



**SAINT PETER SCHOOL BOARD**  
**Regular Board Meeting**  
**Monday, December 18, 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. Truth in Taxation Presentation</b>	<b>3</b>
<b>VI. Approval of Consent Agenda Items</b>	<b>29</b>
<b>VII. Student Spotlight</b> -South Elementary First Graders, Kenley Kidd and Gabe Swanson	
1. Student Council Report	
<b>VIII. Action Items</b>	
1. Consider Approval of Certification of School District Levy for Taxes Payable in 2024	64
2. Consider a Resolution Establishing Combined Polling Places	71
3. Consider a Resolution Authorizing the School Board and Administration to Begin Planning for the Issuance of General Obligation Facilities Maintenance Bonds in Calendar Year 2024	74
4. Consider a Resolution Calling for a Special Election	78
5. Consider Approval of the World's Best Workforce Report for the 2022-2023 School Year	87
6. Consider Approval of 2024-2025 School Calendar	109
<b>IX. Information Items</b>	
1. Native American Parent Advisory Committee (NAPAC) Update	111
<b>X. Reports</b>	
1. Building Principals	
2. Superintendent of Schools	
3. Board Members	
a. Around the Table	
<b>XI. Upcoming Meetings of the School Board</b> HR Committee	
Thursday, December 21, 2023	
4:00 PM	
SPMS-Conference Room A/B	
Organizational Meeting	
Monday, January 8, 2024	
6:00 PM	
Governor's Room	

Business Committee  
Wednesday, January 10, 2024  
4:00 PM  
DO  
Regular Board Meeting  
Thursday, January 18, 2024  
6:30 PM  
Governor's Room  
XII. **Adjournment**



## **ADDENDUM**

### **REGULAR BOARD MEETING December 18, 2023 SPCC-Governor's Room 6:30PM**

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#### **V. TRUTH IN TAXATION PRESENTATION**

Business Manager, Megan Gracia, will present information on the proposed tax levy for 2024. Her presentation will include a levy history, a levy spreadsheet showing various levy categories, and a review of the levy page to be considered for adoption at a later point in the meeting.



# **SAINT PETER PUBLIC SCHOOLS**

## **ISD #508**

### **TRUTH IN TAXATION PRESENTATION**

#### **2023 PAYABLE 2024**

#### **PROPOSED PROPERTY TAXES**

#### **AND 2023-2024 BUDGET**

# Requirements of the Truth in Taxation Law

- Property Tax Statements
- The 2023 Pay 2024 Proposed Property Tax Levy
- Current Year Budget (Fiscal Year 2024)
- Public Comment and Questions

# School District Levy and Revenue

- Taxes are levied in the fall of 2023
- Taxes are payable and collected in 2024
- District revenue for 2024-2025 school year
- State fiscal year 2025

# Who determines your school property tax?



**A) Legislature and Governor**



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**B) County Assessor**



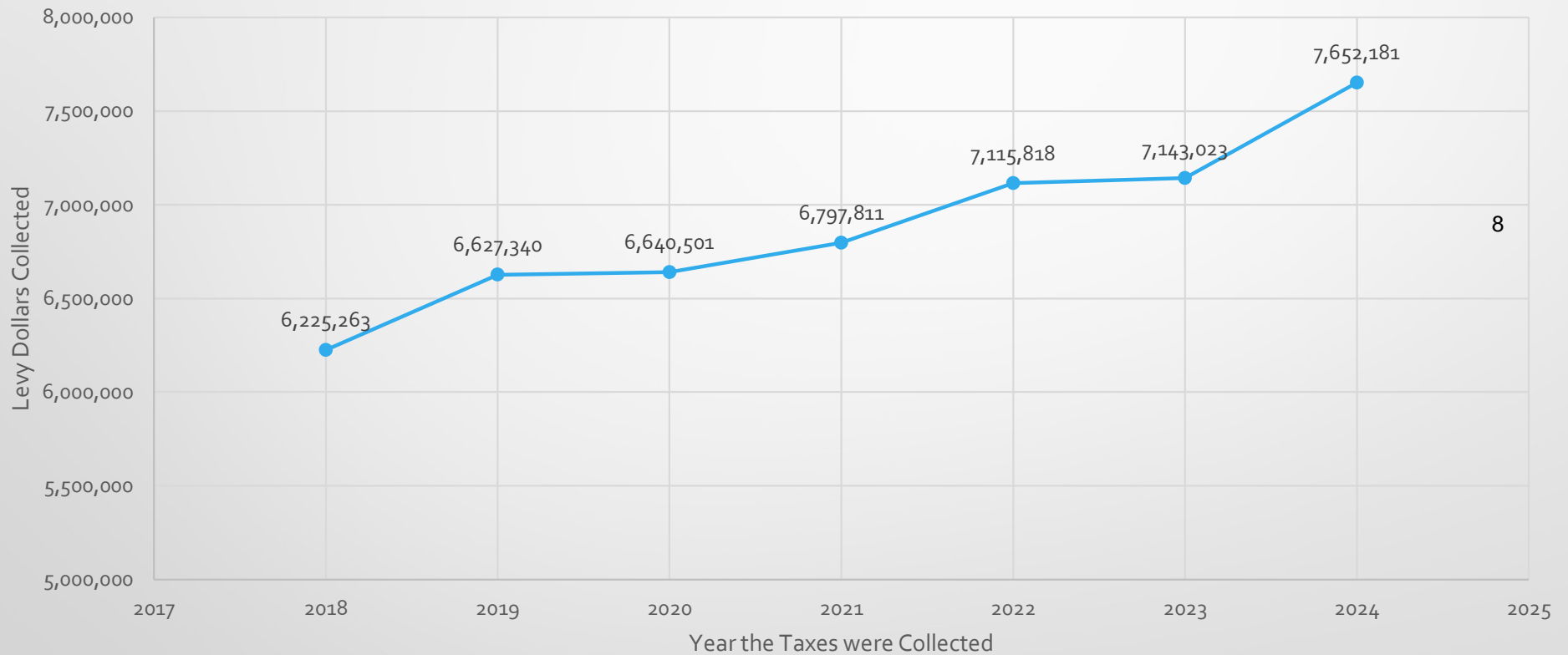
**C) School Board**



**D) Voters**

# The school district levy is changing by \$509,158 or 7.13%.

Total District Levy Amounts



# Multi-Year Levy Factors Comparison

Levy Factors	17 Pay 18 Final	18 Pay 19 Final	19 Pay 20 Final	20 Pay 21 Final	21 Pay 22 Final	22 Pay 23 Final	23 Pay 24 Final	\$ Change Levy 24 to Levy 23	% Change Levy 24 to Levy 23
*1 Market Value	1,243,180,500	1,258,335,200	1,324,372,701	1,380,439,398	1,360,794,599	1,451,516,699	1,704,680,101	253,163,402	17.44%
*2 Referendum Market Value	857,236,480	902,416,950	964,319,050	1,013,564,250	1,038,825,750	1,096,432,750	1,263,332,175	166,899,425	15.22%
*3 Net Tax Capacity	11,821,848	12,139,040	13,013,080	13,616,925	13,463,118	14,348,427	16,896,722	2,548,295	17.76%
*4 Sales ratio	0.944	0.929	0.950	0.922	0.912	0.886	0.878	0	-0.90%
*5 Adj. Net Tax Capacity	12,527,558	13,072,423	13,695,103	14,756,704	14,747,600	16,186,461	19,232,155	3,045,694	18.82%
6 Total levy	6,225,263	6,627,340 6.46%	6,640,501 0.20%	6,797,811 2.37%	7,115,818 4.68%	7,143,023 0.38%	7,652,181 7.13%	509,158	7.13%
*1 "Market Value" represents the combined valuation of all taxable properties within the district boundaries as assigned by an assessor.									
*2 "Referendum Market Value" represents the combined valuation of all taxable properties within the district boundaries excluding seasonal recreational properties (cabins) and agricultural land.									
*3 "Net Tax Capacity" is determined by multiplying market values by the classification rates (homestead, commercial, residential, rental, etc.).									
*4 "Sales Ratio" is determined by the Department of Revenue. It measures the difference between the actual sale price and assessor's market value on properties to neutralize different assessment practices across the state.									
*5 "Adjusted Net Tax Capacity" is computed by dividing the net tax capacity by the sales ratio and is used for calculating most school taxes.									

# RMV vs. NTC

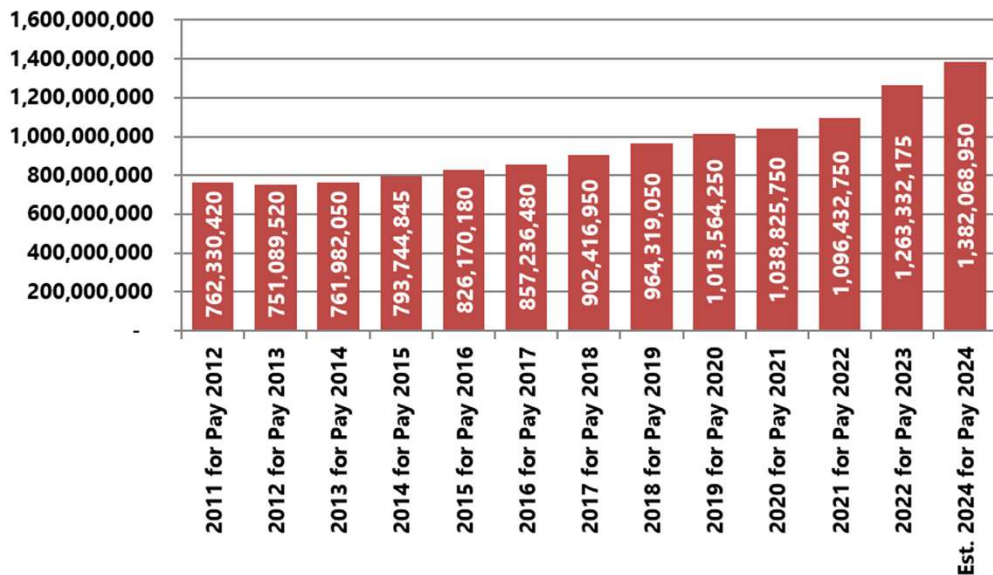
Referendum Market Value	Net Tax Capacity
Operating Referendum, LOR, Equity, Transition	Q Comp, Achievement & Integration, <sup>10</sup> LTFM, Reemployment, Safe Schools, OPEB
Not all properties pay (ag land & seasonal recreational)	Affects all parcels of property

# Tax Base History

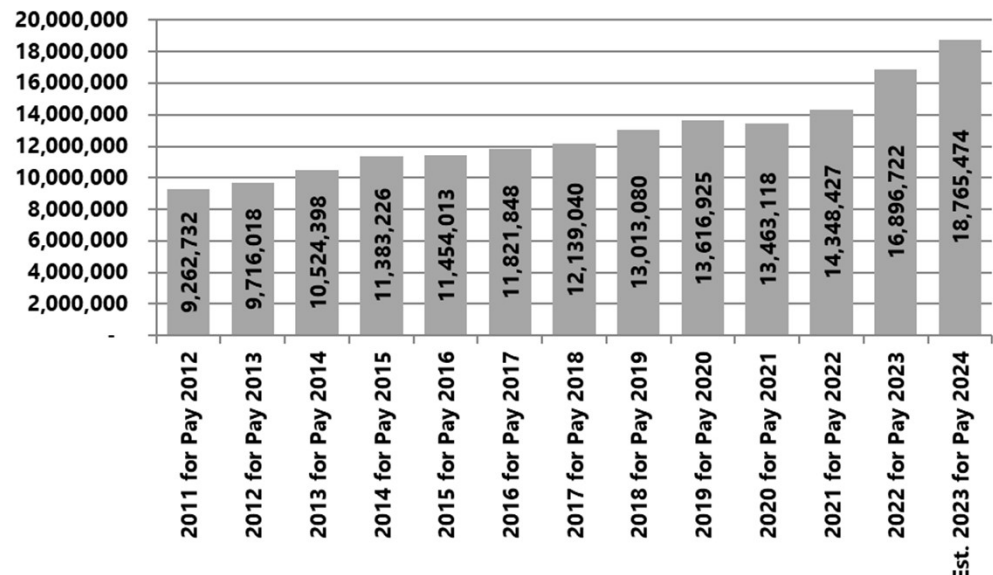
	RMV	% Change
2011 for Pay 2012	762,330,420	
2012 for Pay 2013	751,089,520	-1.47%
2013 for Pay 2014	761,982,050	1.45%
2014 for Pay 2015	793,744,845	4.17%
2015 for Pay 2016	826,170,180	4.09%
2016 for Pay 2017	857,236,480	3.76%
2017 for Pay 2018	902,416,950	5.27%
2018 for Pay 2019	964,319,050	6.86%
2019 for Pay 2020	1,013,564,250	5.11%
2020 for Pay 2021	1,038,825,750	2.49%
2021 for Pay 2022	1,096,432,750	5.55%
2022 for Pay 2023	1,263,332,175	15.22%
Est. 2024 for Pay 2024	1,382,068,950	<u>9.40%</u>
<b>12-year Average</b>		<b>5.16%</b>

	NTC	% Change
2011 for Pay 2012	9,262,732	
2012 for Pay 2013	9,716,018	4.89%
2013 for Pay 2014	10,524,398	8.32%
2014 for Pay 2015	11,383,226	8.16%
2015 for Pay 2016	11,454,013	0.62%
2016 for Pay 2017	11,821,848	3.21%
2017 for Pay 2018	12,139,040	2.68%
2018 for Pay 2019	13,013,080	7.20%
2019 for Pay 2020	13,616,925	4.64%
2020 for Pay 2021	13,463,118	-1.13%
2021 for Pay 2022	14,348,427	6.58%
2022 for Pay 2023	16,896,722	17.76%
Est. 2023 for Pay 2024	18,765,474	<u>11.06%</u>
<b>12-year Average</b>		<b>6.17%</b>

