

Regular Board Meeting
Monday, October 17, 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**-North Elementary-Teagan Guentzel and Blake Hinton
- VII. **Action Items**
 - VII.1. Consider Approval of a Resolution Supporting the District's Application for a Grant from the Minnesota State High School League (MSHSL) Foundation
 - VII.2. Consider Second Reading of Revisions to the Policy Manual
 - VII.3. Consider Approval of Compulsory Attendance Report
- VIII. **Information Items**
 - VIII.1. Report on Student Enrollment
 - VIII.2. First Reading of Revisions to the Policy Manual
- 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** Study Session-Longview Ed
Monday, October 24, 2022
6:30PM
SPMS-Media Center
- XI. Policy Committee
Wednesday, October 26, 2022
4:00PM
DO
- XII. Education Committee
Tuesday, November 8, 2022
1:00PM
DO
- XIII. Business Committee
Wednesday, November 9, 2022
4:00PM
DO
- XIV. **Adjournment**



ADDENDUM

REGULAR BOARD MEETING Monday, October 17, 2022 SPCC-Governor's Room 6:30PM

V. CONSENT AGENDA

1. Approval of the Regular Board Meeting minutes of September 19, 2022.
2. Approval of the Study Session minutes of October 3, 2022.
3. Approval of Bills (\$1,940,926.29) and Wire Transfers (\$3,751,039.13) for September 2022.
4. Gifts and Donations
 - a. The approval of a \$250 donation for a student assembly presentation at North Elementary provided by Jill Grill and Family.
5. Personnel
 - a. The approval of the hiring of a Community & Family Education and Early Childhood Secretary (Jennifer Warren) beginning September 21, 2022. This is a replacement position.
 - b. The approval of the hiring of an ECSE Paraprofessional (Rachel Rehnelt) at Saint Peter Early Childhood Special Education. This is a replacement position.
 - c. The approval of the hiring of an ECSE Paraprofessional (Kenna West) at Saint Peter Early Childhood Special Education. This is a replacement position.
 - d. The acceptance of the resignation of a paraprofessional (Teresa Saum) at Saint Peter Middle School effective September 22, 2022.
 - e. The approval of a stipend for the Aquatics Coordinator with Saint Peter Community & Family Education for 2022-2023 & 2023-2024.
 - f. The approval of paternity leave request for a middle school teacher (Jake Malz) from December 20, 2022 thru January 12, 2023.

- g. The approval of the hiring of a paraprofessional (Courtney Leonard) at Saint Peter Middle School beginning October 4, 2022.
- h. The acceptance of the recession of a hire memo for a Saints Overtime Assistant (Jessica Logue) with Saint Peter Community & Family Education.

- i. The acceptance of the reassignment of special education and district media paraprofessional (Tara Johnson) to a Title 1 and district paraprofessional at South Elementary.

- j. The approval of the hiring of a Cook/Dishwasher (Debra Hinkier) at Saint Peter Middle School.

- k. The approval of the hiring of a paraprofessional (Mya Stantelman) at Saint Peter Middle School beginning October 13, 2022.

- l. The approval of a reassignment of a Custodial Engineer (Nathan Hughes) to an inside maintenance worker beginning October 19, 2022.

- m. The approval of the hiring of an unassigned inside maintenance position (Allan Humphrey) beginning October 24, 2022.

- n. The acceptance of the retirement of a paraprofessional (Debra Niederriter) at North Elementary effective October 14, 2022.

- o. The approval of the hiring of a Saints Overtime Assistant (Leah Nelson) with Saint Peter Community & Family Education.

THE MINUTES OF THE MEETING HAVE NOT BEEN APPROVED

Minutes of Regular Board Meeting

The School Board

Saint Peter Public Schools

Members Present: Drew Dixon, Tim Lokensgard, Kate Martens, Bill Kautt

Members Absent: Charlie Potts, Tracy Stuewe, Ben Leonard

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

Administrative Team members: Tim Regner, Ayan Musse

Others present: Superintendent Bill Gronseth, Administrative Assistant Sarah Janovsky

A Regular Board Meeting of the School Board of Saint Peter Public Schools was held Monday, September 19, 2022, beginning at 6:30 PM in the SPCC-Governor's Room.

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

II. Pledge of Allegiance

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

IV. Consider Requests to Speak on the Agenda

V. Approval of Consent Agenda Items

1. Approval of the Regular Board Meeting minutes of August 15, 2022.

2. Approval of the Study Session minutes of September 12, 2022.

3. Approval of Bills (\$1,774,147.82) and Wire Transfers (\$3,692,076.24) for August 2022.

4. Gifts and Donations

a. The acceptance of an in-kind + \$753 donation from the Govenaires Performing Arts Association to support music lessons with Saint Peter Community & Family Education.

5. Personnel

a. The approval of the hiring of a Cook/Dishwasher (Laura Mendoza) at Saint Peter High School beginning August 22, 2022.

b. The approval of the hiring of a Cook/Dishwasher (Sandra Lynch) at Saint Peter High School beginning August 22, 2022.

c. The approval of the hiring of a Sub Cook/Dishwasher (Tiffany Skramstad) at Saint Peter High School beginning August 22, 2022.

d. The approval of the hiring of a Sub Cook/Dishwasher (Heidi Christensen) at Saint Peter High School beginning August 22, 2022.

- e. The approval of the hiring of a Sub Cook/Dishwasher (Diana Todnem) at Saint Peter High School and MVED beginning August 22, 2022.
- f. The approval of the hiring of a Lead Cook (Alyza Wildes) at Saint Peter Middle School beginning August 22, 2022.
- g. The approval of the hiring of a Cook/Dishwasher (Diana Todnem) at Saint Peter Middle School beginning August 22, 2022.
- h. The approval of the hiring of a Cook/Dishwasher (Barbara Lyons) at Saint Peter Middle School beginning August 22, 2022.
- i. The approval of the hiring of a Cook/Dishwasher (Jessica Sikkema) at Saint Peter Middle School beginning August 22, 2022.
- j. The approval of the hiring of a Cook/Dishwasher (Elizabeth Roesch) at North Elementary School beginning August 22, 2022.
- k. The approval of the hiring of a Cook/Dishwasher (Carol Robb) at North Elementary School beginning August 22, 2022.
- l. The approval of the hiring of a Special Education Paraprofessional (Steven Sassenberg) at North Elementary for the 2022-2023 school year.
- m. The approval of the hiring of a social studies teaching fellow (Matt Weets) at Saint Peter High School for the 2022-2023 school year.
- n. The acceptance of a one year-absence for a paraprofessional (Cindy Bruce) at South Elementary for the 2022-2023 school year.
- o. The acceptance of the resignation of a paraprofessional (Angie Fogal) at Saint Peter High School.
- p. The acceptance of the resignation of a paraprofessional (Will Bennett) at Saint Peter High School.
- q. The approval of the hiring of a paraprofessional (Tanner Nadeau) at Saint Peter High School for the 2022-2023 school year.
- r. The approval of the hiring of a paraprofessional (Kelly Brancamp) at Saint Peter Middle School for the 2022-2023 school year.
- s. The approval of the hiring of a .5 special education and .5 science teacher (Ryan Timmerman) at Hoffmann Learning Center for the 2022-2023 school year.
- t. The approval of the hiring of a Cook/Dishwasher (Debra Weber) at Saint Peter Middle School beginning August 22, 2022.
- u. The approval of the hiring of a Cook/Dishwasher (Sharon Hoffman) at Saint Peter Middle School beginning August 22, 2022.
- v. The approval of the hiring of a Saints Overtime Assistant (Kaia Meyer) with Saint Peter Community and Family Education for the 2022-2023 school year.
- w. The approval of the continued employment for 22 Saints Overtime Assistants with Saint Peter Community and Family Education for the 2022-2023 school year.
- x. The acceptance of the resignation of a Saints Overtime Assistant (Amara Packey) with Saint Peter Community and Family Education effective August 19, 2022.
- y. The acceptance of the resignation of a Saints Overtime Assistant (Cassandra Larsen) with Saint Peter Community and Family Education effective August 19, 2022.

- z. The acceptance of the resignation of a Saints Overtime Assistant (Claire Bratland) with Saint Peter Community and Family Education effective August 19, 2022.
- aa. The acceptance of the resignation of a Saints Overtime Assistant (Payton Portugue) with Saint Peter Community and Family Education effective August 19, 2022.
- bb. The approval of the hiring of a part-time housekeeper (Barry Richards) at Saint Peter High School beginning August 29, 2022.
- cc. The acceptance of the resignation of and IT Support Specialist (Dana Owens) with Saint Peter Public Schools effective August 29, 2022.
- dd. The approval of the hiring of a special education and traffic support paraprofessional (Amber Roberts) at South Elementary for the 2022-2023 school year.
- ee. The approval of the hiring of a paraprofessional (Teresa Saum) at Saint Peter Middle School for the 2022-2023 school year.
- ff. The approval of reduction of hours for a paraprofessional (Tasha Timmerman) at Saint Peter Middle School due to her acceptance of an office support position with Rock Bend.
- gg. The approval of the hiring of a part-time housekeeper (Nick Negron) at Saint Peter High School for the 2022-2023 school year.
- hh. The acceptance of the resignation of a Paraprofessional (Mary Ceplecha) at Saint Peter Early Childhood Special Education.
- ii. The approval of the hiring of a Saints Overtime Assistant (Jessica Logue) with Saint Peter Community and Family Education for the 2022-2023 school year.
- jj. The approval of the hiring of a .50 FTE Math Intervention teacher (Ethan Sindelir) at North Elementary for the 2022-2023 school year.
- kk. The approval of the hiring of a paraprofessional (Tiffany Carlson) at Saint Peter Middle School for the 2022-2023 school year.
- ll. The approval of a maternity leave for a North Elementary Teacher (Abby Ramirez) from November 24, 2022 to February 24, 2023.
- mm. The approval of a maternity leave for a North Elementary Teacher (Kari Malz) from December 20, 2022 to March 14, 2023.
- nn. The approval of the hiring of a Sub Cook/Dishwasher (Laura Mendoza) at Saint Peter High School beginning August 22, 2022.
- oo. The approval of the hiring of a Sub Cook/Dishwasher (Skyler Price) at Saint Peter Middle School beginning September 1, 2022.
- pp. The approval of the hiring of a paraprofessional (Kady Larson) at North Elementary beginning September 20, 2022.
- qq. The acceptance of the end of employment for a paraprofessional (Faiza Mohamound) at South Elementary effective May 26, 2022.
- rr. The approval of the hiring of a paraprofessional (Zuleika Abdi) at South Elementary beginning September 26, 2022.
- ss. The acceptance of the resignation of a Title I paraprofessional (Pamela Wood) at South Elementary effective September 30, 2022.

- tt. The acceptance of the resignation of an office support staff (Tamara Mayer) at Saint Peter High School effective September 16, 2022.
- uu. The approval of Fall Coaches and Advisors for the 2022-2023 school year.
- vv. The approval of a lease reduction due to less space usage at Oshawa Learning Academy beginning September 19, 2022.

VI. Student Spotlight-There was no student spotlight this month

1. Student Council Report-There was no Student Council Report this month

VII. Action Items

1. Consider Approval of Student Representatives to the School Board for 2022-2023 (Martens/Lokensgard, unanimous)
2. Consider Approval of an Agreement with Nicollet County Regarding a Shared Truancy Liaison Officer-(Lokensgard/Kautt, unanimous)
3. Consider Second Reading of Revisions to the Policy Manual-(Martens/Lokensgard, unanimous)
4. Consider Policies for a Single Reading Due to Immaterial Changes-(Martens/Kautt, unanimous)
5. Consider Approval of an Individual Contract- Behavior Interventionist-(Lokensgard/Kautt, unanimous)
6. Consider Approval of Tenure Action for a Probationary Teacher-(Lokensgard/Martens, unanimous)
7. Consider Certification of Preliminary 2022 Levy-(Kautt/Lokensgard, unanimous)

VIII. Information Items

1. First Reading of Revisions to the Policy Manual
2. Fundraising Plans by Site for 2022-2023-Vice Chair Dixon read each sites fundraisers aloud to raise community awareness.

