

Regular Board Meeting  
Monday, April 18, 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**-Zebulon Davis, SPMS History Day state qualifier
- VII. **Action Items**
  - VII.1. Consider Approval of Non-Renewal of Probationary Teacher's Contracts
  - VII.2. Consider Approval of Bid for Proposals for Summer Projects
  - VII.3. Second Reading of Revisions to the Policy Manual
  - VII.4. Rejecting Food Service Bids and Pursuing a Self-Operations Model of Food Service
  - VII.5. Consider Approval of District Strategic Plan
  - VII.6. Consider Resolution Approving Adult Basic Education Consortium Agreement
- VIII. **Information Items**
  - VIII.1. First Reading of Revisions to the Policy Manual
  - VIII.2. 2021 Graduation Rates
  - VIII.3. Achievement & Integration Plan
- IX. **Reports**
  - IX.1. Building Principals
  - IX.2. Superintendent of Schools
  - IX.3. Board Members
    - IX.3.a. Around the Table
- X. **Upcoming Meetings of the School Board** Policy Committee  
Wednesday, April 27, 2022  
4:00PM  
SPMS-Conference Room A/B
- XI. Study Session  
Monday, May 2, 2022  
6:30PM  
SPMS-Media Center
- XII. Education Committee  
Tuesday, May 10, 2022  
1:00PM  
SPMS-Conference Room A/B
- XIII. Business Committee  
Wednesday, May 11, 2022

4:00PM

SPMS-Conference Room A/B

XIV. Regular Board Meeting

Monday, May 16, 2022

6:30PM

SPCC-Governor's Room

XV. **Adjournment**



## **ADDENDUM**

### **REGULAR BOARD MEETING Monday, April 18, 2022 SPCC-Governor's Room 6:30PM**

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#### **V. CONSENT AGENDA**

1. Approval of Regular Board Meeting minutes of March 21, 2022.
2. Approval of the Study Session minutes of April 7, 2022.
3. Approval of Bills (\$) and Wire Transfers (\$) for March 2022.
4. Gifts & Donations
  - a. The acceptance of a \$5,000 grant from Prairie Lakes Regional Arts Council to support the sPARK Mobile Art Studio.
5. Personnel
  - a. The acceptance of the retirement for the Head Custodian (Jeff Dietrich) at Saint Peter Middle School.
  - b. The acceptance of the transfer of a District Program Paraprofessional at North Elementary (Tasha Timmerman) to Special Education Paraprofessional at Saint Peter Middle School effective April 18, 2022.
  - c. The approval of the return to an abbreviated schedule for a paraprofessional (Debora Niederriter) at North Elementary beginning March 21, 2022.
  - d. The approval of the hiring of a special education & traffic support paraprofessional (Faiza Mohamoud) at South Elementary beginning April 4, 2022.
  - e. The approval of the hiring of paraprofessional (Scott Blank) at Saint Peter High School beginning April 5, 2022.
  - f. The approval of the retirement of a teacher (Lori Witzel) at Saint Peter High school effective May 27, 2022.

- g. The approval of a Family Medical Leave for an ECSE Paraprofessional (Heidi Mayo) from March 29, 2022 through the end of the 2021-2022 school year.
- h. The acceptance of the retirement for the SPPS Operations and Maintenance Supervisor (Marc Bachman) effective August 15, 2022.
- i. The approval of the hiring of a Custodial Engineer (Steven Ream) at Saint Peter Middle School beginning April 11, 2022.
- j. The approval of the hiring of a paraprofessional (William Riitters) at Saint Peter Middle School beginning April 18, 2022.
- k. The approval of the hiring of a Special Education Teacher (Olivia Mikkelson) at South Elementary for the 2022-2023 school year.
- l. The approval to designate the included items as obsolete and remove them from the district's inventory.

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

## **Minutes of Regular Board Meeting**

### **The School Board**

### **Saint Peter Public Schools**

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

Members Absent: Drew Dixon, Charlie Potts

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

Administrative Team members: Marc Bachman, Tim Regner, Heather Deshayes

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

A Regular Board Meeting of the School Board of Saint Peter Public Schools was held Monday, March 21, 2022, beginning at 6:30 PM in the SPCC-Governor's Room.

**I. Call Meeting to Order**-6:32PM, Leonard

**II. Pledge of Allegiance**

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

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

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

1. Approval of Regular Board Meeting Minutes of February 24, 2022.

2. Approval of the Study Session Minutes of March 7, 2022.

3. Approval of Bills (\$1,645,074.31) and Wire Transfers (\$3,383,291.20) for February 2022.

4. Personnel

a. The acceptance of the resignation of a Special Education Paraprofessional (Austin Petersen) at Saint Peter Middle School effective March 11, 2022.

b. The acceptance of the resignation of teacher (Lindsey Brace) at Saint Peter Early Childhood Special Education effective at the end of the 2021-2022 school year.

c. The approval of a FMLA request for a Title I Paraprofessional (Barb Franchino) at South Elementary for the remainder of the 21-22 school year.

d. The approval of a FMLA request for a Special Education Paraprofessional (Debora Niederriter) at North Elementary beginning January 18, 2022.

e. The acceptance of the resignation of a teacher (Lauren Meredith) at North Elementary effective at the end of the 2021-2022 school year.

- f. The approval of the hiring of a Saints Overtime Assistant (Evan Skinner) at Saint Peter Community and Family Education.
- g. The acceptance of the retirement of an Operations and Maintenance staff member (John Dietrich) effective May 28, 2022.

VI. **Student Spotlight**-South Elementary Kindergartner Lonzo Olivares and First Grader Hadley Yost, both students exude Star Pride. Hadley is the daughter of Jacob and Jennifer Yost, she has 54 lambs at home, math is her favorite subject and she would like to be a doctor and a signer when she gets older. Lonzo is the son of Gerardo and Diana Olivares, he likes playing outside, school pizza and writing top his school favorites, when he is older he would like to be a police officer.

VII. **Action Items**

- 1. Consider Resolution Approving Bond Refinancing- (Stuewe/Lokensgard) Yay: Kautt, Martens, Leonard, Stuewe, Lokensgard Nay: None - Resolution passes
- 2. Consider Updating Signers on First National Account to Tim Regner and Bill Gronseth-(Stuewe/Lokensgard, unanimous)
- 3. Consider Approval of the 21-23 Master Agreement with Office Support-(Lokensgard/Kautt, unanimous)
- 4. Consider Approval of the 21-23 Master Agreement with Principals-(Lokensgard/Martens, unanimous)

VIII. **Information Items**

- 1. Joint Meeting with City Council-There will be a joint meeting of the School Board and the City Council on Thursday, March 24, 2022.

IX. **Reports**

- 1. Building Principals

**Early Childhood**

- Getting outside for large motor activities
- April 7<sup>th</sup> early childhood screening-call the office to schedule an appt.
- Please call the early childhood office with registration needs

**South**

- Kindergarten "sneak peek" was a success
- Parent Council reconvened last Monday, March 14<sup>th</sup>
- Rad Zoo is coming to present at South March 25<sup>th</sup>
- Book Fair is going on-open to the public on Thursday, March 24<sup>th</sup> from 3:30-7:30PM

**North**

- 40 students attended the Young Writers and Artisit Conference at Bethany College
- 3<sup>rd</sup> quarter report cards will be mailed out March 25<sup>th</sup>, grades will be available on InfiniteCampus on March 23<sup>rd</sup>
- Conferences start this Thursday for all K-8 families

-Arts & Academic night-100 students participated, Aiden Abel was the spelling bee champ, approximately 500 community members attended.

-State testing season has begun

### **Middle School**

-Treasure Island Theatre production on March 4<sup>th</sup>/5<sup>th</sup>

-Project for Teens visited the 6<sup>th</sup> grade health classes to speak about bullying

-5<sup>th</sup>/6<sup>th</sup> Math Masters competed at Bethany Lutheran College

-MCA's are wrapping up

### **ALC**

-Credit recovery is half way through it's third session of night school, final session will start April 25<sup>th</sup>.

-Thanks to the facilities team

-Rockbend ALC will have availability for next school year

2. Superintendent of Schools-Superintendent Gronseth is proud of how our community has supported community members regarding the events that occurred after a basketball game recently. With that being said he wanted to remind everyone to keep striving to be an accepting and welcoming community for all.

3. Board Members

a. Around the Table

**Stuewe**-Disappointed to hear of the events that occurred in relation to New Ulm, but would like to remind everyone that actions of some are not a reflection of an entire community.

**Martens**-Encourages us to keep our attention focused locally and keep moving forward as an inclusive community.

**Kautt**- He recently attended the FFA Luncheon and Career Fair at the high school and was very impressed. Bill attended the 508 Foundation meeting recently, the two grants were returned for the submitters to review and ensure the need still exists. The Legislature is experiencing a busy week.

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

Joint Meeting with City  
Thursday, March 24, 2022  
5:30PM  
SPCC-Governor's Room

Policy Committee  
Wednesday, March 30, 2022  
4:00PM  
SPMS-Conference Room A/B

Education Committee  
Tuesday, April 5, 2022  
1:00PM

SPMS-Conference Room A/B

Business Committee  
Wednesday, April 6, 2022  
4:00PM  
SPMS-Media Center

Regular Board Meeting  
Monday, April 18, 2022  
6:30PM  
SPCC-Governor's Room

XI. **Adjournment**-7:21PM (Stuewe/Kautt, unanimous)

Dated: April 18, 2022

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Charlie Potts, Board Clerk



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

Date: 4/8/2022

To: Dr. Bill Gronseth - Superintendent

From: Bee Ong - Finance Accountant

Re: **Monthly Construction Bills, Board Bills,  
Payroll & Student Activity Amounts:**

March 2022 - Construction Account	\$0.00
March 2022 - Board Bills	\$735,052.82
March 2022 - Payroll Account	\$1,200,132.26
March 2022 - Student Activity	\$38,510.27
	<hr/>
	<u>\$1,973,695.35</u>

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

Folder: DO Staff Share  
 File: WIRE TRANSFER REPORT

MSDLAF to USBank		(Feb/Aug bond pymt)
MSDLAF to FNB payroll account ACH	3/15/2022	300,000.00
MSDLAF to FNB payroll account ACH	3/31/2022	500,000.00
MSDLAF-Max to FNB BO	3/1/2022	600,000.00
MSDLAF-Max to FNB BO	3/8/2022	550,000.00
MSDLAF-Max to FNB BO	3/24/2022	300,000.00
MSDLAF-Max to CCF	3/16/2022	300,000.00
FNB-BO to BCBS - medicare health	3/22/22	18,562.50
Wire of federal payroll taxes	3/4/2022	47,792.21
Wire of federal payroll taxes	3/14/2022	782.16
Wire of federal payroll taxes	3/16/2022	159,086.39
Wire of federal payroll taxes	3/31/2022	166,153.33
Wire of state payroll taxes	3/1/2022	25,469.54
Wire of state payroll taxes	3/7/2022	6,835.91
Wire of state payroll taxes	3/15/2022	147.07
Wire of state payroll taxes	3/17/2022	26,845.51
PERA payments	3/4/2022	22,601.50
PERA payments	3/7/2022	519.62
PERA payments	3/16/2022	22,120.90
TRA payments	3/4/2022	81,856.63
TRA payments	3/7/2022	35,212.70
TRA payments	3/16/2022	85,531.72
Further	3/1/2022	2,000.00
Further	3/2/2022	2,539.73
Further	3/2/2022	4,251.00
Further	3/15/2022	1,747.28
Further	3/22/2022	1,645.89
Further	3/23/2022	885.95
Further	3/23/2022	3,635.00
Further	3/29/2022	70.13
Horace Mann	3/4/2022	2,089.00
Horace Mann	3/21/2022	2,089.00
Ameriprise/NBSGroup Bill	3/16/2022	1,550.00
Pioneer - Dental direct debits	3/7/2022	5,311.06
Pioneer - Dental direct debits	3/14/2022	73.00
Pioneer - Dental direct debits	3/14/2022	2,636.85
Pioneer - Dental direct debits	3/22/2022	1,479.50
Pioneer - Dental direct debits	3/22/2022	2,080.24
Pioneer - Dental direct debits	3/28/2022	3,264.90
CCF - BCBS debits	3/3/2022	110,907.25
CCF - BCBS debits	3/10/2022	28,278.35
CCF - BCBS debits	3/17/2022	26,377.59
CCF - BCBS debits	3/24/2022	32,840.90
CCF - BCBS debits	3/31/2022	83,957.46
Electronic Deposit Fees - Gateway	3/3/2022	20.00
Electronic Deposit Fees - Merch Billing	3/7/2022	74.95
Total Wires		3,569,322.72



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

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

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

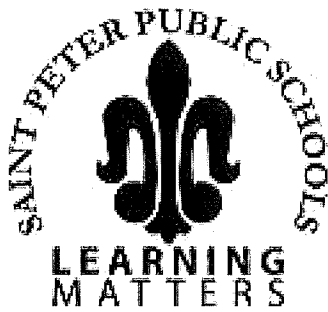
**DATE: March 30, 2022**

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Saint Peter Community & Family Education recently applied for and received a \$5,000 grant from Prairie Lakes Regional Arts Council. Funds from this grant will support the sPARK Mobile Art Studio. This program serves kids in grades k-6 and runs Monday- Friday, June 16-August 5.

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

I recommend that you accept these grant funds.



March 24, 2022

To: Bill Gronseth

From: Marc Bachman  
Operations and Maintenance Supervisor

RE: Retirement

Jeff Dietrich has submitted his letter of retirement as Head Custodian at Saint Peter Middle School. In his time with the Saint Peter schools Mr. Jeff, as the students know him, has served as a 2nd Shift custodial engineer, Head Custodial Engineer at South Elementary and since 2017 Head Custodian and Pool Operator for Saint Peter Middle School. Jeff's knowledge and previous experience operating his own plumbing company has served the Saint Peter Schools extremely well. We appreciate the service he provided us and wish him a long and happy retirement.

Jeff's last day on the job will be May 26, 2022.

A search to find a replacement for Jeff will begin immediately.

Cc: Jeff Dietrich  
Jon Graff  
Mike Keller  
Drew Brodeen



Jeff Dietrich <jedietrich@stpeterschools.org>

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## To whom it my concerns

1 message

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Jeff Dietrich <jeffdietrich1@gmail.com>  
To: Jeff Aa <jedietrich@stpeterschools.org>

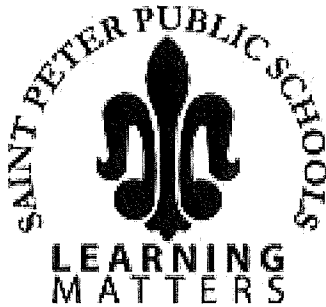
Tue, Mar 22, 2022 at 6:22 PM

Please accept this letter as formal notice of my retirement from district 508. My last day of employment will be May 26th, 2022.

Thank you for giving me the opportunity to work in the Lead Custodian position for the last 10 years. I have enjoyed my time here and the friendships I have gained with the staff and mostly the interaction with the kids daily.

Thank you again for the opportunity and I wish nothing but the best for District 508.

A handwritten signature in black ink that reads "Jeff Dietrich". The signature is written in a cursive style with a large, sweeping "J" and "D".



