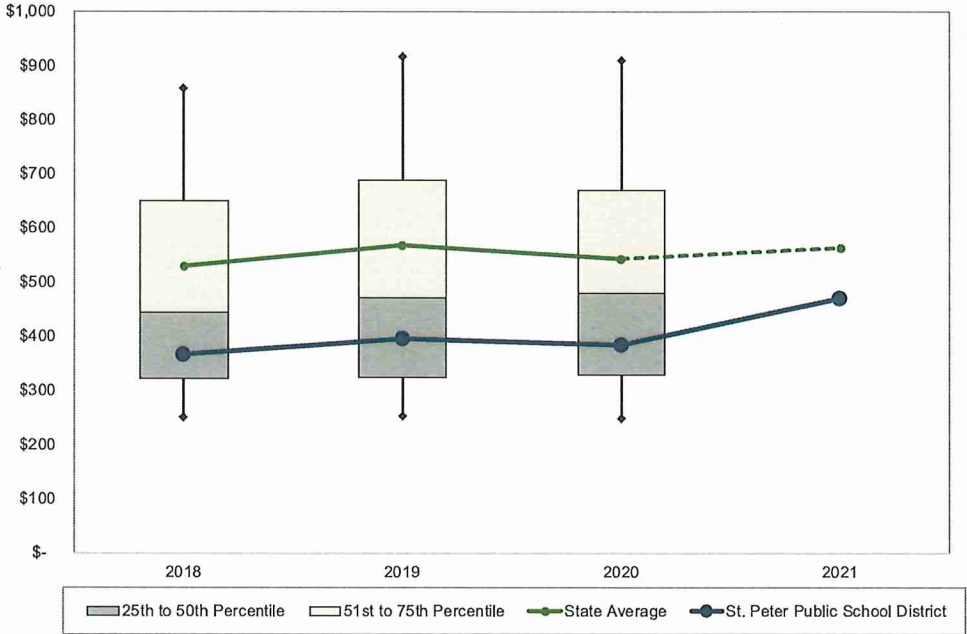
# Food Service Expenditures per ADM Comparison



# Community Service – Budget to Actual

	Final Budget	Actual Amounts	Variance with Final Budget
Revenues	\$ 798,904	\$ 811,207	\$ 12,303
Expenditures	1,007,831	1,005,019	2,812
Net Change in Fund Balances	(208,927)	(193,812)	15,115
Fund Balances, July 1	147,444	147,444	-
Fund Balances, June 30	<u>\$ (61,483)</u>	<u>\$ (46,368)</u>	<u>\$ 15,115</u>

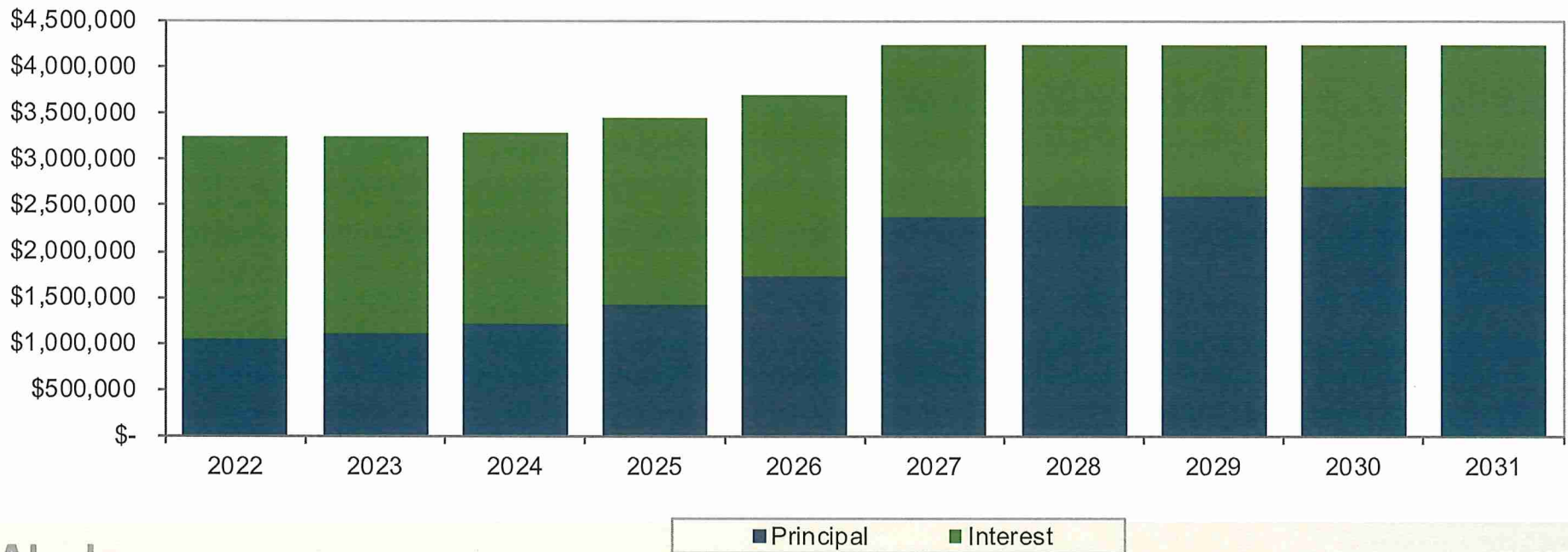
# Community Service Expenditures per ADM Comparison