IX. Reports

1. Building Principals

Early Childhood:

- School is off to a good start 140 preschoolers and 20 infants -These numbers will grow
- ECFE Classes begin next week
- Bus Safety coming up next week as well

South Elementary

- Great start- Even the loop has fallen into its normal flow!
- This year's STAR Pride PBIS focus has added Kindness to the pillars of showing respect, being responsible, and staying safe. Our September kickoff and assembly talked about the ways that we demonstrate kindness to those we come in contact with. I have enjoyed the opportunity to get into each classroom and read the story ALL ARE WELCOME and discuss the importance that each individual holds in our school.

- Last Monday we held our Organizational Parent Council meeting and a leadership team was identified. Stay tuned for updates on the great ways that this group will help support students, staff and families of South Elementary.
- All of our initial FAST Bridge screening has been completed. This Friday, our teachers are looking forward to digging into our data and developing plans to respond to the needs of students.
- Paraprofessionals will spend Friday engaging in sessions led by Ayan Musse and Julie Carlblom. The topics will be focused on Trauma and students, the Inclusive classroom, and Special Education disability categories.

North Elementary

- 400 students - 3rd grade at 144
- SaintsCenter "Building a Culture for Learning" Recognized Super Saints
- Relationship building moving to diagnosing reading and math needs
- Kindness Crew

St. Peter Middle School:

- Great start. Students are adjusting well. Teachers are reporting that overall, it seems like students are back into the swing of doing school. A slightly calmer feel than last year at this time.
- Signage in office and conference room donated by student council
- National speaker Cory Greenwood gave a mental health presentation at the middle school on September 14th. His message was, "You matter, and the choices you make matter."
- Jason Toupence and Megan Gebur's 6th grade science classes experimented with telemetry equipment from the San Diego Zoo.

St. Peter High School:

- Will be applying for another Future Ready CTE grant.
- League of Women Voters event tomorrow run by 3 senior ambassadors: Najma Jamac, Eleanor Kennedy, and Amelia Hildebrandt.
- NFHS network to Youtube: St Peter Saints Activities
- Homecoming

Alternative Programs:

- We've really hit the ground running in alternative programs. Students at Oshawa Learning Academy and Rock Bend have completed the first round of FastBridge screening. Teachers will be looking at data on Friday during our professional development day.
- Rock Bend students participated in the Cory Greenwood event hosted at Saint Peter High School. The feedback from those that attended was very positive. We received a grant and are partnering with the library for three presentations with MN historian and retired teacher Arn Kind. Our first presentation is this month.
- Rock Bend students will also be taking the ASVAB (armed services vocational aptitude battery) in two weeks and participating in the Tour of Manufacturing as we head into October which is college/career knowledge month.
- Our first after school credit recovery opportunity for the school year is starting next week. We are starting with just two courses and students who need those

courses should have received registration information from their counselor and through USPS mail service. We have three additional credit recovery sessions planned throughout the school year.

2. Superintendent of Schools

Superintendent Gronseth noted a great start to the 2022-2023 school year. Friday is our first staff development day of the year, staff will be taking "deep dives" into data and creating plans for addressing said data. Mr. Gronseth spoke about the importance of consistent student attendance across the district to ensure student success.

3. Board Members

a. Around the Table

X. Upcoming Meetings of the School Board

Policy Committee

Wednesday, September 28, 2022

4:00PM

DO

Shared Programs Committee

Thursday, September 29, 2022

4:00PM

City Hall-City Administrator's Conference Room

Study Session

Monday, October 3, 2022

6:30PM

SPMS-Media Center

Joint City Council/School Board Meeting

Wednesday, October 5, 2022

5:30PM

SPCC-Governor's Room

Education Committee

Tuesday, October 11, 2022

1:00PM

DO

Business Committee

Wednesday, October 12, 2022

4:00PM

DO

Regular Board Meeting
Monday, October 17, 2022
6:30PM
SPCC-Governor's Room

XI. **Adjournment**-7:22PM (Kautt/Martens, unanimous)

Dated: October 17, 2022

Charlie Potts, Board Clerk

THE MINUTES OF THE MEETING HAVE NOT BEEN APPROVED
Minutes of Study Session

The School Board
Saint Peter Public Schools

Members Present: Drew Dixon, Ben Leonard, Kate Martens, Charlie Potts, & Bill Kautt.
Members Absent: Tim Lokensgard, Tracy Stuewe
Principals: Annette Engeldinger, Jon Graff, Darin Doherty, Doreen Oelke, & Jana Sykora
Others present: Superintendent Bill Gronseth, Administrative Assistant Sarah Janovsky

A Study Session of the School Board of Saint Peter Public Schools was held Monday, October 3, 2022, beginning at 6:30 PM in the Saint Peter Middle School-Media Center.

I. Call Meeting to Order-6:33PM, Leonard

II. Consideration and Adoptions of Agenda-(Dixon/Kautt, unanimous)

III. Annual Report on Student Achievement

Principal Doherty reviewed 2021 student achievement results. All building principals were present to answer board member questions.

IV. Upcoming Meetings of the School Board

Joint City Council/School Board Meeting
Wednesday, October 5, 2022
5:30PM
SPCC-Governor's Room

Education Committee
Tuesday, October 11, 2022
1:00PM
DO

Business Committee
Wednesday, October 12, 2022
4:00PM
DO

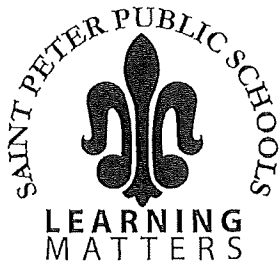
Regular Board Meeting
Monday, October 17, 2022

6:30PM
SPCC-Governor's Room

V. **Adjournment**-7:35PM (Martens/Dixon, unanimous)

Dated: October 17, 2022

Charlie Potts, Board Clerk



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

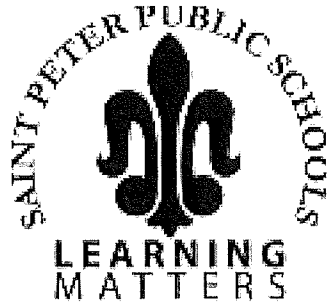
Date: 10/10/2022
To: Dr. Bill Gronseth - Superintendent
From: Bee Ong - Finance Accountant
Re: **Monthly Construction Bills, Board Bills,
Payroll & Student Activity Amounts:**

Sept 2022 - Board Bills	\$866,328.30
Sept 2022 - Payroll Account	\$1,072,381.13
Sept 2022 - Student Activity	\$2,216.86
	<hr/>
	\$1,940,926.29

St. Peter Public Schools
Wire Transfer Report

Sep-22

MSDLAF to USBank		0.00 (Feb/Aug bond pymt)
MSDLAF to FNB payroll account ACH	9/15/2022	515,000.00
MSDLAF to FNB payroll account ACH	9/30/2022	525,000.00
MSDLAF-Max to FNB BO	9/1/2022	550,000.00
MSDLAF-Max to FNB BO	9/14/2022	500,000.00
MSDLAF-Max to FNB BO	9/23/2022	500,000.00
FNB-BO to BCBS - medicare health	9/21/22	17,608.00
Wire of federal payroll taxes	9/15/2022	177,843.71
Wire of federal payroll taxes	9/30/2022	131.20
Wire of federal payroll taxes	9/30/2022	172,251.21
Wire of state payroll taxes	9/1/2022	25,192.97
Wire of state payroll taxes	9/16/2022	30,969.19
Wire of state payroll taxes	9/30/2022	11.15
PERA payments	9/6/2022	19,920.12
PERA payments	9/20/2022	23,384.71
TRA payments	9/6/2022	85,456.61
TRA payments	9/20/2022	96,103.83
Further	9/2/2022	8,541.30
Further	9/19/2022	585.65
Further	9/26/2022	416.52
Horace Mann	9/9/2022	2,114.00
Horace Mann	9/21/2022	2,064.00
Ameriprise/NBSGroup Bill	9/1/2022	1,600.00
Ameriprise/NBSGroup Bill	9/20/2022	1,600.00
Ameriprise/NBSGroup Bill	9/30/2022	1,600.00
Medsurety	September	49,339.64
Colonial Life	9/13/2022	6,311.43
Matrix Trust	9/6/2022	96,374.86
Matrix Trust	9/21/2022	6,829.20
Matrix Trust	9/23/2022	289.07
Matrix Trust	9/23/2022	37,500.00
Matrix Trust	9/30/2022	8,900.00
Pioneer - Dental direct debits	9/7/2022	5,935.36
Pioneer - Dental direct debits	9/12/2022	1,047.70
Pioneer - Dental direct debits	9/12/2022	2,247.75
Pioneer - Dental direct debits	9/19/2022	3,152.66
Pioneer - Dental direct debits	9/21/2022	1,556.50
Pioneer - Dental direct debits	9/26/2022	2,223.32
CCF - BCBS debits	9/1/2022	106,003.17
CCF - BCBS debits	9/8/2022	29,557.36
CCF - BCBS debits	9/15/2022	53,454.11
CCF - BCBS debits	9/22/2022	33,620.31
CCF - BCBS debits	9/29/2022	49,242.57
Electronic Deposit Fees - Gateway	9/6/2022	20.00
Electronic Deposit Fees - Merch Billing	9/7/2022	39.95
Total Wires		3,751,039.13



MEMO TO: Mr. Bill Gronseth
School Board

FROM: Darin Doherty

DATE: September 20, 2022

RE: Chad Elliot Donations

Jill Grill and family have presented North with a donation of \$250. The intention of this donation is paying for Chad Elliot to visit North and put on a student assembly to show his works of art, books, along with song-writing and singing talents! We thank the Grill's for their generous donation!

I recommend the acceptance of this donation.

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



TO: Bill Gronseth, Superintendent,
School Board Members

FROM: Tami Skinner, Community & Family
Education Director and Ytve
Prafke, Special Programs
Administrator

SUBJECT: Office Support Staff Hire

DATE: Sept. 20, 2022

Interviews were conducted for the Community & Family Education and Early Childhood Secretary opening, and we are pleased to recommend the hiring of Jennifer Warren.

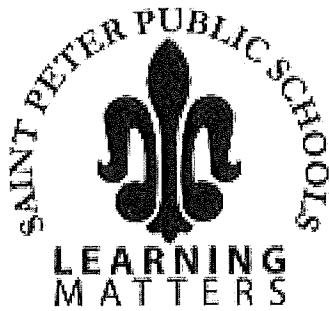
This is a replacement position for Jessica Schrumpf.

EMPLOYEE SUMMARY

- **Jennifer Warren**
- Clerical Level III, step 1, \$16.74/hr
- Full-time hours to be submitted on an annual calendar
- Monday - Thursday, 8 a.m. - 4 p.m. and Friday, 8 a.m. - 3 p.m., 232-235 days per calendar year with a modified summer calendar.
- Start date - Sept. 21, 2022

Cc: Jennifer Warren

grp_hire_office@stpeterschools.org



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Ytive Prafke, EC Administrator

DATE: September 7, 2022

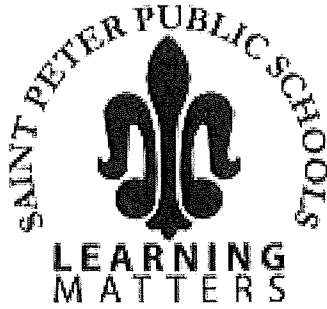
SUBJECT: Recommendation to Hire-ECSE
Paraprofessional

Please consider the following recommendation:

NEW EMPLOYEE SUMMARY

- **Rachel Rehnelt**
 - Step 1 Lane A- \$15.25 per hour
 - 3 hours per day-2 days per week
 - Start date: September 12, 2022
 - Replacement Position
 - This is a 6 hour per week position
 - Rachel will fill out a timesheet for her hours

CC: Rachel Rehnelt
grp_hire_para



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Ytive Prafke, EC Administrator

DATE: September 7, 2022

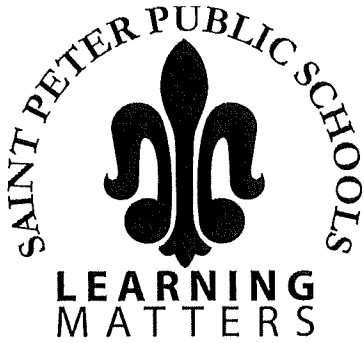
SUBJECT: Recommendation to Hire ECSE
Paraprofessional

Please consider the following recommendation:

NEW EMPLOYEE SUMMARY

- **Kenna West**
 - Step 1 Lane A- \$15.25 per hour
 - 3 hours per day-2 days per week
 - Start date: September 12, 2022
 - Replacement Position
 - This is a 6 hour per week position
 - Kenna will fill out a timesheet for her hours

CC: Kenna West
grp_hire_para



MEMO TO: Bill Gronseth, Superintendent
Saint Peter School Board

FROM: Jon Graff, Principal, SPMS

DATE: September 27, 2022

SUBJECT: Paraprofessional Resignation

Please accept the resignation of Teresa Saum, paraprofessional at SPMS. Teresa's last day with the district was September 22, 2022.

