

Regular Board Meeting
Thursday, February 24, 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**-Nora Caven, North Elementary
 - VI.1. Student Council Report
- VII. **Close Meeting to Discuss Non-Public Student Educational Data**
- VIII. **Open Meeting to Consider Business Before the School Board**
- IX. **Action Items**
 - IX.1. Consider Resolution for Expulsion
 - IX.2. Consideration of Resolution to Restructure Debt
 - IX.3. Consider Second/Final Reading of Revisions to the Policy Manual
- X. **Information Items**
 - X.1. Native American Parent Advisory Committee
 - X.2. Addition of Native Speaking Spanish at the Middle School Level
 - X.3. First Reading of Revisions to the Policy Manual
- XI. **Reports**
 - XI.1. Building Principals
 - XI.2. Superintendent of Schools
 - XI.3. Board Members
 - XI.3.a. Around the Table
- XII. **Upcoming Meetings of the School Board** Study Session
Monday, March 7, 2022
6:30PM
SPMS-Media Center
- XIII. Education Committee
Tuesday, March 8, 2022
1:00PM
SMPS-Conference Room A/B
- XIV. Regular Board Meeting
Monday, March 21, 2022
6:30PM
SPCC-Governor's Room
- XV. Policy Committee
Wednesday, March 30, 2022
4:00PM
SPMS-Conference Room A/B
- XVI. **Adjournment**



ADDENDUM

REGULAR BOARD MEETING February 24, 2022 SPCC-Governor's Room 6:30PM

V. CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of January 20, 2022.
2. Approval of the Study Session Minutes of February 7, 2022.
3. Approval of Bills (\$1,624,456.81) and Wire Transfers (\$6,524,447.89) for January 2022.
4. Gifts & Donations
 - a. The acceptance of a \$250 donation from the Saint Peter Pocahontas Club to South Elementary's Angel Fund.
5. Personnel
 - a. The approval of the hiring of a Saints Overtime Assistant (Aubrey Kusters) at Saint Peter Community and Family Education. This is a replacement position.
 - b. The acceptance of the resignation of a special education paraprofessional (Lauren Mayer) at Saint Peter High School.
 - c. The acceptance of the resignation of a Saints Overtime Assistant (Bridget Mullaly) at Saint Peter Community and Family Education.
 - d. The acceptance of the resignation of a special education paraprofessional (Tia Lerud) at Saint Peter Middle School.
 - e. The approval of the FMLA request for a paraprofessional (Carol Glass) at South Elementary from February 22, 2022 through March 11, 2022.
 - f. The approval of the hiring of a special education paraprofessional (Amanda Onken) at Saint Peter Middle School beginning February 17, 2022.

- g. The acceptance of the resignation of a housekeeper (Rodney Bonvillian) at MVED effective February 15, 2022.
- h. The approval of the hiring of an ECSE and School Readiness paraprofessional (Anna Burns) at Saint Peter Early Childhood beginning February 7, 2022.
- i. The approval of the hiring of an ECSE paraprofessional (Jennifer Humphrey) at Saint Peter Early Childhood beginning January 31, 2022.
- j. The acceptance of the resignation of a custodial engineer (Christian Ballman) at North Elementary effective February 25, 2022.
- k. The acceptance of the resignation of a special education paraprofessional (Amanda Onken) at Saint Peter Middle School effective February 24, 2022.

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

The School Board
Saint Peter Public Schools

Members Present: Drew Dixon, Tim Lokensgard, Ben Leonard, Charlie Potts, Kate Martens, Tracy Stuewe & Bill Kautt.
Others present: Superintendent Bill Gronseth, Administrative Assistant-Sarah Janovsky
Principals: Annette Engeldinger, Jon Graff, Doreen Oelke
Administrative Team members: Tami Skinner and Heather Deshayes

A Regular Board Meeting of the School Board of Saint Peter Public Schools was held Thursday, January 20, 2022, 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-(Lokensgard/Dixon, unanimous)**

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

- V. Approval of Consent Agenda Items-(Martens/Stuewe, unanimous)**
 - 1. Approval of Regular Board Meeting Minutes of December 20, 2021.
 - 2. Approval or 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 (Maiké 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 Portuguese) 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 5th 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.

VI. Student Spotlight-Brynn Anderson-SPHS Ag Science

Brynn participated in Ms. Lilienthal's PPLA Ag class. Brynn's hydroponics project grew lettuce without soil and sold it to the Saint Peter Co-op. Saint Peter High School has also been able to use the vegetables grown in agricultural classes, such as this one, in the school cafeteria as well.

1. Student Council Report-Eva Kracht
 - Finished up holiday activities, Seniors won
 - Tomorrow is a Student Council meeting, Snow week will be discussed

VII. Action Items

1. Consider Approval of High School & Middle School Course/Program Changes for 2022-2023-(Lokensgard/Potts, unanimous)
2. Consider Approval of 2022-2023 and 2023-2024 School Calendar-(Dixon/Stuewe, unanimous)
3. Consider Approval of 2021-2023 Master Agreement with the Saint Peter Education Association-(Lokensgard/Dixon, unanimous)

VIII. Information Items

1. Enrollment Options-Yearly Comparisons

As a part of our annual reporting process, Mr. Gronseth provided the School Board the number of students leaving our district and the number of students coming to our district.
2. Transportation Model

Due to COVID the Saint Peter Schools moved to 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, 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.
3. Daily School Schedules

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.

IX. Reports

1. Building Principals-Mrs. Engeldinger gave an update on current event at each site
 - Early Childhood
 - Winter session of ECFE starts next week
 - Early Childhood Screening -February 3rd
 - February 17th Open House
 - South
 - FAST assessments for reading and math are finishing up

- PJ and popcorn day as PBIS Celebration (new date)
- Top 20 focusing on EQ (Emotional Intelligence)

North

- Students are approximately 10% above last years benchmarks in reading and math
- January 28th passion projects (new date)
- home room teachers are starting another round of Junior Achievement

Middle School

- Jan. 28 End of Quarter Celebration Day (new date)
- Gustavus partnerships for J-term

High School

- Anna Klatt named Lion's Club Student of the Month
- Opportunity day, March 8th
- Shining Saints Breakfast is coming back (PBIS)
- BLT focusing on rigeous transition program for incoming 9th graders

ALC

- Enrollment is open for the second session of high school credit recovery
- ALC Governing board will be meeting soon
- Continuing to look for expansion space

2. Superintendent of Schools-

Superintendent Gronseth spoke about the strategic planning process for next year and the desire for high levels of input. Last Thursday was used as a Flex Learning Day to create a 5 day seperation. If cases continue to increase, distance learning decisions will be made on case by case basis rather an a one-size-for-all. Covid tests are available for everyone at covidtests.gov from the Federal Government. Thank you to district staff for all of their efforts. Paraprofessional week is next week, show your appreciation for these integral staff members.

3. Board Members

a. Around the Table

Drew Dixon-Thankful for board members time together at the MSBA Conference last week

Bill Kautt-Attended MSBA session held by lobbyists

Kate Martens-Looking forward to a good year

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

Regular Board Meeting
Thursday, February 24, 2021
6:30PM
SPCC-Governor's Room

XI. **Adjournment**-8:09PM, (Stuewe/Dixon, unanimous)

Dated: February 24, 2022

Charlie Potts, Board Clerk

THE MINUTES OF THE MEETING HAVE NOT BEEN APPROVED

Minutes of Study Session

The School Board

Saint Peter Public Schools

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

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

Principals: Ytve Prafke, Doreen Oelke, Darin Doherty, Jon Graff and Annette Engeldinger & Jana Sykora

Administrative Team members: Tami Skinner, Heather Deshayes, Tim Regner, Marc Bachman & Shea Roehrkasse

A Study Session of the School Board of Saint Peter Public Schools was held Monday, February 7, 2022, beginning at 6:30 PM in the Saint Peter Middle School-Media Center.

