



SAINT PETER SCHOOL BOARD
Regular Board Meeting
Thursday, January 19, 2023
SPCC-Governor's Room, 600 S. 5th St., Saint Peter,
MN 56082
6:30 PM

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. Oath of Office for Re-Elected Member of the School Board	3
VI. Approval of Consent Agenda Items	4
VII. Student Spotlight -Ridwan Dekene, Senior at Rock Bend ALC	
1. Student Council Report	
VIII. Action Items	
1. Consider Approval of 2023-2024 Budget Timeline	28
2. Consider Approval of High School Course/Program Changes for 2023-2024	31
3. Consider Approval of Second Reading of Revisions to the Policy Manual	33
IX. Information Items	
1. Enrollment Options: Yearly Comparison Report	48
2. Appointments to Standing School Board Committees	53
A. Education Committee	
B. Business Committee	
C. Human Resources Committee	
D. Shared Programs Committee	
E. Policy Committee	
Other Committees/Agency Boards	
F. Community Education Advisory Committee	
G. Legislative Committee	
H. Meet and Confer Committee	
I. Minnesota State High School League Advisory Committee	
J. Minnesota Valley Education District (MVED Board)	
K. Nicollet County Collaborative	
L. Saint Peter Education Foundation	
M. South Central Educational Service Cooperative	
N. World's Best Workforce Advisory Committee	
O. Education Equity Advisory Council	
P. Saint Peter High School Hall of Fame Selection Committee	
Q. ALC Governing Board	
X. Reports	

1. Building Principals
2. Superintendent of Schools
3. Board Members
 - a. Around the Table

XI. Upcoming Meetings of the School Board Study Session

Monday, February 6, 2023

6:30PM

SPMS-Media Center

XII. Adjournment

SCHOOL BOARD MEMBER OATH OF OFFICE

It is an honor that you were elected to guide the education of our community’s children. As you recite the oath of office, you assume a tremendous responsibility as a director of our school district with the duties empowered by the Minnesota Legislature. This power puts you and the other members of our school board in the position of being both morally and legally responsible for equitable, quality education of every student in the district.

In carrying out this responsibility, you will be asked to fulfill the roles of vision, structure, accountability, and advocacy. In providing vision, the board, with extensive participation of the community, envisions the community’s educational future and then formulates the goals, defines the outcomes and sets the course for the public schools.

To achieve the vision, the board establishes a structure and creates an environment designed to ensure all students the opportunity to attain their maximum potential through a sound organizational framework.

Because as a board we must be accountable to the community, we must ensure a continuous assessment of student achievement and all conditions affecting the education of our children.

As board members, we serve as education’s key advocate on behalf of students and our community schools to advance the vision for our schools.

Furthermore, we must strive to work together with the superintendent and staff to lead the district toward fulfilling the vision we have created, fostering excellence for every student in the areas of academic skills and knowledge, citizenship and personal development.

Having signed the acceptance of office and oath of office, I hereby publicly affirm my commitment to the oath of office:

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 508 to the best of my judgment and ability.

Board Chair

Date

Member

Date



ADDENDUM

REGULAR BOARD MEETING January 19, 2023 SPCC-Governor's Room 6:30PM

VI. CONSENT AGENDA

1. Approval of the Regular Board Meeting minutes of December 19, 2022.
2. Approval of the Organizational Meeting minutes of January 9, 2023.
3. Approval of Special Board Meeting minutes of January 9, 2023.
4. Approval of Bills (\$2,109,036.79) and Wire Transfers (\$3,590,201.12) for December 2022.
5. Gifts and Donations
6. Contracts
7. Personnel
 - a. The approval of the hiring of a paraprofessional (Brad Boyer) at Oshawa Learning Center beginning January 3, 2023. This is a replacement position.
 - b. The approval of the hiring of a program paraprofessional (Olivia Oeltjen) at North Elementary beginning January 9, 2023. This is a replacement position.
 - c. The acceptance of the resignation of a housekeeper (Nick Negron) at Saint Peter High School effective December 21, 2022.
 - d. The approval of the hiring of a traffic support and special education paraprofessional (Adrienne Brock) at South Elementary beginning January 3, 2023. This is a replacement position.
 - e. The acceptance of the resignation of a special education paraprofessional (Naomi Harris) at South Elementary effective December 21, 2022.
 - f. The approval of the hiring of an IT Support Specialist (Kelson Lund) for the remainder of the 2022-23 school year.

g. The approval of the hiring of a cook/dishwasher (Matthew Becker) at Saint Peter High School effective January 12, 2023.

h. The approval of the hiring of a Saints Overtime Assistant (Kendra Stanton) with Saint Peter Community and Family Education. This is a replacement position.

i. The approval of a Family Medical Leave for the Early Childhood and Targeted Services Program Assistant (Gina Evenson) at Saint Peter Early Childhood. Her leave will begin on January 9, 2023 and has an undetermined end date.

j. The approval of a Family Medical Leave for a paraprofessional (Deb Schultz) at Saint Peter Early Childhood. She will be on leave January 4, 2023-February 23, 2023.

k. The approval of a Saint Peter High School Diploma for a student (Kira Wilking) who has met the established requirements.

THE MINUTES OF THE MEETING HAVE NOT BEEN APPROVED

Minutes of Regular Board Meeting

The School Board

Saint Peter Public Schools

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

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

Administrative Team members: Tim Regner

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

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

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

II. Pledge of Allegiance

III. Consider Requests to Speak on the Agenda

IV. Consideration and Adoption of the Agenda-(Lokensgard/Martens, unanimous)

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

VI. Approval of Consent Agenda Items

1. Approval of the Special Board Meeting minutes of November 21, 2022.
2. Approval of the Regular Board Meeting minutes of November 21, 2022.
3. Approval of the Study Session Meeting minutes of December 5, 2022.
4. Approval of Bills (\$1,966,004.78) and Wire Transfers (\$3,677,753.08) for November 2022.
5. Gifts and Donations
6. Contracts
 - a. The approval of Solar Energy System Installation Contracts with SolarPod at Saint Peter Middle School and Saint Peter High School.
 - b. The approval of a contract for a part-time School Nurse (Delores Griffith) with Saint Peter Public schools beginning January 3, 2023.
7. Personnel