We thank Teresa for her service and wish her the best of luck in her future endeavors.

Please let me know if you have any questions.

Cc: Teresa Saum
grp_hire_para

**AGREEMENT WITH THE COMMUNITY & FAMILY EDUCATION
AQUATICS COORDINATOR
2022-2024**

Independent School District 508, Saint Peter Public Schools, enters into this agreement with Nicole Ruhland, who agrees to perform the duties of Aquatics Coordinator for Saint Peter Community & Family Education, a part of ISD 508.

ASSIGNMENT: Aquatics Coordinator

SALARY:

2022/23	2023/24
\$4,836 stipend	\$4,933 stipend

TIME: The Community & Family Education Director will establish the work year annually.

NOTIFICATION: The district may discontinue this position or terminate the employee at any time during the term of this agreement pursuant to MS 1238.02, Subd. 14. The employee may terminate this employment at any time during the term of this agreement.



Employee Signature

9/27/22

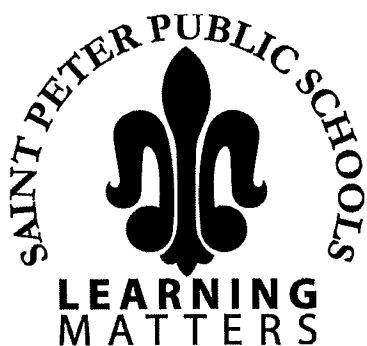
Date

Superintendent Signature

Date

Board Chair

Date



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Jon Graff

DATE: September 29, 2022

SUBJECT: Paternity Leave Request

I recommend that you accept the paternity leave request of Mr. Jake Malz, math teacher at SPMS. This leave is expected to begin on December 20, 2022 and run through Thursday, January 12, 2023. Jake will return to work on Friday, January 13, 2023.

Cc: Jake Malz

Grp_hire_certified

9/28/2022

Mr. Gronseth:
100 Lincoln Dr #229
Saint Peter, MN 56082

Dear Superintendent Gronseth:

I am writing to inform you of my request for paternity leave, which is tentatively scheduled to begin on Tuesday, December 20, 2022. Under the Family and Medical Leave Act (FMLA), I will remain on paternity leave for a total of 10 school days. Tentatively, my return to teaching will be on Friday, January 13, 2023.

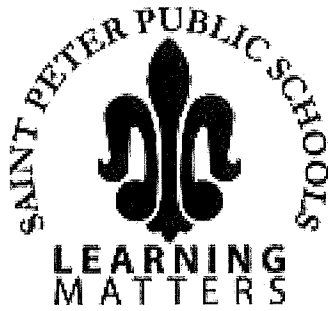
Pursuant to Article 10 of the 2021-2023 Master Agreement, and in accordance with FMLA guidelines, I am requesting to receive 10 school days of paid sick leave.

If you have any questions about this request, please contact me via email at jmalz@stpetersschools.org or by phone at (952)649-0644.

Thank you,

A handwritten signature in black ink, appearing to read "Jake Malz". The signature is written in a cursive style with a long horizontal stroke extending to the left.

Jake Malz



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Jon Graff

DATE: September 28, 2022

SUBJECT: Para Hire

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

EMPLOYEE SUMMARY

- **Courtney Leonard**
 - Step 1 at a rate of \$15.25/hour.
 - Start date: October 4, 2022
 - 6.75 hours/student contact day
 - Tuesdays and Thursdays only

CC: Courtney Leonard
grp_hire_para



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

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

DATE: Sept. 30, 2022

SUBJECT: Rescission of Saints Overtime Hire

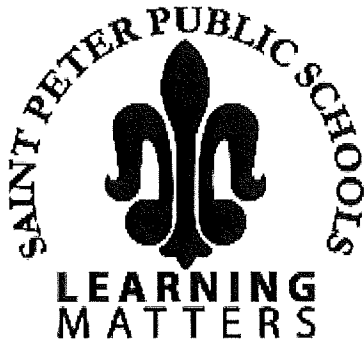
Please rescind the below acceptance of this offer of employment with Jessica Logue. She has decided not to work at Saints Overtime.

Interviews were conducted, and I am pleased to recommend hiring Jessica Logue as a Saints Overtime Assistant.

This is a replacement position.

EMPLOYEE SUMMARY

- **Jessica Logue**
- Rate of pay - \$15.25/hr.
- Part-time hours to be submitted on a timesheet
- 2022-23 School Year



MEMO TO: Bill Gronseth, Superintendent
Saint Peter School Board

FROM: Doreen Oelke, South Elem. Principal

DATE: October 4, 2022

SUBJECT: Johnson (Tara) Reassignment Memo

I am pleased to recommend the reassignment of Tara Johnson as a 1.0 FTE combination Title 1 and district paraprofessional at South Elementary. Ms. Johnson has previously served as a special education and district media paraprofessional. This is a replacement position.

I am confident that Tara will continue to be successful in her new role. Below is an outline of her daily hours. Please contact me if you have any questions.

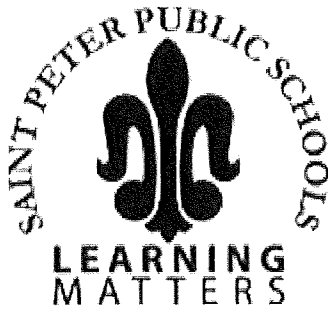
NEW EMPLOYEE SUMMARY

- **Tara Johnson**
 - 6.75 hours per day
 - 164 Days Title (145 classroom days, 15 assessment days, 4 holidays)
 - 3.5 hours per day to be paid from Title I Grant
 - 175 Days
 - 1.75 Hours/day Extra Duties (Traffic support, recess, lunchroom)
 - 1.5 Hours/day District Para (South Media Center)
 - 11 Days Non-Title Days working in the Media Center
 - 3.5 hours

On early release days, there will be no Title duties, but time will be spent doing extra duties and media center work. Start Date for this new schedule will be Monday, October 10, 2022

cc:

Tara Johnson
Certified Hire Group



MEMO TO: Members of the School Board
Bill Gronseth

FROM: Emily Craig

DATE: Oct. 10th, 2022

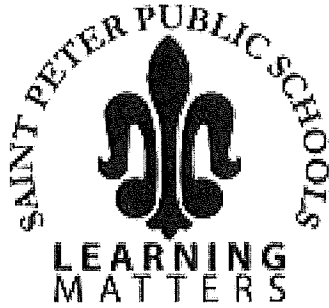
SUBJECT: Food Service Hire

I am pleased to recommend Debra Hiniker for the position of Cook/Dishwasher in the Food Service Department.

NEW EMPLOYEE SUMMARY

- **Debra Hiniker**
 - Sub Cook/Dishwasher St. Peter middle School
 - Lane-Unassigned
 - 2022-2023 Rate-\$14.48 per hour
 - Debra will complete timesheets for her hours.
 - Start Date: Oct. 11th, 2022

CC: Debra Hiniker



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Jon Graff

DATE: October 11, 2022

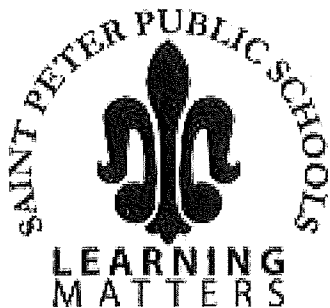
SUBJECT: Para Hire

Applications were received and interviews took place for a paraprofessional position at Saint Peter Middle School. I am pleased to recommend Mya Stantelman for the position. Mya is an art education major at GAC.

EMPLOYEE SUMMARY

- **Mya Stantelman**
 - Step 1 at a rate of \$15.25/hour.
 - Start date: October 13, 2022
 - 2.5 hours/student contact day
 - Mondays, Wednesdays, and Fridays
 - 12:30pm - 3:00pm

CC: Mya Stantelman
grp_hire_para



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Sharon Petersen

DATE: October 11, 2022

SUBJECT: Reassignment Memo

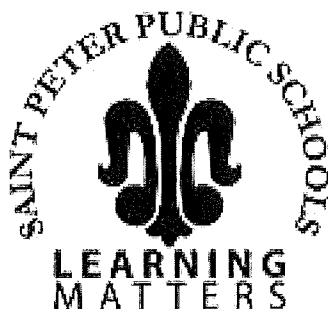
The Operations and Maintenance Department has an Unassigned Inside Maintenance position open. The position was posted internally and via the district website.

I recommend Nathan Hughes be reassigned from his current position of Custodian Engineer to an Unassigned Inside Maintenance worker. In this new position his work will focus on Preventative Maintenance tasks and also help with other custodial duties where needed.

EMPLOYMENT HIRING SUMMARY

- **Nathan Hughes**
 - Unassigned Indoor Maintenance
 - Start Date: October 19, 2022
 - Salary \$23.14/hour
 - Unassigned pay: \$1.29/hour for 173 days
 - Pool pay: continue as assigned

Cc: Nathan Hughes
Mike Keller



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Sharon Petersen

DATE: October 11, 2022

SUBJECT: Hire Memo

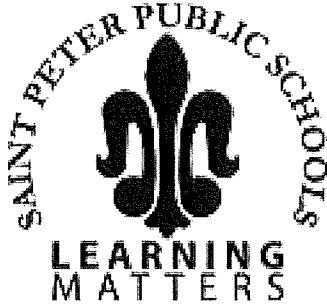
The Operations and Maintenance Department has an Unassigned Inside Maintenance position open. The position was posted internally and via the district website.

I recommend the hiring of Allan Humphrey to serve as an Inside Maintenance worker. Allens will work on Preventative Maintenance tasks and also help with other custodial duties where needed.

EMPLOYMENT HIRING SUMMARY

- **Allan Humphrey**
 - Unassigned Indoor Maintenance
 - Start Date: October 24, 2022
 - Salary \$23.14/hour
 - Unassigned pay: \$1.29/hour for 173 days
 - 9 month probationary period ending July 24, 2023
 - Obtainment of a Special boiler license is required within this probationary period.

Cc: Allen Humphrey
Mike Keller



MEMO TO: Mr. Bill Gronseth
District 508 School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: October 13, 2022

SUBJECT: North Special Education
Paraprofessional Retirement

I recommend that you accept the retirement of Debra Niederriter at North Elementary School. Debbie's last day of service will be October 14, 2022. Mrs. Niederriter served as a special education paraprofessional at North for the last 17 years.

We sincerely thank her for her time and dedication to the students and staff at North Elementary School. She has made an enormous impact on students, and they have left her with a lifetime of memories. She will be missed. We wish her the best of luck in her retirement.

Please contact me with any questions.

CC: grp_hire_para@stpeterschools.org
dniederriter@stpeterschools.org

To whom it may concern,

I, Debora S. Niederriter, want to submit my letter of retirement from the Saint Peter School System as of Friday, October 14, 2022. Thank you for your consideration and understanding.

Debora S Niederriter



TO: Bill Gronseth, Superintendent,
School Board Members

FROM: Tami Skinner, Community & Family
Education Director

SUBJECT: Saints Overtime Staff

DATE: Oct. 13, 2022

Interviews were conducted, and I am pleased to recommend hiring Leah Nelson as a Saints Overtime Assistant.

This is a replacement position.

