

Regular Board Meeting  
Thursday, January 20, 2022 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. **Consider Requests to Speak on the Agenda**
- V. **Approval of Consent Agenda Items**
- VI. **Student Spotlight**-Brynn Anderson-SPHS Ag Science
  1. Student Council Report
- VII. **Action Items**
  1. Consider Approval of High School & Middle School Course/Program Changes for 2022-2023
  2. Consider Approval of 2022-2023 and 2023-2024 School Calendar
  3. Consider Approval of 2021-2023 Master Agreement with the Saint Peter Education Association
- VIII. **Information Items**
  1. Enrollment Options-Yearly Comparisons
  2. Transportation Model
  3. Daily School Schedules
- IX. **Reports**
  1. Building Principals
  2. Superintendent of Schools
  3. Board Members
    - a. Around the Table
- X. **Upcoming Meetings of the School Board** Study Session  
Monday, February 7, 2022  
6:30PM  
SPMS-Media Center  
  
Education Committee  
Tuesday, February 8, 2022  
1:00PM  
SPMS-Conference Room A/B
- XI. Regular Board Meeting  
Thursday, February 24, 2021  
6:30PM  
SPCC-Governor's Room
- XII. **Adjournment**



## **ADDENDUM**

### **REGULAR BOARD MEETING January 20, 2022 SPCC-Governor's Room 6:30PM**

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#### **IV. CONSENT AGENDA**

1. Approval of Regular Board Meeting Minutes of December 20, 2021.
2. Approval of the Organizational Meeting Minutes of January 3, 2021.
3. Approval of the Special Board Meeting Minutes of January 10, 2021.
4. Approval of Bills (\$2,262,202.76) and Wire Transfers (\$3,544,573.21) for December 2021.
5. Gifts & Donations
  - a. The acceptance of a \$1,200 donation from Saint Peter Rotary for upgraded sound equipment in the high school's performing arts center.
  - b. The acceptance of a \$12,500 donation from the Saint Peter Ambassadors for upgraded sound equipment in the high school's performing arts center.
  - c. The acceptance of a \$1,500 anonymous gift in support of Saint Peter Middle School's P.E. curriculum and enrichment opportunities.
  - d. The acceptance of a \$2,000 donation from Shirb Sylvester to fund equipment for students not covered by the district.
6. Personnel
  - a. The approval or the hiring of a paraprofessional (Maike Thomas) at Saint Peter Middle School beginning January 11, 2022. This is a replacement position.
  - b. The approval or the hiring of a paraprofessional (Samara Perkins) at Saint Peter Middle School beginning January 10, 2022. This is a replacement position.

- c. The approval or the hiring of a paraprofessional (Tia Lerud) at Saint Peter Middle School beginning January 6, 2022. This is a replacement position.
- d. The approval or the hiring of a paraprofessional (Wyatt Quiring) at Saint Peter Middle School beginning January 3, 2022. This is a replacement position.
- e. The approval or the hiring of a paraprofessional (Cori Irwin) at Rock bend ALC beginning January 3, 2022. This is a replacement position for a former MVED contracted position.
- f. The approval or the hiring of a paraprofessional (Jackie Krakow) at South Elementary beginning January 3, 2022. This is a replacement position.
- g. The acceptance of the resignation of a paraprofessional (Samantha Deyo) at South Elementary effective January 5, 2022.
- h. The acceptance of the resignation of a custodian (Jammy Hague) at Saint Peter Middle School effective December 29, 2021.
- i. The approval of an intermittent family medical leave for a paraprofessional (Amari Lambert) at North Elementary.
- j. The approval of the hiring of a Substitute Teacher Intern (Payton Portugue) at North Elementary.
- k. The acceptance to recind an offer of employment for a paraprofessional (Alicia Evans) at Saint Peter Middle School.
- l. The approval of the hiring of a Saints Overtime Assistant (Kayshooly Thao) at Saint Peter Community and Family Education. This is a replacement position.
- m. The approval of the hiring of a Special Education Teacher (Jennifer Kapernick) at Saint Peter Middle School. This is a replacement position.
- o. The approval of the hiring of a long-term 5<sup>th</sup> grade ELA teacher (Sarah Chambers) at Saint Peter Middle School. This position is available due to a planned maternity leave.
- p. The approval of the hiring of a paraprofessional (Bridget Mullaly) at South Elementary beginning February 1, 2022.

- q. The acceptance of the resignation of the Coordinator of the Office of Education Equity (Affey Sigat) effective January 21, 2022.
- r. The approval of the hiring of a paraprofessional (Thomas West) at Saint Peter High School beginning January 18, 2022. This is a replacement position.
- s. The approval of the hiring of a paraprofessional (William Bennett) at Saint Peter High School beginning January 18, 2022. This is a replacement position.
- t. The approval of a Saint Peter High School diploma for Jacob Larson who has met the established requirements.
- u. The approval of a Saint Peter High School diploma for Ryan Friedrichs has met the established requirements.

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

## **Minutes of Regular Board Meeting**

### **The School Board**

### **Saint Peter Public Schools**

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

Absent: Jon Carlson

Others present: Superintendent Bill Gronseth, Principals: Annette Engeldinger, Jon Graff, Darin Doherty, Doreen Oelke, Ytve Prafke, and Jana Sykora, Administrative Team members: Marc Bachman, Tim Regner, Tami Skinner and Heather Deshayes and members of the public.

A Regular Board Meeting of the School Board of Saint Peter Public Schools was held Monday, December 20, 2021, beginning at 6:30 PM in the SPCC-Governor's Room.

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

**II. Pledge of Allegiance**

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

1. Chair Leonard requested we move Action Item #1 Consider Approval of the 2020-2021 Audit to Item #7 to allow a presentation from the auditors.

**IV. Truth in Taxation Presentation-** Business Manager Tim Regner presented information regarding this year's levy impact.

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

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

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.

## VII. Student Spotlight

### **Quinn Rassbach-8th Grader at SPMS**

Quinn has organized the North Clothes Closet for 4 years to help students with cold-weather outerwear. Each year her program grows and is able to help more students in our community.

### **Student Council Report-Eva Kracht, Student Council President**

- Pod Decorations with a unique theme for each grade level is happening this week with great participation
- snow week prep is beginning

## VIII. Action Items

1. Consider Approval of Certification of School District Levy for Taxes Payable in 2022  
Member Dixon motioned to certify the levy for taxes payable in 2022 in the amount of \$7,115,818.12 seconded by Hager, unanimous. Motion passed.
2. Consider a Resolution Establishing Combined Polling Places (Lokensgard/Dixon)  
Role Call: YAY: Stuewe, Lokensgard, Hager, Dixon, Kautt NAY: None Motion passed, Resolution approved

3. Consider Approval of a Student Resource Officer Agreement with the City of Saint Peter-(Lokesngard/Hager, unanimous)
4. Consider Approval of a Master Agreement with the Custodial Unit for 2021-2023-(Lokensgard/Dixon, unanimous)
5. Consider Approval of a Master Agreement with the Food Service Unit for 2021-2023-(Lokensgard/Dixon, unanimous)
6. Consider Approval of Tentative Contract Agreement for the Business Manager-(Lokensgard/Stuewe, unanimous)
7. Consider Approval of the 2020-2021 Audit-(Stuewe/Dixon, unanimous)

## **IX. Information Items**

1. Community and Family Education Report and Profile  
Tami Skinner gave an update on Community Education and their programs during the past year. Community Education spent much time providing Emergency Care to Tier 1 families and creating free and low-cost opportunities for our community to engage in.
2. Facilities Update  
Looking ahead to 3 major summer projects;  
-Ceiling and lighting upgrades at SPMS.  
-DO and EC parking lot replacement, move ADA parking and improve drainage on west side of the middle school building  
-South tuck pointing  
Operations and Maintenance is fully staffed at this time
3. Enrollment Report  
Superintendent Groseth gave an update on current enrollment numbers and what he expects going forward.

## **X. Reports**

1. Building Principals-Mr. Graff updated the board on district items  
Early Childhood  
-new section of 3 year old ECSE  
-Preparing for EC screening and EC Open House both of which are held in February  
South Elementary  
-Read-a-thon raised over \$5,000, Mrs.Minks & Mrs. Wenner's classes won pizza parties  
-Star Pride team is sponsoring Winter BINGO tomorrow  
North Elementary  
-Great winter concert at the high school last Thursday (6 songs per grade)  
-New Saints Center video came out today showcasing 15 "Super Saints" and 3 classrooms displaying responsibility, grit & leadership  
-North Star Coffee Shop open tomorrow for staff to order "fancy coffees" delivered by students

## SPMS

- Concert Series (2 band and 2 choir) went great
- flute choir is visiting local businesses to share holiday music tomorrow
- SPMS student council sharing hot chocolate

## SPHS

Monthly Awards:

Student of the Month-Hannah Wohlers

Excel Award (Juniors):Fabian Gerstbauer & Adrianna Bixby

AAA Award (Seniors): Anna Klatt & Shea Hildebrandt

## ALC-

- First session of high school credit recovery wrapping up tomorrow, registration for the second session will open after winter break and begin on January 31<sup>st</sup>.
- Rockband continues to look for additional space, will be touring modular classroom after winter break
- Focus in upcoming weeks will be on transition, as the majority of their population is seniors

## 2. Superintendent of Schools

Please be involved in your student's social media usage. We used our one "free" snow day a few weeks ago, future days will be distance learning days. Winter break starts this week, please find time to recharge and return January 3<sup>rd</sup>, 2022.

## 3. Board Members

### a. Around the Table

Dixon-Thanks to Member Hager and Carlson for their time on the board

Kautt-Thankful for the opportunity to serve on the school board, echoes Drew's comments

Stuewe-Be mindful of social media, When will we be readdressing masking at the MS and elementary levels?

Lokensgard-Thankful for member Hager and Carlson's service

Hager-Thankful for her time serving on the school board, encourages others to run and serve

Leonard-Appreciates member Hager and Carlson's time on the board. Bruce Davis, long time KNUJ institution, is our thoughts and hearts tonight.

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

Organizational Meeting

Monday, January 3, 2022

6:30PM

SPCC-Governor's Room

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

XII. **Adjournment**-8:17PM (Hager/Stuew, unanimous)

Dated: January 20, 2022

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Charlie Potts, Board Clerk



**SAINT PETER SCHOOL BOARD  
Organizational Meeting  
Monday, January 3, 2022  
SPCC-Governor's Room  
6:30 PM**

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

**II. Pledge of Allegiance**

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

**IV. Oath of Office for New Members of the School Board**

**V. Election of Officers**

1. Chairperson-Ben Leonard, Acclamation
2. Vice Chairperson-Drew Dixon, Acclamation
3. Clerk-Charlie Potts-Acclamation
4. Treasurer-Tim Lokensgard-Acclamation

**VI. Designate Depositories--(Potts/Lokensgard, unanimous)**

1. First National Bank of Saint Peter
2. Pioneer Bank of Saint Peter
3. HomeTown Bank of Saint Peter
4. CCF Bank of Saint Peter
5. U.S. Bank of Saint Paul
6. Wells Fargo
7. South Point Financial Credit Union
8. MSDLAF (MSBA Investment Program)

**VII. Designate Official Newspaper-(Martens/Dixon, unanimous) to designate the Saint Peter Herald as the official newspaper for the school district.**

**VIII. Designate Auditor for School District Audit-(Dixon/Potts, unanimous) to designate Abdo, Eick & Meyers LLP as the auditors for the school district.**

**IX. Designate Business Manager, or His Designee, to Continue to Make Wire Transfers for the School District**-(Lokensgard/Martens, unanimous) to designate the Business Manager, or his designee, to continue to make wire transfers for the school district.

**X. Designate Superintendent to Approve Non-Resident Student Agreements**-(Dixon/Potts, unanimous) ) to designate the Superintendent to approve Non-resident Student Agreements for the school district.

**XI. Set Board Salaries**-(Lokensgard/Dixon, unanimous)

1. Board Chair: \$500/month (\$6000)
2. Vice Chair: \$300/month (\$3600)
3. Treasurer: \$400/month (\$4800)
4. Clerk: \$350/month (\$4200)
5. Director: \$300/month (\$3600)

**XII. Identify Primary Legal Council** -(Kautt/Dixon, unanimous) to designate Kennedy and Graven as the districts primary legal council and authorize the following individuals to contact them when needed; Board chairperson, the Superintendent and the Special Programs (Human Resources) Administrator.

**XIII. Set Day, Time, and Place of Regular Board Meetings and Study Sessions**--(Lokensgard/Stuewe, unanimous) to recommend: (1) set regular board meetings for the third Monday of the month at 6:30PM in the Governor's Room/Community Center; (2) set study sessions for the first Monday of the month at 6:30PM in the Middle School Media Center; and (3) set the January meeting for the third Thursday of the month and the February meeting for the third Thursday of the month due to conflicts with holidays.

**XIV. Discuss Appointments to the Following Standing Committees**-(Stuewe/Potts, unanimous)

1. Education Committee-Tracy Stuewe, Kate Martens, Drew Dixon
2. Business Committee-Ben Leonard, Tracy Stuewe, Tim Lokensgard
3. Human Resources Committee-Tim Lokensgard, Drew Dixon, Bill Kautt
4. Shared Programs Committee-Charlie Potts, Bill Kautt, Ben Leonard
5. Policy Committee-Ben Leonard, Kate Martens, Charlie Potts

**Other Committees/Agency Boards**

6. Community Education Advisory Committee-Kate Martens
7. Legislative Committee-Bill Kautt
8. Meet and Confer Committee-Tim Lokensgard
9. Minnesota State High School League Advisory Committee-Charlie Potts
10. Minnesota Valley Education District (MVED Board)-Tracy Stuewe
11. Nicollet County Collaborative-Kate Martens
12. Saint Peter Education Foundation-Bill Kautt

13. South Central Educational Service Cooperative-Charlie Potts
14. World's Best Workforce Advisory Committee-Tracy Stuewe
15. Education Equity Advisory Council-Kate Martens
16. Saint Peter High School Hall of Fame Selection Committee-Drew Dixon
17. ALC Governing Board-Ben Leonard

**XV. Upcoming Meetings**

Human Resources Committee  
Friday, January 7, 2022  
3:30PM  
SPMS-Conference Room A/B

Regular Board Meeting  
Monday, January 20, 2022  
6:30PM  
SPCC-Governor's Room

**XVI. Adjournment**

Dated: January 20, 2022

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Charlie Potts, Board Clerk

**THE MINUTES OF THE MEETING HAVE NOT BEEN APPROVED**  
**Minutes of Special Board Meeting**

**The School Board**  
**Saint Peter Public Schools**

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Members Present: Drew Dixon, Tim Lokensgard, Ben Leonard, Kate Martens, Bill Kautt, Tracy Stuewe & Charlie Potts.

Others present: Superintendent Bill Gronseth, Administrative Assistant-Sarah Janovsky, Principal Graff.

A Special Board Meeting of the School Board of Saint Peter Public Schools was held Monday, January 10, 2022, beginning at 4:15 PM in the Saint Peter Middle School-Media Center.

**I. Call Meeting to Order**-4:15 PM, Leonard

**II. Pledge of Allegiance**

**III. Consideration and Adoption of the Agenda**

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

**V. Action Items**

1. Adoption of Policy 491 (Lokensgard/Dixon, unanimous)

(Lokensgard/Dixon, unanimous) to amend the policy to make clarifications regarding "authorized personnel" to Policy 491.

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

Regular Board Meeting

Monday, January 20, 2022

7:00PM

SPCC-Governor's Room

Study Session

Monday, February 7, 2022

6:30PM

SPMS-Media Center

Regular Board Meeting

Thursday, February 24, 2021

6:30PM

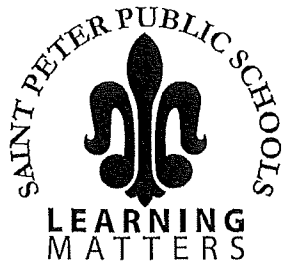
SPCC-Governor's Room

**VII. Adjournment**-4:49PM (Dixon/Stuewe, unanimous)

Dated: January 20, 2022

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Charlie Potts, 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

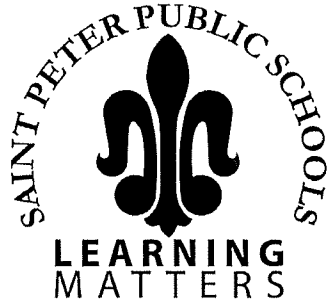
Date: 1/5/2022  
To: Dr. Bill Gronseth - Superintendent  
From: Bee Ong - Finance Accountant  
Re: **Monthly Construction Bills, Board Bills,  
Payroll & Student Activity Amounts:**

December 2021 - Construction Account	\$0.00
December 2021 - Board Bills	\$1,234,980.57
December 2021 - Payroll Account	\$1,027,222.19
December 2021 - Student Activity	\$968.44
	<hr/>
	<u>\$2,262,202.76</u>

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

Folder: DO Staff Share  
 File: WIRE TRANSFER REPORT

MSDLAF to USBank		0.00 (Feb/Aug bond pymt)
MSDLAF to FNB payroll account ACH	12/15/2021	500,000.00
MSDLAF to FNB payroll account ACH	12/31/2021	500,000.00
MSDLAF-Max to FNB BO	12/21/2022	600,000.00
MSDLAF-LA to FNB BO	12/10/2022	700,000.00
MSDLAF-LA to CCF	12/1/2021	400,000.00
FNB-BO to BCBS - medicare health	12/21/22	17,407.50
Wire of federal payroll taxes	12/6/2022	137.56
Wire of federal payroll taxes	12/16/2022	70.94
Wire of federal payroll taxes	12/16/2022	154,413.01
Wire of federal payroll taxes	12/27/2022	11,446.51
Wire of federal payroll taxes	12/31/2022	155,659.33
Wire of state payroll taxes	12/7/2022	8.53
Wire of state payroll taxes	12/17/2022	4.72
Wire of state payroll taxes	12/17/2022	26,422.96
Wire of state payroll taxes	12/28/2022	1,520.48
PERA payments	12/10/2022	125.87
PERA payments	12/16/2022	21,140.39
PERA payments	12/27/2022	8,170.19
TRA payments	12/16/2022	83,972.57
TRA payments	12/27/2022	83.49
Further	12/1/2022	2,107.76
Further	12/2/2022	1,000.00
Further	12/2/2022	2,539.73
Further	12/7/2022	6.05
Further	12/14/2022	3,030.46
Further	12/20/2022	1,700.00
Further	12/20/2022	3,449.73
Further	12/21/2022	2,232.92
Further	12/22/2022	908.45
Further	12/30/2022	1,883.26
Further	12/30/2022	6,500.00
Horace Mann	12/6/2022	2,089.00
Horace Mann	12/21/2022	2,089.00
Ameriprise/NBSGroup Bill	12/3/2022	1,550.00
Ameriprise/NBSGroup Bill	12/16/2022	1,550.00
Ameriprise/NBSGroup Bill	12/31/2022	1,550.00
Pioneer - Dental direct debits	12/6/2022	1,593.73
Pioneer - Dental direct debits	12/13/2022	284.87
Pioneer - Dental direct debits	12/13/2022	2,041.82
Pioneer - Dental direct debits	12/20/2022	2,268.23
Pioneer - Dental direct debits	12/21/2022	1,507.00
Pioneer - Dental direct debits	12/29/2022	5,008.45
CCF - BCBS debits	12/2/2022	124,267.73
CCF - BCBS debits	12/9/2022	64,376.63
CCF - BCBS debits	12/16/2022	44,200.59
CCF - BCBS debits	12/23/2022	52,743.40
CCF - BCBS debits	12/30/2022	31,316.40
Electronic Deposit Fees - Gateway	12/3/2022	20.00
Electronic Deposit Fees - Merch Billing	12/7/2022	173.95
Total Wires		3,544,573.21



**MEMO TO:** Mr. Bill Gronseth  
School Board

**FROM:** Annette Engeldinger

**DATE:** January 11, 2022

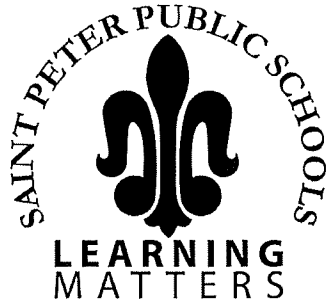
**RE:** Rotary donation

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Saint Peter's Rotary Club has presented the high school with a donation of \$1,200. The intention of this donation is to help purchase upgraded sound equipment for the high school performing arts center. We thank the Rotary Club for their generous donation!

I recommend the acceptance of this donation.

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



**MEMO TO:** Mr. Bill Gronseth  
School Board

**FROM:** Annette Engeldinger

**DATE:** January 11, 2022

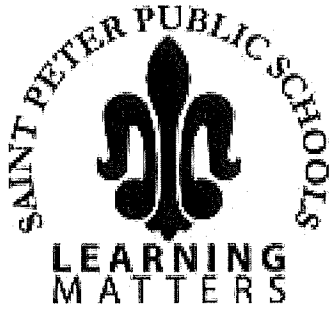
**RE:** Ambassador's donation

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The Saint Peter Ambassadors have presented the high school with a donation of \$2,500. The intention of this donation is to help purchase upgraded sound equipment for the high school performing arts center. We thank the Ambassadors for their generous donation!

I recommend the acceptance of this donation.

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



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

**FROM:** Jon Graff

**DATE:** January 6, 2022

**SUBJECT:** Gifts and Donations

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A donor, who chooses to remain anonymous, wishes to present the Middle School with equipment estimated to equal around \$1,500. The equipment will be used to support P.E. curriculum and Middle School enrichment opportunities.

I recommend that you accept this donation.