- a. The approval of a FMLA request for a teacher (Robyn Woods) at South Elementary from November 28, 2022 through December 21, 2022.
- b. The approval of the hiring of a Saints Overtime Assistant (Rowan Thom) with Saint Peter Community & Family Education. This is a replacement position.
- c. The approval of the hiring of a Special Education Paraprofessional (Tom Wolfe) at Rock Bend ALC. This is a replacement position.
- d. The approval of the hiring of an attendance clerk (Maria Figueroa) at Saint Peter High School. This is a replacement position.
- e. The acceptance of the resignation of a paraprofessional (Jamie Willis) at Rock Bend ALC effective December 20, 2022.
- f. The approval of the hiring of a long-term teaching substitute (Rachel Rehnelt) for the duration of a maternity leave.
- g. The approval of the hiring of an MSU, Mankato Substitute Teaching K-4 Intern (Jessi Jo Johnson) to work at both North and South Elementaries.
- h. The acceptance of the resignation of a paraprofessional (Katy Larson) at North Elementary effective December 12, 2022.
- i. The approval of the hiring of an evening custodian (Nicole Otero) to work in the Early Childhood wing effective December 16, 2022.
- j. The approval of the hiring of a MSU, Mankato Substitute Teaching Intern (Taryn Bellinger) to work at Saint Peter Middle School.
- k. The approval of a Maternity Leave Request for a Special Education Case Facilitator (Heather Sather) from the date of her baby's birth until May 5, 2023.
- l. The acceptance of the resignation of a Student Success Coach Paraprofessional (Taylor Perrin) at North Elementary School beginning January 2, 2023.
- m. The approval of the hiring of an ELL teacher (Andrew Smith) at Saint Peter Middle School for the remainder of the 2022-2023 school year. This is a replacement position.
- n. The approval of the hiring of a part-time Registered Nurse (Dolores Griffith) at North Elementary. This is a replacement position.

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VII. Student Spotlight

1. Kolby Nixon, Saint Peter Middle School 6th grader-Kolby is the son of Dave and Jodi Nixon, he was the most recent recipient of the SPMS AAA Award. Kolby plays 4 sports, P.E. is his favorite subject and he envisions sports in his future as a career.

VIII. Action Items

1. Consider Approval of the 2021-2022 Audit-(Lokensgard/Kautt, unanimous)
2. Consider Approval of Certification of School District Levy for Taxes Payable in 2023- Member Lokensgard motioned to certify the levy for taxes payable in 2023 in the amount of \$7,143,023.38 seconded by Stuewe, unanimous. Motion passed.
3. Consider a Resolution Establishing Combined Polling Places-(Martens/Lokensgard)

Role Call: AYE: Potts, Lokensgard, Stuewe, Dixon, Martens, Kautt, Leonard
NAY: None Motion passed, Resolution approved

4. Consider Approval of Second Reading of Revisions to the Policy Manual-(Potts/Martens, unanimous)

IX. Information Items

1. First Reading of Revisions to Policy Manual-Six policies came before the school board for a first reading.
2. Native American Parent Advisory Council (NAPAC) Update-Jon Graff and NAPAC Chair Charmayne Klah gave an overview of the committees goals and accomplishments. They have been very active with events and shows, such as the Cultural Trunk. Their committee is looking for two more members.

X. Reports

1. Building Principals

Mrs. Prafke-Early Childhood

- Winter Themes
- 3-4 year old preschool has opening
- Next screening will be in February

Mr. Doherty-North Elementary

- Student Council Boot Drive (North's entrance hallway)
- Giving Tree
- 4th Grade Kindness Retreat in February
- A new Saints Center episode is out

Mr. Graff-Saint Peter Middle School

- Winter Concert Series are complete
- Student Council hot chocolate Friday event
- Project for Teens focus is courage
- Middle School registration process will begin in January

Mrs. Engeldinger-Saint Peter High School

- Working with the Saint Peter American Legion on a Veterans project
- Shrek was a huge hit
- 150 students grade 9-12 are headed to New York for a choir trip

Mrs. Sykora-Alternative Programs

- Second session of night school has completed, registration for session three opens in January
- RockBend has a couple of openings
- Oshwa Learning Academy is working with students on routines

2. Superintendent of Schools-Mr. Gronseth offered his sympathies to the family of Rocco Pauletti and thanked the district's Crisis Team. The music and arts departments at all of our schools have created wonderful performances with their students. District promotional videos are nearly complete, they will be rolled out with our enrollment campaign. There are two more days of school prior to winter break.

3. Board Members

a. Around the Table

Member Stuewe-Inquired if the districts registraion information is shared with the private schools in Saint Peter. She appreciates the community connections with the School Liaison officers. Merry Christmas.

Member Kautt-Delatege assembly resolutions

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

Business Committee

Monday, January 9, 2022

5:00 PM

SPCC-Governor's Room

Organizational Meeting

Monday, January 9, 2022

6:00PM

SPCC-Governor's Room

Education Committee

Tuesday, January 10, 2022

6:30PM

DO

MSBA Leadership Conference

Thursday, January 12, 2023-

Friday, January 13, 2023

Policy Committee

Wednesday, January 18, 2022

4:00PM

DO

Regular Board Meeting

Thursday, January 19, 2022

6:30PM

SPCC-Governor's Room

XII. **Adjournment**-8:04 PM (Stuewe/Potts, unanimous)

Dated: January 19, 2023

Kate Martens, Board Clerk

THE MINUTES OF THE MEETING HAVE NOT BEEN APPROVED

Minutes of Organizational Meeting

The School Board

Saint Peter Public Schools

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

Members Absent: Ben Leonard, Bill Kautt

Others present: Superintendent Bill Gronseth, Business Manager Tim Regner and Administrative Assistant Sarah Janovsky

A Organizational Meeting of the School Board of Saint Peter Public Schools was held Monday, January 9, 2023, beginning at 6:00 PM in the SPCC-Governor's Room.

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I. Call Meeting to Order-6:05PM, Dixon

II. Pledge of Allegiance

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

Motion to table Oath of Office for New Members of the School Board

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

V. Election of Officers

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

VI. Designate Depositories-(Lokensgard/Dixon, unanimous)

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

VII. Designate Official Newspaper-(Martens/Dixon, unanimous)
Currently Saint Peter Herald

VIII. Designate Auditor for School District Audit-(Lokensgard/Dixon, unanimous)
Currently Abdo, Eick & Meyer

IX. Designate Business Manager, or His Designee, to Continue to Make Wire Transfers for the School District-(Dixon/Martens, unanimous)

X. Designate Superintendent to Approve Non-Resident Student Agreements-(Lokensgard/Dixon, unanimous)

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

1. Board Chair: \$500/month (\$6,000)
2. Vice Chair: \$300/month (\$3,600)
3. Treasurer: \$400/month (\$4,800)
4. Clerk: \$350/month (\$4,200)
5. Director: \$300/month (\$3,600)

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XII. Identify Primary Legal Council-(Martens/Lokensgard, unanimous)
Currently Kennedy and Graven
Individuals authorized to contact legal council include the school board chairperson, the Superintendent, and the Special Programs (Human Resources) Administrator.