EMPLOYEE SUMMARY

- **Leah Nelson**
- Rate of pay - \$15.25/hr.
- Part-time hours are to be submitted on a timesheet
- 2022-23 School Year

FORM A

**RESOLUTION OF GOVERNING BOARD SUPPORTING
FORM A APPLICATION TO MINNESOTA
STATE HIGH SCHOOL LEAGUE FOUNDATION**

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

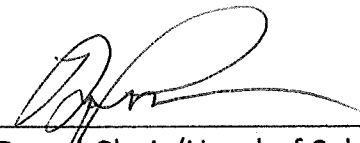
WHEREAS, the Governing Board of Saint Peter Schools recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of Saint Peter Schools supports the school's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

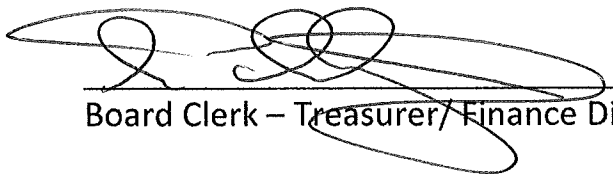
10-17-2022

Date


Board Chair/Head of School

10-17-2022

Date


Board Clerk - Treasurer/Finance Director

FORM A WORKSHEET

ASSISTING WITH FILLING OUT FORM A APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

This is for your assistance only and does not need to be submitted with the Application Form

STEP 1

List the number of free and reduced lunch students identified in the October 1, 2021 report submitted by your school to the Minnesota Department of Education. Enter these numbers on FORM A

Grade 9: 57
Grade 10: 54
Grade 11: 44
Grade 12: 52

TOTAL:

207

Enter these numbers on FORM A

STEP 2

Identify the **UNDUPLICATED** number of free or reduced lunch students who participated in your activities program during the 2021-2022 school year.

- Only count each student participant one time.
- This should be an unduplicated number. In other words, you should only count a student once regardless of the number of activities in which the student might participate. The total unduplicated count below should not be more than the total number in Step 1.

Example: Sally Smith: Fall-volleyball; Winter-dance; Spring-golf.

Sally counts as one student regardless of the number of activities in which she participates.

Bill Johnson: Winter-wrestling.

Bill counts as one student even though he was only in one activity.

TOTAL UNDUPLICATED COUNT
of free/reduced lunch students

116

Enter this number on FORM A

STEP 3: NOT LATER THAN OCTOBER 28, 2022

Complete the online Form A application at mshslfoundation.org

Contact your school administrator and have the MSHSL Foundation Form A Resolution approved by the Governing Board of your school.

Once approved, have the Governing Board Chair and Governing Board Clerk/Treasurer sign the Resolution.



ADDENDUM

REGULAR BOARD MEETING October 17, 2022 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

1. AGENDA ITEM #1

Subject: Consider 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.

412.1-Expense Reimbursement for Clothing Damage
005.11-Instructional Staff Recruitment
005.12-Initial Lane/Step Placement
005.13-Evaluation
005.21-Non-instructional staff recruitment
005.22-Non-instructional personnel Evaluation
005.70-Medical Insurance in Retirement
005.82-Electronic Mail Policy
006.31-Reporting Procedures (to
parents/guardians/community)
006.61-Environmental Education
007.12-Middle School Student Progress
007.13-Physical Examinations
007.27-MSHSL Rules & Regulations
007.41-Student Assistance Program
007.63-Academic Competition
008.11-Community Information Program
008.21-Community Task Force
008.43-Community Relations-Chemical Use & Abuse

Presentation: Superintendent of Schools
Policy Committee

Options/Recommendation: I recommend approving these policies.

Adopted:

Policy 412.1

Revised: _____

412.1 EXPENSE REIMBURSEMENT FOR CLOTHING DAMAGE

I. PURPOSE

The purpose of this policy is to provide direction for clothing reimbursement to ~~DCD special education~~ employees.

II. GENERAL STATEMENT OF POLICY

The school district shall provide reasonable reimbursement to employees ~~of the special education DCD program~~ for the loss or damage ~~of articles~~ of personal **Clothing items** resulting from direct personal contact with students in the performance of regular duties during assigned working hours.

The superintendent shall formulate the procedure and requirements for expense reimbursement.

005. PERSONNEL

005.0 See Policy 410-Family and Medical Leave Policy

005.1 Instructional Personnel

005.11 Recruitment

005.12 Initial Lane/Step Placement

005.13 Evaluation

005.14 See Policy 406-Public and Private Personnel

Data

**005.15 See Policy 427-Workload Limits For Certain
Education Teachers**

Special

005.21 Recruitment

005.22 Evaluation

005.31 See Policy 401-Equal Employment Opportunity

**005.32 See Policy 402-Disability Nondiscrimination
Policy**

005.4 See Policy 413-Harassment and Violence

005.5 Chemical Free Workplace

Exposure

**005.51 See Policy 407-Employee Right to Know-
to Hazardous Substances**

Free

**005.52 See Policy 418-Drug-Free Workplace/Drug-
School**

	005.6	Other Working Conditions
	005.7	Medical Insurance in Retirement
Materials,	005.81	See Policy 409 Employee Publications, Instructional Inventions, and Creations
	005.82	Electronic Mail Policy
Safety	005.83	See Policy 524-Internet Acceptable Use and Policy
	005.9	General Employment Provisions
Checks	005.91	See Policy 404-Employment Background
	005.92	See Policy 403-Discipline, Suspension, and Dismissal of School District Employees
	005.93	See Policy 424-License Status

005 PERSONNEL

005.1 Instructional Personnel

005.11 Recruitment (possible deletion)

I. PURPOSE

The purpose of this policy is to identify the goals of the school district in recruiting faculty.

II. GENERAL STATEMENT OF POLICY

The objectives of personnel recruitment are:

1. To recruit and retain well-qualified personnel to support and accomplish the educational goals of the School Board; and
2. To create an environment that will stimulate and maintain a high level of performance, increase effectiveness and skill, and foster a good working relationship between staff, administration and the School Board.

In order to meet these objectives:

1. The School District will develop and maintain adequate sources from which staff may be recruited; and
2. Each position shall be filled by selecting the individual best qualified in terms of meeting the requirements for the particular position; and
3. Positions will be defined so that personnel know their job responsibilities, to whom they are responsible, the authority that goes with the job, and the channels of communication.

Reviewed: December, 1999
June 2004
November 2012
August 2016

005. PERSONNEL

005.1 Instructional Personnel

005.12 Initial Lane/Step Placement (possible deletion)

I. PURPOSE

The purpose of this policy is to outline the criteria used when placing a faculty member on the salary schedule.

II. GENERAL STATEMENT OF POLICY

When the School District initially hires a teacher, the teacher will be placed on the teacher salary schedule in accordance with the following criteria listed below:

- Initial placement on the salary schedule will be determined by the school district.
- Step: Placement will be determined by prior public school teaching experience.
- Lane: Placement will be determined by a review of previously earned credits verified by an official transcript provided by the teacher. Credits to be considered for application on any lane may be graduate or undergraduate semester hour credits that are germane to the teacher's teaching assignment. Credits to be considered must be earned subsequent to the granting of the teaching license.
- Conditional: The School District may choose to award a conditional annual stipend.
- Stipend: for new staff for a time period of up to three (3) years.

First Reading: February 21, 2002

Approved: February 2002

Reviewed: June 2004

November 2012
August 2016

005. PERSONNEL

005.1 Instructional Personnel

005.13 Evaluation (possible deletion)

I. PURPOSE

The purpose of this policy is to articulate the School Board's expectations for evaluating instructional staff.

II. GENERAL STATEMENT OF POLICY

The School Board charges the administrative staff with developing, organizing, implementing, reviewing, and revising a system-wide program for evaluating instructional personnel to ensure quality control of instruction. Professional development opportunities are provided to all instructional staff as a method of improving individual teaching skills.

Appraisal of teaching service should serve two purposes:

1. To continually improve the quality of instruction and educational services to the children of our community; and
2. To help the individual teacher grow professionally.

In order to meet these purposes, the following shall occur:

1. Mentoring shall be provided to all beginning teachers to help them through the probationary period of teaching. At least three evaluations of staff members shall occur each year of the teacher's probation period; and
2. All tenured teachers shall have an evaluation at least once every year.
3. All written forms of evaluations shall be shared with teachers; and
4. Tenured teachers shall be recommended for dismissal when attempts to correct deficiencies have failed.

Reviewed: December 1999

June 2004
November 2012
August 2016

005. PERSONNEL

005.2 Non-instructional Personnel

005.21 Recruitment (possible deletion)

I. PURPOSE

The purpose of this policy is to identify the goals for recruiting non- instructional personnel.

II. GENERAL STATEMENT OF POLICY

The objectives of recruiting non-instructional personnel are:

1. To recruit and retain well-qualified personnel to support and accomplish the School Board goals; and
2. To create an environment that will stimulate and maintain a high level of performance, increase effectiveness and skill, and foster a good working relationship between staff, administration, and the School Board.

In order to meet these objectives:

1. Adequate sources from which staff may be recruited will be developed and maintained; and
2. Each position shall be filled by selecting the individual best qualified in terms of meeting the requirements for the particular position; and
3. Positions will be defined so that personnel know their job responsibilities, to whom they are responsible, the authority that goes with the job, and the channels of communication.

Reviewed: December 1999
June 2004

November 2012
August 2016

005. PERSONNEL

005.2 Non-instructional Personnel

005.22 Evaluation (possible deletion)

I. PURPOSE

The purpose of this policy is to identify the evaluation expectations for non-instructional personnel.

II. GENERAL STATEMENT OF POLICY

Each employee shall have one designated supervisor who is responsible for conducting at least one written evaluation per year for each non-instructional personnel under her or his supervision. Training and in-service shall be provided as a method of improving performance and/or meeting job responsibilities.

Reviewed: December 1999
June 2004
November 2012
August 2016

005. PERSONNEL

005.6 Other Working Conditions (ongoing)

I. GENERAL STATEMENT OF POLICY

A. Department Chairpersons/Grade Level Leaders

It is the policy of Independent School District 508 that the School Board may exercise its sole discretion in determining whether or not department chairpersons and/or grade-level leaders shall be employed to strengthen the instructional program of the School District.

When department chairs and/or grade-level teachers are employed, the group that they represent will recommend to the building level principal the individuals that wish to serve as department chairperson and/or grade level leaders. If approved by the building level principal, the list will be presented to the Superintendent for final approval.

B. Recognition for Employee Service

It shall be the policy of the School Board of Independent School District 508 to recognize, upon retirement or resignation, the service of employees who have served the district for a minimum of ten (10) consecutive years. Such recognition shall include an appropriate message inscribed on a brass hand bell and shall be presented to the employee by an officer of the School Board.

In addition, the School Board will recognize all employees for twenty-five (25) years of service by the issuance of a plaque.

The Customer Care Committee, made up of representation of various employee groups, may put in place other employee recognition awards with approval of the superintendent of schools.

C. School District Imposed Changes to Working Conditions

It may become necessary from time to time to unilaterally impose rules and regulations that may change the working conditions of teachers. Prior to adopting any policy, that may materially change the working conditions of teachers, the School Board or a designee of the School Board will meet and confer with members of the teachers bargaining unit.

D. Substitute Teachers

Compensation for substitute teachers shall be reviewed annually by the Superintendent of Schools. Any changes in the substitute teacher rate will be approved by the School Board. Teachers who substitute for the same classroom teacher for a period of thirty (30) consecutive working days or longer shall be placed on the salary schedule retroactively at the beginning step of the appropriate lane.

E. Teacher Strikes

The School Board has determined that in the event of a work stoppage by the Teacher's Association of the School District, the following policy provisions shall be in effect:

1. A decision regarding the operation of the school district will be made by the School Board as soon as is practical;
2. All School District activities shall cease, all activity programs shall be cancelled and there shall be no rescheduling or make-up of any game, meet, or other activity;
3. Teachers shall not be permitted to enter the School District buildings;
4. All non-striking personnel whose services are not required during the strike shall be temporarily laid off;
5. The Superintendent is directed to implement these policies and to secure the School District buildings and facilities; and
6. The following shall serve, as designated:

Board Spokesperson -----	Board Chairperson
Public Information Person -----	Superintendent
Strike Control Committee -----	Superintendent
	All Principals
	Board Chairperson, Board Negotiator
	Building and Grounds Supervisor
	Business Manager

F. Staff Members Transporting Students

Employees possessing a valid driver’s license may transport students in school vehicles or school vans provided that proper training in such transportation has occurred and is documented on an annual basis.