List of Materials Donated:

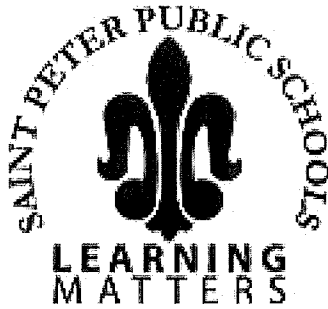
- 10 Basketballs
- 10 Footballs
- 10 Soccer balls
- 4 Volley balls
- 5 Kickballs
- 8 Fishing poles
- 45 Board/card games
- 15 science kits



**TO:** Bill Gronseth and SPPS School Board  
**FROM:** Shea Roehrkasse  
**DATE:** 01.13.2022  
**RE:** Sylvester Donation

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Please accept a donation from Mrs. Sylvester for \$2000. These funds will be used to help fund equipment (shoes, cleats, shorts, etc) that are not provided by the school, and that students can not provide for themselves.



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

**FROM:** Jon Graff

**DATE:** January 4, 2022

**SUBJECT:** Para Hire

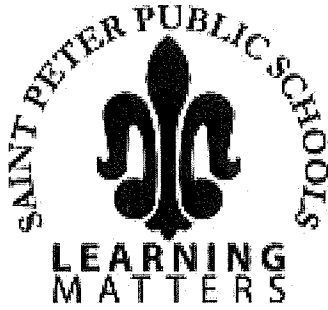
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Applications were received and interviews took place for a paraprofessional position at Saint Peter Middle School. I am pleased to recommend Maike Thomas for the position.

**EMPLOYEE SUMMARY**

- **Maike Thomas**
  - Step 1 at a rate of \$15.00/hour.
  - Start date: January 11, 2022
  - 6.75 hours/student contact day

CC: Maike Thomas  
grp\_hire\_para



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

**FROM:** Jon Graff

**DATE:** January 3, 2022

**SUBJECT:** Para Hire

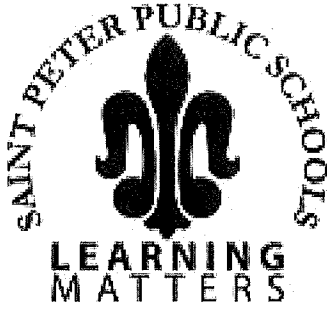
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Applications were received and interviews took place for a paraprofessional position at Saint Peter Middle School. I am pleased to recommend Samara Perkins for the position.

**EMPLOYEE SUMMARY**

- **Samara Perkins**
  - Step 1 at a rate of \$15.00/hour.
  - Start date: January 10, 2022
  - 6.75 hours/student contact day

CC: Samara Perkins  
grp\_hire\_para



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

**FROM:** Jon Graff

**DATE:** December 28, 2022

**SUBJECT:** Para Hire

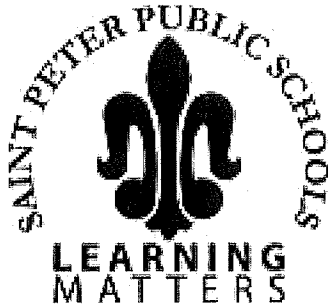
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Applications were received and interviews took place for a paraprofessional position at Saint Peter Middle School. I am pleased to recommend Tia Lerud for the position. Tia is a current student at GAC.

**EMPLOYEE SUMMARY**

- **Tia Lerud**
  - Step 1 at a rate of \$15.00/hour.
  - Start date: January 6, 2022
  - 6.75 hours/student contact day

CC: Tia Lerud  
grp\_hire\_para



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

**FROM:** Jana Sykora

**DATE:** December 22, 2021

**SUBJECT:** Para Hire

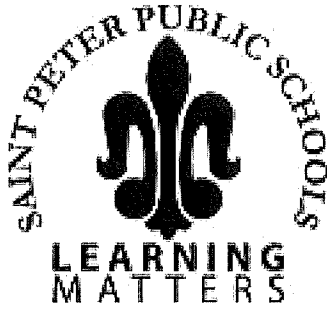
---

Applications were received and interviews took place for a paraprofessional position at Rock Bend ALC. I am pleased to recommend Cori Irwin for the position. This is a replacement position for a former MVED contracted position.

**EMPLOYEE SUMMARY**

- **Cori Irwin**
  - 6.75 hours per student contact day
  - Step 1/B at a rate of \$15.30/hour
  - Start date: January 3, 2022

CC: Cori Irwin  
grp\_hire\_para



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

**FROM:** Jon Graff

**DATE:** December 22, 2021

**SUBJECT:** Para Hire

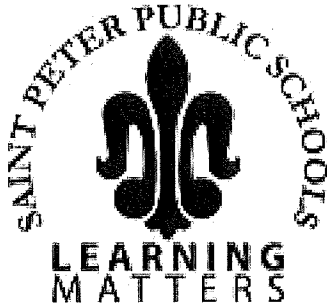
---

Applications were received and interviews took place for a paraprofessional position at Saint Peter Middle School. I am pleased to recommend Wyatt Quiring for the position. Wyatt is a current student at GAC. As a student, Wyatt has fluctuating work availability as detailed below:

**EMPLOYEE SUMMARY**

- **Wyatt Quiring**
  - Step 1 at a rate of \$15.00/hour.
  - Start date: January 3, 2022
    - Month of January 3.75 hours/student contact day
    - February - End of school year
      - M,W,F = 6 hour/student contact day
      - T,Th = 4 hour/student contact day

CC: Wyatt Quiring  
grp\_hire\_para



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

**FROM:** Doreen Oelke, Principal

**DATE:** December 22, 2021

**SUBJECT:** Special Education  
Paraprofessional Hire

---

Applications were received and interviews took place for a paraprofessional position at South Elementary School. I am pleased to recommend Jackie Krakow for the position.

**EMPLOYEE SUMMARY**

- **Jackie Krakow**
  - 6.25 hours/student contact day SpEd Para Professional
  - .5 hours/student contact day traffic/safety support
  - Step 1 at a rate of \$15.00/hour.
  - Start date: January 3, 2022

CC:

grp\_hire\_para



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

**FROM:** Doreen Oelke, Principal

**DATE:** January 5, 2022

**SUBJECT:** Resignation

---

Please accept the resignation of Samantha Dey as a special education paraprofessional at South Elementary, effective January 5, 2022.

Ms. Samantha Deyo will continue to work at South Elementary, but will serve as a substitute special education paraprofessional.

CC:

Grp\_hire\_para  
Tara Johnson (Para Mentor)



**January 4, 2021**

**To: Bill Gronseth**

**From: Marc Bachman  
Operations and Maintenance Supervisor**

**RE: Resignation**

**Jammy Hague has submitted his letter of resignation as custodian at the middle school. Jammy's last day of work was December 29, 2021. We wish him well in his next endeavor.**

**The needs of the custodial staff will be reviewed before a replacement position is posted. The search for a replacement will begin internally after the review. We will advertise in the local media if necessary to fill this position.**

**Cc: Jammy Hague  
Jeff Dietrich  
Jon Graff  
Mike Keller  
Drew Brodeen**

1/3/22

Effective immediately I resign my position.

Jimmy Hayes  
1/3/2022



**MEMO TO:** Mr. Bill Gronseth  
District 508 School Board

**FROM:** Darin Doherty, Principal  
North Elementary School

**DATE:** January 7, 2022

**SUBJECT:** Intermittent Family Medical Leave  
Request

---

I am recommending the approval of an intermittent family medical leave of absence for Amari Lambert at North Elementary School. **The start of her intermittent family medical leave was on December 6, 2021, and hours will be tracked to determine if the 12 week yearly maximum workdays (405 hours based on her current work schedule) of leave is needed. If the maximum number of days is used Amari will meet with our team to determine the next steps in employment.** Miss Lambert will notify me if any changes are made to her request.

If you have questions, please contact me.

CC: Amari Lambert <alambert2@stpetersschools.org>  
grp\_hire\_para <grp\_hire\_para@stpetersschools.org>



Date: January 4, 2022  
To: Mr. Bill Gronseth, Superintendent  
Saint Peter School Board  
From: Darin Doherty, Principal  
Re: North Elementary MSU Substitute  
Teacher Intern

---

I am recommending the hire of the following individual for our partnership agreement of an MSU, Mankato substitute teaching internship position at North Elementary. This is a position in coordination with the College of Education and Saint Peter Public Schools.

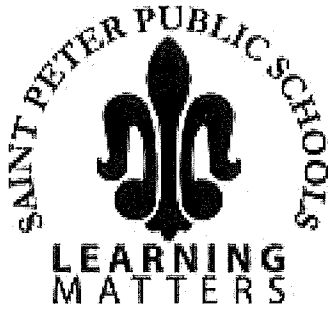
- Payton Portugue– A (to-be) licensed PK-6 elementary education teacher with no years of experience contracted with MSU, Mankato and Saint Peter Public Schools to be paid \$175/day of substitute teaching.

Payton received her undergraduate degree from Winona State University in December of 2021 and is a graduate of Saint Peter High School.

I will work with MSU, Mankato, and PELSB, to make sure her license is expedited and on file prior to having her start her internship. Payton will also make an appointment with our district office staff to complete payroll documentation. We are looking forward to the return of this position at North Elementary School!

If you have questions, please contact me.

CC: Payton Portugue <payton.portugue@go.winona.edu>  
grp\_hire\_certified <grp\_hire\_certified@stpeterschools.org>



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

**FROM:** Jon Graff

**DATE:** December 9, 2021

**SUBJECT:** Rescission of Para Hire

---

Please rescind the below acceptance of this offer of employment with Alicia Evans. She has taken another position outside our school district.

---

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



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

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

**SUBJECT:** Saints Overtime Staff

**DATE:** January 5, 2022

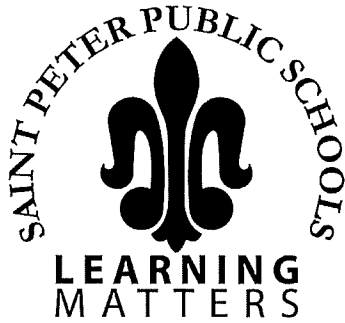
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Interviews were conducted, and I am pleased to recommend the hiring of Kayshooly Thao as a Saints Overtime Assistant. Kayshooly's previous work experiences make her an ideal candidate for this position.

This is a replacement position.

**EMPLOYEE SUMMARY**

- **Kayshooly Thao**
- Rate of pay - \$15/hr.
- Part-time hours to be submitted on a timesheet
- 2021-22 School Year



Date: January 6, 2022  
To: Bill Gronseth, Superintendent  
Saint Peter School Board  
From: Jon Graff, Principal  
Re: SPMS Special Education Teacher  
Hire

---

Applications were received and interviews took place for a special education position at Saint Peter Middle School. I am pleased to recommend Jennifer Kapernick for the position. Jennifer comes to us with 6 years of special education experience, most recently from Minnesota New Country School. This is a replacement position which was created by a retirement.

**NEW EMPLOYEE SUMMARY**

- **Jennifer Kapernick**
  - 1.0 FTE
  - Step 7/MA
    - \$59,940 (prorated for start-date)
  - Start Date: February 1, 2022

CC: Jennifer Kapernick  
grp\_hire\_certified@stpeterschools.org



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

**FROM:** Jon Graff

**DATE:** January 6, 2022

**RE:** Personnel Recommendation  
Long-term 5th Grade ELA Substitute  
Teacher

---

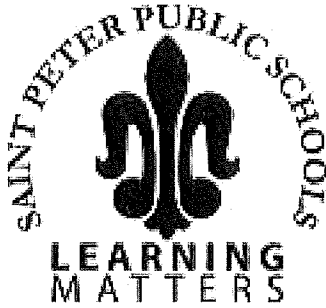
I am happy to recommend the hiring of Mrs. Sarah Chambers for the position of full-time, long-term 5th grade ELA teacher. The position is available due to planned maternity leave for Leah Knutson. The position is planned to begin on or near February 8, 2022 and extend through April 11, 2022.

Per 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."

**EMPLOYEE SUMMARY**

- **Sarah Chambers**
  - 1.0 FTE
  - Step 1/BA
    - Daily Rate: \$231.91
  - Start Date: February 8, 2022

cc: Sarah Chambers  
Grp\_hire\_certified



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

**FROM:** Doreen Oelke, Principal

**DATE:** January 13, 2022

**SUBJECT:** South Special Education  
Paraprofessional Hire

---

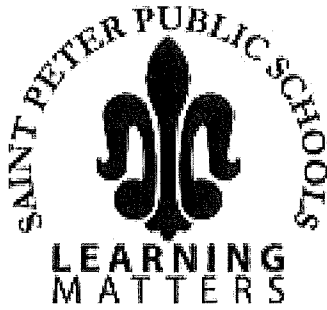
I am happy to recommend Bridget Mullaly as a special education paraprofessional at South Elementary beginning February 1, 2022. Since the beginning of the year, Ms. Mullaly has been working at South for 2 hours per day. She will now work 6.75 hours per day, each student contact day. We are excited to have her joining us for more time at South. Please feel free to contact me if you have any questions.

**EMPLOYEE SUMMARY**

- **Bridget Mullaly**
  - 6.25 hours/student contact day SpEd Paraprofessional
  - .5 hours/student contact day traffic/safety support
  - Step 1 at a rate of \$15.00/hour.
  - Start date: February 1, 2022

CC:

grp\_hire\_para



**MEMO TO:** School Board  
**FROM:** Bill Gronseth  
**DATE:** January 12, 2022  
**SUBJECT:** Office of Education Equity  
Resignation

---

Please accept the resignation of Affey Sigat, Coordinator of Office of Education Equity at Saint Peter Public Schools effective January 21, 2022.

Affey has been an asset to the school district. His efforts have been essential to the success of our students and staff. He will be missed, and we wish him well as he pursues other opportunities.

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

CC: Affey Sigat  
grp\_hire\_certified

January 11, 2022

Dear Superintendent Bill Gronseth,

Please accept this letter as formal notification that I am resigning from my position as Coordinator of the Office of Education Equity with St. Peter Public Schools. My last day will be Friday, January 21, 2022.

Thank you so much for the opportunity to work in this position and that of Student Support Liaison for the past three years. I've greatly enjoyed and appreciated the opportunities I've had here as I traveled through all district buildings every single day, meeting with families, holding informational sessions, and coming to district-wide conferences.

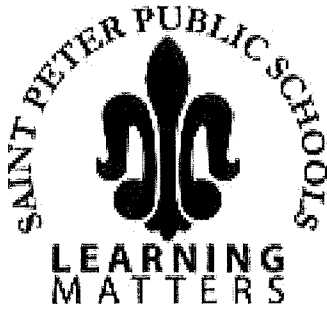
As a result, we moved forward each year to begin building momentum in the areas of equity and community engagement. I've learned so much serving as district coordinator while we continued to promote the importance of equity education, serving all students and families, and continually bringing people together to improve services for children from all backgrounds, all of which I will take with me throughout my career.

During my last two weeks, I'll do everything possible to wrap up my duties and help other team members as much as possible. Please let me know if there is anything else I can do to aid during the transition.

I wish St. Peter Public Schools continued success, and I hope to stay in touch in the future.

Sincerely,

Affey Sigat



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

FROM: Annette Engeldinger

DATE: January 14, 2022

SUBJECT: Paraprofessional Hire

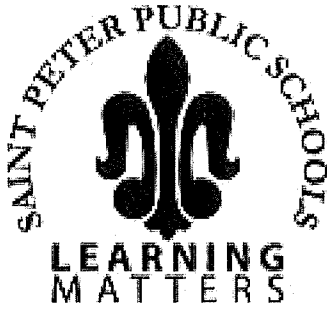
---

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

**EMPLOYEE SUMMARY**

- **Thomas West**
  - Two days per week/6.75 hours per day at a rate of \$15.00/hour.
  - Start date: Wednesday, January 18, 2022

CC: grp\_hire\_para



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

FROM: Annette Engeldinger

DATE: January 14, 2022

SUBJECT: Paraprofessional Hire

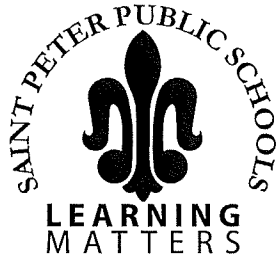
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Applications were received and interviews took place for a paraprofessional position at Saint Peter High School. I am pleased to recommend William Bennett for the position. This is a replacement position.

**EMPLOYEE SUMMARY**

- **William Bennett**
  - 6.75 hours per student contact day at a rate of \$15.00/hour.
  - Start date: Tuesday, January 18, 2022

CC: grp\_hire\_para



**TO:** Mr. Gronseth  
Members of the School Board

**FROM:** Jana Sykora

**DATE:** January 19, 2022

**RE:** Jacob Larson, graduate

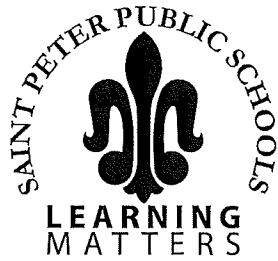
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I am requesting that the board of education award a Saint Peter High School diploma to Jacob Larson.

Upon review of his course credits and transcripts, it has been determined that Jacob meets the established requirements.

If you have any questions regarding Jacob's accomplishments at Oshawa Learning Academy, please contact me.

cc: Sandy Clementson



**TO:** Mr. Gronseth  
Members of the School Board

**FROM:** Jana Sykora

**DATE:** January 19, 2022

**RE:** Ryan Friedrichs, graduate

---

I am requesting that the board of education award a Saint Peter High School diploma to Ryan Friedrichs.

Upon review of his course credits and transcripts, it has been determined that Ryan meets the established requirements.

If you have any questions regarding Ryan's accomplishments at Oshawa Learning Academy, please contact me.

cc: Sandy Clementson



## ADDENDUM

### BOARD MEETING Thursday, January 20, 2022 6:30PM SPCC-Governor's Room

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#### VII. ACTION ITEMS

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

**Subject:** Consider Approval of High School & Middle School Course/Program Changes for 2022-2023

**Action:** Requires a Motion

**Background:** The course registration process begins with faculty and administrative review of current course offerings, enrollment history, and consideration of new opportunities for students.

At tonight's meeting High School Principal Annette Engeldinger will present information regarding five additional courses and one update for 2022-2023.

**Presentation:** Annette Engeldinger, High School Principal  
Jon Graff, Middle School Principal

**Options/Recommendation:** I recommend your approval.



**MEMO TO:** Mr. Bill Gronseth  
School Board

**FROM:** Annette Engeldinger

**DATE:** January 10, 2021

**RE:** 2022-2023 New Course Proposal/Changes

---

Saint Peter High School is continuing preparations for the 2022-2023 registration process. Below you will find this year's recommended changes and additions.

### New Courses/Adjustments

#### Health and Human Services:

- **Chemistry for the Health Sciences:** Key concepts of general, organic, and biological chemistry introduced with an integrated approach with applications from the medical fields. This course is designed to prepare students for future health science courses (anatomy, physiology, basic nursing, etc.) and career needs (dosage calculations, basic chemical applications, etc.).
  - *This course is a concurrent enrollment course offered through our partnership with South Central College.*

#### English Language Arts:

- **Creative Writing:** This class is an elective for any student interested in writing. Students will write daily in many creative formats, such as poetry, short stories, and drama. Students should be prepared to read mentor texts and model writing strategies employed by published authors. To be successful in this course, students should be willing to take risks, accept feedback, and complete multiple revisions of assignments. Additionally, students should be willing and able to provide honest and respectful feedback to their peers. Publishing or presenting polished work to a broader audience will also be expected. Students will complete a writing portfolio as part of the course.
- **Publications:** Students in this elective course will document life at St. Peter High School by producing a bi-weekly digital newspaper and publishing the yearbook. If you enjoy writing, interviewing, layout, design, and photography and being active in the high school community, this class is for you! Students should have excellent time management skills, be able to follow the ethics and laws of journalism, and have the ability to meet deadlines.

**CTE:**

- **Career & Technical Education Internship:** Students will complete a semester-long, unique, hands-on opportunity within one of the school's CTE departments. Examples of opportunities may include: managing the greenhouse, lab prep cooking for our culinary courses, restoring a tractor, etc. Students who are interested should be willing to work independently, have a strong work ethos, and will need to follow safety protocol. Interviews required.
- **Woodworking 2, 3, and 4:** These courses are intended to give students an opportunity to build off of the skills learned in Woodworking I. Students will design and construct projects of their choosing that are appropriate for their skill level. Students will create a 3d model, project plan, and bill of materials for each prior to building. All students will learn the safe and proper use of the table saw, jointer, planer, miter saw, and band saw. Whether your interest is to develop skills for a future career or to try out a new hobby, you should find these courses both challenging and engaging.

**Updated Course Titles/Descriptions**

**CTE:**

- **Engineering Design (from Intro to Engineering Design-PLTW):** The major focus of this course is the design process and its application. Through hands-on projects, students apply engineering standards and document their work. Students use 3D modeling software along with 3D printers to help them design solutions to solve proposed problems, create a portfolio website, and communicate solutions to peers and members of the professional community.

If approved, all changes will be reflected in the course registration guide presented to students and parents.

If you have any questions, please let me know.



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

**FROM:** Jon Graff

**DATE:** January 20, 2022

**SUBJECT:** SPMS 2022-2023 Course  
Changes

---

SPMS plans to make two course changes for the 2022-2023 school year.

Change 1: Consolidate STEM and Science classes in 5th and 6th Grade:

Saint Peter Public Schools began the five year process of implementing MDE's newly revised science standards in the 2021-2022 school year. The revised science standards are written in a way that incorporates the design and engineering process directly into the content standards.

As a result, SPMS plans to combine its existing quarter-long STEM course with its quarter-long science course creating a semester-long STEM/Science course in the 5th and 6th grades. The change will allow SPMS to better address the new science standards in grades 5 and 6.

Change 2: New Exploratory Elective Offering.

The SPMS health department plans to offer a new 7th and 8th grade elective course titled Critical Thinking in Health. The course will address national health standards through exploration of the following topics:

1. Critical thinking, including strategies for considering all perspectives and becoming an effective reasoner
2. Argumentation standards and strategies
3. Problem solving in health related topics
4. Investigation of current health issues and work toward developing solutions to those issues.

