



**SAINT PETER SCHOOL BOARD**  
**Regular Board Meeting**  
**Thursday, June 22, 2023**  
**SPCC-Governor's Room, 600 S. 5th St., Saint Peter,**  
**MN 56082**  
**6:30 PM**

<b>I. Call Meeting to Order</b>	
<b>II. Pledge of Allegiance</b>	
<b>III. Consideration and Adoption of the Agenda</b>	
<b>IV. Consider Requests to Speak on the Agenda</b>	
<b>V. Approval of Consent Agenda Items</b>	<b>3</b>
<b>VI. Student Spotlight</b> -Leah Zarn, Rock Bend	
<b>VII. Action Items</b>	
1. Consider Approval of Candidates for Graduation	59
2. Consider Approval of a Student Resource Officer Agreement with the City of Saint Peter	63
3. Consider Approval of Individual Contracts	71
4. Consider Approval of the 2023-2024 Budget	72
5. Consider a Resolution to Increase Community Education Revenue Due to Population Growth	80
6. Consider Approval of an Increase in Activities Fees	82
7. Consider the Continuation of a Joint Agreement with MVED to Provide Food Service	85
8. Consider a Resolution to Approve Yearly Governmental Lease	87
9. Consider Approval of Memorandum of Understanding between the City of Saint Peter Recreation and Leisure and Saint Peter Community and Family Education	90
10. Consider Approval of a Swimming Cooperative with Nicollet Public Schools	94
11. Consider Approval of Authorizing Megan Gracia to Replace Tim Regner as a Signer on District 508 Accounts	96
12. Consider Second Reading of Revisions to the Policy Manual	98
13. Consider Policies for a Single Reading Due to Immaterial Changes	107
14. Consider Approval to Amend A Previously Passed Resolution of Non-Renewal of Probationary Teacher Contracts	126
<b>VIII. Information Items</b>	
1. School Board Election Filing Dates	128
<b>IX. Reports</b>	
1. Building Principals	
2. Superintendent of Schools	
3. Board Members	

a. Around the Table

**X. Upcoming Meetings of the School Board** Policy Committee

Wednesday, June 28, 2023

4:00 PM

DO

Education Committee

Tuesday, July 11, 2023

1:00 PM

DO

Business Committee

Wednesday, July 12, 2023

4:00 PM

DO

Study Session

Monday, July 17, 2023

5:00 PM

SPCC-Traverse des Sioux

Regular Board Meeting

Monday, July 17, 2023

6:30 PM

SPCC-Governor's Room

**XI. Adjournment**



## **ADDENDUM**

### **REGULAR BOARD MEETING June 22, 2023 SPCC-Governor's Room 6:30PM**

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

1. Approval of the Regular Board Meeting minutes of May 15, 2023.
2. Approval of the Special Board Meeting minutes of June 9, 2023.
3. Approval of Bills (\$2,349,662.85) and Wire Transfers (\$3,229,147.95) for May 2023.
4. Gifts & Donations
  - a. The acceptance of a \$2,500.00 donation from Heidi Boyum to the Darren Johnson Memorial Project to be used to purchase a "hammock kit" at North Elementary.
5. Personnel
  - a. The approval of the hiring of a custodian (Denise Hoehn) at Saint Peter High School beginning May 22, 2023.
  - b. The acceptance of the resignation of a special education paraprofessional (Courtney Leonard) at Saint Peter Middle School at the end of the school year.
  - c. The acceptance of the resignation of a special education paraprofessional (Kelly Brancamp) at Saint Peter Middle School at the end of the school year.
  - d. The acceptance of the resignation of a 7<sup>th</sup>/8<sup>th</sup> Grade PE Teacher (Abby Moore) at Saint Peter Middle School at the end of the school year.
  - e. The approval of the hiring of Summer Saints Overtime Assistant (Krystalin Neary) with Saint Peter Community & Family Education for the summer of 2023.

- f. The acceptance of the resignation of a food service employee (Sandra Lynch) effective June 2, 2023.
- g. The acceptance of the resignation of a TOSA/Instructional Coach (Lori Pierret) with Saint Peter Schools effective June 2, 2023.
- h. The acceptance of the resignation of a custodian (Veronica Otero) at Saint Peter Middle School effective May 25, 2023.
- i. The acceptance of the resignation of a 5<sup>th</sup>/6<sup>th</sup> Grade health teacher (Madison Bergren) at Saint Peter Middle School at the end of the school year.
- j. The approval of the hiring of paraprofessional (Cori Irwin) for summer credit recovery at Saint Peter High School beginning June 5, 2023.
- k. The approval of the hiring of summer school credit recovery teacher (Cayrl Bunkowske) at Saint Peter High School beginning June 5, 2023.
- l. The approval of the hiring of the following seasonal custodians at Saint Peter Public Schools for the summer of 2023.

Barry Richards  
 Isiah Chambers  
 Wyatt Quiring

Heidi Christiansen  
 Kristen Zeiher  
 Marwan Abdi

- m. The approval of the hiring of a sPARK Mobile Arts Studio Assistant (Paloma Mendoza) with Saint Peter Community and Family Education for the Summer of 2023.
- n. The approval to rescind the hiring of a Summer Saints Overtime Assistant (Cassandra Larsen) with Saint Peter Community and Family Education for the Summer of 2023.
- o. The approval of the hiring of Summer Saints Overtime Assistant (Salem Weldegebriel) Saint Peter Community and Family Education for the Summer of 2023.
- p. The approval of the hiring of Summer Saints Overtime Assistant (Bridget Mullaly) Saint Peter Community and Family Education for the Summer of 2023.
- q. The approval of the hiring for Summer Saints Overtime Assistants for the summer of 2023:

Hana Ahmed  
Alex Dorow  
Heidi Johnson  
Oscar Ramierz  
Grace Timm

Mariah Knutson  
Katie Engeldinger  
Skylar Price  
Maria Trochez

- r. The acceptance of the resignation of a paraprofessional (Tiffany Carlson) at Saint Peter Middle School at the end of the school year.
- s. The approval of the hiring of the following seasonal custodians at Saint Peter Public Schools for the summer of 2023.

Becky Spector

Colton Willaert

- t. The approval of the hiring of a student support services secretary (Betsy Wilker) at Saint Peter High School beginning August 28, 2023.
- u. The acceptance of the resignation of a student success coach paraprofessional (Olivia Oeltjen) at North Elementary effective June 1, 2023.
- v. The approval of the hiring of a business manager (Megan Gracia) with Saint Peter Schools beginning June 12, 2023.
- w. The approval of the hiring of an industrial technology/ag science teaching position (Jacob Pehrson) at Saint Peter High School for the 2023-24 school year.
- x. The approval of the hiring of an English learner teaching position (Hsin-Ching (Jean) Liou) at Saint Peter High School for the 2023-24 school year.
- y. The approval of a FMLA request for the office support in the District Office (Erica Walter) beginning upon on arrival date and returning on August 22, 2023
- z. The approval of the hiring of a First Grade Teacher (Ethan Sindelir) at South Elementary for the 2023-2024 school year.
- aa. The approval of the hiring of a Summer Tech Intern (Andrew Sorbo) with Saint Peter Public Schools.
- bb. The approval of the hiring of a Summer Tech Intern (Wesley Yang) with Saint Peter Public Schools.

- cc. The approval of the hiring of a Summer ESY DCD Teacher (Stephanie Ross) at South Elementary.
- dd. The acceptance of the retirement of a Title 1 and media paraprofessional (Jill Grill) at North Elementary effective June 2, 2023.
- ee. The approval of the hiring of a seasonal custodian (Addi Omar) with Saint Peter Public Schools beginning June 12, 2023.
- ff. The acceptance of the resignation of a teacher (Emily Onken) at Saint Peter Middle School at the end of the school year.
- gg. The approval of a Saint Peter High School diploma for Javier Martinez who has met the established requirements through coursework with the Adult Basic Education Program.
- hh. The approval of a Saint Peter High School diploma for Ben Kennedy who has met the established requirements through summer school credit completion.

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

## **Minutes of Regular Board Meeting**

### **The School Board**

### **Saint Peter Public Schools**

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

Principals: Annette Engeldinger, Darin Doherty, Doreen Oelke, Ytve Prafke

Administrative Team members: Tim Regner, Sharon Petersen, Tami Skinner, Heather Deshayes & Shea Roehrkasse

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

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A Regular Board Meeting of the School Board of Saint Peter Public Schools was held Monday, May 15, 2023, beginning at 6:30 PM in the SPCC-Governor's Room.

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

**II. Pledge of Allegiance**

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

**IV. Consider Requests to Speak on the Agenda** (Lokensgard/Leonard, unanimous)

**V. Approval of Consent Agenda Items**

1. Approval of the Regular Board Meeting minutes of April 17, 2023.

2. Approval of the Special Board Meeting minutes of May 1, 2023.

3. Approval of the Study Session minutes of May 1, 2023.

4. Approval of Bills (\$2,516,023.93) and Wire Transfers (\$3,830,307.93) for April 2023.

5. Personnel

a. The approval of the hiring of a paraprofessional (Mariah Knutson) at Saint Peter Early Childhood Special Education beginning April 3, 2023.

b. The approval of the hiring of a Cook/Dishwasher (Pamela Gersemehl) at Saint Peter High School beginning April 24, 2023.

c. The approval of the hiring of an Activities Director Administrative Assistant (Zoe Haugen) with District 508 beginning August 1, 2023.

d. The approval of the return from a family/medical leave for a health office paraprofessional (Marcia Wenner) for the 2023-2024 school year.

- e. The approval of the hiring for Summer Saints Overtime Assistants for the summer of 2023:
 

Cassandra Larsen	Claire Bratland
Amara Packey	Alexia Anderson
- f. acceptance of the retirement of a Student Services assistant (Beckie Strom) from Saint Peter High School effective June 15, 2023
- g. The approval of the hiring of a Saints Overtime Assistant (Alexandria Guertin) for the fall of 2023
- h. The approval of the retirement of the Business Manager (Tim Regner) his last day with Saint Peter Schools will be June 30, 2023.
- i. The approval of the hiring of a districtwide speech and language pathologist (Malorie Kutil) beginning in August for the 2023-2024 school year.
- j. The approval of a change in assignment for a special education paraprofessional (Jessica Shane) at South Elementary beginning May 5, 2023.
- k. The approval of the hiring of a paraprofessional (Isaac Soria) at Rock Bend and Oshawa Learning Academy beginning May 19, 2023.
- l. The acceptance of the resignation of a teacher (Michael Reeser) at Saint Peter High School effective at the end of the 2022-2023 school year.

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**VI. Student Spotlight**-Isam Ibrahim and Logan Pherson, SPS 10th Graders  
 Logan and Isam are the founding members of the Saint Peter High School Aerosprace Club in November 2022 with Mr. Dimock advising. They launched their first rocket two weeks ago and it went well. The clubs public launch will be May 24<sup>th</sup> during the Phys Ed. Departments Fun Run, this rocket is expected to reach heights of 6,000 feet.

**VII. Action Items**

1. Consider Approval of Unrequested Leave of Absence Upon Acquiescence of Placement-  
Jennifer Curtis (Lokensgard/Kautt) Yay:Leonard, Lokensgard, Stuewe, Potts, Kautt, Dixon, Martens Nay: None Motion Passes  
Paola Rodeback (Kautt/Lokensgard) Yay:Leonard, Lokensgard, Stuewe, Potts, Kautt, Dixon, Martens Nay: None Motion Passes  
Emmelie Pinz (Lokensgard/Dixon) Yay:Leonard, Lokensgard, Stuewe, Potts, Kautt, Dixon, Martens Nay: None Motion Passes
2. Consider Approval of Curriculum Improvement Plans (Martens/Stuewe, unanimous)
3. Consider Approval of Second Reading of Revisions to the Policy Manual (Martens/Leonard, unanimous)
4. Consider Approval of Adding an Additional Signer to District Accounts (Lokensgard/Dixon, unanimous)
5. Consider Approval of Membership in the Minnesota State High School League (MSHSL) for 2023-2024 (Dixon/Stuewe, unanimous)

**VIII. Information Items**

1. Office of Education Equity Update-Coordinator of the Office of Education Equity, Ayan Musse, and the Student Support Liaisons gave an update on the numerous ways they support district students and families throughout the school year along with goals for the future.
2. First Reading of Revisions to the Policy Manual  
The Policy Committee reviewed the 300 section of the policy manual, there were no recommended changes to these policies. They will be up for a second reading in June.

## IX. Reports

### 1. Building Principals

#### Early Childhood

- All things Spring and outside and field trips
- There are still some opening for Fall of 2023
- Targeted Services will run this summer on the typical 4, 4, 4 schedule

#### South

- Fast Assesments are finished up
- FFA Club came to visit South last week
- 1<sup>st</sup> Graders vistied North last week
- Mankato Diversity Council is visiting tomorrow, Fire Department and Police Department visits, Parent Council End of Year Celebration, Parade of Graduates
- Kindergarten registration is still open for Fall

#### North

- Parade of Graduates coming next week
- New Gaga Ball pit funded by student council
- Spring Concert on May 18<sup>th</sup>
- Incoming second graders visted with a tour by the Kindness Crew
- Report cards will come out June 5<sup>th</sup>

#### High School

- Prom was great
- Graduation on June 2<sup>nd</sup>
- Pops Concert on Wednesday, with a silent auction prior
- Sunday, Senior Awards Ceremony
- May 24<sup>th</sup>- Fun Run (with Rocket Launch)
- Senior Week

### 2. Superintendent of Schools

- Lots of fun end of the year activities, but remember to stay vigilant
- HWY 99 bridge may close as soon as tonight-this will affect several bus routes, Saints Bus will be notifying families, please allow for some space and grace
- Keeping an eye on legislation

### 3. Board Members

#### a. Around the Table

#### Stuewe

-How often is our activities programs reviewed? Mrs. Engeldinger noted the program review happens once every 5 years as with other programs.

-Graduation

Kautt

-Nicollet County Collaborative funding will be seeing a change

-The legislature is closing in on some resolution, we will be watching

Martens

-State History Day Students did a great job

-NAPAC group is hosting and end of the year ceremony on May 31<sup>st</sup> at 4:00

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

HR Committee

Thursday, May 18, 2023

4:00 PM

DO

Policy Committee

Wednesday, May 31, 2023

4:00 PM

DO

Graduation

Friday, June 2, 2023

8:00 PM

SPHS

Education Committee

Tuesday, June 13, 2023

1:00 PM

DO

Business Committee

Wednesday, June 14, 2023

4:00 PM

DO

Regular Board Meeting

Monday, June 19, 2023

6:30 PM

SPCC-Governor's Room

**XI. Adjournment-** 7:50 PM (Leonard/Stuewe, unanimous)

Dated: June 19, 2023

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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

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

Others present: Superintendent Bill Gronseth, Sarah Janovsky, Ytve Prafke, Paola Rodeback, Jan Anderson (Ed MN), Jake Malz (SPEA)

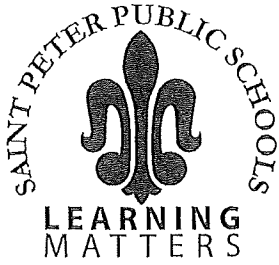
A Special Board Meeting of the School Board of Saint Peter Public Schools was held Friday, June 9, 2023, beginning at 4:00 PM in the Saint Peter Middle School-Media Center.