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

XIV. Upcoming Meetings

Special Board Meeting
Monday, January 9, 2022
6:45 PM
SPCC-Traverse des Sioux Room

Education Committee
Tuesday, January 10, 2022
1:00 PM
DO

MSBA Leadership Conference
Thursday, January 12, 2023-
Friday, January 13, 2023
Minneapolis Convention Center

Policy Committee
Wednesday, January 18, 2022
4:00 PM
DO

Regular Board Meeting
Thursday, January 19, 2022
6:30 PM
SPCC-Governor's Room

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XV. **Adjournment**-6:18PM (Dixon/Martens, unanimous

Dated: January 19, 2023

Kate Martens, Board Clerk

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

The School Board
Saint Peter Public Schools

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

Members Absent: Ben Leonard, Bill Kautt

Others present: Superintendent Bill Gronseth, Business Manager Tim Regner and Administrative Assistant Sarah Janovsky

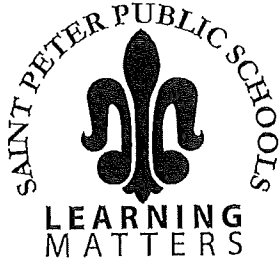
A Special Board Meeting of the School Board of Saint Peter Public Schools was held Monday, January 9, 2023, beginning at 6:45 PM in the SPCC-Traverse des Sioux Room #102.

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- I. **Call Meeting to Order**-6:45PM, Potts
- II. **Consideration and Adoption of the Agenda**-(Dixon/Lokensgard, unanimous)
- III. **Close Meeting to Consider the Purchase of Real Property**-(Dixon/Martens, unanimous)
- IV. **Open Meeting**-The meeting was called back to order(Martens/Dixon, unanimous)
- V. **Adjournment**-7:30PM (Martens/Dixon, unanimous)

Dated: January 19, 2023

Kate Martens, Board Clerk



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

Date: 1/10/2023
To: Dr. Bill Gronseth - Superintendent
From: Bee Ong - Finance Accountant
Re: **Monthly Construction Bills, Board Bills,
Payroll & Student Activity Amounts:**

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December 2022 - Board Bills	\$1,030,689.50
December 2022 - Payroll Account	\$1,072,256.97
December 2022 - Student Activity	\$6,090.32
	<hr/>
	\$2,109,036.79
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St. Peter Public Schools
Wire Transfer Report

Dec-22

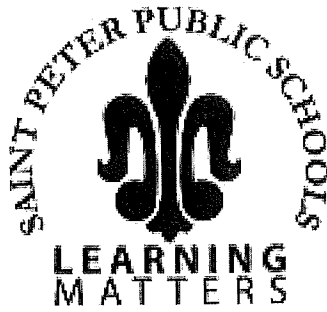
0.00 (Feb/Aug bond pymt)

MSDLAF to USBank

MSDLAF to FNB payroll account ACH	12/15/2022	510,000.00	
MSDLAF to FNB payroll account ACH	12/30/2022	50,000.00	
MSDLAF to FNB payroll account ACH	12/30/2022	515,000.00	
MSDLAF-Max to FNB BO	12/2/2022	510,000.00	
MSDLAF-Max to FNB BO	12/9/2022	505,000.00	
MSDLAF-Max to FNB BO	12/22/2022	455,000.00	
FNB-BO to BCBS - medicare health	12/21/22	16,480.50	
Wire of federal payroll taxes	12/2/2022	30.70	
Wire of federal payroll taxes	12/15/2022	169,915.75	
Wire of federal payroll taxes	12/30/2022	176,376.96	
Wire of state payroll taxes	12/1/2022	29,263.44	
Wire of state payroll taxes	12/16/2022	29,053.26	
PERA payments	12/5/2022	25,488.48	
PERA payments	12/6/2022	28.09	
PERA payments	12/20/2022	25,176.71	
TRA payments	12/5/2022	89,764.43	
TRA payments	12/20/2022	90,640.99	
Horace Mann	12/6/2022	2,134.00	
Horace Mann	12/22/2022	2,359.00	
Ameriprise/NBSGroup Bill	12/5/2022	1,600.00	
Ameriprise/NBSGroup Bill	12/16/2022	1,600.00	
Ameriprise/NBSGroup Bill	12/30/2022	1,600.00	
Medsurety	December	8,809.80	
Matrix Trust	12/22/2022	951.77	
Matrix Trust	12/30/2022	203.50	
Colonial Life	12/13/2022	579.92	
Colonial Life	12/13/2022	6,990.66	
Pioneer - Dental direct debits	12/5/2022	2,671.70	
Pioneer - Dental direct debits	12/12/2022	1,138.88	
Pioneer - Dental direct debits	12/12/2022	3,370.77	
Pioneer - Dental direct debits	12/19/2022	2,153.60	
Pioneer - Dental direct debits	12/21/2022	1,540.00	
Pioneer - Dental direct debits	12/29/2022	3,048.68	
CCF - BCBS debits	12/1/2022	83,629.79	
CCF - BCBS debits	12/8/2022	89,164.12	
CCF - BCBS debits	12/15/2022	45,166.85	
CCF - BCBS debits	12/2/2022	40,288.51	
CCF - BCBS debits	12/29/2022	93,841.31	
Electronic Deposit Fees - Merch Billing	12/6/2022	138.95	

Total Wires

3,590,201.12



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Jana Sykora

DATE: December 19, 2022

SUBJECT: Para Hire

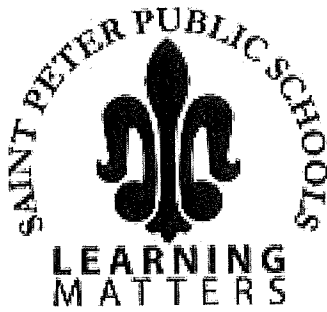
Applications were received and interviews took place for a special education paraprofessional position at Oshawa Learning Academy. This is a replacement position. I am pleased to recommend Brad Boyer for the position.

EMPLOYEE SUMMARY

- **Brad Boyer**
 - 6.5 hours per student contact day
 - Step 1/A at a rate of \$15.25/hour
 - Start date: January 3, 2023

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CC: Brad Boyer
grp_hire_para



MEMO TO: Mr. Bill Gronseth
District 508 School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: January 4, 2023

SUBJECT: Program Paraprofessional Hire

Applications were received, and interviews took place for the following program paraprofessional position at North Elementary School. This hire is a replacement for the position.