I. Call Meeting to Order-6:36PM, Leonard

II. Consideration and Adoption of the Agenda-(Dixon/Potts, unanimous)

III. Strategic Planning

The school board and administrative team participated in the strategic planning process. Each principal will lead the process with their staff during the February 18th early release. Mr. Gronseth will hold a number of community Strategic Planning sessions in February and early March. All input will be collected and reviewed to create a new strategic plan for the district.

IV. Upcoming Meetings of the School Board

Education Committee

Tuesday, February 8, 2022

1:00PM

SPMS-Conference Room A/B

HR Committee

Tuesday, February 15, 2022

7:00AM

SPMS-Conference Room A/B

Business Committee

Tuesday, February 15, 2022

4:00PM
SPMS-Conference Room A/B

Policy Committee
Wednesday, February 23, 2022
7:00AM
SPMS-Conference Room A/B

HR Committee
Wednesday, February 23, 2022
3:30PM
SPMS-Conference Room A/B

Regular Board Meeting
Thursday, February 24, 2021
6:30PM
SPCC-Governor's Room

IV. **Adjournment**-8:17PM (Martens/Stuewe, unanimous)

Dated: February 24, 2022

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

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

Principals: Annette Engeldinger, Jon Graff, Darin Doherty & Ytive Prafke

Administrative Team members: Marc Bachman, Tim Regner, Tami Skinner, Heather Deshayes & Rachel Fitch

Others present: Superintendent Bill Gronseth, Administrative Assistant Sarah Janovsky and members of the public

A Special Board Meeting of the School Board of Saint Peter Public Schools was held Tuesday, February 15, 2022, beginning at 7:30 AM in the Saint Peter Middle School-Media Center.

I. Call Meeting to Order-8:33AM, Leonard

II. Consideration and Adoption of the Agenda-(Dixon/Stuewe, unanimous)

III. Consider Requests to Speak on the Agenda

IV. Action Items

1. Consider Changes to Covid Mitigation Strategies-(Lokensgard/Stuewe, Yay:6 Nay:1)
Lokensgard motioned to recommend masking for all PreK-12 students and staff beginning Wednesday, February 16, 2022.

V. Upcoming Meetings of the School Board

Business Committee
Tuesday, February 15, 2022
4:00PM
SPMS-Conference Room A/B

Policy Committee
Wednesday, February 23, 2022
7:00AM
SPMS-Conference Room A/B

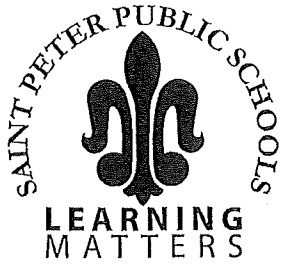
HR Committee
Wednesday, February 23, 2022
3:30PM
SPMS-Conference Room A/B

Regular Board Meeting
Thursday, February 24, 2021
6:30PM
SPCC-Governor's Room

VI. **Adjournment**-8:12AM (Stuewe,Dixon unanimous)

Dated: February 24, 2022

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: 2/4/2022
To: Dr. Bill Gronseth - Superintendent
From: Bee Ong - Finance Accountant
Re: **Monthly Construction Bills, Board Bills,
Payroll & Student Activity Amounts:**

January 2022 - Construction Account	\$0.00
January 2022 - Board Bills	\$644,517.20
January 2022 - Payroll Account	\$972,978.52
January 2022 - Student Activity	\$6,961.09
	<hr/>
	\$1,624,456.81

St. Peter Public Schools
 Independent School District 0508
 Wire Transfer Report
 January-22

Folder: DO Staff Share
 File: WIRE TRANSFER REPORT

MSDLAF to USBank	1/14/2022	2,148,550.00 (Feb/Aug bond pymt)
MSDLAF to FNB payroll account ACH	1/14/2022	485,000.00
MSDLAF to FNB payroll account ACH	1/31/2022	490,000.00
MSDLAF-Max to FNB BO	1/3/2022	550,000.00
MSDLAF-LA to FNB BO	1/14/2022	550,000.00
MSDLAF-Max to CCF	1/3/2022	300,000.00
MSDLAF to MSDLAF Term CD	1/18/2022	500,000.00
MSDLAF to MSDLAF Term CD	1/18/2022	500,000.00
FNB-BO to BCBS - medicare health	1/21/22	16,866.50
Wire of federal payroll taxes	1/14/2022	150,254.41
Wire of federal payroll taxes	1/24/2022	2,001.32
Wire of federal payroll taxes	1/31/2022	157,484.56
Wire of state payroll taxes	1/4/2022	26,653.44
Wire of state payroll taxes	1/14/2022	25,445.74
Wire of state payroll taxes	1/25/2022	293.25
PERA payments	1/3/2022	23,218.06
PERA payments	1/18/2022	21,007.95
PERA payments	1/26/2022	1,910.55
PERA payments	1/31/2022	21,679.69
TRA payments	1/3/2022	82,990.19
TRA payments	1/18/2022	82,069.10
TRA payments	1/31/2022	84,442.65
Further	1/5/2022	2,291.74
Further	1/5/2022	2,539.73
Further	1/19/2022	434.86
Further	1/20/2022	2,629.73
Further	1/24/2022	897.20
Further	1/25/2022	169.23
Horace Mann	1/6/2022	2,089.00
Horace Mann	1/21/2022	2,089.00
Ameriprise/NBSGroup Bill	1/18/2022	1,550.00
Pioneer - Dental direct debits	1/5/2022	2,899.45
Pioneer - Dental direct debits	1/10/2022	2,487.14
Pioneer - Dental direct debits	1/18/2022	8,779.99
Pioneer - Dental direct debits	1/21/2022	1,518.00
Pioneer - Dental direct debits	1/24/2022	1,582.81
Pioneer - Dental direct debits	1/31/2022	1,730.72
CCF - BCBS debits	1/6/2022	124,306.65
CCF - BCBS debits	1/13/2022	43,199.55
CCF - BCBS debits	1/20/2022	39,214.30
CCF - BCBS debits	1/27/2022	64,076.43
Electronic Deposit Fees - Gateway	1/6/2022	20.00
Electronic Deposit Fees - Merch Billing	1/5/2022	74.95
Total Wires		6,524,447.89



MEMO TO: Bill Gronseth, Superintendent
Saint Peter School Board

FROM: Doreen Oelke, Principal

DATE: February 24, 2022

SUBJECT: Donation

I am pleased to recommend the acceptance of a \$250 donation from the St. Peter Pocohantas Club to South Elementary's Angel Fund.

On behalf of the entire South Staff, I would like to express our gratitude to the Pocahontas Club for this donation.

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



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

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

SUBJECT: Saints Overtime Staff

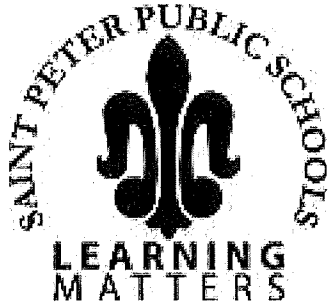
DATE: January 25, 2022

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

This is a replacement position.

EMPLOYEE SUMMARY

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



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

FROM: Annette Engeldinger

DATE: February 3, 2022

SUBJECT: Paraprofessional Resignation

Please accept the resignation of Lauren Mayer, special education paraprofessional at Saint Peter High School effective February 4, 2022. We thank Lauren for her service to the district and her work with the students at Saint Peter High School. We wish her all the best.