The course will be offered every other year as a part of our exploratory elective offerings which run during the final two, six week exploratory rotations of the school year.



## ADDENDUM

### BOARD MEETING Thursday, January 20, 2022 6:30PM SPCC-Governor's Room

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#### VII. ACTION ITEMS

##### **2. AGENDA ITEM #2**

**Subject:** Consider Approval of 2022-2023 and 2023-2024 School Calendar

**Action:** Requires a Motion

**Background:** The School Board has historically followed a practice of adopting a two-year calendar. We have undergone a multi-step process. It began with a meeting of 40-50 teachers, paraprofessionals, administrators, and parents who discussed preferences and priorities for future calendars. They examined a range of options and worked together to develop draft calendars. There was further conversations with administrators and union leadership.

The Education Committee has met and reviewed the recommended draft calendars. At tonight's meeting, committee members will review the calendar features and recommend the Board approve both.

**Presentation:** Education Committee  
Superintendent

**Options/Recommendation:** I recommend your approval of the 2022-2023 and 2023-2024 school calendars.

# 2022-2023 Saint Peter Public Schools-DRAFT 5

		August 2022							September 2022									
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
			1	2	3	4	5	6					1	2	3			
		7	8	9	10	11	12	13	4	5	6	7	8	9	10	5	Labor Day	
		14	15	16	17	18	19	20	11	12	13	14	15	16	17	23	Staff Development- No School	
17-18	New Teacher Workshop	21	22	23	24	25	26	27	18	19	20	21	22	23	24			
22-25	Teacher Workshop	28	29	30	31				25	26	27	28	29	30				
29	First Day of School 9-12																	
30	K-8 P/T Conferences																	
31	First Day of School K-8																	
		October 2022							November 2022									
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
								1			1	2	3	4	5			
19	Early Release	2	3	4	5	6	7	8	6	7	8	9	10	11	12	7	K-8 No School- P/T Conferences	
21	MEA Break	9	10	11	12	13	14	15	13	14	15	16	17	18	19	18	Early Release	
28	End of 1st Qtr/K-8: 41 days 9-12:43days	16	17	18	19	20	21	22	20	21	22	23	24	25	26	24-25	Thanksgiving Break	
		23	24	25	26	27	28	29	27	28	29	30						
31	Teacher Workday-No School	30	31															
		December 2022							January 2023									
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
						1	2	3	1	2	3	4	5	6	7			
		4	5	6	7	8	9	10	8	9	10	11	12	13	14	16	MLK Day	
		11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	End of 2nd Qtr/K-8: 42 days 9-12: 43 days	
22-31	Winter Break	18	19	20	21	22	23	24	22	23	24	25	26	27	28	13	Teacher Workday-No School	
		25	26	27	28	29	30	31	29	30	31					27	Early Release Day	
		February 2023							March 2023									
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
					1	2	3	4				1	2	3	4			
		5	6	7	8	9	10	11	5	6	7	8	9	10	11	6	K-8 No School- P/T Conferences	
17	Staff Dvelopment- No School	12	13	14	15	16	17	18	12	13	14	15	16	17	18	21	End of 3rd Qtr/K-8: 43 days 9-12: 44 days	
20	President's Day	19	20	21	22	23	24	25	19	20	21	22	23	24	25	22-24	Teacher Workday- No School No School	
		26	27	28					26	27	28	29	30	31				
		April 2023							May 2023									
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
								1							1	2		
		2	3	4	5	6	7	8	7	8	9	10	11	12	13	12	Early Release Day	
7-10	Spring Break	9	10	11	12	13	14	15	14	15	16	17	18	19	20	29	Memorial Day	
10		16	17	18	19	20	21	22	21	22	23	24	25	26	27			
20	Early Release	23	24	25	26	27	28	29	28	29	30	31						
21	Eid	30																
		June 2023																
		S	M	T	W	Th	F	S										
						1	2	3										
1	End of 3rd Qtr/K-8: 45 days 9-12: 45 days	4	5	6	7	8	9	10										
2	Teacher Workday- No School	11	12	13	14	15	16	17										
		18	19	20	21	22	23	24										
		25	26	27	28	29	30											



SOUTH: 934-2754  
 NORTH: 934-3260  
 MIDDLE SCHOOL: 934-4210  
 HIGH SCHOOL: 934-4212  
 DISTRICT OFFICE: 934-5703  
 SAINTS BUS SERVICE: 934-4690  
[www.stpeterschools.org](http://www.stpeterschools.org)

THE SCHOOL BOARD RESERVES THE RIGHT TO CHANGE OR MODIFY THE CALENDAR.

# 2023-2024 Saint Peter Public Schools-DRAFT 4

		August 2023							September 2023								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
				1	2	3	4	5						1	2		
		6	7	8	9	10	11	12	3	4	5	6	7	8	9	4	Labor Day
		13	14	15	16	17	18	19	10	11	12	13	14	15	16	22	No School-Staff Development
16-17	New Teacher Workshop	24	21	22	23	24	25	26	17	18	19	20	21	22	23		
21-25	Teacher Workshop	27	28	29	30	31			24	25	26	27	28	29	30		
28	First Day of School 9-12																
28-29	K-8 P/T Conferences																
30	First Day of School K-8																
		1	2	3	4	5	6	7				1	2	3	4		
18	Early Release	8	9	10	11	12	13	14	5	6	7	8	9	10	11	10	K-8 No School- P/T Conferences
19-20	MEA Break	15	16	17	18	19	20	21	12	13	14	15	16	17	18	17	Early Release
	End of 1st Qtr/K-8: 40 days 9-12:42days	22	23	24	25	26	27	28	19	20	21	22	23	24	25	23-24	Thanksgiving Break
		29	30	31					26	27	28	29	30				
30	Teacher Workday-No School																
		1	2	3	4	5	6	7									
		8	9	10	11	12	13	14									
		15	16	17	18	19	20	21									
		22	23	24	25	26	27	28									
		29	30	31													
		1	2	3	4	5	6	7				1	2	3	4		
		8	9	10	11	12	13	14	5	6	7	8	9	10	11		
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SOUTH: 934-2754  
 NORTH: 934-3260  
 MIDDLE SCHOOL: 934-4210  
 HIGH SCHOOL: 934-4212  
 DISTRICT OFFICE: 934-5703  
 SAINTS BUS SERVICE: 934-4690  
[www.stpeterschools.org](http://www.stpeterschools.org)

**THE SCHOOL BOARD RESERVES THE RIGHT TO CHANGE OR MODIFY THE CALENDAR.**



**ADDENDUM**

**BOARD MEETING**  
**Thursday, January 20, 2022**  
**6:30PM**  
**SPCC-Governor’s Room**

**VIII. ACTION ITEMS**

**3. AGENDA ITEM #3**

**Subject:** Consider Approval of 2021-2023 Master Agreement with the Saint Peter Education Association

**Action:** Requires a Motion

**Background:** The School Board Negotiations Committee reached a tentative agreement with the teachers on the teachers’ master agreement on December 22, 2021. The salary/benefit portion of the contract includes:

<b>2021-2022</b>	
<ul style="list-style-type: none"> <li>• Steps, 2.50% increase in salary schedule</li> <li>• Health Insurance (defined contribution)-\$14,500 Single; \$19,250 Family</li> <li>• Benefits—FICA/TRA, etc.</li> </ul>	3.67%

<b>2022-2023</b>	
<ul style="list-style-type: none"> <li>• Steps, 2.50% increase in salary schedule</li> <li>• Co-curricular Fee Schedule increase of 10%</li> <li>• Health Insurance (defined contribution)-Increase to \$15,000 Single; \$20,750 Family</li> <li>• Benefits—FICA/TRA, etc.</li> </ul>	5.58%

The tentative agreement has several language changes. Maternity Leave has been updated to Child Care Leave. Changes were made to allow retired employees to choose their own medical insurance carrier.

Changes were made to the post-employment benefits shifting from VEBA to HRA.

**Presentation:** School Board Negotiations Committee  
Superintendent

**Options/Recommendation:** I recommend your approval of the Master Agreement with the Teachers for 2022-2023 and 2023-2024.

**TEACHER MASTER AGREEMENT  
2021-2022 AND 2022-2023**

**ARTICLE 1 - PURPOSE**

This Master Agreement is entered into between Independent School District 508, Saint Peter, Minnesota, hereinafter referred to as the School District, and the Saint Peter Education Association, hereinafter referred to as the Association, pursuant to and in compliance with the Public Employment Labor Relations Act, hereinafter referred to as PELRA, to provide the terms and conditions of employment for teachers for the duration of this Master Agreement.

**ARTICLE 2 - RECOGNITION**

**SECTION 1. RECOGNITION:** In accordance with PELRA, the School District recognizes the Saint Peter Education Association as the exclusive representative of teachers employed by the School District, which exclusive representative shall have those rights and duties as prescribed by PELRA and as described in this Master Agreement.

**SECTION 2. EXCLUSIVE REPRESENTATIVE:** The School District recognizes that the Association shall represent all the teachers of the School District as defined in this Master Agreement. In addition, the School District agrees not to negotiate with, or recognize any teacher organization other than the Association so long as the Association is the duly authorized exclusive bargaining agent.

**SECTION 3. TEACHER:** The word "teacher" shall mean any degreed person employed by the School District in a position for which licensure is required by the state of Minnesota or in a position of physical therapist or occupational therapist, art therapist, music therapist or audiologist, except Superintendent, assistant superintendent, principals, and assistant principals who devote more than 50 percent of their time to administrative or supervisory duties, confidential employees, supervisory employees, essential employees, emergency employees, and daily substitute teachers who do not replace the same teacher for more than 30 working days.

**SECTION 4. PART-TIME TEACHER:**

SUBD. 1. A part-time teacher is a teacher who is a member of the bargaining unit and is employed through a contract with the School District.

SUBD. 2. Part-time teachers shall receive salary and other benefits as set forth in this Master Agreement in proportion to the amount of time employed compared to a full-time teacher, according to the provisions in this Master Agreement.

SUBD. 3. A regularly employed, part-time teacher will advance on the salary

schedule in the same manner as that of a full-time teacher's advancement. The salary, as established by that salary step and salary lane, will be prorated to equal the proportion of time employed. This salary will be the amount of basic compensation paid to the part-time teacher for that school year.

SUBD. 4. Time actually employed will be defined to mean the time spent in the school building, including teaching, supervision, and preparation.

SUBD. 5. A part-time teacher will receive a prorated amount of sick leave, personal leave, serious illness, and death leave, as provided in this Master Agreement. Other fringe benefits provided for full-time teachers will not be provided to part-time teachers.

SUBD. 6. A part-time teacher will accrue a full year of seniority for each year of part-time teaching.

SUBD. 7. Teachers who have been previously employed as full-time teachers in the School District, but who are now employed as part-time teachers, shall retain their accumulated sick leave days, salary lane, and step placements and seniority they earned as full-time teachers. After becoming part-time teachers, said teachers shall have the option to continue in the group health and hospitalization insurance plan, group long-term disability plan, group dental insurance plan, and group life insurance plan, on a prorated basis. Any other benefits will be increased according to the provisions of this section dealing with part-time teachers.

### **ARTICLE 3 - TERMS AND CONDITIONS OF EMPLOYMENT**

**SECTION 1. MEANING OF TERMS AND CONDITIONS:** The term "terms and conditions of employment," means the hours of employment, the compensation therefor, including fringe benefits except retirement contributions or benefits other than School District payment of, or contribution to, premiums for group insurance coverage of retired teachers or severance pay, and the school District's personnel policies affecting the working conditions of teachers, personnel policies affecting the working conditions of the teachers. The term does not mean educational policies of the School District. "Terms and conditions of employment" is subject to the provisions of PELRA.

**SECTION 2. TEACHER EVALUATION:** The School District and Association agree to recognize the Teacher Evaluation Plan adopted by the School Board. Any change or revision in the plan will be approved by the School Board after agreement with the Association. The School District will provide each teacher with a copy of said item.

## ARTICLE 4 - DEFINITIONS

**SECTION 1. EXCLUSIVE REPRESENTATIVE:** The term "exclusive representative," shall mean the Saint Peter Education Association.

**SECTION 2. PELRA:** The acronym, "PELRA," shall mean the Public Employment Labor Relations Act.

**SECTION 3. PERB:** The acronym, "PERB," Public Employment Relations Board

**SECTION 4. ASSOCIATION:** The word "Association," shall mean the Saint Peter Education Association.

**SECTION 5. APPROPRIATE UNIT:** The term "appropriate unit," shall mean the Saint Peter Education Association.

**SECTION 6. SCHOOL DISTRICT:** For purposes of administering this Agreement, the term "School District," shall mean the School Board or its designated representatives.

### SECTION 7. TIERED 2 LICENSED TEACHERS

Statutory Considerations: Pursuant to M.S. 122A.182, a Tier 2 teacher may be a teacher of record in a Minnesota Public school System. However, M.S. 122A.182 specifically provides that such licensure shall not be construed to bring such Tier 2 teacher within the definition of a teacher for purposes of M.S. 122A.40, Subd. 1.

Probationary Period: Time spent as a Tier 2 licensed teacher will be credited toward the teacher's probationary period as provided in M.S. 122A.182.

Layoff: Tier 2 teachers will be compensated as provided for in ARTICLE XXXIII.

Applicable Sections of the Master Agreement: Tier 2 teachers shall be covered by all articles of the Master Agreement with the exception of Article XVIII-Unrequested Leave of Absence (ULA).

## ARTICLE 5 - SCHOOL DISTRICT RIGHTS

**SECTION 1. INHERENT MANAGERIAL RIGHTS:** The Association recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy which include, but are not limited to, such areas of discretion or policy as the functions and programs of the School District, its overall budget, utilization of technology, the organizational structure, and selection and direction, and number of personnel.

**SECTION 2. MANAGEMENT RESPONSIBILITIES:** The Association recognizes the right and obligation of the School District to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunities for the students of the School District.

**SECTION 3. EFFECT OF LAWS, RULES, AND REGULATIONS:** The Association recognizes that all teachers covered by this Master Agreement shall perform the teaching and professional school-related services prescribed by the School District and shall be governed by the laws of the state of Minnesota, and by the School District rules, regulations, directives, and orders, issued by properly designated officials of the School District.

**SECTION 4. MEDICAL EXAMINATION:** When a teacher under contract has been directed by the School District to take a medical test as a condition of employment, the School District will reimburse the teacher in an amount equal to the then prevailing medical society rate in the City of Saint Peter.

## **ARTICLE 6 - ASSOCIATION SECURITY**

**SECTION 1. DUES CHECK OFF:** Any teacher who is a member of the Association, or who has applied for membership, may sign and deliver to the School District an assignment authorizing deduction of membership dues in the Association, including the Saint Peter Education Association, Minnesota Valley Uniserv, Education Minnesota, and the National Education Association. Such authorization shall continue in effect from year to year unless revoked in writing between June 1 and September 1 of any year. Pursuant to such authorization, the School District shall deduct 1/10 of such dues from the regular salary check of the teacher each month for 10 months beginning in September and ending in June of each year. Deductions for teachers employed after the commencement of the school year shall be appropriately prorated to complete payments by the following June.

**SECTION 2. PAYMENT OF FEES:** With respect to all sums deducted by the School District, whether for membership dues, the School District shall remit to the Association within 10 calendar days, the total amount deducted, accompanied by an alphabetical list of teachers for whom such deductions have been made, categorizing them as to membership or non-membership in the Association and indicating at least monthly any changes in personnel from the list previously furnished. The Association agrees to furnish information needed by the School District to fulfill the provisions of this article and not otherwise available to the School District.

**SECTION 3. SCHOOL DISTRICT INFORMATION:** The School District agrees pursuant to PELRA, to furnish financial data to the Association upon request by the Association. The School District agrees, subject to the privacy laws, to furnish such information as is available for the Association to process any grievance. Photocopies of

such information shall be provided by the School District, and the Association agrees to pay for the photocopy supplies. The School District agrees to furnish the information within 7 calendar days. If more time is needed, the School District will inform the Association as to the reason for the delay.

**SECTION 4. SCHOOL BOARD MEETINGS:** The Superintendent shall provide a copy of the School Board meeting agenda and supporting documents to the Association. The Superintendent shall notify the Association of special School Board meetings. Minutes of all School Board meetings shall be furnished to the Association following the meeting.

**SECTION 5. RIGHT TO JOIN:** Teachers shall have the right to form and join labor or employee organizations and shall have the right not to form and join such organizations. Teachers in an appropriate unit shall have the right, by secret ballot, to designate an exclusive representative for negotiating grievance procedures and the terms and conditions of employment.

**SECTION 6. TRANSACTION OF ASSOCIATION BUSINESS:** Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on School District property at all reasonable times, provided that this business shall not interfere with or interrupt normal School District operations.

The Association shall have the right to use School District facilities and equipment. The Association shall also have the right to have copies made from the School District's copying machine during regular business hours provided the Association shall reimburse the School District for the cost of all photocopy supplies. The Association shall not remove any equipment from the School District premises without the written permission of the building principal or his/her designee.

The Association shall have the right to post notices of activities and matters of Association concern on teacher bulletin boards, at least one of which shall be provided in each school building. The Association may use the School District inter-school mail service, the School District e-mail service, and teacher mailboxes for communications to teachers.

**SECTION 7. MEETINGS WITH THE SUPERINTENDENT:** Teachers shall have the right to set up meetings with the Superintendent to discuss problems related to their position. The teacher has the right to have a representative of the Association present if he/she desires.

**SECTION 8. ADDITIONAL RIGHTS:** The rights granted to teachers in this Agreement shall be deemed to be in addition to those provided by existing laws and regulations.

## **ARTICLE 7 - PERSONNEL FILES**

**SECTION 1. REVIEW OF PERSONNEL FILES:** Each teacher shall have the right, upon written request, to review the contents of his/her own personnel file during School District business hours. A representative of the Association may, at the teacher's request, accompany the teacher in this review. Each teacher's personnel file shall contain the following minimum items of information:

- a) any required medical information,
- b) all teacher evaluation reports,
- c) copies of annual salary payment schedule, and
- d) tenure recommendations.

**SECTION 2. WRITTEN RESPONSE TO PERSONNEL FILE:** Pursuant to M.S. 122A.40, Subd. 19, a teacher shall have the right to file a written response to any material contained in his/her personnel file.

**SECTION 3. COPY TO TEACHER OF ITEMS IN PERSONNEL FILE:** A copy of any item added to the teacher's file shall be provided to the teacher when the item is included in the file.

## **ARTICLE 8 - SICK LEAVE**

**SECTION 1. SICK LEAVE PER YEAR:** At the beginning of each school year, all teachers shall be credited with 12 working days of sick leave. In the event that a teacher, for any reason, is no longer employed by the School District before the end of the school year, the number of allowable sick leave days will be days worked divided by the total combined contract days times 12. Any fraction of a teacher workday will be rounded up to the next higher whole day if more than a half day and rounded down if less than half a teacher workday. A teacher who has used all of his/her allowable sick leave, including any accumulated sick leave that may have accrued, may choose leave under the conditions of the Family and Medical Leave Act (FMLA) section of this Agreement or use leave from the sick bank, if qualified. During this leave, the teacher has the right to participate in all other insurance programs offered by the School District at his/her own expense.

**SECTION 2. UNUSED SICK LEAVE:** Unused sick leave days may accumulate to a maximum credit equal to 1 contract year. On an annual basis, teachers who have accumulated in excess of 185 days can request to be paid \$50 per day for any accumulated, unused sick days. The maximum number of annual payout days for an individual teacher is 12.

**SECTION 3. USES FOR SICK LEAVE:** Sick leave with pay shall be allowed by the

School Board whenever a teacher's absence is due to any type of illness, including illness or disability caused or contributed to by pregnancy or childbirth, which prevented the attendance at school and performance of duties on that day or days. A teacher may use his/her accumulated sick leave pursuant to state statute.

**SECTION 4. EVIDENCE OF ILLNESS:** The Superintendent may require a teacher to furnish a medical certificate from a qualified physician or psychiatrist as evidence of illness. If such a requirement is made, and the teacher is billed, the School District shall pay the entire cost of such billing.

**SECTION 5. DEDUCTIONS OF SICK LEAVE:** All sick leave allowed under this article shall be deducted from the accrued sick leave days earned by the teacher. Sick leave deduction shall be deducted in half-day increments except in cases where a regularly employed teacher substitutes for a teacher using sick leave. In these cases, sick leave may be deducted in **1/4-day increments**.

**SECTION 6. APPROVAL OF SICK LEAVE:** Sick leave pay shall be approved only upon submission of a request made through the school district's automated absence management system.

**SECTION 7. FALSE CLAIM OF SICK LEAVE:** Any teacher who falsely claims sick leave shall be subject to termination.

**SECTION 8. SICK LEAVE FOR TEACHERS MARRIED TO EACH OTHER:** Two teachers married to each other, both working in the School District, may combine their days earned under this article to cover absences necessitated by the illness or disability of a parent, spouse, or dependent child in need of the teacher's personal care or attention.

**SECTION 9. SICK LEAVE BANK:** Within 30 days of the beginning of the school year or the beginning date of employment, each teacher may contribute one or more sick leave days to the sick leave bank.

SUBD. 1. A teacher may use days from the sick leave bank if the following conditions have been met:

- a) The teacher has contributed to the bank on an annual basis of up to 12 years or a total of 12 days. After 12 days, future contributions are voluntary. Forms to contribute days will be made available to teachers during opening of school workshop or when they are hired. Contributed days will be subtracted from the teacher's accrued sick leave time.
- b) The teacher has accumulated, on the average, a minimum of 6 days

per year for each year he/she has taught in the School District prior to the situation which caused the teacher to need to use the sick leave bank. Days used to cover a disability will lower the qualifying requirement by the number of days used for the disability. Days contributed to the sick leave bank will count as accumulated.