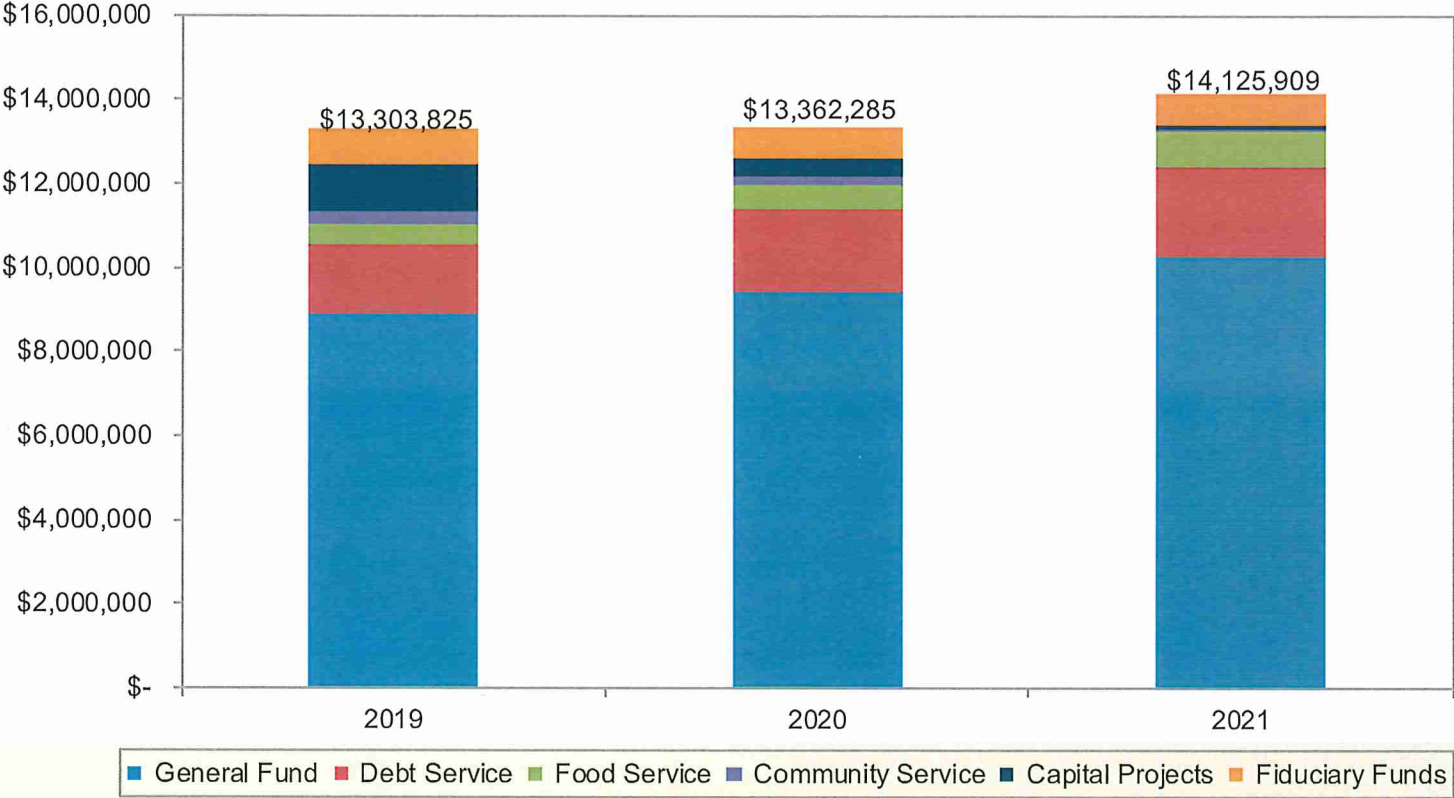
\* Percentile data and state average obtained from School District Profile reports published by the MDE