MEMO TO: Bill Gronseth, Superintendent
School Board Members

FROM: Tami Skinner

DATE: March 2, 2022

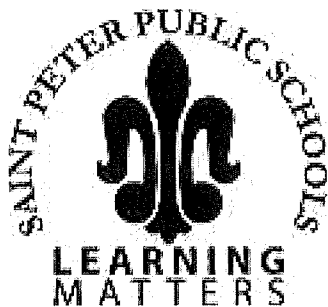
SUBJECT: Saints Overtime Assistant
Resignation

I am writing to recommend that you accept the resignation of Bridget Mullaly as a Saints Overtime Assistant. Her last day of employment was January 28, 2022.

Ms. Mullaly has done a great job working with the children at Saints Overtime and will be missed by students, staff, and parents. We wish her the very best as she moves to a full-day Special Education paraprofessional at South Elementary.

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

Cc: Bridget Mullaly



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Jon Graff

DATE: February 3, 2022

SUBJECT: Paraprofessional Resignation

Please accept the resignation of Tia Lerud, special education paraprofessional at Saint Peter Middle School, effective February 1, 2022. Tia, a current GAC student, will begin her student teaching assignment this month in another district.

We thank Tia for her time at the middle school and look forward to seeing where her future takes her!

CC: Tia Lerud
grp_hire_para



Jon Graff <jgraff@stpeterschools.org>

Official Resignation

1 message

Tia Lerud <tlrud@stpeterschools.org>
To: Jon Graff <jgraff@stpeterschools.org>

Tue, Feb 1, 2022 at 8:07 AM

February 1, 2022 will be Tia Lerud's official last day as a full time paraprofessional.

Thank you!



MEMO TO: Bill Gronseth, Superintendent
Saint Peter School Board

FROM: Doreen Oelke, Principal

DATE: February 17, 2022

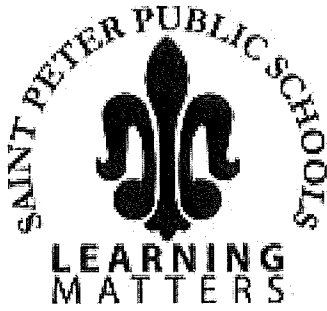
SUBJECT: Glass FMLA Request

I recommend that you accept the FMLA request of Carol Glass, special education paraprofessional at South Elementary. Her leave will begin on February 22, 2022 and end on March 11, 2022. She will return to her paraprofessional duties on March 14, 2022. She will use her accumulated sick time for this leave.

Due to health reasons, Carol's original request was put on hold. She has now been cleared by her doctor to travel and I have adjusted her leave dates.

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

Cc: Carol Glass
Paraprofessional Hire Group



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Jon Graff

DATE: February 16, 2022

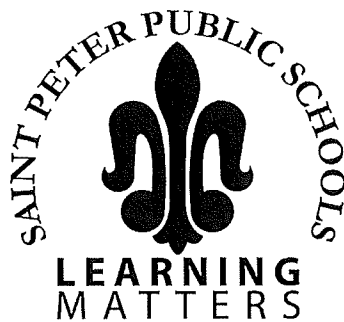
SUBJECT: Para Hire

Applications were received and interviews took place for a paraprofessional position at Saint Peter Middle School. I am pleased to recommend Amanda Onken for the position. Amanda is a student at South Central College. Her current course schedule allows her to work 20.25 hours per week.

EMPLOYEE SUMMARY

- **Amanda Onken**
 - Step 1 at a rate of \$15.00/hour.
 - Start date: February 17, 2022
 - Hours:
 - Monday and Wednesday 3.5 hours/student contact day
 - Tuesday and Thursday 3.25 hours//student contact day
 - Friday 6.75 hours/student contact day

CC: Amanda Onken
grp_hire_para



February 15, 2022

To: Bill Gronseth

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

RE: Resignation

Rodney Bonvillian has submitted his letter of resignation as Housekeeper at our 801 Davis Street location. Rodney's last day of work was February 14, 2021. Rodney's cheerful personality will be missed and we wish him well in his next endeavor.

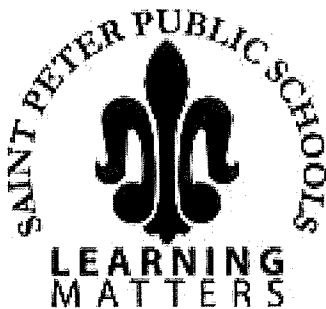
The needs of the custodial staff will be reviewed before a replacement position is posted. The search for a replacement will begin internally after the review. We will advertise in the local media if necessary to fill this position.

**Cc: Rodney Bonvillian
Tamara Engel
Mike Keller
Drew Brodeen**

I Rodney E Bonwilliam

Resign at MVED

2/15/22



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Ytive Prafke, EC Administrator

DATE: February 14, 2022

SUBJECT: Recommendation to Hire

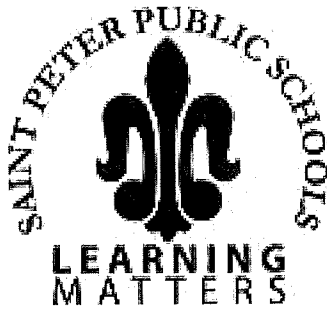
Please consider the following recommendation:

NEW EMPLOYEE SUMMARY

- **Anna Burns**
 - ECSE Paraprofessional (11:15-2:15) Monday-Thursday
AND
 - School Readiness Paraprofessional (8:00-11:00 Tuesday-Wednesday & Thursday)

 - \$15.00/hour
 - Start date: February 7, 2022
 - Replacement Position
 - Anna will complete timesheets for her hours.
 - Anna's schedule will be 21.0 hours per week

CC: Anna Burns
grp_hire_para



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Ytve Prafke, EC Administrator

DATE: February 14, 2022

SUBJECT: Recommendation to Hire

Please consider the following recommendation:

NEW EMPLOYEE SUMMARY

- **Jennifer Humphrey**
 - ECSE Paraprofessional
 - \$15.00/hour
 - Start date: January 31, 2022
 - Replacement Position
 - Jennifer will complete timesheets for her hours.
 - Jennifer's schedule will be 3.0 hours per day Monday-Thursday in ECSE.

CC: Jennifer Humphrey
grp_hire_para



February 14, 2022

To: Bill Gronseth

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

RE: Resignation

Christian Ballman has submitted his letter of resignation as custodial engineer at North Elementary School. Christian's last day of work will be February 25, 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: Christian Ballman
Darin Doherty
Mike Keller
Drew Brodeen**

- Marc Bachman

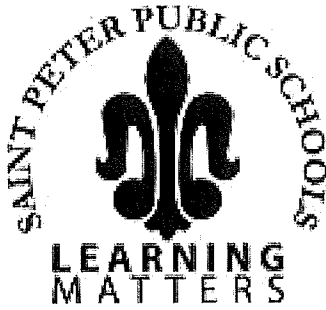
2/14/22

2 week notice

* To whom it may concern, I am submitting my 2 week resignation, I want to thank you for the opportunity I will be relocating to be closer to my family.

CC Ball

Christian Ballman



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Jon Graff

DATE: February 22, 2022

SUBJECT: Paraprofessional Resignation

Please accept the resignation of Amanda Onken, special education paraprofessional at Saint Peter Middle School, effective February 18, 2022.