**RMV (Referendum Market Value)**



**NTC (Net Tax Capacity)**



# Referendum Aid/Levy Example

	Description	22 Pay 23	23 Pay 24
1	Referendum \$/APU	\$410	\$410
2	APU	2,253.20	2,185.80
3	Total Ref. Revenue	\$923,812	\$896,178
4	RMV/Res. PU	482,627.32	599,872.83
5	Equalization	\$567,000	\$567,000
6	RMV/Res PU / Equalization	.85119	>1.0
7	Aid Amt	<b><u>\$137,468.24</u></b>	<b><u>\$0.00</u></b>
8	Levy Amt	<b><u>\$786,343.76</u></b>	<b><u>\$896,178.00</u></b>

## How will your payable 2024 school taxes be spent?

Fund	Percent
<b><u>General Fund</u></b> Provides funding for district regular and special education instructional programs including (but not limited to) support services, transportation, instructional, athletic, and operational equipment, technology, and building maintenance	53.34%
<b><u>Community Education Fund</u></b> Funding for Community Education programs, Early Childhood Family Education, and School Readiness	1.55%
<b><u>Debt Service Fund</u></b> Levy for repayment of principal and interest on district debt	45.11%
<b>Total levy before credits and exclusions:</b>	100%

# ST. PETER PUBLIC SCHOOL DISTRICT GENERAL FUND GROSS LEVY COMPARISON

Total % Change = 11.323%

	Actual 2022 Pay 2023	Proposed 2023 Pay 2024	Dollar Difference
<b>1 Referendum</b>	759,273.92	907,596.19	\$148,322.27
<b>2 Local Optional</b>	1,227,848.12	1,371,866.97	144,018.85
<b>3 Equity</b>	303,162.58	323,070.93	19,908.35
<b>3 Transition</b>	51,920.67	55,023.36	3,102.69
<b>4 Capital Projects Referendum</b>	0.00	0.00	0.00
<b>5 Achievement &amp; Integration</b>	69,290.56	70,733.15	1,442.59
<b>6 Operating Capital</b>	157,661.09	187,996.77	30,335.68
<b>7 Alt Teacher Comp (Q Comp)</b>	194,820.38	179,964.05	(14,856.33)
<b>8 Remployment Insurance</b>	50,000.00	(1,839.88)	(51,839.88)
<b>9 Safe Schools</b>	77,642.64	73,684.08	(3,958.56)
<b>10 Career Technical</b>	108,306.69	155,603.57	47,296.88
<b>11 OPEB</b>	270,000.00	302,264.95	32,264.95
<b>12 LTFM Equalized</b>	356,808.67	411,689.29	54,880.62
<b>13 LTFM Unequalized</b>	0.00	0.00	0.00
<b>14 Building/Land Lease</b>	43,284.37	42,512.21	(772.16)
<b>15 Fac &amp; Equip Bond Adjust.</b>	0.00	0.00	0.00
<b>16 Tax Abatement / Other Adj.</b>	(3,331.61)	1,698.01	5,029.62
<b>Total Gross Levy</b>	3,666,688.08	4,081,863.65	\$415,175.57

*District  
Under-Levied  
this category  
by \$40,000 in  
Pay 2023*

# ST. PETER PUBLIC SCHOOL DISTRICT COMMUNITY SERVICE GROSS LEVY COMPARISON

Total % Change = -29.970%

	Actual 2022 Pay 2023	Proposed 2023 Pay 2024	Dollar Difference
<b>1 Basic Community Education</b>	119,772.20	\$72,120.58	(\$47,651.62)
<b>2 Early Child Family</b>	39,971.70	36,564.37	(3,407.33)
<b>3 Home Visiting</b>	756.70	1,024.03	267.33
<b>4 Adults w/ Disabilities</b>	0.00	0.00	0.00
<b>5 School Age Care</b>	8,500.00	8,500.00	0.00
<b>6 Other Adjustments</b>	0.00	0.00	0.00
<b>7 Tax Abatement</b>	<u>(87.38)</u>	<u>81.23</u>	<u>168.61</u>
<b>Total Gross Levy</b>	\$168,913.22	\$118,290.21	(\$50,623.01)

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Community Education levy factor was reduced by formula  
 Pay 2023: (.00940 \* ANTC) = \$152,152.23  
 Pay 2024: (.00375 \* ANTC) = \$72,120.58

However, does not reduce revenue  
 Pay 2023: \$119,722  
 Pay 2024: \$138,493.28

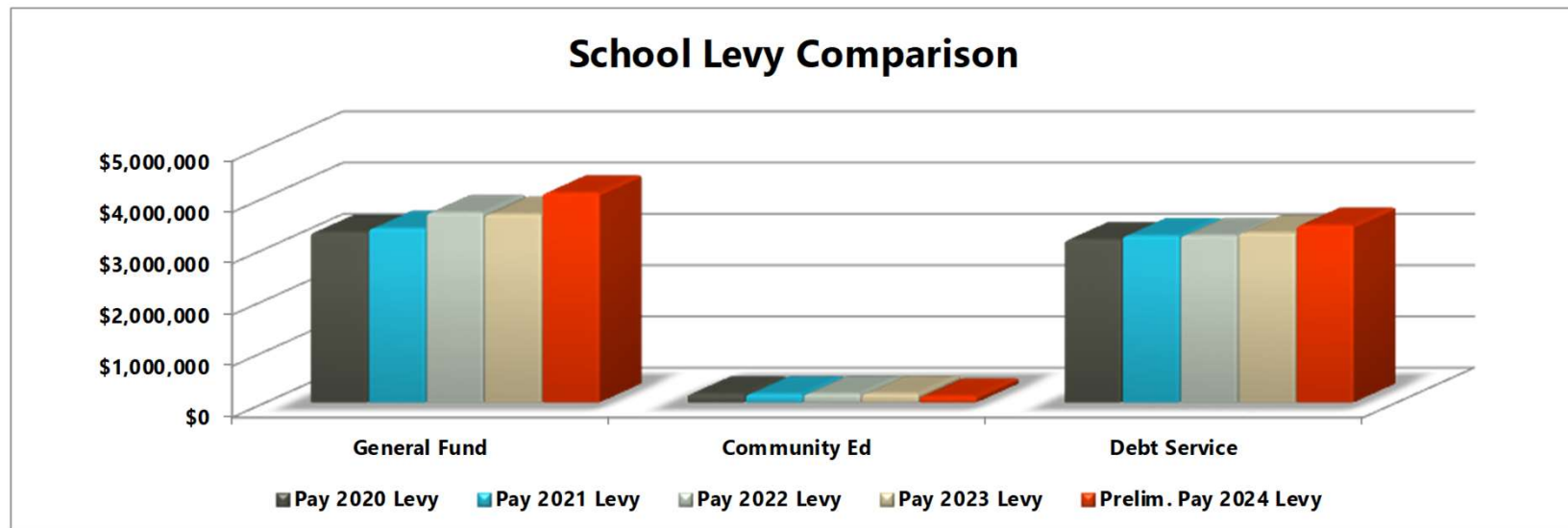
# ST. PETER PUBLIC SCHOOL DISTRICT DEBT SERVICE GROSS LEVY COMPARISON

Total % Change = 4.372%
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	Actual 2022 Pay 2023	Proposed 2023 Pay 2024	Dollar Difference <sup>16</sup>
<b>1 Voter Approved Debt Service</b>	\$3,459,068.00	\$3,616,305.00	\$157,237.00
<b>1 Debt Service Aid Ineligible</b>	0.00	0.00	0.00
<b>2 LTFM Bond Debt Service</b>	0.00	0.00	0.00
<b>3 Debt Excess</b>	(151,719.81)	(165,963.52)	(14,243.71)
<b>4 Tax Abatement</b>	73.89	1,685.91	1,612.02
<b>5 Other Adjustments</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Gross Levy</b>	\$3,307,422.08	\$3,452,027.39	\$144,605.31

## ST. PETER PUBLIC SCHOOL DISTRICT SCHOOL PORTION of PROPERTY TAX LEVY

Total Pay 2020 Levy = \$6,640,501.48  
 Total Pay 2021 Levy = \$6,797,811.02  
 Total Pay 2022 Levy = \$7,115,818.12  
 Total Pay 2023 Levy = \$7,143,023.38  
 Total Prelim. Pay 2024 Levy = \$7,652,181.25

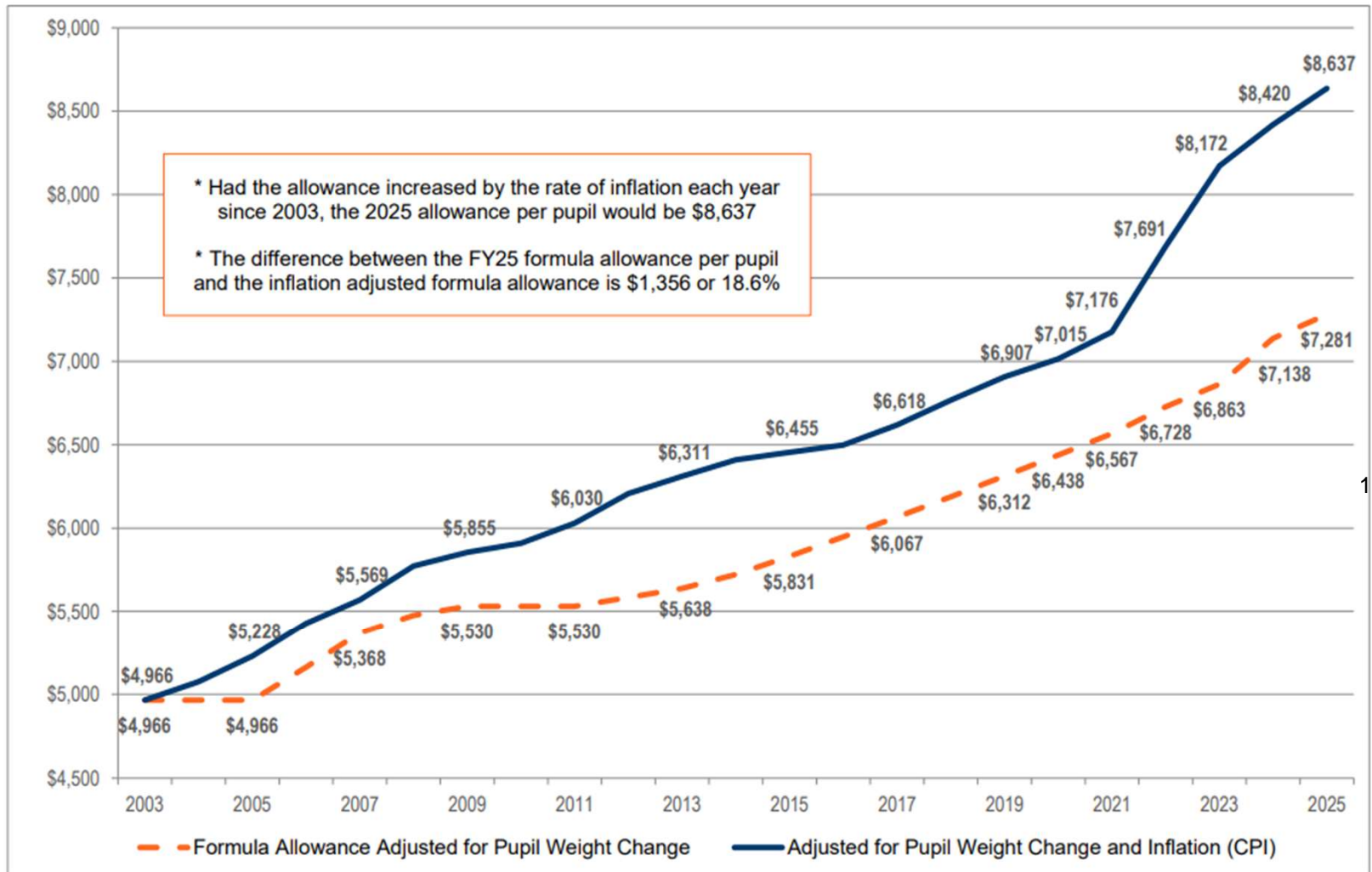


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	Pay 2020 Levy	Pay 2021 Levy	Pay 2022 Levy	Pay 2023 Levy	Prelim. Pay 2024 Levy
General Fund	3,310,927.19	3,389,256.94	3,697,131.05	3,666,688.08	4,081,863.65
Community Ed	161,066.27	160,564.05	166,193.59	168,913.22	\$118,290.21
Debt Service	3,168,508.02	3,247,990.03	3,252,493.48	3,307,422.08	\$3,452,027.39
<b>Total Levy</b>	<b>6,640,501.48</b>	<b>6,797,811.02</b>	<b>7,115,818.12</b>	<b>7,143,023.38</b>	<b>7,652,181.25</b>

# General Education Formula Allowance, 2003-2025

Adjusted for Pupil Weight Change and Inflation (CPI)



Source: MDE June 2023 Inflation Estimates and Minnesota Laws 2023



Funding will trail inflation by \$1,282 per pupil in FY24 and \$1,356 per pupil in FY25.