# Debt Service

Description	Authorized and Issued	Interest Rate	Maturity Date	Balance at Year End	Due Within One Year
G.O. School Building Refunding Bonds of 2015A	\$ 55,325,000	4.00-5.00 %	02/01/41	<u>\$ 52,705,000</u>	<u>\$ 1,050,000</u>



# Cash and Investments Balances by Fund



---

# Your Abdo Team



Tom Olinger, CPA  
Government Partner



Layne Kockelman, CPA  
Manager



Jason Rasmussen, CPA  
Senior Associate



Natasha Haugen  
Associate



Chad Guse  
Intern

Jason Homan  
Intern



## ADDENDUM

### BOARD MEETING Monday, December 20, 2021 SPCC-Governor's Room 6:30 PM

---

#### VIII. ACTION ITEMS

<b>2. AGENDA ITEM #2</b>
--------------------------

**Subject:** Consider Approval of Certification of School District Levy for Taxes Payable in 2022

**Action:** Requires a Motion

**Background:** In September, the School Board approved a preliminary school district levy for taxes payable in 2022. The levy has been reviewed at a Finance Committee meeting held on December 15th. At the meeting on the 15<sup>th</sup>, the consensus of the committee was to recommend a levy of \$7,115,818.12. An opportunity for citizen input was held through the Truth in Taxation presentation completed earlier tonight.

**Presentation:** Business Manager  
Finance Committee

**Options/Recommendation:** I recommend your approval of the certification of the school district levy for taxes payable in 2022.