CC: Amanda Onken
grp_hire_para



Sarah Janovsky <sjanovsky@stpeterschools.org>

Fwd:

2 messages

Jon Graff <jgraff@stpeterschools.org>
To: Sarah Janovsky <sjanovsky@stpeterschools.org>

Tue, Feb 22, 2022 at 1:05 PM

Amanda Onken's resignation letter.



Jon Graff

Saint Peter Middle School Principal

Saint Peter Middle School

100 Lincoln Drive

St Peter, MN 56082

507-934-4210 ext: 5019

www.stpeterschools.org

Saints Nation - Saints Strong, Everyone Belongs

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

From: **Amanda Onken** <aonken01@gmail.com>

Date: Fri, Feb 18, 2022 at 10:59 AM

Subject:

To: <jgraff@stpeterschools.org>

Hello,

Thank you for the opportunity to work at this school. I am grateful to have had this experience, but I will be resigning.

Thank you,

Amanda Onken

--

Amanda Onken

Sarah Janovsky <sjanovsky@stpeterschools.org>
Draft To: Jon Graff <jgraff@stpeterschools.org>

Tue, Feb 22, 2022 at 1:07 PM

[Quoted text hidden]



ADDENDUM

REGULAR BOARD MEETING Thursday, February 24, 2022 SPCC-Governor's Room 6:30PM

IX. ACTION ITEMS

2. AGENDA ITEM #2

Subject: Consideration of Resolution to Restructure Debt

Action: Requires a Resolution

Background: To finance the building of the new high school and the remodeling of other buildings, the District issued General Obligation School Building Bonds, Series 2015A, dated August 19, 2015, in the principal amount of \$55,325,000. The debt was structured based on projections of community growth and other factors. Many things have changed since this time.

Given the district's current needs and the current economic environment, it may be possible to realize economic efficiencies by restructuring/refinancing the 2015A Bond series. Doing so would stabilize future payments on the bonds while allowing greater flexibility to address other needs such as the growing need for space for our Area Learning Center and other areas of growth.

The resolution being considered sets parameters to be met before allowing the Superintendent, Business Manager, and School Board Chair to proceed with the finance restructuring.

Presentation: Superintendent Gronseth

Options/Recommendation: I recommend approving this resolution.



ADDENDUM

REGULAR BOARD MEETING Thursday, February 24, 2022 SPCC-Governor's Room 6:30PM

IX. ACTION ITEMS

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The resolution being considered sets parameters to be met before allowing the Superintendent, Business Manager, and School Board Chair to proceed with the finance restructuring.

Presentation: Superintendent Gronseth

Options/Recommendation: I recommend approving this resolution.

**CERTIFICATION OF MINUTES
RELATING TO
GENERAL OBLIGATION REFUNDING BONDS, SERIES 2022**

ISSUER: INDEPENDENT SCHOOL DISTRICT NO. 508
(SAINT PETER PUBLIC SCHOOLS)
SAINT PETER, MINNESOTA

GOVERNING BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING:

A meeting held Thursday, February 24, 2022, at 6:30 o'clock p.m., in the Governor's Room at the St. Peter Community Center.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

**RESOLUTION STATING THE INTENTION OF THE SCHOOL BOARD TO
ISSUE GENERAL OBLIGATION REFUNDING BONDS AND AUTHORIZING
THE ISSUANCE OF SUCH BONDS; AUTHORIZING THE NEGOTIATION FOR
THE SALE OF SUCH BONDS AND THE AWARD THEREOF; COVENANTING
AND OBLIGATING THE DISTRICT TO BE BOUND BY AND TO USE THE
PROVISIONS OF MINNESOTA STATUTES, SECTION 126C.55 TO
GUARANTEE THE PAYMENT OF THE PRINCIPAL AND INTEREST ON THE
BONDS**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer this ___ day of February 2022.

School District Clerk

**EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 508
(SAINT PETER PUBLIC SCHOOLS)
STATE OF MINNESOTA**

HELD: FEBRUARY 24, 2022

Pursuant to due call and notice thereof, a regular scheduled meeting of the School Board of Independent School District No. 508 (Saint Peter Public Schools), State of Minnesota, was held on February 24, 2022 at 6:30 o'clock p.m.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION STATING THE INTENTION OF THE SCHOOL BOARD TO ISSUE GENERAL OBLIGATION REFUNDING BONDS AND AUTHORIZING THE ISSUANCE OF SUCH BONDS; AUTHORIZING THE NEGOTIATION FOR THE SALE OF SUCH BONDS AND THE AWARD THEREOF; COVENANTING AND OBLIGATING THE DISTRICT TO BE BOUND BY AND TO USE THE PROVISIONS OF MINNESOTA STATUTES, SECTION 126C.55 TO GUARANTEE THE PAYMENT OF THE PRINCIPAL AND INTEREST ON THE BONDS

BE IT RESOLVED by the School Board (the "Board") of Independent School District No. 508 (Saint Peter Public Schools), State of Minnesota (the "District"), as follows:

Section 1. Authorization and Purpose.

(a) The District has previously issued its General Obligation School Building Bonds, Series 2015A, dated August 19, 2015, in the principal amount of \$55,325,000 (the "Series 2015A Bonds").

(b) The Board hereby finds and determines that it is in the best interests of the District to authorize the issuance and sell its General Obligation Refunding Bonds, Series 2022, in one or more series and as tax-exempt or taxable bonds, in an amount not to exceed \$52,000,000 (the "Bonds"). The proceeds of the Bonds will be used, together with any fund of the District which might be required, to:

(i) make principal and interest payments on the Bonds, when due, up to and including February 1, 2025;

(ii) refund in advance of maturity and prepay on February 1, 2025, all or a portion of the February 1, 2026 through February 1, 2041 maturities of the Series 2015A Bonds (collectively, the “Refunded Bonds”) as defined in Minnesota Statutes; Section 475.67, subdivision 13; and

(iii) pay costs of issuance associated with the borrowing.

(c) The purpose of the refunding of the Series 2015A Bonds is to achieve debt service savings. The issuance of the Bonds is hereby authorized.

Section 2. Approval of the Sale of the Bonds and Ancillary Documents. The Board, desires to proceed with the sale of the Bonds by direct negotiation to Robert W. Baird & Co., Incorporated (herein “Baird”). Baird may purchase the Bonds in an arms-length commercial transaction with the District or serve as placement agent in connection with the sale and placement of the Bonds to a to be determined bank (“Purchaser”).

The Superintendent or the Business Manager and a School Board officer are hereby authorized to approve the sale of the Bonds in an aggregate principal amount not to exceed \$52,000,000 and to execute a Bond Purchase Agreement with Baird or a Purchaser, as applicable, for the purchase of the Bonds, provided that the debt service savings resulting from the refunding are at least 3% savings test as set forth in Minnesota Statutes, Section 475.67, subdivision 12.

The Superintendent or the Business Manager and a School Board officer are hereby authorized to execute a Fixed Rate Lock Agreement and Term Sheet and any ancillary and related document with Baird or a Purchaser, as applicable, for the purchase of the Bonds.

Section 3. Adoption of Approving Resolution. Upon approval of the sale of the Bonds by the Superintendent or the Business Manager and a School Board officer, the Board will meet and take action at an upcoming regularly scheduled or special meeting to adopt the necessary approving resolution as prepared by the District's Bond Counsel.

Section 4. Official Statement. Baird is authorized to prepare and distribute an Official Statement related to the sale of the Bonds.

Section 5. State Credit Enhancement Program.

(a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the Bond Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Bond Registrar for the Bonds is

authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Bond Registrar. The District understands that as a result of its covenant to be bound by the provisions of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now or hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The chair, clerk, business manager or superintendent is authorized to execute any applicable Minnesota Department of Education forms.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.