G. Swimming Instructors

It is the policy of the School District that the instructor of swimming for physical education classes shall have a proof of certification in water safety instruction in the appropriate principal’s office.

H. Automatic Payroll Deposit

All regular employees will be paid through the automatic payroll deposit program.

Net payroll amounts will be deposited each payroll period in an employee's checking and/or savings account. The following procedures are to be followed in the automatic payroll deposit program:

1. Each employee must provide an original institution voided check for the account(s) they are requesting the monies to be deposited in;
2. Employees will be allowed changes on a monthly basis for the amounts deposited to each account or the location of the account. The School District payroll department must receive proper notification by the 25th of the month to allow changes for the following month; and
3. Each employee will receive an explanation of the gross salary, the various payroll deductions, and the net deposit at least two days prior to the designated payroll

date each month.

I. Resale of Goods and Materials to School District Employees

The School District will not resell goods and materials to School District employees except as set forth under applicable state law.

This policy is not intended to restrict the purchase of goods and materials sold by students as money-raising projects.

Reviewed: December 1999
June 2004
November 2012
August 2016

005. PERSONNEL

005.7 Medical Insurance in Retirement (possible deletion)

I. PURPOSE

The purpose of this policy is to state the school district's intent in regards to medical insurance for eligible retirees.

II. GENERAL STATEMENT OF POLICY

The School District will provide to retirees of Saint Peter Public Schools who qualify for retirement under an individual or group contract access to the District's health plans based on their employment contracts and all applicable state and federal laws.

First Reading: May 9, 2002

Approved: June 13 2002

Reviewed: June 2004
November 2012
August 2016

005. PERSONNEL

005.8 School District/Employee Relations

005.82 Electronic Mail Policy (possible deletion)

I. PURPOSE

This policy is designed to ensure proper and professional use of the district's email system and set forth guidelines and procedures for email storage and retention.

II. GENERAL STATEMENT OF POLICY

Electronic mail is provided to support open communication and the exchange of information between staff and other authorized users that have access to an email address. This communication allows for the collaboration of ideas and the sharing of information. The Saint Peter school district reserves the right to monitor all email communications conducted on the district's email system.

III. E-MAIL GUIDELINES

- A. Every staff member of Saint Peter Public Schools is given an email account.
 - i. It is the responsibility of the employee to use their account in accordance with established guidelines and in such a way that does not interfere with their duties; and
 - ii. Email is considered network activity and as such is subject to the guidelines set forth in the district's Acceptable Use and Internet Policy 006.14.
- B. Individual employee email accounts should be deleted on a regular basis.
- C. The school district will archive and retain email accounts for a period of one year.
- D. Email accounts will remain active for employees who leave the service of the district for no more than three (3) months after termination of employment.

First Reading: June 20, 2011

Adopted: July 18, 2011

August, 2016

Reviewed: November 2012

006. INSTRUCTION

- 006.1 Selection of Instructional Materials**
 - 006.10 See Policy 402-School District Curriculum and Instructional Goals**
 - 006.11 See Policy 606-Textbooks and Instructional Materials**
 - 006.12 See Policy 606.1-Citizen Request For Reconsideration Of Instructional Materials, Policy 606.2 Selection Of Library Media Materials**
 - 006.13 See Policy 616-School District System Accountability**
 - 006.14 Inclusive Education Program**
- 006.2 Controversial Issues**
 - 006.21 See Policy 604.1 Controversial Issues-Discussions**
 - 006.22 See Policy 531-The Pledge of Allegiance**
- 006.3 Reporting to Parents/Guardians/Community**
 - 006.31 Reporting Procedures**
 - 006.32 See Policy 616-School District System Accountability**
- 006.4 Graduation Requirements**
 - 006.41 See Policy 613-Graduation Requirements**
 - 006.42 See Policy 620-Credit for Learning**
- 006.51 See Policy 620-Credit for Learning**

- 006.6 Curriculum**
 - 006.61 Environmental Education**
 - 006.62 See Policy 624-Online Learning Options**
- 006.7 See Policy 608-Instructional Services-Special Education**
- 006.8 See Policy 611-Home Schooling**

006. INSTRUCTION

006.1 Selection of Instructional Materials

006.14 Inclusive Education Program (ongoing)

I. PURPOSE

The purpose of this policy is to inform students, teachers, and parents of the district’s commitment to provide equal educational opportunities to all students attending district schools regardless of their cultural or socioeconomic background, gender, or disability.

II. GENERAL STATEMENT OF POLICY

The School Board is committed to delivering an inclusive educational program which encourages understanding and nondiscriminatory treatment of people of all cultures, socioeconomic background, gender, and disabilities.

III. DEFINITIONS

- A. Inclusive educational program: A curriculum that is developed and delivered so that students and staff gain an understanding and appreciation of:
 - 1. the cultural diversity of the United States;
 - 2. the historical and contemporary contributions of women and men to society; and
 - 3. the historical and contemporary contributions to society by people with disabilities.

- B. Instruction: a teacher-led process, which delivers well-planned curriculum into student learning. Instruction is teaching with the purpose of providing meaningful learning experiences that enable all students to meet intended learner outcomes.

- C. Curriculum: a written plan including standards, benchmarks, essential questions, an assessment plan, instructional resources and strategies, and time allocations for emphasis and pacing for the content to be taught.

IV. REGULATIONS

- A. The district's Inclusive Educational Program must be in compliance with Minnesota's Multicultural, Gender-fair Curriculum Rule 3500.0550, adopted by the state in December 1988 and printed in the State Register May 30, 1989. Renamed Inclusive Educational Program, 1995.

V. REQUIREMENTS

- A. Development of the district's Inclusive Educational Program will occur as part of the district curriculum review process.

First Reading: January 6, 2011

Adopted: February 10, 2011

Reviewed: March, 2013
November, 2016

006. INSTRUCTION

006.3 Reporting to Parents/Guardians/Community

006.31 Reporting Procedures (possible deletion)

I. PURPOSE

The purpose of this policy is to communicate the expectations for communicating with parents about student progress in school.

II. GENERAL STATEMENT OF POLICY

It shall be the policy of the School District to encourage students by reporting their accomplishments to their parents or guardians. It is the philosophy of the School Board of ISD 508 that positive reinforcement improves academic achievement and behavior.

III. GUIDELINES

Teachers are directed to communicate with students and report to parents/guardians early indications of difficulties in order to strengthen communication between teachers and parents/guardians.

Reviewed: December, 1999
October, 2004
March, 2013
November, 2016

006. INSTRUCTION

006.6 Curriculum

006.61 Environmental Education (possible deletion)

I. PURPOSE

The School District will act to make resource conservation an integral part of the physical operation of the School District and of the school curriculum.

II. GENERAL STATEMENT OF POLICY

The School District shall integrate the concept of resource conservation including waste reduction and recycling, into the environmental education curriculum at all levels of the school system.

Reviewed: December, 1999
October, 2004
March, 2013
November, 2016

007. STUDENTS

007.11 See Policy 513- Student Promotion, Retention, and Program Design

007.12 Middle School Student Progress

007.13 Physical Examinations

007.14 See Policy 530-Immunization Requirements

007.15 See Policy 420-Communicable Diseases

007.16 See Policy 806- Crisis Management Policy

007.17 See Policy 518-DNR-DNI Orders

007.18 See Policy 516-Student Medication

007.19 See Policy 536-Animals in the Classroom

007.27 MSHSL Rules and Regulations

007.28 See Policy 511- Student Fundraising

007.29 See Policy 709-Student Transportation Safety Policy

007.30 See Policy 707

007.31 See Policy 708-Transportation Of Nonpublic School Students

007.32 See Policy 710-Extracurricular Transportati

007.33 See Policy 711-Video Recording On School Buses

007.34 See Policy 709-Student Transportation Safety Policy

007.35 See Policy 709-Student Transportation Safety Policy

- 007.36 See Policy 709-Student Transportation Safety Policy
- 007.37 See Policy 709-Student Transportation Safety Policy
- 007.38 See Policy 709-Student Transportation Safety Policy
- 007.41 Student Assistance Program
 - 007.42 See Policy 502-Search Of Student Lockers, Desks, Personal Possessions, And Student's Person
 - 007.43 See Policy 533-Wellness
 - 007.44 See Policy 521-Student Disability Nondiscrimination
 - 007.45 See Policy 414-Mandated Reporting of Child Neglect or Physical or Sexual Abuse
 - 007.46 See Policy 415-Mandated Reporting of Maltreatment of Vulnerable Adults
 - 007.47 See Policy 514-Bullying Prohibition Policy
 - 007.48 See Policy 526-Hazing Prohibition
 - 007.49 See Policy 528-Student Parental, Family, And Marital Status Nondiscrimination
- 007.51 See Policy 512-School-Sponsored Student Publications and Activities
 - 007.52 See Policy 801-Equal Access to School Facilities
- 007.61 See Policy 510-School Activities
 - 007.62 See Policy 610-Field Trips
 - 007.63 Academic Competition
- 007.81 See Policy 515-Protection and Privacy of Pupil Records
 - 007.82 See Policy 502-Student Surveys

007. STUDENTS

007.1 General Policies

007.12 Middle School Student Progress (possible deletion)

I. PURPOSE

The purpose of the of the policy is to identify how the school district communicates academic progress and provides learning support to middle school students.

II. GENERAL STATEMENT OF POLICY

Regular communication between school staff and parents is an important component of student success. The school shares information with parents in various ways, and also has numerous support systems in place to provide assistance for students.

III. GRADING

Middle school grades are given each quarter. The grade for each quarter is determined by percentages with a final grade for quarter, semester, or year long courses determined by averaging percentages

A. GRADE REPORTS AND UPDATES

- I. Report cards are available online to parents, guardians, and students. Paper copies will be mailed per parent/guardian request. Academic progress reports are available on-line throughout the school year.
- II. Parent conferences will be held during each school year. The dates for parent conferences are noted in the school calendar.
- III. In cases when significant academic or social concerns arise, the school will convene a meeting with the student, parents/guardians and teachers to develop an improvement plan. The school's Student Support Team monitors progress on each student's improvement plan.
- IV. Parents will receive a mid-term notification from the school when a student is not passing a class.

B. ACADEMIC SUPPORT

Students are given numerous opportunities to achieve success in their middle school classes. In the Middle School, students will be expected to complete their work in a timely manner. If students require additional time and/or support for learning, the following action may be taken:

- I. Intervention Period. During scheduled times, students may be assigned to a specific intervention room to receive time and support for learning in a more structured environment.

- II. Co-Curricular Ineligibility. Students who are not passing all their classes at mid-term and at the end of the quarter will be ineligible for participation in the school's co-curricular program based on guidelines set forth in the student handbook.

- III. Summer School
 1. Students who do not pass two or more classes will be required to attend a three-week (60-hour) summer school session.

 2. If a student fails to attend summer school, a meeting will be held with the student and the student's parents/guardians to establish an alternate learning plan.

Reviewed: December 1999
December 2004
May 2014
April 2018

007. STUDENTS

007.1 General Policies

007.13 Physical Examinations (possible deletion)

I. PURPOSE

The purpose of the policy is to provide direction to the school district and public regarding physical examination.

II. GENERAL STATEMENT OF POLICY

For the benefit of the individual student and the protection of other students and school personnel, it is the policy of the Saint Peter Public Schools to recommend periodic physical examinations of all students by a licensed healthcare provider. The selection of a licensed healthcare provider shall be made by the parents or guardians and the examination shall be at their expense.

III. RECOMMENDED/REQUIRED PHYSICAL EXAMINATIONS

- A. A physical examination is recommended for all students prior to entry into kindergarten.
- B. A physical examination is recommended for all students prior to entry into seventh grade.
- C. Physical examinations are required prior to participating in athletic co-curricular activities.
 - 1. The first exam must occur prior to participating in activities in grades 7-9.
 - 2. The second exam must occur prior to participating in activities in grades 10-12.
- D. The school district supports following the child's healthcare provider's recommendation for physical examinations.