- c) The teacher has exhausted his/her sick leave.
- d) The situation which has caused the teacher to exhaust his/her sick leave is a situation that is covered under the definition of a serious illness in ARTICLE 9 below.

SUBD. 2. A teacher may not use days from the sick leave bank to substitute for extended maternity leave.

SUBD. 3. The School District may extend this provision to a teacher who does not meet the guidelines under extenuating circumstances.

SUBD. 4. A teacher using the sick leave bank must take income protection insurance once he/she becomes eligible to use it.

SUBD. 5. A request to draw sick days must be presented, in writing, to the Superintendent or his/her designee and the executive board of the exclusive representative.

## **ARTICLE 9 - SERIOUS ILLNESS OR DEATH LEAVE**

### **SECTION 1: DEFINITIONS:**

SUBD. 1. The term "immediate family" shall mean spouse, father, mother, brother, sister, son/son-in-law, daughter/daughter-in-law, grandparents, grandparents-in-law, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, step-daughter, step-son, and any other relative or non-relative living in the household with the teacher.

SUBD. 2. The term "serious illness" shall mean an illness which is viewed by the medical profession as life threatening or life altering.

**SECTION 2. BEREAVEMENT LEAVE:** A teacher may be granted up to 6 days of non-accumulative leave annually which may be used for serious illness or death in the immediate family. Three of the 6 days may be used for extended family or special friend. In the event of a second or any additional death in the immediate family, additional leave will be granted not to exceed 5 full days per death. Any additional days will be taken at full deduction in pay.

**SECTION 3. PALLBEARER:** If a teacher is asked to serve as a pallbearer for any funeral, then such teacher may be granted up to a maximum of 2 days of leave for such purpose, and said 2 days shall count toward the aforesaid number of 6 days.

**SECTION 4. ADDITIONAL FUNERALS:** A teacher shall be given the opportunity to attend the funerals of persons not covered in the above sections. In such cases, the teacher shall reimburse the School District for the cost of a substitute.

## **ARTICLE 10 - MATERNITY CHILD CARE LEAVE**

**SECTION 1. SICK LEAVE:** A teacher who is pregnant may use sick leave for that period of time allowed under the Family and Medical Leave Act (FMLA) section of this Agreement. Any sick leave under this section is limited to the earned sick leave accrued by the teacher at the time of taking the leave.

**SECTION 2. COMBINATION OF LEAVE:** A teacher may use sick leave as provided in the section above and then take extended maternity child care leave as provided below.

**SECTION 3. ~~MATERNITY CHILD CARE LEAVE~~:** ~~A teacher who is pregnant may take an extended maternity leave of absence provided she follows the procedure set forth below.~~ A child care leave may be granted by the School Board, subject to the provisions of this section, to ~~ONE (1)~~ a teacher-parent of a natural or adopted infant child, provided such teacher-parent is caring for the child on a full-time basis.

**SECTION 4. DATE FOR MATERNITY CHILD CARE LEAVE REQUEST:** ~~At the end of the 5<sup>th</sup> month or 45 days prior to the commencement of the maternity leave, whichever comes first, the teacher shall submit a written request to the Superintendent for a maternity leave, including commencement date and return date. The Superintendent may request a physician's statement indicating the estimated date of delivery.~~ A teacher making application for child care leave shall inform their supervisor, in writing, of the request to take the leave at least three (3) calendar months before commencement of the intended leave. Commencement date and return date are to be included in the request. A teacher may be asked to provide, at the time of the leave application, a statement from the attending physician indicating the expected date of delivery.

**SECTION 5. ADJUSTMENTS TO DATES:** ~~The School District may adjust the beginning and ending date of maternity leave so that the dates of said leave coincide with some natural break in the school year (winter vacation, quarter, or semester break).~~ 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.

~~The availability of a substitute teacher may also be considered by the School Board in the granting of a child care leave or its duration.~~

**SECTION 6. LIMITATIONS TO LEAVE:** In making a determination concerning the commencement and duration of a ~~maternity~~ **child care** leave of absence, the School District shall not, in any event, be required to:

- a) Grant any ~~maternity~~ **child care** leave for more than 12 months in duration.
- b) Permit the teacher to return to ~~her~~ employment prior to the date designated in the request for a ~~maternity~~ **child care** leave, except in the case of stillbirth or miscarriage, in which event consideration for an earlier return would be given by the Superintendent.

**SECTION 7. NOTIFICATION:** If a teacher complies with all provisions of this article, a ~~maternity~~ **child care** leave will be granted by the School District. The School District shall notify the teacher of its decision in writing no later than 30 days of receiving the request for said leave.

**SECTION 8. REINSTATEMENT:** A teacher returning from ~~maternity~~ **child care** leave shall be ~~reemployed in her former position or~~ **reinstated** in a position for which ~~she~~ **the teacher** is **licensed and** qualified ~~commensurate with a position occupied prior to the maternity leave,~~ subject to the following conditions:

- a) That ~~her~~ **the** position in the School District has not been terminated under the conditions covered in the article concerning unrequested leave of absence.
- b) That ~~she~~ **the teacher** is able to perform the duties of the position.
- c) That ~~she~~ **the teacher** returns on the date designated on the request for leave approved by the School District; provided, however, that if complications develop which prohibit such return as verified in writing by the teacher's physician, the teacher may extend ~~her~~ **the** leave up to 1 year from the commencement date of the leave.

~~A teacher returning from child care leave shall be reinstated in a position the teacher is licensed and qualified unless previously discharged or placed on unrequested leave of absence.~~

~~Section 8. Failure to Return: Failure of the teacher to return by the date determined under this section shall constitute grounds for termination unless the School Board and the teacher mutually agree, in writing, to an extension in the leave.~~

**SECTION 9. PROBATIONARY TEACHERS:** The applicable periods of probation for teachers as set forth in Minnesota Statutes are intended to be periods of actual service

enabling the School District to have opportunity to evaluate a teacher's performance. Periods of time for which the teacher is on ~~maternity~~ **child care** leave shall not be counted in determining the completion of the probationary period.

**SECTION 10. EXPERIENCE CREDIT AND UNUSED LEAVE:** A teacher who returns from ~~maternity~~ **child care** leave within the provisions of this article shall retain all previous experience credit and any unused leave time accumulated under the provisions of this Agreement at the commencement of the beginning of the leave. The teacher shall not accrue additional experience credit or leave time during the period of absence for ~~maternity~~ **child care** leave.

**SECTION 11. CONTINUATION IN GROUP INSURANCE:** A teacher on ~~maternity~~ **child care** leave is eligible to participate in group insurance programs during the 12 weeks of the FMLA section of this Agreement at the same level of district contribution as ~~she normally has~~ **usual**. If the teacher continues on with ~~maternity~~ **child care** leave after the FMLA time has expired, the teacher may continue in group insurance programs at ~~her~~ **the teacher's** own expense while on ~~maternity~~ **child care** leave. The right to continue participation in such group insurance programs, however, will terminate if the teacher does not return to the School District pursuant to this article.

**SECTION 12. SALARY AND FRINGE BENEFITS:** Any ~~maternity~~ **child care** leave of absence granted under this section shall be a leave without pay.

## **ARTICLE 11 - LONG-TERM CHILD/PARENT CARE LEAVE**

**SECTION 1. DURATION OF LEAVE:** The School District shall grant a long-term child/parent care leave up to 1 year to any teacher who makes written application for said leave. The intent of said leave is for the entire school year, except in case of emergency when it would be for the remainder of the school year.

**SECTION 2. APPLICATION FOR LEAVE:** A teacher making application for long-term child/parent care shall inform the School District, in writing, at 2 months prior to the start of the intended leave, except in cases of emergency. The School District will respond to the applicant in writing within thirty 30 days.

**SECTION 3. INSURANCE DURING LEAVE:** Said leave is without pay but the teacher may remain in the group insurance programs as governed by the FMLA section of this Agreement. The teacher has the right to participate in all other insurance programs offered by the School District at his/her own expense. The teacher may continue in health insurance coverage beyond the FMLA at his/her own expense while on leave. This right will terminate if the teacher does not return to the School District as provided for under this article.

**SECTION 4. NOTIFICATION OF RETURN FROM LEAVE:** The teacher on leave

shall indicate intent to return to the School District by notifying the Superintendent, in writing, prior to March 1 of the year of the leave.

**SECTION 5. REINSTATEMENT:** A teacher returning from said leave shall be reemployed in his/her former position or in a position for which the teacher is qualified commensurate with a position occupied prior to the child/parent leave.

**SECTION 6. DEFINITION OF PARENT:** Reference to the word, "parent," is intended to mean the teacher's biological parent or, in the case of adoption, guardian.

## **ARTICLE 12 – ADOPTION/PATERNITY LEAVE**

**SECTION 1. WRITTEN APPLICATION:** The School District shall grant an adoption leave to any teacher who makes written application for such leave. ~~Adoption leave benefits shall apply to both married and unmarried teachers.~~

**SECTION 2. TIMING OF APPLICATION:** Upon learning of the date of home placement, the teacher shall submit a written application for adoption leave to the Superintendent. ~~their supervisor.~~

**SECTION 3. DURATION OF LEAVE:** Adoption leave will commence ~~at the date of home placement~~ **on an agreed upon date** and may be for a period of up to 12 months. The School Board may extend the leave beyond 12 months to achieve the best possible return date for both the teacher and the students. This extension must be mutually agreed upon prior to the commencement of the leave.

**SECTION 4. RETURN TO POSITION:** Upon signifying, in writing, his/her intent to return to work within the 12-month period, the teacher shall be reinstated to his/her original job or to a position of like status and pay. The continuing Master Agreement shall remain in effect, and the teacher shall retain all seniority, salary, and fringe benefits which he/she had accrued prior to taking adoption leave.

**SECTION 5. PARTICIPATION IN INSURANCE PROGRAMS:** A teacher on adoption leave is eligible to participate in group insurance programs as governed by the FMLA. The teacher has the right to participate in all other insurance programs offered by the School District at his/her own expense. The teacher may continue in health insurance coverage beyond the FMLA at his/her own expense while on leave. The right to continue participation in such group programs, however, will terminate if the teacher does not return to the School District pursuant to this article.

**SECTION 6. SALARY AND FRINGE BENEFITS:** Said leave will be without pay. However, a teacher may use personal or sick leave for that portion of time allowed under the FMLA section of this Agreement.

## **ARTICLE 13 – FAMILY AND MEDICAL LEAVE (FMLA)**

**SECTION 1. PURPOSE:** Pursuant to the FMLA, an eligible teacher shall be granted, upon written request, up to a total of 12 weeks of unpaid leave per 12-month period in connection with:

- a) the birth and first-year care of a child;
- b) the adoption or foster placement of a child;
- c) the serious health condition of a teacher's spouse, child, or parent; and
- d) the teacher's own serious health condition.

**SECTION 2. SALARY AND FRINGE BENEFITS:** Such leave shall be unpaid, except an eligible teacher, during such leave, shall be eligible for regular School District group health insurance contributions as provided in this Agreement for the period of the leave but not to exceed 12 weeks per 12-month period, notwithstanding any other provisions of this Agreement.

**SECTION 3. ELIGIBILITY:** To be eligible for the benefits of this article and insurance contribution, a teacher must have been employed by the School District for the previous 12 months and must have been employed for at least 1,250 hours during such 12-month period.

**SECTION 4. SUBSTITUTION OF PAID LEAVE:** The teacher may elect to substitute paid sick leave or paid personal leave for leave otherwise provided under this article. Substitution of paid sick leave may be elected to the extent the circumstances meet the usual requirements for the use of sick leave. However, nothing in this Agreement shall require the School District to combine leaves for a period of time that exceeds 12 weeks.

**SECTION 5. NOTIFICATION:** The teacher will provide at least 30 days of written notice of request for leave when the reason for the leave is foreseeable. The teacher shall further make reasonable efforts to schedule any treatment so as to minimize disruption of the work of the School District.

## **ARTICLE 14 - SABBATICAL LEAVE OF ABSENCE**

**SECTION 1. PURPOSE:** Any teacher who has been continuously employed as a teacher for a period not less than 7 years in the School District may apply for a sabbatical leave of absence **for a period not to exceed 1 year** for the purpose of professional growth. Any teacher granted a sabbatical leave of absence may not apply for, or be granted; any further sabbatical leave of absence for a period of 7 years.

**SECTION 2. APPLICATION:** Written application for the sabbatical leave must be

made to the Superintendent prior to April 1 to be considered for the following school year and shall include a signed assurance that the applicant shall return as a teacher to the School District for a period of not less than 2 years after the leave if the absence is for a full year, or for a period of not less than 1 year after the leave if the absence is for ½ year. The applicant shall provide a planned proposal outlining the request for sabbatical leave. The proposal shall include, but not be limited to:

- a) Name of applicant;
- b) Department or grade level of the applicant;
- c) Period of leave
  - 1) full year - all day,
  - 2) full year - half-day,
  - 3) first semester,
  - 4) second semester,
- d) Any past use of sabbatical leave;
- e) Description of preparation for leave;
- f) Description of courses/activities/projects involved in leave;
- g) Expected outcomes of leave;
- h) Plan for a brief presentation of the results of the leave to the School Board, the date which shall be mutually agreed upon between the School Board and applicant; and
- i) A letter of endorsement from at least 2 of the following:
  - 1) department chairperson or grade level leader,
  - 2) principal,
  - 3) Superintendent,
  - 4) department chairperson from institute involving course work or a letter of acceptance from a college or university or proof of a grant or fellowship for study, if applicable, and
  - 5) a related party involved in the leave, if applicable.

Alternates may apply until June 15 if the selected teacher withdraws his/her application.

**SECTION 3. TIME OF DECISION:** The School Board shall decide, at its first regular meeting in April, which applicant will be granted a sabbatical leave and notify all applicants of its decision.

**SECTION 4. MULTIPLE APPLICATIONS FOR LEAVE:** The decision concerning who will receive sabbatical leave, if more than 1 teacher applies, will be made by the School Board using the following criteria:

- a) Is the leave germane to what the teacher is teaching?
- b) Will the leave benefit the School District?
- c) Will the leave benefit the individual teacher?
- d) Has either teacher used the article before?
- e) Seniority?

**SECTION 5. INABILITY TO COMPLETE THE LEAVE:** In the event the teacher on sabbatical leave is unable to fulfill his/her duties after the sabbatical leave because of death, illness, or injury, the salary repayment shall be waived by the School District.

**SECTION 6. REQUIREMENTS WHILE ON LEAVE:** Not more than the equivalent of 1 teacher shall be granted a sabbatical leave during any single year of the Master Agreement. The allowance granted to a teacher on sabbatical leave shall be 75 percent of the basic salary of the teacher for the school term during which the sabbatical leave takes place. If said leave is for less than the full school year, then said allowance shall be reduced proportionately. If a teacher, while on sabbatical leave, is employed in a gainful occupation for which the teacher receives compensation (accepting employment which the teacher holds during times when the teacher would not otherwise be actively teaching, e.g. summer work, National Guard employment, etc.), then the teacher shall still receive 75 percent of his/her basic salary, provided that the total compensation from all sources shall not exceed 100 percent of the total income which the teacher would have received working in the School District during the year of leave. A representative of the School District will meet with the teacher before the leave commences in order to determine the amount of full salary, applicable sources of income, and the 75 percent figure. The teacher on leave shall be required to report to the School District each month his/her income from all applicable sources by furnishing copies of check stubs or other evidence of income earned. If the School District determines that the teacher has received or will receive from said outside employment sufficient sums so that the teacher's leave allowance, together with said outside compensation, exceeds the teacher's total income which he/she would have received from the School District, then the School District may withhold sufficient sums from said leave payments so that the teacher does not receive any more during said leave than he/she would have received from full employment in the School District during the year of the leave.

**SECTION 7. ACCRUAL OF BENEFITS ON LEAVE:** Teachers on sabbatical leave of absence shall, on their return to the School District, be eligible to maintain regular progress on the salary schedule and shall receive the benefit of adjustments in the basic salary schedule and other conditions of employment. All fringe and accrued benefits provided by the Master Agreement, except sick leave, shall be maintained during said leave.

**SECTION 8. PRIOR SICK LEAVE:** Although sick leave shall not accumulate during the sabbatical leave of absence, sick leave accrued prior to the leave shall be restored at the time of return.

**SECTION 9. DECISION TO GRANT LEAVE:** The granting of a sabbatical leave and the selection of a teacher to be granted such leave will be at the complete discretion of the School Board, provided its action is not arbitrary or capricious.

**SECTION 10. INTENT TO RETURN FROM LEAVE:** The teacher on leave shall indicate intent to return by notifying the Superintendent, in writing, prior to March 1 of the year of sabbatical leave, or the balance of the salary allowance for the leave of absence shall be cancelled, and the teacher shall be liable to the School District for any sabbatical salary received.

## **ARTICLE 15 - LONG-TERM PERSONAL LEAVE**

**SECTION 1. TWO-YEAR LEAVE:** A long-term personal leave of absence of up to 2 years may be granted to any teacher, upon written application, for the purpose of engaging in a study at an accredited college or university related to the teacher's teaching responsibilities, foreign or military teaching programs, or as a full-time participant in the Peace Corps or Jobs Corps. Written application for such leave must be submitted to the Superintendent at least ninety 90 days prior to the commencement of the leave. The applicant shall provide a planned proposal outlining the request for the long-term personal leave of absence. The proposal shall include, but not be limited to, the following:

- a) Name of applicant;
- b) Department or grade level of the applicant;
- c) Period of leave:
  - 1) one year,
  - 2) two years,
- d) Description of courses/activities/projects involved in the leave;
- e) Expected outcomes of the leave; and
- f) Plan to provide a synopsis of the outcome of the leave upon the completion of said leave.

**SECTION 2. ONE-YEAR LEAVE:** A long-term personal leave of absence of up to 1 year may be granted to any teacher, upon written application, for the purpose of engaging in a cultural or work program related to his/her teaching position. Written application for such leave must be submitted to the Superintendent at least 90 days prior to the commencement of the leave. The applicant shall provide a planned proposal outlining the request for the long-term personal leave of absence. The

proposal shall include, but not be limited to, the following:

- a) Name of applicant;
- b) Department or grade level of the applicant;
- c) Period of leave
  - a. 1 year
- d) Description of courses/activities/projects involved in the leave;
- e) Expected outcomes of the leave; and
- f) Plan to provide a synopsis of the outcome of the leave upon the completion of said leave.

**SECTION 3. TWO-YEAR LEAVE:** A long-term personal leave of absence of up to 2 years may be granted to a teacher for the purpose of working for the State Department of Education or at the educational department of a college or university.

**SECTION 4. INTENT TO RETURN:** The teacher on leave shall indicate intent to return by notifying the Superintendent, in writing prior to March 1 of the final year of said leave.

**SECTION 5. DURATION OF LEAVE:** Said leave may not be shortened unless the position filled has become vacant and the teacher on leave wishes to return or a like position is vacant and the teacher wishes to fill it. This leave may not be extended beyond the initial length except for reasons stated elsewhere in this article or when it is mutually agreed upon prior to the commencement of the leave to provide for a better return date.

**SECTION 6. RETURN TO POSITION:** Upon return from said leave, the teacher shall be reinstated to his/her original job or to a position of like status and pay. The individual teacher's continuing contract shall remain in effect, and the teacher shall retain all seniority, salary and fringe benefits which he/she had accrued prior to taking a long-term personal leave.

**SECTION 7. COMPENSATION:** Said leave shall be without pay. The teacher shall have the right to participate in any insurance programs provided by the School District, but said participation shall be at the teacher's cost.

## **ARTICLE 16 - MILITARY LEAVE**

**SECTION 1. CONDITIONS OF LEAVE:** A military leave of absence, without pay, shall be granted to any teacher who shall be inducted or shall enlist for military duty in time of war or other emergency declared by proper authority in any branch of the

Armed Forces of the United States. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule and shall maintain the same fringe benefits as would have accrued had he/she taught in the School District during such period.

**SECTION 2. COMPENSATION WHILE ON LEAVE:** Teachers shall continue to receive their regular compensation when called to active duty as members of the National Guard or Reserves, but not exceeding a total of 15 days in any Master Agreement year.

## **ARTICLE 17 - ASSOCIATION LEAVE**

**SECTION 1. LENGTH OF LEAVE:** A leave of up to 2 years shall be granted to any teacher, upon written application, for the purpose of serving as an officer of the Association.

**SECTION 2. RETURN TO POSITION:** Upon return from said leave, such teachers shall be reinstated at the same position on the salary schedule and shall maintain all benefits accrued prior to said leave.

**SECTION 3. COMPENSATION:** Said leave shall be without pay. The teacher shall have the right to participate in any insurance programs provided by the School District, but said participation shall be at the teacher's cost.

**SECTION 4. DURATION OF LEAVE:** Said leave may not be shortened unless the position filled has become vacant and the teacher on leave wishes to return or a like position is vacant and the teacher wishes to fill it. This leave may not be extended beyond the length stated except for reasons stated elsewhere in this article or when it is mutually agreed upon prior to the commencement of the leave to provide for a better return date.

**SECTION 5. INTENT TO RETURN:** The teacher on leave shall indicate intent to return by notifying the Superintendent in writing prior to March 1 of the final year of said year.

**SECTION 6. DAILY LEAVE PROVISIONS:** At the beginning of every school year, the Association shall be credited with 10 non-accumulative days to be used by a maximum of 2 teachers at one time who are officers or agents of the Association, such use to be at the discretion of the Association. The Association agrees to notify the School District, in writing, at least 48 hours prior to the date for the intended use of said leave. The Association agrees to reimburse the School District for the cost of substitute teachers hired by the School District to replace the teachers who take the leave provided in this section.