ADDENDUM

REGULAR BOARD MEETING Thursday, February 24, 2022 SPCC-Governor's Room 6:30PM

IX. ACTION ITEMS

3. AGENDA ITEM #3

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

Action: Requires a Motion

Background: The Policy Committee reviewed the following policies and have brought them forward for a second reading or approval with non-material changes:

- a. Policy 801 Equal Access to School Facilities
Deletion of Policy 7.52 Equal Access Act
- b. 801FM Use of Facilities Form
- c. Policy 802 Disposition of Obsolete Equipment and Material
Deletion of Policy 004.12 Disposition of Obsolete Equipment
- d. Policy 805 Waste Reduction and Recycling
Deletion of Policy 008.44 Waste Reduction and Recycling
- e. Policy 904 Distribution of Materials on School District Property by Non- school Persons
- f. Policy 303 Superintendent Selection
Deletion of Policy 003.12 Superintendent Selection
- g. Policy 304 Superintendent Contracts, Duties, and Evaluation
Deletion of Policy 003.13 Superintendent Contracts, Duties, and Evaluation
- h. Policy 713 Student Activity Accounting
Deletion of Policy 004.13 Student Activity Accounting

Presentation: Superintendent Gronseth
Policy Committee

Options/Recommendation: I recommend approving these policies revisions.

Adopted: _____

MSBA/MASA Model Policy 801

Orig. 1995

Revised: _____

Rev. 2006

801 EQUAL ACCESS TO SCHOOL FACILITIES

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

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. The school board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.
- C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. In adopting and implementing this equal access policy, the school district will NOT:
 - 1. influence the form or content of any prayer or other religious activity;
 - 2. require any person to participate in prayer or other religious activity;
 - 3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
 - 4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
 - 5. sanction meetings that are otherwise unlawful;
 - 6. limit the rights of groups of students based on the size of the group;
 - 7. abridge the constitutional rights of any person.

III. DEFINITIONS

- A. "Limited open forum" means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.

- B. "Secondary school" means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.
- C. "Sponsorship" includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- D. "Meeting" includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- E. "Noninstructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.

IV. FAIR OPPORTUNITY CRITERIA

Schools in this school district shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

- A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
 - 1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
 - 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.
- B. Student groups meeting under this policy must comply with the following rules:
 - 1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
 - 2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or

district sponsorship or affiliation in any activity, including fundraising and community involvement.

3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.
- D. The building principal has responsibility to:
1. Keep a log of application information.
 2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
 3. Note the condition of the facilities and equipment before and after use.
 4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.
 5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.
- E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.
- F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
- G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
- H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Board of Educ. of Westside Community Schools v. Mergens, 496 U.S. 226, 1105 S.Ct. 2356 (1990)
Good News Club v. Milford Central School, 533 U.S. 98, 1215 S.Ct. 2093 (2001)
Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1, 690 F.3d 996 (8th Cir. 2012)
Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728,

599 F.Supp. 2d 1136 (D. Minn. 2009)

Cross References: ~~MSBA/MASA Model~~ Policy 902 (Use of School District Facilities and Equipment)
MSBA Service Manual, Chapter 13, School Law Bulletin "O" (Equal Access Act)

The Purpose, General Statement of Policy, Definitions, and Fair Opportunity Criteria sections reflect the language and requirements of the Equal Access Act and so should be adopted as written. School Boards have discretion to adopt reasonable procedures to implement the Act, however. We have provided a section on Procedures as a model.



**Independent School District No. 508
Application for Use of Facilities Form
Equal Access Act Meeting**

Statement of Policy

It is the policy of this school district to grant equal access to school facilities for students who wish to conduct a meeting for religious, political, or philosophical discussion during noninstructional time, pursuant to the Equal Access Act.

Provision of school facilities does not constitute school district sponsorship of such meeting, and the views expressed therein may or may not reflect those of the school administration, staff, or board of education and are neither approved nor disapproved by them.

Name of student initiating request: _____

School: _____

Grade: _____

Home Room: _____

Date of Meeting: _____

Time: _____

Estimated number to attend : _____

Special Equipment needs: _____

(School District Use Only)

Room assigned: _____

Condition of Facilities: _____

Staff (if any) assigned to supervise: _____

Notes: _____

Adopted: _____

MSBA/MASA Model Policy 802

Orig. 1995

Revised: _____

Rev. 2019

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

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

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

- A. "Contract" means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. "Official newspaper" is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

B. Contracts Over \$175,000

1. If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks' published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.
3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.

4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:
 - a. another school district;
 - b. the state department of corrections;
 - c. the board of trustees of Minnesota State Colleges and Universities;
 - d. the family of a student residing in the district whose total family income meets the federal definition of poverty; or
 - e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.
2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Public Employees Not to Purchase Merchandise from Governmental Agencies; Exceptions; Penalty)
Minn. Stat. § 123B.29 (Sale of School Building at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 645.11 (Published Notice)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin "F" (School District Contract and Bidding Procedures)

Adopted: _____

MSBA/MASA Model Policy 805

Orig. 1996

Revised: _____

Rev. 2016

805 WASTE REDUCTION AND RECYCLING

[Note: The obligations stated in this policy are substantial and are virtually all governed by statute. Accordingly, you will see statutory references throughout the policy. Obviously a school district may choose to add obligations by policy.]

I. PURPOSE

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and surplus property, and the establishment of a program of education to develop an awareness of environmentally sound waste management. (Minn. Stat. § 115A.15, Subd. 1)

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

III. DEFINITIONS

- A. "Lamp recycling facility" means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps. (Minn. Stat. § 116.93, Subd. 1)
- B. "Mixed municipal solid waste" means garbage, refuse, and other solid waste that is aggregated for collection but does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams. (Minn. Stat. § 115A.03, Subd. 21)
- C. "Packaging" means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels. (Minn. Stat. § 115A.03, Subd. 22b)
- D. "Postconsumer materials" means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item. (Minn. Stat. § 115A.03, Subd. 24b)
- E. "Rechargeable battery" means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a battery exempted by the Commissioner of the Pollution Control Agency (PCA) (Commissioner). (Minn. Stat. § 115A.9157)

- F. "Recyclable commodities" means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources. (Minn. Stat. § 115A.15, Subd. 1a(a))
- G. "Recyclable materials" means materials that are separated from mixed municipal solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, batteries, source-separated compostable materials, and sole source food waste streams that are managed through biodegradative processes. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material. (Minn. Stat. § 115A.03, Subd. 25a)
- H. "Recycling" means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use. (Minn. Stat. § 115A.03, Subd. 25b)
- I. "Resource conservation" means the reduction in the use of water, energy, and raw materials. (Minn. Stat. § 115A.03, Subd. 26a)
- J. "Reusable commodities" means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition. (Minn. Stat. § 115A.15, Subd. 1a(b))
- K. "Source-separated compostable materials" means materials that:
1. are separated at the source by waste generators for the purpose of preparing them for use as compost;
 2. are collected separately from mixed municipal solid waste and are governed by state licensing provisions;
 3. are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the Commissioner has determined that no other person is willing to accept the paper for recycling;
 4. are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the PCA's class I or class II, or equivalent, compost standards and where process rejects do not exceed 15 percent by weight of the total material delivered to the facility; and
 5. may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the Commissioner determines that no other person is willing to accept the materials.
- (Minn. Stat. § 115A.03, Subd. 32a)
- L. "Waste reduction" or "source reduction" means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:
1. reusing the product in its original form;
 2. increasing the life span of a product;

3. reducing material or the toxicity of material used in production or packaging;
or
4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

(Minn. Stat. § 115A.03, Subd. 36b)

IV. WASTE DISPOSAL

- A. The school district will attempt to decrease the amount of waste consumable materials by:
 1. reduction of the consumption of consumable materials whenever practicable;
 2. full utilization of materials prior to disposal;
 3. minimization of the use of non-biodegradable products whenever practicable.
- B. Each school district facility shall also collect at least three recyclable materials, such as, but not limited to, the following: paper, glass, plastic, and metal. (Minn. Stat. § 115A.151)
- C. The school district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school district is located. (Minn. Stat. § 115A.151)
- D. Prior to entering into a contract for the management of mixed municipal solid waste, the school district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the school district is located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the school district will:
 1. determine the potential liability to the school district and its taxpayers for managing waste in this manner;
 2. develop and implement a plan for managing the potential liability; and
 3. submit the information in (1) and (2) above to the PCA.