IV. EXAMINATIONS

A student whose parents or guardians object to physical examinations on religious

or constitutional grounds shall be exempted from such requirements if a statement

signed by the student's parents or guardians requests the exemption and states the grounds for the request. A student age 18 or over whom objects to physical examinations on religious or constitutional grounds shall be exempted from such requirements by requesting the exemption and stating the grounds for the request in a written statement signed by the student. Exempting a student from the physical examination does not exempt the student from participating in the program of physical education. If such exemption is utilized, the student or parent/guardian (depending upon the student's age) shall furnish a written statement to the School District verifying that either the student has no disabilities and can fully participate or, setting forth the disabilities and limitations of the student. These exemptions do not apply to activities governed by the Minnesota State High School League (MSHSL).

Reviewed: December 1999
December 2004
May 2014
April 2018

007. STUDENTS

007.2 Student Conduct

007.27 MSHSL Rules and Regulations (possible deletion)

I. PURPOSE

The purpose of the policy is to identify the rules and regulations for activities governed by the Minnesota State High School League.

II. GENERAL STATEMENT OF POLICY

Student participation in co-curricular programs sponsored by the Minnesota State High School League.

III. RIGHTS AND RESPONSIBILITIES FOR STUDENTS WHO PARTICIPATE IN MINNESOTA STATE HIGH SCHOOL LEAGUE-SPONSORED ACTIVITIES

- A. Students who participate in Minnesota State High School League activities must abide by the guidelines as published in the Minnesota State High School League eligibility information bulletin in the area of athletics, arts and academics. Students will not be permitted to begin participation until the eligibility bulletin is signed by the parents/guardians and the student.
- B. Students must attend an information session prior to the beginning of the season that addresses rules and the regulations of participation, including the consequences for the use or possession of mood altering chemicals. Although not mandatory, parents/guardians are expected to attend these meetings with their students.
- C. The parent/guardian, by signing the bulletin, agrees to work with the school in monitoring the behavior of their student as it relates to violations of Minnesota State High School League Rules and Regulations.

IV. RULES FOR PARTICIPATION

Students who participate in Minnesota State High School League activities shall not, at any time, regardless of the quantity:

- A. use, consume, possess, buy, sell, or give away a beverage containing alcohol;
- B. use, consume, possess, buy, sell, or give away tobacco;
- C. use, consume, possess, buy, sell, or give away any other controlled substance (it is not a violation for a student to possess a controlled substance specifically prescribed for the student's own use by her/his doctor); or
- D. Use, consume, possess, buy, sell, or give away drug paraphernalia

V. PENALTIES FOR CATEGORY I ACTIVITIES

- A. Category I activities at Saint Peter High School include athletic and speech activities.
- B. Violations

1. First Violation

Penalty: after confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

2. Second Violation

Penalty: after confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests or four (4) weeks, whichever is greater, in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

3. Third and Subsequent Violations

Penalty: after confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests or six (6) weeks, whichever is greater, in which the student is a participant.

If after the third or subsequent violations, the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for

reinstatement in MSHSL activities after a minimum period of six (6) weeks. Only the director or a counselor of a chemical dependency treatment center may issue such certification.

Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.

D. Penalties are Cumulative

Penalties shall be cumulative beginning with and throughout the student's participation on any 7-12 grade team or activity.

E. Captaincy

A student shall be disqualified to be a captain of a team if the student serves a penalty during the season of participation in which he/she is serving as captain.

VI. PENALTIES FOR CATEGORY II FINE ART ACTIVITIES

A. Category II at Saint Peter High School

One-act plays and sectional music contests are classified as Category II activities. Pep band is not a Category II activity.

B. Violations

After confirmation of the violation, the student shall lose eligibility for the next regularly scheduled event for which the student is eligible. Penalties shall be cumulative beginning with and throughout the student's participation in a high school activity. Serving a Category II suspension does not fulfill a Category I suspension. Serving a Category I suspension does not fulfill a Category II suspension.

V. GUIDELINES FOR COMPLIANCE WITH MINNESOTA STATE HIGH SCHOOL LEAGUE RULES AND REGULATIONS

A. Any and all reported violations of Minnesota State High School League rules and regulations must be reported to the activities director or building principal. Coaches, directors, or advisors cannot declare a participant ineligible. Coaches, directors, or

advisors are directed to inform people who report violations to them to take their allegations to the activity director or building principal.

- B. Participation in co-curricular activities cannot be denied to an eligible student by a coach, director, or advisor.
- C. A coach, director, or advisor who directly witnesses a violation or who has a confession of a violation given to him/her is directed to report such an incident to the activities director or building level principal.
- D. Coaches, directors, and advisors are expected to know the school policies regarding the evaluation and suspicion of chemical abuse problems.
- E. Coaches, directors, and advisors are expected to act according to their professional judgment at all times.

VI. SAINT PETER HIGH SCHOOL REVIEW PROCEDURE

In addition to the rules and regulations as stated in the High School League eligibility information bulletins, District 508 adopts the following provision as a review procedure for individual student participation.

- A. In the event a serious problem arises in the area of academic achievement, behavior, attendance, or citizenship, a staff member may make a request to the principal that the student's participation in that co-curricular activity be reviewed.
- B. Upon receipt of this request by a staff member, the principal will call together a guidance counselor, the staff member who made the request, and the director and/or the coach of the co-curricular activity in which the student is involved. The student may be present, with a support person that he/she chooses; and
 - C. Following a review of the case, this group will make a recommendation to the high school principal in regard to the continued participation of the student in the co-curricular activity in which he/she is involved.

VII. SAINT PETER HIGH SCHOOL STANDARDS OF BEHAVIOR

Students from Saint Peter High School who participate in the regular activities sponsored by Minnesota State High School League are also expected to follow the standards of behavior listed below. Although the standards listed below do not carry a predetermined ineligibility penalty, the School Board, staff and

administration of District 508 believe that students who wish to represent Saint Peter High School have an obligation to meet the standards listed below:

A. Students are not to involve themselves in behavior that could lead to a criminal charge or court action. Students who are convicted of such a charge during a season of play will have their participation reviewed under the policy stated above; and

B. Students are not to involve themselves in activities that result in vandalism to Saint Peter High School or any other school that Saint Peter competes against. Students who are involved in vandalism of Saint Peter High School or any other high school in which Saint Peter competes against will have their participation reviewed under the policy stated above.

First Reading: October 2003

Adopted: November 2003

Revised: April 2005
 May 2014
 April 2018

007. STUDENTS

007.4 Student Welfare

007.41 Student Assistance Program (possible deletion)

I. PURPOSE

The purpose of the policy is to make clear the statutory requirements of school personnel on reporting and to identify support teams in place to help students.

II. GENERAL STATEMENT OF POLICY

All students have a right to an education. Any conditions or circumstances that deny this right must be reported by those who engage in the practice of education. The School District recognizes that there is a responsibility shared among parents/guardians, community members, and professional school staff for the educational development of students. Whenever student behaviors or physical appearances indicate potentially serious problems that adversely affect educational growth or negatively influence the educational climate, it becomes the responsibility of the school to provide assistance.

III. MINNESOTA LAW

The state of Minnesota has mandated by law that professional educators who have knowledge or reasonable cause to believe a student is being neglected or physically/sexually abused, shall report such information immediately to the appropriate authorities.

- A. Child abuse or neglect and chemical abuse may be revealed by a variety of symptoms in school, such as absenteeism or truancy, inability to concentrate on tasks, low achievement, or signs of excessive aggression.
- B. No student with chemical dependency, mental or physical problems, or serious personal problems, will have his/her student status affected for seeking and/or accepting diagnosis and treatment. If the student refuses to accept assistance or continually does not respond to treatment, or if significant indications of chemical abuse or other problems persist Policy 007.2 (Student Conduct) will be implemented.

I. STUDENT ASSISTANCE TEAM

The professional staff of each building or division in the School District shall

establish a Student Assistance Team (SAT), which shall consist of the building principal, the school nurse, the school social worker or counselor, and two professional staff members appointed by the principal. This team will make supportive consultation and technical assistance available to the employee making the referral. In the case of child abuse or neglect, school personnel will make required reports to city and county officials. In the case of chemical abuse, the team, along with the referring employee, will decide if further intervention is warranted.

Reviewed: December 1999
April 2005
May 2014
April 2018

007. STUDENTS

007.6 Student Activities

007.63 Academic Competition (ongoing)

I. PURPOSE

The purpose of this policy is to outline the school district's financial commitment to students participating in school-sponsored activities at state and national academic competitions.

II. GENERAL STATEMENT OF POLICY

It is the policy of the School District to support students financially at state and national academic competitions.

III. GUIDELINES

1. The School District shall provide necessary funding to allow competition for all school-sponsored activities at the district, regional, and state levels. School-sponsored activities shall be those adopted by the School Board.
2. Competition at the national level is supported when students are recommended for advancement to the national competition by placing first in a state-level competition. If this occurs, the school district will provide up to a maximum of \$500 per student or \$2,500 per team except that no student shall receive more than 50 percent reimbursement for registration, travel, food, and housing.
3. School clubs and organizations which have not met the criteria listed above may receive financial support for national competition in special cases. The School Board shall make the final decision on any such funding.

Reviewed: December, 1999
October, 2004
March, 2013
October, 2016

008. COMMUNITY RELATIONS

008.1 Community Information

008.11 Community Information Program

008.2 Community Participation

008.21 Community Task Force

008.22 See Policy 908 Volunteers

008.3 Community Use of School District Facilities and Equipment

008.31 See Policy 902 Use of School District Facilities and Equipment

008.32 See Policy 903 Visitors to School District Buildings and Sites

008.4 General Policies

008.41 See Policy 419-Tobacco-Free Environment; Possession And Use Of Tobacco, Tobacco-related Devices, And Electronic Delivery Devices; Vaping Awareness And Prevention Instruction

008.42 See Policy 501-School Weapons Policy

008.43 Chemical Use and Abuse

008.44 See Policy 805-Waste Reduction and Recycling

008.5 Students, Employees, Parents, Other Persons

008.51 See Policy 103-Complaints-Students, Employees, Parents, Other Persons

008.6 See Policy 909 Hall of Fame

008. COMMUNITY RELATIONS

008.1 Community Information

008.11 Community Information Program (possible deletion)

I. PURPOSE

The School Board believes in effectively communicating with employees, students, and the community.

II. GENERAL STATEMENT OF POLICY

The School Board recognizes that intelligent, informed support of the schools is possible only when the community knows, understands, and participates in school activities, programs, and policies.

III. GOALS

The School Board intends:

- A. To keep the community and employees regularly and adequately informed as to policies, programs, planning, needs, and accomplishments of the school system;
- B. To cooperate in every reasonable way with the news media
- C. To maintain an atmosphere which makes two-way communication between the School District and the community a vital force for the continuing improvement of the schools;
- D. To encourage and be responsive to the advice and counsel of the community;
- E. To solicit the studied recommendations of the community, staff, and students through advisory committees selected and appointed by the Board of Education to consider specific mandates and changes;
- F. To maintain an atmosphere of mutual understanding and respect for everyone;
- G. To maintain a climate that attracts quality staff and encourages them to engage with external stakeholders;
- H. To charge the administrative staff of the schools, as well as the School Board

with the duty to apply this policy as an integral part of regular activities and responsibilities; and

- I. To evaluate past procedures in order to improve future communication procedures.

IV. COMMUNITY ACCESS TO SCHOOL DISTRICT RECORDS

Public records of the school system may be inspected and examined at reasonable times and without unreasonable delays except when access is prohibited by law.

Requests for information from, or copies of, identifiable records shall be granted unless the request involves a category of information that is exempted from disclosure under the law. A charge of \$0.25 may be made for each page of copy requested and an additional charge based upon \$25 per hour may be made for finding information more than five (5) years old and requiring a search.