	A	B	C	D	E	F	G	H	I	J	K
1	St. Peter Public Schools			Final	Final	Final	Preliminary	Final	Difference		
2	Levy 21, Pay 22, Fiscal Year 2023			Levy 18	Levy 19	Levy 20	Levy 21	Levy 21	from last		
3	11-30-2021 Final Levy Report			Pay 19	Pay 20	Pay 21	Pay 22	Pay 22	yrs levy		
4				FY 20	FY21	FY22	FY 23	FY 23			
5				12/01/18	12/01/19	12/01/20	09/13/21	11/30/21			
6											
7	<b>General Fund</b>										
8											
9	Operating referendum (voter approved)	rmv		314,120	301,874	315,792	6,724	774,764	458,972		levy/aid
10	Op ref				0	0	0	0	0		
11	Local optional revenue - Tier 2	rmv		734,444	786,377	831,926	830,427	830,427	-1,499		levy/aid
12	Tier 1 levy bd approved -replaced by Tier 1 local FY21	rmv		299,913	-5,481	-5,333	2,775	2,775	8,108		levy/aid
13	Local optional Tier 1 new FY21 -replace BD Tier 1				326,527	343,743	366,147	366,147	22,404		
14	<b>Subtotal of referendum levies</b>			<b>1,348,477</b>	<b>1,409,297</b>	<b>1,486,128</b>	<b>1,206,072</b>	<b>1,974,111</b>	<b>487,983</b>		
15											
16	Equity Levy	rmv		272,879	287,522	302,126	327,826	285,323	-16,803		levy/aid
17	Transition Levy	rmv		43,487	46,551	48,691	49,777	49,777	1,086		levy/aid
18	location equity			-3,049	-3,445	-13,006	6,766	6,766	19,772		
19	Capital Project Levy	ntc		575,902	0	0	0	0	0		all levy
20	Student achievement levy phased out levy 17 new lev	ntc		0	0	0	0	0	0		all levy
21	Operating Capital Levy	ntc		134,927	114,660	128,028	150,301	150,301	22,273		levy/aid
22	Achievement and intergration - new 2018			76,946	82,351	83,085	69,320	69,320	-13,765		
23	Q comp			0	200,918	217,900	189,354	189,354	-28,546		levy/aid
24	Reemployment Levy	ntc		1,507	1,816	21,273	17,563	17,563	-3,710		all levy
25	Safe School Levy	ntc		89,486	94,810	89,875	87,491	87,491	-2,384		all levy
26	Career Technical	ntc		12,389	67,226	116,644	106,304	106,304	-10,340		levy/aid
27	Postemployment Benefits (OPEB)	ntc		265,000	350,000	310,000	310,000	310,000	0		all levy
28	Health & Safety	ntc		0	0	0	0	0	0		all levy
29	Deferred Maintenance	ntc		0	0	0	0	0	0		levy/aid
30	LTFM new 2017			433,534	503,654	435,469	404,662	401,511	-33,958		levy/aid
31	Building Lease	ntc		161,283	157,000	161,097	40,925	40,925	-120,172		all levy
32	Abatement Adjustments	ntc		811	-1,431	1,947	8,384	8,384	6,437		
33	<b>Total of General Fund Categories</b>			<b>3,413,579</b>	<b>3,310,927</b>	<b>3,389,257</b>	<b>2,974,745</b>	<b>3,697,131</b>	<b>307,874</b>		
34											
35	<b>Community Education Levy</b>										
36	Basic Community Education	ntc		113,415	113,415	113,415	119,772	119,772	6,357		levy/aid
37	ECFE	ntc		38,051	38,578	37,774	36,801	36,801	-973		levy/aid
38	Home Visits	ntc		679	653	764	667	667	-97		levy/aid
39	School Age Care	ntc		8,500	8,500	8,500	8,500	8,500	0		levy/aid
40	Adjustments	ntc		127	-80	111	453	453	342		
41	<b>Community Education Total</b>	ntc		<b>160,782</b>	<b>161,066</b>	<b>160,564</b>	<b>166,194</b>	<b>166,194</b>	<b>5,630</b>		
42											
43	<b>Debt Service Levy</b>										
44	Non Voter approved debt service levy	ntc		0	0	0			0		levy/aid
45	Voter approved Bond new 2017	ntc		3,052,979	3,227,543	3,409,455	3,412,080	3,412,080	2,625		
46	reduction debt excess			0	-57,948	-164,072	-168,821	-168,821	-4,749		
47	Advace abate adjust				-1,087	2,607	9,234	9,234	6,627		
48	<b>Total Debt Service Levy</b>	ntc		<b>3,052,979</b>	<b>3,168,508</b>	<b>3,247,990</b>	<b>3,252,493</b>	<b>3,252,493</b>	<b>4,503</b>		
49											
50	<b>Levy Totals</b>			<b>6,627,340</b>	<b>6,640,501</b>	<b>6,797,811</b>	<b>6,393,432</b>	<b>7,115,818</b>	<b>318,007</b>	<b>4.68%</b>	



## ADDENDUM

### BOARD MEETING Monday, December 20, 2021 SPCC-Governor's Room 6:30 PM

---

#### VIII. ACTION ITEMS

##### ***3. AGENDA ITEM #3***

**Subject:** Consider A Resolution Establishing Combined Polling Places

**Action:** Requires a Resolution

**Background:** In 2017, The Minnesota Legislature passed a law requiring school districts to pass a resolution on an annual basis designating their Combined Polling Places for the following year regardless if there is an election scheduled for that year or not.

Once the resolution is passed, the resolution will be forwarded to both the Nicollet County Auditor and the Le Sueur County Auditor.