If the contract is inconsistent with the county plan or if the school district's waste management activities are inconsistent with the county plan, the school district should obtain the consent of the county prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities. (Minn. Stat. § 115A.46, Subd. 5; Minn. Stat. § 115A.471; Minn. Stat. § 458D.07, Subd. 4)

- E. The school district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle) in or on:

1. solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;
2. the land unless approved by the PCA; or
3. the waters of the state, an individual sewage treatment system, or in a storm water or waste water collection or treatment system unless:
 - a. permitted to do so by the operator of the system and the PCA;
 - b. the school district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and
 - c. the school district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.

(Minn. Stat. § 115A.916)

- F. The school district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:
1. in solid waste; or
 2. in a wastewater disposal system.

(Minn. Stat. § 115A.932, Subd. 1(a))

- G. The school district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:
1. in a solid waste processing facility; or
 2. in a solid waste disposal facility.

(Minn. Stat. § 115A.932, Subd. 1(b))

- H. The school district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minn. Stat. § 216B.241, Subds. 2 and 4. (Minn. Stat. § 115A.932, Subd. 1(c))

- I. The school district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The school district also may not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the school district. The school district also may not place in mixed municipal

solid waste a rechargeable battery, a rechargeable battery pack, a product with a nonremovable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed. (Minn. Stat. § 115A.915; Minn. Stat. § 115A.9155, Subd. 1; Minn. Stat. § 115A.9157, Subd. 2)

J. The school district may not place yard waste:

1. in mixed municipal solid waste;
2. in a disposal facility;
3. in a resource recovery facility, except for the purposes of reuse, composting, or cocomposting; or
4. in a plastic bag unless exempt as specified in Minn. Stat. § 115A.931(c), (d), or (e).

(Minn. Stat. § 115A.931)

K. The school district may not place a telephone directory:

1. in solid waste;
2. in a disposal facility; or
3. in a resource recovery facility, except a recycling facility.

(Minn. Stat. § 115A.951, Subd. 2)

L. The school district may not:

1. place major appliances in mixed municipal solid waste; or
2. dispose of major appliances in or on the land or in a solid waste processing or disposal facility.

(Minn. Stat. § 115A.9561)

M. The school district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube. (Minn. Stat. § 115A.9565)

N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district may provide financial incentives to any person, including public or private civic groups, to collect the batteries. (Minn. Stat. § 115A.961, Subd. 3)

V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS

A. When practicable and when the price of recycled materials does not exceed the price of nonrecycled materials by more than 10 percent, the school district may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school district. (Minn. Stat. § 16C.073, Subd.3(a))

- B. When purchasing commodities and services, the school district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste. (Minn. Stat. § 16C.073, Subd. 3(b))
- C. Whenever practicable, the school district will:
1. purchase uncoated copy paper, office paper, and printing paper unless the coated paper is made with at least 50 percent postconsumer material;
 2. purchase recycled content copy paper with at least 30 percent postconsumer material by weight and purchase office and printing paper with at least 10 percent postconsumer material by weight;
 3. purchase paper which has not been dyed with colors, excluding pastel colors;
 4. purchase recycled content copy, office, and printing paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
 5. use reusable binding materials or staples and bind documents by methods that do not use glue;
 6. use soy-based inks;
 7. purchase printer or duplication cartridges that:
 - a. have 10 percent post-consumer material; or
 - b. are purchased as remanufactured; or
 - c. are backed by a vendor-offered program that will take back the printer cartridges after their useful life, ensure that the cartridges are recycled, and comply with the definition of recycling in Minn. Stat. § 115A.03, Subd. 25b;
 8. produce reports, publications, and periodicals that are readily recyclable;
 9. purchase paper which has been made on a paper machine located in Minnesota; and
 10. print documents on both sides of the paper where commonly accepted publishing practices allow.
- (Minn. Stat. § 16C.073, Subd. 2)
- D. The school district may not use a specified product included on the prohibited products list published in the State Register. (Minn. Stat. § 115A.9651)
- E. In developing bid specifications, the school district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains postconsumer material. (Minn. Stat. § 16C.073, Subd. 3(b))
- F. When a project involves the replacement of carpeting, the school district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids. (Minn. Stat. § 16C.073, Subd. 3(b))

VI. OTHER

The policy of the school district is to actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional, and state levels.

Legal References: Minn. Stat. § 16C.073 (Purchase and Use of Paper Stock; Printing)
Minn. Stat. § 115A.03 (Definitions)
Minn. Stat. § 115A.15 (State Government Resource Recovery)
Minn. Stat. § 115A.151 (State and Local Facilities)
Minn. Stat. § 115A.46 (Requirements)
Minn. Stat. § 115A.471 (Public Entities; Management of Solid Waste)
Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)
Minn. Stat. § 115A.9155 (Disposal of Certain Dry Cell Batteries)
Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)
Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)
Minn. Stat. § 115A.931 (Yard Waste Prohibition)
Minn. Stat. § 115A.932 (Mercury Prohibition)
Minn. Stat. § 115A.951 (Telephone Directories)
Minn. Stat. § 115A.9561 (Major Appliances)
Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)
Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)
Minn. Stat. § 115A.9651 (Listed Metals in Specified Products, Enforcement)
Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)
Minn. Stat. § 216B.241, Subds. 2 and 4 (Energy Conservation Improvement)
Minn. Stat. § 458D.07 (Sewage Collection and Disposal)
National Solid Waste Management Ass'n v. Williams, et al., 966 F.Supp. 844 (D. Minn. 1997)

Cross References:

Adopted: _____

MSBA/MASA Model Policy 904

Orig. 1995

Revised: _____

Rev. 2002

904 DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY NONSCHOOL PERSONS

I. PURPOSE

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by nonstaff and nonstudents on school district property in a reasonable time, place, and manner which does not disrupt the educational program nor interfere with the educational objectives of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district intends to provide a method for nonschool persons and organizations to distribute materials appropriate to the school setting within the limitations and provisions of this policy.
- B. To provide for orderly and nondisruptive distribution of materials, the school board adopts the following regulations and procedures.

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of materials by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying materials, or placing materials in internal staff or student mailboxes.
- B. "Materials" includes all materials and objects intended by nonschool persons or nonschool organizations for distribution. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, underground newspapers whether written by students, employees or others, and tangible objects.
- C. "Nonschool person" means any person who is not currently enrolled as a student in or employed by the school district.
- D. "Obscene to minors" means:
 - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 - 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

- E. "Minor" means any person under the age of eighteen (18).
- F. "Material and substantial disruption" of a normal school activity means:
 - 1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- G. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, other theatrical productions, and in-school lunch periods.
- H. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him or her in the esteem of the community.