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- I. **Call Meeting to Order**-4:02 PM, Potts
- II. **Adoption of the Agenda** (Kautt/Dixon, unanimous)
- III. **Level III Grievance Hearing**-Jan Anderson with Education Minnesota presented their Level III Grievance case.  
Director Kautt motioned to deny the Level III Grievance, seconded by Stuewe and passed unanimously.
- IV. **Adjournment**-4:46 PM (Martens/Dixon, unanimous)

Dated: June 22, 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.stpeterschools.org

Date: 6/2/2023  
To: Dr. Bill Gronseth - Superintendent  
From: Bee Ong - Finance Accountant  
Re: **Monthly Board Bills, Payroll &  
Student Activity Amounts:**

12

May 2023 - Board Bills	\$609,480.90
May 2023 - Payroll	\$1,728,190.27
May 2023 - Student Activity	\$11,991.68
	<hr/> <hr/>
	\$2,349,662.85

St. Peter Public Schools  
Wire Transfer Report

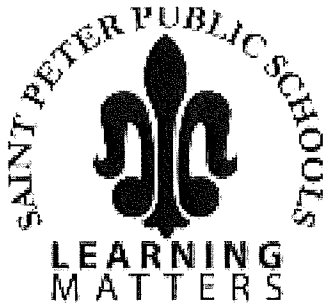
May-23

(Feb/Aug bond pymt)

MSDLAF to USBank

MSDLAF to FNB payroll account ACH	5/15/2023	535,000.00
MSDLAF to FNB payroll account ACH	5/31/2023	550,000.00
MSDLAF-Max to FNB BO	5/10/2023	775,000.00
MSDLAF-Max to FNB BO	5/30/2023	250,000.00
MSDLAF-Max to CCF	5/18/2023	150,000.00
FNB-BO to BCBS - medicare health	5/23/23	15,676.50
Wire of federal payroll taxes	5/15/2023	171,849.48
Wire of federal payroll taxes	5/17/2023	785.95
Wire of federal payroll taxes	5/23/2023	11.48
Wire of federal payroll taxes	5/31/2023	180,980.77
Wire of state payroll taxes	5/1/2023	28,453.67
Wire of state payroll taxes	5/16/2023	28,718.78
Wire of state payroll taxes	5/18/2023	173.45
PERA payments	5/5/2023	25,038.24
PERA payments	5/19/2023	507.37
PERA payments	5/19/2023	24,696.10
TRA payments	5/5/2023	91,644.84
TRA payments	5/19/2023	91,994.48
Horace Mann	5/8/2023	2,359.00
Horace Mann	5/18/2023	2,359.00
Ameriprise/NBSGroup Bill	5/15/2023	1,600.00
Ameriprise/NBSGroup Bill	5/30/2023	1,600.00
Medsurety-FNB HSA/VEBA	May	708.00
Medsurety-FNB BO	May	10,704.33
Matrix	5/16/2023	1,252.27
Matrix	5/18/2023	1,252.27
Colonial Life	5/8/2023	536.26
Colonial Life	5/8/2023	7,647.24
Pioneer - Dental direct debits	5/1/2023	6,071.33
Pioneer - Dental direct debits	5/8/2023	4,609.33
Pioneer - Dental direct debits	5/16/2023	2,173.40
Pioneer - Dental direct debits	5/22/2023	1,712.50
Pioneer - Dental direct debits	5/23/2023	1,617.00
Pioneer - Dental direct debits	5/30/2023	2,536.24
CCF - BCBS debits	5/4/2023	104,885.95
CCF - BCBS debits	5/11/2023	46,731.12
CCF - BCBS debits	5/18/2023	57,489.43
CCF - BCBS debits	5/25/2023	50,732.22
Electronic Deposit Fees - Merch Billing	5/5/2023	39.95

Total Wires 3,229,147.95



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

**FROM:** Darin Doherty

**DATE:** May 26, 2023

**RE:** North Donation - Darren Johnson  
Memorial Project

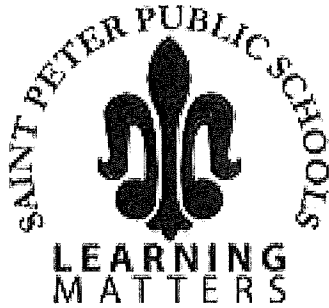
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Heidi Boyum has graciously donated money for the Darren Johnson Memorial Project, in the form of a check for \$2,500.00. The intention of this donation is to go towards the Darren Johnson Memorial Project, which will be used to purchase a "hammock kit" for North, in honor of Darren. We thank the Boyum family for the generous donation.

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I recommend the acceptance of this donation.

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



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

**FROM:** Sharon Petersen

**DATE:** May, 15, 2023

**SUBJECT:** Recommendation for hire

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The Operations and Maintenance Department has an open custodial position at Saint Peter High School.

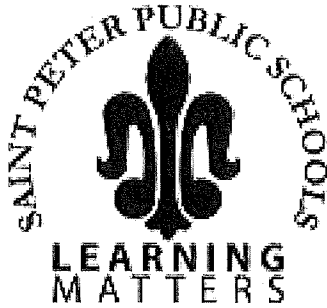
I recommend the hiring of Denise Hoehn to serve as a Custodian at Saint Peter High School.

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**EMPLOYMENT HIRING SUMMARY**

- **Denise Hoehn**
  - Custodian - Rate of pay 17.25 per hour
  - Start Date: May 22, 2023
  - 9 month probationary period ending February 22, 2024
  - Obtainment of a Special class C boiler license is required by the last day of the probationary period

Cc: Denise Hoehn  
Robert Ploog  
Mike Keller



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

**FROM:** Jon Graff, Principal

**DATE:** May, 19 2023

**SUBJECT:** SPMS Paraprofessional  
Resignation

---

Please accept the resignation of Courtney Leonard, special education paraprofessional at Saint Peter Middle school, effective at the end of the school year.

We would like to thank Courtney for her contributions to the district and wish her the best of luck with her future endeavors.

16

CC: Courtney Leonard  
Grp\_hire\_para



Jon Graff <jgraff@stpeterschools.org>

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## End Date

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**Courtney Leonard** <qqcourtneypp@gmail.com>  
To: jgraff@stpeterschools.org

Thu, May 4, 2023 at 1:21 PM

Hello,

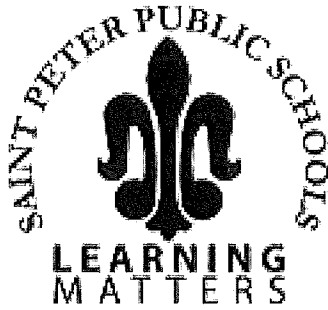
I hope this email finds you well. I wanted to let you know that I will not be returning to St. Peter schools next academic year. I have had a wonderful time being a Para at St. Peter Middle School, and I wanted to extend my appreciation to you for hiring me and sharing such wonderful students and staff with me.

My last day will be June 1st.

Please let me know if there are any further steps I need to take at this time.

Thank you so much,  
Courtney Leonard

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

**FROM:** Jon Graff, Principal

**DATE:** May, 19 2023

**SUBJECT:** SPMS Paraprofessional  
Resignation

---

Please accept the resignation of Kelly Brancamp, special education paraprofessional at Saint Peter Middle school, effective at the end of the school year.

We would like to thank Kelly for her contributions to the district and wish her the best of luck with her future endeavors.

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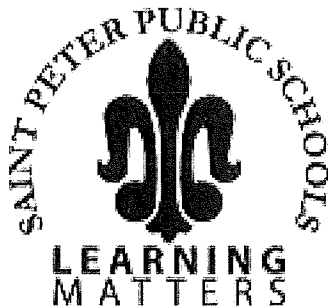
CC: Kelly Brancamp  
Grp\_hire\_para

5-15-2023

Dear Mr. Graff,

Please accept this letter as a formal notification that I am resigning from my position as Special Education Paraprofessional from St. Peter Middle School. My last day will be June 2nd, 2023.

Sincerely,  
Kelly Brancamp



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

**FROM:** Jon Graff, Principal

**DATE:** May, 19 2023

**SUBJECT:** Middle School PE Teacher  
Resignation

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Please accept the resignation of Abby Moore, 7th/8th Grade PE teacher at Saint Peter Middle School, effective at the end of the school year.

We would like to thank Abby for her contributions to the district and wish her the best of luck with her future endeavors.

20

CC: Abby Moore  
Grp\_hire\_certified

May 19, 2023

Attn: Jon Graff

Re: Letter of Resignation

Dear Jon Graff and St. Peter Public Schools,

Please accept this as formal notice of my resignation from the position of Physical Education Teacher at St. Peter Public Schools, effective this coming fall.

After much consideration, my family has made the decision to move to Idaho. Working for St. Peter Public Schools has been an incredible experience and one that I will cherish for the rest of my life. It has afforded me the opportunity to grow as an educator and develop myself personally. I am very grateful to have been a part of this school and community. <sup>21</sup>

Sincerely,

Abby Moore



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

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

**SUBJECT: 2023-24 Saints Overtime Staff**

**DATE: May 22, 2023**

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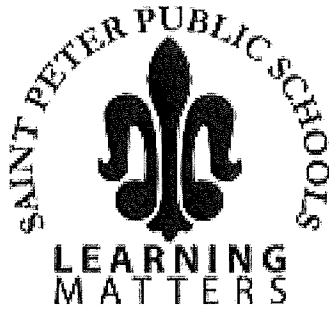
Interviews were conducted, and I am pleased to recommend hiring Krystalin Neary as a Saints Overtime Assistant for the summer and the 2023-24 school year.

22

This is a replacement position.

**EMPLOYEE SUMMARY**

- **Krystalin Neary**
- Rate of pay - \$15.25/hr.
- Part-time hours are to be submitted on a timesheet
- Summer 2023 and 2023-24 School Year



**MEMO TO:** Members of the School Board  
Bill Gronseth

**FROM:** Emily Craig

**DATE:** 5/22/2023

**SUBJECT:** Food Service retirement

---

Sandra Lynch will be retiring June 2nd 2023

- Sandra Lynch will be retiring from the food service as of June 2nd.
- Sanda was previously with Avians for several years and served one year under district staff. We thank her for all her hard work and wish her well in her retirement.
- Retirement letter to follow

23

Congratulations Sandy!

CC: Sandra Lynch

May 22nd, 2023

Dear Emily,

This is to inform you that I will be retiring on June 2, 2023. It is bittersweet for me. I have really enjoyed working with you and all the kitchen staff. They not only worked hard but we all worked so well together. Also so many laughs and fun Great place to work I will definitely miss you all. Take care.

Sandy Lynch



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

**FROM:** Doreen Oelke, Principal

**DATE:** May 25, 2023

**RE:** Teacher Resignation

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I recommend that you accept the resignation of Lori Pierret as a teacher (TOSA/Instructional Coach) within St. Peter Public Schools. Ms. Pierret has accepted a position at Owatonna Public School District. Her last day at SPHS will be June 2, 2023.

25

We sincerely thank her for her years of service and dedication to the students & staff of Saint Peter. We wish her the best in her new endeavor. Please let me know if you have any questions.

May 24, 2023

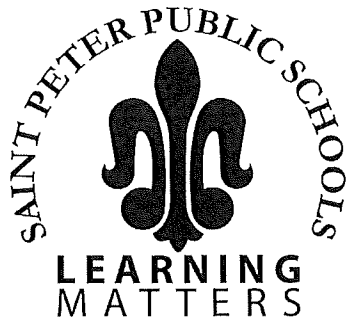
Dear Doreen Oelke,

I am writing to inform you of my resignation from the position of teacher from the Saint Peter School District. I will always be grateful for the opportunity to learn and grow as an educator in St Peter schools. The professional and personal relationships I have developed over the last 25 years have significantly impacted me and my family. I look forward to staying connected.

Thank You,

A handwritten signature in black ink, appearing to read "Lori Pierret". The signature is written in a cursive style with a large initial "L" and "P".

Lori Pierret



May 24, 2023

To: Bill Gronseth

From: Sharon Petersen  
Operations and Maintenance Supervisor

RE: Resignation of Veronica Otero

Veronica has resigned the full time custodial position at the Middle School.  
Effective May 25, 2023. Her last day was May 24, 2023.

27

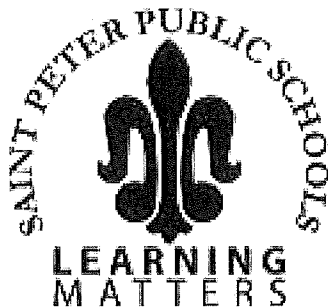
Cc: Jon Graff

Jerry Doyle

5/24/23

I resign effective may 25<sup>th</sup>

Nonica A. New



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

**FROM:** Jon Graff, Principal

**DATE:** May 26, 2023

**SUBJECT:** Middle School Health Teacher  
Resignation

---

Please accept the resignation of Madison Bergren, 5th/6th Grade health teacher at Saint Peter Middle School, effective at the end of the school year.

We would like to thank Madison for her contributions to the district and wish her the best of luck with her future endeavors.

29

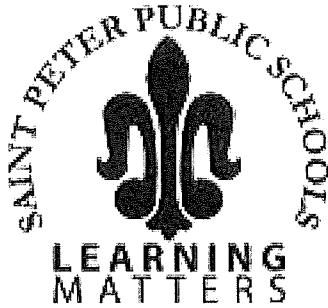
CC: Madison Bergren  
Grp\_hire\_certified

Dear Jon,

This letter is to formally inform you that I am resigning from the Middle School Health Teacher position at the end of the year.

Thank you,

Madison Bergren



MEMO TO: Bill Gronseth, Superintendent  
School Board

FROM: Jana Sykora

DATE: May 24, 2023

SUBJECT: Para Hire

---

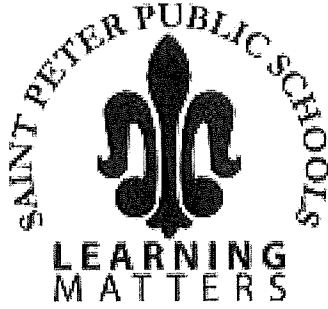
Applications were received and interviews took place for a paraprofessional position for summer credit recovery at Saint Peter High School. I am pleased to recommend Cori Irwin for the position. Cori Irwin was previously employed as a para at Rock Bend ALC and has assisted with summer school previously as well.

**EMPLOYEE SUMMARY**

- **Cori Irwin**
  - June 5-9, 6.0 hours daily, 8:15-2:45 pm (30 min unpaid lunch)
  - June 12-29, 5.0 hours daily, 7:45 am - 12:45 pm
  - Step 1/B at a rate of \$15.55/hour
  - Start date: June 5, 2023

31

CC: Cori Irwin  
grp\_hire\_para



**MEMO TO:** Members of the School Board  
Bill Gronseth

**FROM:** Jana Sykora

**DATE:** May 24, 2023

**SUBJECT:** Credit Recovery English  
Teacher (Summer School)

---

Applications were received and interviews took place for a summer school English credit recovery teacher.

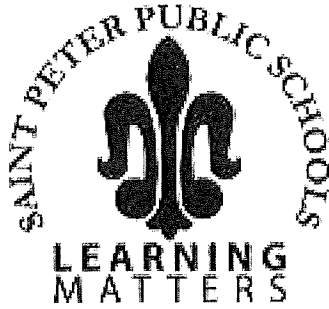
I am pleased to recommend Cayrl Bunkowske for the position.

32

**NEW EMPLOYEE SUMMARY**

- **Cayrl Bunkowske**
  - Credit recovery English teacher (summer school)
  - Employment dates: June 5-30, 2023
  - Hourly compensation based on Step12/MA of teacher contract

CC: Cayrl Bunkowske  
grp\_hire\_certified



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

**FROM:** Sharon Petersen

**DATE:** June 1, 2023

**SUBJECT:** Recommendation for hire

---

The Operations and Maintenance Department has a need during the summer for seasonal employees to help prepare the district buildings and grounds prepare for the upcoming school year. I recommend hiring Marwan Abdi for a 2023 Summer Seasonal position.

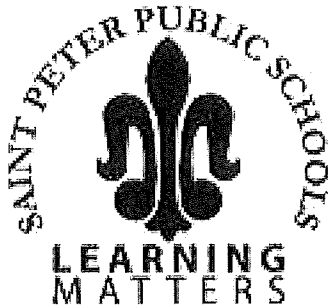
33

**EMPLOYMENT HIRING SUMMARY**

- **Seasonal Custodian**
  - Start Date June 5, 2023

Marwan Abdi

Cc: Drew Brodeen  
Mike Keller



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

**FROM:** Sharon Petersen

**DATE:** May 26, 2023

**SUBJECT:** Recommendation for hire

---

The Operations and Maintenance Department has a need during the summer for seasonal employees to help prepare the district buildings and grounds for the upcoming school year. I recommend hiring the following individuals for the 2023 summer seasonal positions

34

**EMPLOYMENT HIRING SUMMARY**

- **Seasonal Custodian**
  - Start Date June 5, 2023

Heidi Christiansen  
Kristen Zeiher  
Barry Richards  
Isiah Chambers  
Wyatt Quiring

Cc: Drew Brodeen  
Mike Keller



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

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

**SUBJECT:** sPARK Mobile Arts Program  
assistant hire

**DATE:** May 30, 2023

---

Interviews were conducted, and I am pleased to recommend hiring Paloma Mendoza as an assistant to April Malphurs with the sPARK Mobile Arts Studio program. Funds from a Prairie Lakes Regional Arts Grant will cover the cost of this hire.