**Whereas**, Pursuant to Minnesota Statutes the School Board of Independent School District No. 508, St. Peter, Minnesota, is authorized to make the following proposed tax levies for general purposes:

General Fund	\$ 4,081,863.65
Community Services	\$ 118,290.21
Debt	<u>\$ 3,452,027.39</u>
Total Proposed Tax Levy	\$ 7,652,181.25

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**Now Therefore**, Be it resolved by the School Board of Independent School District No. 508, St. Peter, Minnesota, that the levy to be levied in 2023 to be collected in 2024 is set at \$7,652,181.25. The clerk of the ISD 508 School Board is authorized to certify the proposed levy to the County Auditors of Nicollet and Le Sueur County, Minnesota.

# SCHOOL DISTRICT BUDGET 2023-2024



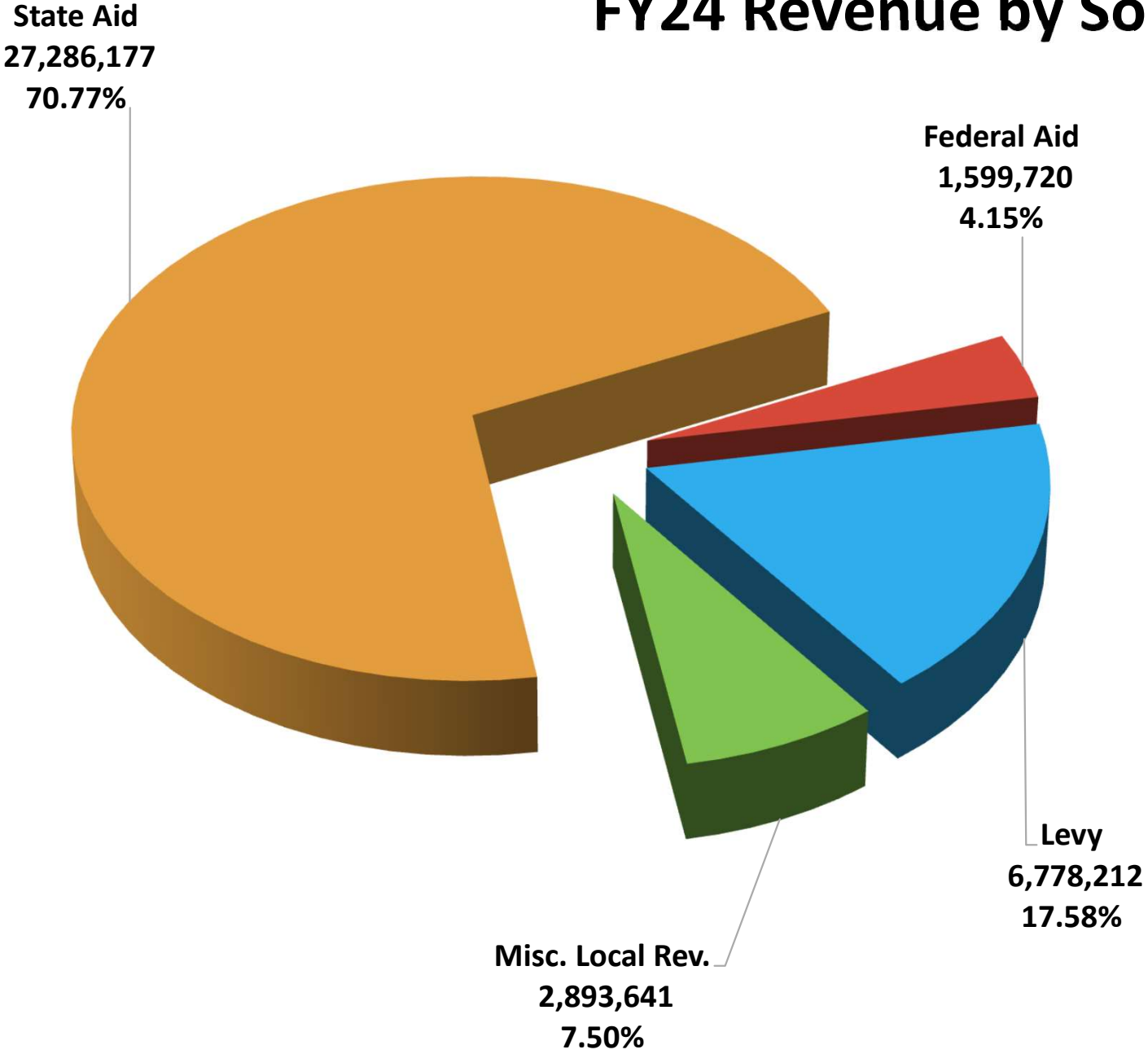
# FY24 Budget (without Insurance Fund)

REVENUES						
	GENERAL FUND	FOOD SERVICE FUND	COMM. ED. FUND	DEBT FUND	GIFTS / BEQUESTS	TOTALS
	FUND 01	FUND 02	FUND 04	FUND 07	FUND 08	
Levy	\$3,752,602	\$0	\$171,716	\$2,853,894	\$0	\$6,778,212
Misc. Local Rev.	1,546,199	793,500	530,942	1,000	22,000	2,893,641
State Aid	26,535,030	121,500	176,119	453,528	0	27,286,177
Federal Aid	725,995	873,725	0	0	0	1,599,720
<b>Totals</b>	<b>\$32,559,826</b>	<b>\$1,788,725</b>	<b>\$878,777</b>	<b>\$3,308,422</b>	<b>\$22,000</b>	<b>\$38,557,750</b>

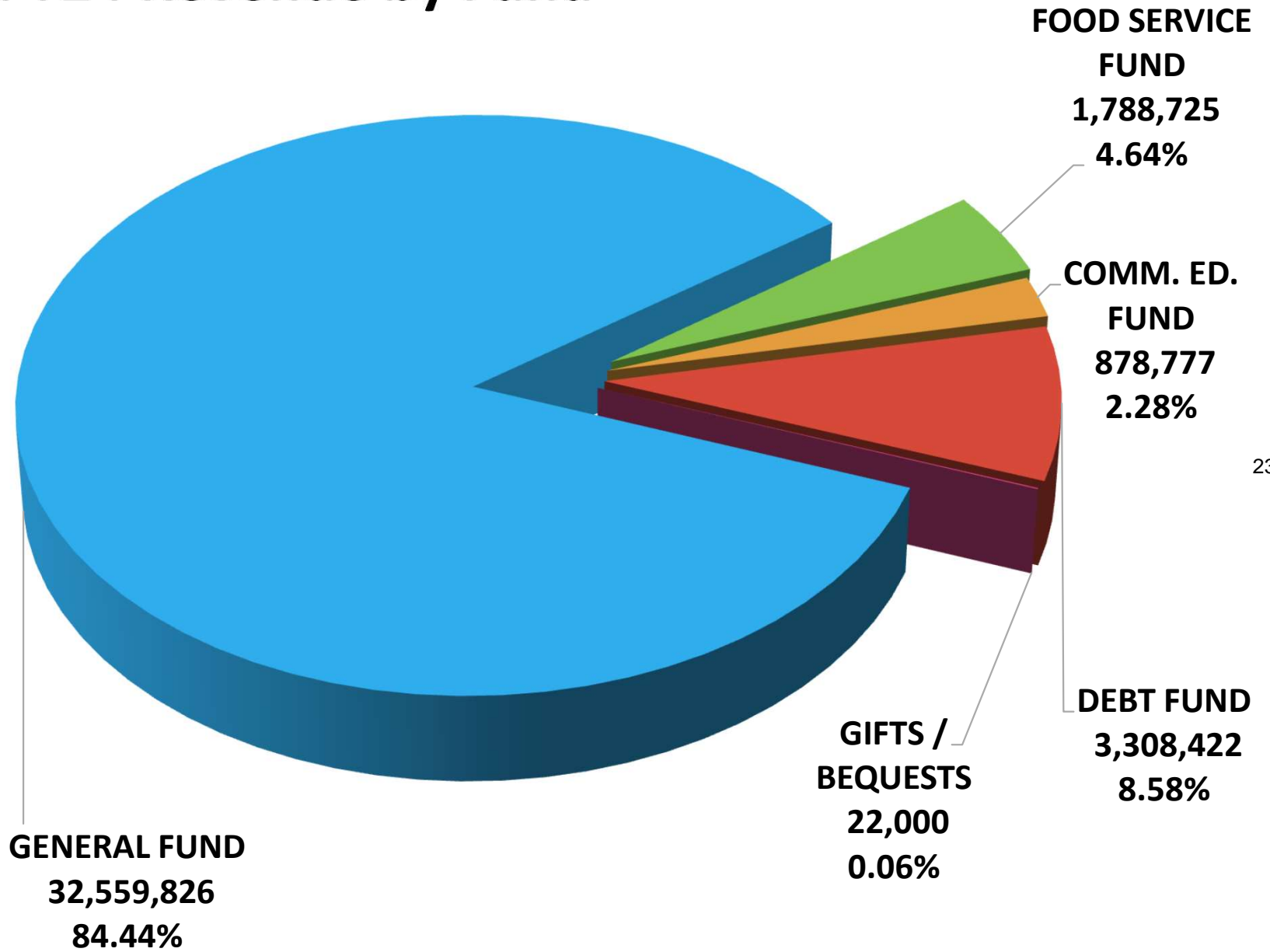
EXPENSES						
	GENERAL FUND	FOOD SERVICE FUND	COMM. ED. FUND	DEBT FUND	GIFTS / BEQUESTS	TOTALS
	FUND 01	FUND 02	FUND 04	FUND 07	FUND 08	
Salaries/Benefits	\$23,874,381	\$838,065	\$943,688	\$0	\$0	\$25,656,134
Utilities/Travel/Repairs	5,407,764	76,325	131,118	0	0	5,615,207
Supplies	1,306,116	823,248	76,050	0	0	2,205,414
Equipment / Bldg	1,303,803	65,000	3,050	0	0	1,371,853
Debt Service	0	0	0	3,294,350	0	3,294,350
Dues	476,276	21,420	7,126	0	0	504,822
Gifts/Bequests	9,300	0	0	0	22,000	31,300
<b>Totals</b>	<b>\$32,377,640</b>	<b>\$1,824,058</b>	<b>\$1,161,032</b>	<b>\$3,294,350</b>	<b>\$22,000</b>	<b>\$38,679,080</b>

<b>BUDGET BALANCE</b>	<b>\$182,186</b>	<b>(\$35,333)</b>	<b>(\$282,255)</b>	<b>\$14,072</b>	<b>\$0</b>	<b>(\$121,330)</b>
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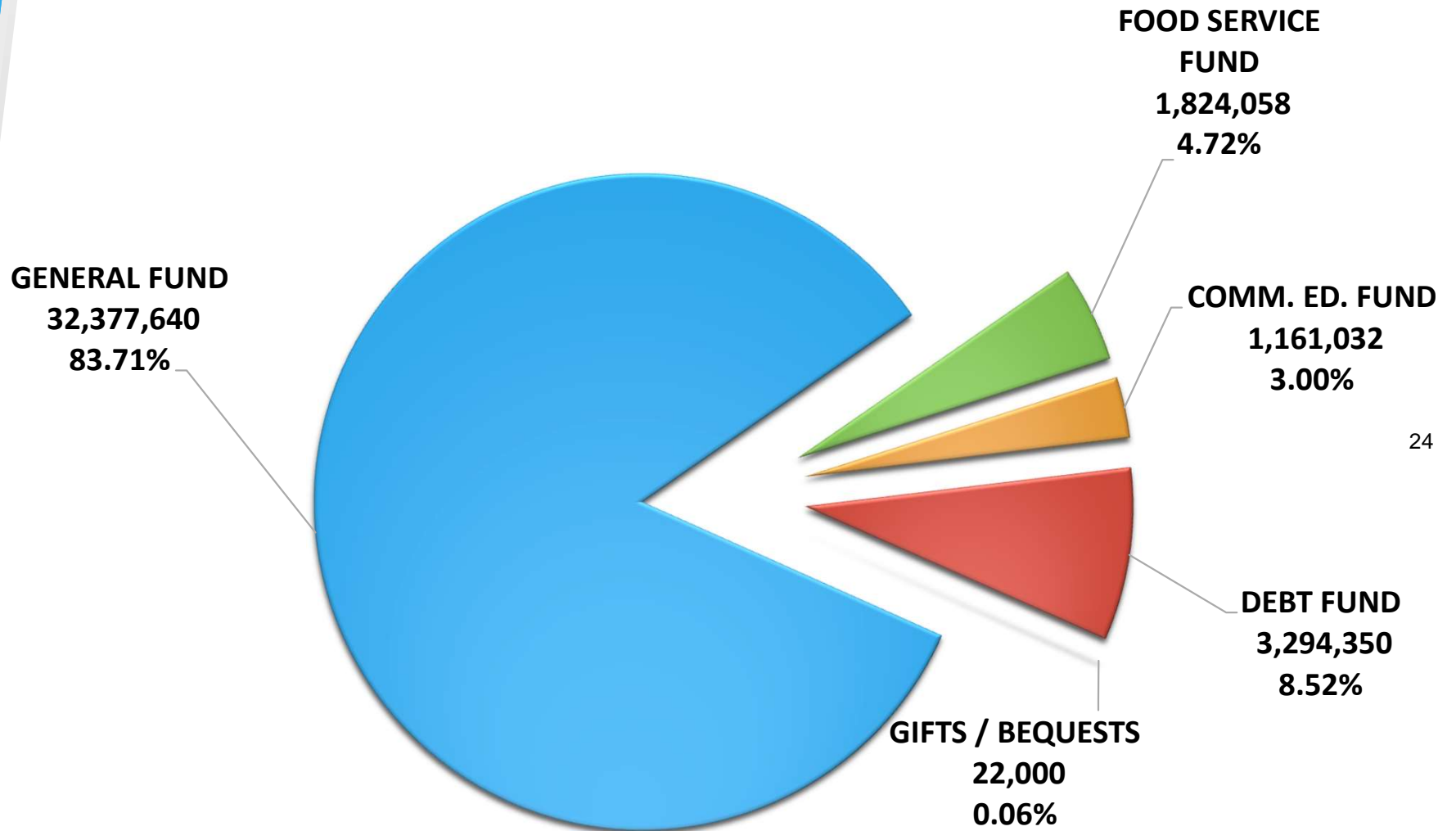
# FY24 Revenue by Source