**Presentation:** Superintendent of Schools

**Options/Recommendation:** I recommend that your approval of the resolution.

## **Saint Peter Public Schools**

Board Member Lokensgard introduced the following Resolution and moved its adoption:

### **RESOLUTION CONFIRMING COMBINED POLLING PLACES FOR 2022 SCHOOL DISTRICT ELECTIONS**

WHEREAS, the Board is proposing this resolution in order to confirm and clarify the polling places for the 2022 School District election. The Board is not proposing any change to the polling place locations from the previous year.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 508-01, State of Minnesota, as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the School District which have been established by the cities or towns located in whole or in part within the School District. The Board hereby confirms those precincts and polling places so established by those municipalities.
2. Pursuant to Minnesota Statutes, § 205A.11, the board may establish combined polling places for several precincts for school district elections not held on the day of another election in the precincts. Each combined polling place must be a polling place that has been designated by a county or municipality. The designation of a polling place remains effective until a different polling place is designated.
3. Therefore, pursuant to Minn. Stat. § 205A.11, subdivision 1, voters in St. Peter precincts must vote in the School Board election at the polling place designated for their precinct by the City of St. Peter. These polling places, as established by the City of St. Peter for elections in calendar year 2020 are as follows:
  - **Ward 1—Precincts 1 and 2:** National Guard Armory, 1120 North Swift Street, St. Peter, Minnesota 56082.
  - **Ward 2—Precinct 1:** Community Center, Door "A", 600 South Fifth Street, St. Peter, Minnesota 56082.
  - **Ward 2—Precinct 2:** Community Center, Door "B", 600 South Fifth Street, St. Peter, Minnesota 56082.
4. School District residents outside of the City of St. Peter will vote at the Combined Polling Places previously designated by the School District, as follows:
  - **Outside St. Peter City Limits in Nicollet County:** Minnesota Valley Education District Office, 801 Davis Street, St. Peter, Minnesota 56082.

- **Outside St. Peter City Limits in Le Sueur County:** Kasota Community Center, 200 North Webster Street, Kasota, Minnesota 56050.

5. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.

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

and the following voted against the same:

whereupon said Resolution was declared duly \_\_\_\_\_.

Dated: December 20, 2021

\_\_\_\_\_  
Drew Dixon, Board Clerk



## ADDENDUM

### BOARD MEETING Monday, December 20, 2021 SPCC-Governor's Room 6:30 PM

---

#### VIII. ACTION ITEMS

##### **4. AGENDA ITEM #4**

**Subject:** Consider Approval of a Student Resource Officer Agreement with the City of Saint Peter

**Action:** Requires a Motion

**Background:** In October the School Board had an initial discussion regarding a draft agreement clarifying the role of School Resource Officers. This is the finalized version of the agreement. The financial agreement includes an increase from 60% to 70% of the total salary on the officers to reflect the amount of time spent with the school district. Due to understaffing at the police department, they have only been able to fill one position. They have also had to occasionally assign Officer Hughes to duties at the department during the school day. The cost will be prorated to reflect actual time and number of officers assigned. Changes can be made to the SRO agreement by April of each year for the following year.

**Presentation:** Superintendent of Schools

**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:
  - a. 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.

**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, above. (This represents 36 weeks with approximately 90 percent availability which equals 32.4 weeks).
  - b. 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. 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.
- 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 and officers.

#### **ARTICLE IV RESPONSIBILITY OF CITY**

- 5. The City shall be responsible for the following duties and/or services:
  - a. Provide two (2) school resource officers to the school district.
  - 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 and officers.

#### **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 January 1, 2022 and end 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 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**

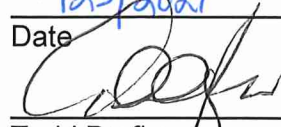
**SAINT PETER PUBLIC SCHOOLS**



\_\_\_\_\_  
Charles Zieman  
Mayor

\_\_\_\_\_  
School Board Clerk

11/23/2021  
\_\_\_\_\_  
Date



\_\_\_\_\_  
Todd Prafke  
City Administrator

11/23/2021  
\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## ADDENDUM

**BOARD MEETING**  
**Monday, December 20, 2021**  
**SPCC-Governor's Room**  
**6:30 PM**

---

### VIII. ACTION ITEMS

<b>5. AGENDA ITEM #5</b>
--------------------------

- Subject:** Consider Approval of Master Agreement with Custodians for 2021-2023
- Action:** Requires a Motion
- Background:** The School Board Negotiations Team has reached a 2021-2023 contract agreement with the Custodians group of the Saint Peter Public schools. Enclosed in your packet you will find a summary outlining key details of the agreement. The settlement is in line with the budget goals set by the committee. The Custodial personnel have ratified this agreement.
- Presentation:** School Board Negotiations Committee  
Superintendent of Schools
- Options/Recommendation:** I recommend your approval of the Master Agreement with the Custodians for 2021-2023.