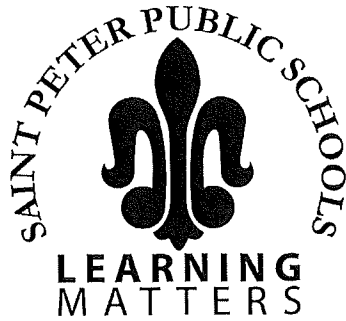
- **Olivia Oeltjen** - Paid at a rate of \$15.25/hour (Step 1/Lane B) per the current paraprofessional contract. Olivia's first day will be January 9, 2023. She will complete a timesheet for all work completed. Her workdays will be alternating based on her schedule.

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During the 2022-23 school year, Olivia is studying at Minnesota State University, Mankato majoring in social work. We are very excited to welcome Olivia to North!

If you have any questions, please contact me.

CC: Olivia Oeltjen <olivia.oeltjen@mnsu.edu>
grp_hire_para <grp_hire_para@stpetersschools.org>



December 27, 2022

To: Bill Gronseth

**From: Sharon Petersen
Operations and Maintenance Supervisor**

RE: Resignation of Nick Negron

Nick Negron has resigned his 4hr Housekeeping position at St Peter High School.

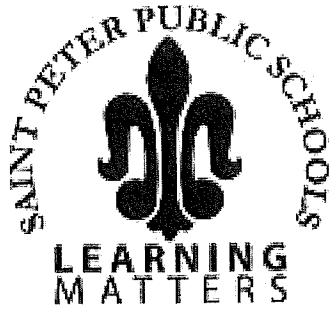
His resignation is effective as of December 21, 2022.

We wish him the very best.

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Cc: Robert Ploog

Annette Engeldinger



MEMO TO: Bill Gronseth, Superintendent
Saint Peter School Board

FROM: Doreen Oelke, Principal

DATE: December 29, 2022

SUBJECT: Recommendation to Hire

I am pleased to recommend Ms. Adrienne Brock for a 6.75 hours per day special education & traffic support paraprofessional position at South Elementary. This is a replacement position.

NEW EMPLOYEE SUMMARY

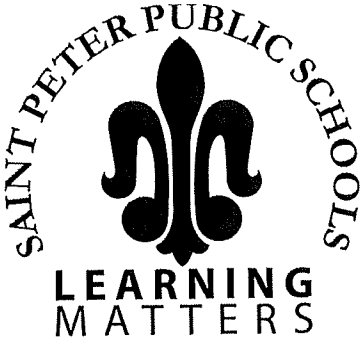
19

- **Adrienne Brock**
 - Start date: January 3, 2023
 - Step 1A, \$15.25 per hour, 6.25 hours per day SPED Para
.50 hour per day traffic/safety support

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

CC:

Grp_hire_para
Tara Johnson (Para Mentor)



MEMO TO: Bill Gronseth, Superintendent
Saint Peter School Board

FROM: Doreen Oelke, Principal

DATE: December 20, 2022

SUBJECT: Harris South Elem. Para Resignation

I am writing to recommend that you accept the resignation of Naomi Harris as a special education paraprofessional at South Elementary. Her last day of employment will be on Wednesday, December 21, 2022.

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I would like to thank Ms. Harris for her service and wish her the best.

Please let me know if you have any questions.

Cc: Naomi Harris
Para Hire Group



Sarah Janovsky <sjanovsky@stpeterschools.org>

Fwd: Good Evening

1 message

Doreen Oelke <doelke@stpeterschools.org>
To: Sarah Janovsky <sjanovsky@stpeterschools.org>

Tue, Dec 27, 2022 at 10:31 AM

Here is the resignation email from Naomi Harris. I will share the memo with the hire group next.

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

From: **Naomi Harris** <nharris2@stpeterschools.org>
Date: Mon, Dec 19, 2022 at 7:26 PM
Subject: Good Evening
To: Doreen Oelke <doelke@stpeterschools.org>, Ryan Drazan <rdrazan@stpeterschools.org>

Good evening,

It saddens me to write this... this email is to inform you of my 2 week notice. I know by doing this, I once again seem 21 unreliable..... but I also need to do what's right for my family. Putting 90% of the financial burden on my husband was not fair on my part and even in the short time I've been back, it has cause great strain on our finances and relationship.

I have accepted a job offer for an office supervisor at culligan here in St. Peter. I am so sorry our working relationship has to end again as South is by far my favorite place to work.

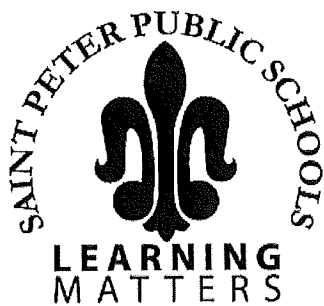
My employment will end Jan 2nd, 2023.

Thank you so much for everything!

Naomi Harris

--

Doreen Oelke
Principal-South Elementary School
Staff Development & Curriculum Coordinator-Saint Peter Public Schools
(507) 934-2754



TO: Bill Gronseth
FROM: Gus Sorbo
DATE: 27-December-2022
RE: IT Support Specialist
CC: Kelson Lund

I am pleased to recommend the hiring of Kelson Lund of as an IT Support Specialist for the remainder of the 22-23 school year. Kelson is a graduate of SPHS and has worked as a summer intern in the Technology Department in the past. We are excited to welcome him to our Saint Peter Schools Staff.

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NEW EMPLOYEE SUMMARY

- Kelson Lund
 - \$19.00 / Hr
 - 8 hours per day
 - Start date: January 4th , 2023
 - Length of Contract (Prorated from IT Support Specialist Contract)
 - 112 Days from 01/04/2023 - 06/30/2023
 - 109 work days, 3 paid holidays
 - 6 sick days

Enc: Work Calenda



MEMO TO: Members of the School Board
Bill Gronseth

FROM: Emily Craig

DATE: Jan 10th 2023

SUBJECT: Food Service Hire

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

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NEW EMPLOYEE SUMMARY

- **Matthew Becker**
 - Cook/Dishwasher at St. Peter High School
 - Lane-Unassigned
 - 2022-2023 Rate-\$14.48 per hour
 - Matthew will fill out a timesheet
 - Start Date: Jan 12th 2023

CC: Matthew Becker



TO: Bill Gronseth, Superintendent,
School Board Members

FROM: Tami Skinner, Community & Family
Education Director

SUBJECT: Saints Overtime Staff

DATE: January 10, 2023

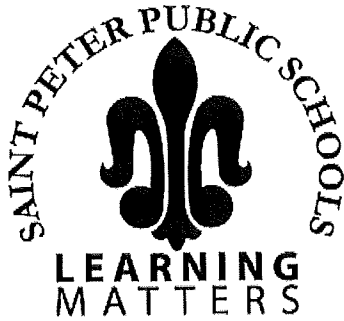
Interviews were conducted, and I am pleased to recommend hiring Kendra Stanton as a Saints Overtime Assistant.