# FY24 Revenue by Fund



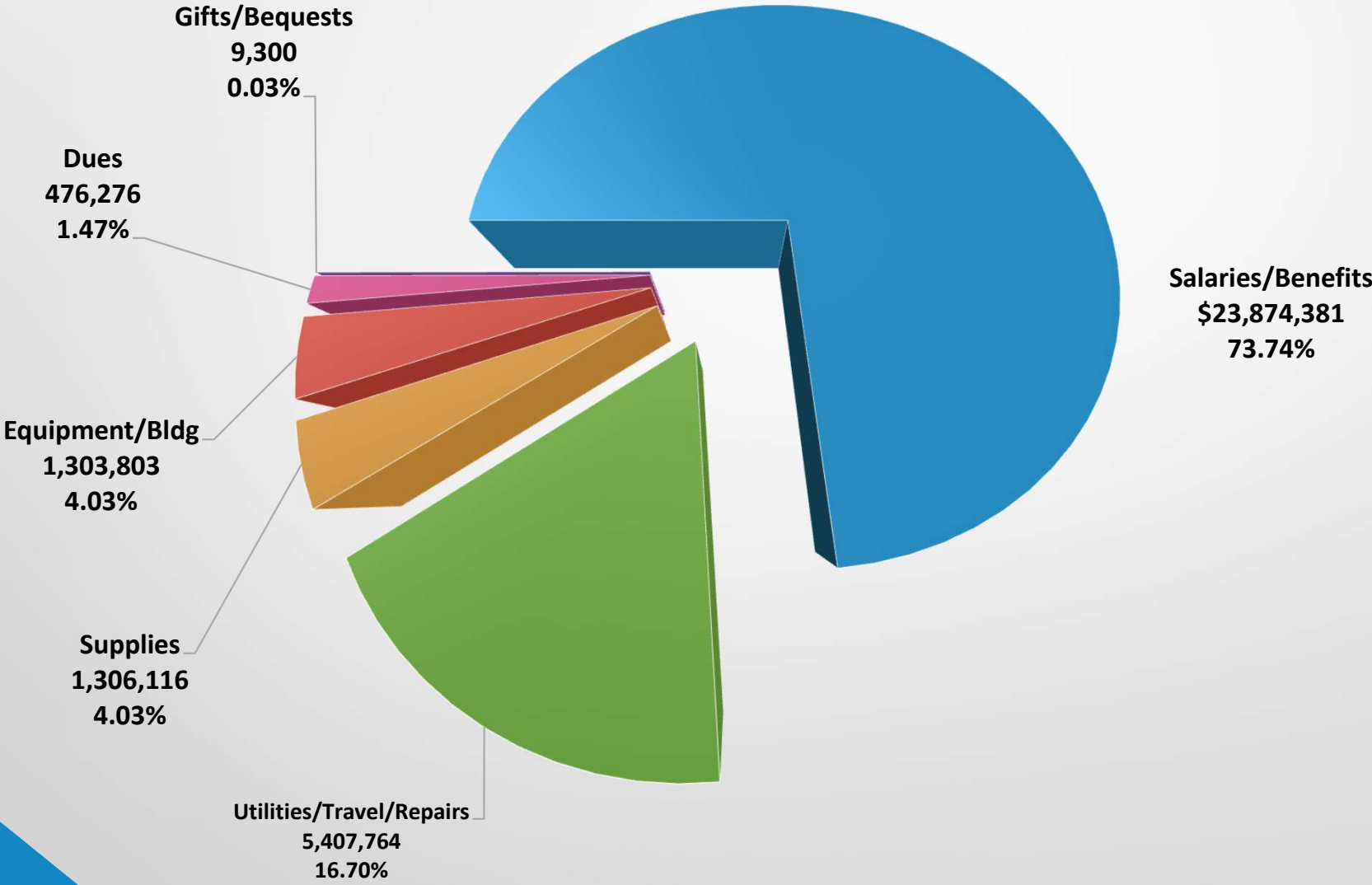
# FY24 Expenditures by Fund



# FY24 General Fund Expenditures

Expenditures	General Fund Amount
Salaries/Benefits	\$23,874,381
Utilities/Travel/Repairs	\$5,407,764
Supplies	\$1,306,116
Equipment/Buildings	\$1,303,803
Dues	\$476,276
Gifts/Bequests	\$9,300
Total Expenditures	\$32,377,640

# FY24 General Fund Expenditures



## Local Financial Reminders

### G.O. School Building Refunding Bonds, Series 2022A

- The bonds were issued in March of 2022 and advance refunded the Series 2015A G.O. School Building Bonds
- Refunding provided **\$8,027,887.19** in gross savings for the district
- Refunding also shortened the final maturity two years (2/1/2039 vs. 2/1/2041)

### November 2, 2021 Operating Levy Referendum

- Voters approved the Question by a margin of 1,604 votes in favor (56.127%) and 1,254 votes opposed (43.88%)
- Increased general education revenue by \$410 per APU, commencing in taxes payable 2022 for 10 years
- Last year of collections is taxes payable 2031 / Fiscal Year 2032
- This authority generated \$896,178 in revenue for taxes payable 2024

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### March 10, 2015 Bond Referendum

- Voters approved the Question by a margin of 2,226 votes in favor (56.73%) and 1,698 votes opposed (43.27%)
- District sold \$55,325,000 G.O. School Building Bonds, Series 2015A in July of 2015
- Total Project Proceeds: \$57,073,352.27
- Final Maturity: 2/1/2041



# Questions or comments?

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Contact Information:  
Megan Gracia  
District Office  
100 Lincoln Drive #229  
St. Peter, MN 56082  
507-934-5703



## ADDENDUM

### REGULAR BOARD MEETING Monday, December 18, 2023 SPCC-Governor's Room 6:30PM

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#### VI. CONSENT AGENDA

1. Approval of the Special Board Meeting minutes of November 16, 2023.
2. Approval of the Study Session minutes of November 20, 2023.
3. Approval of the Regular Board Meeting minutes of November 20, 2023.
4. Approval of the Study Session minutes of December 4, 2023.
5. Approval of Bills (\$1,884,935.67) and Wire Transfers (\$2,848,610.39) for November 2023.
6. Donations
  - a. The approval of a \$2,000 donation from the Good Neighbor Diversity Council to help cover the costs of an Indigenous Joy Day at Saint Peter High School.
  - b. The approval of a \$1,000 scholarship for an outstanding senior member of the instrumental music program at Saint Peter High School.
7. Personnel
  - a. The approval of the hiring of a long-term FACS substitute (Betsy Blume) at Saint Peter High School from November 10, 2023 until January 16, 2023.
  - b. The approval of the hiring of a housekeeper (Safiya Ahmed) at Minnesota Valley Education District beginning November 27, 2023.
  - c. The approval of the hiring of a Communications Intern (Lizzie Horton) for the first semester of the 2023-2024 school year.
  - d. The approval of the hiring of a part-time housekeeper (Logan Robb) at Saint Peter Early Childhood and Saint Peter Middle School.

- e. The acceptance of the resignation of the Coordinator of Education Equity (Ayan Musse) at Saint Peter Schools effective December 15, 2023.
- f. The approval of the hiring of a cook/dishwasher (Shannon Anderson) at Saint Peter High School beginning December 11, 2023.
- g. The acceptance of the resignation of a food service employee (Earl Foster) effective December 12, 2023.
- h. The approval of the hiring of a Saints Overtime Assistant (Emma Kennedy) with Saint Peter Community and Family Education.
- i. The approval of the hiring of a Saints Overtime Assistant (Tovey Velin) with Saint Peter Community and Family Education.
- j. The approval of the hiring of a Saints Overtime Assistant (Bella Macemon) with Saint Peter Community and Family Education.
- k. The approval of the hiring of a Saints Overtime Assistant (Alejandra Bonilla Hirdman) with Saint Peter Community and Family Education.
- l. The approval of the hiring of a paraprofessional (Chelsie Short) at North Elementary beginning December 11, 2023.
- m. The acceptance of the resignation of a paraprofessional (Dan Dean) at Saint Peter Middle School effective December 11, 2023.
- n. The approval of the hiring of a Saints Overtime Assistant (Hailey Dettmer) with Saint Peter Community and Family Education.
- o. The approval of the hiring of a cook/dishwasher (Tonia Jimenez) at Saint Peter High School beginning January 17, 2024.
- p. The acceptance of the resignation of a cook/dishwasher (Jessica Sikkema) at Saint Peter High School and MVED.
- q. The approval of the hiring of a paraprofessional (Ben Kuhnel) at Saint Peter Middle School beginning January 3, 2024.
- r. The acceptance of the resignation of a Head Football Coach (Brian Odland) with Saint Peter Activities.

# 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, Tim Lokensgard, Ben Leonard, Kate Martens, Charlie Potts, Tracy Stuewe & Bill Kautt.

Others present: Superintendent Bill Gronseth, Administrative Assistant Sarah Janovsky

A Special Board Meeting of the School Board of Saint Peter Public Schools was held Thursday, November 16, 2023, beginning at 5:00 PM in the District Office.

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- I. **Call Meeting to Order**-5:04 PM, Potts
  - II. **Adoption of the Agenda** (Kautt/Stuewe, unanimous)
  - III. **Action Items**
    1. Consider a Resolution Canvassing General Election Results- Leonard/Dixon to amend the resolution to state:
      2. As specified in the attached Abstract and Return of Votes Cast, a total of 8,209 **votes were cast** at said election on the election of four (4) School Board Members for four-year term vacancies on the School Board caused by expiration of term on the first Monday in January next following the general election as follows:  
  
Candidate Ken Rossow 1576  
Candidate Bill Kautt 1321  
Candidate Rita Rassbach 1104  
Candidate Tracy Stuewe 1002  
Candidate Amanda Hird 981  
Candidate Krystal Loula 794  
Candidate Bill Weber 676  
Candidate Michael Spear 396  
Candidate Marty Duncan 339
- (Lokensgard/Leonard) YAY: Kautt, Leonard, Potts, Martens, Dixon,  
Lokensgard, Stuewe  
NAY: None  
Resolution Passes

2. Consider Resolutions Authorizing the Issuance of Certificates of Election and Directing School District Clerk to Perform other Election-Related Duties

(Leonard/Lokensgard) YAY: Kautt, Leonard, Potts, Martens, Dixon, Lokensgard, Stuewe  
NAY: None  
Resolution Passes

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

Study Session  
Monday, November 20, 2023  
5:00 PM  
SPCC-Room 219

Regular Board Meeting  
Monday, November 20, 2023  
6:30 PM  
SPCC-Governor's Room

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**V. Adjournment**-5:18 PM (Leonard/Dixon, unanimous)

Dated: December 18, 2023

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Kate Martens, Clerk

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

## **Minutes of Study Session**

### **The School Board**

### **Saint Peter Public Schools**

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

Members Absent: Tim Lokensgard

Principals: Jon Graff & Ytve Prafke

Administrative Team members: Sharon Petersen

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

33

A Study Session of the School Board of Saint Peter Public Schools was held Monday, November 20, 2023, beginning at 5:00 PM in the SPCC-Room 219.

**I. Call Meeting to Order**-5:02 PM, Potts

**II. Adoption of the Agenda**-(Kautt/Leonard, unanimous)

### **III. Middle School HVAC and Academic Space Updates**

The current Middle School HVAC system has had significant failures over time. There are issues with uneven heating and cooling, lack of fresh airflow, and frequent malfunctions and shut-downs. Many classrooms are uncomfortably hot or cold. The system has outlasted its useful life and parts are no longer readily available.

Over the past year we have been working with ICS and Baird Financial to develop the scope of work that would need to be done to fully replace the Middle School HVAC system and to meet recommended indoor air quality standards.

Regarding academic space needs, there are classrooms in the Middle School that were originally designed specifically for a 1950's high school that do not serve the needs of middle school classes. A lack of electrical outlets is one such need. The flashing on the windows is also in need of replacement as windows throughout the building leak during precipitation events, and with snow and ice melt. The replacement of the HVAC system will require significant work to be done in every classroom. Addressing outdated spaces and other needs at the same time as they are installing a new HVAC system would be more cost efficient than waiting for a later date.

Representatives from ICS and Baird Financial presented an overview of the revised proposal for a multi-year project.

The purpose of this meeting was to review the revised proposal based on the feedback received last month with the intent of preparing to vote on the proposed project during the December Regular School Board Meeting.

**IV. Adjournment**-6:17 PM, (Stuewe/Leonard, unanimous)

Dated: December 18, 2023

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

# **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, Ben Leonard, Kate Martens, Charlie Potts, Tracy Stuewe & Bill Kautt.

Members Absent: Tim Lokensgard

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

Administrative Team members: Megan Gracia, Shea Roehrkasse, Sharon Petersen & Tami Skinner

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

35

A Regular Board Meeting of the School Board of Saint Peter Public Schools was held Monday, November 20, 2023, beginning at 6:30 PM in the SPCC-Governor's Room.