IV. GUIDELINES

- A. Nonschool persons and organizations may, within the provisions of this policy, be granted permission to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, materials and objects which are appropriate to the school setting.
- B. Requests for distribution of materials will be reviewed by the administration on a case-by-case basis. However, distribution of the following materials is always prohibited. Material is prohibited that:
 - 1. is obscene to minors;
 - 2. is libelous;
 - 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 - 4. advertises any product or service not permitted to minors by law;
 - 5. advocates violence or other illegal conduct;
 - 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin);

7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Permission for nonschool persons to distribute materials on school district property is a privilege and not a right. In making decisions regarding permission for such distribution, the administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;
 2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
 4. the quantity or size of materials to be distributed;
 5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
 6. whether distribution would require that nonschool persons be present on the school grounds;
 7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

If permission is granted pursuant to this policy for the distribution of any materials, the time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any nonschool person wishing to distribute materials must first submit for approval a copy of the materials to the administration at least five days in advance of desired distribution time, together with the following information:
1. Name and phone number of the person submitting the request.
 2. Date(s) and time(s) of day of requested distribution.
 3. If material is intended for students, the grade(s) of students to whom the distribution is intended.
 4. The proposed method of distribution.
- B. The administration will review the request and render a decision. The administration will assign a location and method of distribution and will inform the persons submitting the request whether nonschool persons may be present to distribute the materials. In

the event that permission to distribute the materials is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.

- C. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.
- D. In the event that permission to distribute materials is denied, the nonschool person or organization may request reconsideration of the decision by the superintendent. The request for reconsideration must be in writing and must set forth the reasons why distribution is desirable and in the interest of the school community.

VII. VIOLATION OF POLICY

Any party violating this policy or distributing materials without permission will be directed to leave the school property immediately and, if necessary, the police will be called.

VIII. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

[Note: School districts are encouraged to consider additional guidelines which reflect varied local practices relating to this subject matter including addressing the subject of consistency and uniformity for approving or disapproving practices under this policy.]

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Doe v. South Iron R-1 School District, 498 F.3d 878 (8th Cir. 2007)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Cornelius v. NAACP Legal Defense and Educational Fund, Inc., 473 U.S. 788, 105 S.Ct. 3439, 87 L.Ed.2d 567 (1985)
Perry Education Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37, 103 S.Ct. 948, 74 L.Ed.2d 794 (1983)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied 565 U.S. 1036, 132 S.Ct. 592 (2011)

Cross References: ~~MSBA/MASA Model~~ Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
~~MSBA/MASA Model~~ Policy 512 (School-Sponsored Student Publications)

Adopted: _____

MSBA/MASA Model Policy 303

Orig. 1995

Revised: _____

Rev. 2016

303 SUPERINTENDENT SELECTION

I. PURPOSE

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent to serve as the chief executive officer of the school district and to conduct the daily operations of the school district.

III. QUALIFICATIONS

- A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- B. The school board will consider professional preparation, experience, skill, and demonstrated competence of qualified applicants in making a final decision.

IV. SELECTION

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.
- B. The school board may contract for assistance in the search for a superintendent.
- C. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

Legal References: Minn. Stat. § 123B.143 (Superintendent)
Minn. Rules, Chapter 3512

Cross References: MSBA Service Manual, Chapter 3, Superintendent

Adopted: _____

MSBA/MASA Model Policy 304

Orig. 1995

Revised: _____

Rev. 1999

304 SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION

I. PURPOSE

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description and the use of an approved instrument to evaluate performance.

II. GENERAL STATEMENT OF POLICY

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.
- C. The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as a model instrument.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA Service Manual, Chapter 3, Superintendent of Schools (See Model Contract, Sample Performance Appraisals, and Model Job Description)

Adopted: _____

MSBA/MASA Model Policy 713

Orig. 2004

Revised: _____

Rev. 2019

713 STUDENT ACTIVITY ACCOUNTING

I. PURPOSE

The school board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the school board will assume control over and/or oversee funds for student activities as set forth in this policy.

II. GENERAL STATEMENT OF POLICY

A. Curricular and Cocurricular Activities

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities.

[Note: The school board is required by Minn. Stat. § 123B.49, Subd. 2, to take charge of and control over all cocurricular activities, including all money received for such activities.]

B. Extracurricular Activities

The school board shall take charge of and control over all student activity accounting that relates to extracurricular activities.

[Note: The school board is required by Minn. Stat. § 123B.49, Subd. 4, to take charge of and control over all extracurricular activities, including all money received for such activities.]

C. Non-Student Activities

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

III. DEFINITIONS

A. Cocurricular Activity

A "cocurricular activity" means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, etc.). Cocurricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and

3. They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the school board.

B. Curricular Activity

A "curricular activity" means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (Noncurricular/Supplementary) Activity

An "extracurricular (noncurricular/supplementary) activity" means all direct and personal services for students for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

1. They are not offered for school credit nor required for graduation;
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public Purpose Expenditure

A "public purpose expenditure" is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS

A. Curricular and Cocurricular Activities

1. All money received on account of cocurricular activities shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
2. The treasurer shall account for all revenues and expenditures related to curricular and cocurricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS) and school district policies and procedures.

B. Extracurricular Activities

1. Any and all costs of extracurricular activities may be provided from school revenues.
2. All money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditures of the school district and shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
3. The treasurer shall account for all revenues and expenditures related to extracurricular activities in accordance with UFARS and school district policies and procedures.
4. All student activity funds will be collected and expended:

- a. in compliance with school district policies and procedures;
 - b. under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;
 - c. in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;
 - d. for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and
 - e. in a manner which meets a public purpose.
5. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will remain in the general fund and may be used for any school district purpose. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity account shall be administered in accordance with the terms of the gift or donation and school district policy.

V. DEMONSTRATION OF ACCOUNTABILITY

A. Annual External Audit

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

B. Fundraiser Report

The administration will prepare a fundraising report semi-annually which will be reviewed by the school board in May and November. The report will list the activity, type of fundraisers, timing, purpose, and results.

[Note: The school board should conduct periodic reviews of student fundraising. The manner in which such reviews are conducted is in the discretion of the school board.]

Legal References:

Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.15, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.35 (General Policy)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.38 (Hearing)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)
Visina v. Freeman, 252 Minn. 177, 89 N.W.2d 635 (1958)
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

Cross References:

Uniform Financial Accounting and Reporting Standards (UFARS)
~~MSBA/MASA Model~~ Policy 510 (School Activities)
~~MSBA/MASA Model~~ Policy 511 (Student Fundraising)
~~MSBA/MASA Model~~ Policy 701 (Establishment and Adoption of School District Budget)
~~MSBA/MASA Model~~ Policy 701.1 (Modification of School District Budget)
~~MSBA/MASA Model~~ Policy 702 (Accounting)
~~MSBA/MASA Model~~ Policy 703 (Annual Audit)
~~MSBA/MASA Model~~ Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
~~MSBA/MASA Model~~ Policy 706 (Acceptance of Gifts)



ADDENDUM

REGULAR BOARD MEETING Thursday, February 24, 2022 SPCC-Governor's Room 6:30PM

X. INFORMATION ITEMS

1. AGENDA ITEM #1

Subject: Native American Parent Advisory Committee

Background: Minnesota law requires that all school districts and tribal schools with 10 or more Indigenous students have an advisory committee to help ensure that indigenous students are receiving culturally relevant and equitable educational opportunities. An important goal of the group is to assist the school district in meeting the needs of all students. Saint Peter Public Schools established its committee in 2017.