35

This is a new position.

### **EMPLOYEE SUMMARY**

- **Paloma Mendoza**
- Rate of pay - \$15/hr.
- Part-time hours are to be submitted on a timesheet and paid with grant funds.
- June-August 2023



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

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

**SUBJECT: Rescission of Saints Overtime Hire**

**DATE: June 1, 2023**

---

Please rescind the below acceptance of this offer of employment with Cassandra Larsen. This hire was in the May School Board Packet. Cassandra has decided not to work at Saints Overtime.

---

Interviews were conducted, and I am pleased to recommend hiring Cassandra Larsen as a Summer Saints Overtime Assistant. Cassandra previously worked as a Saints Overtime staff member during her years as a college student, and we are excited to have her work with us during the summer program.

36

This is a replacement position.

**EMPLOYEE SUMMARY**

- **Cassandra Larsen**
- Rate of pay - \$15.25/hr.
- Part-time hours are to be submitted on a timesheet
- Summer 2023



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

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

**SUBJECT: 2023-24 Saints Overtime Staff**

**DATE: June 1, 2023**

---

Interviews were conducted, and I am pleased to recommend hiring Salem Weldegebriel as a Saints Overtime Assistant for the summer and the 2023-24 school year.

This is a replacement position.

37

**EMPLOYEE SUMMARY**

- **Salem Weldegebriel**
- Rate of pay - \$15.25/hr.
- Part-time hours are to be submitted on a timesheet
- Summer 2023 and 2023-24 School Year



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

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

**SUBJECT:** Returning Summer Saints  
Overtime Staff

**DATE:** May 30, 2023

---

Bridget Mullaly will resume her role as Summer Saints Overtime Assistant. She will receive her hourly para rate and will submit hours on a timesheet.



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

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

**SUBJECT:** Returning Summer Saints  
Overtime Staff

**DATE:** June 1, 2023

---

The following individuals will resume their roles as Summer Saints Overtime Assistants. Their hours will be submitted on a timesheet.

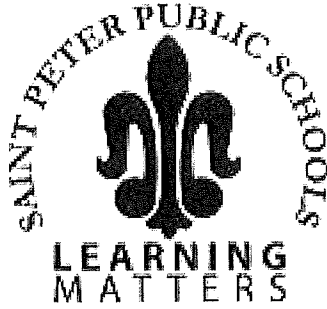
39

**EMPLOYEE SUMMARY - \$15.25 per hour pay rate**

- Hana Ahmed
- Alex Dorow
- Katie Engeldinger
- Heidi Johnson
- Mariah Knutson
- Skylar Price
- Oscar Ramierz
- Maria Trochez

**HIGH SCHOOL STAFF SUMMARY - \$10.25 per hour pay rate**

- Grace Timm



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

**FROM:** Jon Graff, Principal

**DATE:** June 5, 2023

**SUBJECT:** SPMS Paraprofessional  
Resignation

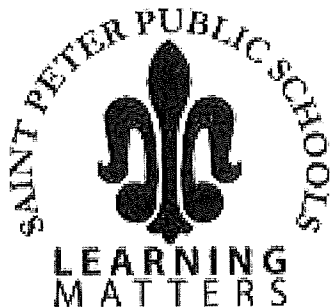
---

Please accept the resignation of Tiffany Carlson, special education paraprofessional at Saint Peter Middle school, effective at the end of the school year.

We would like to thank Tiffany for her contributions to the district and wish her the best of luck with her future endeavors.

40

CC: Tiffany Carlson  
Grp\_hire\_para



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

**FROM:** Sharon Petersen

**DATE:** June 1, 2023

**SUBJECT:** Recommendation for hire

---

The Operations and Maintenance Department has a need during the summer for seasonal employees to help prepare the district buildings and grounds for the upcoming school year. I recommend hiring Becky Spector and Colton Willaert as 2023 Summer Seasonal Custodians.

41

#### **EMPLOYMENT HIRING SUMMARY**

##### **Seasonal Custodian**

- **Becky Spector**  
Start Date June 6, 2023
- **Colton Willaert**  
Start Date June 12, 2023

Cc: Drew Brodeen  
Mike Keller



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

**FROM:** Annette Engeldinger

**DATE:** June 5, 2023

**RE:** Personnel Recommendation  
High School Student Services  
Secretary

---

42

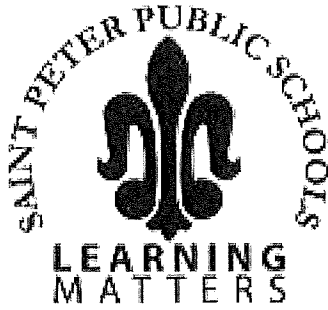
Interviews have been completed for the high school student services secretary position, and I am pleased to let you know that we have offered the position to Betsy Wilker. This is a replacement position due to the retirement of Beckie Strom.

**Ms. Betsy Wilker**

- Year 1, Step 1, Level III, Hourly rate: \$16.74
- Start date: August 28, 2023

Please let me know if you have any questions.

CC: Betsy Wilker



**MEMO TO:** Superintendent Gronseth  
District 508 School Board

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

**DATE:** June 2, 2023

**SUBJECT:** North Paraprofessional Resignation

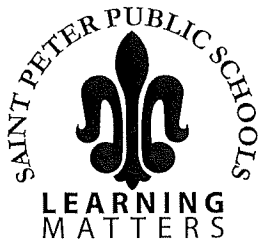
---

I would like to recommend that you accept the resignation of Olivia Oeltjen at North Elementary School. Olivia's last day of service will be June 1, 2023. Miss Oeltjen has served as our student success coach paraprofessional at North since January 2023.

43

Please contact me with any questions.

CC: grp\_hire\_para@stpeterschools.org  
Olivia Oeltjen <ooeltjen@stpeterschools.org>



**TO:** School Board  
**FROM:** Bill Gronseth  
**SUBJECT:** Business Manager Hire  
**DATE:** 06.06.2023

---

Interviews were conducted and I am pleased to report that Megan Gracia has accepted the position of Business Manager. Her education, experience and references make her an excellent candidate.

This position is on an individual contract.

**EMPLOYEE SUMMARY**

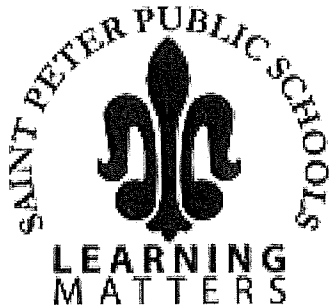
44

- **Megan Gracia**
- Rate of pay

2023-2024	2024-2025
\$96,750	\$98,685

- Full-time
- Start date: Monday, June 12, 2023

CC: Megan Gracia  
Grp\_district\_office  
Gus Sorbo  
Ytive Prafke



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

**FROM:** Annette Engeldinger

**DATE:** June 7, 2023

**SUBJECT:** Industrial Technology/Ag  
Science Teacher Hire

---

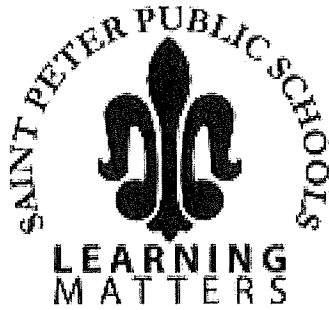
Interviews for the new Saint Peter High School industrial technology/ag science teaching position have been completed, and I am excited to recommend the hiring of Jacob Pehrson. This is a replacement position due to the resignation of Michael Reeser.

45

**EMPLOYEE SUMMARY**

- Jacob Pehrson
- Rate of Pay: Step 1/BA \$45,077
- Start date: 2023-2024 School Year
- 1.0 FTE

CC: Jacob Pehrson  
grp\_hire\_certified



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

**FROM:** Annette Engeldinger

**DATE:** June 7, 2023

**SUBJECT:** ELL Teacher Hire

---

Interviews for the new Saint Peter High School 1.0 English learner teaching position have been completed, and I am excited to recommend the hiring of Hsin-Ching (Jean) Liou. This is a replacement position due to the shifting of Helena Satterness to the middle school.

46

**EMPLOYEE SUMMARY**

- Hsin-Ching (Jean) Liou
- Rate of Pay: Step 1/MA = \$51,528
- Start date: 2023-2024 School Year
- 1.0 FTE

CC: Hsin-Ching Liou  
grp\_hire\_certified



---

DISTRICT OFFICE · 100 Lincoln Dr Ste 229 · Saint Peter MN 56082-1351 · 507-934-5703 (Office) · 507-934-2805 (Fax) · [www.stpeterschools.org](http://www.stpeterschools.org)

Memo To: Bill Gronseth, Superintendent  
Saint Peter School Board

From: Tim Regner, Business Manager

Date: May 5, 2023

Subject: Walter FMLA Request

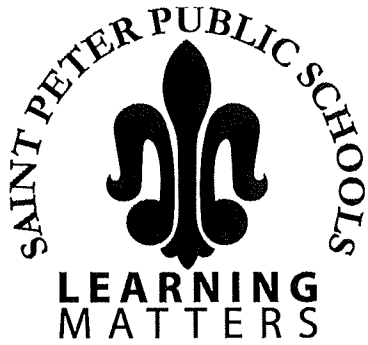
47

I would recommend that you accept the FMLA request of Erica Walter, Office Support in the District Office. Ms. Walter's due date is June 22, 2023. Her leave will be from June 22, 2023, through August 18, 2023, and returning to work on August 22, 2023.

Her written request along with FMLA paperwork, has been submitted to the district office.

Please feel free to contact me with any questions.

Cc Erica Walter



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

**FROM:** Doreen Oelke, Principal

**DATE:** June 12, 2023

**SUBJECT:** Sindelir Reassignment Memo

---

I am pleased to recommend the reassignment of Ethan Sindelir as a 1.0 FTE First Grade Teacher at South Elementary. Mr. Sindelir previously worked at North Elementary as a Second Grade Teacher, but his contract was not renewed due to budget cuts. This is a replacement position.

48

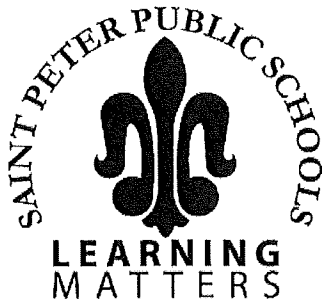
Mr. Sindelir is a graduate of Gustavus Adolphus College. We welcome him to our school and we look forward to having him on the South Elementary staff. Please feel free to contact me if you have any questions regarding this recommendation.

#### **NEW EMPLOYEE SUMMARY**

- **Ethan Sindelir**
  - BA, Year 2, Step 2, Salary is \$46,612 per the 2022-2023 \*Master Agreement (\*This will be updated once the contract is updated.)
  - Start Date is the beginning of the 2023-2024 school year

cc:

Ethan Sindelir  
Certified Hire Group



**TO:** Bill Gronseth  
**FROM:** Gus Sorbo  
**DATE:** 13-JUN-2023  
**RE:** Summer Technology Intern - Occasional  
**CC:** Andrew Sorbo

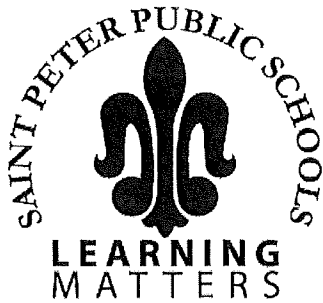
---

Applications were accepted and interviews were held and I would like to recommend Andrew Sorbo for the Summer Technology Intern - Occasional position. Andrew will help as needed in the Technology Department this summer and will be starting ASAP.

49

#### NEW EMPLOYEE SUMMARY

- Andrew Sorbo
  - \$14.25 / Hr
  - Timesheets will be completed



**TO:** Bill Gronseth  
**FROM:** Gus Sorbo  
**DATE:** 13-JUN-2023  
**RE:** Summer Technology Intern  
**CC:** Wesley Yang

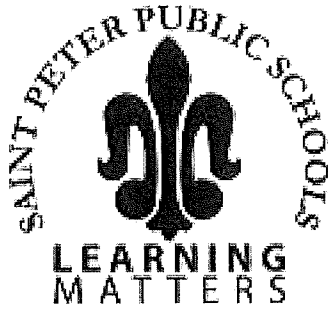
---

I am pleased to announce that Wesley will be returning as a Summer Intern in the Tech Department again this summer. Wesley was a great help last year and we are excited to have him back. He will be starting July 10th and working until he goes back to school in the fall.

50

#### NEW EMPLOYEE SUMMARY

- Wesley Yang
  - \$14.50 / Hr
  - Timesheets will be completed
  - Start date: July 10th



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

**FROM:** Doreen Oelke, Principal

**DATE:** June 12, 2023

**SUBJECT:** Recommendation to hire

---

I am excited to recommend the hiring of Stephanie Ross as the South Elementary Extended School Year DCD teacher for the Summer 2023 sessions. This is a replacement position.

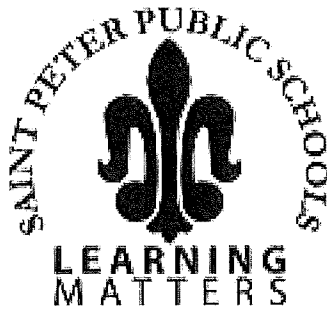
Please join me in welcoming her to the Saint Peter School District.

51

**NEW EMPLOYEE SUMMARY**

- **Stephanie Ross**
  - \$56.16 per hour
  - Timesheets will be completed
  - Start Date: June 28, 2023

CC: Stephanie Ross  
Certified Group



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

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

**DATE:** June 11, 2023

**SUBJECT:** Paraprofessional Retirement

---

I would like to recommend that you accept the retirement of Jill Grill at North Elementary School to take effect on June 2, 2023. She has worked at North for twenty-three school years as a Title 1 and media paraprofessional and she will be greatly missed. Jill and her husband are moving to Balsam Lake, MN.

52

We thank Jill for her time and dedication to the students at North Elementary School and wish her the best of luck in the future!

Please contact me with any questions.

CC: [grp\\_hire\\_para@stpetersschools.org](mailto:grp_hire_para@stpetersschools.org)  
[jgrill@stpetersschools.org](mailto:jgrill@stpetersschools.org)

Jill Grill  
1486 Leonard Street  
St. Peter, MN 56082

May 24, 2023

Darin Doherty  
North Elementary  
815 North 9th Street  
St. Peter, MN 56082

Dear Darin,

I am writing this letter to inform you of my decision to retire from my position as Media Paraprofessional at North Elementary at the end of the 2022-2023 academic year. After 23 years at North Elementary (18 years as a Title 1 Paraprofessional and the last 5 years as Media Paraprofessional), I have decided to start the next chapter of my life and enjoy the benefits of retirement.

53

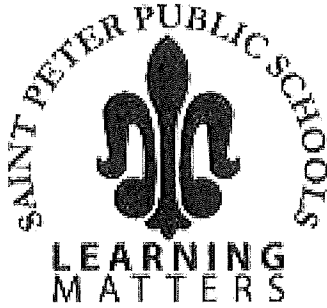
I want to take this opportunity to express my gratitude to you, the administration, and the entire North Elementary staff for the support and guidance provided to me throughout my time at North.

I have truly enjoyed my time at North Elementary and will always cherish the memories and relationships built with my co-workers and students.

I am proud to have been a part of St Peter Schools and the North Elementary community. I will look back on my time here with fond memories. Thank you for everything you do for the children of this community.

Sincerely,

Jill Grill



MEMO TO: Bill Gronseth, Superintendent  
School Board

FROM: Sharon Petersen

DATE: June 14, 2023

SUBJECT: Recommendation for hire

---

The Operations and Maintenance Department has a need during the summer for seasonal employees to help prepare the district buildings and grounds for the upcoming school year. I recommend hiring **Abdilrahman Omara** as a 2023 Summer Seasonal Custodian.