**I. Call Meeting to Order**-6:35 PM, Potts

**II. Pledge of Allegiance**

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

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

**V. Approval of Consent Agenda Items**-There was a motion to accept the Consent Agenda with a change to the wrestling coaches section, Jeremy Burger will replace Wallace Michels as the MS coach. (Leonard/Martens, unanimous)

1. Approval of the Study Session minutes of October 16, 2023.
2. Approval of the Regular Board Meeting minutes of October 16, 2023.
3. Approval of Bills (\$2,222,824.42) and Wire Transfers (\$3,959,193.83) for October 2023.
4. Personnel
  - a. The acceptance of the resignation of a custodian (Aedan Johnson) effective October 16, 2023.
  - b. The approval of a maternity leave for a FACS teacher (Amanda Blue) at Saint Peter High School from the date of her child's birth until January 17, 2024.
  - c. The acceptance of the resignation of a paraprofessional (Larry Miner) at Saint Peter High School effective August 21, 2023.
  - d. The approval of the hiring of a cook/dishwasher (Patty Weingartz) at Saint Peter High School effective October 1, 2023.

- e. The approval of the hiring of a long-term 6<sup>th</sup> grade science substitute teacher (Ashley Wills) from December 1, 2023 through February 9, 2024.
- f. The acceptance of the resignation of a paraprofessional (Sylvia Hernandez) at Saint Peter Early Childhood effective November 22, 2023.
- g. The approval of Winter Coaches and Advisors for the 2023-204 school year.
- h. The approval to designate technology equipment as obsolete in order to remove it from the district inventory and properly recycle or dispose of it.

**VI. Student Spotlight-Samuel Martinez, SPMS 5th Grader**

Samuel has been nominated by his teachers and received the award of Fifth Grade Student of the Month in November. Samuel is enjoying the middle school. His favorite class is Math. Outside of school he likes to play basketball and would like to be a professional soccer player when he is older.

**1. Student Council Report**

This is a slow time of year for student council their next activity is Thanksgiving BINGO. Other things going on at the high school recently: NHS Induction, Into the Woods Fall Musical this past weekend, Indigenous Joy Day was celebrated with a variety of learning experiences.

36

**VII. Action Items**

- 1. Consider Approval of an MoU with the Office Support Unit-(Kautt/Dixon, unanimous)
- 2. Consider Approval of a Cooperative with Minnesota Valley Lutheran for Wrestling-(Stuewe/Leonard, unanimous)
- 3. Consider Approval of Policies with legislative Requirements for Approval with One Reading-(Martens/Dixon, unanimous)

**VIII. Information Items**

- 1. Community and Family Education Report and Profile-Tami Skinner, Director of Community and Family Education reviewed and highlighted the services her programs provide for the Saint Peter Community.
- 2. Native American Parent Advisory Council Update-This update will be provided at an upcoming meeting.
- 3. Middle School HVAC & Academic Space Project Discussion-A Study Session was held earlier this evening to review plans and recommendations for plans at the middle school.

**IX. Reports**

**1. Building Principals**

Early Childhood

Conferences have started

Guest Literacy Program

Gina Evenson’s memorial bench has been placed in the Early Childhood playground

Saint Peter Middle School

6<sup>th</sup> grades go to Biz Town in Minneapolis tomorrow  
Fine Arts music students have concerts coming up in December  
Emily Kracht's memorial bench will be placed on Lincoln Drive when it is delivered

Saint Peter High School

Humanities Council visited last week  
Into the Woods was fantastic this past weekend

Alternative Programs

Rock Bend students attended Indigenous Joy Day at the high school last Friday

Mid-quarter is coming up

Night school is starting

Continuing work with Character Strong

2. Superintendent of Schools

The Humanities Council member that visited Indigenous Joy Day was impressed and would like to see more events in the future

The annual Truth in Taxation meeting will be held December 18<sup>th</sup> at 6:30 PM

3. Board Members

a. Around the Table

Kautt

Will be attending the MSBA Delegates Assembly

Dixon

Thank you to everyone involved with Into the Woods

Martens

Seconds what Member Dixon said about Into the Woods

Indigenous Joy Day was extremely impressive

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

Policy Committee

Wednesday, November 29, 2022

4:00 PM

DO

HR Committee

Thursday, November 30, 2023

4:00 PM

SPMS-Conference Room A/B

Study Session

Monday, December 4, 2023

6:30 PM

SPMS-Media Center

Education Committee

Friday, December 8, 2023

8:30 AM  
DO  
Business Committee  
Wednesday, December 13, 2023  
4:00 PM  
DO

Regular Board Meeting  
Monday, December 18, 2023  
6:30 PM  
SPCC-Governor's Room

XI. **Adjournment**-(Stuewe/Leonard, unanimous)

Dated: December 18, 2023

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Kate Martens, Board Clerk

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# THE MINUTES OF THE MEETING HAVE NOT BEEN APPROVED

## Minutes of Study Session

### 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, Ytive Prafke & Jana Sykora

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

A Study Session of the School Board of Saint Peter Public Schools was held Monday, December 4, 2023, beginning at 6:30 PM in the Saint Peter Middle School-Media Center.

39

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

**II. Adoption of the Agenda** (Lokensgard/Leonard, unanimous)

**III. World's Best Workforce Report and Achievement & Integration**

Each year the district is required to submit a report to the Minnesota Department of Education regarding progress on our World's Best Workforce Plan and Achievement and Integration Plan goals.

The principals reviewed the report for the school board. Board members asked questions and discussion was had throughout the report.

**IV. School Calendar**

Due to a number of changes from the past legislative session there are new items to consider in district calendar planning. Without knowing what may change in the next couple of years, the school board is being presented a calendar for 2024-2025, rather than two years worth of calendars, which has been past practice.

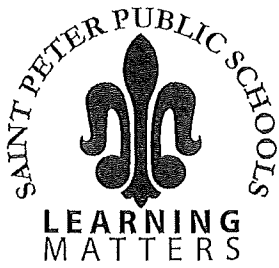
**V. Middle School HVAC and Academic Space**

This is a continuation of our ongoing discussion regarding the proposed Middle School boilers, HVAC, and academic space project. Mr. Gronseth has had the opportunity to present plans to a couple of community groups since the last study session.

**VI. Adjournment**-7:24 PM (Leonard/Martens, unanimous)

Dated: December 18, 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: 12/7/2023  
To: Dr. Bill Gronseth - Superintendent  
From: Bee Ong - Finance Accountant  
Re: **Monthly Board Bills, Payroll & Student Activity Amounts:**

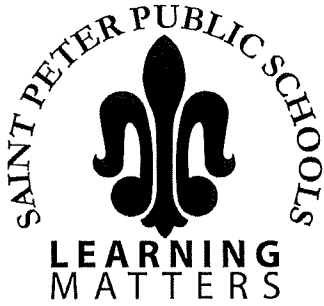
40

November 2023 - Board Bills	\$844,500.43
November 2023 - Payroll	\$1,016,519.10
November 2023 - Student Activity	\$23,916.14
	<hr/>
	<u>\$1,884,935.67</u>

St. Peter Public Schools  
Wire Transfer Report

Nov-23

MSDLAF to USBank		(Feb/Aug bond pymt)	
MSDLAF to FNB Payroll	11/14/2023	250,000.00	
MSDLAF to FNB Payroll	11/29/2023	550,000.00	
MSDLAF to FNB BO	11/7/2023	250,000.00	
MSDLAF to FNB BO	11/17/2023	200,000.00	
MSDLAF to CCF	11/1/2023	200,000.00	
MSDLAF to CCF	11/14/2023	200,000.00	
FNB-BO to BCBS - medicare health	11/21/23	16,425.50	
FNB BO to VISA	Nov	29,515.93	
Wire of federal payroll taxes	11/15/2023	158,991.36	
Wire of federal payroll taxes	11/30/2023	160,423.20	
Wire of state payroll taxes	11/1/2023	27,543.49	
Wire of state payroll taxes	11/16/2023	26,223.98	
PERA payments	11/3/2023	25,473.54	
PERA payments	11/20/2023	23,997.64	
PERA payments	11/30/2023	24,905.50	
TRA payments	11/3/2023	89,935.44	
TRA payments	11/20/2023	89,245.82	
TRA payments	11/30/2023	88,882.77	
Horace Mann	11/1/2023	2,209.00	
Horace Mann	11/20/2023	2,209.00	
Ameriprise/NBSGroup Bill	11/1/2023	2,080.00	
Ameriprise/NBSGroup Bill	11/20/2023	2,080.00	
Colonial Life	11/8/2023	409.31	
Colonial Life	11/13/2023	10,269.87	
Pioneer - Dental direct debits	11/6/2023	3,292.47	
Pioneer - Dental direct debits	11/14/2023	1,032.83	
Pioneer - Dental direct debits	11/14/2023	3,140.99	
Pioneer - Dental direct debits	11/20/2023	4,465.50	
Pioneer - Dental direct debits	11/21/2023	1,854.60	
Pioneer - Dental direct debits	11/28/2023	2,782.31	
CCF - BCBS debits	11/2/2023	100,607.55	
CCF - BCBS debits	11/9/2023	108,268.15	
CCF - BCBS debits	11/16/2023	46,217.78	
CCF - BCBS debits	11/24/2023	47,888.85	
CCF - BCBS debits	11/30/2023	81,331.82	
Medsurity-FNB HSA/VEBA	Nov	16,906.19	
	Total Wires	2,848,610.39	



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

**FROM:** Annette Engeldinger

**DATE:** December 14, 2023

**RE:** Indigenous Joy Day Donation

---

The Good Neighbor Diversity Council has presented the high school with a donation of \$2000.00. The intention of this donation was to help cover the costs of our Indigenous Joy Day celebration held in November. The day was a success and we thank the Council for their generous donation!

42

I recommend the acceptance of this donation.

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



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

**FROM:** Annette Engeldinger

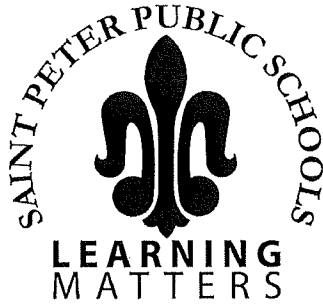
**DATE:** December 14, 2023

**RE:** Instrumental Music Scholarship

---

Saint Peter High School has received a scholarship in the amount of \$1,000.00 for an outstanding senior member of the instrumental music program. We are thankful for this financial support for our students! I recommend the acceptance of this scholarship.

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



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

**FROM:** Annette Engeldinger

**DATE:** October 30, 2023

**RE:** Personnel Recommendation  
Long-term FACS

---

I am happy to recommend the hiring of Ms. Betsy Blume for the position of .67, long-term FACS substitute teacher from the first day of Amanda Blue's maternity leave, November 10, to January 16, 2023. Ms. Blume is a licensed teacher, and she will be teaching two sections of child development. This position is available due to Amanda Blue's maternity leave.

44

According to Article 34, Section 5 of the Teacher Master Agreement, "Teachers who substitute for the same classroom teacher for a period of thirty (30) consecutive days or longer shall be placed on the salary schedule retroactively at the beginning step of the appropriate lane."

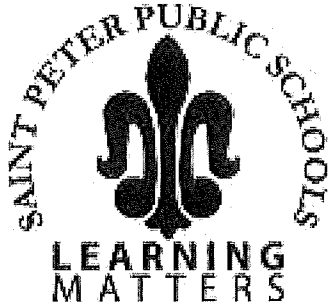
Since Ms. Blume is already planning to substitute for well over the minimum required days to be placed on the salary schedule, I ask that her daily rate of pay start immediately.

**EMPLOYEE SUMMARY**

- **Betsy Blume**
  - .67 FTE
  - Step 1
    - \$45,077.00
    - Daily Rate: \$163.25
  - Start Date: November 10

Please let me know if you have any questions.

cc: Sandy Clementson  
Betsy Blume



MEMO TO: Bill Gronseth, Superintendent  
School Board

FROM: Sharon Petersen

DATE: November 21, 2023

SUBJECT: Hire Memo

---

The Operations and Maintenance Department has a Housekeeper position available at MVED.

I recommend the hiring of **Safiya Ahmed** to serve as the MVED Housekeeper.

45

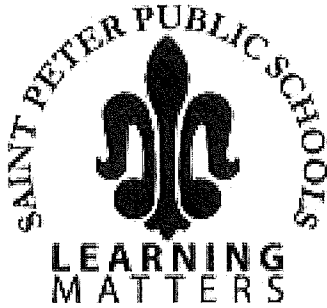
#### **EMPLOYMENT HIRING SUMMARY**

##### **Safiya Ahmed**

- Part-Time Housekeeper
- Start Date: November 27, 2023
- Salary \$16.64/hour
- 9 month probationary period
- Working hours 3:30 to 7:00 pm at MVED

Cc: Safiya Ahmed

Mike Keller



**MEMO TO:** Saint Peter School Board  
**FROM:** Bill Gronseth  
**DATE:** 11.28.23  
**SUBJECT:** Communications Intern

---

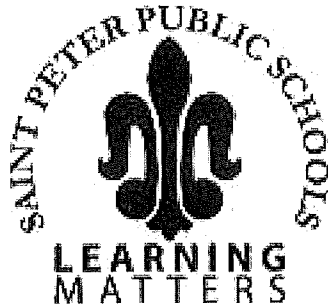
I am pleased to recommend the hiring of Lizzie Horton as a Communications Intern for for the 2023-2024 school year.