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

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

**DATE:** March 31, 2022

**SUBJECT:** Paraprofessional Transfer

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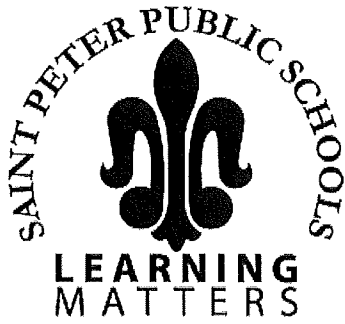
I would like to recommend that you accept the transfer of Tasha Timmerman from a district program paraprofessional assigned to tier II behavior intervention in the planning room at North Elementary to a special education paraprofessional at the Middle School.

I have been in contact with Mr. Graff at the Middle School and he approves the transfer. Tasha will be filling one of the Middle School's open special education paraprofessional positions. Mrs. Timmerman's first day in the new position will be April 18, 2022. Tasha's rate of pay will continue to be the same. She will continue to work 6.5 hours/day on student contact days.

The vacant position at North Elementary in the planning room will be filled with a regular substitute through the remainder of the current school year. The position will formally be posted at the end of the year.

Please contact me with questions.

CC: Tasha Timmerman <tatimmerman@stpeterschools.org>  
grp\_hire\_para <grp\_hire\_para@stpeterschools.org>



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

**FROM:** Darin Doherty  
Ytive Prafke

**DATE:** March 31, 2022

**SUBJECT:** Return to Work from Family Medical  
Leave

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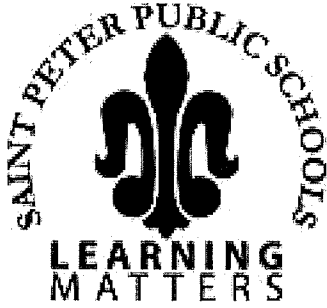
This memo is to recommend that Debora Niederriter, a paraprofessional working at North Elementary, return to work on an abbreviated schedule.

Ms. Niederriterr returned to work at North Elementary beginning the week of March 21, 2022. She submitted the proper documentation from her medical provider to support the return on a shortened schedule.

Debora will notify me when her doctor approves of her full return to work. She enter her regular absences on Frontline to match the allowed work hours per her doctor's recommendation.

Thank you for your consideration and please contact me with any questions.

CC: grp\_hire\_para <grp\_hire\_para@stpeterschools.org>  
Debora Niederriter <dniederriter@stpeterschools.org>



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

**FROM:** Doreen Oelke, Principal

**DATE:** April 1, 2022

**SUBJECT:** Recommendation to Hire

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I am pleased to recommend Ms. Faiza Mohamoud as a special education & traffic support paraprofessional position at South Elementary. This is a replacement position.

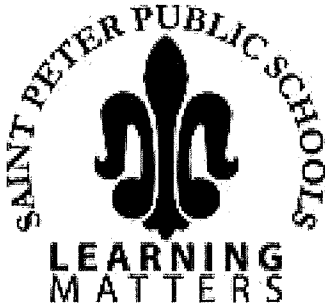
**NEW EMPLOYEE SUMMARY**

- **Faiza Mohamoud**
  - Start date: April 4, 2022
  - Timesheets will be submitted
  - Step 1A, \$15.00 per hour, 6.25 hours per day SPED Para  
.50 hour per day traffic/safety support

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

CC:

Grp\_hire\_para  
Tara Johnson (Para Mentor)



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

FROM: Annette Engeldinger

DATE: April 1, 2022

SUBJECT: Paraprofessional Hire

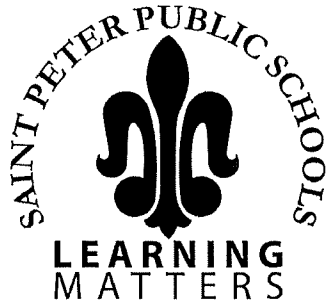
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Applications were received and interviews took place for a paraprofessional position at Saint Peter High School. I am pleased to recommend Scott Blank for the position. This is a replacement position.

**EMPLOYEE SUMMARY**

- **Scott Blank**
  - 6.75 hours per student contact day at a rate of \$15.00/hour.
  - Start date: Tuesday, April 5, 2022

CC: grp\_hire\_para



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

**FROM:** Annette Engeldinger

**DATE:** April 1, 2022

**RE:** Teacher retirement

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I am writing to recommend that you accept the resignation of Lori Witzel as a math teacher at Saint Peter High School. She will retire at the end of the 2021-2022 school year with her last day being May 27, 2022.

We sincerely thank her for her time and dedication to the students of Saint Peter High School. Ms. Witzel has been an important part of SPHS for many years, and she will be missed. We wish her the best of luck in her retirement!

Please let me know if you have any questions.

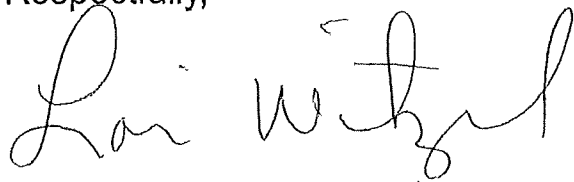
March 8, 2022

Principal Engeldinger, Superintendent Gronseth, Board of Education;

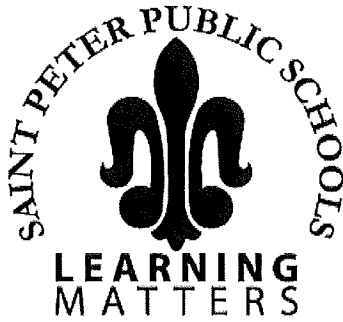
I am officially informing you that this school year will be my last. I want to thank you for the support over my 28.76 years (per TRA) with St. Peter Schools. It has been a pleasure working with a truly amazing group of teachers and support staff.

I wish all of you the best and hope that St. Peter Schools will continue to serve the students in a way that prepares them for what is ahead.

Respectfully,

A handwritten signature in cursive script that reads "Lori Witzel". The signature is written in black ink and is positioned below the word "Respectfully,".

Ms. Lori Witzel  
Math Department  
St. Peter High School



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

**FROM:** Ytive Prafke

**DATE:** March 28, 2022

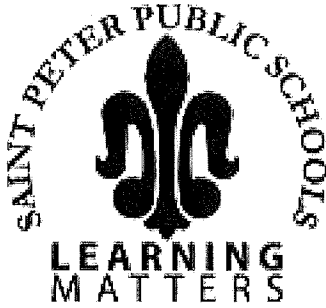
**SUBJECT:** Family Medical Leave Request

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This memo is to recommend the approval of a Family Medical Leave request for Heidi Mayo, ECSE Paraprofessional.

Ms. Mayo is requesting Family Medical Leave from March 29, 2022 through the end of the 2021-2022 school year to care for her newborn. Heidi will be using any available sick and personal leave she has accrued.

Thank you and please reach out if you have any questions.



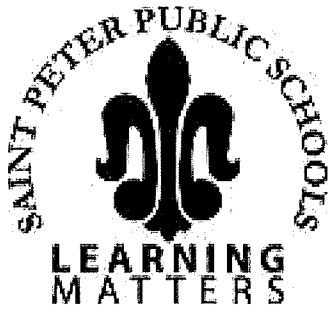
**MEMO TO:** School Board  
**FROM:** Bill Gronseth  
**DATE:** April 4, 2022  
**SUBJECT:** Operations and Maintenance  
Supervisor Retirement

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Please accept the retirement of Mr. Marc Bachman, Operations and Maintenance Supervisor for Saint Peter Public Schools, effective August 15, 2022.

We sincerely thank him for his time and dedication to District 508. Mr. Bachman has been an important part of SPPS for many years, and he will be missed. We wish him the best of luck in his retirement!

Please let me know if you have any questions.



April 1, 2022

To: Bill Gronseth

From: Marc Bachman  
Operations and Maintenance Supervisor

RE: Retirement

Throughout my time as an elementary and middle school student my teachers regularly assigned writing assignments which encouraged me to dream about and put into writing what I would do when I grew up. As with most children, each assignment brought a new vision of what would be really cool to do as an adult. Well, I haven't grown up, but thanks to the Saint Peter Public School District I have had the opportunity to experience many of my dreams.

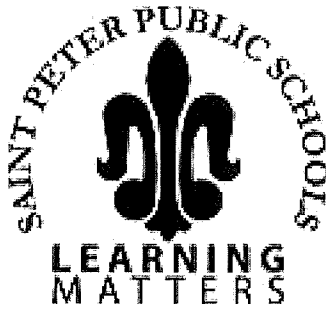
As I reflect, I had the opportunity to participate in the profession of my heroes, the teachers and coaches who educated me. What a privilege it has been to be a Social Studies teacher and member of the "backbone" of Saint Peter Middle/High School, expanding the minds of countless Saint Peter students (they may disagree!) I was fortunate to have worked with and learned the "magic" of teaching from a great faculty which both preceded and are succeeding my time here. Thanks to these dedicated teachers my children had an educational experience which I can never express enough thanks for. I have been able to fill my passion for athletics by coaching teams of incredibly dedicated student athletes in many co-curricular activities. I was allowed to itch the dream of being a movie producer while teaching and directing both radio and public television productions. I have had the privilege to lead a dedicated and patient team of custodial engineers who ensure teachers can focus on teaching and students have the best environment possible to learn in. I've also had the honor to be a part of an incredibly dedicated administrative team as we sailed through charted and uncharted waters. Finally, on rare but special occasions, I was allowed to thrill the School Board with talks about tuckpointing and the replacement of galvanized domestic plumbing.

Maybe the last couple items weren't in my childhood reports but it has all been part of an experience I am grateful to have experienced. I can not thank Jeff Olson enough for taking a chance on a social studies teacher with a questionable GPA, Paul Peterson for including me on his ride from the high school to the Superintendentcy and Bill Gronseth for trusting and appreciating me as he has taken the reins of the school district.

I will be retiring from the Saint Peter Public Schools. My last day on the job will be August 15, 2022. It has been an honor to serve this district and community.

No fooling,

Marc Bachman



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

**FROM:** Marc Bachman

**DATE:** April 8, 2022

**SUBJECT:** Recommendation for hire

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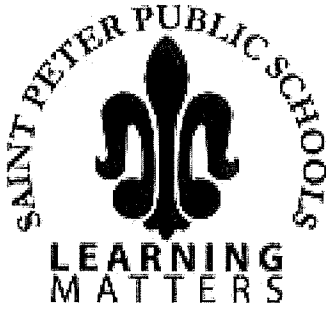
The Operations and Maintenance Department has a full-time custodial engineer position open at Saint Peter Middle School. The position was posted internally and via the district website.

I recommend the hiring of Steven Ream to serve as a Custodial Engineer at Saint Peter Middle School. We welcome Steven and his friendly disposition to our team.

#### **EMPLOYMENT HIRING SUMMARY**

- **Steven Ream**
  - Custodian: \$16.58/hour (Custodian)
  - Shift differential: \$1.05/hour for 1,566 hours
  - Start Date: April 11, 2022
  - 9 month probationary period ending January 11, 2023
    - Attainment of a special boiler license is required during this probationary time.

Cc: Steven Ream  
Drew Brodeen  
Mike Keller  
Jon Graff  
Ytve Prafke  
Joe Delacruz



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

**FROM:** Jon Graff

**DATE:** April 8, 2022

**SUBJECT:** Para Hire

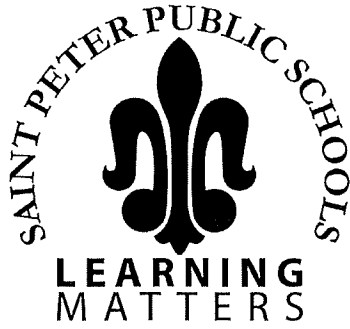
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Applications were received and interviews took place for a paraprofessional position at Saint Peter Middle School. I am pleased to recommend William Riitters for the position. Will is a current student at GAC. As a student, he has fluctuating work availability that will equate to roughly 7 hours per week.

**EMPLOYEE SUMMARY**

- **William Riitters**
  - Step 1 at a rate of \$15.00/hour.
  - Start date: April 18, 2022

CC: William Riitters  
grp\_hire\_para



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

**FROM:** Doreen Oelke, South Principal

**DATE:** April 7, 2022

**SUBJECT:** Recommendation to Hire

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Applications were received and interviews took place for a 1.0 FTE licensed special education teacher at South Elementary. I am excited to recommend the hiring of Ms. Olivia Mikkelson. This is a replacement position for Cindy Bruce.

Ms. Mikkelson is currently student teaching at South Elementary. She is an Eden Prairie native who will graduate from Minnesota State University, Mankato in May with a Bachelor's degree in the area of Special Education Academic Behavioral Strategist.

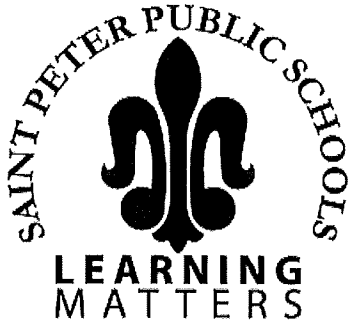
We are very excited to welcome Olivia to our South staff in her new role.

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

#### NEW EMPLOYEE SUMMARY

- **Olivia Mikkelson**
  - BS, Step 1, Total salary is \$45,077 per the 2022-2023 Master Agreement
  - Start Date: 2022-2023 School Year

CC: Olivia Mikkelson  
Certified Hire Group



**TO:** Saint Peter Public Schools School Board  
**FROM:** Technology Department  
**DATE:** 12-APR-2022  
**RE:** Designate Equipment Obsolete  
**CC:** Bill Gronseth, Tim Regner

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

<b>Equipment:</b>	<u>Quantity</u>	<u>Description</u>
	470	iPads
	42	Desktop or All-In-One PC's
	9	Laptop(s)
	39	Chromebook(s)
	14	Computer monitor(s)
	21	Network switch(es)
	21	VGA Projectors
	2	Smart Boards
	4	Printers
	1	3D Printer
	2	Batteries/power supplies
	8	DVD or VCR Players
	1	Television
	Multiple	Peripherals (mice, keyboards, document cameras, etc.)

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



## ADDENDUM

### REGULAR BOARD MEETING Monday, April 18, 2022 SPCC-Governor's Room 6:30PM

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#### VII. ACTION ITEMS

<b>1. AGENDA ITEM #1</b>
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**Subject:** Non-Renewal of Probationary Teachers Contracts

**Action:** Requires a Resolution

**Background:** The first three consecutive years of a teacher's first teaching experience in Minnesota in a single district is deemed to be a probationary period of employment. If a teacher has previously completed the probationary period in another Minnesota district, the probationary period is one year. During the probationary period, any annual contract may be non-renewed based on a decision by the School Board. The attached teachers are being recommended for non-renewal.

**Presentation:** Superintendent Gronseth

**Options/Recommendation:** I recommend passing the resolution.



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

**FROM:** Doreen Oelke, South Elementary Principal

**DATE:** April 7, 2022

**RE:** Non-renewal for Hannah Berdan

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Please consider this recommendation to non-renew Hannah Berdan, as a 1.0 FTE teacher at South Elementary. Ms. Berdan has done a fantastic job serving as one of South's kindergarten teachers this school year. Due to a decrease in student numbers, there is a need to reduce staff. I appreciate all that she has contributed to Saint Peter Public Schools and I would like to wish her the best in the future.