24

This is a replacement position.

EMPLOYEE SUMMARY

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



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

FROM: Ytve Prafke

DATE: January 10, 2023

SUBJECT: Family Medical Leave Request

This memo is to recommend the approval of a Family Medical Leave request for Gina Evenson, Early Childhood and Targeted Services Program Assistant. Her leave will begin January 9, 2023 and has a undetermined end date at this time. Ms.Evenson's leave request and calendar have been submitted to the District Office. 25

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



MEMO TO: Superintendent Gronseth
Saint Peter School Board

FROM: Ytive Prafke

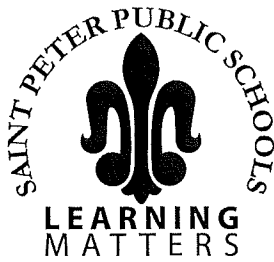
DATE: January 3, 2023

SUBJECT: Family Medical Leave Request

This memo is to recommend the approval of a Family Medical Leave request for Early Childhood Paraprofessional Deb Schultz. She will be on leave January 4, 2023 -February 23, 2023 with an anticipated return date of February 27, 2023.

26

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



TO: Mr. Gronseth
Members of the School Board

FROM: Jana Sykora

DATE: January 13, 2023

RE: Kira Wilking, graduate

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

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

If you have any questions regarding Kira's accomplishments at Saint Peter High School and Rock Bend ALC, please contact me.

27

cc: Sandy Clementson



ADDENDUM

REGULAR BOARD MEETING January 19, 2023 SPCC-Governor's Room 6:30PM

VIII. ACTION ITEMS

1. AGENDA ITEM #1

Subject: Consider Approval of 2023-2024 Budget Timeline

Action: Requires a Motion

Background: As a part of the budgeting process, the School Board is being asked to direct the administration to develop budget plans for the 2023-2024 school year. The plan will be based on the fund balance goal; enrollment projections; and a conservative estimate of the anticipated funding level provided by the state of Minnesota. The plan may include budget additions, reductions, and/or adjustments.

Presentation: Superintendent
Business Manager

Options/Recommendation: I recommend approval for directing administration to begin developing the FY24 budget.

FY24 Budget Timeline

December 2022

School Board Actions-

School Board adopts final levy for property taxes payable in 2024

Audit findings are presented to board

Truth in Taxation Presentation - [EC Example](#)

January 2023

Staff Actions-

Enrollment projections

Elementary Principals begin reviewing section needs for next school year by grade level.

(Kindergarten enrollment is conservatively estimated and watched closely through summer time).

Business Manager begins preparing revenue projection- [Building a revenue projection](#)

Compare the projection results to the previous year.

Business Manager presents initial revenue projection

Business Manager present preliminary budget deficit/surplus

Admin Team- discuss budgetary considerations– needs, reductions, etc.

Business Manager all discuss the ramifications of any increases, decreases, or neutrality in all staffing areas. This includes: Principals present staffing needs with course numbers & Elementary

Principals presents section needs and proposed class sizes

Superintendent and Business Manager monitor legislative action

School Board-

Update on budget planning and legislative action

February 2023

Staff Actions-

Review budget needs and discuss with principals/ business manager

Budget Retreat- compare all ideas for adding or decreasing programming with the entire budget, review current expenditures and set targets from the current year with the implications to the budget of next year.

Principals to present ideas and see the budget impact.

Examine budget considerations

Superintendent and Business Manager updates admin team regarding expenditure reduction amounts to be made for FY24 if any are forecast due to revenue projection

Review YTD expenditures and revenues

School Board Actions-

Examine budget planning calendar at the regular board meeting

School Board Meeting – finance committee meeting reviews budget planning progress

Board considers resolution directing administration to examine need for budget reductions

Superintendent updates principals regarding expenditure reduction amounts to be made if necessary.

March 2023

Staff Actions-

Professional Development team presents schedule for summer professional development to superintendent for review.

Principals and AD review requests with superintendent (31st of March)

Administrative team proposes programs and [Staffing Proposal FY24 \(Example\)](#) for 2023-24

Principals inform Superintendent of recommendations for non-renewing staff

Review calendar and schedule drafts for budget implications

School Board Actions-

Review YTD expenditures and revenues in order to adjust budget information

Finance Committee receives budget update; reviews assumptions; reviews

deadlines in the budget planning calendar, discusses options for budget reductions if necessary.

April 2023

Staff Actions-

Prepare list of purchases applicable to bids for learning materials and capital expenditures

Administrators review YTD expenditures and revenues

Finalize revenue projections for school board

Finalize cost in Budget Considerations

School Board Actions-

School Board approves budget reductions for next year (if needed)

a) Action on program changes

b) Action on non-renewal of contracts and unrequested leaves (if necessary)

Non renew non-continuing contract staff if needed

Review fund balance to determine spending level targets

May 2023

Staff Actions-

Ordering for next school year

Business Manager presents preliminary budget

Informs board of programming/staff investments/reductions

School Board Actions-

Finance committee reviews preliminary budget in preparation for final board approval in May/June.

Review preliminary FY24 budget in preparation for final board approval in May/June.

Review ordering recommendations

Review enrollment

Adopts non-renewal of staff for upcoming school year if needed

June 2023

Staff Actions-

finalize budget before board approval (if not already done)

School Board Actions-

Board adopts FY24 budget- this can be done in May if complete



ADDENDUM

REGULAR BOARD MEETING January 19, 2023 SPCC-Governor's Room 6:30PM

VIII. ACTION ITEMS

2. AGENDA ITEM #2

Subject: Consider Approval of High School Course/Program Changes for 2023-2024

Action: Requires a Motion

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

At tonight's meeting High School Principal Annette Engeldinger will present information regarding two additional courses for 2023-2024. Lifetime Activities will replace Team Sports. Media Productions III will be added to continue the strand.

Presentation: High School Principal

Options/Recommendation: I recommend your approval.



MEMO TO: Mr. Bill Gronseth
School Board

FROM: Annette Engeldinger

DATE: January 10, 2023

RE: 2023-2024 Course Proposal/Changes

Saint Peter High School is continuing preparations for the 2023-2024 registration process. Below you will find this year's recommended changes and additions.