**NEW EMPLOYEE SUMMARY**

- **Lizzie Horton**
  - 10 hours per week
  - \$2,400 stipend per semester
  - Dates of Employment August 30, 2023-January 12, 2024

46

CC: grp\_hire\_misc



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

**FROM:** Sharon Petersen

**DATE:** November 29, 2023

**SUBJECT:** Housekeeper

---

I recommend the hiring of St Peter student, **Logan Robb**, as a High School member of the custodial staff. He will be working as a part-time housekeeper at the Early Childhood / MS building. He will work Monday through Friday 4 hours per day.  
He will fill in a timesheet for the hours he works.

47

**EMPLOYMENT HIRING SUMMARY**

**Logan Robb**

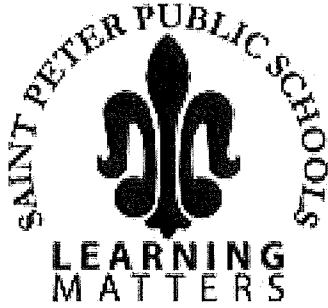
Part-time

4 hours per day

For school year 2023/2024

Rate of pay - \$16.64 per hour

Hours to be filled in on a timesheet



**MEMO TO:** School Board  
**FROM:** Bill Gronseth  
**DATE:** December 4, 2023  
**SUBJECT:** Coordinator of Education Equity Resignation

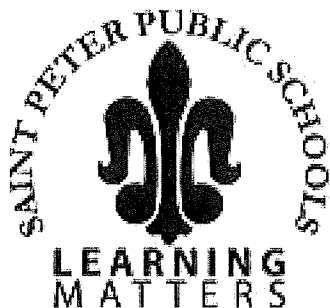
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Please accept the resignation of Ayan Musse, Coordinator of Education Equity at Saint Peter Public Schools effective December 15, 2023.

Ayan has been an asset to the school district. Her efforts have contributed to the success of our students and staff as we strive to honor diversity and ensure equity and inclusion for all. She will be missed, and we wish her well as she pursues other opportunities.

48

CC: Ayan Musse  
grp\_hire\_certified



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

**FROM:** Emily Craig

**DATE:** December 6th , 2023

**SUBJECT:** Food Service Hire

---

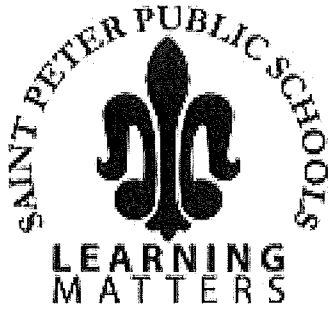
I am pleased to recommend Shannon Anderson for the position of Cook/Dishwasher in the Food Service Department at St. Peter High school.

**NEW EMPLOYEE SUMMARY**

49

- Shannon Anderson
  - Cook/Dishwasher St. Peter High School
  - Lane-Unassigned
  - 2023-2024 Rate-\$16.48 per hour
  - Shannon Anderson will be filling out a timesheet for her hours
  - Start Date:12/11/2023

Cc: Shannon Anderson



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

**FROM:** Emily Craig

**DATE:** 12/6/2023

**SUBJECT:** Food Service resignation

---

Earl Foster is resigning from the High school food service his last day with us will be 12/15/2023

50

- Earl is resigning from the highschool to pursue a job in Utah at a Ski resort. We wish in the best of luck in all his future endeavors

CC: Earl Foster



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

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

**SUBJECT: Saints Overtime Staff**

**DATE: December 6, 2023**

---

Interviews were conducted, and I am pleased to recommend hiring Emma Kennedy as a Saints Overtime Assistant. Her work experiences make her an excellent candidate. This is a replacement position.

51

**EMPLOYEE SUMMARY**

- **Emma Kennedy**
- Rate of pay - \$15.25/hr.
- Part-time hours submitted on a timesheet
- 2023-24 School Year



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

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

**SUBJECT: Saints Overtime Staff**

**DATE: December 12, 2023**

---

Interviews were conducted, and I am pleased to recommend hiring Tovey Velin as a Saints Overtime Assistant. Her work experiences make her an excellent candidate. This is a replacement position.

52

**EMPLOYEE SUMMARY**

- **Tovey Velin**
- Rate of pay - \$15.25/hr.
- Part-time hours submitted on a timesheet
- 2023-24 School Year



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

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

**SUBJECT:** Saints Overtime Staff

**DATE:** December 12, 2023

---

Interviews were conducted, and I am pleased to recommend hiring Bella Macemon as a Saints Overtime Assistant. Her work experiences make her an excellent candidate. This is a replacement position.

53

**EMPLOYEE SUMMARY**

- **Bella Macemon**
- Rate of pay - \$15.25/hr.
- Part-time hours submitted on a timesheet
- 2023-24 School Year



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

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

**SUBJECT: Saints Overtime Staff**

**DATE: December 11, 2023**

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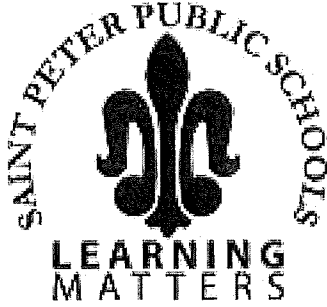
Interviews were conducted, and I am pleased to recommend hiring Alejandra Bonilla Hirdman as a Saints Overtime Assistant. Her work experiences make her an excellent candidate.

54

This is a replacement position.

**EMPLOYEE SUMMARY**

- **Alejandra Bonilla Hirdman**
- Rate of pay - \$15.25/hr.
- Part-time hours submitted on a timesheet
- 2023-24 School Year



MEMO TO: Mr. Bill Gronseth  
District 508 School Board

FROM: Darin Doherty, Principal  
North Elementary School

DATE: December 8, 2023

SUBJECT: Special Education Paraprofessional  
Hire

---

Applications were received and interviews took place for a paraprofessional assignment at North Elementary School. I am recommending the following candidate:

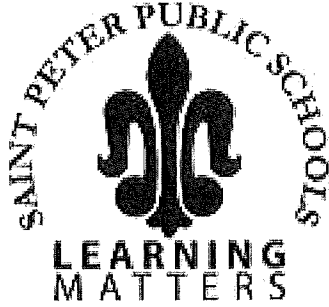
- **Chelsie Short (App - #8134)** - 6.75 hours/student contact day at a rate of \$15.25/hour (Step 1/Lane A). Chelsie's first day will be December 11, 2023. Chelsie will complete a timesheet for hours worked.

55

We are very excited to welcome Chelsie to North!

If you have any questions, please contact me.

CC: District Office <grp\_hire\_para@stpeterschools.org>  
Chelsie Short <butlrcm09@aol.com>



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

**FROM:** Jon Graff, Principal

**DATE:** December 11, 2023

**SUBJECT:** SPMS Paraprofessional -  
Student Success Coach  
Resignation

---

Please accept the resignation of Dan Dean, Student Success Coach Paraprofessional, at Saint Peter Middle school, effective immediately.

We would like to thank Dan for his contributions to the district and wish him the best of luck in his future endeavors.

56

CC: Dan Dean  
Grp\_hire\_para



Sarah Janovsky <sjanovsky@stpeterschools.org>

---

## Fwd: Resignation Letter

1 message

---

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

Mon, Dec 11, 2023 at 4:21 PM



57

### **Jon Graff**

*Saint Peter Middle School Principal*

Saint Peter Middle School

100 Lincoln Drive

St Peter, MN 56082

507-934-4210 ext: 5019

**www.stpeterschools.org**

*Saints Nation - Saints Strong, Everyone Belongs*

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

From: **Daniel Dean** <ddean@stpeterschools.org>

Date: Mon, Dec 11, 2023 at 9:38 AM

Subject: Resignation Letter

To: Jon Graff <jgraff@stpeterschools.org>, Steve Alger <salger@stpeterschools.org>

Please accept this letter of my immediate resignation due to my on going health issues.

If I can be of any help during the transitions please let me know.

Both you and Steve have been a delight to work for and I will miss working with the students the most.

Sincerely,

Dan Dean



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

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

**SUBJECT:** Saints Overtime Staff

**DATE:** December 13, 2023

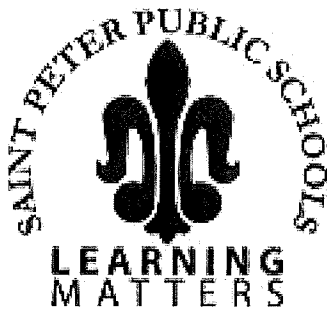
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Interviews were conducted, and I am pleased to recommend hiring Hailey Dettmer as a Saints Overtime Assistant. Her work experiences make her an excellent candidate. This is a replacement position.

58

**EMPLOYEE SUMMARY**

- **Hailey Dettmer**
- Rate of pay - \$15.25/hr.
- Part-time hours submitted on a timesheet
- 2023-24 School Year



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

**FROM:** Emily Craig

**DATE:** December 14th , 2023

**SUBJECT:** Food Service Hire

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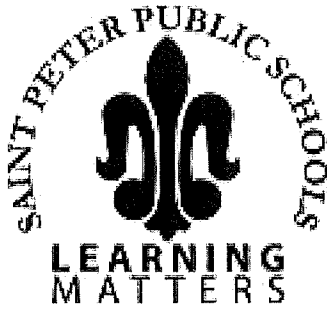
I am pleased to recommend Tonia Jimenez for the position of Cook/Dishwasher in the Food Service Department at St. Peter High school.

**NEW EMPLOYEE SUMMARY**

59

- Tonia Jimenez
  - Cook/Dishwasher St. Peter High School
  - Lane-Unassigned
  - 2023-2024 Rate-\$16.48 per hour
  - Tonia Jimenez will be filling out a timesheet for her hours
  - Start Date:1/17/2024

Cc: Tonia Jimenez



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

**FROM:** Emily Craig

**DATE:** 12/14/2023

**SUBJECT:** Food Service resignation

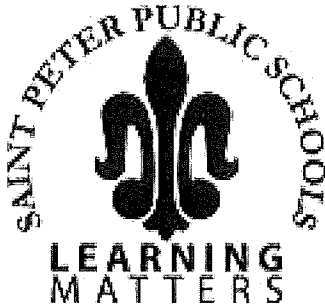
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Jessica Sikkema is resigning from the High school/Mnved food service her last day with us will be 12/21/2023

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- o Jessica is resigning to be the night manager at McDonald's here in St. Peter. She will be very much missed. She has been with us for almost 3 years working at the high school and MnVed. We wish her all the best!

CC: Jessica Sikkema



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

**FROM:** Jon Graff

**DATE:** December 18, 2023

**SUBJECT:** Para Hire

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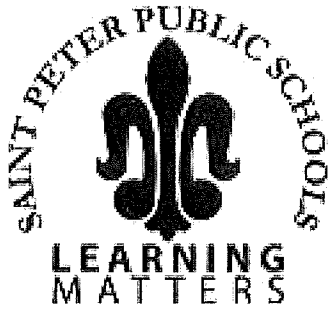
Applications were received and interviews took place for a paraprofessional position at Saint Peter Middle School. I am pleased to recommend Ben Kuhnel for the position. Ben student taught at SPMS this fall and will work part time as a paraprofessional during his spring semester as he finishes up his degree at GAC.

**EMPLOYEE SUMMARY**

- **Ben Kuhnel**
  - Step 1 at a rate of \$15.25/hour.
  - 6.75 hours/student contact day (hours vary depending on class Schedule)
    - Monday, Wednesday, and Thursday = 5.25 hours
    - Tuesday & Friday = 6.75 hours
  - Start Date: January 3, 2024

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CC: Ben Kuhnel ([benkuhnel1220@gmail.com](mailto:benkuhnel1220@gmail.com))  
grp\_hire\_para



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

**FROM:** Shea Roehrkasse

**DATE:** 11/20/2023

**SUBJECT:** Coach Odland Resignatio 0968A

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Please accept the resignation letter from Brian Odland as the Head Football Coach. We thank Brian for the past 15 seasons of his dedication to the program and countless hours dedicated to our student-athletes and wish him the best.

- Resignation letter date on 11/20/2023

CC: grp\_hire\_misc



# Memo

**To:** Shea Roehrkasse  
**From:** Brian Odland  
**Date:** 11/202/2023  
**Re:** Head Football Coach Resignation

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Please accept this letter as my resignation as Head Football Coach at Saint Peter High School.

I have been blessed to lead this program for 15 seasons. I have had the opportunity to make connections and build relationships with numerous athletes and coaches. I have valued this. I am proud of the work we have done to build the varsity roster from 33 when I first arrived to where we are now. We built this by being inclusive and telling athletes "If you are here, you matter."

Our banquet was last night and this signals the beginning of another season. In previous years, I have been excited and energized to begin the process of building for another season. However, I do not feel the same energy needed to give my best effort. Moving forward without my expectation of the level of energy needed would be shortchanging next year's group.

This season was my son's senior season. Next year both my children will be in college. I feel it is time for new challenges for myself.



## ADDENDUM

### REGULAR BOARD MEETING December 18, 2023 SPCC-Governor's Room 6:30PM

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#### VIII. ACTION ITEMS

<b>1. AGENDA ITEM #1</b>
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**Subject:** Consider a Resolution of Certification of School District Levy for Taxes Payable in 2024

**Action:** Requires a Resolution

**Background:** In September, the School Board approved a preliminary school district levy for taxes payable in 2024. The levy has been reviewed at a Business Committee meeting held on December 13th. At the meeting on the 13<sup>th</sup>, the consensus of the committee was to recommend a levy of \$7,652,181.25. An opportunity for citizen input was held through the Truth in Taxation presentation completed earlier tonight.