Tonight's meeting includes a report from the Native American Parent Advisory Committee (NAPAC) Chair and the results of a vote of concurrence/non-concurrence from NAPAC regarding compliance with M.S. 1240.78. The results include a vote of concurrence.

Presentation: Jon Graff, Middle School Principal
Bernie Volk, NAPAC Chair

Annual Compliance Overview

Minnesota Statutes, section 124D.78 requires Minnesota districts, charters, and tribal schools with 10 or more American Indian students to have an American Indian Parent Advisory Committee (AIPAC). Specifically, the statute cites that school boards and American Indian schools must provide for the maximum involvement of parents and children enrolled in education programs, programs for elementary and secondary grades, special education programs, and support services.

To be compliant with this statutory requirement, districts, charters, and tribal schools are required to submit annual compliance documents to the Office of American Indian Education (OAIE) by March 1 of each year. Also known as the vote of concurrence or nonconcurrence, annual compliance is a valuable opportunity for American Indian Parent Advisory Committee members to meet and discuss whether or not they concur with the educational offerings that have been extended by the district to American Indian students.

The Vote and Resolution

If the AIPAC finds that the district and/or school board have been meeting the needs of American Indian students, they issue a vote and resolution of concurrence. If they find that the district and/or school board have not been meeting the needs of American Indian students, they issue a vote and resolution of nonconcurrence. This vote is formally reflected on the annual compliance documents. Members of the AIPAC must present the vote and resolution to the school board.

If the vote is one of nonconcurrence, the AIPAC must provide written recommendations for improvement to the school board at the time of the presentation. The school board then has 60 days in which to respond in writing to the AIPAC recommendations. A copy of this written response must be provided to the OAIE.

Completing and Submitting the Documents

The following items are required when submitting annual compliance:

- ✓ The annual compliance/vote of concurrence or nonconcurrence document
- ✓ The AIPAC resolution document
- ✓ The AIPAC roster and district employee sign-in sheet (available to download on the OAIE webpage)

All items are fillable PDF forms. When completing, remember to:

- Include the district or school name and identifying number.
- Place a check mark next to the applicable vote.
- Include all dates as indicated.
- Add all signatures as required. **Digital signatures are accepted.*
- Use the drop-down menu in the roster to select the appropriate committee member options.

Annual Compliance/Vote of Concurrence or Nonconcurrence

District, Charter, or Tribal School Name: Saint Peter Public Schools

The American Indian Parent Advisory Committee Vote

The AIPAC Issued a Vote of Concurrence

Date of Concurrent Vote: 2/15/22

Date the AIPAC presented to the school board: _____

The AIPAC Issued a Vote of Nonconcurrence

A vote of nonconcurrence requires the AIPAC to provide specific written recommendations for improvement to the school board. The school board is required to respond in writing to each recommendation within 60 days of the recommendations being put forth. The school board must provide this written response to both the AIPAC and to the Office of Indian Education.

Date of Nonconcurrent vote: _____

Date the AIPAC presented to the school board: _____

Date the written response from the school board is due: _____

The District/School Does Not Have an AIPAC

The district has not yet formed an AIPAC, but recognizes the need to do so in order to remain compliant with Minnesota Statutes, section 124D.78. By signing below, the district/school leadership commits to working with the Office of American Indian Education on committee formation.

Required signatures

**Digital signatures are accepted*

School Board Chairperson Date

Superintendent or Charter/Tribal School Director Date

Bernadette Volk 2-15-22
AIPAC Chairperson Date

The American Indian Parent Advisory Committee Resolution

WHEREAS, the school board or district has an AIPAC composed of parents/guardians of American Indian children who are eligible for Indian education programs, American Indian language and culture teachers and paraprofessionals, American Indian teachers, American Indian counselors, American Indian adults enrolled in educational programming, and American Indian representatives from community;

WHEREAS, the school board or district affords the AIPAC the necessary information and the opportunity to effectively express their views concerning all aspects of American Indian education and the educational needs of the American Indian children enrolled in the school(s) and program(s); and,

WHEREAS, the AIPAC is directly involved with and advises the school board and district staff on Indian Education program planning; and,

WHEREAS, the AIPAC develops and submits recommendations to the school board and district staff pertaining to the needs of American Indian students.

THEREFORE BE IT RESOLVED, that the AIPAC concurs that the school board and district are compliant with Minnesota Statutes, section 124D.78, and that the school board and district are meeting the needs of American Indian students.

We, the American Indian Parent Advisory Committee, issue a **Vote of Concurrence**. We attest that the school board and/or district are compliant with Minnesota Statutes and that the school board and/or district are meeting the needs of American Indian students; **or**,

We, the American Indian Parent Advisory Committee, issue a **Vote of Nonconcurrence**. We attest that the school board and/or district are not compliant with Minnesota Statutes and that the school board and/or district are not meeting the needs of American Indian students. We have provided written recommendations for improvements to the school board, and we acknowledge that the school board has 60 days from the receipt of these recommendations in which to respond, in writing, to each recommendation.

Bernadette Volk
AIPAC Chairperson Printed Name and Signature

Bernadette Volk

2/15/22
Date

The District or School Does Not Have an AIPAC:

Districts or schools that do not have an AIPAC are still required to complete this paperwork.

- Place a check mark next to “Does Not Have an AIPAC”.
- Obtain the signature of the superintendent or charter/tribal school director and the school board chair. The resolution page is not required.

Submission Deadline:

Email all three required items **by March 1** to: mde.indian-education@state.mn.us



ADDENDUM

REGULAR BOARD MEETING Thursday, February 24, 2022 SPCC-Governor's Room 6:30PM

X. INFORMATION ITEMS

2. AGENDA ITEM #2

Subject: Addition of Native Speaking Spanish at the Middle School Level

Background: The High School has offered a Native Speaking Spanish for several years with much success and is now being added to the Middle School course offerings.

Presentation: Superintendent of Schools



ADDENDUM

REGULAR BOARD MEETING Thursday, February 24, 2022 SPCC-Governor's Room 6:30PM

X. INFORMATION ITEMS

3. AGENDA ITEM #3

Subject: First Reading of Revisions to the Policy Manual

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

Policy 213 School Board Committees
The model policy was updated to reflect the School Board Committees.

Presentation: Superintendent of Schools
Policy Committee

Adopted: _____

MSBA/MASA Model Policy 213

Orig. 1996

Revised: _____

Rev. 2007

213 SCHOOL BOARD COMMITTEES

~~*[Note: Many school boards utilize either standing or ad hoc committees, or both. On the other hand, some school boards avoid the use of committees for the most part because of the danger of fragmentation of the governance process. The objective of this policy is to provide a framework for those school boards which elect to utilize committees or subcommittees. Further, this policy is designed to apply only to committees or subcommittees made up of elected school board members. Other considerations will apply to committees established by the school board involving members of the public, employees, students, parents, etc.]*~~

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

III. APPOINTMENT OF COMMITTEES

- A. The school board hereby appoints the following standing committees:
 - 1. ~~Audit.~~ Education.
 - 2. Policy.
 - 3. ~~Building and Grounds.~~ Business.
 - 4. ~~Negotiations Committee(s) for various employee groups.~~ Human Resources.
 - 5. Shared Programs.

~~[Note: Each school district should determine which, if any, standing committees the school board wishes to establish.]~~

- B. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.
- C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)

Cross References: ~~MSBA/MASA Model~~ Policy 201 (Legal Status of the School Board)
~~MSBA/MASA Model~~ Policy 203 (Operation of the School Board – Governing Rules)
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)