If you have questions or concerns, please let me know.

CC: Certified Hire Group  
Hannah Berdan



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

**FROM:** Doreen Oelke, South Elementary Principal

**DATE:** April 7, 2022

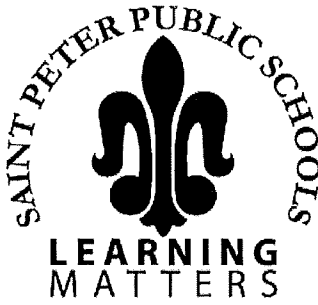
**RE:** Non-renewal for Cindy Bruce

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Please consider this recommendation to non-renew Cindy Bruce, as a 1.0 FTE teacher at South Elementary. Ms. Bruce has been a para at South Elementary for several years and graciously agreed to pursue a Tier 1 Special Education degree when a certified replacement could not be hired. Interviews have taken place and an individual with a special education license will be working in this position beginning in the 2022-2023 school year. I want to acknowledge how fortunate we were to have Ms. Bruce in this position and thank her for her hard work and dedication.

If you have questions or concerns, please let me know.

CC: Certified Hire Group  
Cindy Bruce



**TO:** SPPS School Board  
**FROM:** Jana Sykora  
**DATE:** April 4, 2022  
**RE:** Non-renewal for Ryan Timmerman  
**CC:** Bill Gronseth

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Please consider this recommendation to non-renew Ryan Timmerman, as a 1.0 FTE Special Education Teacher. Mr. Timmerman served as a special education teacher at Hoffmann Learning Center under a Tier 1 licensure during the 2021-2022 school year.

If you have questions or concerns, please let me know.

CC: Sarah Janovsky  
Ytve Prafke  
Tim Regner  
Lisa Pierson  
Kathy Wobbrock  
Ryan Timmerman

Board Chair Leonard introduced the following resolution and Board Member \_\_\_\_\_ moved its adoption:

**RESOLUTION RELATING TO THE NONRENEWAL OF THE TEACHING CONTRACT OF HANNAH BERDAN, A PROBATIONARY TEACHER**

**WHEREAS**, Hanna Berdan is a probationary teacher in Independent School District No. 508.

**BE IT RESOLVED**, by the School Board of Independent School District No. 508 that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Hanna Berdan, a probationary teacher in Independent School District No. 508, is hereby terminated at the close of the current 2021-2022 school year.

**BE IT FURTHER RESOLVED** that written notice be sent to said teacher regarding non-renewal of her contract as provided by law, and that said notice shall be in substantially the following form:

**NOTICE OF NON-RENEWAL**

Ms. Hannah Berdan  
215 Franklin Street N.  
New Ulm, MN 56073

Dear Ms. Berdan:

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 508 held on April 18, 2022, a resolution was adopted by a majority roll call vote to not renew your contract effective at the end of the current school year. Said action of the board is taken pursuant to Minnesota Statutes 122A.40, Subdivision 5.

You may officially request that the school board give its reasons for the non-renewal of your teaching contract. For your information, however, this action is taken due to budget reductions.

Sincerely,

Saint Peter School Board Clerk

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.

Dated: April 18, 2022

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Charlie Potts, Clerk

Board Chair Leonard introduced the following resolution and Board Member \_\_\_\_\_  
moved its adoption:

**RESOLUTION RELATING TO THE NONRENEWAL OF THE TEACHING  
CONTRACT OF CYNTHIA BRUCE, A TIER 1 TEACHER**

**WHEREAS,** Cynthia Bruce is a Tier 1 teacher in Independent School District No. 508.

**BE IT RESOLVED,** by the School Board of Independent School District No. 508 that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Cynthia Bruce, a Tier 1 teacher in Independent School District No. 508, is hereby terminated at the close of the current 2021-2022 school year.

**BE IT FURTHER RESOLVED** that written notice be sent to said teacher regarding non-renewal of her contract as provided by law, and that said notice shall be in substantially the following form:

**NOTICE OF NON-RENEWAL**

Ms. Cindy Bruce  
224 Beech St.  
Mankato, MN 56001

Dear Ms. Bruce:

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 508 held on April 18, 2022, a resolution was adopted by a majority roll call vote to not renew your contract effective at the end of the current school year. Said action of the board is taken pursuant to Minnesota Statutes 122A.40, Subdivision 5.

You may officially request that the school board give its reasons for the non-renewal of your teaching contract. For your information, however, this action is taken because of your Tier 1 teaching status in District 508.

Sincerely,

Saint Peter School Board Clerk

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.

Dated: April 18, 2022

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Charlie Potts, Clerk

Board Chair Leonard introduced the following resolution and Board Member \_\_\_\_\_  
moved its adoption:

**RESOLUTION RELATING TO THE NONRENEWAL OF THE TEACHING  
CONTRACT OF RYAN TIMMERMAN, A TIER 1 TEACHER**

**WHEREAS**, Ryan Timmerman is a Tier 1 teacher in Independent School District No. 508.

**BE IT RESOLVED**, by the School Board of Independent School District No. 508 that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Ryan Timmerman, a Tier 1 teacher in Independent School District No. 508, is hereby terminated at the close of the current 2021-2022 school year.

**BE IT FURTHER RESOLVED** that written notice be sent to said teacher regarding non-renewal of his contract as provided by law, and that said notice shall be in substantially the following form:

**NOTICE OF TERMINATION AND NON-RENEWAL**

Mr. Ryan Timmerman  
320 W Mulberry Street  
Saint Peter, MN 56082

Dear Mr. Timmerman:

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 508 held on April 18, 2022, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2022-2023 school year. Said action of the board is taken pursuant to Minnesota Statutes 122A.40, Subdivision 5.

You may officially request that the school board give its reasons for the non-renewal of your teaching contract. For your information, however, this action is taken because of your Tier 1 teaching status in District 508.

Sincerely,

Saint Peter School Board Clerk

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.

Dated: April 18, 2022

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Charlie Potts, Clerk



## ADDENDUM

### REGULAR BOARD MEETING Monday, April 18, 2022 SPCC-Governor's Room 6:30PM

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#### VII. ACTION ITEMS

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

**Subject:** Consider Approval of Bid for Proposals for the Middle School Parking lot, sidewalks, and drainage

**Action:** Requires a Motion

**Background:** Operations and Maintenance Supervisor Marc Bachman will join the meeting to provide you with information regarding the renovation of the Middle School parking lot, sidewalks, and drainage system to address leakage on the East side of the building.

**Presentation:** Superintendent Gronseth  
Marc Bachman

**Options/Recommendation:** I recommend accepting the low bid from Neilson Blacktopping and Concrete for this project.

# Bid Tabulation

Saint Peter Middle School Parking Lot Reconstruction  
Saint Peter, MN



Project Number: 22-26208

Bid Letting Time & Date: 2:00 p.m. - March 31, 2022

Bid Letting Location: Online - QuestCDN #8154492

Contractor	Bid Bond	Responsible Contractor Form	Add. #1	Base Bid
Nielsen Blacktopping & Concrete, Inc	X	X	X	\$217,500.00
WW Blacktopping, Inc.	X	X	X	\$218,308.00
OMG Midwest Inc. dba Minnesota Paving & Materials	X	X	X	\$410,466.26



## ADDENDUM

### REGULAR BOARD MEETING Monday, April 18, 2022 SPCC-Governor's Room 6:30PM

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#### VII. ACTION ITEMS

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

**Subject:** Second Reading of Revisions to the Policy Manual

**Action:** Requires a Motion

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

- a. Policy 213 School Board Committees
- b. Delete current policy 002.22
- c. Policy 720 Vending Machines
- d. Policy 722 Public Data Requests
- e. Policy 722F Public Data Requests Form

**Presentation:** Superintendent Gronseth  
Policy Committee

**Options/Recommendation:** I recommend approving the Deletion of Policy 002.22 and the addition of Policies 213, 720, 722, and 722F.

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)

Adopted: \_\_\_\_\_

*MSBA/MASA Model Policy 720*

*Orig. 1996*

Revised: \_\_\_\_\_

*Rev. 2019*

## **720 VENDING MACHINES**

### **I. PURPOSE**

The purpose of this policy is to establish procedures to govern vending machines installed in school facilities in the school district.

### **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is to contract for, supervise, maintain, and account for the proceeds from vending machines located in school facilities in a manner that is fair, that maximizes the revenues from those machines, that allows those revenues to be included in the budget of the facility in which they are generated, and that establishes controls to avoid fraud, theft, or the appearance of impropriety.

### **III. AUTHORIZATION**

Automatic vending machines for the dispensing of food, beverages, or other approved items are authorized in any school facility in the school district provided that all contracts for such vending machines must be approved by the school board as provided in this policy.

***[Note: This provision can be narrowed to apply only to specific facilities.]***

### **IV. SUPERVISION; APPROVAL; LOCATION**

- A. All vending machines shall be under the supervision of the school principal or other person in charge of the facility in which the machine is located. That administrator shall be responsible to supervise the machine in compliance with this policy and any applicable laws.
- B. The items to be dispensed from a vending machine located in a school facility shall be approved by the principal or other person in charge of that facility. All food, beverages, or other items approved shall be appropriate to the school setting. Machines dispensing cigarettes or tobacco products are not authorized under any circumstances. In the event a written complaint is filed with the superintendent regarding the approval or disapproval of any item, the school board, after proper review, shall make the final determination.
- C. Vending machines may be approved that will dispense items only during certain hours, through the use of timers or otherwise. Vending machines should not be operated in competition with the school cafeteria or food service. The principal or other person in charge of the school facility may regulate the hours of operation of any machine.
- D. Vending machines shall be located to meet any applicable building, fire, or life/safety codes and to provide convenience of operation, accessibility, and ease of maintenance. The principal or other person in charge of the facility shall review the location of each machine with appropriate maintenance and food service staff.

## V. CONTRACT APPROVAL

- A. All contracts for the purchase or rental of vending machines shall be considered by the school board on a facility-by-facility basis.

~~***[Note: These provisions may need to be amended if the school board determines to contract for vending machine services on an exclusive and district-wide basis.]***~~

- B. If the estimated aggregate receipts from all vending machines located in a school facility will be \$10,000 or more in a fiscal year, the contract for any vending machine in that facility must be awarded after the receipt of sealed bids and compliance with Minn. Stat. § 123B.52.

~~***[Note: This dollar figure is lower than the \$175,000 statutory requirement for sealed bids but is recommended to protect the interests of the public.]***~~

- C. If the estimated aggregate receipts from all vending machines located in a school facility will be less than \$10,000 in a fiscal year, the contract for any vending machine in that facility may be awarded after the receipt of two or more quotations after taking into consideration conformity with the specifications, terms of delivery, other conditions imposed in the call for quotations, and compliance with Minn. Stat. § 123B.52.

~~***[Note: This dollar figure is lower than the \$25,000 statutory requirement for quotations but is recommended to protect the interests of the public.]***~~

- D. The contracting process shall be conducted in compliance with Minn. Stat. § 123B.52. A copy of this policy shall be included in any specifications or request for proposals or quotations. A record shall be kept of all bids or quotations received with the names, amounts, and successful bidder indicated. All bids and quotations shall be kept on file as a public record for a period of at least one year after their receipt.

- E. Any bid or quotation must specify all commissions to be paid from the machine and any other noncommission amounts to be paid as a result of the award of the contract. The noncommission amounts include, but are not limited to, cash payments, in-kind payments, equipment donations, scholarship contributions, bonus payments, or other payments or contributions of any kind or nature. The noncommission amounts shall be reduced to a cash equivalency and shall be specified on the bid or quotation as an additional amount to be paid for the award of the contract.

- F. If a contract contains a provision allowing exclusivity, such as all machines in the building carrying only a certain manufacturer's brand of pop, that provision must be reviewed by the administration prior to requesting bids or quotations to ensure that it does not conflict with other contracts of the school district.

- G. All contracts for vending machines must be approved by the school board. Any contract not made in compliance with this policy shall be void. Any district employee signing an unauthorized contract may be subject to personal liability thereon and may be disciplined for said action.

- H. All vending machines are to be installed at the expense of the facility in which located. All financial responsibility for the maintenance and repair of machines shall remain with the individual facility in which located to the extent not addressed in the contract.

- I. No teacher, administrator, school district employee, or school board member shall be interested, directly or indirectly, in a vending machine contract with the school district or personally benefit financially therefrom.

**VI. ACCOUNTING**

- A. Proceeds from vending machine sales and contracts shall be under the control of the school board, shall be accounted for in one of the regular school district funds, and must be accounted for and reported in compliance with UFARS.
- B. An amount equal to the amount of the proceeds from the machines in each facility shall be included in the budget of the facility in which the proceeds are generated. That amount may be expended in accordance with established expenditure procedures.
- C. Pursuant to the vending machine contract or otherwise, proper auditing and inventory control procedures shall be established to ensure that commissions are being correctly calculated and paid. These controls must include daily, weekly, or other periodic inventories and written reconciliations of variances between inventory and cash. Each time cash is removed from, or inventory is added to a machine, a written reconciliation between cash and inventory must be performed by the person taking the cash from the machine and must be signed by the principal or other person in charge of the facility. The original written reconciliation reports shall be filed with the business office monthly and a copy shall be retained by the principal's office.

**Legal References:** Minn. Stat. § 123B.20 (Dealing in Supplies)  
Minn. Stat. § 123B.52 (Contracts)  
Minn. Stat. § 471.345 (Contracts)  
Minn. Stat. § 471.87 (Conflict of Interest)

**Cross References:** ~~MSBA/MASA Model~~ Policy 210 (Conflict of Interest – School Board Members)  
~~MSBA/MASA Model~~ Policy 702 (Accounting)

Adopted: \_\_\_\_\_

*MSBA/MASA Model Policy 722  
Orig. 2017*

Revised: \_\_\_\_\_

## **722 PUBLIC DATA REQUESTS**

***[Note: School districts are required by statute to establish procedures consistent with the Minnesota Government Data Practices Act for public data requests.]***

### **I. PURPOSE**

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

### **II. GENERAL STATEMENT OF POLICY**

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 (MGDPA), and Minn. Rules Parts 1205.0100-1205.2000 in responding to requests for public data.

### **III. DEFINITIONS**

#### **A. Government Data**

“Government data” means all recorded information that the school district has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

#### **B. Inspection**

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

#### **C. Public Data**

“Public data” means all government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

#### **D. Responsible Authority**

“Responsible authority” means the individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

#### **E. Summary Data**

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.

#### **IV. REQUESTS FOR PUBLIC DATA**

- A. All requests for public data must be made in writing directed to the responsible authority.
  - 1. A request for public data must include the following information:
    - a. Date the request is made;
    - b. A clear description of the data requested;
    - c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
    - d. Method to contact the requestor (such as phone number, address, or email address).
  - 2. A requestor is not required to explain the reason for the data request.
  - 3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
  - 4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B. The responsible authority will respond to a data request at reasonable times and places as follows:
  - 1. The responsible authority will notify the requestor in writing as follows:
    - a. The requested data does not exist; or
    - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
      - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
      - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
    - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
  - 2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.