New Courses/Adjustments

Physical Education:

- **Lifetime Activities:** Students will participate in a variety of lifetime activities and sports. Personal fitness will also be a part of the curriculum. This class will combine activity and fitness to encourage students to be lifelong learners and participants in exercise.
 - *This course is a replacement for Team Sports.*

Elective Course

- **Media Productions III:** Students will continue to build their media skills through the creation of student-generated projects with the goal of creating a media portfolio that can be used as an artifact for future employment in the media production industry.

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

If you have any questions, please let me know.



ADDENDUM

REGULAR BOARD MEETING January 19, 2023 SPCC-Governor's Room 6:30PM

VIII. ACTION ITEMS

3. AGENDA ITEM #3

Subject: Consider Second Reading of Revisions to the Policy Manual

Action: Requires a Motion

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

Policy 409 Employee Publications, Instructional Materials, Inventions, and Creations (Previously 005.81)

Policy 516 Student Medication/Medical Treatment or Procedures

Policy 713.1 Concession Stands (Previously 004.7)

Policy 713.2 Booster Clubs (Previously 004.8)

Policy 806 Crisis Management Policy (Previously 003.61)

Policy 534 Unpaid Meal Charges

Presentation: Superintendent of Schools
Policy Committee

Options/Recommendation: I recommend approving these changes.

Adopted: _____

MSBA/MASA Model Policy 409

Orig. 1995

Revised: _____

Rev. 2008

409 EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS, AND CREATIONS

I. PURPOSE

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

II. GENERAL STATEMENT OF POLICY

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment ~~and for _____~~ *[school district should select time] thereafter*. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

III. DISTRIBUTION OF INCOME

If any net income is realized from any activity under Section II above, the net income shall be divided as follows: (1) 33 1/3 percent to the creator; and (2) 66 2/3 percent to the School District.

IV. NOTICE OF POLICY

The school district shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

Legal References: Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)
17 U.S.C. § 101 *et seq.* (Copyrights)

Cross References:

516 STUDENT MEDICATION

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school. The School District will not permit any student under the age of 18 to receive vaccinations without parent permission.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The District will obtain and possess Narcan (naloxone) to be maintained and

administered by trained school staff to a student or other individual if it is determined in good faith that person is experiencing an opioid overdose.

1. Minnesota Statute 604A.04 "Good Samaritan Overdose Protection" allows for "A person who is not a healthcare professional who acts in good faith administering an opioid antagonist to another person whom the person believes in good faith to be suffering an opioid overdose is immune from criminal prosecution for the act and is not liable for any civil damages for acts or omissions resulting from the act."
 2. In accordance with this statute, the individual who is seeking assistance and the individual who is experiencing an overdose have limited immunity from prosecution.
 3. Stock Narcan (naloxone) will be clearly labeled and stored in spaces throughout the Middle and High School accessible by trained staff.
 4. Health Services and School Administration will identify appropriate staff to be trained annually at each school site.
- I. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- J. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- K. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.
- L. Specific Exceptions:
1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;

4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
 - b. the rescue inhaler is properly labeled for that student; and
 - c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting. An asthma action plan must be completed by a medical provider and submitted to the school nurse and entered into the student's school health record a plan to implement safe possession and use of asthma inhalers.

6. Medications:
 - a. that are used off school grounds;
 - b. that are used in connection with athletics or extracurricular activities;
or
 - c. that are used in connection with activities that occur before or after the regular school day

are not governed by this policy.

7. Nonprescription Medication. A [high school student \(9-12\)](#) may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
 - a. possess epinephrine auto-injectors; or
 - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

9. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

M. "Parent" for students 18 years old or older is the student.

N. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

O. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes § 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes § 152.01, subdivision 4, the school district or school personnel

is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

Legal References: Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (Hiring of Health Personnel)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: Policy 418 (Drug-Free Workplace/Drug-Free School)

534 UNPAID MEAL CHARGES

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

- A. Families can pay for meals online via Infinite Campus at no charge or submit a check or cash at any school office or cafeteria.
- B. All students, regardless of their lunch account balance, shall be offered a reimbursable school breakfast and lunch each school day.
- C. Students with a negative meal account balance of -\$20.00 or more are not allowed to charge for additional items, however students may purchase extra items with cash.
- ~~D. The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal will be charged to the student's account or otherwise charged to the student.~~
- E. When a student has a negative account balance, the student will not be allowed to charge a snack item.
- F. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$200, not paid prior to the end of the school year will be turned over to the superintendent or superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not deny any student the opportunity to participate in graduation ceremonies or other commencement activities

due to unpaid meal charges.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$200, not paid prior to the end of the school year, will be turned over to the superintendent or superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district may not deny any student the opportunity to participate in graduation ceremonies or other commencement activities due to unpaid meal charges.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1. all households at or before the start of each school year;
 - 2. students and families who transfer into the school district, at the time of enrollment; and
 - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district may post the policy on the school district's website, in addition to providing the required written notification described above.

Legal References: Minn. Stat. § 124D.111, Subd. 4
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A
Minn. Op. Atty. Gen. 169j (May 14, 2019) (*Letter to Ricker*)

004.7 713.1 Concession Stands (ongoing)

I. PURPOSE

The purpose of this policy is to:

- A. provide clear and consistent guidelines for the operation of district concessions;
- B. ensure proper handling of all funds associated with the sale of products; and
- C. meet health and safety regulations for the sale and disbursement of food/beverage items on school property and at school events.

II. GENERAL STATEMENT OF POLICY

The School District shall be responsible for the sale and serving of food, beverage, or product within the concession stands of the Districts.

III. GUIDELINES AND REQUIREMENTS

- A. The School District will provide the management and coordination for concession stands within the District by:
 - i. establishing rules and procedures for the operation of the concession stands.
 - ii. determining all menus and prices.
 - iii. being responsible for the ordering, receiving, and inventory of all food/non-food products sold from the concession stands. All product procurement will follow rules, guidelines, and agreements established by the School District.
 - iv. assigning a minimum of one (1) paid worker for each concession stand event.
 - v. assuring that 100 percent of the net revenue of a concession event(s) will be credited to the ~~General Fund. capital projects fund for the appropriate activity area of the high school (i.e. gymnasium, pool, theatre, athletic complex).~~ General Fund.
- B. All equipment purchases for concessions are considered concession expenditures and will be funded from gross concession revenue. The exception to this requirement is that the use of bond construction proceeds shall be allowed to purchase initial concessions equipment for renovated or new facilities.

004.8 713.2 BOOSTER CLUBS (ongoing)

I. PURPOSE

The purpose of this policy is to:

- A. provide clear and consistent guidelines for the booster clubs supporting co-curricular activities within the School District; and
- B. ensure compliance with federal and state statutes (Title IX, the Office of Civil Rights requirements, and Minnesota State High School League guidelines) related to the:
 - 1. equitable treatment of all students, and
 - 2. providing a mechanism to ensure equivalency.