54

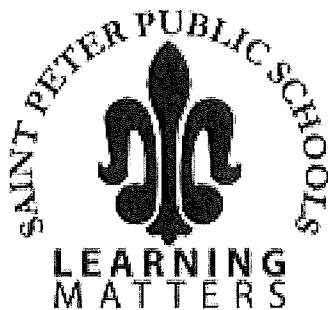
#### **EMPLOYMENT HIRING SUMMARY**

##### **Seasonal Custodian**

- **Abdilrahman Omar**  
Start Date June 12, 2023

Abdilrahman Omar

Cc: Drew Brodeen  
Mike Keller



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

**FROM:** Jon Graff, Principal

**DATE:** June 19, 2023

**SUBJECT:** Middle School Teacher  
Resignation

---

Please accept the resignation of Emily Onken, Teacher at Saint Peter Middle School, effective at the end of the school year. Emily served SPMS as a reading interventionist and, most recently, as an instructional coach.

We would like to thank Emily for her contributions to the district and wish her the best of luck with her future endeavors.

55

CC: Emily Onken  
Grp\_hire\_certified

Jun 14, 2023

Dear Mr. Graff,

This letter is to formally notify you that I am resigning as a teacher at St. Peter Public Schools ending the 2022-23 contract year.

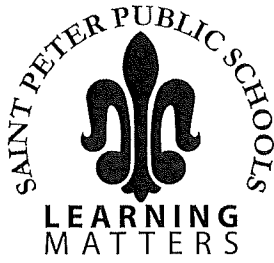
Thank you so much for the opportunity to work here for the past nine years. I've enjoyed working with the staff here as a teacher and coach. I'm excited to take these skills with me as I pursue the next step of my career.

I wish the district continued success.

Sincerely,

A handwritten signature in cursive script that reads "Emily Onken".

Emily Onken



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

**CC:** Mr. Warden, Adult Basic Ed. Coordinator LSH Schools  
Mrs. Skinner, Community Ed. Director, St. Peter Schools

**FROM:** Jana Sykora

**DATE:** May 23, 2023

**RE:** Javier Martinez, graduate

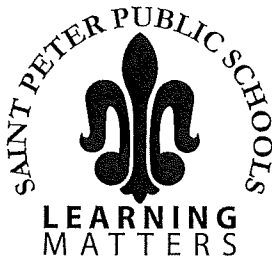
---

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

Upon review of his course credits and transcripts, it has been determined that Javier meets the established requirements through coursework with the Adult Basic Education Program.

57

cc: Sandy Clementson



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

**CC:** Annette Engeldinger, SPHS principal  
Andrew Vander Linden, SPHS counselor

**FROM:** Jana Sykora

**DATE:** June 22, 2023

**RE:** Ben Kennedy, graduate

---

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

Upon review of his course credits and transcripts, it has been determined that Ben completed his requirements for graduation through summer school credit completion.

58

cc: Sandy Clementson



## ADDENDUM

### REGULAR BOARD MEETING Thursday, June 22, 2023 SPCC-Governor's Room 6:30PM

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#### VII. ACTION ITEMS

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

**Subject:** Consider Approval of Candidates for Graduation

**Action:** Requires a Motion

**Background:** To be eligible to graduate, a student must meet all requirements set by the local School Board and the State of Minnesota. Ms. Engeldinger will present the list of students who met these requirements and graduated from Saint Peter High School on June 2, 2023.

**Presentation:** High School Principal

**Options/Recommendation:** I recommend your approval of the 2023 graduating class of Saint Peter High School.

**MEMO TO:** Mr. Gronseth  
Members of the Board of Education

**FROM:** Annette Engeldinger

**DATE:** June 5, 2023

**SUBJECT:** Graduating Class of 2023

Attached is a list of seniors who have met all graduation requirements and received diplomas on June 2, 2023.

Attachment

SENIORS FOR APPROVAL 2023

Colton	Abels	Amelia	Hildebrandt	Omar	Rodriguez
Adam	Adan	Nathan	Holmbo	Raina	Roemhildt
Madison	Akemann	Jackson	Holmlund	Adrik	Rojas-Malleo
Martin	Anderson	Madison	Honetschlager	Ella	Ruble
Matias	Anderson Garcia	Melanie	Hopp	Piper	Ruble
Isabel	Avant	Kylee	Horner	Jaxen	Sandland
Andrew	Baji	Jolin	Huang	Adam	Sanford
Brigit	Ballman	Liliana	Hughes	Nobras	SayidNour
Regan	Baron	Kowsar	Hussein	Alexander	Schaffer
Aaron	Baxa	Isaiah	Jacobsen	Jadin	Schatz
Vera	Berglund	Najma	Jamac	Liam	Schloesser
Alyia	Bice	Emma	Janni	Tyson	Schmitz
Milo	Biehn	Aedan	Johnson	Symon	Schott
Adrianna	Bixby	Isaac	Johnson	Lauren	Seybolt
Audra	Bixby	Matthew	Johnson	Zackary	Sieberg
Connor	Bjorling	Luke	Jones	Dustin	Sikkema
Ryan	Blank	Mitchel	Joosten	Nicole	Sinning
Aiden	Bloom	Kevin	Juarez	Rowan	Snay
Karen	Bocanegra	Madison	Kelly	Magnus	Soderlund
Anna	Boomgaarden	Tanner	Kendall	Noah	Spessard
William	Borgmeier	Eleanor	Kennedy	Hadley	Stuehrenberg
Harold	Born	Joseph	Kim	Samuel	Stuewe
Cole	Brenke	Daniel	Klein	Benjamin	Taylor
Samuel	Buffington	Abby	Kukacka	Jaydon	Thompson
Averie	Byrd	Erin	Larson	Norah	Timmerman
Kevin	Castaneda	Avery	Lembke	Cadence	Tish
Ridwan	Dekene	Ellinore	Letts	Karla	Torres
Liliana	Deming	Joseph	Liebl	Wesley	Toupenca
Evan	Deshayes	Hailey	Looft	Taylen	Travaille
Elodie	DeVos	Amir	Loredo-Hollon	James	Trocke
Jasmine	Dezurn	Damian	Mallow	Dylan	Tuma
Anders	Dixon	David	Marlow	Mitchell	Ulman
Grace	Dlouhy	Daniel	Marroquin	Sebastain	Vande
Will	Elias	Sydney	Marthaler	Joshua	VanGrootheest
Carson	Factor	Quinn	McGuire	Ashton	Volk
Jesse	Fast	Natalie	McKenzie	William	Walter
Julia	Fitzpatrick	Paige	Meffert	Heidi	Weber
Alena-Marie	Frederick	Claire	Meyer	Macy	Weller
William	Friedrichs Davis	Jonathan	Miller	Alejandra	Westra-Smith
Isabeau	Fuller	Ilyas	Mohamed	Kerrigan	Wilking
Farhiya	Garad	Emma	Niebuhr	Kira	Wilking
Fabian	Gerstbauer	Lauryn	Oberlander	Desirae	Willaert
Logan	Gessner	Keira	Oeltjenbruns	Courtney	Wilmes
Samuel	Gibson	Ella	Osborn	Jonathan	Wilmes
Dylan	Goodrich	Ramla	Osman	Tate	Winkelmann
Tyler	Goodrich	Daisy	Pehrson	Caitlin	Yauger
Echo	Grant	Alan	Perez		
Sophia	Grigsby	Jocelyn	Perez		
Angelica	Guerra	Claire	Peters		
Rodolfo	Guerra	Natalie	Petersen		
Erica	Gullickson	Ava	Pettis		
Jackson	Hagen	Maya	Pettis		
Lilyan	Haller	Drake	Portner		
Rhys	Hanson	Lauren	Powers		
Xavier	Hartman	Alexandra	Rassbach		
Avery	Hibbard	Brooks	Reicks		
Evan	Hibscher	McKenna	Reiten		





## ADDENDUM

### REGULAR BOARD MEETING Thursday, June 22, 2023 SPCC-Governor's Room 6:30PM

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#### VII. ACTION ITEMS

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

- Subject:** Consider Approval of a Student Resource Officer Agreement with the City of Saint Peter
- Action:** Requires a Motion
- Background:** Included in the budget adjustments was a reduction to one School Resource Officer rather than two. The attached contract reflects this change.
- Presentation:** Superintendent Gronseth
- Options/Recommendation:** I recommend approving this contract with the City of Saint Peter.

## **SCHOOL RESOURCE OFFICER PROGRAM AGREEMENT**

THIS AGREEMENT is by and between INDEPENDENT SCHOOL DISTRICT NO. 508 hereinafter referred to as the "School District #508", and the CITY OF SAINT PETER, hereinafter referred to as "City".

WHEREAS, School District and the City desire to join in a mutual effort to curb delinquency and crime in the community and to develop better community understanding of law and law enforcement; and

WHEREAS, the State Legislature has provided in Minnesota Statutes Section 124.912, Subdivision 6, a vehicle to fund a cooperative effort by School District and City to curb juvenile delinquency and crime.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained in this Agreement, School District and City mutually agree as follows:

### **ARTICLE I - SCHOOL RESOURCE OFFICER DEFINITION AND DUTIES**

- 1.1. For the purpose of this Agreement, the term "School Resource Officer" hereinafter referred to as "SRO" shall:
  - a. Be a Police Officer of the City of Saint Peter Police Department who will assist in the establishment and coordination of a cooperative community approach among schools, parents, police and other resources in reaching the children's and the community's needs and problems.
  
- 1.2. The duties of the SRO shall include, but are not limited to, the following:
  - a. Provide diligent patrol to School District schools and property to deter crimes against students, staff, and property.
  - b. Act as a liaison between School District, local law enforcement agencies, and the community.
  - c. Model behaviors and actions aligned with School District's mission, vision and goals.
  - d. Serve as a resource to staff, administration, parents, and students regarding Police and juvenile policies and procedures, and juvenile court procedures and determinations.
  - e. Work with residents, businesses, students and staff to identify and resolve unique neighborhoods/school problems and issues.
  - f. Work in conjunction with School District administrators and certified instructors to assist in the delivery of instruction in a variety of subject areas, including but not limited to, police and their role in society; laws; juvenile and adult criminal justice systems; career opportunities in law enforcement; drug education; crime and community; conflict resolution; bullying prevention and resolution; diversity and

tolerance in the school and community; and other classes as permitted by scheduling and as determined appropriate by respective administrators and staff.

- g. Participate in professional development related to Safe Schools, School Resource Officer programs, age appropriate interventions, trauma, diversity and working with underrepresented communities, and other challenges students may be facing.
- h. Participate in and/or attend school functions and assist in the scheduling of additional police/security personnel as needed.
- i. Be present during lunch periods, programs, presentations, and other activities during the school day as scheduling permits and where opportunities exist to promote communication and build rapport with students, staff and the community.
- j. Assist in traffic control as needed and advise School District personnel concerning vehicular and traffic safety on and around school campuses.
- k. Make referrals to appropriate school staff or community agencies when the Officer receives information or observes conditions that jeopardize the welfare of students.
- l. Assist with school safety and crisis response planning, training, drills, and implementation.
- m. Conduct investigations within the schools and surrounding community, both criminal and other, as deemed necessary by the Police Department or between the Police Department and school personnel by mutual agreement. Assist other law enforcement officers in matters regarding the SRO school assignment, whenever necessary.
- n. In the instance of law violations, serve in the normal Police Officer capacity. That is, the Officer has the obligation to protect life, limb and property; to prevent crime; to recover stolen and lost property; and to apprehend and prosecute offenders, but in so doing having discretion to orient activities toward rehabilitation and correction.
- o. Continue as a member and employee of the Police Department of the City and operate under the direct administration and supervision of the Police Department. Work in cooperation with School District administrators towards mutually agreed upon goals involving the Police Department, School District, and students. The School Resource Officer shall not have disciplinary authority within the school.

**Responses:**

- A. School District staff will call 911, the SRO, or any Police Officer in an emergency or crisis situation.
- B. If there is no threat of immediate danger to students or others, school staff will contact a site administrator to decide whether to request Police assistance for an incident involving potentially criminal behavior by a student.
- C. School District staff will only request Police assistance when:
  - a. Necessary to protect the safety of students and staff

- b. Required by law.
  - c. Appropriate to address criminal behavior of persons other than students.
- D. School District administrators have the primary responsibility to ensure consistency in enforcement of school rules and policies.
- E. Absent a real and immediate threat to students, teachers, or public safety, incidents shall be considered school discipline and should be handled by school officials rather than warranting formal law enforcement intervention, i.e. issuance of criminal citation, ticket or summons, filing a delinquency petition, referral to a probation officer, or actual arrest.

**Arrests:**

- A. To minimize disruption to the learning environment, SRO's should consider the reasonableness of making an arrest on campus or summoning a student from the classroom utilizing the following criteria:
- a. The seriousness of the offense.
  - b. Whether there is an imminent threat to public safety.
  - c. Federal, state and local requirements.
  - d. Whether the SRO is able to accomplish the arrest by other means in a safe manner.

**Prohibitions:**

- A. SRO's will not transport students or school staff unless related to a medical emergency, lawful arrest or detention, or due to victimization.
- B. SRO's will not engage in verification of student attendance or classroom participation.

**ARTICLE II - FUNDING OF THE SCHOOL RESOURCE OFFICER PROGRAM**

- 2.1 The parties agree that during the life of this Agreement the number of School Resource Officers actually employed pursuant to this contract may be adjusted upward or downward by mutual consent of the parties. The parties agree to meet on an annual basis on or before April 1 of each year of this agreement to review the number of Officers to be employed for the next upcoming school year.
- 2.2 School resource officers shall spend approximately sixty-two percent (62%) of their time (annually) working directly on School District issues as identified in Section 1.2. This represents thirty-six (36) weeks with approximately ninety percent (90%) availability, which equals 32.4 weeks.
- 2.3 School District agrees to pay the City per School Resource Officer, seventy percent (70%) of personnel costs including wages, PERA, health insurance, and all applicable payroll taxes for each School Resource Officer during each year of this two-year agreement.
- a. Fifty percent (50%) of the total amount to be paid during any year of this agreement is due and owing on June 15th of each year of the agreement.

- b. Fifty percent (50%) of the total amount to be paid during any year of this agreement is due and owing on December 15h of each year of the agreement.
- 2.4 The City agrees to provide an invoice for payments specified in this Article.

### **ARTICLE III – RESPONSIBILITY OF SCHOOL DISTRICT**

- 3.1 The School District shall be responsible for the following duties and/or services:
- a. Provide guidance and assistance to the SRO through the principals, teachers, administrative staff and student body.
  - b. Provide a private office, desk, telephone for use by the SRO to meet with people on both a public and private meeting basis.
  - c. Requires its principals to coordinate efforts of the SRO within the schools.
  - d. To meet cooperatively with the City and its Police Department on a regular basis to review the goals, needs, operations and effectiveness of the school resource office program and officers.

### **ARTICLE IV - RESPONSIBILITY OF CITY**

- 4.1 The City shall be responsible for the following duties and/or services:
- a. Provide one (1) SRO to School District.
  - b. Provide Police Department equipment needed by SRO to perform necessary functions.
  - c. Provide training and education within the scope of the Police Department of the City.
  - e. Provide temporary replacement for the SRO as deemed necessary by the Police Chief or in the event a SRO's absence extends beyond five consecutive days.
  - f. To meet cooperatively with School District and its Superintendent on a regular basis to review the goals, needs, operations and effectiveness of the SRO and Officer.

### **ARTICLE V - INDEMNITY AND HOLD HARMLESS**

- 5.1. City agrees to indemnify and save harmless the School District of and from any and all liability and expenses, including attorneys' fees, of any nature whatsoever (including any claim on account of any injuries, diseases, or claimed injuries or diseases compensable under the Worker's Compensation Laws of the State of Minnesota) resulting or in any manner arising out of the use of any property, structures, or equipment of the School

District (whether improved, modified, altered, or developed by City or otherwise) or any activities sponsored by City taking place on any such property, structures or equipment.

- 5.2 School District agrees to indemnify and safe harmless City of and from any and all liability and expenses, including attorneys' fees, of any nature whatsoever (including any claim on account of any injuries, diseases, or claimed injuries or diseases compensable under the Worker's Compensation Laws of the State of Minnesota) resulting or in any manner arising out of the use by School District of any property, structures or equipment of City (whether improved, modified, altered, or developed by School District or otherwise) or any activities sponsored by the School District taking place on any such property, structures, or equipment.
- 5.3 The indemnity provisions of Section 5.1 5 shall not apply to any liability incurred by the School District as a result of any wrongful or tortious acts of the School District, it's officers, agents or employees.
- 5.4 The indemnity provisions of Section 5.2 hereof shall not apply to any liability or expenses incurred by the City as a result of any wrongful or tortious acts of the City, its officers, agents or employees.
- 5.5 The parties hereto agree to cooperate with one another in the defense of any claims, demand or rights of action within the terms of this Agreement.
- 5.6 In no case shall either party's obligation to indemnify the other party exceed the statutory liability limit of the of the party.