## **ARTICLE 18 - PERSONAL LEAVE**

**SECTION 1. ACCUMULATION OF LEAVE:** At the beginning of each school year, a full-time teacher or any part-time teacher shall be granted 2 days of personal leave to be used at the discretion of the teacher for situations that arise requiring the teacher's personal attention which cannot be attended to when school is not in session and which are not covered under other provisions of this Master Agreement. The maximum number of consecutive personal leave days that may be used by a teacher at any given time is 5 days. The teacher will use paid personal days and unpaid personal days to a maximum of 5 days. Consecutive days shall include days before and after holidays. For part-time teachers, all amounts are prorated. This leave may accumulate to a maximum of 6 days. Once the teacher has reached the 6-day maximum, the teacher shall be entitled to receive, upon written request by the last day of the school year, the sum equal to the daily substitute rate at the end of the school year for any personal days in excess of 6 days not used during the school year.

**SECTION 2. REQUESTS FOR LEAVE:** Requests for personal leave must be made to the building principal at least 2 days in advance, except in the event of emergencies. Requests shall be considered only upon submission of a request made through the school district's automated absence management system. No more than 3 teachers from each building shall be granted personal leave during the same school day.

**SECTION 3. RESTRICTIONS ON LEAVE:** Personal leave may not be used for absence caused by inclement weather affecting travel from the teacher's residence to school. However, if a teacher has requested and been granted a personal leave for a day in which school was closed due to inclement weather or some other type of emergency, the personal day will not be deducted from the days available to that teacher.

## **ARTICLE 19 - UNREQUESTED LEAVE OF ABSENCE (ULA)**

**SECTION 1. PURPOSE:** The purpose of this article is to implement the provisions of M.S. 122A.40, Subd. 10, which shall constitute a plan for ULA because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of districts.

**SECTION 2. DEFINITIONS:** For purposes of this article, the terms defined shall have the meanings respectively ascribed to them.

- a) The word teacher means a full-time or part-time tenured teacher.
- b) The word qualified shall mean a certified teacher who is approved by the Minnesota Department of Education to teach in the subject matter or field taught.

- c) The term subject matter or field shall mean teachers in the following categories:
- 1) Early Childhood Special Education ECSE
  - 2) Elementary Categories:
    - A) kindergarten, and
    - B) grades 1 through 6.
  - 3) Secondary Categories:
    - A) business education,
    - B) counselor,
    - C) foreign language,
    - D) health,
    - E) home economics (family and consumer science),
    - F) industrial arts (industrial technology),
    - G) language arts,
    - H) mathematics,
    - I) science,
    - J) social studies,
    - K) activities director,
    - L) vocational, and
    - M) speech.
  - 4) K-12 Categories:
    - A) art,
    - B) computer coordinator,
    - C) emotional/behavior disorders,
    - D) specific learning disabilities,
    - E) developmentally and cognitively disabled (DCD)
    - F) music,
    - G) media/librarian,
    - H) physical education,
    - I) developmental/adaptive physical education,
    - J) speech therapist,
    - K) gifted/talented,
    - L) English as a second language (ESL),
    - M) social worker, and
    - N) school nurse.
  - 5) lane designation:
    - A) BA;
    - B) BA+10;
    - C) BA+20;
    - D) BA+30;

- E) MA;
- F) MA+10;
- G) MA+20;
- H) MA+30.

d) The word seniority means time served by a full-time or part-time tenured teacher commencing with the first day of actual service in the School District. In determining the length of seniority, a teacher whose employment has been legally terminated by resignation but whose employment was subsequently reinstated by action of the School Board and the teacher, without interruption of regular service, shall retain his/her original seniority date. Seniority applies only to Tier 3 and Tier 4 qualified teachers.

e) The term school district, shall have the same meaning as defined in ARTICLE 1 of this Master Agreement.

**SECTION 3. ULA:** The School District may place on ULA for a period not exceeding the period of time set forth in this section, without pay or fringe benefits, such teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of districts. Such leave shall be effective no later than the close of the school year or at such earlier time as mutually agreed between the teacher and the School District. Teachers placed on such leave shall receive notice by June 1 of the school year prior to the commencement of such leave with reasons therefore, without the necessity for any hearing applicable to ULA, except that a hearing may be provided to show any violation of this article upon the request of the teacher. No teacher who has acquired tenure rights shall be placed on ULA while probationary teachers are retained in positions for which the teacher who has acquired tenure rights is licensed.

Teachers placed on ULA leave shall be selected in order of seniority in the field and subject matter for which they are employed; i.e., the teacher lowest on the seniority list shall be the first teacher placed on ULA. However, if such teacher is licensed in another category and is senior to a teacher in such other category, then such teacher shall be permitted to bump the least senior teacher in that category, provided that said bumping teacher has had regular public school teaching experience in that subject area within the last 5 years. A teacher may satisfy said requirement of regular public school teaching within the last 5 years in a new subject category by doing the following: (1) requesting a transfer into such new subject category in which the teacher is licensed and qualified, and (2) if the request is granted by the School District, and if the teacher has not actually taught in that subject category in the last 5 years, then such teacher must agree to enroll in and satisfactorily complete a 3-credit college level course in said new subject area during the summer months preceding the year in which the new subject will be taught. If taking such a summer school course, then such teacher must complete such course during the fall semester. In the event of staff reduction requiring

action affecting teachers whose first day of employment in the School District commenced on the same date who would have equal seniority, the selection of the teacher for purposes of discontinuance shall be in accordance with the following order of criteria:

- a) The teacher or teachers on the lower-numbered step of the salary schedule shall be terminated first;
- b) If teachers with identical seniority who are on the same step of the salary schedule, then the teacher or teachers with the fewest number of total years teaching public school shall be terminated first;
- c) If, after the application of the above criteria, a tie still remains, then the teacher or teachers on the lower lane or lanes of the salary schedule shall be terminated first; and
- d) If, after the application of the above criteria, a tie still remains, job performance, as evaluated and documented by the School District, shall be used as the deciding factor. Any teacher placed on such leave may engage in teaching or any other occupation during such period and may be eligible for unemployment compensation if otherwise eligible under that law for such compensation, and such leave will not result in a loss of credit for years of service in the School District earned prior to the commencement of such leave.

**SECTION 4. REINSTATEMENT:** No new teacher shall be employed by the School District while any teacher qualified in the same field and subject matter is on ULA. Teachers placed on ULA shall be reinstated to positions from which they have been given leave or any other available position in the School District in the category or categories in which they are licensed and qualified as such positions become available, provided they have had regular public school teaching experience within the last 5 years in the category in which the position becomes available, or provided that they have complied with the requirements set forth in the preceding section. The order of reinstatement shall be in inverse order in which teachers were placed on ULA, i.e., the last teacher placed on ULA who is qualified and certified for the position shall be the first recalled. If a teacher earns an additional license while on ULA, said teacher shall have seniority in such new licensed categories from the initial date of employment. When placed on ULA, a teacher shall file with the School District personnel office his/her name and the address to which any notice of reinstatement or availability of position shall be mailed. Proof of service in the form of a certified letter by the person in the School District depositing such notice to the teacher at the last known address shall be sufficient, and any teacher on ULA shall be responsible for providing for forwarding of mail or for address change. Failure of a notice to reach a teacher shall not be the responsibility of the School District if any notice has been mailed as provided

in this section. If a position becomes available for a qualified teacher on ULA, the School District shall mail the notice in the form of a certified letter to such teacher who shall have 20 days from the date of such notice to accept the reemployment. Failure to reply, in writing, within such 20-day period shall constitute waiver on the part of any teacher to any further rights of employment or reinstatement, and said teacher shall forfeit any future reinstatement or employment rights. In the case of a mid-year vacancy, the teacher qualifying for reinstatement shall signify intention to accept or decline the position within 20 days of the date of the notice. Said teacher may choose to return to said position at the time of its availability or at the beginning of the ensuing school year.

Reinstatement rights shall automatically cease on the first day of the 6<sup>th</sup> September (i.e., slightly more than 5 years) following the placement on ULA, and no further rights to reinstatement shall exist unless extended by written mutual consent between the School District and each qualified teacher.

**SECTION 5. ESTABLISHMENT OF SENIORITY LIST:** By December 1 of each year, the School District shall cause a seniority list (by name, date of employment, qualification, and subject matter or field) to be prepared from its records.

It shall thereupon post such list in an official place in each school building of the School District. Any person whose name appears on such list and who may disagree with the findings of the School District and the order of seniority on said list shall have 10 days from the date of posting to supply written documentation, proof, and request for seniority change to the School District. Any teacher who disagrees with the findings of the School District concerning his/her position on the seniority list may file a grievance according to the procedures set forth in the grievance article. A final seniority list shall thereupon be prepared by the School District, which list, as revised shall be binding on the School District and any teacher. Each year thereafter the School District shall cause such seniority list to be updated to reflect any addition or deletion of personnel caused by retirement, death, resignation, other cessation of services, or new teachers. Such yearly list shall govern the application of the ULA plan until thereafter revised.

**SECTION 6. RETENTION OF SENIORITY RIGHTS:** Any teacher who has been listed on the seniority list and who leaves his/her classroom position, at the request of the School District, to fulfill another position in the School District shall retain his/her seniority on the teacher's seniority list.

**SECTION 7. GOVERNANCE OF THE ARTICLE:** This article shall govern all continuing contract teachers as defined in this Master Agreement or in the law and shall not include probationary teachers. This article shall not be construed to limit the rights under Minnesota law of any other certified employee not covered by the Master Agreement.

## **ARTICLE 20 - LONG-TERM DISABILITY LEAVE**

**SECTION 1. REQUEST FOR LONG-TERM DISABILITY LEAVE:** A teacher who becomes disabled or is forced to use income protection insurance shall submit a written request to the Superintendent for long-term disability leave. This request will include a commencement date and an estimated return date. With an exception for mental illness, said leave will be for no more than a 2-year period, but it may be renewed at the discretion of the School Board upon written request of the teacher.

**SECTION 2. INSURANCE BENEFITS:** While on said leave, the School District will continue to pay the equivalent of the single health insurance premium for the period of 1 year. The teacher may elect to stay in the group at his/her own expense after that period. The teacher may elect to remain in all other programs at his/her own expense.

**SECTION 3. RETURN FROM LONG-TERM DISABILITY LEAVE:** If the teacher on said leave is medically certified able to return and is taken off of long-term disability insurance prior to the estimated return date given on his/her request, he/she shall be able to do so provided a 3-week notice is given to his/her replacement.

## **ARTICLE 21 - WORKERS' COMPENSATION**

**SECTION 1. RATE OF PAY DURING ABSENCE:** Upon the request of a teacher who is absent from work as a result of a compensable injury under the provisions of the Workers' Compensation Act, the School District will pay the difference between the compensation received by the teacher pursuant to the Workers' Compensation Act and the teacher's regular rate of pay to the extent of the teacher's earned accrual of sick leave.

**SECTION 2. DEDUCTION FROM SICK LEAVE:** A deduction shall be made from the teacher's accumulated sick leave accrual time according to the prorated portions of days of sick leave which is used to supplement workers' compensation payments.

**SECTION 3. PAYMENT DURING DISABILITY:** Such payment shall be paid by the School District to the teacher only during the period of disability.

**SECTION 4. PAYMENT GREATER THAN NORMAL COMPENSATION:** In no event shall the additional compensation paid to the teacher by virtue of sick leave pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the teacher.

## **ARTICLE 22 - COURT PROCEEDINGS**

**SECTION 1. COMPENSATION DURING JURY DUTY:** Teachers shall continue to receive their regular compensation when called for jury duty. The compensation received for jury duty shall be remitted to the School District.

**SECTION 2. COMPENSATION FOR OTHER COURT PROCEEDINGS:** Any teacher summoned or subpoenaed to provide testimony or information to any agency, commission, board, legislative committee, arbitrator, or court, during the regular workday, shall be provided leave with pay for each day or part thereof which the teacher is required to be absent. The teacher shall reimburse the School District that compensation, except for mileage reimbursement and meal allowance, which he/she receives for providing such testimony. The teacher may elect the reimbursement or compensation in place of the daily pay from the School District.

### **ARTICLE 23 - PROFESSIONAL DEVELOPMENT**

**SECTION 1. PROFESSIONAL MEETINGS:** Teachers shall be permitted to attend professional meetings and/or classroom visitations as approved by the Superintendent or his/her designee.

**SECTION 2. REIMBURSEMENT:** The School District shall pay for all reimbursable expenses incurred during the professional leave if the School District requested the teacher to attend the meeting.

**SECTION 3. AVAILABILITY OF FUNDS:** The School District shall have the option to pay part of the expense incurred during the professional leave requested by the teacher depending upon availability of funds in the budget for such requests.

### **ARTICLE 24 - RELEASED TIME**

A teacher shall not be obligated to serve on any committee established by the School District unless release time is provided. If teachers elect their members to the committee, any individual teacher can decline to serve, and another teacher shall be elected.

### **ARTICLE 25 - POLITICAL ACTIVITY OF TEACHERS**

Teachers shall not actively engage in partisan political activity on school premises during school hours.

### **ARTICLE 26 - GRIEVANCE PROCEDURE**

#### **SECTION 1. DEFINITIONS AND INTERPRETATIONS:**

SUBD. 1. The word "grievance" shall mean an allegation by a grievant resulting

in a dispute or disagreement between the grievant and the School District as to the interpretation, compliance, or application of terms and conditions of employment insofar as such matters are contained in this Master Agreement. In the event the occurrence giving rise to the grievance affects a majority of the teachers, the Association shall have the right to file a grievance. An effort shall first be made to adjust the alleged grievance informally between the grievant and the School District.

SUBD. 2. In computing any period of time prescribed or allowed by procedures in this article, the date of the act, event, or default for which the designated period of time begins to run shall not be included. Student contact days shall be the only days that will be allowed to count in computing the duration of the prescribed times pertaining to any procedure contained in this article. During June, July, and August, the computation shall be actual days prescribed in this article except Saturdays, Sundays, and holidays.

SUBD. 3. The filing or service of any notice or document required by this Agreement shall be timely if it is received within the time period or if it is personally served to the party involved.

SUBD. 4. A grievance shall not be valid for consideration unless the grievance is submitted in writing to the School District's designee, setting forth the facts and the specific provisions of the Master Agreement allegedly violated, and the particular relief sought within 20 days after the date the event giving rise to the grievance occurred or 20 days after the grievant, through use of reasonable diligence, should have had knowledge of the occurrence that gave rise to the grievance. The event giving rise to the grievance shall be the date that definitive action is taken by the School District, Association, or teacher or administrator, or when an interpretation of the terms or application of this Agreement is made by one of said parties. Failure to appeal a grievance from one level to another within the time periods provided below shall constitute a waiver of the grievance. Failure by the School Board, or its representative(s), to issue a final and written decision within the time periods provided in this article shall constitute a forfeit of the grievance in favor of the grievant.

SUBD. 5. The grievant shall personally appear at all levels of the grievance process. The Association has the right to represent the grievant at all levels.

**SECTION 2. ADJUSTMENT OF GRIEVANCE:** The School Board and the teacher/Association shall attempt to adjust all grievances which may arise during the course of employment of any teacher in the following manner:

SUBD. 1. In the event that a teacher/Association believes that there is a basis for a grievance exists, the teacher/Association shall first discuss the alleged grievance with the building principal, either personally or accompanied by the Association representative. If, as a result of the informal discussion with the building principal, the

alleged grievance still exists, the grievant shall file a written grievance with the building principal or Superintendent pursuant to SECTION 1., Subd. 4. above.

LEVEL 1. If the grievance is formally filed in writing, the principal or the School District's designee shall give a written decision on the grievance to the parties within 5 days after receipt of the grievance.

LEVEL 2. In the event the grievance is not resolved in LEVEL 1, the written decision rendered may be appealed to the Superintendent, provided such appeal is made, in writing, within 5 days after receipt of the decision in LEVEL 1. The Superintendent shall give a written decision on the grievance to the parties involved within 5 days after receipt of the grievance.

LEVEL 3. In the event the grievance is not resolved in LEVEL 2, the written decision rendered may be appealed to the School Board, in writing, within 5 days after receipt of the written decision in LEVEL 2. If the grievance is appealed to the School Board, the School Board will hear the grievance within 10 days after receipt of the appeal. At the option of the School Board, a committee or representative(s) of the School Board may be designated by the School Board to hear the grievance at this level. Within 5 days after the meeting, the School Board or its committee shall issue its decision, in writing, to the parties involved.

**SECTION 3. ARBITRATION PROCEDURE:** In the event that the parties are unable to resolve any grievance, the grievance may be submitted to arbitration as defined below:

SUBD. 1. The notification to submit a grievance to arbitration must be filed in the office of the Superintendent within 10 days following the decision in LEVEL 3.

SUBD. 2. The School District and the teacher shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the School District and the teacher organization are unable to agree on an arbitrator within 5 days, they shall request from the Minnesota Bureau of Mediation Services (BMS), a list of 5 qualified arbitrators. The parties shall alternately strike names from the list of 5 arbitrators until only 1 name remains. The remaining arbitrator shall hear and decide the grievance. If the parties are unable to agree on who shall strike the first name, the question shall be decided by the flip of a coin.

SUBD. 3. The arbitrator shall not have the power to add to, to subtract from, or to modify in any way the terms of the existing Agreement.

SUBD. 4. The decision of the arbitrator shall be final and binding upon the parties. The decision shall be issued to the parties by the arbitrator.

SUBD. 5. If the arbitrator requires the attendance of any teacher during the regular working hours, the teacher shall not suffer any loss of salary as a result of his/her attendance.

SUBD. 6. The grievance shall be heard by a single arbitrator, and both parties may be represented by such person or persons as they may choose, not exceeding 5 in number, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator.

SUBD. 7. Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording of the hearing shall be made at the request of either party. The parties shall share equally fees and expenses of the arbitrator and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

SUBD. 8. A party instituting any action, proceeding, or complaint in a federal or state court of law or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this article. Upon instituting a proceeding in another forum as outlined in this section, the teacher shall waive the right to initiate a grievance pursuant to this article, or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This section shall not apply to actions to compel arbitration as provided in the Agreement or to enforce the award of an arbitrator.

## **ARTICLE 27 - MEET AND CONFER**

**SECTION 1. MEETINGS TO REVIEW MASTER AGREEMENT:** Representatives of the School District and Association will meet as needed for the purpose of reviewing the administration of the Agreement and to attempt to resolve problems or interpretation and administration of this Agreement that may arise, and to meet and confer on matters not specified under PELRA relating to the services being provided to the public. These meetings are not intended to bypass the grievance procedure.

**SECTION 2. SUBMISSION OF ITEMS FOR DISCUSSION:** Each party will submit to the other, at least 48 hours prior to the meeting, an agenda of items to be discussed.

**SECTION 3. TIME OF THE MEETINGS:** All meetings will regularly be scheduled to take place as promptly as possible at 3:35 p.m. The teachers involved will be freed from assigned instructional responsibilities for these meetings unless otherwise mutually agreed.

**SECTION 4. AGREEMENT:** Should such a meeting result in a mutually acceptable non-salary/benefit amendment of the Agreement, the amendment shall be subject to ratification by the School District and Association in the same manner as required by law for adoption of this original Agreement.

## **ARTICLE 28 - HOURS OF SERVICE**

**SECTION 1. BASIC DAY:** The teacher's basic day, inclusive of lunch, shall be 8 hours. The specific hours at any individual building may vary according to the educational needs of the educational programs of the School District. The specific hours for each building will be designated by the building principal.

**SECTION 2. ADDITIONAL ACTIVITIES:** In addition to basic school day, teachers shall be required to reasonably participate in School District activities beyond the basic teacher's day as required by the School District. The normal duties for teachers include a reasonable share of extra-curricular, co-curricular, and supervisory activities. Individual requests of conflicts or problems will be considered by the School District, and teachers may exchange assignments with each other on giving notice to the principal.

**SECTION 3. DUTY-FREE LUNCH:** All teachers shall be entitled to a minimum of a 30-minute, duty-free lunch. A "duty-free lunch period" shall be defined to mean that no classes, supervisory duties, or child-study staffings will be scheduled for the teacher during this time block.

**SECTION 4. REVISIONS NECESSARY DUE TO UNUSUAL CIRCUMSTANCES:** In the event a split-shift or a four-day week or other schedule of hours becomes necessary due to a fuel shortage or damage or destruction of a school building, the School District may revise the school day hours after formally consulting with the Association.

**SECTION 5. NON-COMPENSATED DUTY:** Any teacher who agrees to return outside the basic day for a non-compensated duty shall be allowed to leave school at the end of the student contact day on each day of said duty.

**SECTION 6. PREPARATION TIME:** A full-time classroom teacher shall be provided with a minimum of 250 minutes of instructional preparation time per week during the time period that extends from the start of classes until dismissal. This preparation time will be provided in usable blocks of at least 20 minutes. Attempts will be made to guarantee each full-time classroom teacher a minimum of 50 minutes of preparation time per day. Preparation time shall be free from other assigned duties.

**SECTION 7. PREPARATION TIME FOR PART-TIME TEACHERS:** Part-time teachers shall receive 10 minutes of preparation time for each 50 minutes of teaching duties during the day.

**SECTION 8. NORMAL TEACHING LOAD:** A kindergarten teacher will have no more than 21 students in his/her class; a 1-3 grade classroom teacher 25 students; 4<sup>th</sup> grade classroom teacher 27 students. If a classroom teacher is asked to teach a class that exceeds this number, he/she will be compensated using the overload assignment rate. At the middle school level (5-8), a classroom teacher will have no more than 168 students. At the high school level, a regular classroom teacher assignment is assumed to be 3 95-minute blocks and 1 30-minute supervision or 2 95 minute blocks, 2 45-minute blocks and 1 30-minute supervision, or **1 95 minute and 4 45 minute blocks and a 30 minute supervisory period**, or 6 45-minute blocks and one ~~resource room~~ **supervisory period**. If a classroom teacher is asked to teach an additional section, they will be compensated using the overload assignment rate. In the event that the School District changes the schedule, it agrees to reopen the Master Agreement to renegotiate normal teaching load language (for example, if the School District returns to a 7-period day, a normal teaching load would be 5 classes and 1 supervisory assignment).