3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

**V. REQUEST FOR SUMMARY DATA**

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
  1. A request for the preparation of summary data must include the following information:
    - a. Date the request is made;
    - b. A clear description of the data requested;
    - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
    - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
  1. The estimated costs of preparing the summary data, if any; and
  2. The summary data requested; or
  3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
  4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

**VI. COSTS**

- A. Public Data
  1. The school district will charge for copies provided as follows:
    - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
    - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.

- (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
- (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.

2. All charges must be paid for in cash in advance of receiving the copies.

**B. Summary Data**

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
2. The school district may assess costs associated with the preparation of summary data as follows:
  - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
  - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

**Data Practices Contacts**

**Responsible Authority:**

Superintendent Gronseth  
100 Lincoln Drive, Saint Peter, MN 56082  
507-934-5703  
[bgronseth@stpetersschools.org](mailto:bgronseth@stpetersschools.org)

**Data Practices Compliance Official:**

Data Practices Compliance Official:  
Superintendent Gronseth  
100 Lincoln Drive, Saint Peter, MN 56082  
507-934-5703

**Data Practices Designee(s):**

Data Practices Designee:  
Sarah Janovsky  
100 Lincoln Drive, Saint Peter, MN 56082  
507-934-5703  
[sjanovsky@stpetersschools.org](mailto:sjanovsky@stpetersschools.org)

**Legal References:**

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

**Cross References:**

~~MSBA/MASA Model~~ Policy 406 (Public and Private Personnel Data)  
~~MSBA/MASA Model~~ Policy 515 (Protection and Privacy of Pupil Records)

INDEPENDENT SCHOOL DISTRICT NO. \_\_\_\_  
**PUBLIC DATA REQUEST FORM**

**TO BE COMPLETED BY THE REQUESTOR**

REQUESTOR NAME (NOT REQUIRED):	PHONE NUMBER:*
ADDRESS:*	EMAIL ADDRESS:*
DATE OF REQUEST:	
DESCRIPTION OF THE INFORMATION REQUESTED: (attach additional page if necessary)	
MANNER IN WHICH RESPONSIVE DATA IS TO BE PROVIDED:	
INSPECTION ONLY _____ COPIES ONLY** _____ BOTH INSPECTION AND COPIES _____**	
**Inspection is free, but there is a charge for copies. Payment must be received before copies will be provided.	

**FOR OFFICE USE ONLY**

DATE REQUEST RECEIVED:	REQUEST RECEIVED BY:
DATE OF RESPONSE:	RESPONSE PROVIDED BY:

\* Requestor's name is optional. However, contact information is necessary to mail/email the data. Also, contact information is needed if the school district does not understand the request. We will not work on such a request until clarified.



**INDEPENDENT SCHOOL DISTRICT NO.508  
PUBLIC DATA REQUEST FORM**

**TO BE COMPLETED BY THE REQUESTOR**

REQUESTOR NAME (NOT REQUIRED)	PHONE NUMBER:*
ADDRESS:*	EMAIL:*
DATE OF REQUEST:	

DESCRIPTION OF THE INFORMATION REQUESTED: (attach additional page if necessary)

MANNER IN WHICH RESPONSIVE DATA IS TO BE PROVIDED:

INSPECTION ONLY \_\_\_\_\_ COPIES ONLY\*\* \_\_\_\_\_ BOTH INSPECTION AND COPIES  
 \_\_\_\_\_\*\*

\*\*Inspection is free, but there is a charge for copies. Payment must be received before copies will be provided.

**FOR OFFICE USE ONLY**

DATE REQUEST RECEIVED:	REQUEST RECEIVED BY:
DATE OF RESPONSE:	RESPONSE PROVIDED BY:

- Requestor's name is optional. However, contact information is necessary to mail/email the data. Also, contact information is needed if the school district does not understand the request. We will not work on such a request until clarified.



## ADDENDUM

### REGULAR BOARD MEETING Monday, April 18, 2022 SPCC-Governor's Room 6:30PM

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#### VII. ACTION ITEMS

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

**Subject:** Consider Rejecting Food Service Bids and Pursuing a Self-Operations Model of Food Service

**Action:** Requires a Motion

**Background:** For the past five years we have used contracted services for our food service. We recently put out a request for proposals to food service companies. While four companies initially had interest, two companies provided final proposals. After reviewing the proposals and considering the benefits and challenges of a self-operations model, we believe it is in the best interest of the district to pursue a self-operations model. We believe this will result in higher quality food, more flexibility, and will be beneficial to employees in the food service area.

**Presentation:** Superintendent Gronseth

**Options/Recommendation:** I recommend rejecting the bids received and pursuing a self-operations model of food service.



## ADDENDUM

### REGULAR BOARD MEETING Monday, April 18, 2022 SPCC-Governor's Room 6:30PM

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#### VII. ACTION ITEMS

<b>5. AGENDA ITEM #5</b>
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**Subject:** Consider Approval of the District Strategic Direction Plan

**Action:** Requires a Motion

**Background:** The Saint Peter Schools have been gathering input data from staff, parents, and community members in preparation for developing strategic direction goals. Members of the administrative team will share information about our process thus far as well as a draft of the strategic direction goals. Once approved, the administrative team will develop detailed action plans and measurable benchmarks to reach the goals by 2027.

**Presentation:** Superintendent Gronseth

**Options/Recommendation:** I recommend approval of the Strategic Direction Plan to be developed into an action plan.

# Strategic Direction Goals 2022-2027



<b>Equity, Inclusion, Cultural Responsiveness in all that we do</b>		
<p><b>High Achievement for All</b> Goal 1: Ensure guaranteed, culturally relevant curriculum, instruction, and assessment.</p> <p>Goal 2: Improve delivery of Interventions through an enhanced multi-tiered system of support.</p> <p>Goal 3: Align and enhance the delivery of Special Education Services.</p>	<p><b>Safe &amp; Welcoming Environment</b> Goal 1: Implement a system of support that addresses the social-emotional needs of students.</p> <p>Goal 2: Continue to cultivate and support an educational environment that reflects the diversity of the Saint Peter Schools community.</p> <p>Goal 3: Provide facilities that foster safe and welcoming learning environments and enhance community partnerships.</p>	<p><b>Efficient &amp; Effective Systems</b> Goal 1: Develop, implement, and support an effective communication plan for all stakeholders.</p> <p>Goal 2: Ensure staffing and support services meet the educational needs of the district.</p> <p>Goal 3: Retain and recruit high quality staff while increasing diversity.</p>



## ADDENDUM

### REGULAR BOARD MEETING Monday, April 18, 2022 SPCC-Governor's Room 6:30PM

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#### VII. ACTION ITEMS

<b>6. AGENDA ITEM #6</b>
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**Subject:** Consider Resolution Approving Adult Basic Education Consortium

**Action:** Requires a Resolution

**Background:** This is an annually required resolution to support the agreement in place with surrounding communities to provide services at the Area Adult Learning Center. Tami Skinner will provide more information and answer any questions regarding the agreement.

**Presentation:** Superintendent Gronseth

**Options/Recommendation:** I recommend passing this Resolution.

## **ADULT BASIC/LITERACY EDUCATION REIMBURSEMENT AGREEMENT**

The Area Adult Learning Cooperative is made up of the school districts of Gibbon Fairfax Winthrop, Le Sueur-Henderson, St. Peter, Cleveland, Tri City United, Nicollet, Sibley East, Waseca, Janesville Waldorf Pemberton, Waterville Elysian Morristown, and the law enforcement centers of Nicollet County and Le Sueur County.

This Agreement is effective July 1, 2022, by and between Independent School District #2397, Le Sueur, Minnesota as fiscal agent for the Area Adult Learning Cooperative through its Community Education Department (hereafter referred to as Le Sueur-Henderson) and the district or agency hereafter referred to and noted below as:

District or Agency Name: **Le Sueur-Henderson Public Schools**

### PURPOSE

The purpose of this Agreement is to provide for cooperation, coordination, and funding for an adult basic education skills and adult literacy program between the fiscal agent for the Area Adult Learning Cooperative and the participating members. As a participant in the program, each member shall have representation on the management team as noted in the Minnesota State Plan for Adult Education.

### 1. TERMS OF AGREEMENT

This Agreement shall commence on July 1, 2022, and terminate on June 30, 2023. This Agreement may be extended for additional periods of one year upon agreement of the parties.

### 2. SERVICES TO BE PROVIDED BY LE SUEUR-HENDERSON:

- a. Develop and execute the annual state and federal grant application for literacy funding so as to include the participating member.
- b. Develop and execute a service plan for educationally disadvantaged adults who conform to the client guidelines in the Minnesota State Plan for Adult Basic Education services, GED preparation classes, and literacy tutoring at a convenient location. The dimension of the program will be determined by the amount of state and federal grants, local cash match contribution, and in-kind match. The basic service plan will be developed by the fiscal agent with input from member agencies and districts prior to each year's grant application. Revisions necessary to meet the actual budget will be determined by the Area Adult Learning Cooperative Coordinator after consultation with the individual members.
- c. Monitor adherence to state and federal guidelines mandated in both regulation and funding application language.
- d. Design in-service programs or facilitate attendance at training programs for in-servicing teaching staff regarding the latest practices of adult literacy.
- e. Generate regular adult literacy in-service opportunities for local volunteer components.
- f. Meet with member representatives regularly to evaluate and assess ABE program effectiveness.

- g. Execute and administer this Agreement in accordance with the Minnesota State Plan for Adult Education, limitations imposed by the granting authority or enabling legislation, and the fiscal restraints imposed by those aforementioned entities in addition to the district/agency's financial limitations noted in Section 4 of this Agreement.
- h. Retain control of all grant funds and their disbursements. All costs will be processed through the financial records of the fiscal agent.
- i. Retain appropriate financial records and provide an auditable accounting of all expenditures for which district/agency funds were obtained and expended.
- j. Provide an initial billing to districts/agencies based upon members' annual contributions pursuant to the contracted Agreement. The final billing shall contain a tabulation of costs.

3. DISTRICTS/AGENCIES' RESPONSIBILITIES:

- a. Provide at no cost:
  - 1. Appropriate instructional classroom space, chosen in consultation with the Area Adult Learning Cooperative Coordinator. The district/agency shall be responsible for opening and closing the facility before and after each class session.
  - 2. Access to audio visual equipment and such computer equipment needed for the instruction of the adults in the program. All equipment purchased with consortium funds and being used at a specific site will remain the property of the consortium. Therefore, if a district/agency terminates its agreement with the consortium the equipment will be returned for redistribution.
  - 3. Space in the community education brochure/pamphlet to promote and inform citizens of the program dates, times, and content. Also, such other publicity as may be requested and can be generated through superintendents' letters, news stories, and/or community information media.
  - 4. Support of district community education director or agency representative in informing his/her advisory council, staff members and citizenry about the program activity.

4. DIRECT COST OF THE AGREEMENT

The cost of this Agreement for the district/agency is the amount listed here, **\$000.00**, unless there are inadequate funds during said fiscal year, in which case each member agrees to provide a fair share adjustment prorated on the basis of its share of the incurred deficit.

5. CONDITIONS OF THE PARTIES AND OBLIGATIONS

The parties to this Agreement understand and agree that:

- a. Each district/agency shall communicate all concerns with the Area Adult Learning Cooperative Coordinator for the purpose of providing better educational services for the adult students enrolled in the program. These concerns shall not override the fiscal restraints imposed by funds available as provided by grants or by the district/agency.
- b. The Area Adult Learning Cooperative Coordinator agrees to communicate with the district/agency staff in matters relating to the program.

- c. The fiscal agent shall not be responsible for any expenditures relating to the Adult Basic/Literacy project incurred without specific written permission of the Area Adult Learning Cooperative Coordinator.
- d. All districts/agencies shall retain records of financial transactions that include payments made to the consortium or other monies relating to this Agreement.

6. HOLD HARMLESS

The district/agency agrees to defend, indemnify, and hold Independent School District #2397, its officers, and employees harmless from any liability, claims, damages, costs, judgments, or expenses including reasonable attorneys' fees resulting directly or indirectly from an act or omission of the district/agency, its agents, employees or contractors.

7. INSURANCE

The district/agency does further agree that in order to protect itself as well as Le Sueur-Henderson under the indemnity agreement provisions herein above set forth, it will at all times during the term of the Agreement provide insurance coverage in the following amounts: \$500,000 for property damage arising from one occurrence, \$500,000 for total bodily injuries and/or damages from one occurrence, and \$500,000 for total personal injuries and/or damages arising from one occurrence and \$1,000,000 for any number of claims arising out of a single occurrence.

8. AFFIRMATIVE ACTION POLICY

In accordance with Independent School District #2397 Affirmative Action policy, requirements for contract compliance, and the board of education policies against discrimination, no person shall be excluded from full employment rights or participation on the grounds of race, color, creed, religion, age, sex, handicap, or national origin; and no person shall be otherwise knowingly subjected to discrimination. District/agencies will furnish all information and reports required by Executive Order No. 11246 and Revised Order No. 4 and by the rules and regulations and orders of the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

9. SUBCONTRACTING OR ASSIGNMENTS

The services under this Agreement shall not be subcontracted or assigned without the consent of Le Sueur-Henderson.

10. CONTRACTOR STATUS

Nothing is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as the agents, representative, or employee of district/agency for any purpose or in any manner whatsoever. Le Sueur-Henderson is to be and shall remain an independent contractor with respect to all services performed under this Agreement. Le Sueur-Henderson represents that it has or will secure through program budget allocations the Area Adult Learning Cooperative Coordinator and all personnel required to perform services under this Agreement. Any and all personnel of Le Sueur-Henderson, or other persons, while engaged in the

performance of any work or services required by Le Sueur-Henderson, under this Agreement, shall have no contractual relationship with the district/agency. Any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the State of Minnesota on behalf of said personnel, arising out of employment, alleged employment, including, without limitation, claims of discrimination against Le Sueur-Henderson, its officers, agents, contractors or employees shall not be the direct responsibility of the district/agency. Le Sueur-Henderson shall defend, indemnify and hold the district/agency, its officers, its agents and employees harmless from any and all claims irrespective of any determination of any pertinent tribunal, agency, board, commission, or court. Teachers employed by the consortium are not eligible to receive these benefits from the consortium: tenure rights, health insurance, sick and vacation leave, paid leaves of absence, emergency and child care leaves, disability and severance pay. Teachers are entitled, however, to statutory benefits, including Workers' Compensation, TRA/FICA, PERA, and unemployment. Le Sueur-Henderson may bill the affected district/agency for any statutory costs incurred.

11. MERGER AND MODIFICATION

- a. It is understood and agreed that the entire Agreement between parties contained herein and this Agreement superseded all oral agreements and negotiations between the parties relating to the subject matter hereof. All items referred to in this Agreement are incorporated or attached and are the performance of the services provided by this contract and against all loss by reason of failure of the district/agency fully to perform in any respect all obligations under this contract.
- b. Any material alterations, variations, modifications, or waivers of provisions in this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement and signed by the parties hereto. Le Sueur-Henderson, having signed this Agreement, and having duly approved this Agreement on and pursuant to such approval and the officials having signed this Agreement, the parties hereto agree to be bound by the provisions herein set forth.