Reviewed: December 1999
June 2005
June 2014
July 2014
July 2018

008. COMMUNITY RELATIONS

008.2 Community Participation

008.21 Community Task Force (possible deletion)

I. PURPOSE

The purpose of this policy is to establish the procedures for the School Board to establish community task forces.

II. GENERAL STATEMENT OF POLICY

It shall be the policy of the Board to set up a Community Task Force as it may deem expedient or advisable.

III. PROCEDURES

To provide a consistent method of selection and communication, the following procedures will be implemented:

- A. The School Board has the prerogative to appoint qualified and interested persons to a task force in accordance with criteria and guidelines that it may determine.
- B. The School Board shall charge the task force with its functions and objectives, set deadlines, and provide conditions or arrangements necessary to implement the charge. Members of the task force shall be given a concise, written statement of the charge(s).
- C. All appointees shall meet with the chairperson of the board or the chairperson's designee to be sure the charge(s) is/are clearly understood by the member of the task force.
- D. Members of the task force shall deal only with the charge(s) outlined.
- E. The board chair and/or designee shall call the first meeting of the task force and shall meet with the task force to clarify further the task and help select a chairperson for the committee.
- F. If the task force reaches more than one solution to the charge, such recommendations shall be prioritized before presentation to the School Board.
- G. The task force shall report its findings to the School Board at a regularly

scheduled meeting.

Reviewed: December 1999
June 2005
June 2014
July 2014
July 2018

008. COMMUNITY RELATIONS

008.4 General Policies

008.43 Chemical Use and Abuse (possible deletion)

I. PURPOSE

The purpose of this policy is to assist the School District in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- a. Use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with School District policies with respect to a Drug-Free Workplace/Drug-Free School.

- b. The Superintendent of Schools shall establish a process for involving parents and community members in addressing chemical abuse problems in the district.

- c. The School District shall establish and maintain a program to educate employees, students, and others regarding this policy and the goals of achieving drug-free schools and workplaces.

First Reading: April 12, 2007

Adopted: May 10, 2007

Reviewed: June 2014
July 2014
July 2018



ADDENDUM

REGULAR BOARD MEETING October 17, 2022 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

2. AGENDA ITEM #2

Subject: Consider Approval of Compulsory Attendance Report

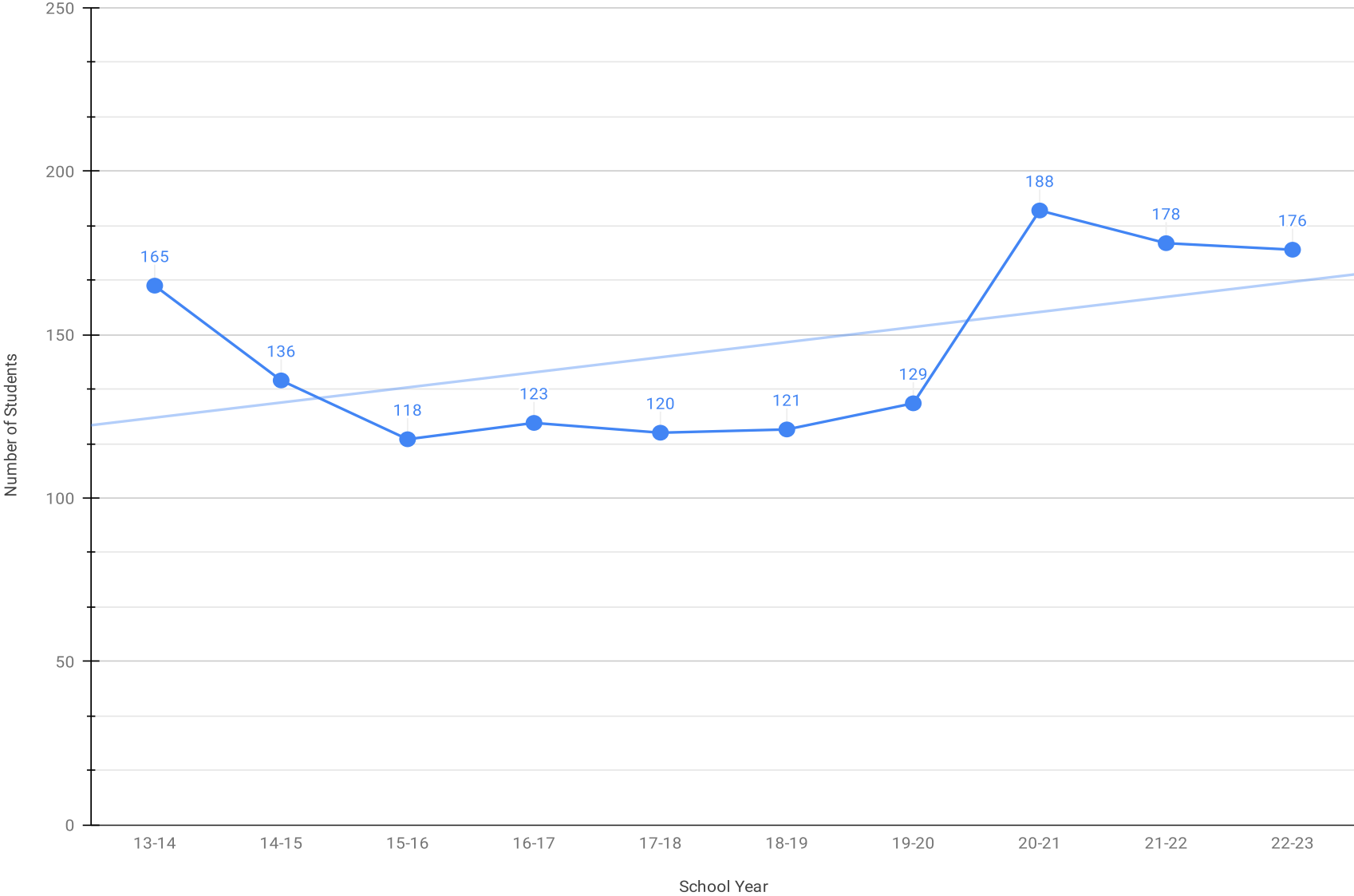
Action: Requires a Motion

Background: The Compulsory Attendance Report is presented on an annual basis. The report indicates the number of students in our district who are homeschooled or who attend a parochial school. A ten-year history of the report is included in your packet.

Presentation: Superintendent of Schools

Recommendation: I recommend approval of the report.

10 Year Trend of Resident Students Attending Unaccredited/Home Schools



	6yrs -K	7yrs -1st	8yrs-2nd	9yrs-3rd	10yrs-4th	11yrs-5th	12yrs-6th	13yrs-7th	14yrs-8th	15yrs-9th	16yrs-10th	17yrs-11th	18yrs-12th	TOTAL
Home School														
13-14				1	2					2	1		2	8
14-15				2	1	2	1				2			10
15-16	1	1	1	3	1	1	2	2				2	1	15
16-17		1	1	1	3		1	1	2				2	12
17-18		1	2	1	2	3		1	2	1				13
18-19		1				1		1	2	1			1	8
19-20		1	2	2	1	1		3	2	3	3		1	17
20-21	1	4	5	4	1	4	1	3	3	2	6	1		35
21-22	2	1	6	2		3	2	2	2	2	3	2		27
22-23	1	4	1	2	2	2	1		2	2	2	2	1	22
John Ireland														
13-14	9	11	9	16	6	19	14							84
14-15	9	7	10	8	8	4	17							63
15-16	5	9	9	7	8	9	4							51
16-17	7	5	9	9	8	7	7							52
17-18	9	5	5	8	10	8	5							50
18-19	6	8	6	5	8	9	6							48
19-20	10	5	8	5	5	8	7							48
20-21	11	12	8	9	6	6	9							61
21-22	15	8	15	6	11	5	5							65
22-23	6	16	8	14	6	10	11	4						75
Imm. Lutheran Mankato														
13-14												2		2
14-15													2	2
15-16	1					1								2
16-17		1					1							2
17-18		1						1						3
18-19			1	1					1					3
19-20				1	1					2				4
20-21					1	1					2			4
21-22												1		1
22-23													2	2
MN Valley Lutheran														
13-14											1	1	2	4
14-15											2	1	1	4
15-16										1		1	1	3
16-17										2				2
17-18											2			2
18-19										1		3	1	5
19-20										2			2	4
20-21										3	2	1		6
21-22										4	3	1	1	9
22-23										2	4	3	1	10
Loyola Catholic Schools														
13-14			1					1	2	2	1	1	2	10
14-15									1	2	2	1	1	7
15-16		1	1							1	2	1	1	7
16-17			1	1							1	2	1	6
17-18					1				1		1		2	5
18-19		1	1							1		1	1	5
19-20													1	1
20-21	1	1				1		1	2	1		1		8
21-22	2	1		1			1			3		2	1	11
22-23	2	3	1	1				1			3		2	13
St Peter Lutheran														
13-14	5	7	6	5	3	3	5	2	5					36
14-15	3	5	7	4	5	2	3	4	2					32
15-16	4	3	5	10	4	5	2	1	3					33
16-17	10	4	6	5	10	4	5	2	2					38
17-18	4	11	4	3	4	6	4	4	2					38
18-19	7	4	11	4	5	3	6	4	5					42
19-20	7	7	4	9	4	5	6	5	4					44
20-21	16	7	9	5	8	5	6	9	5					70
21-22	8	10	5	7	7	6	3	9	8					63
22-23	7	7	9	4	5	7	6	4	7					56
Trinity Lutheran - Nicollet														
13-14		1	1	1										3
14-15	1	1	1	1		1								3
15-16		1		1	1	1								4
16-17			1		1	1		1						4
17-18	1			1		1	1	1						4
18-19		1			1		1							3
19-20			1			1								2
20-21	2	1		1										4
21-22		1			1									2
22-23			1			1								2
10 YEAR TOTALS														
13-14	15	20	18	23	12	22	20	5	7	8	5	4	6	165
14-15	14	15	22	16	15	8	21	5	3	3	6	4	4	136
15-16	11	15	16	21	14	17	8	2	3	2	2	4	3	118
16-17	17	18	12	13	17	18	10	7	5	1	3	0	2	123
17-18	14	18	12	13	17	18	10	7	5	1	3		2	120
18-19	13	15	19	10	14	13	13	5	8	3		5	3	121
19-20	17	13	15	17	11	15	13	8	6	7	3		4	129
20-21	31	25	22	19	16	17	16	13	10	6	10	3	0	188
21-22	27	21	26	16	19	14	11	11	10	9	6	6	2	178
22-23	16	30	20	21	13	20	18	5	13	4	9	5	6	180