## **ARTICLE 29 - SPECIAL AND STUDENT TEACHING ASSIGNMENTS**

**SECTION 1. SPECIAL TEACHING ASSIGNMENTS:** Assignments for driver education and summer school will be made with consideration given to tenured teachers and preference to teachers regularly employed in the School District. Compensation for teaching in summer school **and extended day credit recovery** programs shall be determined on a prorated basis of the hours taught related to a 7-hour day of each teacher's salary for the immediately preceding school year. Summer school **and extended day credit recovery program** teachers teaching less than full time shall be provided 10 minutes of compensated preparation time, per day, for each summer school class period assignment.

**SECTION 2. STUDENT TEACHING ASSIGNMENTS:** All teachers who are recommended by the Superintendent to assist in the student teaching program and who mutually agree shall participate in the program as supervisory teachers. Supervisory teachers, in this instance, are not supervisory employees as defined in PELRA. All monies received by the School District for student teachers shall be distributed to the supervising teacher.

## **ARTICLE 30 - LENGTH OF SCHOOL TERM**

**SECTION 1. TEACHER DUTY DAYS:** Pursuant to M.S. 120A.40, the School Board shall establish the number of school days and teacher duty days for the next school year prior to June 1 of each year, and the teacher shall perform services on those days as determined by the School District, including those legal holidays on which the School District is authorized to conduct school and pursuant to such authority, has determined to conduct school. The school year for ~~2017-2018~~ **2021-2022** shall consist of 185 duty days, and the school year for ~~2018-2019~~ **2022-2023** shall consist of 185 duty days. The

School Board may not decrease the number of contracted days, but it may increase the number of contract days by up to 5, thus increasing duty days in the Agreement from 185 up to a possible 190. If the School District adds days, the teachers will be paid their daily rate as determined by dividing the individual teaching contract salary by 185. The School Board will meet with a representative of the Association prior to making this decision.

**SECTION 2. EMERGENCY CLOSINGS:** In the event of a teacher duty day lost for any emergency, the teacher shall perform duties on such other day or days in lieu thereof as the School District shall determine after formal consultation with the Association.

## **ARTICLE 31 - TEACHER ASSIGNMENT AND TRANSFERS**

**SECTION 1. NOTICE OF ASSIGNMENT:** All classroom teachers assigned to a different building, different grade level, or different subject matter shall receive notice of such assignment on or before July 15th of the year preceding the reassignment. The teacher has 10 days after receiving notice of reassignment to resign without being held to his/her individual teaching notice of assignment.

**SECTION 2. REQUEST TO TRANSFER ASSIGNMENTS:** A teacher may request a transfer to a different class, building, or position by making the request, in writing, to the Superintendent and setting forth the reason or reasons for the desired transfer in the request.

**SECTION 3. INTERVIEW FOR VACANT POSITIONS:** Any teacher requesting a transfer to a different position will be guaranteed an interview for said position if a vacancy in that position occurs. All teachers will be notified of vacancies and new positions as they become available.

**SECTION 4. EXTRA-CURRICULAR/CO-CURRICULAR ASSIGNMENTS:** Any teacher applying for a co-curricular vacancy occurring within the School District will be guaranteed an interview for said position. Whenever said teacher is a member of the bargaining unit, **he/she must have a current Minnesota teaching license to be considered for positions.** All teachers will be notified of vacancies and new positions as they become available. If no member of the bargaining unit has applied for a vacancy, then, the School District may fill the position with the most qualified applicant. The right of assignment is a management right.

**SECTION 5. UNTENURED TEACHERS:** Any untenured teacher released by the School District for reasons other than cause shall be guaranteed an interview for any job opening in the School District for which he/she is qualified.

## **ARTICLE 32 - RETIREMENT**

**SECTION 1. ELIGIBLE AGE FOR MEDICAL INSURANCE PAYMENT:** Any teacher who has been employed at least 10 consecutive years by the School District may retire at the end of the school year in which he/she reaches the age of 56 or thereafter. If a teacher reaches age 56 after the end of one school year and prior to the beginning of the next school year, it will be considered retiring at age 56.

SUBD. 1. Upon retirement at the end of any year in which the teacher qualifies for retirement, the teacher may remain in the School District's insurance plans as follows:

- a) With regard to medical insurance the School District will provide up to \$60,000 that may be used towards the purchase of any of the School District's medical insurance plans or Medicare supplemental insurance if eligible for medical insurance related expenses, including Medicare supplemental coverage if eligible. Upon retirement for any year in which the teacher qualifies for retirement, a teacher will be credited with one hundred dollars (\$100) per day of unused sick leave for up to ten (10) days of sick leave in excess of 185 days. The amount credited under this provision will be added to the \$60,000 that may be used towards the purchase of medical insurance during retirement. This money is for continuing medical insurance coverage in any of the School District's medical insurance plans, an insurance carrier of the employee's choosing, or any other Medicare supplemental insurance if eligible. If the eligible teacher chooses to go on their own plan, the district will contribute eligible funds into a district sponsored retiree Health Reimbursement Arrangement (HRA) on behalf of the employee annually in the amount equal to the lesser of plan chosen by the eligible teacher who will provide documentation to the district of the plans cost or to the cost of the school districts Veba 834 plan. The contribution to be made monthly in the amount of 1/12<sup>th</sup> of the annual amount until the eligible School District funds have been exhausted. If an eligible teacher chooses to go on their own plan they may not return to any of the School District plans. In the event of the teacher's death, this benefit ceases.
- b) With regard to life insurance in effect at the time of retirement, the School District will continue to pay life insurance premiums for up to nine (9) years after retirement or age 65, whichever comes first.
- c) With regard to dental insurance at the time of retirement, the teacher will assume responsibility for payment of all premiums.

SUBD. 2. This retirement language is in effect for teachers retiring after June 1, 2002, and employed prior to July 1, 2009.

SUBD. 3. For teachers employed after July 1, 2009, the following language will apply:

- a) Eligibility: The benefits outlined in this article shall be available to regular full-time teachers employed as a teacher after July 1, 2009, for the full school year. Teachers must be actively working for the full school year to be eligible for the ~~Voluntary Employees Beneficiary Association (VEBA) contribution~~ **District sponsored Health Reimbursement Arrangement (HRA)**. Teachers on leave of absence during a school year will not be eligible for ~~VEBA HRA~~ **HRA** contributions for that school year. The ~~VEBA HRA~~ **HRA** contribution will not be prorated for partial school years worked with the following exception: teachers who retire prior to the end of the school year will receive a prorated contribution based on the number of days worked divided by the total number of teacher duty days in the school year during which they retire.
- b) Beginning in contract year 2009-2010, the School District will set aside \$1,000 annually for all newly hired full-time teachers. The School District contribution will be made in July following the preceding full school year of service. The School District contribution will be deposited into a School District reserved account on behalf of all eligible teachers as outlined in this article; however, all School District contributions will remain School District assets until eligible teachers meet the School District's vesting requirements. Teachers will become vested when they have at least 10 years of continuous service to the district. At the end of 10 years of continuous service to the School District, the School District will deposit \$10,000 into the School District-sponsored ~~VEBA HRA~~ **HRA** account on behalf of the eligible teacher. For each year of service thereafter **beginning in 2021-2022**, the School District will deposit ~~\$1,200~~ **\$1350** annually in the ~~VEBA HRA~~ **HRA** account of all eligible teachers as outlined in this article. The School District contributions will be made in July following the preceding full school year of service. The vested teacher will have access to his/her ~~VEBA HRA~~ **HRA** account balance upon separation of employment.
- c) Teachers hired after July 1, 2009, shall not be eligible for benefits provided under UBD. 1. Above.

**SECTION 2. PAYMENT FOR UNUSED SICK LEAVE:** Any teacher who has been employed at least 10 consecutive years by the School District may retire at age 55 or thereafter. A teacher will be paid \$50 per day for any accumulated, unused sick leave days for a maximum of up to the equivalent of 1 contract year. If a teacher reaches age 55 after the end of 1 school year and prior to the beginning of the next school year, he/she will be considered retiring at age 55.

**SECTION 3. DEFINITION OF 10 CONSECUTIVE YEARS:** The term, "10

consecutive years," as used in this article, shall mean that the teacher must be actually teaching in the School District for 10 consecutive years immediately preceding his/her retirement. School Board-approved leaves will not count against the 10-year requirement and shall not disqualify a teacher on the basis of the consecutive year stipulation. The only other exception shall be illness or medically certified disability, which will count toward the 10-year requirement.

**SECTION 4. EARLY RETIREMENT:** Any teacher, who has been employed for 15 or more years by the School District and has 1 or less years until he/she retires from the School District will be eligible for early retirement.

SUBD. 1. The following provisions will apply:

- a) An eligible teacher must submit a letter to the Superintendent requesting a leave of absence for early retirement purposes prior to March 15 of the year preceding the requested leave.
- b) An "Agreement for Leave of Absence Incentive" must be approved by the School Board prior to April 15 of the year preceding the requested leave.
- c) At the conclusion of the leave, the teacher will be eligible for continued group health insurance as outlined in Article 32-Section 1 of the Master Agreement.

SUBD. 2. The following incentives will apply:

- a) The School Board will pay the teacher who is granted an early retirement leave \$45 per day for any accumulated, unused sick-leave days at the end of the year in which the leave is approved.
- b) The School Board will pay the School District's part of teacher retirement, as well as the teacher's part of teacher retirement to a teacher while on early retirement leave until the teacher qualifies for the "Rule of 90."

SUBD. 3. A teacher on early retirement leave who returns to employment in the School District prior to qualifying for the Rule of 90 will pay back to the School District all payments for unused sick leave and teacher's retirement, with full interest, made while the teacher was on leave.

**SECTION 5. POST-RETIREMENT HEALTH CARE SAVINGS ARRANGEMENT:**  
The School District will provide the following ~~welfare-benefit-arrangement tax~~  
~~advantaged District sponsored~~ through the ~~VEBA~~ HRA Plan to qualifying teachers.

SUBD. 1. Within 60 days of the effective date of retirement, the School District shall contribute \$45 per day for any accumulated, unused sick leave days for a maximum of up to the equivalent of ~~±~~ **one** contract year **into the the District sponsored Post-employment HRA on behalf of eligible employees.**, to individual accounts established for those teachers under the Post-Retirement Health Care Savings Arrangement. ~~The teacher will not be eligible to receive this amount in the form of taxable cash compensation.~~

SUBD. 2. ~~Administrative fees allocable to individual accounts of active teachers shall be paid from the teachers account. Administrative fees allocable to the individual accounts of former teachers, including retirees, shall be paid from individual accounts. Administrative fees shall be paid from individual accounts of all participants in the event the VEBA HRA Plan is terminated.~~ **All active and Post-employment HRA related Administrative fees shall be paid by the individual HRA account holder.**

Subd. 3. ~~The School District previously adopted the Minnesota Service Cooperative VEBA HRA Plan and the Employee Benefits Trust Agreement for the benefit of qualifying teachers. The Adoption Agreement is dated June 16, 2004. The School District and teachers previously assented to and ratified the appointment of the trustee and plan administrator in place on the adoption date of this agreement. It is intended that this arrangement constitute a VEBA HRA under Section 501(c)(9) of the Internal Revenue Code.~~ **The School District will provide an IRS compliant Post-Employment Health Reimbursement Arrangement (HRA) as allowable under IRS regulations.**

## ARTICLE 33 - GROUP INSURANCE

**SECTION 1. HEALTH AND HOSPITALIZATION INSURANCE:** For the 2019-2021 contract period, the School District will contribute an amount toward the cost of the premium for health insurance coverage for each teacher who qualifies for and is enrolled in the group health insurance plan as specified below:

### Individual Insurance Plan:

For the ~~2019-2020~~ **2021-2022** school year, an amount not to exceed ~~\$12,500~~ **\$14,250**. If the cost of the plan is less than ~~\$12,500~~ **\$14,250**, the teacher is not entitled to any additional compensation. Beginning in ~~2020-2021~~ **2022-2023**, this amount is increased to ~~\$14,250~~ **\$15,000**. If the cost of the plan is less than ~~\$14,250~~ **\$15,000** the teacher is not entitled to any additional compensation.

### Family Insurance Plan:

For the ~~2019-2020~~ **2021-2022** school year, an amount not to exceed ~~\$17,500~~ **\$19,250**. If the cost of the plan is less than ~~\$17,500~~ **\$19,250** the teacher is not entitled to any additional compensation. Beginning in ~~2020-2021~~ **2022-2023**, this amount is increased to ~~\$19,250~~ **\$20,750**. If the cost of the plan is less than, ~~\$19,250~~ **\$20,750** the teacher is not entitled to any additional compensation.

SUBD. 1. ~~ESTABLISHMENT OF VEBA/HRA/HSA (Voluntary Employees' Beneficiary Association/Health Reimbursement Arrangement/Health Savings Account):~~ The School District shall make available a ~~VEBA/HRA/HSA Plan and Trust to all qualified bargaining unit members. Employees assent to and ratify the appointment of the trustee and plan administrator for the VEBA Plan and Trust identified in the VEBA/HRA/HSA. It is intended that this arrangement constitute a voluntary employee's beneficiary association under Section 501(c)(9) of the Internal Revenue Code.~~ **ESTABLISHMENT OF HRA/HSA:** The School District shall make available tax advantaged plans such as the integrated Health Reimbursement Arrangement (HRA) and Health Savings Account (HSA) accounts to all eligible bargaining unit members.

- ~~a. The School District agrees to take such steps as are necessary to achieve reimbursement of eligible health expenses from the FSA (Flexible Spending Account) first, including amending the FSA or VEBA/HRA/HSA Plan so that their plan years begin and end on the same date.~~
- ~~b. The VEBA/HRA/HSA Plan year will begin and end on the same dates as the high deductible health insurance program offered in Subdivision 5 of this Article.~~

SUBD. 2. ~~BENEFITS PROVIDED THROUGH THE VEBA/HRA/HSA:~~ The School District shall provide benefits through the ~~VEBA/HRA Plan as identified in the plan document.~~

SUBD. 3. ~~PAYMENT OF ADMINISTRATIVE FEES:~~ The annual and monthly MII administrative fees will be paid by the School District. ~~The investment fees outside of MII will be paid by the employee.~~ **The School District will be responsible for administrative fees for actively employed and benefit eligible employees. Administrative fees for separated employees no longer qualifying as actively employed will be the responsibility of the employee. The School District will not be responsible for active or separated employee related individual related investment fees.**

SUBD. 4. CONTRIBUTIONS TO THE ACTIVE EMPLOYEES' PLAN:

- a. The School District will make an annual contribution, not to exceed HSA IRS limits, to accounts under the health reimbursement arrangement for qualifying bargaining-unit members equal to the deductible in the highest premium VEBA insurance policy or the

difference between the costs of the highest premium plan plus the VEBA contribution, less the cost of the premiums for the plan selected, not to exceed the maximum single and or family district contribution levels outlined in Article 33, Section 1.

- b. The contribution will be made on or about the first day of the VEBA/HRA/HSA Plan year. Any employee who leaves prior to the end of the school year will reimburse the School District on a prorated basis for any unused portion of the District's contribution to the ~~VEBA/HRA/HSA~~ Trust for that plan year. This amount will be deducted from the employee's paycheck with the employee's permission. In the event that the employee does not give permission, the amount will be repaid to the School District through a payment plan mutually agreed to by the employee and the School District .
- c. If a qualified bargaining-unit member enters the ~~VEBA/HRA/HSA~~ Plan as a participant on a date after the first day of the ~~VEBA/HRA/HSA~~ Plan year, the School District shall prorate the amount of the School District's contribution to reflect the late entry. If the participant incurs one or more claims for an eligible health expense that exceeds the participant's account balance in the ~~VEBA/HRA/HSA~~ Plan, the School District shall, at the participant's request, increase its contribution for that year to the extent necessary to reimburse the participant for the claim, but not exceeding the contribution made to similarly situated participants who entered the ~~VEBA/HRA/HSA~~ Plan on the first day of the ~~VEBA/HRA/HSA~~ Plan year. The participant shall be entitled to the same rights of similarly situated employees to accelerate future School District contributions that are prorated over the ~~VEBA/HRA/HSA~~ Plan year.
- d. All contributions on behalf of a ~~VEBA/HRA/HSA~~ Plan participant shall cease on the date the participant is no longer covered under the high deductible health plan in Subdivision 5 below.

**SUBD. 5. HIGH-DEDUCTIBLE HEALTH PLAN:** The School District shall make available a high-deductible health plan to all eligible bargaining unit members. With respect to qualifying bargaining-unit members, the School District shall contribute an amount up to the insurance contribution identified in Article 33, Section 1, minus the annual contribution towards premiums identified in Article 33, Section 1, Subd. 4.a.

**SECTION 2. INCOME PROTECTION INSURANCE:** The Association agrees that 100 percent of its members will belong to the group for income protection insurance at their own cost.

**SECTION 3. LIABILITY INSURANCE:** The School District shall obtain a copy of the liability insurance policy from the insurance agent and place it on file in the School District's Business Office for examination and review by teachers.

**SECTION 4. LIFE INSURANCE:** For each teacher who qualifies for and is enrolled in the School District's life insurance plan, the School District shall pay the premium for a \$50,000 group life insurance policy for each full-time teacher of the School District for the term of this Agreement.

**SECTION 5. DENTAL INSURANCE:** For all teachers who qualify for and are enrolled in the School District's insurance plan, the School District agrees to contribute the full premium for family or individual plan dental insurance. The plan shall be the Delta Dental or equivalent.

**SECTION 6. INSURANCE COMMITTEE:** The School District and the Association shall form a committee of 4, 2 members of the Association appointed by the Association and 2 members of the School District. This committee shall study the specifications for the health and hospitalization insurance, income protection insurance, and dental insurance and make recommendations to the School District for its final action.

### **ARTICLE 34 - BASIC SCHEDULES AND RATES OF PAY**

**SECTION 1. ~~2017-2018~~ 2021-2022 and ~~2018-2019~~ 2022-2023 SALARY SCHEDULES:** The salaries reflected in the schedules shall be a part of the Master Agreement for the ~~2017-2018~~ 2021-2022 and ~~2018-2019~~ 2022-2023 school years.

SUBD. 1. The salary shall be paid in 24 equal monthly installments deposited directly to the teacher's individual bank account on the 15th or the last banking day prior to the 15th and the last banking day of the month.

SUBD. 2. Teachers who are retiring may elect to receive their last year's salary in 18 equal installments, provided their resignation for retirement is received prior to June 1 in the school year preceding their last year of service.

SUBD. 3. All deductions for partial absences will be made on the basis of a half day or a full day. Such deductions will be prorated over the remaining pay periods.

**SECTION 2. STATUS OF SALARY SCHEDULE:** The salary schedules are not to be construed as part of the teacher's continuing contract. After July 1, ~~2018~~2021, the

bimonthly payments that each teacher is receiving shall continue until such time as a new Master Agreement is fully ratified by the parties. However, lane changes earned shall be paid as provided elsewhere in this Agreement.

**SECTION 3. PLACEMENT ON SALARY SCHEDULE:** The following rules shall be applicable in determining placement of a teacher on the appropriate salary schedule.

SUBD. 1. Initial placement on the salary schedule will be determined by the School District.

SUBD. 2. Credits to be considered for application on any lane of the salary schedule may be graduate or undergraduate semester hour credits that are germane to the teacher's teaching assignment.

SUBD. 3. A teacher shall be paid on the master's degree lane or higher lane only if the degree program is germane to the teaching assignment, as approved by the School District. Approval shall be given in writing by the Superintendent. This language cannot alter the placement of a teacher on the master's lane or higher employed by the School District prior to July 1, 2018.

SUBD. 4. All credits, in order to be considered for application on the salary schedule, must be approved by the principal or Superintendent, in writing, prior to the taking of the course.

SUBD. 5. Teachers may make lane changes at any time during the school year. A completed set of materials must be received in the School District office by the 10th of the month so that new salary payments can begin on the last working day of the month.

- a) Teachers must submit the following: a request for a lane change letter,
- b) their pre-approval forms,
- c) an official transcript verifying courses were taken, and
- d) forms applicable for PGO credits.

Teachers will be paid retroactively to the completion date of the courses within the current school year.

SUBD. 6. Credits to apply to lanes beyond a particular lane, must be earned subsequent to the earning of the teaching license and must be taken at an accredited college or university.

SUBD. 7. A teacher must be employed and actually teach a minimum of 120 days, excluding professional development days, in each school year to qualify for a salary step advancement.

**SECTION 4. EXTENDED EMPLOYMENT:** The School District shall determine the hours, duties, and the length of extended employment and the teacher to perform the services. If the teacher agrees to provide the service, compensation shall be a prorated amount (on the basis of 185 days a year for ~~2017-2018~~ **2021-2022** and ~~2018-2019~~ **2022-2023** of the daily basic contract salary of the preceding year) with payment commencing on the 15th day of the month following the first day of service and continuing bi-monthly thereafter.

**SECTION 5. LONG-TERM SUBSTITUTE TEACHERS:** Teachers who substitute for the same classroom teacher for a period of 30 consecutive days or longer shall be placed on the salary schedule retroactively at the beginning step of the appropriate lane.