HAVING EXAMINED THE ABOVE AGREEMENT, we the undersigned affix our approval.

APPROVED:

1. \_\_\_\_\_  
Superintendent or Authorized Representative

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

2. \_\_\_\_\_  
School Board Chairperson/Agency Chairperson

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

3. \_\_\_\_\_  
Host District Fiscal Agency

TITLE \_\_\_\_\_ DATE \_\_\_\_\_



## ADDENDUM

### REGULAR BOARD MEETING Monday, April 18, 2022 SPCC-Governor's Room 6:30PM

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#### VIII. INFORMATION ITEMS

<b>1. AGENDA ITEM #1</b>
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**Subject:** First Reading of Revisions to the Policy Manual

**Background:**

Policy 101 Legal Status of the School District

Delete 001.1 Legal Status of the School District

Policy 101.1 Name of the School District

Policy 103 Complaints- Students, employees, parents, other persons

Delete 008.51 Public Complaints

Policy 104 School District Mission Statement

Delete Current Policy 002.24 Formulating Administrative Regulations

Delete Current Policy 002.33 Organizational Meeting of the School Board

Policy 201 Legal Status of the School Board

Delete 002.1 Legal Status and Authority of the School Board

Renumber current Policy 2.21 Officers of the School Board to Policy 202 with the same language.

Policy 203 Operation of the School Board- Governing Rules

Policy 203.1 School Board Procedures; Rules of Order

Policy 203.2 Order of the Regular School Board Meeting

Policy 203.5 School Board Meeting Agenda

Delete current Policy 002.34 School Board Meeting Agenda

Policy 203.6 Consent Agendas

Policy 204 School Board Meeting Minutes

Delete current Policy 02.32 School Board Meeting Minutes

Policy 205 Open Meetings and Closed Meetings

Delete current Policy 002.31 Regular Meetings- Open and Closed Meetings

Policy 206 Public Participation in School Board Meetings/complaints about persons at School Board Meetings and Data Privacy Considerations

Delete Current Policy 2.4 Communication with School Stakeholders and

Policy 2.7 Public Complaints

Policy 207 Public Hearings

Delete current Policy 002.35 Public Hearings

Policy 208 Development, Adoption, and Implementation of Policies

Delete current Policy 002.23 Adoption of Policies

Policy 209 Code of Ethics

Delete current Policy 002.61

Policy 210 Conflict of Interest- School Board Members

Delete current Policy 002.62 School Board Ethics/Conflict of Interest

Policy 211 Criminal or Civil Action Against School District, School Board Member, Employee, or Student

Policy 212 School Board Member Development

**Presentation:** Superintendent of Schools  
Policy Committee

Adopted: \_\_\_\_\_

*MSBA/MASA Model Policy 101*

*Orig. 1995*

Revised: \_\_\_\_\_

*Rev. 2004*

## **101 LEGAL STATUS OF THE SCHOOL DISTRICT**

### **I. PURPOSE**

A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

### **II. GENERAL STATEMENT OF POLICY**

- A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school board's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

### **III. RELATIONSHIP TO OTHER ENTITIES**

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the county(ies) in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

### **IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT**

#### **A. Funds**

- 1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools and authority to manage and expend such funds, subject to applicable law.
- 2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
- 3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

#### **B. Raising Funds**

- 1. The school district shall, within the limitations specified by law, provide by levy

of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.

2. The school district may issue bonds in accordance with the provisions of Minn. Stat. Ch. 475, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers, and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minn. Stat. § 465.71 or other applicable law.
3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.
4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

**Legal References:**

Minn. Const. art. 13, § 1  
Minn. Stat. Ch. 123B (School Districts, Powers and Duties)  
Minn. Stat. Ch. 179A (Public Employment Labor Relations)  
Minn. Stat. § 465.035 (Conveyance or Lease of Land)  
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights, Powers, Duties of Political Subdivisions)  
*Minnesota Association of Public Schools v. Hanson*, 287 Minn. 415, 178 N.W.2d 846 (1970)  
*Independent School District No. 581 v. Mattheis*, 275 Minn. 383, 147 N.W.2d 374 (1966)  
*Village of Blaine v. Independent School District No. 12*, 272 Minn. 343, 138 N.W.2d 32 (1965)  
*Huffman v. School Board*, 230 Minn. 289, 41 N.W.2d 455 (1950)  
*State v. Lakeside Land Co.*, 71 Minn. 283, 73 N.W.970 (1898)

**Cross References:**

~~MSBA/MASA Model~~ Policy 201 (Legal Status of School Board)  
~~MSBA/MASA Model~~ Policy 603 (Curriculum Development)  
~~MSBA/MASA Model~~ Policy 604 (Instructional Curriculum)  
~~MSBA/MASA Model~~ Policy 606 (Textbooks and Instructional Materials)  
~~MSBA/MASA Model~~ Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)  
~~MSBA/MASA Model~~ Policy 705 (Investments)  
~~MSBA/MASA Model~~ Policy 706 (Acceptance of Gifts)  
~~MSBA/MASA Model~~ Policy 801 (Equal Access to School Facilities)  
MSBA Service Manual, Chapter 3, Employee Negotiations  
MSBA Service Manual, Chapter 13, School Law Bulletin "F" (Contract and Bidding Procedures)

Adopted: \_\_\_\_\_

*MSBA/MASA Model Policy 101.1*

Orig. 1998

Revised: \_\_\_\_\_

Rev. 1999

## **101.1 NAME OF THE SCHOOL DISTRICT**

### **I. PURPOSE**

The purpose of this policy is to clarify the name of the school district.

### **II. GENERAL STATEMENT OF POLICY**

Pursuant to statute, the official name of the school district is Independent School District No. 508. However, the school district is often referred to by other informal names. In order to avoid confusion and to encourage consistency in school district letterheads, signage, publications and other materials, the school board intends to establish a uniform name for the school district.

### **III. UNIFORM NAME**

A. The name of the school district shall be **Saint Peter Public Schools**.

*(Examples include: Benson; Triton; Cass Lake-Bena; North Saint Paul-Maplewood-Oakdale; White Bear Lake Area Schools; Prior Lake/Savage Area Schools; West St. Paul-Mendota Heights-Eagan Area Schools; Northfield Public Schools; New Prague Community Schools; Stillwater Area Public Schools; Southwest Star Concept Schools; Jackson County Central School District.)*

B. The name specified above may be used to refer to the school district and may be shown on school district letterheads, signage, publications and other materials.

C. In official communications and on school district ballots, the school district shall be referred to as Independent School District No. 508 (**Saint Peter Public Schools**), but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document.

**Legal References:** Minn. Stat. § 123A.55 (Classes, Number)

**Cross References:**

Adopted: \_\_\_\_\_

*MSBA/MASA Model Policy 103*

*Orig. 1995*

Revised: \_\_\_\_\_

*Rev. 2005*

## **103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS**

### **I. PURPOSE**

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

### **II. GENERAL STATEMENT OF POLICY**

- A. Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or followup, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

**Cross References:** ~~MSBA/MASA Model~~ Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
~~MSBA/MASA Model~~ Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
~~MSBA/MASA Model~~ Policy 413 (Harassment and Violence)  
~~MSBA/MASA Model~~ Policy 514 (Bullying Prohibition)  
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)

Adopted: \_\_\_\_\_

*MSBA/MASA Model* Policy 104

Orig. 1997

Revised: \_\_\_\_\_

Rev. 2004

## **104 SCHOOL DISTRICT MISSION STATEMENT**

### **I. PURPOSE**

The purpose of this policy is to establish a clear statement of the purpose for which the school district exists.

### **II. GENERAL STATEMENT OF POLICY**

The school board believes that a mission statement should be adopted. The mission statement should be based on the beliefs and values of the community, should direct any change effort and should be the basis on which decisions are made. The school board, on behalf of and with extensive participation by the community, should develop a consensus among its members regarding the nature of the enterprise the school board governs, the purposes it serves, the constituencies it should consider, including student representation, and the results it intends to produce.

### **III. MISSION STATEMENT**

*"To inspire a passion for learning that encourages and enables all individuals to reach their highest potential."*

### **IV. REVIEW**

The school board will review the school district's mission every two years, especially when members of the board change. The school board will conduct a comprehensive review of the mission, including the beliefs and values of the community, every five to seven years.

**Legal References:** Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement)  
Minn. Rule Parts 3501.0010-3501.0180  
Minn. Rule Parts 3501.0200-3501.0270

**Cross References:**

Adopted: \_\_\_\_\_

*MSBA/MASA Model Policy 201*

*Orig. 1995*

Revised: \_\_\_\_\_

*Rev. 2009*

## **201 LEGAL STATUS OF THE SCHOOL BOARD**

### **I. PURPOSE**

The care, management, and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties, and powers of the school board in carrying out its mission.

### **II. GENERAL STATEMENT OF POLICY**

- A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district.
- B. Generally, elected members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by an action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

### **III. DEFINITION**

"School board" means the governing body of the school district.

### **IV. ORGANIZATION AND MEMBERSHIP**

- A. The membership of the school board consists of ~~six~~ **seven** elected directors, or seven if the school board has submitted the question to the electors and a majority have approved a seven-member school board. The term of office is four years.

***[Note: This number may be different for combining or consolidating school boards that are in a transition period.]***

- B. There may be other ex officio members of the school board as provided by law. The superintendent is an ex officio member.
- C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

### **V. POWERS AND DUTIES**

- A. The school board has powers and duties specified by statute. The school board's authority includes implied powers in addition to specific powers granted by the legislature.
- B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.

- C. The school board shall superintend and manage the schools of the school district; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.
- D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The school board, among other duties, shall perform the following in accordance with applicable law:
  - 1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
  - 2. conduct the business of the schools and pay indebtedness and proper expenses;
  - 3. employ and contract with necessary qualified teachers and discharge the same for cause;
  - 4. provide services to promote the health of its pupils;
  - 5. provide school buildings and erect needed buildings;
  - 6. purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
  - 7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
  - 8. employ and discharge necessary employees and contract for other services;
  - 9. provide for transportation of pupils to and from school, as governed by statute; and
  - 10. procure insurance against liability of the school district, its officers, and employees.
- F. The school board, at its discretion, may perform the following:
  - 1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs, and intersession classes of flexible school year programs;
  - 2. furnish school lunches for pupils and teachers on such terms as the school board determines;
  - 3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
  - 4. lease rooms or buildings for school purposes;
  - 5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;

6. authorize cocurricular and extracurricular activities;
7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and
8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

**Legal References:** Minn. Stat. § 123A.22 (Cooperative Centers)  
Minn. Stat. § 123B.02 (General Powers)  
Minn. Stat. § 123B.09 (School Board Powers)  
Minn. Stat. § 123B.14 (School District Officers)  
Minn. Stat. § 123B.23 (Liability Insurance)  
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities; Insurance)  
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)  
Minn. Stat. § 123B.85 (Definition)  
*Jensen v. Indep. Consol. Sch. Dist. No. 85*, 160 Minn. 233, 199 N.W. 911 (1924)

**Cross References:** ~~MSBA/MASA Model~~ Policy 101 (Legal Status of the School District)  
~~MSBA/MASA Model~~ Policy 202 (School Board Officers)  
~~MSBA/MASA Model~~ Policy 203 (Operation of the School Board -Governing Rules)  
~~MSBA/MASA Model~~ Policy 205 (Open Meetings and Closed Meetings)  
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

Adopted: \_\_\_\_\_

*MSBA/MASA Model Policy 202*

*Orig. 1995*

Revised: \_\_\_\_\_

*Rev. 2011*

## **202 SCHOOL BOARD OFFICERS**

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

### **I. PURPOSE**

~~School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.~~

The purpose of this policy is to delineate the responsibilities of the officers of the School Board.

### **II. GENERAL STATEMENT OF POLICY**

~~A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.~~

~~B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.~~

A. The school board shall organized by selecting a chairperson, vice chairperson, a clerk, and a treasurer.

B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

### **III. ORGANIZATION**

~~The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.~~

The School Board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chairperson, vice chairperson, treasurer, and clerk.

~~A. The persons who perform the duties of clerk and treasurer need not be members of the school board.~~

~~B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.~~

A. These officers shall hold office for one year and until their successors are elected and qualify.

B. The persons who perform the duties of clerk and treasurer need not be members of the school board.

C. The school board, by resolution, may combine the duties of the offices of clerk and

treasurer in a single person in the office of business affairs.

~~***[Note: The organizational meeting is a good time for the school board to plan for how to cancel and reschedule a board meeting. For example, the school board could decide and include in the regular meeting schedule a provision that if the school district closes early due to bad weather and calls off evening activities, any school board meeting scheduled for that evening will also be postponed and held at the same time and place the following evening.]***~~

~~***The organizational meeting is also a good time for the school board to select the school district's legal counsel and the individuals authorized to contact legal counsel. Usually, the authorized contacts are the board chair, the superintendent, and the chief business official of the school district. In addition, many school districts authorize their human resources director, or a person exercising similar duties, to contact legal counsel.]***~~

#### **IV. OFFICER'S RESPONSIBILITIES**

##### **A. Chair**

1. The chair, when present, shall:
  - a. preside at all meetings of the school board
  - b. co-sign all orders upon the treasurer for claims allowed by the school board,
  - c. represent the school district in all actions, and
  - d. perform all duties a chair usually performs.
2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the School Board, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

##### **B. Treasurer**

1. The treasurer shall:
  - a. make all reports which may be called for by the school board; and
  - b. perform all duties a treasurer usually performs.

##### **C. Clerk**

1. The clerk shall:
  - a. Draw and sign all orders upon the treasurer for the payment of money for bills allowed by the School Board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
  - b. Perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.

c. Perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

d. Perform all other duties as required by law or statute.

D. Vice-Chair ~~[Optional]~~

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.

~~2. The superintendent shall perform the following:~~

~~a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;~~

~~b. recommend to the school board employment and dismissal of teachers;~~

~~c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;~~

~~d. superintend school grading practices and examinations for promotions;~~

~~e. make reports required by the commissioner; and~~

~~f. perform other duties prescribed by the school board.~~

**Legal References:**

Minn. Stat. § 123B.12 (Finance)  
Minn. Stat. § 123B.14 (Officers)  
Minn. Stat. § 123B.143 (Superintendent)  
Minn. Stat. § 126C.17 (Referendum Revenue)  
Minn. Stat. Ch. 205A (School District Elections)

**Cross References:**

~~MSBA/MASA Model~~ Policy 101 (Legal Status of the School District)  
~~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 1, School District Governance, Powers and Duties

Adopted: \_\_\_\_\_

*MSBA/MASA Model* Policy 203

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2009

## **203 OPERATION OF THE SCHOOL BOARD – GOVERNING RULES**

### **I. PURPOSE**

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

### **II. GENERAL STATEMENT OF POLICY**

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

### **III. RULES OF ORDER**

Rules of order for school board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. *Robert's Rules of Order, Revised* (latest edition) where not inconsistent with A. and B., above.