II. GENERAL STATEMENT OF POLICY

The District is responsible for providing equivalent benefits, treatment, services, and opportunities to males and females, and it is responsible for having a mechanism in place to ensure equivalency in these areas.

III. DEFINITIONS

- A. A booster club is defined as an organization that is formed to help support a middle school or high school activity.

IV. GUIDELINES AND REQUIREMENTS

- A. It is the District's policy that all booster club activity related to raising money for co-curricular activities must be done in full cooperation and knowledge of the School District.
- B. The School District has the authority to accept or deny expenditure requests from booster clubs. The School District has the sole responsibility for all facets of the co-curricular program including, but not limited to, banquets, end-of-season awards, and purchases in support of the program.
- C. The School District will:
 - 1. Be responsible for reviewing expenditure requests based on federal and state statutes related to Title IX, the Office of Civil Rights, and the Minnesota State High School League.
 - 2. Be responsible for the ordering, receiving, and inventory of all approved expenditures. Equipment purchased using booster club funds becomes the property of the School District.
- D. Booster clubs will:
 - 1. make all expenditure requests through the School District. This includes but is not limited to equipment, coaching positions, travel, and banquet expenses.
 - 2. not pay for an athlete's sport participation fee or for fees to attend camps or clinics.

003.61 806 Crisis Management Plan

I. PURPOSE

The purpose of the Crisis Management Plan is to act as a guide for district and building administrators in preparing a site-specific Crisis Management Plan.

II. GENERAL INFORMATION

A. The Policy and Plans

The School District will create and update a Crisis Management Plan created in consultation with local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency. Each building administrator will tailor a Crisis Management Plan to meet that building's specific situation and needs.

The School District administration and/or the administration of each building will present tailored Crisis Management Plan to the school board for review and approval.

B. Elements of the Crisis Management Plan

1. General Crisis Procedures. The Crisis Management Plan will include general crisis procedures for securing the building, classroom evacuation, building evacuation, campus evacuation, and sheltering. It will designate the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating the building-specific crisis-management plans. Each building will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in development of the building-specific crisis-management plans.
 - a. Lock-Down Procedures. Lock-down procedures will be used in situations that may result in harm to persons inside the school building, such as a shooting, hostage incident, intruder, trespassing, disturbance, or at the discretion of the building administrator or designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. ~~The alert will be made using a preselected code word.~~ Provisions for emergency evacuation should be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis-management plan.
 - b. Evacuation Procedures. Classroom, building, and campus evacuations may be implemented at the discretion of the building administrator or designee. Each building's crisis-management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee, as appropriate. Safe areas may change depending on the emergency.
 - c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency. The building administrator or designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for a building as part of the building-specific crisis-management plan.
 - d. Bombs and Bomb Threats. Procedures for addressing bomb threats include directions for the individual who receives or learns of a potential threat, the

responsibilities of school administration, and steps to follow if evacuation of a school building is required.

2. Crisis-Specific Procedures. The Crisis Management Plan includes crisis-specific procedures for potential crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed so that building administrators can tailor response procedures when creating building-specific crisis-management plans. Crisis-specific procedures shall include building-specific ~~ALICE (Alert, Lockdown, Inform, Counter, Evacuate)~~ procedures for each building.
3. School Closure Procedures. The superintendent will make decisions about closing a school or any school district building. Such decisions will be made by the superintendent as early in the day as possible. The school closure procedures will describe potential reasons for school closure (weather-related or a crisis situation), will specify how the decision will be communicated to staff, students, families and the school community (including means such as broadcast and social media, local authorities, or electronic notification), and will discuss factors to be considered in closing and reopening a school or school district building.
4. Media Procedures. The superintendent has the authority and discretion for notifying parents and guardians and the school community in the event of a crisis or early school closure.
5. Grief-Counseling Procedures. Grief-counseling procedures will provide for initiating a grief-counseling plan utilizing available resources such as the school psychologist, counselor, community grief counselors, or others in the community. The grief-counseling procedures will be used whenever determined by the superintendent or the building administrator to be necessary, such as after an assault, a hostage situation, shooting, or death. The grief-counseling procedures should include the following steps.
 - (1) Meet with school counseling staff to determine the level of intervention for students and staff (i.e. location of the crisis, witnesses, etc.).
 - (2) Designate specific rooms as private counseling areas.
 - (3) Escort siblings and close friends of the victim(s) and other highly stressed students and staff to counselors.
 - (4) Prohibit the media from questioning students or staff.
 - (5) Follow-up with students and staff who receive counseling.
 - (6) Resume normal routines as soon as possible.

6. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

- (1) Physical/structural recovery.
- (2) Fiscal recovery.
- (3) Academic recovery.

- (4) Social/emotional recovery.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Recovery section, addresses the recovery components in more detail.]

7. Facility Diagrams and Site Plans School buildings will have a facility diagram and site plan showing at least the following: the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. The facility diagrams and site plans will be available in the office of the building administrator and in appropriate areas and will be kept on file in the school district office.
8. Emergency Contacts Each building will maintain a current list of emergency contact numbers, email addresses and the names and addresses of local and county personnel who are likely to be involved in resolving a crisis situation. The list will include contacts for agencies such as the police, fire, ambulance, hospital, the Poison Control Center, local, county, and state emergency management agencies, local public works department, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency, so that they may be contacted as appropriate. A copy of the list for each building will be kept on file in the school district office and will be updated annually.
9. Crisis Response Teams
 - a. Composition. The building administrator in each school building will select a crisis response team trained to respond in an emergency. All team members will be trained to carry out the building's crisis-management plan and have knowledge of procedures, evacuation routes, and safe areas. Team members must be willing to be actively involved with resolving crises and be available to assist when necessary. Each building will maintain a current list of crisis response team members and update it annually. A copy of the list will be kept on file in the school district office
 - b. Leaders. The building administrator or designee serves as the leader of the crisis response team and the primary contact for emergency response officials. When they are present, emergency response agents may elect to take command and control of the situation. It is critical in this situation that school officials assume a resource role and are available to the emergency response personnel.
10. Security Committee
 - a. The Superintendent of Schools shall be responsible for establishing a security committee charged with implementing and reviewing safety and security plans, programs and procedures designed to promote a safe and caring environment for students and staff.
 - b. The Security Committee shall include representation from all sites in the school district, ~~the school board~~ and school resource officers.
 - c. The Security Committee shall meet on a quarterly basis to address ongoing safety and security issues within the school district.
 - d. The Security Committee will be co-facilitated by school and police officials.
11. Warning Systems
 - a. The school district shall maintain a warning system designed to inform students, employees, and visitors in the facilities of a crisis or

emergency. This system shall be maintained on a regular basis under the maintenance plan for all school district buildings.