## **ARTICLE VI - GENERAL PROVISIONS**

- 6.1 Regardless of the date of attestation, this Agreement shall commence on July 1, 2023 and end on June 30, 2025. Either party may terminate this Agreement by providing six (6) months written notice to the other of its intention to terminate this Agreement.
- 6.2 Nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners, joint venture, or joint enterprise between the parties hereto or as constituting either party as an agent, representative or employee of the other for any purpose or in any manner whatsoever.
- 6.3 This Agreement shall be construed and understood solely as an Agreement between the parties hereto and shall not be deemed to create any rights in any other person. No person shall have the right to make claim that she or he is a third party beneficiary of this Agreement or of any of the terms and conditions hereof, which, as between the parties hereto, may be waived at any time by mutual agreement between the parties hereto.
- 6.4 Any amendment to this Agreement shall be in writing and shall be executed by the same parties who executed the original Agreement or their successors in office.
- 6.5 This Agreement, together with all of its paragraphs, terms and provisions is made in the State of Minnesota and shall be construed and interpreted in accordance with the laws of the State of Minnesota.

6.6 The waiver by the parties of any breach of any term, covenant, or condition herein contained, shall not be deemed to be a waiver of any subsequent breach of same or any other term, covenant, or condition herein contained.

6.7 Notices to provided for herein shall be sufficient if sent by the regular United States Postal Service, postage prepaid, addressed as follows:

**TO THE CITY:**

Saint Peter Police Department  
Attn: Chief of Police  
207 South Front Street  
St. Peter, MN 56082

**TO SCHOOL DISTRICT #508**

School District #508  
Attn: School Superintendent  
100 Lincoln Drive  
St. Peter, MN 56082

6.8 This Agreement may be executed in separate counterparts with the same effect as the if all signatures were on the same Agreement.

6.9 For purposes of this Agreement, a telecopy of facsimile document and signature shall be deemed as, and shall serve as, an original Agreement and signature.

6.10 This Agreement, along with any attached exhibits, embodies the entire understanding of the parties and there are no further or other agreements permits, or understandings, written or oral, in effect between the parties relating to the subject matter hereof.

6.11 The understandings of Article 5 above shall also extend to any uncommunicated expectations the parties may have regardless whether specifically mentioned in this Agreement.





## ADDENDUM

### REGULAR BOARD MEETING Thursday, June 22, 2023 SPCC-Governor's Room 6:30PM

#### VII. ACTION ITEMS

**3. AGENDA ITEM #3**

**Subject:** Consider Approval of Individual Contracts

**Action:** Requires a Motion

**Background:** The following individual contracts are being presented for School Board approval. The Human Resources Committee has reviewed the contracts and recommended they be presented to the School Board for final approval.

Name	Title	2023-2024	2024-2025
Shea Roehrkasse	Activities Director	\$88,518	\$90,289
Sarah Janovsky	Administrative Assistant	\$50,397	\$51,405
Megan Gracia	Business Manager	\$96,750.00	\$98,685.00
Alena Webster	Community & Family Education Program Assistant	18.03/hr	\$18.57/hr
Tami Skinner	Community & Family Education Director	\$70,207	\$71,611
Ayan Musse	Coordinator of the Office of Education Equity	\$65,280	\$66,585
Gus Sorbo	Technology Director	\$97,375	\$99,323
Bee Ong	Finance Accountant	\$56,609	\$57,741
Emily Craig	Food Service Director	\$69,700	\$71,094
Paul Johnson	Information Technology Support Specialist	\$19.57	\$20.16
Kris LeClerc	MARSS/EDFI/EDFI Accountant	\$52,027	\$53,588
Lisa Pierson	Payroll Supervisor-Accountant	\$66,512	\$68,508
Kurt Hildebrandt	School Information Coordinator	\$33,300	\$33,966
Ytive Prafke	Special Programs Administrator	\$107,312	\$109,458
Maripisa Romero	Student Support Liaison	\$47,861.00	\$48,819
Lilianna Figeroa	Student Support Liaison	\$44,518	\$45,408

**Presentation:** Superintendent of Schools

**Options/Recommendation:** I recommend approving these contracts.



## ADDENDUM

### REGULAR BOARD MEETING Thursday, June 22, 2023 SPCC-Governor's Room 6:30PM

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#### VII. ACTION ITEMS

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

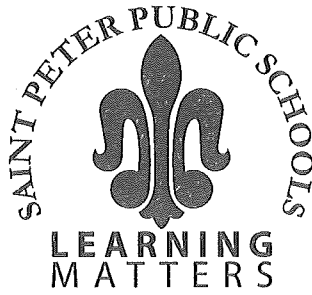
**Subject:** Consider Approval of the 2023-2024 Budget

**Action:** Requires a Motion

**Background:** School district fiscal years begin July 1 and end on June 30<sup>th</sup> of each year. The State of Minnesota Department of Education requires all school districts to have a budget for the following school year in place by June 30<sup>th</sup> of each year. The budget can be amended as needed throughout the school year. This year's legislative session brought many changes to the upcoming budget. This paired with COVID funding changes made building the FY24 budget even more complex than usual. Mr Regner has done an excellent job and should be commended for his efforts. Mr. Regner will present the budget for the 2023-2024 school year (FY24).

**Presentation:** Tim Regner, Business Manager

**Options/Recommendation:** I recommend approving the FY24 budget.



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DISTRICT OFFICE · 100 Lincoln Dr Ste 229 · Saint Peter MN 56082-1351 · 507-934-5703 (Office) · 507-934-2805 (Fax) · [www.stpeterschools.org](http://www.stpeterschools.org)

Date: 6/12/2023  
To: Bill Gronseth  
From: Tim Regner  
RE: 2023-24 Preliminary Adopted Budget

Attached is the budget information to be reviewed by the Business Committee at the 6/14/2023 meeting and to be presented to the Board of Education at it June meeting.

Page 1 is the Budget Cover Sheet providing information on all funds.

Pages 2, 3, 4, 5 are the FY23, FY24, FY 25 and FY26, - 4 yr. rollout detailing changes in both revenues and expenditures that will occur as compared to the Revised FY 23 yr.

Page 6 is the enrollment projections used in preparing the budget.

The new Hire/Replacement Report providing information of all staff changes is still in the process of being finalized as staff is hired and the rollout may need to be adjusted depending upon final numbers.

	A	B	C	D	E	F	G
1	Tregner/Dpeteron/budget 23-24 ADP/Budget Worksheet		23-24 FY 24 Adopted	St. Peter Public Schools			
2			23-24 to Board June 23	2023-24			
3				Adopted Budget			
4				June 1, 2023			
5							
6	s		Projected fund balances				Projected
7			as of				Fund Balance
8	Funds		6/30/2023	Revenues	Expenditures	Transfers	6/30/2023
9							
10	General Fund unassigned Funds, 01,03, 22	*	3,810,403	30,930,236	30,472,826	-239,725	4,028,088
11							
12	concession Fund 21 Part of unassigned		-35,673	65,000	65,000		-35,673
13							
14	Assigned Gifted and Talented		0				0
15	Assigned learning and development		0				0
16	Nonspendable ( Prepays )	*	27,954				27,954
17	Medical assistance -restricted		35,107			0	35,107
18	Restricted Basic Skills		844				844
19	Restricted staff Dev		0				0
20	Restricted for A & I		0				0
21	Restricted for area learning Center		131				131
22	Restricted for Scholarshippa		131,297			0	131,297
23	Restricted for student activities						0
24	High School Fund 30		74,069	90,000	90,000		74,069
25	Middle School Fund 13		22,665	20,000	20,000		22,665
26	South Elementary Fund 12		20,089	27,500	27,500		20,089
27	North Elementary Fund 11		20,712	50,000	50,000		20,712
28							
29							
30	Assigned for severance		364,171				364,171
31	Assigned for VEBA trust		483,000			100,000	583,000
32	Assigned Bond and CSP		0			0	0
33	Assigned for operatin new HS		0			0	0
34							0
35	Assigned water mitigation		374,737				374,737
36	Assigned AAA		54,695			0	54,695
37	Assigned Fund the Depreciation		192,955				192,955
38							0
39							0
40							0
41	General Fund Sub Total		5,577,156	31,182,736	30,725,326	-139,725	5,894,841
42							
43							
44							
45	Capital Expenditure 01 /05						
46	Restricted for deferred maintenance/LTFM		-426,436	831,136	994,836		-590,136
47	Operating Cap (eq&fac)		429,816	545,954	657,478	139,725	458,017
48	Capital Fund Sub Total		3,380	1,377,090	1,652,314	139,725	-132,119
49							
50							
51	Total General Fund Total		5,580,536	32,559,826	32,377,640	0	5,762,722
52							
53							
54							
55	Food Service 02		897,454	1,788,725	1,824,058		862,121
56							
57							0
58	Community Service 04						0
59	Restricted for community education		312,463	363,898	414,004		262,357
60	Restricted for early childhood family education		-3,389	115,990	151,136		-38,535
61	Restricted for school readiness		-893,971	362,650	587,592		-1,118,913
62	unassigned		15,203	36,239	8,300		43,142
63	Total fund Balance Fund 04		-569,694	878,777	1,161,032		-851,949
64							
65							
66							
67	Debt Redemption 07		670,314	3,308,422	3,294,350		684,386
68	This only includes original Bond not refunding						
69	Refunding of \$48,017,264 principle will pay interest						
70	on borrowing until can pay off original Bond						
71							
72	Trust Fund 08		732,410	22,000	22,000		732,410
73							
74	Insurance Fund 20	m					
75	Dental Reserve		149,632	255,276	240,507		164,401
76	Health Insurance Reserve		626,779	4,226,500	4,026,500		826,779
77	Total Fund 20		776,411	4,481,776	4,267,007		991,180
78				74			
79							
80							
81	District Totals		8,087,431	43,039,526	42,946,087	0	8,180,870
82							
83							

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379								
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390								
391								
392								6/1/23
393	FY 23 - this year Revised Budget							
394								
395	Actual fund Balance							
396								4,543,922
397								
398	Actual 21/22 Revenues							
399	legislative increase 2% - FY22 Gen Ed revenue 6728 x.02 to 6863 or 135 x 2281 est ADM for FY22							
400	estimated change in enrollment FY 22 2281 ADM FY23 estimate 2273 = -8 X X 6863							
401	estimate decrease in compensatory from FY 22							
402	remove Covid Fin 150							
403	remove Covid Fin 155							
404	remove Covid Fin 163							
405	remove Covid Fin 170							
406	remove Covid Fin 171							
407	Add Covid Fin 160							
408	Add Covid Fin 161							
409	Add Covid Fin 163							
410	Add Covid Fin 169 ? Mostly for summer school expenses estimated bal 174,905 in FY 24							
411	Add Covid Fin 170							
412	Remove saftey Grants							
413	Additional referendum revenue							
414	Estimated extra Sped funding above FY 22 projection							
415	Est extra interest and misc to match SMART							
416	transfer money assigned during fy15-18 835,000 is balance remaining							
417	Transfer from AAA-14254, Gilbertson 8204,Bbond, Solar 48455, Med Assit 24899.50							
418	Title funds at Oshawa not received due to change program - will be able to bill next year							
419	Estimate 22/23 Revenues							
420	fy23 rev							
421	Actual 21/22 Expenditures							
422	Expenditure increase estimate							
423	estimated extra costs inflation, fuel, etc							
424	Est. amount to be assigned in FY23 to the Assigned for VEBA Trust							
425	MVED negotiations							
426	remove CSP expense funded by transfer in							
427	solar project							
428	Net staff cost changes additions deletions etc							
429	Tech. initiative 1 to 1							
430	additional covid funds supplemented not supplanted							
431	estimated 21-22 allocations to gen fund from other funds to reduce budget							
432	est extra sped costs from FY21-22 extra revenue 23-24							
433	Estimated 22/23 Expenditures							
434								
435	Estimated fund balance 6/30/2023 - FY23							
436	goal 60 days							
437								
438								
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443	75							
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513								
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522								
523								
524								06/01/2023
525	FY 25 - 2yrs from now-							
526								
527	Estimated fund Balance							4,028,088
528								
529								
530	Estimated 23/24 Revenues							30,930,236
531	legislative increase 2% - FY24 Gen Ed revenue 7138 x.02 to 7281 or 143 x 2250 est ADM for FY24							321,300
532	estimated change in enrollment FY 24 2250-2205 = -45 X 7281							-327,645
533	remove Covid Funds Fin 169							-174,905
534	remove Covid Fund Fin 159							-7,376
535	Estimate 24/25 Revenues				fy20 rev	30,923,891		30,923,891
536					fy20 exp	31,622,549		
537	Estimated 23/24 Expenditures				revenue over expenditures	-698,658		30,712,549
538	Expenditure increase insurance estimate							250,000
539	Expenditure increase estimate							450,000
540	remove veba assignment trust							-100,000
541	Est. amount to be assigned in FY19 to the Assigned for VEBA Trust					remove fy24		110,000
542	MVED increase due to change ins choos and extra fundig in FY 24							200,000
543	Estimated 24/25 Expenditures							31,622,549
544								
545	Estimated fund balance 6/30/2025 - FY25					goal 60 days		3,329,430
546						5,083,379		about 39
547								days
548								
549								% of Revenue
550								10.8%
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584								
609								
610								06/01/2023
611	FY 26 - 3 yrs from now-							
612								
613	Estimated fund Balance							3,329,430
614								
615								
616	Estimated 24/25 Revenues							30,923,891
617	legislative increase EST 2% - FY25 Gen Ed revenue 7281 x.02 to 7426 or 145 x 2205- est ADM for FY25							319,725
618	estimated change in enrollment FY 25 2205-2155 = -50 X 7426							-371,300
619	Estimate 25/26 Revenues				fy20 rev	30,872,316		30,872,316
620					fy20 exp	32,524,049		
621	Estimated 24/25 Expenditures				revenue over expenditures	-1,651,733		31,622,549
622	Expenditure inrease insurance							275,000
623	expediture increase							500,000
624	remove veba assignment trust							-110,000
625	Est. amount to be assigned in FY19 to the Assigned for VEBA Trust					remove fy24		120,000
626	MVED negotiations							50,000
627	New Tax FMLA ? Est 19, 000,000 payroll x .0035							66,500
628	possible unemployment additional costs when approved funding runs out?							
629	Estimated 25/26 Expenditures							32,524,049
630								
631	Estimated fund balance 6/30/2026 - FY26					goal 60 days		1,677,697
632						5,074,901		about 19
633								days
634								% of revenue
635								5.4%
636								
637								