***[Note: The editions of Robert's Rules of Order differ, so specifying the edition used is important.]***

**Legal References:** Minn. Stat. Ch. 13D (Open Meeting Law)  
Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (School Board Matters)  
Minn. Stat. § 123B.14 (Officers)

**Cross References:**

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 203.1

Orig. 1997

Revised: \_\_\_\_\_

Rev. 1999

## **203.1 SCHOOL BOARD PROCEDURES; RULES OF ORDER**

### **I. PURPOSE**

The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

### **II. GENERAL STATEMENT OF POLICY**

To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order which will allow the school board:

- A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
- C. To insure that members of the school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and
- D. To insure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

### **III. RULES OF ORDER**

- A. School board members need not rise to gain the recognition of the chair.
- B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.
- C. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.
- D. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.
- E. The chair shall rule on all questions relating to motions and points of order brought before the school board.

- F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.
- G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- J. The order in which names will be called for roll call votes will be determined by the school board.

~~***[Note: The school board may choose to include in the policy a method of calling the roll.]***~~

- K. The chair has the same right and responsibility as each school board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

~~***[Note: In addition, school boards may have other rules or local customs they wish to incorporate to reflect their normal processes and procedures.]***~~

**Legal References:** Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)  
Minn. Stat. § 122A.40 (Employment Contracts, Termination)  
Minn. Stat. § 123B.09, Subds. 6 and 7 (School Board Powers)  
Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)  
Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)  
Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)  
Minn. Stat. § 471.88 (Exceptions)

**Cross References:** ~~MSBA/MASA Model~~ Policy 203 (Operation of the School Board – Governing Rules)  
~~MSBA/MASA Model~~ Policy 204 (School Board Meeting Minutes)  
~~MSBA/MASA Model~~ Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
~~MSBA/MASA Model~~ Policy 207 (Public Hearings)

Adopted: \_\_\_\_\_

~~MSBA/MASA Model~~ Policy 203.2

Orig. 1997

Revised: \_\_\_\_\_

Rev. 2007

## **203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING**

### **I. PURPOSE**

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

### **II. GENERAL STATEMENT OF POLICY**

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

### **III. ORDER**

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:

1. Call Meeting to Order
2. Consideration and Adoption of the Agenda
3. Pledge of Allegiance
4. Consider Requests to Speak on the Agenda
5. Approval of Consent Agenda Items
6. Student Spotlight
7. Action Items
  - a. Building Principals
  - b. Superintendent of Schools
  - c. Board Members
  - d. Around the Table
8. Information Items
9. Upcoming Meetings of the School Board
10. Adjournment

~~**[Note: The school board should incorporate its preferred order of business into this policy.]**~~

~~B. Items in this order may be considered as part of a consent agenda.~~

B. The school board may depart from the order of business with the consent of the majority of members present.

**Legal References:** Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

**Cross References:** ~~MSBA/MASA Model~~ Policy 203 (Operation of the School Board – Governing Rules)

~~MSBA/MASA Model~~ Policy 203.5 (School Board Meeting Agenda)

~~MSBA/MASA Model~~ Policy 203.6 (Consent Agendas)

Adopted: \_\_\_\_\_

*MSBA/MASA Model Policy 203.5*

*Orig. 1997*

Revised: \_\_\_\_\_

*Rev. 2012*

## **203.5 SCHOOL BOARD MEETING AGENDA**

### **I. PURPOSE**

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

### **II. GENERAL STATEMENT OF POLICY**

The policy of the school board is that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

### **III. PROCEDURES**

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.

***[Note: The Commissioner of Administration has issued an opinion that a government entity is limited to acting only on those matters specifically included in the notice of a special meeting.]***

- C. The tentative agenda and supporting documents shall be sent to the school board members **four (4)** days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

**Legal References:** Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)  
Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)  
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)  
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

**Cross References:** ~~MSBA/MASA Model~~ Policy 203 (Operation of the School Board – Governing Rules)  
~~MSBA/MASA Model~~ Policy 203.2 (Order of the Regular School Board Meeting)  
~~MSBA/MASA Model~~ Policy 203.6 (Consent Agendas)  
~~MSBA/MASA Model~~ Policy 204 (School Board Meeting Minutes)  
~~MSBA/MASA Model~~ Policy 207 (Public Hearings)

Adopted: \_\_\_\_\_

*MSBA/MASA Model* Policy 203.6

Orig. 1997

Revised: \_\_\_\_\_

Rev. 1999

## **203.6 CONSENT AGENDAS**

### **I. PURPOSE**

The purpose of this policy is to allow the use of a consent agenda.

### **II. GENERAL STATEMENT OF POLICY**

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

### **III. CONSENT AGENDAS**

- A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

**Legal References:** Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

**Cross References:** *MSBA/MASA Model* Policy 203.2 (Order of the Regular School Board Meeting)  
*MSBA/MASA Model* Policy 203.5 (School Board Meeting Agenda)  
*MSBA/MASA Model* Policy 204 (School Board Meeting Minutes)

Adopted: \_\_\_\_\_

*MSBA/MASA Model Policy 204*

*Orig. 1995*

Revised: \_\_\_\_\_

*Rev. 2008*

## **204 SCHOOL BOARD MEETING MINUTES**

***[Note: The provisions of this policy are required by statute.]***

### **I. PURPOSE**

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

### **II. GENERAL STATEMENT OF POLICY**

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

### **III. MAINTENANCE OF MINUTES AND RECORDS**

- A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.
- B. Recordings of Closed Meetings
  1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
  2. Recordings of closed meetings shall be preserved by the school district for the following time periods:
    - a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.
    - b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
    - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
    - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.

- e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
  - a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
  - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
  - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
  - a. The date of the closed meeting;
  - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
  - c. The classification of the data.
6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

#### **IV. PUBLICATION OF OFFICIAL PROCEEDINGS**

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated.

The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.

- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

**Legal References:** Minn. Stat. § 13D.01, Subds. 4-6 (Open Meeting Law)  
Minn. Stat. § 123B.09, Subd. 10 (Publishing Proceedings)  
Minn. Stat. § 123B.14, Subd. 7 (Record of Meetings)  
Minn. Stat. § 331A.01 (Definition)  
Minn. Stat. § 331A.05, Subd. 8 (Notice Regarding Published Summaries)  
Minn. Stat. § 331A.08, Subd. 3 (Publication of Proceedings)  
Op. Atty. Gen. 161-a-20 (Dec. 17, 1970)  
*Ketterer v. Independent School District No. 1*, 248 Minn. 212, 79 N.W.2d 428 (1956)

**Cross References:** ~~MSBA/MASA Model~~ Policy 205 (Open Meetings and Closed Meetings)  
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 205

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2017

## **205 OPEN MEETINGS AND CLOSED MEETINGS**

***[Note: The provisions of this policy accurately reflect the Open Meeting Law statute and are not discretionary in nature.]***

### **I. PURPOSE**

- A. The school board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting the individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

### **II. GENERAL STATEMENT OF POLICY**

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

### **III. DEFINITION**

"Meeting" means a gathering of at least a quorum or more members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

### **IV. PROCEDURES**

- A. Meetings
  - 1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at its primary offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
- c. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.

**~~[Note: While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, the advisory opinions of the Commissioner of Administration would limit such meetings to responding to natural disasters or health epidemics caused by an event such as an accident or terrorist attack.]~~**

- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a

written request for notice as soon as reasonably practicable after notice has been given to the school board members.

- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. § 13D.021.

8. Meetings Conducted by Interactive Technology

A meeting may be conducted by interactive technology, Skype, or other similar electronic means in compliance with Minn. Stat. § 13D.02.

B. Votes

The votes of school board members shall be recorded in a journal kept for that purpose, and the journal shall be available to the public during all normal business hours at the administrative offices of the school district.

C. Written Materials

- 1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items prepared or distributed by the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.

2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Data

1. Meetings may not be closed merely because the data to be discussed are not public data.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings. These meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within 14 days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request.

- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

- a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b. active investigative data collected or created by a law enforcement agency;
- c. educational data, health data, medical data, welfare data, or mental health data that are not public data; or
- d. an individual's personal medical records.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:
  - (1) to determine the asking price for real or personal property to be sold by the school district;
  - (2) to review confidential or nonpublic appraisal data; and
  - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real

or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.

- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. Ch. 13D (Open Meeting Law)  
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)  
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)  
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)  
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)

Minn. Rules Part 5510.2810 (Bureau of Mediation Services)  
*Brown v. Cannon Falls Township*, 723 N.W.2d 31 (Minn. App. 2006)  
*Brainerd Daily Dispatch v. Dehen*, 693 N.W.2d 435 (Minn. App. 2005)  
*The Free Press v. County of Blue Earth*, 677 N.W.2d 471 (Minn. App. 2004)  
*Prior Lake American v. Mader*, 642 N.W.2d 729 (Minn. 2002)  
*Star Tribune v. Board of Education, Special School District No. 1*, 507 N.W.2d 869 (Minn. App. 1993)  
*Minnesota Daily v. University of Minnesota*, 432 N.W.2d 189 (Minn. App. 1988)  
*Moberg v. Independent School District No. 281*, 336 N.W.2d 510 (Minn. 1983)  
*Sovereign v. Dunn*, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)  
 Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)  
 Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)  
 Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)  
 Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)  
 Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)  
 Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)  
 Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)  
 Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)  
 Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)  
 Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)  
 Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)  
 Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

**Cross References:**

~~MSBA/MASA Model~~ Policy 204 (School Board Meeting Minutes)  
~~MSBA/MASA Model~~ Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
~~MSBA/MASA Model~~ Policy 207 (Public Hearings)  
~~MSBA/MASA Model~~ Policy 406 (Public and Private Personnel Data)  
~~MSBA/MASA Model~~ Policy 515 (Protection and Privacy of Pupil Records)  
 MSBA Service Manual, Chapter 13, School Law Bulletin "C" (Minnesota's Open Meeting Law)

Adopted: \_\_\_\_\_

*MSBA/MASA Model* Policy 206

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2017

**206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS**

**I. PURPOSE**

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school board is to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

**III. DEFINITIONS**

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:  
  
Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and

awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.

- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

#### **IV. RIGHTS TO PRIVACY**

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
  2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
  3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);

4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
  2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
  3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

**V. THE PUBLIC'S OPPORTUNITY TO BE HEARD**

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

**VI. PROCEDURES**

A. Agenda Items

1. Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. Persons who wish to address the school board on a particular subject **will be asked to fill out a form** to identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.

6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

## VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)  
Minn. Stat. § 13D.05 (Open Meeting Law)  
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)  
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)  
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)  
Minn. Stat. § 122A.44 (Contracting with Teachers)  
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)  
Minn. Stat. § 123B.143, Subd. 2 (Disclose Past Buyouts or Contract is Void)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
Minn. Op. Atty. Gen. 852 (July 14, 2006)

**Cross References:** ~~MSBA/MASA Model~~ Policy 205 (Open Meetings and Closed Meetings)  
~~MSBA/MASA Model~~ Policy 207 (Public Hearings)  
~~MSBA/MASA Model~~ Policy 406 (Public and Private Personnel Data)  
~~MSBA/MASA Model~~ Policy 515 (Protection and Privacy of Pupil Records)  
MSBA Service Manual, Chapter 13, School Law Bulletin "C" (Minnesota's Open Meeting Law)  
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)

Adopted: \_\_\_\_\_

*MSBA/MASA Model Policy 207*

*Orig. 1995*

Revised: \_\_\_\_\_

*Rev. 2009*

## **207 PUBLIC HEARINGS**

### **I. PURPOSE**

The school board recognizes the importance of obtaining public input on matters properly before the school board. The purpose of this policy is to establish procedures to efficiently receive public input.

### **II. GENERAL STATEMENT OF POLICY**

In order for the school board to efficiently receive public input on matters properly before the school board, the procedures set forth in this policy are established by the school board.

### **III. PROCEDURES**

#### **A. Public Hearings**

Public hearings are required by law to be held concerning certain issues, including but not limited to, school closings (Minn. Stat. § 123B.51), education district establishment (Minn. Stat. § 123A.15), and agreements for secondary education (Minn. Stat. § 123A.30). Additionally, other public hearings may be held by the school board on school district matters at the discretion of the school board.

#### **B. Notice of Public Hearings**

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the school board.

#### **C. Public Participation**

The school board retains the right to require that those in attendance at a public hearing indicate their desire to address the school board and complete and file with the clerk of the school board an appropriate request card prior to the commencement of the hearing if the school board utilizes this procedure. In that case, any request to address the school board after the commencement of the hearing will be granted only at the discretion of the school board.

1. Format of Request: If required by the school board, a written request of an individual or a group to address the school board shall contain the name and address of the person or group seeking to address the school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.
2. Time Limitation: The school board retains the discretion to limit the time for each presentation as needs dictate.

3. Groups: The school board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. In the event that the school board requires the designation of a representative or spokesperson, no other person in the group will be recognized to address the school board, except as otherwise determined by the school board.
4. Privilege to Speak: A school board member should direct any remarks or questions through the chair. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
5. Personal Attacks: Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
6. Limitations on Participation: Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

**Legal References:** Minn. Stat. § 123A.15 (Education District Establishment)  
Minn. Stat. § 123A.30 (Agreements for Secondary Education)  
Minn. Stat. § 123B.51 (School Closings)

**Cross References:** ~~MSBA/MASA Model~~ Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 208

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Rev. 2015

## **208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES**

***[Note: The provisions of this policy are recommendations. The procedures for policy development, adoption, and implementation are not specifically provided by statute.]***

### **I. PURPOSE**

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

### **II. GENERAL STATEMENT OF POLICY**

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action.

### **III. DEVELOPMENT OF POLICY**

- A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.
- B. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

### **IV. ADOPTION OF POLICY**

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to final school board action.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.
- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The

emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.

- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

## **V. IMPLEMENTATION OF POLICY**

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.

***[Note: These policies are found in the 200 Series of the MSBA/MASA Policy Reference Manual.]***

- B. Each school board member shall have access to this policy manual, and a copy shall be placed in the office of each school attendance center. Manuals shall be available in the central office and made available for reference purposes to other interested persons.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy manuals current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: 410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition Policy; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 616 School District System Accountability; and 806 Crisis Management Policy.
- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

**Legal References:** Minn. Stat. § 123B.02, Subd. 1 (School District Powers)  
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

**Cross References:** *MSBA/MASA Model* Policy 305 (Policy Implementation)

Adopted: \_\_\_\_\_

*MSBA/MASA Model Policy 209*

*Orig. 1995*

Revised: \_\_\_\_\_

*Rev. 2009*

## **209 CODE OF ETHICS**

### **I. PURPOSE**

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

### **II. GENERAL STATEMENT OF POLICY**

Each school board member shall follow the code of ethics stated in this policy.

#### **A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:**

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

#### **B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:**

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.

5. Work through the superintendent – not over or around the superintendent.
  6. Delegate the implementation of school board decisions to the superintendent.
- C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:
1. Respect the rights of others to have and express opinions.
  2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
  3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
  4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
  5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
  6. Insist that committees be appointed to serve only in an advisory capacity to the school board.
- D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:
1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
  2. Attempt to obtain adequate financial support for the school district's programs.
  3. Insist that business transactions of the school district be ethical and open.
  4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.
- E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:
1. Hold the superintendent responsible for the administration of the school district.
  2. Give the superintendent authority commensurate with his or her responsibilities.
  3. Assure that the school district will be administered by the best professional personnel available.
  4. Consider the recommendation of the superintendent in hiring all employees.
  5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
  6. Insist the superintendent keep the school board adequately informed at all times.