**SUMMARY OF TENTATIVE AGREEMENT**

Between

**St. Peter ISD**

And

**IUOE Local 70 – Custodial Unit**

September 16, 2021

1. **Term:** Two (2) years.
2. **Article 6 – Rates of Pay**
  - A. A 2% wage increase each year of the contract.
  - B. Increase custodian to custodian engineer special \$0.75.
  - C. Increase custodial engineer special to custodian engineer 2<sup>nd</sup> \$1.25.
3. **Article 7 – Group Insurance, Section 2 – Group Insurance:** Increase District maximum to **\$13,500.00**.
4. **Article 8 – Leaves of Absence, Section 5 – Maternity Leave, Delete and replace with NEW Section 5 – Child Care Leave:**
  - 1) Use: A child care leave may be granted by the School District, subject to the provisions of this section, to an employee-parent following the birth and first year care of a child, adoption or foster placement of a child, provided such employee-parent is caring for the child on a full-time basis.
  - 2) Request: An employee making an application for child care leave shall inform the Superintendent in writing of the request to thake the leave at least three (3) calendar months before commencement of the intended leave.
  - 3) Medical Statement: An employee may be asked to provide, at the time of the leave application, a statement from the attending physician indicating the expected date of delivery.
  - 4) Date of Leave: The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave coincide with some natural break in the school year – i.e., winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like.
  - 5) Duration: In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:
    - I. Grant any leave more than twelve (12) months in duration;
    - II. Permit the employee to return to employment prior to the date designated in the request for child care leave.
  - 6) Reinstatement: An employee returning from child care leave shall be reinstated in a position the employee is qualified unless previously discharged or laid off.

- 7) Failure to Return: Failure of the employee to return by the date determined under this section shall constitute grounds for termination unless the School Board and the employee agree in writing to an extension of the leave.
  - 8) Group Insurance: An employee on child care leave is eligible to participate in group insurance programs as governed by the Family and Medical Leave Act. The employee may continue health insurance coverage beyond the Family and Medical Leave Act at their own expenses while on child care leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the School District pursuant to this section.
  - 9) Use of Sick Leave While on Child Care Leave: An employee on child care leave may use earned sick leave accrued for the period of time under the Family and Medical Leave Act.
  - 10) Salary and Fringe Benefits: Leave under this section beyond the use of accrued sick/personal leave shall be without pay.
5. **Article 11 – Retirement, Section 1:** Change from \$35.00 per day to \$40.00 per day.
  6. **Article 11 – Retirement, Section 2:** “Any full-time employee who has been employed for 10 consecutive years by the School District may retire with 60 days’ notice when he or she reaches the age of 56.
  7. Retroactivity to July 1, 2021.
  8. Delete LOA dated January 28, 2020.

DB/jcb/opeiu#12  
St Peter Cust TA



**BOARD MEETING**  
**Monday, December 20, 2021**  
**SPCC-Governor's Room**  
**6:30 PM**

---

**VIII. ACTION ITEMS**

**6. AGENDA ITEM #6**

**Subject:** Consider Approval of Master Agreement with Food Service for 2021-2023

**Action:** Requires a Motion

**Background:** The School Board Negotiations Team has reached a 2021-2023 contract agreement with the Food Service group of the Saint Peter Public schools. Enclosed in your packet you will find a summary outlining key details of the agreement. The settlement is in line with the budget goals set by the committee. The Food Service personnel have ratified this agreement.