	A	Z	AA	AC	AD	AE	AF	AG	AI	AJ	AK
1	Folder - budget FY 23 Adopted Bud 6/10/2022										
2	file - FY 23 adopted budget enrollments enrollment										
3	wk bk fy21,fy22,fy23,fy24,fy	Stud Coun	Stud coun								
4		Actual in	Actual in	Prelim in	Actual in	Actual in	Actual in	Actual	Prelim in	Prelim in	Prelim in
5		Seats	Seats	the seats	the seats	the seats	the seats	Seats	the seats	the seats	the seats
6		18/19	19/20	Proj 20-21	Proj 20-21		FY 22	FY 23	Proj 23-24	Proj 24-25	Proj 25-26
7		6/2/2019	6/3/2020	6/3/2020	2/23/2021	5/24/2021	5/23/2022	5/30/2023	5/30/2023	5/30/2023	5/30/2023
8	EC	51	51	51	45	46.5	45.7	43.6	45	45	45
9											
10	Kind - Hdcp										
11											
12	Kind	139	151	145	113	114	141	130	132	126	125
13											
14	1	156	142	151	142	144	120	141	130	126	125
15	2	167	161	142	134	131	138	123	141	130	125
16	3	140	167	161	161	160	124	137	123	141	130
17	1-3 adm	463	470	454	437	435	382	401	394	397	380
18											
19	4	180	139	167	167	167	150	129	137	123	141
20	5	163	179	139	140	139	156	154	129	137	123
21	6	167	170	179	179	177	135	152	154	129	137
22	4-6 adm	510	488	485	486	483	441	435	420	389	401
23											
24	1-6 total	973	958	939	923	918	823	836	814	786	781
25	80% JI 50% STP L										
26	Priv est FY 24 13 7	181	175	175	174	172	173	147	152	154	129
27	FY 25 11 8	178	173	175	174	175	176	164	147	153	154
28	FY 26 4 9	160	188	173	190	190	176	188	177	147	157
29	FY 27 10 10	185	160	188	184	184	187	169	188	188	147
30	in 9th grade	172	179	160	148	143	168	175	169	188	188
31	xchange students 12	141	171	179	176	173	136	166	175	169	188
32		1017	1046	1050	1046	1037	1016	1009	1008	999	963
33											
34	EC - 12 ADM	2180	2206	2185	2127	2115.5	2025.7	2018.6	1999	1956	1914
35											
36											
37	Rockbend	15	14	14	27	30	25	25	25	25	25
38	tuition our EC	1.81	0.28	0.28	0.83	0.83	0.77	0.56	0.56	0.56	0.56
39	tuition out ADM K	0	0.99	0.99	0.56	0.56	0	0	0	0	0
40	tuition out ADM 1-3	2.39	4.37	4.37	5.06	5.06	4.85	5.56	5.56	5.56	5.56
41	tuition our ADM 4-6	4.96	3.02	3.02	5.67	5.67	4.47	5.19	5.19	5.19	5.19
42	tuition out ADM 7-12	19.74	19.31	19.31	15.34	15.34	10.5	12.75	12.75	12.75	12.75
43			27.97	27.97	27.46	27.46	20.59	24.06	24.06	24.06	24.06
44											
45	District wide adm	2,224	2,248	2,227	2,181	2,173	2,071	2,068	2,048	2,005	1,963
46											
47	EC wadm 1.0	52.81	51.28	51.28	45.83	47.33	46.47	44.16	45.56	45.56	45.56
48	Kind EC wadm 1.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
49	Kind wadm 1.0	139.00	151.99	145.99	113.56	114.56	141.00	130.00	132.00	126.00	125.00
50	1-3 wadm 1.0	465.39	474.37	458.37	442.06	440.06	386.85	406.56	399.56	402.56	385.56
51	4-6 wadm 1.0	514.96	491.02	488.02	491.67	488.67	445.47	440.19	425.19	394.19	406.19
52	7-12 wadm 1.2	1,262.09	1,295.17	1,299.97	1,306.01	1,298.81	1,261.80	1,256.10	1,254.90	1,244.10	1,200.90
53	Total WADM in seats	2,434.25	2,463.83	2,443.63	2,399.13	2,389.43	2,281.59	2,277.01	2,257.21	2,212.41	2,163.21
54											
55											
56											
57											
58											
59											
60	Total fbpu	2,434.25	2,463.83	2,443.63	2,399.13	2,389.43	2,281.59	2,277.01	2,257.21	2,212.41	2,163.21
61											
62	less jan enrollment drop	0	0	-16	-16	0	0	0	-15	-15	-15
63											
64	estimated fbpu	2,434.25	2,463.83	2,427.63	2,383.13	2,389.43	2,281.59	2,277.01	2,242.21	2,197.41	2,148.21
65	Actual fbpu										
66		3.65	33.48	-36.20	75.97				-34.80	-44.80	-49.20
67					using 2390						
68											
69											
70											
71											
72											
73											
74											
75											



## ADDENDUM

### REGULAR BOARD MEETING Thursday, June 22, 2023 SPCC-Governor's Room 6:30PM

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#### VII. ACTION ITEMS

<b>5. AGENDA ITEM #5</b>
--------------------------

**Subject:** Consider a Resolution to Increase Community Education Revenue Due to Population Growth

**Action:** Requires a Resolution

**Background:** Each levy funding stream is based on a different formula. The Community Education Levy is based on resident population. With an updated census, more funding is available based on the population of the school district. Making a change to the levy requires the attached resolution to be passed.

**Presentation:** Superintendent Gronseth

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

# Certification of Updated District Population Estimate

## RESOLUTION

CERTIFYING THE POPULATION ESTIMATE FOR THE 2023 PAYABLE 2024 LEVY OF INDEPENDENT SCHOOL DISTRICT ISD#508 - Saint Peter Public Schools.

**WHEREAS**, the Independent School District #508 has experienced an increase in population from the 2020 census figure of 15,412 to the current census figure of 15,976, as determined by the State Demographer.

**BE IT RESOLVED**, by the School Board of Independent School District #508, that the census figure of 15,976 be certified to the State Demographer for approval of use in the 2023 payable 2024 revenue calculations.

81

For the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_, and upon vote being taken thereon, the following voted in favor thereof:

\_\_\_\_\_

And the following voted against: \_\_\_\_\_

Whereupon said resolution was declared duly passed and adopted.

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

BY ORDER OF THE SCHOOL BOARD

\_\_\_\_\_ (Clerk Signature)

\_\_\_\_\_ (Clerk Name)

School Board Clerk

\_\_\_\_\_

\_\_\_\_\_

Once the resolution is formally approved at a June 2023 school board meeting, please scan and email the signed copy to [megan.dayton@state.mn.us](mailto:megan.dayton@state.mn.us)



## ADDENDUM

### REGULAR BOARD MEETING Thursday, June 22, 2023 SPCC-Governor's Room 6:30PM

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#### VII. ACTION ITEMS

<b>6. AGENDA ITEM #6</b>
--------------------------

**Subject:** Consider Approval of an Increase in Activities Fees

**Action:** Requires a Motion

**Background:** The budget adjustments approved in March included an increase in Activity Fees. It has been many years since the last increase. A recommendation was presented to the Education Committee and they have approved of moving it forward for acceptance by the full School Board.

**Presentation:** Superintendent Gronseth, Activities Director, Shea Roehrkas

**Options/Recommendation:** I recommend approval of the Activity Fee increase

# CURRENT FEE STRUCTURE

Fall			Winter			Spring			Activities						
<b>Football</b>			<b>Boys Basketball</b>			<b>Baseball</b>			<b>Musical</b>						
0-12	\$125.00	\$5,750.00	10-12	\$125.00	\$3,500.00	10-12	\$125.00	\$3,500.00	10-12	\$60.00	\$3,540.00	9	\$45.00	\$360.00	\$3,900.00
9	\$45.00	\$990.00	9	\$45.00	\$585.00	9	\$45.00	\$585.00	9	\$45.00		8	\$360.00		
7-8	\$45.00	\$2,295.00	7-8	\$45.00	\$1,665.00	7-8	\$45.00	\$1,575.00	7-8	\$45.00		32	\$1,440.00		\$2,475.00
<b>Boys Soccer</b>			<b>Girls Basketball</b>			<b>Softball</b>			<b>OAP</b>						
0-12	\$105.00	\$4,620.00	10-12	\$125.00	\$1,500.00	10-12	\$125.00	\$2,125.00	10-12	\$60.00	\$840.00	14	\$840.00	\$975.00	
9	\$45.00	\$1,260.00	9	\$45.00	\$270.00	9	\$45.00	\$855.00	9	\$45.00	\$135.00	3	\$135.00		
7-8	\$45.00	\$1,315.00	7-8	\$45.00	\$990.00	7-8	\$45.00	\$990.00	7-8	\$45.00		23	\$1,035.00		
<b>Girls Soccer</b>			<b>Wrestling</b>			<b>Girls Track/Field</b>			<b>MS Play</b>						
0-12	\$105.00	\$3,285.00	10-12	\$105.00	\$1,470.00	10-12	\$105.00	\$1,470.00	10-12	\$60.00	\$1,200.00	20	\$1,200.00	\$1,335.00	
9	\$45.00	\$1,080.00	9	\$45.00	\$450.00	9	\$45.00	\$585.00	9	\$45.00		19	\$1,140.00		
7-8	\$45.00	\$1,160.00	7-8	\$45.00	\$1,920.00	7-8	\$45.00	\$1,575.00	7-8	\$45.00		2	\$90.00	\$1,230.00	
<b>Girls Tennis</b>			<b>Gymnastics</b>			<b>Boys Track/Field</b>			<b>Academic Decathlon</b>						
0-12	\$105.00	\$2,625.00	10-12	\$105.00	\$1,425.00	10-12	\$105.00	\$1,260.00	10-12	\$60.00	\$120.00	2	\$120.00	\$210.00	
9	\$45.00	\$945.00	9	\$45.00	\$585.00	9	\$45.00	\$675.00	9	\$45.00		2	\$90.00		
7-8	\$45.00	\$1,635.00	7-9	\$45.00	\$3,750.00	7-8	\$45.00	\$720.00	7-8	\$45.00		16	\$720.00	\$1,320.00	
<b>Swim/Dive</b>			<b>Boys Hockey</b>			<b>Boys Golf</b>			<b>Cheerleading</b>						
0-12	\$105.00	\$2,520.00	10-12	\$250.00	\$3,750.00	10-12	\$105.00	\$945.00	10-12	\$60.00	\$600.00	10	\$600.00	\$1,320.00	
9	\$45.00	\$1,330.00	9	\$45.00	\$1,250.00	9	\$45.00	\$450.00	9	\$45.00		16	\$720.00		
7-8	\$45.00	\$1,145.00	7-9	\$45.00	\$2,250.00	7-9	\$45.00	\$1,395.00	7-8	\$45.00		3	\$135.00	\$1,335.00	
<b>Boys CC</b>			<b>Girls Hockey</b>			<b>Girls Golf</b>			<b>Knowledge Bowl</b>						
0-12	\$105.00	\$780.00	10-12	\$250.00	\$2,250.00	10-12	\$105.00	\$1,050.00	10-12	\$60.00	\$600.00	8	\$480.00	\$615.00	
9	\$45.00	\$360.00	9	\$45.00	\$1,250.00	9	\$45.00	\$270.00	9	\$45.00		3	\$135.00		
7-8	\$45.00	\$300.00	7-9	\$45.00	\$1,755.00	7-9	\$45.00	\$1,320.00	7-8	\$45.00		6	\$360.00	\$990.00	
<b>Girls CC</b>			<b>Winter Total</b>			<b>Adapted Bowling</b>			<b>Math Team</b>						
0-12	\$105.00	\$2,980.00	<b>\$17,855.00</b>			10-12	\$60.00	\$420.00	10-12	\$60.00	\$600.00	8	\$480.00	\$615.00	
9	\$45.00	\$1,330.00	<b>Total Reg. \$82,090.00</b>			9	\$45.00	\$90.00	9	\$45.00	\$450.00	3	\$135.00		
7-8	\$45.00	\$1,350.00	<b>Spring Total \$20,670.00</b>			7-8	\$45.00	\$135.00	7-8	\$45.00	\$405.00	9	\$405.00		
<b>Fall Total</b>			<b>Speech</b>			<b>Speech</b>			<b>Act. Total</b>						
0-12	\$105.00	\$3,150.00	10-12	\$60.00	\$540.00	10-12	\$60.00	\$540.00	10-12	\$60.00	\$540.00	9	\$540.00	\$675.00	
9	\$45.00	\$1,330.00	9	\$45.00	\$450.00	9	\$45.00	\$450.00	9	\$45.00	\$450.00	1	\$45.00		
7-8	\$45.00	\$1,370.00	7-8	\$45.00	\$90.00	7-8	\$45.00	\$90.00	7-8	\$45.00	\$90.00	2	\$90.00		
<b>Fall Total</b>			<b>Act. Total</b>			<b>Act. Total</b>			<b>Act. Total</b>						
<b>\$29,840.00</b>			<b>\$13,725.00</b>			<b>\$13,725.00</b>			<b>\$13,725.00</b>						



**FEE INCREASE OPTION #3**

9th grade added to HS  
HS +\$25, MS +\$25

**Fall**

Football		
HS	\$150.00	68 \$10,200.00
MS	\$70.00	51 \$3,570.00
		<b>\$13,770.00</b>

Boys Soccer		
HS	\$130.00	40 \$5,200.00
MS	\$70.00	17 \$1,190.00
		<b>\$6,390.00</b>

Girls Soccer		
HS	\$130.00	32 \$4,160.00
MS	\$70.00	10 \$700.00
		<b>\$4,860.00</b>

Girls Tennis		
HS	\$130.00	20 \$2,600.00
MS	\$70.00	17 \$1,190.00
		<b>\$3,790.00</b>

Swim/Dive		
HS	\$130.00	22 \$2,860.00
MS	\$70.00	10 \$700.00
		<b>\$3,560.00</b>

Boys CC		
HS	\$130.00	15 \$1,950.00
MS	\$70.00	7 \$490.00
		<b>\$2,440.00</b>

Girls CC		
HS	\$130.00	8 \$1,040.00
MS	\$70.00	4 \$280.00
		<b>\$1,320.00</b>

Volleyball		
HS	\$130.00	51 \$6,630.00
MS	\$70.00	28 \$1,960.00
		<b>\$8,590.00</b>

**Fall Total \$44,720.00**

**Winter**

Boys Basketball		
HS	\$150.00	41 \$6,150.00
MS	\$70.00	37 \$2,590.00
		<b>\$8,740.00</b>

Girls Basketball		
HS	\$150.00	18 \$2,700.00
MS	\$70.00	21 \$1,470.00
		<b>\$4,170.00</b>

Wrestling		
HS	\$130.00	19 \$2,470.00
MS	\$70.00	5 \$350.00
		<b>\$2,820.00</b>

Gymnastics		
HS	\$130.00	15 \$1,950.00
MS	\$70.00	5 \$350.00
		<b>\$2,300.00</b>

Boys Hockey		
HS	\$275.00	15 \$4,125.00
MS	\$275.00	0 \$0.00
		<b>\$4,125.00</b>

Girls Hockey		
HS	\$275.00	7 \$1,925.00
MS	\$275.00	2 \$550.00
		<b>\$2,475.00</b>

**Winter Total \$24,630.00**

**Total Reg. \$131,980.00**

**Spring**

Baseball		
HS	\$130.00	41 \$5,330.00
MS	\$70.00	36 \$2,520.00
		<b>\$7,850.00</b>

Softball		
HS	\$130.00	36 \$4,680.00
MS	\$70.00	22 \$1,540.00
		<b>\$6,220.00</b>

Girls Track/Field		
HS	\$130.00	27 \$3,510.00
MS	\$70.00	34 \$2,380.00
		<b>\$5,890.00</b>

Boys Track/Field		
HS	\$130.00	27 \$3,510.00
MS	\$70.00	15 \$1,050.00
		<b>\$4,560.00</b>

Boys Golf		
HS	\$130.00	12 \$1,560.00
MS	\$70.00	7 \$490.00
		<b>\$2,050.00</b>

Girls Golf		
HS	\$130.00	13 \$1,690.00
MS	\$70.00	2 \$140.00
		<b>\$1,830.00</b>

Boys Tennis		
HS	\$130.00	40 \$5,200.00
MS	\$70.00	4 \$280.00
		<b>\$5,480.00</b>

Adapted Bowling		
HS	\$85.00	9 \$765.00
MS	\$70.00	3 \$210.00
		<b>\$975.00</b>

**Spring Total \$34,855.00**

**Activities**

Musical		
HS	\$85.00	67 \$5,695.00
		<b>\$5,695.00</b>

OAP		
HS	\$85.00	17 \$1,445.00
		<b>\$1,445.00</b>

MS Play		
7-8	\$70.00	23 \$1,610.00
5-6	\$70.00	32 \$2,240.00
		<b>\$3,850.00</b>

Spring Play		
HS	\$85.00	21 \$1,785.00
		<b>\$2,125.00</b>

Academic Decathlon		
HS	\$85.00	4 \$340.00
		<b>\$2,550.00</b>

Cheerleading		
HS	\$85.00	26 \$2,210.00
		<b>\$4,165.00</b>

Knowledge Bowl		
HS	\$85.00	23 \$1,955.00
		<b>\$2,890.00</b>

Math Team		
HS	\$85.00	11 \$935.00
		<b>\$2,500.00</b>

Mock Trial		
HS	\$85.00	11 \$935.00
MS	\$70.00	9 \$630.00
		<b>\$1,565.00</b>

Speech		
HS	\$85.00	10 \$850.00
MS	\$70.00	2 \$140.00
		<b>\$990.00</b>

**Activities Tot. \$27,775.00**



## ADDENDUM

### REGULAR BOARD MEETING Thursday, June 22, 2023 SPCC-Governor's Room 6:30PM

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#### VII. ACTION ITEMS

<b><i>7. AGENDA ITEM #7</i></b>
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- Subject:** Consider the Continuation of a Joint Agreement with MVED to Provide Food Service
- Action:** Requires a Motion
- Background:** Saint Peter Schools has had an agreement in place with MVED to provide meal services. They would like to continue this joint agreement. This is an annual action.
- Presentation:** Superintendent Gronseth, Ytve Prafke
- Options/Recommendation:** I recommend approving the joint agreement to continue providing food service to MVED.