~~**SECTION 6. CAREER INCREMENTS:** A career increment of \$500 is added to the salary of each teacher during his/her 21<sup>st</sup>, 22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, and 25<sup>th</sup> years of service in the School District. A career increment of one thousand dollars (\$1,000) is added to the salary of each teacher who has completed at least 25 years of service in the School District. Such career increments are not cumulative; teacher shall be awarded only 1 career increment during any school year. Beginning with the 2012-2013 school year, a career increment of \$250 is added during year 16, \$300 during year 17, \$350 during year 18, \$400 during year 19, and \$450 during year 20. Such career increments are not cumulative and represent the total career increment compensation for each year (16, 17, 18, 19, and 20 years of service in the School District).~~

**SECTION 7. NATIONAL CERTIFICATION STIPEND:** Any teacher who has achieved one of the following National Certifications shall be paid \$2,000 annually for the life of the certification. This stipend shall not be considered part of the Teacher's annual salary.

Certification Effective Date:

1. National Board Teacher Certification July 1, 2004
2. ASHA Certificate of Clinical Competence July 1, 2019
3. Licensed Independent Clinical Social Worker July 1, 2019
4. **National Certified School Counselor July 1, 2021**

**SECTION 8. DISTRICT LANE:** A teacher may make a lane change to the District Lane by completing 10 credits of School District-approved coursework. The approved categories will include National Board Teacher Certification and Personalized and Equitable Learning. The School District may establish additional categories prior to May 15 of each year after an annual formal consultation with the Association. ~~The District Lane will move a teacher the same lane change increment as is contained in the salary schedule. In no case may a teacher earn more than 1 District Lane change. However,~~

~~a teacher at the BA 30 lane or the MA 30 lane may move to the District Lane (BA 40 or MA 40) after completing 30 hours of approved lane change credits in addition to the approved certification in Personalized and Equitable Learning or National Board Teacher Certification. Credits to be considered for application to the District Lane must receive prior approval of the Superintendent. Those teachers who are in the District Lane for credits previously earned in Data Driven Decision Making shall remain in the District Lane.~~ These 10 credits can be used for a lane change increment as is contained in the salary schedule. A teacher may only access the MA+40 lane after entering Step 11 on the salary schedule. Credits to be considered for application to a lane change must receive prior approval of the Superintendent.

- a. Those teachers who previously earned credits in either the National Board Teacher Certification, Data Driven Decision Making or Personalized and Equitable Learning shall remain in their current placement on the salary schedule.

**SECTION 9. CONCURRENT ENROLLMENT:** For concurrent enrollment classes, a teacher may be asked by the school district to earn additional college credits for certification to teach these classes.

1. The number of credits and total cost shall be agreed upon in advance by the teacher and the school district.
2. The teacher shall be compensated for the cost of tuition, books and supplies as agreed upon by the teacher and the school district
3. The teacher agrees to teach in the school district for a minimum of 5 years after the courses have been completed
4. If the teacher leaves the district prior to the 5-year time period, the teacher shall reimburse the school district an amount equal to 20% of the total costs per year for each year remaining of the 5-year period. For example, if the teacher leaves one year after earning the credits, the teacher shall reimburse 80% of the total costs, (leaving after 2 years = 60%, 3 years = 40%, 4 years = 20%, 5 years = 0%).
5. With pre-approval from the high school principal, concurrent enrollment teachers shall be paid up to 10 hours of curriculum writing time to meet with college/university officials for each concurrent enrollment course assigned during a given year.

**SECTION 10. SPECIAL EDUCATION CERTIFICATION AREAS:** For specific special education areas, a special education teacher may be asked by the school district to obtain additional certification.

1. The number of credits and total cost shall be agreed upon in advance by the teacher and the school district.
2. The teacher shall be compensated for the cost of tuition, books and supplies as agreed upon by the teacher and the school district
3. The teacher agrees to teach in the school district for a minimum of 5 years after the courses have been completed
4. If the teacher leaves the district prior to the 5-year time period, the teacher shall reimburse the school district an amount equal to 20% of the total costs per year for each year remaining of the 5-year period. For example, if the teacher leaves one year after earning the credits, the teacher shall reimburse 80% of the total costs, (leaving after 2 years = 60%, 3 years = 40%, 4 years = 20%, 5 years = 0%).

### **ARTICLE 35 - JOB SECURITY**

The School District agrees that the intent of any agreement it enters into with another school district is to advance opportunities for students of the School District and not to reduce the teachers of this School District.

The School District agrees that if the School District enters into any agreement with another school district, which requires a combined seniority list, it will first reopen the Agreement for the purpose of negotiating common ULA language.

### **ARTICLE 36 - NEGOTIATIONS AND PUBLICATION OF AGREEMENT**

**SECTION 1. INITIATION OF NEGOTIATIONS:** Between 60 and 90 days prior to the expiration of this Agreement, the School District and Association shall initiate negotiations for the purpose of entering into a successor Agreement for the succeeding 2-year period, except that if the Association is not then the exclusive bargaining agent of the teachers of the School District, then, in the absence of a lawful order to the contrary, negotiations shall thereupon be undertaken between the School District and the duly authorized exclusive bargaining agent.

**SECTION 2. RELEASE TIME FOR ASSOCIATION MEMBERS:** By mutual agreement, release time shall be provided the Association's negotiating committee to permit the School District and Association representatives to meet both during and after regular school hours for the purpose of reaching a successor Agreement. If an official mediator or arbitrator requires a meeting during school hours, release time will be provided teacher representatives without loss of salaries, provided, however, that the teachers' representatives shall be limited to 5.

**SECTION 3. PUBLICATION OF THE MASTER AGREEMENT:** Four signed copies of the final Agreement shall be kept for the purposes of record: 1 retained by the School District, 1 by the Superintendent, and 2 by the Association. The Association shall assume the responsibility of providing a copy of the Master Agreement to members of the bargaining unit. The School District shall provide a copy of the Master Agreement to each teacher newly hired in the School District.

## **ARTICLE 37 - DURATION**

**SECTION 1. TIME FRAME OF AGREEMENT:** This Master Agreement shall be effective as of July 1, 2019, and shall continue in effect until June 30, 2021. If a new and substitute Agreement has not been duly entered into prior to June 30, 2021 the terms of this Agreement shall continue in full force and effect until such substitute Agreement is adopted, which shall be fully retroactive to July 1, 2021.

**SECTION 2. EFFECT:** This Master Agreement constitutes the full and complete Master Agreement between the School District and the Association. The provisions of this Agreement relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, School District policies, rules, or regulations concerning terms and conditions of employment inconsistent with these provisions.

**SECTION 3. FINALITY:** Any matters relating to the current Agreement term, whether or not referred to in this Master Agreement, shall not be open for negotiation during the term of this Master Agreement, except by mutual agreement.

**SECTION 4. CONFORMITY OF LAW:** If any provision of this Agreement or any application of the Master Agreement to any teacher or group of teachers shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

**SECTION 5. SEVERABILITY:** The provisions of this Master Agreement shall be severable, and if any such provision or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Master Agreement or the application of any provision.

### **ATTACHMENTS:**

1. Career Increment Schedule
2. Co-curricular Advisory Fee Schedule
3. Co-curricular Fee Schedule
4. Early Childhood Family Education (ECFE) Salary Schedules (~~2019/2020~~  
~~2021-2022~~ and ~~2020/2021~~~~2022-2023~~)

## **SALARY SCHEDULES**

**2019-20202021-2022**

Year	Step	BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20	MA+30	MA+40
1	1	41,961	43,390	44,863	46,389	47,966	49,595	51,285	53,026	-
2	2	43,390	44,863	46,389	47,966	49,595	51,285	53,026	54,829	-
3	3	44,863	46,389	47,966	49,595	51,285	53,026	54,829	56,693	-
4	4	46,389	47,966	49,595	51,285	53,026	54,829	56,693	58,621	-
5	5	47,966	49,595	51,285	53,026	54,829	56,693	58,621	60,612	-
6	6	49,595	51,287	53,026	54,829	56,693	58,621	60,612	62,677	-
7	7	51,285	53,026	54,829	56,693	58,621	60,612	62,677	64,806	-
8-9	8	53,026	54,829	56,693	58,621	60,612	62,677	64,806	67,008	-
10	9	54,829	56,693	58,621	60,612	62,677	64,806	67,008	69,287	-
11-12-13-14	10	56,693	58,621	60,612	62,677	64,806	67,008	69,287	71,646	-
15	11	59,221	61,237	63,317	65,471	67,696	69,998	72,377	74,837	77,382

Year	Step	BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20	MA+30	MA+40
1	1	43,978	45,475	47,019	48,618	50,271	51,979	53,749	55,574	-
2	2	45,475	47,019	48,618	50,271	51,979	53,749	55,574	57,465	-
3	3	47,019	48,618	50,271	51,979	53,749	55,574	57,465	59,417	-
4	4	48,618	50,271	51,979	53,749	55,574	57,465	59,417	61,439	-
5	5	50,271	51,979	53,749	55,574	57,465	59,417	61,439	63,525	-
6	6	51,979	53,752	55,574	57,465	59,417	61,439	63,525	65,689	-
7	7	53,749	55,574	57,465	59,417	61,439	63,525	65,689	67,921	-
8-9	8	55,574	57,465	59,417	61,439	63,525	65,689	67,921	70,229	-
10	9	57,465	59,417	61,439	63,525	65,689	67,921	70,229	72,617	-
11-12-13-14	10	59,417	61,439	63,525	65,689	67,921	70,229	72,617	75,089	-
15	11	62,068	64,180	66,360	68,618	70,951	73,361	75,856	78,434	81,101

**2020-20212022-2023**

Year	Step	BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20	MA+30	MA+40
1	1	42,905	44,366	45,872	47,432	49,045	50,711	52,438	54,219	-
2	2	44,366	45,872	47,432	49,045	50,711	52,438	54,219	56,063	-
3	3	45,872	47,432	49,045	50,711	52,438	54,219	56,063	57,968	-
4	4	47,432	49,045	50,711	52,438	54,219	56,063	57,968	59,940	-
5	5	49,045	50,711	52,438	54,219	56,063	57,968	59,940	61,976	-
6	6	50,711	52,441	54,219	56,063	57,968	59,940	61,976	64,087	-
7	7	52,438	54,219	56,063	57,968	59,940	61,976	64,087	66,264	-

8	8	54,219	56,063	57,968	59,940	61,976	64,087	66,264	68,516	-
9-10	9	56,063	57,968	59,940	61,976	64,087	66,264	68,516	70,846	-
11	10	57,968	59,940	61,976	64,087	66,264	68,516	70,846	73,258	-
12-13-14-15	11	60,554	62,615	64,741	66,944	69,220	71,572	74,006	76,521	79,123

Year	Step	BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20	MA+30	MA+40
1	1	45,077	46,612	48,194	49,833	51,528	53,278	55,093	56,963	-
2	2	46,612	48,194	49,833	51,528	53,278	55,093	56,963	58,902	-
3	3	48,194	49,833	51,528	53,278	55,093	56,963	58,902	60,902	-
4	4	49,833	51,528	53,278	55,093	56,963	58,902	60,902	62,975	-
5	5	51,528	53,278	55,093	56,963	58,902	60,902	62,975	65,113	-
6	6	53,278	55,096	56,963	58,902	60,902	62,975	65,113	67,331	-
7	7	55,093	56,963	58,902	60,902	62,975	65,113	67,331	69,619	-
8	8	56,963	58,902	60,902	62,975	65,113	67,331	69,619	71,985	-
9-10	9	58,902	60,902	62,975	65,113	67,331	69,619	71,985	74,432	-
11	10	60,902	62,975	65,113	67,331	69,619	71,985	74,432	76,966	-
12-13-14-15	11	63,620	65,785	68,019	70,333	72,725	75,195	77,752	80,395	83,129

### **CAREER INCREMENT SCHEDULE**

A career increment is added to the salary of each teacher during the 16th year of service as follows:

Year of Service	Career Increment Amount
16	\$300.
17	\$350.
18	\$400.

19	\$450.
20	\$500.
21-25	\$600.
26+	\$1,200.

### ECFE/SCHOOL READINESS HOURLY RATES

~~2019-2020~~ **2021-2022**

Year	Step	BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20	MA+30	MA+40
1	1	28.35	29.31	30.31	31.34	32.42	33.50	34.64	35.83	-
2	2	29.31	30.31	31.34	32.42	33.50	34.64	35.83	37.05	-
3	3	30.31	31.34	32.42	33.50	34.64	35.83	37.05	38.30	-
4	4	31.34	32.42	33.50	34.64	35.83	37.05	38.30	39.62	-
5	5	32.42	33.50	34.64	35.83	37.05	38.30	39.62	40.95	-
6	6	33.50	34.64	35.83	37.05	38.30	39.62	40.95	42.35	-
7	7	34.64	35.83	37.05	38.30	39.62	40.95	42.35	43.79	-
8-9	8	35.83	37.05	38.30	39.62	40.95	42.35	43.79	45.27	-
10	9	37.05	38.30	39.62	40.95	42.35	43.79	45.27	46.82	-
11-12-13-14	10	38.30	39.62	40.95	42.35	43.79	45.27	46.82	48.41	-
15	11	40.02	41.36	42.79	44.24	45.74	47.30	48.91	50.56	52.30

Year	Step	BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20	MA+30	MA+40
1	1	29.71	30.73	31.77	32.85	33.97	35.12	36.32	37.55	-
2	2	30.73	31.77	32.85	33.97	35.12	36.32	37.55	38.83	-
3	3	31.77	32.85	33.97	35.12	36.32	37.55	38.83	40.15	-
4	4	32.85	33.97	35.12	36.32	37.55	38.83	40.15	41.51	-
5	5	33.97	35.12	36.32	37.55	38.83	40.15	41.51	42.92	-
6	6	35.12	36.32	37.55	38.83	40.15	41.51	42.92	44.38	-
7	7	36.32	37.55	38.83	40.15	41.51	42.92	44.38	45.89	-
8-9	8	37.55	38.83	40.15	41.51	42.92	44.38	45.89	47.45	-
10	9	38.83	40.15	41.51	42.92	44.38	45.89	47.45	49.07	-

11-12-13-14	10	40.15	41.51	42.92	44.38	45.89	47.45	49.07	50.74	-
15	11	41.94	43.37	44.84	46.36	47.94	49.57	51.25	53.00	54.80

**2020-2021 2022-2023**

Year	Step	BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20	MA+30	MA+40
1	1	28.98	29.97	31.00	32.05	33.14	34.25	35.42	36.64	-
2	2	29.97	31.00	32.05	33.14	34.25	35.42	36.64	37.88	-
3	3	31.00	32.05	33.14	34.25	35.42	36.64	37.88	39.16	-
4	4	32.05	33.14	34.25	35.42	36.64	37.88	39.16	40.51	-
5	5	33.14	34.25	35.42	36.64	37.88	39.16	40.51	41.87	-
6	6	34.25	35.42	36.64	37.88	39.16	40.51	41.87	43.30	-
7	7	35.42	36.64	37.88	39.16	40.51	41.87	43.30	44.77	-
8	8	36.64	37.88	39.16	40.51	41.87	43.30	44.77	46.29	-
9-10	9	37.88	39.16	40.51	41.87	43.30	44.77	46.29	47.87	-
11	10	39.16	40.51	41.87	43.30	44.77	46.29	47.87	49.50	-
12-13-14-15	11	40.93	42.29	43.75	45.23	46.77	48.36	50.01	51.70	53.47

Year	Step	BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20	MA+30	MA+40
1	1	30.46	31.49	32.56	33.67	34.82	36.00	37.22	38.49	-
2	2	31.49	32.56	33.67	34.82	36.00	37.22	38.49	39.80	-
3	3	32.56	33.67	34.82	36.00	37.22	38.49	39.80	41.15	-
4	4	33.67	34.82	36.00	37.22	38.49	39.80	41.15	42.55	-
5	5	34.82	36.00	37.22	38.49	39.80	41.15	42.55	44.00	-
6	6	36.00	37.23	38.49	39.80	41.15	42.55	44.00	45.49	-
7	7	37.22	38.49	39.80	41.15	42.55	44.00	45.49	47.04	-
8-9	8	38.49	39.80	41.15	42.55	44.00	45.49	47.04	48.64	-
10	9	39.80	41.15	42.55	44.00	45.49	47.04	48.64	50.29	-

11-12-13-14	10	41.15	42.55	44.00	45.49	47.04	48.64	50.29	52.00	-
15	11	42.99	44.45	45.96	47.52	49.14	50.81	52.54	54.32	56.17

Licensed ECFE/School Readiness Related Compensation Items:

1. The hourly salary schedule pertains only to positions for which licensure is required.
2. Hourly salaries will be based upon years of experience in related fields after licensure was earned and on level of education attained.
3. The Special Programs Administrator will recommend to the School Board original placement on the hourly salary schedule at the time of employment.
4. Special Programs Administrator in consultation with ECFE teachers and Superintendent will determine placement for current teachers hired prior to July 1, 2000.
5. The School Board-approved salary schedule for teachers will be used to determine the ECFE hourly salary schedule, dividing each cell by 185 and then dividing by 8.
6. Teachers will be given 12 minutes of paid preparation time at their regular hourly schedule for each 60 minutes of instruction (see ECFE/School Readiness Class Payment Chart).
7. Teachers will be paid at their regular hourly rate for 15 minutes prior to instruction time and 15 minutes following instruction time.
8. Required staff development training and required staff meetings will be paid at the regular hourly rate.
9. A flat rate of \$15 per hour will be paid for additional assignments such as:
  - a. Bus trips requiring a teacher that are not a part of a regularly scheduled class.
  - b. Journaling

These assignments require the approval of the Special Programs Administrator.
10. In the case of inclement weather causing classes to be cancelled, the impacted teacher will be paid for 1 hour at his/her regular rate.

11. Teachers who are assigned classes that go beyond 6 p.m. or on Saturdays will be paid an additional \$.50 per hour for that amount of instructional time that occurs after 6 p.m. or on Saturdays.
  
12. Association School ECFE teachers are not entitled to any of the conditions of this Master Agreement other than the salary schedule including not being placed on the School District seniority list.

**ECFE/SCHOOL READINESS CLASS PAYMENT CHART**

<b>Length of Class (hrs.)</b>	<b>Prep (hrs.)</b>	<b>Before/After (hrs.)</b>	<b>=</b>	<b>Paid Time (hrs.)</b>
1.00	0.20	0.50	=	1.70
1.25	0.25	0.50	=	2.00
1.50	0.30	0.50	=	2.30
1.75	0.35	0.50	=	2.60
2.00	0.40	0.50	=	2.90
2.25	0.45	0.50	=	3.20
2.50	0.50	0.50	=	3.50
2.75	0.55	0.50	=	3.80
3.00	0.60	0.50	=	4.10
3.25	0.65	0.50	=	4.40
3.50	0.70	0.50	=	4.70
3.75	0.75	0.50	=	5.00

**IN TESTIMONY WHEREOF**, the parties have executed this Master Agreement this 20th day of January, 2020.

**SAINT PETER EDUCATION ASSOCIATION**

By \_\_\_\_\_  
President

By \_\_\_\_\_  
Secretary

By \_\_\_\_\_  
Association Negotiator

By \_\_\_\_\_  
Association Negotiator

**INDEPENDENT SCHOOL DISTRICT 508**

By \_\_\_\_\_  
School Board Chairperson

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

By \_\_\_\_\_  
School Board Negotiator

By \_\_\_\_\_  
School Board Negotiator

**St. Peter School District 508 Co-Curricular Fee Schedule**  
~~2019-2020 and 2020-2021~~ **2021-2022**

Years of Experience	Non-Staff Non-Certified	Non-Staff Hour Certified	Non-Staff Certified	Staff Non-Certified	Staff Hour-Certified	Staff Certified
0-5 Years	1	1.02	1.04	1.02	1.04	1.06
6-9 Years	1.02	1.04	1.06	1.04	1.06	1.08
10+ years	1.04	1.06	1.08	1.08	1.1	1.1

	1	1.02	1.04	1.06	1.08	1.1
Activities Director	\$5853	\$5924	\$6094	\$6215	\$6335	\$6455

<b>Athletics</b>	Football	Soccer	Boys Hockey	Girls Hockey	Boys Basketball	Girls Basketball
	Wrestling	Girls Swimming	Volleyball	Baseball	Boys Track	Girls Track
	Gymnastics	Softball	Boys Tennis	Girls Tennis	Boys Golf	Girls Golf
	Boys Cross Country		Girls Cross Country			

	1	1.02	1.04	1.06	1.08	1.1
Head Coach	\$4564	\$4659	\$4753	\$4848	\$4943	\$5038
Assistant	\$2611	\$2663	\$2715	\$2767	\$2820	\$2871
9 <sup>th</sup> Grade	\$2237	\$2283	\$2327	\$2371	\$2417	\$2461
Middle School	\$1679	\$1712	\$1745	\$1780	\$1813	\$1846

<i>Adaptive Bowling</i>	1	1.02	1.04	1.06	1.08	1.1
Head Coach	\$971	\$989	\$1009	\$1028	\$1047	\$1068
Assistant	\$631	\$644	\$657	\$669	\$681	\$693
POHI Assistant	\$316	\$322	\$328	\$335	\$341	\$347

<b>General Activities</b>			
<i>Speech</i>	1	1.04	1.1
Head Coach	\$4564	\$4753	\$5038
Assistant	\$2612	\$2716	\$2871
MS Coach	\$747	\$776	\$820
Tournament Director	\$747	\$776	\$820

<b>Debate</b>	1	1.04	1.1
Head Coach	\$2797	\$2909	\$3077

<b>Music Extra Duty</b>	1	1.04	1.1
Senior High Instrumental	\$3543	\$3685	\$3898
Senior High Choral	\$1772	\$1843	\$1949

Summer Band Assistant	\$709	\$737	\$780
KIDS Coordinator	\$1772	\$1843	\$1949

<b><i>Drama &amp; Student Council</i></b>	<b>1</b>	<b>1.04</b>	<b>1.1</b>
Senior High Student Council	\$2424	\$2522	\$2666
Middle School Student Council	\$1213	\$1263	\$1333
Fall 3-Act Play Director	\$2424	\$2522	\$2666
** Assistant Director	\$1213	\$1263	\$1333
** Technical Director	\$2424	\$2522	\$2666
Contest One Act Play	\$1818	\$1892	\$2001
** Assistant Director	\$606	\$631	\$668
Spring 3-Act Play Director	\$2424	\$2522	\$2666
** Assistant Director	\$1213	\$1263	\$1333
** Technical Director	\$2424	\$2522	\$2666
Middle School Play Director	\$1818	\$1892	\$2001
** Assistant Director	\$606	\$631	\$668