**Presentation:** School Board Negotiations Committee  
Superintendent

**Options/Recommendation:** I recommend your approval of the Master Agreement with Food Service for 2021-2023.

**SUMMARY OF TENTATIVE AGREEMENT**

Between

**St. Peter ISD #508**

And

**IUOE Local 70 – Food Service**

September 13, 2021

1. **Term:** Two (2) years.
2. **Article 6 – Rates of Pay:**  
Year 1: 3.5% wage increase  
Year 2: 2.5% wage increase
3. **Article 8 – Leaves of Absence, Section 5 – Maternity Leave, Delete and replace with NEW Section 5 – Child Care Leave:**
  - 1) **Use:** A child care leave may be granted by the School District, subject to the provisions of this section, to an employee-parent following the birth and first year care of a child, adoption or foster placement of a child, provided such employee-parent is caring for the child on a full-time basis.
  - 2) **Request:** An employee making an application for child care leave shall inform the Superintendent in writing of the request to thake the leave at least three (3) calendar months before commencement of the intended leave.
  - 3) **Medical Statement:** An employee may be asked to provide, at the time of the leave application, a statement from the attending physician indicating the expected date of delivery.
  - 4) **Date of Leave:** The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave coincide with some natural break in the school year – i.e., winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like.
  - 5) **Duration:** In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:
    - I. Grant any leave more than twelve (12) months in duration;
    - II. Permit the employee to return to employment prior to the date designated in the request for child care leave.
  - 6) **Reinstatement:** An employee returning from child care leave shall be reinstated in a position the employee is qualified unless previously discharged or laid off.
  - 7) **Failure to Return:** Failure of the employee to return by the date determined under this section shall constitute grounds for termination unless the School Board and the employee agree in writing to an extension of the leave.

- 8) Group Insurance: An employee on child care leave is eligible to participate in group insurance programs as governed by the Family and Medical Leave Act. The employee may continue health insurance coverage beyond the Family and Medical Leave Act at their own expenses while on child care leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the School District pursuant to this section.
  - 9) Use of Sick Leave While on Child Care Leave: An employee on child care leave may use earned sick leave accrued for the period of time under the Family and Medical Leave Act.
  - 10) Salary and Fringe Benefits: Leave under this section beyond the use of accrued sick/personal leave shall be without pay.
4. **Article 8 – Leaves of Absence, Section 6 – Personal Leave, Add NEW:** All Head Cooks shall receive 2 personal days.
  5. **Salary Schedule, Add NEW:** These amounts are cumulative with a total of \$0.50 per hour at 10+ years.
  6. Retroactivity to July 1, 2021.

DB/jcb/opeiu#12  
St Peter Food TA



## ADDENDUM

### BOARD MEETING Monday, December 20, 2021 SPCC-Governor's Room 6:30 PM

---

#### VIII. ACTION ITEMS

<b>7. AGENDA ITEM #7</b>
--------------------------

**Subject:** Consider Approval of Tentative Contract Agreement with District Business Manager

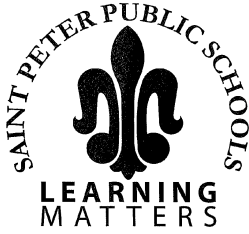
**Action:** Requires a Motion

**Background:** Included in your packet is a tentative contract agreement for the following individual contract:

- Business Manager Tim Regner

**Presentation:** Superintendent of Schools

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



**MEMO TO:** Members of the School Board

**FROM:** Bill Gronseth

**DATE:**

**SUBJECT:** Tentative Contract Agreement

---

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

**Tentative Contract Agreement**

**Name of Employee:** Tim Regner

**Position:** Business Manager

	<b>2021-2022</b>	<b>2022-2023</b>
<b>Salary</b>	\$94,266	\$96,622
<b>FICA/PERA</b>	\$14,281	\$14,638
<b>H&amp;H (single)</b>	\$13,212	\$13,212
<b>Dental Insurance (family)</b>	\$1,224	\$1,224
<b>Life Insurance</b>	\$223	\$223
<b>Total</b>	\$123,206	\$125,919

I recommend your approval of this contract.

cc: Tim Regner



## ADDENDUM

**BOARD MEETING**  
**Monday, December 20, 2021**  
**SPCC-Governor's Room**  
**6:30 PM**

---

### IX. INFORMATION ITEMS

<b>1. AGENDA ITEM #1</b>
--------------------------

**Subject:** Community and Family Education Report and Profile

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

**Presentation:** Community Education Director




# Saint Peter Community & Family Education

Strengthening the community. Strengthening the schools.





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


Due to the COVID pandemic, Saint Peter Community & Family Education had to quickly shift and adjust how we served children and adults. Here are some of the ways we accomplished our mission.