# School Nutrition Programs Renewal of Joint Agreement School Year 2024

A School Food Authority (SFA) and Site may mutually agree to renew a joint agreement for up to four (4) one-year periods after the end of the original one-year joint agreement.

St. Peter Public Schools ISD 508 (SFA)

1000003951 Cyber-Linked Interactive Child Nutrition System (CLiCS) Sponsor Identification (ID) Number

and

MVED ISD 6027 (Site)

1,000,003,105 CLiCS Site ID Number

agree to renew the original School Nutrition Program joint agreement, which ended June 30, 2025, which ended for the period of July 1, 2023 through June 30, 2024 (not to exceed one year).

The total number of times that the original joint agreement has been renewed, including this renewal, is third (may not exceed four).

The terms of the original joint agreement remain in effect during this renewal, except for any adjustment to the original contract terms as described here:

SFA and Site have caused this agreement to be executed by their duly authorized representatives:

**SFA** St Peter Public Schools ISD 508

\_\_\_\_\_ Food Service Director

Authorized Representative Title of Authorized Representative

Telephone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Site** MVED ISD 6027

Sara Kral MVED Executive Director

Authorized Representative Title of Authorized Representative

Telephone 507-934-5420

Signature *Sara Kral* Date 6/21/2023

DocuSigned by:  
6F7993B0F01349F...



## ADDENDUM

### REGULAR BOARD MEETING Thursday, June 22, 2023 SPCC-Governor's Room 6:30PM

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#### VII. ACTION ITEMS

<b><i>8. AGENDA ITEM #8</i></b>
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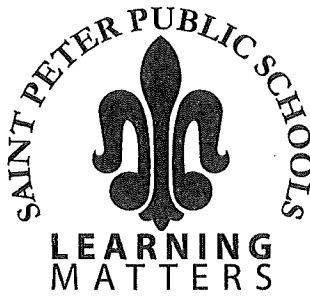
**Subject:** Consider a Resolution to Approve Yearly Governmental Lease

**Action:** Requires a Resolution

**Background:** Governmental lease-purchase arrangements are utilized to purchase technology equipment across the school district. This year's lease is designed to support the 1:1 initiative, and other hardware for all sites in the district. The low bid for the lease was from First National Bank. Lease details are enclosed in your packet.

**Presentation:** Business Manager

**Options/Recommendation:** I recommend that you pass a resolution for the yearly governmental lease through First National Bank.



DISTRICT OFFICE · 100 Lincoln Dr Ste 229 · Saint Peter MN 56082-1351 · 507-934-5703 (Office) · 507-934-2805 (Fax) · www.stpeterschools.org

Date: 6/13/23  
 TO: Bill Gronseth  
 From: Tim Regner  
 RE: Tax Exempt Governmental lease RFP Results

88

St Peter Public Schools requested RFP's from local banks for our yearly Tax Exempt Government Lease.

The amount of the leases this year is \$ 204,739.28

Results are as follows	4 Yr Rate	5 Yr Rate
First National Bank	5.75%	6.00%
Hometown Bank	6.15%	6.45%

The lease is composed of two separate Projects:

Project # 1 is the Saints Digital Initiative - 9 <sup>th</sup> Grade I Pads	\$ 65,649.45
Project #2 is the yearly technology lease for Lab and staff	\$ 139,085.83
Total	\$ 204,735.28

The Board of Education at the June 22, 2023 Board Meeting will be asked to vote on a resolution authorizing the leases with First National Bank.





## ADDENDUM

### REGULAR BOARD MEETING Thursday, June 22, 2023 SPCC-Governor's Room 6:30PM

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#### VII. ACTION ITEMS

<b>9. AGENDA ITEM #9</b>
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**Subject:** Consider Approval of Memorandum of Understanding between the City of Saint Peter Recreation and Leisure and Saint Peter Community and Family Education

**Action:** Requires a Motion

**Background:** Enclosed in your packet is the annual agreement between the school district and the City of Saint Peter to cooperatively provide youth development programs, after-school programs, and summer programs for Saint Peter youth. It includes a payment of \$10,200 to the City of Saint Peter Department of Recreation and Leisure in exchange for services.

**Presentation:** Superintendent Gronseth

**Options/Recommendation:** I recommend your approval of the agreement.



**MEMORANDUM OF UNDERSTANDING**

**July 1, 2023 – June 30, 2024**

**Saint Peter Public Schools - Community and Family Education  
and  
City of Saint Peter - Department of Recreation and Leisure Services Department**

This memorandum identifies key components to maximize opportunities to the community.

**I. BEST PRACTICES AND GUIDING PRINCIPLES** – School District #508, through the Community and Family Education Department (C&FE) and the City of Saint Peter through the Department of Recreation and Leisure Services (R&LS) recognize a shared commitment to best practices that maximize opportunities for the community.

- A. Prioritize community needs and allocation of funding
- B. Delineate responsibilities to minimize program duplication
- C. When appropriate, combine resources including staff and facilities to strengthen and/or develop signature community wide events
- D. Routinely examine and address community program and service needs
- E. Collaborate with other area organizations to strengthen the involvement and support of underserved families
- F. Co-publish seasonal brochures
- G. Offer common registration dates

**II. YOUTH DEVELOPMENT/SERVICE FUNDING ASSURANCES**

**STATEMENT OF ASSURANCES:**

Community and Family Education will provide funding to Recreation and Leisure Services to enhance Youth Development opportunities, meeting the intent of State Statutes, which govern Youth Development expenditures. (\$7,500)

*Minnesota Statute (2003) 124D.19, Subd. 9. and 10.)*

*(Age priority: 8 through 14 years)*

*All programs assigned to these funds will not be subject to non-resident fees (City of Saint Peter); non-resident fees may be charged for non-residents of the Saint Peter School District.*

With additional youth development/service funds, Recreation and Leisure Services Department will offer youth programs that provide youth with:

- *An understanding and appreciation of service in their community through hands-on experiences*
- *Knowledge needed to make safe and healthy lifestyle choices*
- *An understanding of and appreciation and respect for diversity in race, culture, gender, age, social status, ability, etc.*
- *an opportunity to have a voice in decisions that affect them*

- *positive recreational, social and learning activities*
- *opportunities to develop a safe, equitable, accepting, cooperative, friendly and inclusive school and community environment*

### III. AFTER-SCHOOL FUNDING ASSURANCES

**STATEMENT OF ASSURANCES:** Community and Family Education (C&FE) will provide funding to Recreation and Leisure Services (R&LS) to enhance after-school opportunities, meeting the intent of State statutes, which govern after-school expenditures. (\$2,700)

(Minnesota Statute (2003) 124D.19, Subd. 13.)

*(Age priority: 8 through 14 years)*

*All programs assigned to these funds will not be subject to non-resident fees (City of Saint Peter); non-resident fees may be charged for non-residents of the Saint Peter School District.*

With additional youth funds, Recreation and Leisure Services Department will offer after-school programs that:

- *collaborate with and leverage existing community resources that have demonstrated effectiveness*
- *reach out to youth, including underserved and at-risk youth in the community*
- *serve children participating in adult-supervised programs during non-school hours*
- *support academic achievement*
- *increase skills in sports and other activities*

### IV. GUIDELINES FOR SPONSORING YOUTH PROGRAMS

#### SCHOOL YEAR 2023-24 YOUTH PROGRAMS

(August 29, 2023–June 1, 2024)

R&LS will offer the following:

- After school activities (e.g. Legos Program, eSports, Kids Club, Exploration Recreation, Fencing, Early Rec Out Days, and Open Gym)
- Leadership and/or certification programs for youth ages 14 and under (e.g. Babysitter Training, Be Prepared...NOT Scared, and Home Alone Class)

C&FE will offer the following:

- Theatre & Fine Arts experiences ( e.g. Arts Center, Music Lessons)
- Educational enrichment experiences (e.g. foreign languages, nutrition, STEM, and STEAM)
- American Red Cross Swim Lessons at the high school pool
- Certification programs for young adults 15 yrs+ (e.g. First Aid, CPR, Lifeguard Training, Water Safety Instruction)

#### SUMMER YOUTH PROGRAMS

(July 1–August 31, 2023 and June 2-30, 2024)

R&LS will offer the following:

- E-12 Youth activities, teams, and camps (e.g. Exploration Recreation, eSports, Fencing, youth sports, and camps)
- American Red Cross Swim Lessons at the City outdoor pool

- Leadership and/or certification programs for youth ages 14 and under (e.g. Volunteer In the Park, Babysitter Training, Guard Start, Water Safety Instructor Aide)

C&FE will offer the following:

- Theatre and Fine Arts experiences (e.g. Prairie Fire Theatre, Music Lessons, and Arts Center Classes)
- Educational enrichment experiences (e.g. foreign languages, nutrition, and STEM, STEAM reading)
- Parent/Child classes/events
- Certification programs young adults 15 yrs+ (e.g. First Aid, CPR, lifeguard training, and water safety instruction)

**V. FUNDING**

School District #508 shall provide the following funding to the City of Saint Peter for provision of services:

Youth Development Funding	\$7,500
After School Funding	\$2,700

Distribution of funds shall be made twice a year and funds may be requested and distributed in two equal payments (e.g. July 1, 2023 and January 2, 2024).

This agreement by and between School District #508 and the City of Saint Peter is hereby approved.

**CITY OF SAINT PETER**

**SCHOOL DISTRICT #508**

\_\_\_\_\_  
 Todd Prafke  
 City Administrator

\_\_\_\_\_  
 Bill Gronseth  
 Superintendent

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date



## ADDENDUM

### REGULAR BOARD MEETING Thursday, June 22, 2023 SPCC-Governor's Room 6:30PM

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#### VII. ACTION ITEMS

<b>10. AGENDA ITEM #10</b>
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**Subject:** Consider Approval of a Swimming Cooperative with Nicollet Public Schools

**Action:** Requires a Motion

**Background:** We have received a request from Nicollet Schools to enter into an agreement for a cooperative girls' swimming program between our school districts. This would allow students from Nicollet Schools an opportunity to participate and does not detract from opportunities for our own students.

**Presentation:** Shea Roerkasse, Activities Director

**Options/Recommendation:** I recommend approving an agreement with the Nicollet Public Schools for a cooperative swimming program.

**Application for Cooperative Sponsorship**

**Deadline: Not later than 30 days prior to the first day of practice for that sport season.**  
 PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION  
 AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Girls Swimming & Diving  
 beginning with the 20 23 - 20 24 school year. (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	St. Peter	740	St. Peter	2AA	1A
High School #2:					
High School #3:					
High School #4:					

\*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

\*\*Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?  
 **Yes** This application must include a review and comments from the conference(s) of which the schools are members.  
 **No**
- Do any of the above schools currently have a cooperative agreement in this activity?  
 **Yes** An application for dissolution must be submitted for the existing agreement.  
 **No**
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About_MSHSL/Membership_Information:_A_History_&_Model_Resolution_for_School_Boards))  
**Nicollet does not offer Girls Swim & Dive. This is a partnership designed to allow students a chance to participate in a new activity and to hopefully increase numbers in our program.**
- List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1	2	8	3	6	7	5
High School #2						
High School #3						
High School #4						

5. Team Identification: (Indicate how cooped schools should be identified in tournament programs): St. Peter

6. Team Colors: Navy & White Team Mascot: Saints

7. Host School (school that will receive revenue share check): St. Peter  
 Board of Education (or designee) School Date

Signed \_\_\_\_\_  
 Signed \_\_\_\_\_  
 Signed \_\_\_\_\_  
 Signed \_\_\_\_\_

**Official Action of the MSHSL Board of Directors**

Approved  Not Approved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 MSHSL Executive Director



## ADDENDUM

### REGULAR BOARD MEETING Thursday, June 22, 2023 SPCC-Governor's Room 6:30PM

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#### VII. ACTION ITEMS

<b>11. AGENDA ITEM #11</b>
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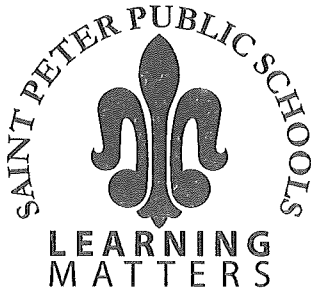
**Subject:** Consider Approval of Authorizing Megan Gracia to Replace Tim Regner as a Signer on District 508 Accounts

**Action:** Requires a Motion

**Background:** As the position of Business Manger transitions from Tim Regner to Megan Gracia, it is necessary to change the signer on our financial accounts.

**Presentation:** Superintendent of Schools

**Options/Recommendation:** I recommend approving Megan Gracia as signer of financial accounts, and the removal of Tim Regner as a signer.



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DISTRICT OFFICE · 100 Lincoln Dr Ste 229 · Saint Peter MN 56082-1351 · 507-934-5703 (Office) · 507-934-2805 (Fax) · [www.stpeterschools.org](http://www.stpeterschools.org)

St Peter Public Schools Board of Education authorizes that Megan Gracia Business Manager for St Peter Public Schools can be added with all powers to all Financial Accounts that St Peter Public Schools has. The accounts include but are not limited to checking, savings certificates of deposits , money market funds etc. She should have the same authorization that Tim Regner currently has.

Megan Gracia is authorized at all the financial institutions that St Peter Public School uses including but not limited to First National Bank Minnesota, Pioneer Bank, Hometown Bank, CCF Bank, Southpoint Financial Credit Union, MSDLAF, Wells Fargo.

Also, please remove Tim Regner has Business Manager as an authorized signor on all St Peter Public Schools financial accounts after June 30, 2023 as he is retiring on that date.



## ADDENDUM

### REGULAR BOARD MEETING Thursday, June 22, 2023 SPCC-Governor's Room 6:30PM

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#### VII. ACTION ITEMS

##### ***12. AGENDA ITEM #12***

**Subject:** Consider Approval of 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:

- 301 School District Administration
- 302 Superintendent
- 303 Superintendent Selection
- 304 Superintendent Contract, Duties, and Evaluation
- 305 Policy Implementation
- 306 Administrator Code of Ethics

**Presentation:** Superintendent of Schools  
Policy Committee

**Options/Recommendation:** I recommend approving these policies.

**301 SCHOOL DISTRICT ADMINISTRATION**

**I. PURPOSE**

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

**II. GENERAL STATEMENT OF POLICY**

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services.
- B. The school board expects all activities related to the operation of the school district to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.
- C. The school board shall seek specific recommendations, background information and professional advice from the school district administration and will hold the administration accountable for sound management of the schools.
- D. Although the school board holds the superintendent ultimately responsible for administration of the school district and annual evaluation of each principal, the school board also recognizes the direct responsibility of principals for educational results and effective administration, supervisory, and instructional leadership at the school building level.
- E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

**Legal References:** Minn. Stat. § 123B.143 (Superintendent)  
Minn. Stat. § 123B.147 (Principals)

**Cross References:** MSBA Service Manual, Chapter 3, Superintendent of Schools

**302 SUPERINTENDENT**

**I. PURPOSE**

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

**II. GENERAL STATEMENT OF POLICY**

The school board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the school board and as chief executive officer of the school system.