- b. It shall be the responsibility of the building administrator to inform students and employees of the system and the means by which the system is used to identify the specific crisis or emergency involved.

12. Off-Site Activities. The Superintendent will work with appropriate personnel to ensure that a Crisis Management Plan is in place for all off-site activities for students.

C. Communications Plan

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff should be aware of the school district's Emergency Action Plan and their own building's crisis-management plan. Employees shall receive a copy of the relevant building specific crisis-management plan and periodically shall receive training on plan implementation.
2. Students and Parents/Guardians. Students and parents/guardians shall be made aware of the school district's Crisis Management Plan and relevant tailored crisis-management plans for each school building. Students shall receive specific instruction on plan implementation and shall participate in a required number of drill and practice sessions throughout the year.



ADDENDUM

REGULAR BOARD MEETING January 19, 2023 SPCC-Governor's Room 6:30PM

IX. INFORMATION ITEMS

1. AGENDA ITEM #1

Subject: Enrollment Options

Background: As a part of our annual reporting process, information is provided to the School Board on the number of students leaving our district and the number of students coming to our district. We have made some adjustments to this report to better communicate the details. The report is attached for your review.

Presentation: Superintendent of Schools

Saint Peter Public Schools
Enrollment Options
Yearly Comparisons: January 2023

	Date	Public	Charter	Online	Parochial	Homeschool	Enrollment	ECSE-12	% of Total
							Total	Enrollment	
Total Leaving	2018-19	165	57	11	113	8	354	2231	16%
	2019-20	143	55	9	103	14	324	2251	14%
	2020-21	141	61	14	153	35	404	2180	19%
	2021-22	149	52	21	151	27	400	2087	19%
	2022-23	143	52	15	152	26	388	2086	19%

Other Public Schools	Date	Leaving	Coming	Net Effect
	12/1/2018	165	130	-35
	12/2/2019	143	151	8
	12/1/2020	141	174	33
	12/1/2021	149	168	19
	12/1/2022	143	184	41

Leaving for Other Options	Date	Charters	Online	Total
	12/1/2018	57	11	68
	12/2/2019	55	9	64
	12/1/2020	61	14	75
	12/1/2021	52	21	73
	12/1/2022	52	15	67

Leaving for Homeschool & Parochial	Date	Parochial	Home	Total
	2018-19	113	8	121
	2019-20	103	14	117
	2020-21	153	35	188
	2021-22	151	27	178
	2022-23	152	26	178

Current School Year: 2022-23

Residents Attending MNVED

	Total
EC	0
KG	0
1	0
2	2
3	3
4	3
5	1
6	3
7	2
8	1
9	2
10	1
11	3
12	0
Total:	21

St. Peter Enrollments

	Open Enroll	Resident	Total
EC	7	61	68
KG	7	137	144
1	7	127	134
2	11	109	120
3	14	122	136
4	17	111	128
5	5	153	158
6	20	130	150
7	12	138	150
8	21	145	166
9	13	175	188
10	13	163	176
11	23	163	186
12	40	142	182
Total Enrollment:	2086		

Students leaving St. Peter - Snapshot Date: 12-1-2022

Grade	Cleveland	Mankato	Nicollet	LSH	JWP	TCU	New Ulm	Waseca	St. Clair	Sibley East	Mankato ALC	Brooklyn Center	Wabasha	Henriks	Houston	New Country	Sejong Acad.	TC German	Upper Mississippi	Edvisions	Connections	Bluesky	MN Online HS	Parochial	Homeschool	Total
	391	77	507	2397	2835	2905	88	829	75	2310	77	286	811	402	294	4007	4215	4152	4210	4151	4017	4082	4150			
EC	1	5			1											1		1								7
K	3	2														2									14	22
1	3	1								1						2									26	37
2	6	4	2					1								2									17	29
3	4	3	1		2											2	1				1				19	37
4	4	7	1		1			1								2	1								11	30
5	1	1														3									17	24
6	8	2	1													7					2				17	39
7	3	4	2	2	1											4					2				4	16
8	7	3	2		1		1						1								1				10	33
9	4	1														6							1		2	17
10	5	1	1												1	2				1		1		7	22	
11	6	7	1		1				1							3			1				1	3	3	29
12	5	9		1		1				1	3	1	1	1	1	12					1	2	2	5	1	46
Total	59	46	10	5	4	5	1	2	1	2	3	1	1	1	2	46	2	1	1	2	7	4	4	152	26	388

Public schools:	135
Public School ALC:	3
Public Schools Online:	5
Charters:	52
On-line:	15
Parochial:	152
Homeschool:	26
Total:	388

Students coming to St Peter - Snapshot Date: 12-1-2022

Grade	Mankato	Cleveland	Le Sueur	Nicollet	New Ulm	Madelia	Jordan	WEM	Sibley	Red Rock	JWP	TCU	Lake Park	Total
	ISD 0077	ISD 0391	ISD 2397	ISD 0507	ISD 0088	ISD 0837	ISD 0717	ISD 2143	East ISD 2310	Central ISD 2884	ISD 2835	ISD 2905	Audubon ISD 2889	
EC	1			1					1					3
KG/HK	6	2	1		1									10
1	7	4	1	1		1					1			15
2	3		2	2					1					8
3	5	1	1		1				2					10
4	2	2	6	1								1		12
5	2	3	2	1	1					1	1			11
6	2	1	2	1	1							3		10
7	4	3	1	1				1						10
8	3	4	2	3					1		1			14
9	6	6		3		1			1			2		19
10	6	5	4	3					1					19
11	5	4	5	3		1					1			19
12	9	5	4	1								4	1	24
District Total	61	40	31	21	4	2	1	1	7	1	4	10	1	184

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

	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			1	2	1	2	1				2	1		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	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	4	2	2	2		2	2	2	3	1	26
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	6	14	6	9	11		4					72
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					1						3
18-19				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	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	1	3	1	1				1			3		2	12
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	3	6					54
Trinity Lutheran - Nicollet														
13-14		1	1	1										3
14-15	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	15	30	18	23	13	19	19	4	12	4	9	6	6	178



ADDENDUM

REGULAR BOARD MEETING January 19, 2023 SPCC-Governor's Room 6:30PM

IX. INFORMATION ITEMS

2. AGENDA ITEM #2

Subject: Appointments to Standing School Board Committees

Background: On an annual basis the School Board Chair works collaboratively with School Board Directors to decide on standing school board committee and other assignments. Assignments for 2023 are attached.

Presentation: School Board Chair