**Presentation:** Business Manager Megan Gracia  
Business Committee

**Options/Recommendation:** I recommend approval of the certification of the school district levy in the amount of \$7,652,181.25

Board Member \_\_\_\_\_ introduced the following Resolution and Member \_\_\_\_\_ moved its adoption:

**Resolution Certifying School District Levy for Taxes Payable in 2024**

**Whereas**, Pursuant to Minnesota Statutes the School Board of Independent School District No. 508, St. Peter, Minnesota, is authorized to make the following proposed tax levies for general purposes:

General Fund	\$ 4,081,863.65
Community Services	\$ 118,290.21
Debt	<u>\$ 3,452,027.39</u>
Total Proposed Tax Levy	<u>\$ 7,652,181.25</u>

**Now Therefore**, Be it resolved by the School Board of Independent School District No. 508, St. Peter, Minnesota, that the levy to be levied in 2023 to be collected in 2024 is set at \$7,652,181.25. The clerk of the ISD 508 School Board is authorized to certify the proposed levy to the County Auditors of Nicollet and Le Sueur County, Minnesota.

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

and the following voted against the same:

whereupon said Resolution was declared duly

Dated: December 18, 2023

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



**TO:** Bill Gronseth  
**FROM:** Megan Gracia  
**DATE:** December 18<sup>th</sup>, 2023  
**RE:** 23 Pay 24 Levy – Final, December Certification

---

After reviewing the final levy limitation numbers run by MDE, below is an overview of our levy data as of their final calculations:

<b>Levy 23, Pay 24 Final Levy Calculations</b>	7,652,181.25
<b>Levy 22, Pay 23 Final, Certified Levy</b>	7,143,023.38
<b>\$ Difference</b>	509,157.87
<b>% Difference</b>	7.13%

Attached are three documents related to the levy:

- 1) An overview of the historical and current market values within the district that are used to calculate various levy components.
- 2) A detailed five-year comparison of levy amounts and adjustments for the various levy categories including General Fund, Community Education, and Debt Service.
- 3) A summarized five-year comparison of levy amounts by fund.

As was noted in September 2023 with the preliminary levy numbers, we are seeing a 7.13% increase to our levy compared to last year. This is a result of several things:

- 1) Market values (and correspondingly the referendum market value and adjusted net tax capacity used within the levy calculations) has increased significantly.
- 2) Additionally, our estimated student counts have decreased.
  - a. As a result of (1) and (2) above, our referendum market value/student and our adjusted net tax capacity/student has increased.
  - b. Because of the equalization factor and an increased adjusted net tax capacity/student, many of our categories where we previously received both levy and aid have now shifted to receiving that same revenue but solely through levy without any corresponding aid.
- 3) Lastly, each levy cycle has adjustments for the prior few years as student data is finalized. Our 22 Pay 23 levy had a large negative adjustment of ~\$369K whereas our current 23 Pay 24 levy only has a negative adjustment of ~\$184K. This by itself made up almost \$200K of our increase.

As such, I am recommending that the board certify the levy for the total amount of \$7,652,181.25 for our final 23 Pay 24 levy certification.

## Multi-Year Levy Factor Comparison

Levy Factors	17 Pay 18 Final	18 Pay 19 Final	19 Pay 20 Final	20 Pay 21 Final	21 Pay 22 Final	22 Pay 23 Final	23 Pay 24 Final	\$ Change Levy 24 to Levy 23	% Change Levy 24 to Levy 23
*1 Market Value	1,243,180,500	1,258,335,200	1,324,372,701	1,380,439,398	1,360,794,599	1,451,516,699	1,704,680,101	253,163,402	17.44%
*2 Referendum Market Value	857,236,480	902,416,950	964,319,050	1,013,564,250	1,038,825,750	1,096,432,750	1,263,332,175	166,899,425	15.22%
*3 Net Tax Capacity	11,821,848	12,139,040	13,013,080	13,616,925	13,463,118	14,348,427	16,896,722	2,548,295	17.76%
*4 Sales ratio	0.944	0.929	0.950	0.922	0.912	0.886	0.878	0	-0.90%
*5 Adj. Net Tax Capacity	12,527,558	13,072,423	13,695,103	14,756,704	14,747,600	16,186,461	19,232,155	3,045,694	18.82%
6 Total levy	6,225,263	6,627,340 6.46%	6,640,501 0.20%	6,797,811 2.37%	7,115,818 4.68%	7,143,023 0.38%	7,652,181 7.13%	509,158	7.13%

\*1 "Market Value" represents the combined valuation of all taxable properties within the district boundaries as assigned by an assessor.

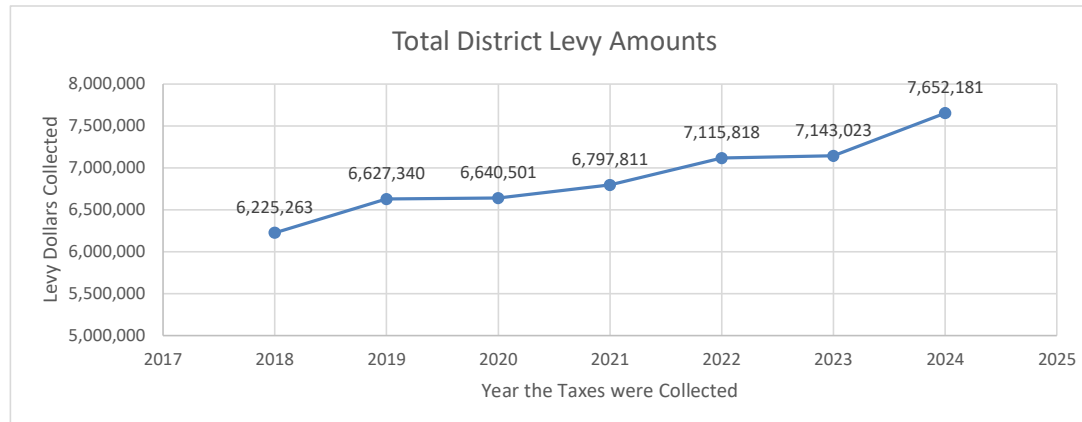
\*2 "Referendum Market Value" represents the combined valuation of all taxable properties within the district boundaries excluding seasonal recreational properties (cabins) and agricultural land.

\*3 "Net Tax Capacity" is determined by multiplying market values by the classification rates (homestead, commercial, residential, rental, etc.).

\*4 "Sales Ratio" is determined by the Department of Revenue. It measures the difference between the actual sale price and assessor's market value on properties to neutralize different assessment practices across the state.

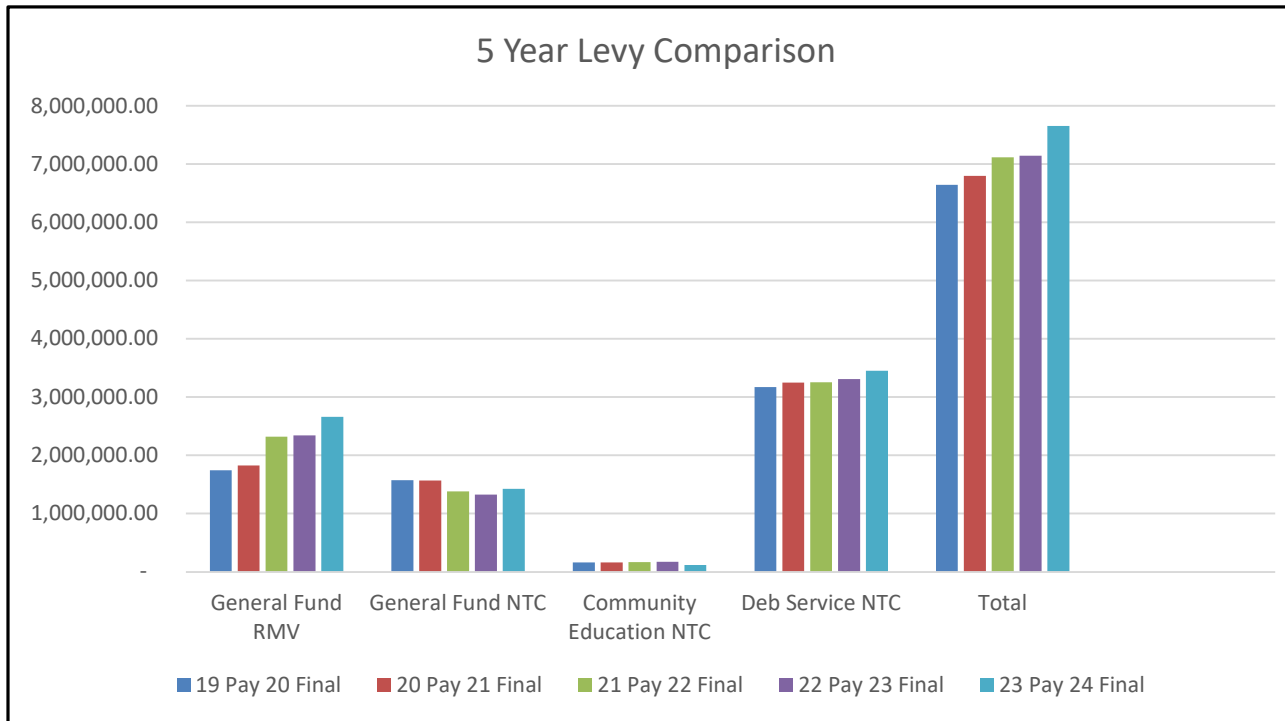
\*5 "Adjusted Net Tax Capacity" is computed by dividing the net tax capacity by the sales ratio and is used for calculating most school taxes.

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**5 Year Levy Comparison**

	<b>19 Pay 20 Final</b>	<b>20 Pay 21 Final</b>	<b>21 Pay 22 Final</b>	<b>22 Pay 23 Final</b>	<b>23 Pay 24 Final</b>
<b>General Fund RMV</b>	1,739,926.36	1,823,938.66	2,315,978.43	2,342,205.29	2,657,557.45
<b>General Fund NTC</b>	1,571,000.83	1,565,318.28	1,381,152.62	1,324,482.79	1,424,306.20
<b>Community Education NTC</b>	161,066.27	160,564.05	166,193.59	168,913.22	118,290.21
<b>Deb Service NTC</b>	3,168,508.02	3,247,990.03	3,252,493.48	3,307,422.08	3,452,027.39
<b>Total</b>	<b>6,640,501.48</b>	<b>6,797,811.02</b>	<b>7,115,818.12</b>	<b>7,143,023.38</b>	<b>7,652,181.25</b>



Saint Peter Public Schools		FY21 Final	FY22 Final	FY23 Final	FY24 Final	FY25 Final	Difference	
Levy 23, Pay 24, Fiscal Year 2025		Levy 19	Levy 20	Levy 21	Levy 22	Levy 23	from Prior	
December 2023 Levy Certification		Pay 20	Pay 21	Pay 22	Pay 23	Pay 24	Year Levy	
<b>General Fund</b>								
<b>Initial Levy Entries</b>								
Operating Referendum (Voter Approved)	rmv	307,615.34	323,833.73	768,039.45	786,343.76	896,178.00	109,834.24	levy/aid
<b>Prior-Year Adjustments</b>								
Operating Referendum (Voter Approved)		(5,740.96)	(8,041.84)	6,724.09	(27,069.84)	11,418.19	38,488.03	
<b>Subtotal of Voter-Approved Referendum Levies</b>		<b>301,874.38</b>	<b>315,791.89</b>	<b>774,763.54</b>	<b>759,273.92</b>	<b>907,596.19</b>	<b>148,322.27</b>	
<b>Initial Levy Entries</b>								
Local Optional Revenue - Tier 1	rmv	326,527.44	343,742.94	362,093.98	370,723.60	447,000.69	76,277.09	levy/aid
Local Optional Revenue - Tier 2	rmv	796,300.13	838,283.43	820,542.81	904,080.97	926,779.20	22,698.23	levy/aid
Equity Levy	rmv	292,297.55	308,647.46	279,037.77	310,537.95	321,066.70	10,528.75	levy/aid
Transition Levy	rmv	47,346.05	49,842.27	48,787.46	53,754.43	55,104.01	1,349.58	levy/aid
<b>Prior-Year Adjustments</b>								
Board-Approved Referendum		(5,481.31)	(5,333.14)	2,774.51	-	-	-	
Local Optional Revenue		(9,922.68)	(8,295.65)	13,936.64	(46,956.45)	(1,912.92)	45,043.53	
Equity Levy		(4,775.89)	(4,961.36)	6,285.58	(7,375.37)	2,004.23	9,379.60	
Location Equity		(3,444.54)	(13,005.88)	6,766.17	-	-	-	
Transition Levy		(794.77)	(773.30)	989.97	(1,833.76)	(80.65)	1,753.11	
<b>Subtotal of Other Referendum Levies</b>		<b>1,438,051.98</b>	<b>1,508,146.77</b>	<b>1,541,214.89</b>	<b>1,582,931.37</b>	<b>1,749,961.26</b>	<b>167,029.89</b>	
<b>Initial Levy Entries</b>								
Operating Capital	ntc	127,937.27	136,696.58	143,600.04	157,368.43	187,117.32	29,748.89	levy/aid
Q Comp	ntc	200,694.87	216,020.52	204,609.44	196,092.92	185,885.70	(10,207.22)	levy/aid
Achievement and Integration	ntc	82,142.41	81,938.23	86,954.87	78,616.67	74,092.34	(4,524.33)	levy/aid
Re-Employment	ntc	10,000.00	25,000.00	25,000.00	75,000.00	10,000.00	(65,000.00)	all levy
Safe Schools	ntc	89,049.60	87,091.20	86,587.20	81,115.20	78,688.80	(2,426.40)	all levy
Career & Technical Education	ntc	70,565.60	87,637.17	110,633.30	115,779.56	153,506.97	37,727.41	levy/aid
Other Post-Employment Benefits (OPEB)	ntc	350,000.00	350,000.00	350,000.00	310,000.00	310,000.00	-	all levy
LTFM	ntc	441,524.29	441,659.86	415,482.56	402,136.63	411,689.29	9,552.66	levy/aid
Building Lease	ntc	164,446.84	166,006.55	40,167.82	42,512.25	42,512.21	(0.04)	all levy
<b>Prior-Year Adjustments</b>								
Operating Capital		(13,276.86)	(8,668.65)	6,700.95	292.66	879.45	586.79	
Q Comp		221.02	1,879.36	(15,255.74)	(1,272.54)	(5,921.65)	(4,649.11)	
Achievement and Integration		208.88	1,146.84	(17,635.28)	(9,326.11)	(3,359.19)	5,966.92	
Re-Employment		(8,184.42)	(3,726.95)	(7,437.28)	(25,000.00)	(11,839.88)	13,160.12	
Safe Schools		5,760.36	2,783.52	903.96	(3,472.56)	(5,004.72)	(1,532.16)	
Career & Technical Education		(3,339.50)	29,006.82	(4,328.85)	(7,472.87)	2,096.60	9,569.47	
Other Post-Employment Benefits (OPEB)		-	(40,000.00)	(40,000.00)	(40,000.00)	-	40,000.00	
LTFM		62,129.55	(6,190.80)	(13,971.19)	(45,327.96)	(7,735.05)	37,592.91	
Building Lease		(7,446.36)	(4,909.43)	757.08	772.12	-	(772.12)	
Abatement Adjustments		(1,432.72)	1,947.46	8,383.74	(3,331.61)	1,698.01	5,029.62	
<b>Subtotal of General Fund NTC</b>		<b>1,571,000.83</b>	<b>1,565,318.28</b>	<b>1,381,152.62</b>	<b>1,324,482.79</b>	<b>1,424,306.20</b>	<b>99,823.41</b>	
<b>Total of General Fund Categories</b>		<b>3,310,927.19</b>	<b>3,389,256.94</b>	<b>3,697,131.05</b>	<b>3,666,688.08</b>	<b>4,081,863.65</b>	<b>415,175.57</b>	