7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

**Legal References:** Minn. Stat. § 123B.02, Subd. 1 (School District Powers)  
Minn. Stat. § 123B.09 (School Board Powers)  
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

**Cross References:** MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

Adopted: \_\_\_\_\_

*MSBA/MASA Model Policy 210*

*Orig. 1995*

Revised: \_\_\_\_\_

*Rev. 2008*

## **210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS**

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

### **I. PURPOSE**

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

### **II. GENERAL STATEMENT OF POLICY**

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

### **III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS**

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
  - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the minutes of the school board. Disclosure must be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and must only be made once;
  - 2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
  - 3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
  - 4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:

- a. The school board must authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
  - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
  - c. Before a claim is paid, the interested school board member must file with the clerk of the school board an affidavit stating:
    - (1) The name of the school board member and the office held;
    - (2) An itemization of the goods or services furnished;
    - (3) The contract price;
    - (4) The reasonable value;
    - (5) The interest of the school board member in the contract; and
    - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. (*Note: This section applies only where the school district has a population of 1,000 or less according to the last federal census.*)
6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting where all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee where there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$8,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting where all school board members are present, that employment must be immediately terminated and that school board member will have no further rights to employment while serving as a school board member in the school district.
- D. The school board may contract with a class of school district employees, such as teachers or custodians, where the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. In

order for the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting where the contract is approved.

#### **IV. LIMITATIONS ON RELATED EMPLOYEES**

- A. The school board can hire or dismiss teachers only at duly called meetings. Where a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

#### **V. CONFLICTS PRIOR TO TAKING OFFICE**

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

#### **VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS**

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

**Legal References:** Minn. Stat. § 122A.40, Subd. 3 (Teacher Hiring, Dismissal)  
Minn. Stat. § 123B.195 (Board Member's Right to Employment)  
Minn. Stat. § 471.87 (Public Officers; Interest in Contract; Penalty)  
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)  
Minn. Stat. § 471.89 (Contract, When Void)  
Op. Atty. Gen. 90-A (Aug. 14, 1957)  
Op. Atty. Gen. 90-C-5 (July 30, 1940)  
Op. Atty. Gen. 437-A-4 (March 15, 1935)

**Cross References:** ~~MSBA/MASA Model~~ Policy 101 (Legal Status of the School Board)  
~~MSBA/MASA Model~~ Policy 209 (Code of Ethics)  
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

Adopted: \_\_\_\_\_

*MSBA/MASA Model Policy 211*

*Orig. 1995*

Revised: \_\_\_\_\_

*Rev. 2006*

**211 CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER, EMPLOYEE, OR STUDENT**

**I. PURPOSE**

The purpose of this policy is to provide guidance as to the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee, or student.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreements and school district policies may also apply.

**III. CIVIL ACTIONS**

- A. Pursuant to Minn. Stat. § 466.07, Subd. 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that he or she was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to Minn. Stat. §123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district shall provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.
- C. Data Practices

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and related regulations. When an employee is subpoenaed and is expected to testify regarding

educational data or personnel data, he or she is to inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official who is designated as the authority responsible for the collection, use, and dissemination of data.

D. Service of Subpoenas

The policy of the school district is that its officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

**IV. CRIMINAL CHARGES OR CONDUCT**

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes, and provisions of applicable collective bargaining agreements.
3. Pursuant to Minn. Stat. § 123B.02, Subd. 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision as to whether to reimburse shall be made in the discretion of the school board. A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. In order to further that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. The policy of the school district is to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless there are extenuating circumstances or

the matter being investigated is school-related, or as otherwise provided by law.

2. If such questioning at school is unavoidable, the school district will attempt to maintain confidentiality, to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minn. Stat. § 626.556, Subd. 10), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) and 20 U.S.C. § 1232g (FERPA).

**V. STATEMENTS WHEN LITIGATION IS PENDING**

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements in that situation only in consultation with legal counsel.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel, Reimbursement)  
Minn. Stat. § 123B.25(b) (Actions Against Teachers)  
Minn. Stat. § 466.07, Subd. 1 (Indemnification)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
42 U.S.C. § 1983 (Civil Action for Depriving Rights)  
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963)  
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943)  
*Dyppress v. School Committee of Boston*, 446 N.E.2d 1099 (Mass. App. Ct. 1983)  
*Wood v. Strickland*, 420 U.S. 308, 95 S.Ct. 992, 43 L.Ed.2d 214 (1975)

**Cross References:** ~~MSBA/MASA Model~~ Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
~~MSBA/MASA Model~~ Policy 406 (Public and Private Personnel Data)  
~~MSBA/MASA Model~~ Policy 408 (Subpoena of a School District Employee)  
~~MSBA/MASA Model~~ Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
~~MSBA/MASA Model~~ Policy 506 (Student Discipline)  
~~MSBA/MASA Model~~ Policy 515 (Protection and Privacy of Pupil Records)

Adopted: \_\_\_\_\_

*MSBA/MASA Model* Policy 212

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2005

## **212 SCHOOL BOARD MEMBER DEVELOPMENT**

### **I. PURPOSE**

In recognition of the need for continuing inservice training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

### **II. GENERAL STATEMENT OF POLICY**

- A. New school board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA). School board members shall receive training in school finance and management developed in consultation with MSBA.
- B. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state, and national school boards associations, as well as in the activities of other educational groups.
- C. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.
- D. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.

**Legal References:** Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)

**Cross References:** *MSBA/MASA Model* Policy 214 (Out-of-State Travel by School Board Members)  
*MSBA/MASA Model* Policy 412 (Expense Reimbursement)



## ADDENDUM

### REGULAR BOARD MEETING Monday, April 18, 2022 SPCC-Governor's Room 6:30PM

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#### VIII. INFORMATION ITEMS

<b>2. AGENDA ITEM #2</b>
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**Subject:** 2021 Graduation Rates

**Background:** The official graduation rate for the 2020-2021 school year is 91.5% which is well above the state graduation rate of 83%.

We have a lot to be proud of here in Saint Peter. It says a lot about our approach during COVID, the great deal of preparation that went into our programming, engagement with students, and ability to provide support for those who were falling behind. COVID has had an effect on our students, and graduation rates over the next couple of years across the country will include the results of those effects. We will continue to provide added support for students who have or are falling behind in credits.

**Presentation:** Superintendent of Schools



## ADDENDUM

### REGULAR BOARD MEETING Monday, April 18, 2022 SPCC-Governor's Room 6:30PM

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#### VIII. INFORMATION ITEMS

<b>3. AGENDA ITEM #3</b>
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**Subject:** Achievement & Integration Plan

**Background:** State guidance regarding Achievement & Integration funding requires a new plan to be developed every three years. The 2022-2023 school year marks the beginning of a new plan cycle. The plan may be amended throughout the process. The new plan has been designed to be in alignment with our World's Best Workforce Goals as required.

**Presentation:** Superintendent of Schools, and Ytive Prafke



# Achievement and Integration Plan Form

## July 1, 2022 to June 30, 2025

Complete this form by typing information where indicated and deleting placeholder text. The form will expand to fit.

**District ISD# and Name:**

St. Peter Public Schools-District 0508

**Title of Person submitting Report:**

Ytve Prafke-Special Programs Administrator

**District Integration Status:** \_\_\_\_\_

Phone: 507-934-4211 ext 1010

**Superintendent Name:** Bill Gronseth

Email: yprafke@stpeterschools.org

Superintendent Phone Number:507-934-5703

Superintendent Email: bgronseth@stpeterschools.org

## Racially Identifiable Schools within District

If you have been notified by the Minnesota Department of Education (MDE) that your district has a racially identifiable school, please list each of those schools below. Add additional lines as needed. N/A

1. N/A

Plans for racially identifiable schools should include the same information and follow the same format as districtwide plans. Provide that information in the Racially Identifiable School section of this document.

**Partnering Districts** Racially isolated districts must partner with adjoining districts on student integration strategies (Minn. R. 3535.0170). List the districts you will partner with, adding additional lines as needed.

***Provide the name of your integration collaborative if you have one:***

1. Mankato Public Schools

## School Board Approval

X We certify that we have approved this Achievement and Integration plan and will implement it as part of our district’s World’s Best Workforce plan (Minn. Stat. § 124D.861, subd. 4).

**Partnering Districts** Racially isolated districts must partner with adjoining districts on student integration strategies (Minn. R. 3535.0170). List the districts you will partner with, adding additional lines as needed. *Provide the name of your integration collaborative if you have one:*

1.

2. Mankato Public Schools

## School Board Approval

We certify that we have approved this Achievement and Integration plan and will implement it as part of our district's World's Best Workforce plan (Minn. Stat. § 124D.861, subd. 4).

We certify that we sought and received input on integration goals and strategies from councils as described on page 2. The council(s) included representation and meaningful input from our American Indian Parent Advisory Committee as required by Minnesota Rules 3535.0160, subpart 2, and Minnesota Rules 3535.0170, subparts 2-5.

Superintendent (enter name) Bill Gronseth

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

School Board Chair (enter name) Ben Leonard

School Board Chair Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

## Plan Input

Minnesota School Desegregation/Integration Rule, part 3535.0170, subpart 2, requires racially isolated and adjoining districts to establish a multidistrict collaboration council to provide input on integration goals and to identify cross-district strategies to improve student integration.

Districts with racially identifiable schools are required to convene a community collaboration council to assist in developing integration goals and to identify ways of creating increased opportunities for integration at the racially identifiable schools (Minn. R. 3535.0160, subp. 2).

**American Indian Parent Advisory Committee** Districts with an American Indian parent advisory committee must include representation from this committee on the councils described above (Minn. R. 3535.0160, subp. 2, and 3535.0170, subp. 3).

For stakeholder input to be meaningful, it should be based on open communication and coordination that acknowledges and considers the views of all participants. For steps to ensure that input from your council is meaningful, see the Facilitation Guide in the Achievement and Integration Plan Guide, and see the Tribal Consultation Guidance.

**AIPAC Member Signature** (if applicable): \_\_\_\_\_

Date Signed: \_\_\_\_\_

**Multidistrict Collaboration Council:**

Saint Peter Public Schools participates with representatives from a multi-district collaborative advisory group to ensure that district and cross-district goals and activities are aligned and address the needs of the students in the Saint Peter schools community.

**ISD 0508-St. Peter Schools**

Annette Engeldinger, Principal St. Peter High School  
Jennifer Maldonado, Instructional Coach, St. Peter High School

**ISD 2835 Janesville-Waldorf-Pemberton Public Schools**

Grant Hanson, Principal, JWP High School Principal

**ISD 77-Mankato Public Schools**

Michelle Kruize, Principal, Bridges Community School  
Jeff Dahline, Principal, East High School  
Sherri Blazing, Principal, West High School  
Brian Hanson, Principal, Central High School  
Tania Lyon, Academic Standards and Talent Development Coordinator

**Community Collaboration Partners**

**Equity Advisory Council**

Superintendent of Schools  
Members of the Administrative Team  
Members of the American Indian Parent Advisory Committee  
Parent Representatives  
Student Support Liaisons  
Coordinator of Education Equity

**World's Best Workforce Committee**

Jen Letts (Parent)	Bill Kautt (School Board)
Keith Stelter (Community Member)	Rhama Jamac (Student)
Kris Marlow (Parent)	Corrie Odland (Parent)
Chris Harmes (Teacher)	Shelley Lee (Parent)
Peggy Dimock (Teacher)	Roxanne Portner (Community Member)
Darin Doherty (Principal)	
Bill Gronseth (Superintendent of Schools)	
Ceceli Polzin (Community Member)	
Jackie Kimmet (Parent)	
Annette Engeldinger (Principal)	
Ben Leonard (School Board)	
Doreen Oelke (principal)	
Ytve Prafke (Special Programs Administrator)	

## District Achievement and Integration Leadership Team

Superintendent of Schools Business Manager Special Programs Administrator Building Principals
--

Community Collaboration Council for Racially Identifiable School(s): N/A

## Submitting this Plan

Submit your completed plan as a Word document to MDE for review and approval ([Minn. Stat. § 124D.861, subd. 4](#)). Once it's signed, scan the signature page and save it as a separate PDF. Email your plan and signature page to [MDE.integration@state.mn.us](mailto:MDE.integration@state.mn.us).

Detailed directions and support for completing this plan can be found in the [Achievement and Integration Plan Guide](#).

## Achievement and Integration Goals

This plan must contain three types of goals, at least one for each of the following:

1. Reducing the disparities in academic achievement among all students and specific categories of students excluding the categories of gender, disability, and English learners.
2. Reducing the disparities in equitable access to effective and more diverse teachers among all students and specific categories of students excluding the categories of gender, disability, and English learners.
3. Increasing racial and economic integration ([Minn. Stat. § 124D.861, subd. 2 \(a\)](#)).

## Key Indicators

These indicators are the evidence you will use to document how well each strategy is being implemented and whether or not they are helping bring about the intended outcomes for students. Use these indicators to assess the effectiveness of your strategies and to adjust what you're doing.

For strategies that provide school enrollment choices, such as magnet schools, and strategies that decrease racial and economic enrollment disparities, include at least one indicator that measures enrollment disaggregated by race/ethnicity and free or reduced-priced lunch (FRPL). Disaggregating your data may be relevant for other types of strategies such as those designed to increase access to effective and diverse teachers.

## Strategies

Each goal should have at least one strategy. Number each strategy sequentially and give it a unique name. For each strategy, provide a narrative description as explained below.

Districts may use Achievement and Integration revenue to pursue racial and economic integration and reduce achievement disparities between student groups through the types of strategies listed in the Type of Strategy drop-down menus below (Minn. Stat. § 124D.861, subd. 2).

**Integration Requirement** At least one of your strategies must be a student integration activity designed and implemented to bring together students from a racially isolated district with students from that district's adjoining Achievement and Integration districts (Minn. R. 3535.0170).

**Copy and paste the strategy section below for each additional strategy.**

**NOTE:** If a strategy is intentionally developed to support multiple goals, list its unique name and number and provide the narrative description for that strategy under one goal. Include that strategy's unique number and name under the other goals it supports. You do not have to copy the narrative description for that strategy under multiple goals.

**Integrated Learning Environments** (Minn. Stat. § 124D.861, subd. 1 (c)). If you chose *Innovative and integrated pre-K through grade 12 learning environments* as the strategy type above, your narrative description should describe how the different aspects of integrated learning environments listed below are part of that strategy:

Option 1: Uses policies, curriculum, or trained instructors and other advocates to support magnet schools, differentiated instruction, or targeted interventions.

Option 2: Provides school enrollment choices.

Option 3: Increases cultural fluency, competency, and interaction.

Option 4: Increases graduation rates.

Option 5: Increases access to effective and diverse teachers.

**Goal #1:** The percentage of racially and economically diverse students who are meeting or exceeding the college pathway benchmark in math will increase 2% each year beginning in the spring of 2022 (baseline) to the spring of 2025 as measured by FAST aMath test scores.