Musical Play Vocal Director	\$1818	\$1892	\$2001
** Choreographer	\$1213	\$1263	1333
**Pianist	\$1213	\$1263	\$1333
Elementary Play Director	\$1453	\$1513	\$1600
High School Sound Person	\$1818	\$1892	\$2001
Dance Line	\$1213	\$1263	\$1333
Box Office Coordinator	\$485	\$505	\$533

<b><i>Advisors</i></b>	<b>1</b>	<b>1.04</b>	<b>1.1</b>
Senior Class Advisor	\$971	\$1009	\$1068
Senior Class Advisor	\$971	\$1009	\$1068
Junior Class Advisor	\$971	\$1009	\$1068
Junior Class Advisor	\$971	\$1009	\$1068
Junior Class Prom Assistant	\$243	\$253	\$267
Sophomore Class Advisor	\$485	\$506	\$534
Freshman Class Advisor	\$485	\$506	\$534
National Honor Society Advisor	\$971	\$1009	\$1068
National Honor Society Assistant	\$389	\$404	\$427
(N) Elementary Student Council	\$679	\$706	\$748
(S) Elementary Student Council	\$679	\$706	\$748
Elementary Science Fair	\$679	\$706	\$748
Intermediate Science Fair	\$679	\$706	\$748
Elementary School Patrol	\$727	\$758	\$801
Thespians	\$679	\$706	\$748
Quill and Scroll	\$679	\$706	\$748
Pep Club	\$727	\$758	\$801

Ecology Club	\$679	\$706	\$748
Future Teachers of America	\$679	\$706	\$748
USAA Target	\$971	\$1009	\$1068
USAA Target Assistant	\$485	\$506	\$534
Respecters of Diversity	\$389	\$404	\$427
SADD Elementary	\$485	\$506	\$534
Middle School Yearbook	\$485	\$506	\$534
Middle School Newspaper	\$389	\$404	\$427
Yellow Ribbon	\$389	\$404	\$427
SWAT	\$389	\$404	\$427

<b>Academic Coaches</b>	1	1.04	1.1
Academic Decathlon	\$971	\$1009	\$1068
Academic Pentathlon	\$679	\$706	\$748
Math League	\$971	\$1009	\$1068
Math League Assistant	\$389	\$404	\$427
Middle School Math Counts	\$679	\$706	\$748
Knowledge Bowl (9-12)	\$971	\$1009	\$1068
Knowledge Bowl (7-8)	\$971	\$1009	\$1068
Knowledge Bowl Assistant	\$243	\$253	\$267
Mock Trial	\$971	\$1009	\$1068
Mock Trial Assistant	\$389	\$404	\$427
Model UN	\$679	\$706	\$748
Visual Arts	\$679	\$706	\$748
First Tech Challenge	\$971	\$1009	\$1068

<b>Extra Compensation</b>	
Co-Curricular Workers	\$35.00 per event
Student Bus Supervisor	\$36.70 per event
Driver Education	\$35.00 per hour
Overload/6 <sup>th</sup> Class	\$40.00 per hour
Coaching Aides	\$9.54 per hour
HIGHLIGHTS Contact	\$649 per year
Dept. Chair/Grade Level Leader	<del>\$374</del> + \$25 per teacher per department <b>\$500 per year</b>
<b>Middle School Advisory Team</b>	<b>\$1,200 per year</b>
Hourly Department Work	As determined by Step #1 of the teacher's educational lane for years #1-7 of employment, Step #5 of the teacher's education lane for the 2016-17 for years #8 and above, and Step #6 of the teacher's educational lane for 2017-18 for years #8 and above.
Continuing Education Committee	\$500 per year (\$250 paid by District, \$250 paid by SPEA)
Strength Coach	\$3300 per season (3-three month seasons)

**St. Peter School District 508 Co-Curricular Fee Schedule**  
**2022-2023**

Years of Experience	Non-Staff Non-Certified	Non-Staff Hour Certified	Non-Staff Certified	Staff Non-Certified	Staff Hour-Certified	Staff Certified
0-5 Years	1.00	1.02	1.04	1.02	1.04	1.06
6-9 Years	1.02	1.04	1.06	1.04	1.06	1.08
10+ Years	1.04	1.06	1.08	1.08	1.10	1.10

	1.00	1.02	1.04	1.06	1.08	1.10
Activities Director	\$6,438	\$6,516	\$6,703	\$6,837	\$6,969	\$7,101

<b>Athletics</b>	Football	Soccer	Boys Hockey	Girls Hockey	Boys Basketball	Girls Basketball
	Wrestling	Girls Swimming	Volleyball	Baseball	Boys Track	Girls Track
	Gymnastics	Softball	Boys Tennis	Girls Tennis	Boys Golf	Girls Golf
	Boys Cross Country		Girls Cross Country			

	1.00	1.02	1.04	1.06	1.08	1.10
Head Coach	\$5,020	\$5,125	\$5,228	\$5,333	\$5,437	\$5,542
Assistant	\$2,872	\$2,929	\$2,987	\$3,044	\$3,102	\$3,158
9th Grade	\$2,461	\$2,511	\$2,560	\$2,608	\$2,659	\$2,707
Middle School	\$1,847	\$1,883	\$1,920	\$1,958	\$1,994	\$2,031

<b>Adaptive Bowling</b>	1.00	1.02	1.04	1.06	1.08	1.10
Head Coach	\$1,068	\$1,088	\$1,110	\$1,131	\$1,152	\$1,175
Assistant	\$694	\$708	\$723	\$736	\$749	\$762
POHI Assistant	\$348	\$354	\$361	\$369	\$375	\$382

<b>General Activities</b>			
<b>Speech</b>	1.00	1.04	1.10
Head Coach	\$5,020	\$5,228	\$5,542
Assistant	\$2,873	\$2,988	\$3,158
MS Coach	\$822	\$854	\$902
Tournament Director	\$822	\$854	\$902

<b>Music Extra Duty</b>	1.00	1.04	1.10
Senior High Instrumental	\$3,897	\$4,054	\$4,288
Senior High Choral	\$1,949	\$2,027	\$2,144
Summer Band Assistant	\$780	\$811	\$858
KIDS Coordinator	\$1,949	\$2,027	\$2,144

<b>Drama &amp; Student Council</b>	1.00	1.04	1.10
Senior High Student Council	\$2,666	\$2,774	\$2,933
Middle School Student Council	\$1,334	\$1,389	\$1,466
Fall 3-Act Play Director	\$2,666	\$2,774	\$2,933
**Assistant Director	\$1,334	\$1,389	\$1,466
**Technical Director	\$2,666	\$2,774	\$2,933
Contest One Act Play	\$2,000	\$2,081	\$2,201
**Assistant Director	\$667	\$694	\$735
Spring 3-Act Play Director	\$2,666	\$2,774	\$2,933
**Assistant Director	\$1,334	\$1,389	\$1,466
**Technical Director	\$2,666	\$2,774	\$2,933
Middle School Play Director	\$2,000	\$2,081	\$2,201
**Assistant Director	\$667	\$694	\$735
Musical Play Vocal Director	\$2,000	\$2,081	\$2,201
**Choreographer	\$1,334	\$1,389	\$1,466
**Pianist	\$1,334	\$1,389	\$1,466

Elementary Play Director	\$1,598	\$1,664	\$1,760
High School Sound Person	\$2,000	\$2,081	\$2,201
Dance Line	\$1,334	\$1,389	\$1,466
Box Office Coordinator	\$534	\$556	\$586

<b>Advisors</b>	1.00	1.04	1.10
Senior Class Advisor	\$1,068	\$1,110	\$1,175
Junior Class Advisor	\$1,068	\$1,110	\$1,175
Junior Class Prom Assistant	\$267	\$278	\$294
Sophomore Class Advisor	\$534	\$557	\$587
Freshman Class Advisor	\$534	\$557	\$587
National Honor Society Advisor	\$1,068	\$1,110	\$1,175
National Honor Society Assistant	\$428	\$444	\$470
(N) Elementary Student Council	\$747	\$777	\$823
(S) Elementary Student Council	\$747	\$777	\$823
Elementary Science Fair	\$747	\$777	\$823
Intermediate Science Fair	\$747	\$777	\$823
Elementary School Patrol	\$800	\$834	\$881
Thespians	\$747	\$777	\$823
Quill and Scroll	\$747	\$777	\$823
Pep Club	\$800	\$834	\$881
Ecology Club	\$747	\$777	\$823
Future Teachers of America	\$747	\$777	\$823
USAA Target	\$1,068	\$1,110	\$1,175
USAA Target Assistant	\$534	\$557	\$587
Respecters of Diversity	\$428	\$444	\$470
SADD Elementary	\$534	\$557	\$587
Middle School Yearbook	\$534	\$557	\$587
Middle School Newspaper	\$428	\$444	\$470
Yellow Ribbon	\$428	\$444	\$470

SWAT	\$428	\$444	\$470
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<b>Academic Coaches</b>	1.00	1.04	1.10
Academic Decathlon	\$1,068	\$1,110	\$1,175
Academic Pentathlon	\$747	\$777	\$823
Math League	\$1,068	\$1,110	\$1,175
Math League Assistant	\$428	\$444	\$470
Middle School Math Counts	\$747	\$777	\$823
Knowledge Bowl (9-12)	\$1,068	\$1,110	\$1,175
Knowledge Bowl (7-8)	\$1,068	\$1,110	\$1,175
Knowledge Bowl Assistant	\$267	\$278	\$294
Mock Trial	\$1,068	\$1,110	\$1,175
Mock Trial Assistant	\$428	\$444	\$470
Model UN	\$747	\$777	\$823
Visual Arts	\$747	\$777	\$823
First Tech Challenge	\$1,068	\$1,110	\$1,175

<b>Extra Compensation</b>	
Co-Curricular Workers	\$38.50 per event
Student Bus Supervisor	\$40.37 per event
Driver Education	\$38.50 per hour
Overload/6th Class	\$44.00 per hour
Coaching Aides	\$10.49 per hour
HIGHLIGHTS Contact	\$713.90 per year
Dept. Chair/Grade Level	\$550 per year
Leader	
Hourly Department Work	As determined by Step #1 of the teacher's educational lane for years #1-7 of employment, Step #5 of the teacher's educational lane for the 2021-22 for year #8 and above, and Step #6 of the teacher's educational lane for 2022-23 for years #8 and above.
Continuing Education	\$1,000 per year for the lead (\$500 paid by district, \$500 paid by SPEA) \$500 per year for members (\$250 paid by District, \$250 paid by SPEA)
Committee	
Strength Coach	\$3,630 per season (3-three month seasons)



**Q-COMP**  
**MEMORANDUM OF UNDERSTANDING**  
**between**  
**Independent School District No. 508**  
**and**  
**Saint Peter Education Association**

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This Memorandum of Understanding (MOU) is entered into between Independent School District No. 508, Saint Peter, MN (District) and the Saint Peter Education Association (SPEA) to establish and implement an alternative teacher professional pay system (Q-Comp).

Q-Comp will commence at the beginning of the 2014-15 school year, contingent upon approval from the SPEA general membership and the District School Board. The District and SPEA agree that the terms of this Memorandum of Understanding will continue into successive years, unless by April 1 of a given year, the District or SPEA gives notice of intent to withdraw from Q-Comp at the end of that school year. The District and SPEA may mutually agree to minor revisions to Q-comp without renewing this entire document.

Should there be any change to the alternative teacher professional pay systems statutes (MN Stat. 122A.414 or 122A.415), both parties agree to discontinue all provisions of Q-Comp unless an alternative agreement is reached. The discontinuation will occur on June 30 with all funds accounted for as of that date.

**1. Funding**

- 1.1 All Alternative compensation funding from the state of Minnesota and from the local alternative compensation levy will be used exclusively for Q-Comp
- 1.2 The District may, at its discretion, supplement the funding of Q-comp from the general fund or other funding sources.
- 1.3 If the state of Minnesota increases the per capital dollar amount of alternative compensation funding, the extra funds will be allocated by the Q-Comp Advisory Team.
- 1.4 Any Q-Comp funds not used in one school year will automatically carry over to the following year's Q-Comp budget.
- 1.5 The Q-Comp Advisory Team will make recommendations for the annual Q-Comp budget to the School Board for approval.

**2. Eligibility for Q-Comp**

- 1.6 All teachers, as defined by MN Stat. 122A.40 and the Master Agreement, are eligible for all portions of compensation.

- 1.7 Teachers who work a partial year due to late hire, severed employment, leave of absence, sabbatical, family/medical leave, or retirement will be eligible for all incentive payments, provided the teacher is employed by the district and actually teaches a minimum of one hundred twenty (120) days excluding professional development days.
- 1.8 Part-time teachers are eligible to receive full incentive pay provided they meet all of the Q-Comp requirements for full-time teachers.
- 1.9 No teacher will receive more than 100 percent of Q-Comp incentive amounts.

2. Contingency

Should either party give notice of intent to withdraw from Q-Comp per this MOU, the provisions of this MOU will cease on June 30 of that year. All performance pay and steps earned through that school year will be paid per this MOU.

- 2.1 The salary schedule will remain in full force and effect.
- 2.2 The value of the salary schedule will not be diminished. All teachers will move to the next step earned during that school year.
- 2.3 Teachers will continue to make horizontal movements according to the terms of the Master Agreement.
- 2.4 Teachers will revert back to annual step movement as per the Master Agreement.

3. Saint Peter Public Schools Q-Comp Components and Budget (Attachment A)

Signed:

For: Saint Peter Education Association

For: Independent School District 508  
Saint Peter Public Schools

\_\_\_\_\_  
SPEA President

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
SPEA Secretary

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Ratified by the SPEA membership on

Ratified by the School Board on

\_\_\_\_\_

\_\_\_\_\_



**Lane Change Memorandum of Understanding**  
**between**  
**Independent School District no. 508**  
**and**  
**Saint Peter Education Association**

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This Memorandum of Understanding (MOU) is entered into between Independent School District no. 508, Saint Peter, MN (District) and the Saint Peter Education Association (SPEA): 1. to establish alternative options for credits to apply beyond a particular lane; or 2. to provide a stipend payment incentive to a teacher who cannot change lanes (BA-top/MA-top). The MOU provides for alternative lane change credits in the following manner:

1. ~~Alternative lane change credits can be earned through the school district's Professional Growth Opportunity (PGO) program or through the school district's Micro-Credentials Program.~~
2. ~~A maximum of four of ten lane/alternative lane change credits may be applied to a lane change.~~
3. ~~Credits earned for lane change beyond the four allowed may be banked for application toward the ten credits needed for another lane change.~~
4. ~~All alternative credits awarded will require documentation of successful completion of the PGO or Micro-Credential and written approval by the building principal.~~

The MOU provides for stipend payment in the following manner:

1. ~~Stipend payment for approved PGO credits or Micro-Credential Credits will be paid in the amount of \$400 per credit.~~
2. ~~Stipend payments will require documentation of successful completion of the PGO or Micro-Credential and the written approval of the building principal.~~
3. ~~A maximum of two stipends per eligible teacher will be granted in a contract year.~~
4. ~~A maximum of two additional stipends may be banked for payment in the following contract year.~~

The terms of this MOU will commence at the beginning of the 2019-2020 school year, contingent upon approval from the SPEA general membership and the District School Board. The District and SPEA agree that the terms of this MOU will continue into successive years, unless by April 1 of a given year, the District or SPEA gives notice to withdraw from the agreement at the end of that school year.

Signed:

For: Saint Peter Education Association

For: Independent School District 508  
Saint Peter Public Schools

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SPEA President

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Board Chair

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SPEA Secretary

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Board Clerk

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_



## ADDENDUM

**BOARD MEETING**  
**Thursday, January 20, 2022**  
**6:30PM**  
**SPCC-Governor's Room**

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### VIII. INFORMATION ITEMS

<b>1. AGENDA ITEM #1</b>
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**Subject:** Enrollment Options

**Background:** As a part of our annual reporting process, information is provided to the School Board on the number of students leaving our district and the number of students coming to our district. The report is attached for your review.

**Presentation:** Superintendent of Schools

Saint Peter Public Schools  
Enrollment Options - Yearly Comparisons  
January 2021

	Date	Public Schools (incl. online)	Other Options	Parochial	Home	Total	Total Enrollment K-	
							12	% of Total
<b>Total Leaving St. Peter</b>	2010-11	105	38	146	9	298	1786	17
	2011-12	95	28	165	8	296	1846	16
	2012-13	107	48	164	9	328	1909	17
	2013-14	131	50	157	8	346	1930	18
	2014-15	135	56	121	10	322	1954	16
	2015-16	123	59	104	12	300	2000	15
	2016-17	139	78	114	12	343	2047	16
	2017-18	153	64	107	13	337	2136	16
	2018-19	162	71	113	8	354	*2231	16
	2019-20	140	67	103	14	324	*2251	14
	2020-21	136	80	153	35	404	*2180	19
	2021-22	149	73	151	27	400	*2087	19

\*Includes ECSE

	Date	Leaving St. Peter	Coming to St. Peter	Net Effect
<b>Public to Public</b>	12/1/2010	105	108	3
	12/1/2011	95	108	13
	12/1/2012	107	108	1
	12/1/2013	131	109	-22
	12/1/2014	135	114	-21
	12/1/2015	123	117	-6
	12/1/2016	139	124	-15
	12/1/2017	153	142	-11
	12/1/2018	162	130	-32
	12/2/2019	140	151	11
	12/1/2020	136	174	38
	12/1/2021	149	168	19

	Date	ALC	Charters	Online	Total	Online at Public (counted w/Public)
<b>Other Options</b>	12/1/2010	1	26	11	38	--
	12/1/2011	5	20	3	28	--
	12/1/2012	3	34	11	48	--
	12/1/2013	2	36	12	50	--
	12/1/2014	0	47	9	56	--
	12/1/2015	0	45	14	59	--
	12/1/2016	4	57	17	78	--
	12/1/2017	2	53	17	72	--
	12/1/2018	3	57	11	71	11
	12/2/2019	3	55	9	67	4
	12/1/2020	5	61	14	80	2
	12/1/2021	4	52	21	77	6

	Parochial	Home School	TOTAL	
<b>Home &amp; Parochial</b>	2017-18	107	13	120
	2018-19	113	8	121
	2019-20	103	14	117
	2020-21	153	35	188
	2021-22	151	27	178



**Students coming to St Peter - Snapshot Date: 12-1-2021**

Grade	Mankato ISD 0077	Cleveland ISD 0391	Le Sueur ISD 2397	Nicollet ISD 0507	Eastern		St. Clair ISD 0075	WEM ISD 2143	Sibley		Red Rock		TCU ISD 2905	St. James ISD 0840	Total
					Carver ISD 0112	Madelia ISD 0837			East ISD 2310	Central ISD 2884	JWP ISD 2835	St. James ISD 0840			
EC	3		1	1											5
KG/HK	8	4	2	1					1			1			17
1	3		2	2										1	8
2	3	1	1						1						6
3	3	1	4	1								1			10
4	2	2	2	1							1				9
5	2		2	1					1			2			8
6	2	2		1				1							6
7	5	5	3	1					1			1			16
8	5	3		2					1			2			14
9	5	4	3	2											14
10	4	4	3	3											15
11	8	4	7	1					1			4			25
12	5	5	3								1				15
District Total	58	35	33	17	1	2	1	1	1	6	1	3	9	1	168



## ADDENDUM

### BOARD MEETING Thursday, January 20, 2022 6:30PM SPCC-Governor's Room

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#### VIII. INFORMATION ITEMS

<b>2. AGENDA ITEM #2</b>
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**Subject:** Transportation Model

**Background:** Due to COVID the Saint Peter Schools have used a two-tiered bussing model. This was originally put in place to reduce the number of students on the bus, and to avoid exposures between buildings. This model has been beneficial in allowing for a later start for secondary students. Research shows improvements in attendance, engagement, and achievement with a later start for secondary students. The model has also shortened the time students are on the bus, reduced behavioral incidents, and has created more efficiencies for students and staff. For these reasons, we plan to continue using the two-tiered model.

**Presentation:** Superintendent Gronseth and Principals

School Schedules/ Transportation:

Tier 1:

South 8:00-2:50

North 8:00-3:00

Tier 2:

Middle School 8:30- 3:35

High School 8:30- 3:25

Changes were made to the schedule in response to COVID. A second tier of transportation was used. This has proven to be beneficial and our recommendation is to continue with two tiers of bussing.



## ADDENDUM

### BOARD MEETING Thursday, January 20, 2022 6:30PM SPCC-Governor's Room

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#### VIII. INFORMATION ITEMS

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

**Subject:** Daily School Schedules

**Background:** During the 2019-2020 school year, changes were made to all school schedules in response to COVID-19. Some of these changes have had positive outcomes and are planned to be continued. Start and end times will have been adjusted to accommodate a two-tiered transportation model and will continue. Block scheduling has been a part of the Middle School and High School for many years. Adjustments were made during COVID that have created efficiencies and benefits. Principal Engeldinger and Principal Graff will share more information regarding the benefits of continuing these changes.

**Presentation:** Superintendent Gronseth, Principal Engeldinger, Principal Graff

School Schedules/ Transportation:

Tier 1:

South 8:00-2:50

North 8:00-3:00

Tier 2:

Middle School 8:30- 3:35

High School 8:30- 3:25

Changes were made to the schedule in response to COVID. A second tier of transportation was used. This has proven to be beneficial and our recommendation is to continue with two tiers of bussing.