**III. GENERAL RESPONSIBILITIES**

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district.
- C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

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

**Cross References:** Policy 202 (School Board Officers)  
 Policy 208 (Development, Adoption, and Implementation of Policies)  
 Policy 214 (Out-of-State Travel by School Board Members)  
 Policy 301 (School District Administration)  
 Policy 303 (Superintendent Selection)  
 Policy 304 (Superintendent Contract, Duties, and Evaluation)  
 Policy 305 (Policy Implementation)  
 Policy 306 (Administrator Code of Ethics)  
 Policy 412 (Expense Reimbursement)  
 Policy 510 (School Activities)  
 Policy 511 (Student Fundraising)  
 Policy 513 (Student Promotion, Retention, and Program Design)  
 Policy 602 (Organization of School Calendar and School Day)  
 Policy 605 (Alternative Programs)  
 Policy 701 (Establishment and Adoption of School District Budget)  
 Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)  
 Policy 802 (Disposition of Obsolete Equipment and Material)  
 Policy 903 (Visitors to School District Buildings and Sites)  
 Policy 905 (Advertising)

Policy 906 (Community Notification of Predatory Offenders)  
Policy 907 (Rewards)  
MSBA Service Manual, Chapter 3, Superintendent of Schools

### **303 SUPERINTENDENT SELECTION**

#### **I. PURPOSE**

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

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

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

#### **III. QUALIFICATIONS**

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

#### **IV. SELECTION**

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

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

**Cross References:** MSBA Service Manual, Chapter 3, Superintendent

## **304 SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION**

### **I. PURPOSE**

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

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

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

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

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

Adopted: June 2022

Policy 305  
Orig. 1995  
Rev. 2023

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

## **305 POLICY IMPLEMENTATION**

### **I. PURPOSE**

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school board policy.

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

- A. It shall be the responsibility of the superintendent to implement school board policy and to recommend additions or modifications thereto. The administration is authorized to develop guidelines and directives to effectuate the implementation of school board policies. These guidelines and directives shall not be inconsistent with said policies.
- B. Employee and student handbooks shall be subject to annual review and approval by the school board.
- C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with school board policy and shall be approved by the school board.

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

**Cross References:** Policy 208 (Development, Adoption, and Implementation of Policies)

## **306 ADMINISTRATOR CODE OF ETHICS**

### **I. PURPOSE**

The purpose of this policy is to establish the requirements of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

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

- A. An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following standards.
- B. The Educational Administrator:
  - 1. Makes the well-being of students the fundamental value of all decision-making and actions.
  - 2. Fulfills professional responsibilities with honesty and integrity.
  - 3. Supports the principle of due process and protects the civil and human rights of all individuals.
  - 4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
  - 5. Implements the school board's policies.
  - 6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
  - 7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
  - 8. Accepts academic degrees or professional certification only from duly accredited institutions.
  - 9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.

10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adheres to the Code of Ethics for School Administrators in Minnesota Rule.

**Legal References:** Minn. Stat. § 122A.14, Subd. 4 (Code of Ethics)  
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

**Cross References:**



## ADDENDUM

### REGULAR BOARD MEETING Thursday, June 22, 2023 SPCC-Governor's Room 6:30PM

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#### VII. ACTION ITEMS

<b>13. AGENDA ITEM #13</b>
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**Subject:** Consider Policies for a Single Reading due to Immaterial Changes

**Action:** Requires a Motion

**Background:** When Policies have immaterial changes, they can be adopted after a single reading.

401- no changes  
402- no changes  
403- no changes  
404- existing form added  
405- II.G- notation was stricken  
406- no changes  
407- no changes

**Presentation:** Superintendent Gronseth  
Policy Committee

**Options/Recommendation:** I recommend approving these policies.

**401 EQUAL EMPLOYMENT OPPORTUNITY**

**I. PURPOSE**

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district’s internal procedures for addressing complaints of harassment, please refer to the school district’s policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.
- D. Every school district employee shall be responsible for following this policy.
- E. Any person having a question regarding this policy should discuss it with the Human Resources Manager.

**Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
 29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
 29 U.S.C. § 2615 (Family and Medical Leave Act)  
 38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)  
 38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)  
 42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)  
 42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

**Cross References:** Policy 402 (Disability Nondiscrimination)  
 Policy 405 (Veteran’s Preference)  
 Policy 413 (Harassment and Violence)

**402 DISABILITY NONDISCRIMINATION POLICY**

**I. PURPOSE**

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact Kelly Jensen, 504 Coordinator, 2121 W. Broadway, Saint Peter, MN 56082, 507-934-4212 ext. 6105, [kjensen@stpeterschools.org](mailto:kjensen@stpeterschools.org)

**Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
 42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)  
 29 C.F.R. Part 32  
 34 C.F.R. Part 35  
 34 C.F.R. Part 104

**Cross References:** Policy 521 (Student Disability Nondiscrimination)

**403 DISCIPLINE, SUSPENSION, AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES**

**I. PURPOSE**

The purpose of this policy is to achieve the effective operation of the school district’s programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

**II. GENERAL STATEMENT OF POLICY**

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

**III. DISCIPLINE**

A. Violation of School Laws and Rules

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the school district;
2. directives and/or job requirements imposed by administration and/or the employee’s supervisor; and
3. federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance

An employee’s substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee’s supervisor and reasonable time for correction of the employee’s deficiency.

C. Misconduct

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;
8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and experience;
10. unauthorized destruction of school district property;
11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
12. neglect of duty;
13. violation of the rights of others as provided by federal and state laws related to human rights.

#### **IV. FORMS OF DISCIPLINE**

- A. The forms of discipline that may be imposed by the school district include, but are not limited to:
  1. oral warning;
  2. written warning or reprimand;
  3. probation;
  4. disciplinary suspension, demotion or leave of absence with pay;
  5. disciplinary suspension, demotion or leave of absence without pay; and
  6. dismissal/termination or discharge from employment.
- B. Other forms of discipline, including any combination of the forms described in Paragraph A., above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

**V. PROCEDURES FOR ADMINISTERING POLICY**

- A. In an instance where any form of discipline is imposed, the employee’s supervisor will:
  - 1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time and nature of the oral warning.
  - 2. Provide directives to the employee to correct the conduct or performance.
  - 3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee’s personnel file.
  - 4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
  - 5. Specify the expected level of performance or modification of conduct to be required from the employee.
  
- B. The school district retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements where applicable.

**Legal References:** Minn. Stat. § 122A.40 (Teachers – Employment; Contracts; Termination)  
Minn. Stat. § 122A.41 (Teacher Tenure)  
Minn. Stat. § 122A.44 (Contracting with Teachers)  
Minn. Stat. § 122A.58 (Coaches)  
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)  
Minn. Stat. § 123B.143 (Superintendent)  
Minn. Stat. § 123B.147 (Principals)  
Minn. Stat. § 197.46 *et seq.* (Veterans Preference Act)

**Cross References:** MSBA Service Manual, Chapter 3, Employees

**404 EMPLOYMENT BACKGROUND CHECKS**

**I. PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual’s criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district’s right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

**III. PROCEDURES**

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check but shall notify the individual that the individual’s employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minn. Stat. § 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.
- B. In order for an individual to be eligible for employment or to provide athletic coaching

services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide payment for conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual to provide a criminal background check at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

- C. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- D. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
- E. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- F. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- G. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
- H. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

#### **IV. CRIMINAL HISTORY CONSENT FORM**

A form to obtain consent for a criminal history background check is included with this policy.

**Legal References:** Minn. Stat. § 13.04, Subd. 4 (Inaccurate or Incomplete Data)  
Minn. Stat. § 13.87, Subd. 1 (Criminal History Data)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background Check Act)  
Minn. Stat. § 364.09(b) (Exception for School Districts)

**Cross References:**

**405 VETERAN’S PREFERENCE**

**I. PURPOSE**

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district’s policy is to comply with the VPA regarding veteran’s preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district’s policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated charges, and in writing. This paragraph does not apply to the position of teacher.
- C. All applicants claiming Veteran’s preference will be granted an interview.
- D. Eligibility for and application of veteran’s preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran’s preference.
- F. The school district’s policy is to use a 100-point hiring system to enable allocation of veteran’s preference points. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
- G. If the school district rejects a member of the finalist pool who has claimed veteran’s preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district’s personnel officer.

***[Note: A school district may require a veteran to complete an initial hiring probationary period as defined in Minn. Stat. § 43A.16.]***

- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
  - 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
  - 2. A veteran must irrevocably elect to be governed either by the VPA or by

arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.

- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

**Legal References:** Minn. Stat. § 43A.11 (Veteran's Preference)  
Minn. Stat. § 197.455 (Veteran's Preference Applied)  
Minn. Stat. § 197.46 (Veterans Preference Act)  
*Hall v. City of Champlin*, 463 N.W.2d 502 (Minn. 1990)  
*Young v. City of Duluth*, 410 N.W.2d 27 (Minn. Ct. App. 1987)

**Cross References:** Policy 401 (Equal Employment Opportunity)

**406 PUBLIC AND PRIVATE PERSONNEL DATA**

**I. PURPOSE**

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

**II. GENERAL STATEMENT OF POLICY**

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

**III. DEFINITIONS**

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. "Confidential" means the data is not available to the subject.
- D. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. "Personnel data" means government data on individuals maintained because they are or were employees of the school district, applicants for employment, or volunteers or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- F. "Finalist" means an individual who is selected to be interviewed by the school board for a position.
- G. "Protected health information" means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. "Protected health information" excludes health information in education records covered by the federal Family Educational Rights and Privacy Act and employment records held by a school district in its role as employer.
- H. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and

individuals defined as superintendents and principals.

**IV. PUBLIC PERSONNEL DATA**

- A. The following information on employees, including volunteers and independent contractors, is public:
1. name;
  2. employee identification number, which may not be the employee's social security number;
  3. actual gross salary;
  4. salary range;
  5. terms and conditions of employment relationship;
  6. contract fees;
  7. actual gross pension;
  8. the value and nature of employer-paid fringe benefits;
  9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
  10. job title;
  11. bargaining unit;
  12. job description;
  13. education and training background;
  14. previous work experience;
  15. date of first and last employment;
  16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
  17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
  18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;

19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on applicants for employment is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training; and
6. work availability.

C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.

D. Applicants for appointment to a public body.

1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
  - a. name;
  - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
  - c. education and training;
  - d. employment history;
  - e. volunteer work;
  - f. awards and honors;
  - g. prior government service;
  
  - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn. Stat. § 15.0597; and

- i. veteran status.
- 2. Once an individual is appointed to a public body, the following additional items of data are public:
  - a. residential address;
  - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
  - c. first and last dates of service on the public body;
  - d. the existence and status of any complaints or charges against an appointee; and
  - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
- 3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.
- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

**V. PRIVATE PERSONNEL DATA**

- A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.

- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
  - 1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
  - 2. a pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
  - 3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
  - 1. threaten the personal safety of the complainant or a witness; or
  - 2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.
- L. The school district shall make any report to the Minnesota Professional Educator Licensing and Standards Board or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.
- M. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- N. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the

Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat. Ch. 13. Data that are released under this paragraph must not include data on the student.
- P. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.
- Q. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- R. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, and must provide the Minnesota Professional Educator Licensing and Standards Board and the licensing division at MDE with the necessary and relevant information to enable the Minnesota Professional Educator Licensing and Standards Board and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. § 123B.03, a school board or other school hiring authority must contact the Minnesota Professional Educator Licensing and Standards Board and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law

or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

#### **VI. MULTIPLE CLASSIFICATIONS**

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

#### **VII. CHANGE IN CLASSIFICATIONS**

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

#### **VIII. RESPONSIBLE AUTHORITY**

The school district has designated the Administrative Assistant to the Superintendent as the authority responsible for personnel data. If you have any questions, contact him/her.

#### **IX. EMPLOYEE AUTHORIZATION/RELEASE FORM**

An employee authorization form is included as an addendum to this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.02 (Definitions)  
Minn. Stat. § 13.37 (General Nonpublic Data)  
Minn. Stat. § 13.39 (Civil Investigation Data)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.601, Subd. 3 (Elected and Appointed Officials)  
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)  
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)  
Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)  
P.L. 104-191 (HIPAA)  
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

**Cross References:** Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
Policy 515 (Protection and Privacy of Pupil Records)  
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)

**407 EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES**

**I. PURPOSE**

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (Minn. Stat. § 182.653, Subd. 2)

**II. GENERAL STATEMENT OF POLICY**

The policy of this school district is to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen.

**III. DEFINITIONS**

- A. “Commissioner” means the Commissioner of Labor and Industry.
- B. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
  - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
  - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or
  - 3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.
- D. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes, but is not limited to, radiation, whether ionizing or nonionizing.
- E. “Infectious agent” means a communicable bacterium, rickettsia, parasites, virus, or

fungus determined by the commissioner by rule, with approval of the commissioner of health, which, according to documented medical or scientific evidence, causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.

- F. "Blood borne pathogen" means a pathogenic microorganism that is present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

#### **IV. TARGET JOB CATEGORIES**

Annual training will be provided to all full- and part-time employees who are "routinely exposed" to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

#### **V. TRAINING SCHEDULE**

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly hired employee assigned to a work area where he or she is determined to be "routinely exposed" under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be "routinely exposed" under the above guidelines.

**Legal References:** Minn. Stat. Ch. 182 (Occupational Safety and Health)  
Minn. Rules Ch. 5205 (Safety and Health Standards)  
Minn. Rules Ch. 5206 (Employee Right to Know Standards)  
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

**Cross References:** Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)  
Policy 807 (Health and Safety Policy)



## ADDENDUM

### REGULAR BOARD MEETING Thursday, June 22, 2023 SPCC-Governor's Room 6:30PM

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#### VII. ACTION ITEMS

<b>14. AGENDA ITEM #14</b>
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**Subject:** Consider Approval to Amend A Previously Passed Resolution of Non-Renewal of Probationary Teacher Contracts

**Action:** Requires a Motion

**Background:** A resolution was passed during the March School Board Meeting regarding the non-renewal of probationary teachers based on budget reductions. Since that time new retirements or resignations have created openings for three of the teachers listed on the resolution. By amending the previously passed resolution these teachers can continue their employment with the school district without interruption. The recommended amendments are included in the attached resolution

**Presentation:** Superintendent Gronseth

**Options/Recommendation:** I recommend amending the previously passed resolution regarding the non-renewal of probationary teacher contracts to read as attached.

**RESOLUTION RELATING TO THE NONRENEWAL OF THE TEACHING  
CONTRACTS OF PROBATIONARY TEACHERS**

**WHEREAS**, the individuals listed below are probationary teachers in Independent School District No. 508.

**BE IT RESOLVED**, by the School Board of Independent School District No. 508 that pursuant to Minnesota Statutes 122A.40, Subdivision 5 and the District Master Agreement, that the teaching contract of the listed individuals, probationary teachers in Independent School District No. 508, are hereby non-renewed at the close of the current 2022-2023 school year.

**BE IT FURTHER RESOLVED** that written notice be sent to each teacher listed regarding non-renewal of their contracts.

Non-renewal of teacher contracts apply to the following:

1. ~~Kent Bass~~
2. Sara Corbin
3. Emily Elverum
4. ~~Stephanie Evans~~
5. Rachel Ryan
6. Kinsey Irvin
7. ~~Ethan Sindelir~~
8. Marilyn Steffen
9. Mary Tobar
10. Matthew Weets
11. Melise Baumgarn

Dated: April 17, 2023

\_\_\_\_\_  
Kate Martens, Board Clerk



## ADDENDUM

### REGULAR BOARD MEETING Thursday, June 22, 2023 SPCC-Governor's Room 6:30PM

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#### VIII. INFORMATION ITEMS

<b>1. AGENDA ITEM #1</b>
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**Subject:** School Board Election Filing Dates

**Background:** There are four School Board Members with terms expiring in 2023. The State of Minnesota has timelines and guidance that must be followed for this process. Publication and posting notification of filing periods is part of this process. The attached document provides the public with the required notification.

**Presentation:** Superintendent of Schools

**NOTICE OF FILING DATES FOR GENERAL ELECTION TO  
THE SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT NO. 508  
SAINT PETER PUBLIC SCHOOLS  
STATE OF MINNESOTA**

**NOTICE IS HEREBY GIVEN** that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 508 shall begin on Tuesday, August 1, 2023 at 8:00AM and shall close at 5:00PM on Tuesday, August 15, 2023.

The general election shall be held on Tuesday, **November 7, 2023**. At the general election, four (4) members will be elected to the School Board for a term of four (4) years.

Affidavits of Candidacy are available from the School District Clerk at 100 Lincoln Drive, Suite 229, Saint Peter, Minnesota. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same general election.

The affidavits of candidacy must be filed in the office of the School District Clerk and the filing fee paid prior to 5:00 PM on August 15, 2023.

Dated: June 22, 2023

BY ORDER OF THE SCHOOL BOARD

/s/ Kate Martens, School District Clerk