**Aligns with WBWF area:** Closing the Achievement Gap.

**Goal type:**

Achievement Disparity

Integration

Teacher Equity

**Strategy #1-Cultural Competency and Response to Instruction and Intervention.**

**Type of Strategy:** Professional Development

Teacher leaders and administrators will be trained Cultural Responsiveness and Inclusion to ensure that racially and economically diverse students are receiving culturally responsive and inclusive instruction. This may include the review of curricular materials, teaching strategies and classroom management practices.

**Location of services:** Saint Peter Public Schools - PreK-12

**Key Indicators of Progress (KIP)**

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	2023 Target	2024 Target	2025 Target
<i>Increase the number of teacher opportunities to engage in cultural training and cultural experiences.</i> Examples: On-site trainings, opportunities to attend conferences/seminars, special cultural programs.	<i>Baseline Collection Year</i>	+2	+2
<i>The achievement gap based upon the FAST aMath Assessment between FRL and non-FRL. will decrease. (13.5% baseline 21-22 spring to spring)</i>	12.5%	11.5%	10.5%
<i>The achievement gap based upon the FAST aMath Assessment between white and non-white students will decrease. (2021 Baseline 14.4%)</i>	12.4%	10.4%	8.4%

**Strategy #2-Academic Enrichment and Support**

**Type of Strategy:** Rigorous Coursework and Career and College Readiness

The District will increase opportunities and reduce barriers for participation in school district and community-based academic enrichment programs by providing transportation, staff and resources.

- Increase opportunities and reduce barriers for participation in school district and community-based academic enrichment programs by providing transportation, staff and resources.
- Student support liaisons will coordinate student and family engagement that expands academic and college and career readiness support to all students.
- Multi-language staff will provide translation and interpreting services in all school-related situations for students, including academic, behavior, social-emotional and engagement.
- After school academic support for all learners will align in-school instruction and learning goals to after school activities.
- Provide additional time and support for learning at the middle school level to address student learning gaps on specific standards and/or benchmarks.

**Location of services:** Saint Peter Public Schools - PreK-12

**Key Indicators of Progress (KIP)**

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	2023 Target	2024 Target	2025 Target
<i>Increase the number of students served in afterschool and summer academic programming. (Targeted Services, Homework Help, Credit Recovery baseline 21-22 please note this definition has change from previous A and I Plan)</i>	Baseline Collection Year	+5%	+5%
<i>Improve student proficiency in math as measured by state standardized assessments (MCA and MTAS). (2021 Baseline 20.2%)</i>	22.2%	24.2%	26.2%

**Goal #2:** Increase the percent of economically and diverse students who participate in highly rigorous coursework and career and technology Education courses by 10% by the May 2025.

**Aligns with WBWF area:** Career and College Ready by Graduation

**Choose the type of Goal:**

Achievement Disparity

Integration

Teacher Equity

**Strategy #3-School and community-based academic enrichment programs**

**Type of Strategy:** Rigorous Coursework and Career and College Readiness

The District will increase opportunities for school district and community-based academic enrichment programs that are designed to support highly rigorous academic courses and test preparation.

- Expand "College in the Schools" offerings to include introductory education course to spark interest and provide support to students interested in the teaching profession.

**Location of services:** Saint Peter Public Schools - K-12

## Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	2023 Target	2024 Target	2025 Target
<i>Increased numbers of students who participate in ACT test preparation. (21-22 Baseline 22 students)</i>	27	32	37
<i>Increased numbers of students who take the ACT test. (21-22 Baseline 145 students)</i>	147	149	151

**Goal #3:** The graduation rate for racially and economically diverse students will increase over three years from 95% in 2021 to 98.0% in 2025.

**Aligns with WBWF area:** High School Graduation

**Choose the type of Goal:**

Achievement Disparity

Integration

Teacher Equity

**Strategy #7-** Targeted mentoring in academic and social/emotional growth.

**Type of Strategy:** Equitable Access to Effective and Diverse Teachers

The District will actively work to recruit and retain effective and diverse teachers that reflect the diversity of the student body and increase the opportunities and diverse experiences for students to build resiliency, internal locus of control, and grit.

**Location of services:** Saint Peter Public Schools - Grade PreK-12

## Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	2023 Target	2024 Target	2025 Target
Increase student access to racially diverse teachers. (21-22 Baseline 15)	16	17	18

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	2023 Target	2024 Target	2025 Target
Increase the percentage of racially and economically diverse students who graduate from Saint Peter Public Schools, as measured by graduation rates reported by MDE for 2023, 2024 and 2025.	96%	97%	98%
Increase the attendance of racially diverse students. (21-22 Baseline TBD spring 2022)	+2%	+2%	+2%
Increase the attendance of economically diverse students. (21-22 Baseline TBD spring 2022)	+2%	+2%	+2%

## Creating Efficiencies and Eliminating Duplicative Programs

Briefly explain how this plan for racially identifiable schools will create efficiencies and eliminate duplicative programs and services within your district (Minn. Stat. § 124D.861, subd. 2 (c)).

The strategies and action items included in the Saint Peter plan will provide the necessary structure to support our overarching commitment to ensure high levels of learning and support for ALL students. We have held, sponsored and/or organized several initiatives and projects over many years, each housed within a specific school and/or system within the school district. The implementation of our Achievement and Integration plan will allow us to see how various elements of our equity commitment fit together to support our vision and mission.

### Examples:

Alignment of the PreK-12 staff development plan;

Alignment of intervention programs such as Title I, Targeted Services, English Language, ALC, etc.;

Alignment of curricular and co-curricular efforts to engage all community stakeholders;

Alignment of school-community advisory, planning and support groups, including World's Best Workforce, and American Indian Advisory Committee.



# Achievement and Integration Plan Form

## July 1, 2022 to June 30, 2025

Complete this form by typing information where indicated and deleting placeholder text. The form will expand to fit.

**District ISD# and Name:**

St. Peter Public Schools-District 0508

**Title of Person submitting Report:**

Ytve Prafke-Special Programs Administrator

**District Integration Status:** \_\_\_\_\_

Phone: 507-934-4211 ext 1010

**Superintendent Name:** Bill Gronseth

Email: yprafke@stpeterschools.org

Superintendent Phone Number:507-934-5703

Superintendent Email: bgronseth@stpeterschools.org

### Racially Identifiable Schools within District

If you have been notified by the Minnesota Department of Education (MDE) that your district has a racially identifiable school, please list each of those schools below. Add additional lines as needed. N/A

1. N/A

Plans for racially identifiable schools should include the same information and follow the same format as districtwide plans. Provide that information in the Racially Identifiable School section of this document.

**Partnering Districts** Racially isolated districts must partner with adjoining districts on student integration strategies (Minn. R. 3535.0170). List the districts you will partner with, adding additional lines as needed.

***Provide the name of your integration collaborative if you have one:***

1. Mankato Public Schools

### School Board Approval

We certify that we have approved this Achievement and Integration plan and will implement it as part of our district’s World’s Best Workforce plan (Minn. Stat. § 124D.861, subd. 4).

X We certify that we sought and received input on integration goals and strategies from councils as described on page 2. The council(s) included representation and meaningful input from our American Indian Parent Advisory Committee as required by Minnesota Rules 3535.0160, subpart 2, and Minnesota Rules 3535.0170, subparts 2-5.

Superintendent (enter name) Bill Gronseth

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

School Board Chair (enter name) Ben Leonard

School Board Chair Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

## Plan Input

Minnesota School Desegregation/Integration Rule, part 3535.0170, subpart 2, requires racially isolated and adjoining districts to establish a multidistrict collaboration council to provide input on integration goals and to identify cross-district strategies to improve student integration.

Districts with racially identifiable schools are required to convene a community collaboration council to assist in developing integration goals and to identify ways of creating increased opportunities for integration at the racially identifiable schools (Minn. R. 3535.0160, subp. 2).

**American Indian Parent Advisory Committee** Districts with an American Indian parent advisory committee must include representation from this committee on the councils described above (Minn. R. 3535.0160, subp. 2, and 3535.0170, subp. 3).

For stakeholder input to be meaningful, it should be based on open communication and coordination that acknowledges and considers the views of all participants. For steps to ensure that input from your council is meaningful, see the Facilitation Guide in the Achievement and Integration Plan Guide, and see the Tribal Consultation Guidance.

**AIPAC Member Signature** (if applicable): \_\_\_\_\_ Date Signed: \_\_\_\_\_

Below, list your council members and identify American Indian parent committee members. Briefly describe council members' recommendations for your district-wide plan and for your racially identifiable school plans, as applicable. You may also include meeting dates and describe the process you used to ensure meaningful input from council members.

**Multidistrict Collaboration Council:**

Saint Peter Public Schools participates with representatives from a multi-district collaborative advisory group to ensure that district and cross-district goals and activities are aligned and address the needs of the students in the Saint Peter schools community.

**ISD 0508-St. Peter Schools**

Annette Engeldinger, Principal St. Peter High School  
Jennifer Maldonado, Instructional Coach, St. Peter High School

**ISD 2835 Janesville-Waldorf-Pemberton Public Schools**

Grant Hanson, Principal, JWP High School Principal

**ISD 77-Mankato Public Schools**

Michelle Kruize, Principal, Bridges Community School  
Jeff Dahline, Principal, East High School  
Sherri Blazing, Principal, West High School  
Brian Hanson, Principal, Central High School  
Tania Lyon, Academic Standards and Talent Development Coordinator

**Community Collaboration Partners**

**Equity Advisory Council**

Superintendent of Schools  
Members of the Administrative Team  
Members of the American Indian Parent Advisory Committee  
Parent Representatives  
Student Support Liaisons  
Coordinator of Education Equity

**World's Best Workforce Committee**

Jen Letts (Parent)	Bill Kautt (School Board)
Keith Stelter (Community Member)	Rhama Jamac (Student)
Kris Marlow (Parent)	Corrie Odland (Parent)
Chris Harmes (Teacher)	Shelley Lee (Parent)
Peggy Dimock (Teacher)	Roxanne Portner (Community Member)
Darin Doherty (Principal)	
Bill Gronseth (Superintendent of Schools)	
Ceceli Polzin (Community Member)	
Jackie Kimmet (Parent)	
Annette Engeldinger (Principal)	
Ben Leonard (School Board)	
Doreen Oelke (principal)	
Ytve Prafke (Special Programs Administrator)	

## District Achievement and Integration Leadership Team

Superintendent of Schools Business Manager Special Programs Administrator Building Principals
--

Community Collaboration Council for Racially Identifiable School(s): N/A

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3. Increasing racial and economic integration (Minn. Stat. § 124D.861, subd. 2 (a)).

## Key Indicators

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## Strategies

Each goal should have at least one strategy. Number each strategy sequentially and give it a unique name. For each strategy, provide a narrative description as explained below.

Districts may use Achievement and Integration revenue to pursue racial and economic integration and reduce achievement disparities between student groups through the types of strategies listed in the Type of Strategy drop-down menus below (Minn. Stat. § 124D.861, subd. 2).

**Integration Requirement** At least one of your strategies must be a student integration activity designed and implemented to bring together students from a racially isolated district with students from that district's adjoining Achievement and Integration districts (Minn. R. 3535.0170).

**Copy and paste the strategy section below for each additional strategy.**

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**Goal #1:** The percentage of racially and economically diverse students who are meeting or exceeding the college pathway benchmark in math will increase 2% each year beginning in the spring of 2022 (baseline) to the spring of 2025 as measured by FAST aMath test scores.

**Aligns with WBWF area:** Closing the Achievement Gap.

**Goal type:**

X\_\_\_ Achievement Disparity

\_\_\_ Integration

\_\_\_ Teacher Equity

**Strategy #1-Cultural Competency and Response to Instruction and Intervention.**

**Type of Strategy:** Professional Development

Teacher leaders and administrators will be trained Cultural Responsiveness and Inclusion to ensure that racially and economically diverse students are receiving culturally responsive and inclusive instruction. This may include the review of curricular materials, teaching strategies and classroom management practices.

**Location of services:** Saint Peter Public Schools - PreK-12

**Key Indicators of Progress (KIP)**

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	2023 Target	2024 Target	2025 Target
<i>Increase the number of teacher opportunities to engage in cultural training and cultural experiences.</i> Examples: On-site trainings, opportunities to attend conferences/seminars, special cultural programs.	<i>Baseline Collection Year</i>	+2	+2
<i>The achievement gap based upon the FAST aMath Assessment between FRL and non-FRL will decrease. (13.5% baseline 21-22 spring to spring)</i>	12.5%	11.5%	10.5%
<i>The achievement gap based upon the FAST aMath Assessment between white and non-white students will decrease. (2021 Baseline 14.4%)</i>	12.4%	10.4%	8.4%

**Strategy #2-Academic Enrichment and Support**

**Type of Strategy:** Rigorous Coursework and Career and College Readiness

The District will increase opportunities and reduce barriers for participation in school district and community-based academic enrichment programs by providing transportation, staff and resources.

- Increase opportunities and reduce barriers for participation in school district and community-based academic enrichment programs by providing transportation, staff and resources.
- Student support liaisons will coordinate student and family engagement that expands academic and college and career readiness support to all students.
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- After school academic support for all learners will align in-school instruction and learning goals to after school activities.
- Provide additional time and support for learning at the middle school level to address student learning gaps on specific standards and/or benchmarks.

**Location of services:** Saint Peter Public Schools - PreK-12

**Key Indicators of Progress (KIP)**

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	2023 Target	2024 Target	2025 Target
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<i>Improve student proficiency in math as measured by state standardized assessments (MCA and MTAS). (2021 Baseline 20.2%)</i>	22.2%	24.2%	26.2%

**Goal #2:** Increase the percent of economically and diverse students who participate in highly rigorous coursework and career and technology Education courses by 10% by the May 2025.

**Aligns with WBWF area:** Career and College Ready by Graduation

**Choose the type of Goal:**

Achievement Disparity

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**Strategy #3-School and community-based academic enrichment programs**

**Type of Strategy:** Rigorous Coursework and Career and College Readiness

The District will increase opportunities for school district and community-based academic enrichment programs that are designed to support highly rigorous academic courses and test preparation.

- Expand "College in the Schools" offerings to include introductory education course to spark interest and provide support to students interested in the teaching profession.

**Location of services:** Saint Peter Public Schools - K-12

### Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	2023 Target	2024 Target	2025 Target
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**Aligns with WBWF area:** High School Graduation

**Choose the type of Goal:**

Achievement Disparity

Integration

Teacher Equity

**Strategy #7-** Targeted mentoring in academic and social/emotional growth.

**Type of Strategy:** Equitable Access to Effective and Diverse Teachers

The District will actively work to recruit and retain effective and diverse teachers that reflect the diversity of the student body and increase the opportunities and diverse experiences for students to build resiliency, internal locus of control, and grit.

**Location of services:** Saint Peter Public Schools - Grade PreK-12

### Key Indicators of Progress (KIP)

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Increase the percentage of racially and economically diverse students who graduate from Saint Peter Public Schools, as measured by graduation rates reported by MDE for 2023, 2024 and 2025.	96%	97%	98%
Increase the attendance of racially diverse students. (21-22 Baseline TBD spring 2022)	+2%	+2%	+2%
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## Creating Efficiencies and Eliminating Duplicative Programs

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Alignment of school-community advisory, planning and support groups, including World's Best Workforce, and American Indian Advisory Committee.