	6yrs -K	7yrs -1st	8yrs-2nd	9yrs-3rd	10yrs-4th	11yrs-5th	12yrs-6th	13yrs-7th	14yrs-8th	15yrs-9th	16yrs-10th	17yrs-11th	18yrs-12th	TOTAL
Home School														
13-14				1	2					2	1		2	8
14-15				2	1	2	1				2			10
15-16	1	1	1	3	1	1	2	2				2	1	15
16-17		1	1	1	3		1	1	2				2	12
17-18		1	2	1	2	3		1	2	1				13
18-19		1				1		1	2	1			1	8
19-20		1	2	2	1	1		3	2	3	3		1	17
20-21	1	4	5	4	1	4	1	3	3	2	6	1		35
21-22	2	1	6	2		3	2	2	2	2	3	2		27
22-23	1	4	1	2	2	2	1		2	2	2	2	1	22
John Ireland														
13-14	9	11	9	16	6	19	14							84
14-15	9	7	10	8	8	4	17							63
15-16	5	9	9	7	8	9	4							51
16-17	7	5	9	9	8	7	7							52
17-18	9	5	5	8	10	8	5							50
18-19	6	8	6	5	8	9	6							48
19-20	10	5	8	5	5	8	7							48
20-21	11	12	8	9	6	6	9							61
21-22	15	8	15	6	11	5	5							65
22-23	6	16	8	14	6	10	11	4						75
Imm. Lutheran Mankato														
13-14												2		2
14-15													2	2
15-16	1					1								2
16-17		1					1							2
17-18		1						1						3
18-19			1	1					1					3
19-20				1	1					2				4
20-21					1	1					2			4
21-22												1		1
22-23													2	2
MN Valley Lutheran														
13-14											1	1	2	4
14-15											2	1	1	4
15-16										1		1	1	3
16-17										2				2
17-18											2			2
18-19										1		3	1	5
19-20										2			2	4
20-21										3	2	1		6
21-22										4	3	1	1	9
22-23										2	4	3	1	10
Loyola Catholic Schools														
13-14			1					1	2	2	1	1	2	10
14-15									1	2	2	1	1	7
15-16		1	1							1	2	1	1	7
16-17			1	1							1	2	1	6
17-18					1				1		1		2	5
18-19		1	1							1		1	1	5
19-20													1	1
20-21	1	1				1		1	2	1		1		8
21-22	2	1		1			1			3		2	1	11
22-23	2	3	1	1				1			3		2	13
St Peter Lutheran														
13-14	5	7	6	5	3	3	5	2	5					36
14-15	3	5	7	4	5	2	3	4	2					32
15-16	4	3	5	10	4	5	2	1	3					33
16-17	10	4	6	5	10	4	5	2	2					38
17-18	4	11	4	3	4	6	4	4	2					38
18-19	7	4	11	4	5	3	6	4	5					42
19-20	7	7	4	9	4	5	6	5	4					44
20-21	16	7	9	5	8	5	6	9	5					70
21-22	8	10	5	7	7	6	3	9	8					63
22-23	7	7	9	4	5	7	6	4	7					56
Trinity Lutheran - Nicollet														
13-14		1	1	1										3
14-15	1	1	1	1		1								3
15-16		1		1	1	1								4
16-17			1		1	1		1						4
17-18	1			1		1	1	1						4
18-19		1			1		1							3
19-20			1			1								2
20-21	2	1		1										4
21-22		1			1									2
22-23			1			1								2
10 YEAR TOTALS														
13-14	15	20	18	23	12	22	20	5	7	8	5	4	6	165
14-15	14	15	22	16	15	8	21	5	3	3	6	4	4	136
15-16	11	15	16	21	14	17	8	2	3	2	2	4	3	118
16-17	17	18	12	13	17	18	10	7	5	1	3	0	2	123
17-18	14	18	12	13	17	18	10	7	5	1	3		2	120
18-19	13	15	19	10	14	13	13	5	8	3		5	3	121
19-20	17	13	15	17	11	15	13	8	6	7	3		4	129
20-21	31	25	22	19	16	17	16	13	10	6	10	3	0	188
21-22	27	21	26	16	19	14	11	11	10	9	6	6	2	178
22-23	16	30	20	21	13	20	18	5	13	4	9	5	6	180



ADDENDUM

REGULAR BOARD MEETING October 17, 2022 SPCC-Governor's Room 6:30PM

VIII. INFORMATION ITEMS

1. AGENDA ITEM #1

Subject: Report on Student Enrollment

Background: At tonight's meeting, you will be presented with the enrollment numbers and other enrollment data as of October, 2022. Enrollment numbers are important to monitor on an ongoing basis.

Presentation: Business Manager
Superintendent of Schools

	Bdgt	8/29	9/6	9/12	9/19	9/26	10/3	10/10
*.6	51	0	30	32.4	32.4	32.4	32.4	33.6
ECSE	85		50	54	54	54	54	56
South								
HK	0	0	31	31	31	32	32	32
K	150	0	103	102	102	101	101	101
1	141	0	143	142	141	141	142	142
Total South	291	0	277	275	274	274	275	275
North								
2	120	0	127	127	124	124	120	120
3	128	0	143	141	140	139	135	137
4	134	0	130	129	127	127	128	129
Total North	382	0	400	397	391	390	383	386
MS								
5	150	0	158	160	161	160	160	160
6	150	0	154	153	152	152	153	153
7	140	0	150	148	148	148	148	148
8	179	0	168	166	167	166	166	167
Total MS	619	0	630	627	628	626	627	628
HS								
9	176	191	189	189	189	189	190	190
10	176	175	176	175	176	176	177	176
11	187	185	182	181	181	182	183	183
12	168	170	169	168	168	169	169	167
Total HS	707	721	716	713	714	716	719	716
Total K-4	673	0	677	672	665	664	658	661
Total 5-12	1326	721	1346	1340	1342	1342	1346	1344
Total K-12	1999	721	2023	2012	2007	2006	2004	2005
Total K-12 w/RB	2024	721	2045	2034	2029	2028	2026	2027
TOTAL DISTRICT incl. ECSE	2075	721	2075	2066.4	2061.4	2060.4	2058.4	2060.6
Rock Bend	25	0	22	22	22	22	22	22
10		0	1	1	1	1	1	1
11	10	0	6	6	6	6	6	6

MARSS COMPENSATORY REVENUE STUDENT COUNT REPORT

USING FALL DATA

2022-2023 SCHOOL YEAR

District Level of Detail

Information contained in this report must be treated as private data on students.

Grade Level	0 Ineligible		1 Reduced		2 Free		Total Eligible for Reduced Price Meals	Total Eligible for Free Meals	Combined Totals for Reduced + Free Meals	Compensatory Revenue Enrollment Total
EC	23	1	0	5	9.3%	26	48.2%	31	57.4%	54
HK	14	1	1	2	6.3%	16	50.0%	18	56.3%	32
KG	57	0	6	8	7.9%	36	35.6%	44	43.6%	101
01	82	2	6	16	11.6%	40	29.0%	56	40.6%	138
02	64	4	2	11	9.2%	45	37.5%	56	46.7%	120
03	68	2	7	13	9.6%	55	40.4%	68	50.0%	136
04	71	9	4	16	12.5%	41	32.0%	57	44.5%	128
05	80	6	8	22	14.0%	55	35.0%	77	49.0%	157
06	83	3	7	9	5.9%	60	39.5%	69	45.4%	152
07	83	5	8	17	11.4%	49	32.9%	66	44.3%	149
08	98	4	11	16	9.4%	56	32.9%	72	42.4%	170
09	119	8	6	18	9.4%	54	28.3%	72	37.7%	191
10	110	4	7	16	8.8%	56	30.8%	72	39.6%	182
11	115	12	5	22	11.5%	54	28.3%	76	39.8%	191
12	111	4	7	16	8.7%	56	30.6%	72	39.3%	183
Totals:	1178	65	85	207	9.9%	699	33.5%	906	43.5%	2084

This report represents data at a preliminary stage. Student records with local errors are excluded from this report as well as students with State Aid Categories 14*15*16*17*18*20*21*24*25*28*29*52*98. To be included in the Compensatory Revenue counts, students must be enrolled over October 1.



ADDENDUM

REGULAR BOARD MEETING October 17, 2022 SPCC-Governor's Room 6:30PM

VIII. INFORMATION ITEMS

2. AGENDA ITEM #2

Subject: First Reading of Revisions to Policy Manual

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

902-Facilities Use

Presentation: Superintendent Gronseth
Policy Committee

902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

II. GENERAL STATEMENT OF POLICY

The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

- A. The school district administration shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for providing publicity, registration, and collection of fees shall be the responsibility of the school district administration.
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

~~A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.~~

~~B. Requests for use of school facilities by community groups or individuals shall be made through the district administrative office. The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.~~

~~C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities. A rental fee schedule, deposit or surety bond schedule, and payment procedure shall be presented for review and approval by the school board.~~

~~D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find an acceptable alternative meeting space.~~

V. USE OF SCHOOL EQUIPMENT

~~The administration will present a procedure to the school board for review and approval regarding the type of equipment that is available for community use, the extent to which it may be utilized, and the manner by which it may be scheduled for use and any charges to be made relating thereto. Upon approval of the school board, such procedure shall be an addendum to this policy.~~

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

~~The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment. A certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries.~~

VII. VI. PRIORITY FOR USE OF FACILITIES

1. Tier 1

School district-sponsored activities

Saint Peter Civic Organizations (Community organizations that serve Saint Peter District Students)

Non-Profit Community Groups (Community organizations that support youth activities District students)

Tier 1 status is only granted for non-fundraising purposes.

2. Tier 2

Saint Peter Civic Organizations (Community organizations that serve Saint Peter Students)

Non-Profit Community Groups (Community organizations that support youth activities)

Tier 2 status is used when admission is charged and/or when used for fundraising activities.

3. Tier 3

Commercial Use

VIII. VII. FACILITY USE PROCEDURES

1. User group reviews the Facility Use Policy
2. User group completes the online Facilities Use request form found at www.stpetersschools.org
3. Large events may require a scheduled walk-through
4. A Facility Use Permit will be sent to confirm each reservation and identify cost.
5. A post-event final invoice will be sent to user group after all charges are known, including emergency calls.
**The exception to this is the use of the community pool. The swimming pool can be rented for events by contacting Saint Peter Community and Family Education.*

IX. VIII. FACILITY, PERSONNEL, AND EQUIPMENT FEES

1. Annually, the superintendent will recommend and receive school board approval for the school district facility and equipment use fees and personnel fees.

2. Tier 2 and tier 3 groups using school district facilities may be assessed a facility use charge, staffing charges, and/or equipment use charges. Potential user groups not falling into one of the categories listed above will be assessed fees as determined by the administration.
3. A Saint Peter Schools employee or other approved community supervisor must be on duty whenever facilities are in use. Community supervisors will be approved by the building administration or designee.
 - a. Additional personnel is required in the following areas:
 - i. Kitchen - A food service employee must be on duty whenever cafeteria kitchen facilities are used.
 - ii. Performing Arts - The high school's Performing Arts Center requires school district event supervisors. For large events, school district administration may be required. In these cases, additional supervisor fees will be included in the rental agreement.
 - iii. Concessions/Food - The school district follows all food service and concessions regulations set by the MN Department of Health and Nicollet County Public Health. Groups interested in selling and/or serving food are required to obtain the necessary permit(s) from Nicollet County and provide a copy to ISD 508.
 - b. A certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries.
 - c. Organizations and individuals shall assume the cost of custodial service, when necessary, for the use of the school beyond regular custodial duty hours.
 - d. Any facility user may be assessed a custodial service fee if the use of a facility requires significant cleanup. Organizations and individuals are expected to return the facility to its original state before leaving.
 - e. The superintendent or designee has the authority to alter the fees for the use of the school district facilities and equipment.

~~X.~~ **IX. RULES FOR SCHOOL DISTRICT FACILITIES AND EQUIPMENT USE**

The following rules must be observed in the use of school district facilities, and the groups, organizations, and individuals will be held responsible for compliance.

- a. The school district is not responsible for lost or stolen items.
- b. Possession and use of tobacco products and alcoholic beverages are not permitted on district property at any time. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian Native American spiritual or cultural ceremony. It shall not be a violation of this policy for an Indian Native American adult or student to carry loose tobacco in a tobacco pouch intended for spiritual or cultural ceremonial support with the permission of the student's parent or guardian and the written or verbal notice to the site administrator.
- c. No firearms shall be brought onto district property for any reason other than an authorized firearms safety program.

- d. Fire and safety regulations of the state, district, county, and city must be observed at all times. All legal ordinances pertaining to public assemblies must be adhered to and will be enforced.
- e. The building administrator or designee is authorized to act in any case not covered by the rules and regulations or to make exceptions to the rules and regulations as deemed necessary.

XI. X. CANCELLATION OF FACILITY USE PERMITS

- a. Permit holders are asked to provide 48 hours' notice of any cancellation. If notice is not provided, ISD 508 may charge to cover the preparation and/or set-up of the facilities.
- b. ~~An approved permit shall not be considered by the applicant as a lease, and the building administrator or designee reserves the right to cancel or revoke any permit at any time. Reasons that the school district may cancel a facility permit include, but are not limited to:~~
 - i. ~~Inadequate group supervision as determined by the building administrator or designee.~~
 - ii. ~~Misuse of equipment or facilities.~~
 - iii. ~~Group conduct of an inappropriate or unacceptable nature as determined by the building administrator or designee.~~
 - iv. ~~Emergency situations, including weather conditions or school building site limitations (e.g., water, heat, electrical).~~
 - v. ~~Violation of district policies.~~
- c. In the event of the cancellation or revocation of a permit, there shall be no claim or right to damages or compensation on account of any loss, damage, or expenses whatsoever.