 *Provided safe, accessible learning environments and opportunities for all ages.* We followed all the guidelines established by the MD Dept. of Health and offered virtual, hybrid, and when it was safe, in person classes.



 *Connected families to school and community resources.* Family and parental support was provided through Early Childhood Family Education (ECFE) classes and the School Readiness Preschool programs. We partnered with the St. Peter Food Shelf to offer the Children's Weekend Food Program and the Teen Pantry. We also collaborated with the Senior Center and the Recreation Department.

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

 *Supported working families.* Saints Overtime offered free Emergency Childcare to qualifying families from September 2020 – February 2021.

- Served 150 K-Grade 6 students from 7:30 am. – 5:45 p.m.
- Hired 28 new staff members from GAC & MSU-Mankato
- Locations – Community Center (4 rooms + gym)  
South Elementary (3 rooms)  
North Elementary (2 rooms)
- Assisted students with digital learning and online assignments.
- Provided daily enrichment activities including art, music, reading, math, Public Library time, and STEM.
- Served free breakfast, lunch, and snacks at all locations.

Many thanks to Shaina Sieh for coordinating such a successful program, Joey Schugel and the Recreation Department for allowing us to use the Community Center, and all the paraprofessionals who worked on Fridays.



**Expanded Learning Beyond the school day.** After school enrichment programs provided students with the opportunities to explore interests and develop skills beyond the school curriculum. These classes were held through virtual platforms. Students who enrolled in programs such as Young Rembrandt's Drawing Classes, Virtual Band and Piano lessons, and Tech Academy classes learned critical thinking and problem-solving skills, which carried over into the school day.



**Building a qualified workforce.** Adult Basic Education programs helped adults acquire the skills and qualifications to become fully employed, self-sufficient and equipped to participate fully in the community. During the 2020-21 school year, we provided online learning options and in person 1:1 meetings with an instructor. 37 Adults regularly participated in our programs. The Bridge to Work Readiness: Job Skills program assisted adults with learning resume writing, interviewing skills, situational judgment on the job, and digital literacy. 2 adults earned high school diplomas, and after participating in the Citizenship test prep class, one adult became a citizen.

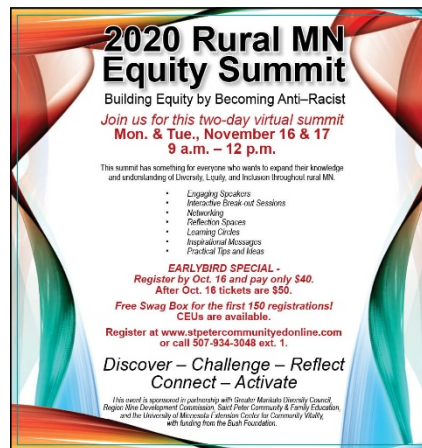
**Improved the quality of life.** During the many months of shutdowns and closures in our society, we provided various free virtual resources for families to access. We shared links to virtual museum tours, ideas for family activity nights, child friendly cooking activities, nature programs, and fun outdoor activity ideas. Through the Arts Center we even offered a free family clay kit!



**Created a sense of community and belonging.** Providing opportunities for people to get to know each other through classes and events is a catalyst for building community.



Early Morning Lap Swim



Rural MN Equity Summit



sPARK Mobile Art Studio



## ADDENDUM

**BOARD MEETING**  
**Monday, December 20, 2021**  
**SPCC-Governor's Room**  
**6:30 PM**

---

### IX. INFORMATION ITEMS

<b>2. AGENDA ITEM #2</b>
--------------------------

**Subject:** Facilities Update

**Background:** Plans for summer projects are coming into place including parking lots and water mitigation at the Middle School, and other projects. Marc Bachman will share information about these plans.

**Presentation:** Operations and Maintenance Supervisor



## ADDENDUM

### BOARD MEETING Monday, December 20, 2021 SPCC-Governor's Room 6:30 PM

---

#### IX. INFORMATION ITEMS

<b><i>3. AGENDA ITEM #3</i></b>
---------------------------------

**Subject:** Report on Student Enrollment

**Background:** At tonight's meeting, we will present you with the enrollment numbers as of Monday, December 20, 2021. Enrollment numbers are important for us to monitor on an ongoing basis. This is a monthly report.

**Presentation:** Business Manager  
Superintendent of Schools