Saint Peter Public Schools Levy 23, Pay 24, Fiscal Year 2025 December 2023 Levy Certification			FY21 Final Levy 19 Pay 20	FY22 Final Levy 20 Pay 21	FY23 Final Levy 21 Pay 22	FY24 Final Levy 22 Pay 23	FY25 Final Levy 23 Pay 24	Difference from Prior Year Levy	
<b>Community Education Levy</b>									
<b>Initial Levy Entries</b>									
Basic Community Education	ntc		113,415.40	113,415.40	119,772.20	119,772.20	72,120.58	(47,651.62)	levy/aid
ECFE	ntc		38,300.88	38,157.89	36,557.83	39,979.43	38,516.62	(1,462.81)	levy/aid
Home Visits	ntc		745.28	759.56	638.75	784.59	1,109.40	324.81	levy/aid
School Age Care	ntc		8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	-	all levy
<b>Prior-Year Adjustments</b>									
ECFE			277.07	(384.36)	243.40	(7.73)	(1,952.25)	(1,944.52)	
Home Visits			(92.30)	4.51	28.70	(27.89)	(85.37)	(57.48)	
Abatement Adjustments			(80.06)	111.05	452.71	(87.38)	81.23	168.61	
<b>Total of Community Education Categories</b>			<b>161,066.27</b>	<b>160,564.05</b>	<b>166,193.59</b>	<b>168,913.22</b>	<b>118,290.21</b>	<b>(50,623.01)</b>	
<b>Debt Service Levy</b>									
Voter Approved Bond	ntc		3,227,543.00	3,409,455.00	3,412,080.00	3,459,068.00	3,616,305.00	157,237.00	
Reduction for Debt Excess	ntc		(57,947.66)	(164,072.38)	(168,820.92)	(151,719.81)	(165,963.52)	(14,243.71)	
Abatement Adjustments	ntc		(1,087.21)	2,607.43	9,234.40	73.89	1,685.91	1,612.02	
GDS Voter Net Offset Adjustment	ntc		(0.11)	(0.02)	-	-	-	-	
<b>Total of Debt Service Categories</b>			<b>3,168,508.02</b>	<b>3,247,990.03</b>	<b>3,252,493.48</b>	<b>3,307,422.08</b>	<b>3,452,027.39</b>	<b>144,605.31</b>	
<b>Levy Totals</b>			<b>6,640,501.48</b>	<b>6,797,811.02</b>	<b>7,115,818.12</b>	<b>7,143,023.38</b>	<b>7,652,181.25</b>	<b>509,157.87</b>	<b>7.13%</b>
									<b>70</b>



## ADDENDUM

### REGULAR BOARD MEETING December 18, 2023 SPCC-Governor's Room 6:30PM

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#### VIII. ACTION ITEMS

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

**Subject:** Consider a Resolution Establishing Combined Polling Places

**Action:** Requires a Resolution

**Background:** In 2017, The Minnesota Legislature passed a law requiring school districts to pass a resolution on an annual basis designating their Combined Polling Places for the following year regardless if there is an election scheduled for that year or not.

Once the resolution is passed, the resolution will be forwarded to both the Nicollet County Auditor and the Le Sueur County Auditor.

**Presentation:** Superintendent of Schools

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

**Saint Peter Public Schools**

Board Member \_\_\_\_\_ introduced the following Resolution and Member \_\_\_\_\_ moved its adoption:

**RESOLUTION CONFIRMING COMBINED POLLING PLACES  
FOR 2024 SCHOOL DISTRICT ELECTIONS**

WHEREAS, the Board is proposing this resolution in order to confirm and clarify the polling places for the 2024 School District election.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 508-01, State of Minnesota, as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the School District which have been established by the cities or towns located in whole or in part within the School District. The Board hereby confirms those precincts and polling places so established by those municipalities.
2. Pursuant to Minnesota Statutes, § 205A.11, the board may establish combined polling places for several precincts for school district elections not held on the day of another election in the precincts. Each combined polling place must be a polling place that has been designated by a county or municipality. The designation of a polling place remains effective until a different polling place is designated.
3. Therefore, pursuant to Minn. Stat. § 205A.11, subdivision 1, voters in St. Peter precincts must vote in the School Board election at the polling place designated for their precinct by the City of St. Peter. These polling places, as established by the City of St. Peter for elections in calendar year 2024 are as follows:
  - **Ward 1—Precinct 1:** National Guard Armory, 1120 North Swift Street, St. Peter, Minnesota 56082.
  - **Ward 2—Precinct 1:** Community Center, Door "B", 600 South Fifth Street, St. Peter, Minnesota 56082.
4. School District residents outside of the City of St. Peter will vote at the Combined Polling Places previously designated by the School District, as follows:
  - **Outside St. Peter City Limits in Nicollet County:** Johnson Hall, 400 Union Street, St. Peter, Minnesota 56082.
  - **Outside St. Peter City Limits in Le Sueur County:** Kasota Community Center, 200 North Webster Street, Kasota, Minnesota 56050.

5. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.

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

and the following voted against the same:

whereupon said Resolution was declared duly \_\_\_\_\_

Dated: December 18, 2023

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



## ADDENDUM

### REGULAR BOARD MEETING December 18, 2023 SPCC-Governor's Room 6:30PM

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#### VIII. ACTION ITEMS

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

**Subject:** Consider a Resolution Authorizing the School Board and Administration to Begin Planning for the Issuance of General Obligation Facilities Maintenance Bonds in Calendar Year 2024

**Action:** Requires a Resolution

**Background:** The current Middle School HVAC system has had significant failures over time. There are issues with uneven heating and cooling, lack of fresh airflow, and frequent malfunctions and shut-downs. Many classrooms are uncomfortably hot or cold. The system has outlasted its useful life and parts are no longer readily available.

We have been working with ICS and Baird Financial to develop the scope of work that would need to be done to fully replace the Middle School HVAC system and to meet recommended indoor air quality standards. Several meetings have been held for discussion regarding this project.

This resolution provides approval to begin planning for issuance of \$23,325,000 in general obligation facilities maintenance bonds in calendar year 2024 for work to include but not limited to: indoor air quality improvements, central heating plant steam to hot water conversion, HVAC system improvements.

**Presentation:** Superintendent of Schools

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

**CERTIFICATION OF MINUTES  
RELATING TO  
PLANNING FOR ISSUANCE OF GENERAL OBLIGATION FACILITIES  
MAINTENANCE BONDS IN CALENDAR-YEAR 2024**

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

GOVERNING BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING:

A meeting held December 18, 2023, at 6:30 o'clock p.m., held in the Governors' Room at the St. Peter Community Center.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

**RESOLUTION AUTHORIZING SCHOOL BOARD AND ADMINISTRATION  
TO BEGIN PLANNING FOR ISSUANCE OF GENERAL OBLIGATION  
FACILITIES MAINTENANCE BONDS IN CALENDAR-YEAR 2024**

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

WITNESS MY HAND officially as such recording officer this \_\_\_ day of December 2023.

\_\_\_\_\_  
School District Clerk

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

HELD: December 18, 2023

Pursuant to due call and notice thereof, a regular scheduled meeting of the School Board of Independent School District No. 508 (Saint Peter Public Schools), Minnesota, was held on December 18, 2023 at 6:30 o'clock p.m.

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

**RESOLUTION AUTHORIZING SCHOOL BOARD AND ADMINISTRATION  
TO BEGIN PLANNING FOR ISSUANCE OF GENERAL OBLIGATION  
FACILITIES MAINTENANCE BONDS IN CALENDAR-YEAR 2024**

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

**Section 1. Purpose; Authority.** The Board hereby finds and declares that it is necessary and expedient for the District to begin planning for the issuance of its general obligation facilities maintenance bonds (the "Bonds") pursuant to Minnesota Statutes, Section 123B.595, subdivision 5 and Chapter 475, as amended, anticipated to be issued in calendar-year 2024.

The Bonds are anticipated to be issued in an aggregate amount of not to exceed \$23,325,000 to fund the costs of the projects included in its ten-year facility plan (the "Plan") which will be approved by the Board and the Commissioner of Education (the "Commissioner") prior to the issuance of the Bonds.

The proceeds of the Bonds are anticipated to be used to fund the costs of the projects as included in the District's ten-year facility plan and related financing costs, including but not limited to the following:

- Indoor air quality improvements
- Central heating plant steam to hot water conversion
- HVAC system improvements

**Section 2. Long-Term Facilities Maintenance Revenue.** The Board and District administration are hereby approved to begin planning for the projects to be included in the Plan and the issuance of the Bonds. The District further covenants to comply with all procedures now or hereafter established by the Minnesota Department of Education pursuant to Minnesota Statutes, Section 123B.595 and otherwise to take such actions as necessary to comply with that statute. The chair, clerk or superintendent is authorized to execute any applicable Minnesota Department of Education forms.

The District intends to adopt the amended Plan, including approval of the District's submission of the Plan to the Commissioner, and a Bond Parameters Resolution in late spring or early summer of 2024.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.



## ADDENDUM

### REGULAR BOARD MEETING December 18, 2023 SPCC-Governor's Room 6:30PM

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#### VIII. ACTION ITEMS

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

**Subject:** Consider a Resolution calling for a Special Election

**Action:** Requires a Resolution

**Background:** Regarding academic space needs, there are classrooms in the Middle School that were originally designed specifically for a 1950's high school that do not serve the needs of middle school classes. A lack of electrical outlets is one such need. The replacement of the HVAC system will require significant work to be done in every classroom. Addressing outdated spaces and other needs at the same time as they are installing a new HVAC system would be more cost efficient than waiting for a later date. This resolution is relating to the issuance of \$10,965,000 in general obligation school building bonds and calling for an election thereof. The Special Election would be held on April 9, 2024.

**Presentation:** Superintendent of Schools

**Options/Recommendation:** I recommend approval of the resolution.

CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

Issuer: Independent School District No. 508 (Saint Peter Public Schools), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting, held on December 18, 2023, at 6:30 p.m., held in the Governors' Room at the St. Peter Community Center.

Members present:

Members absent:

Documents Attached: Minutes of said meeting (including):

RESOLUTION RELATING TO THE ISSUANCE OF GENERAL  
OBLIGATION SCHOOL BUILDING BONDS AND CALLING A SPECIAL  
ELECTION THEREON

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

WITNESS my hand officially as such recording officer this \_\_\_\_<sup>th</sup> day of December 2023.

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School District Clerk

Member \_\_\_\_\_ introduced the following resolution and moved its adoption, which motion was seconded by Member \_\_\_\_\_:

RESOLUTION RELATING TO THE ISSUANCE OF GENERAL OBLIGATION SCHOOL BUILDING BONDS AND CALLING A SPECIAL ELECTION THEREON

BE IT RESOLVED by the School Board (the “Board”) of Independent School District No. 508 (St. Peter Public Schools), Minnesota (the “School District”) as follows:

1. The Board has investigated the facts and does hereby find, determine and declare that it is necessary and expedient to issue its general obligation school building bonds of the School District, in an aggregate amount not to exceed \$10,965,000, for the purpose of providing funds for the acquisition and betterment of school sites and facilities, including but not limited to classroom and facility updates, remodeling and renovations at the middle school.

The question on the approval of this issuance of bonds shall be School District Ballot Question 1 on the School District ballot at a special election to be held to approve said authorization.

2. The projects described in paragraph 1 hereof shall be submitted to the Commissioner of Education of the State of Minnesota for Review and Comment. The Board’s determination to hold the special election to authorize the issuance of the bonds is contingent upon receiving a favorable Review and Comment. When the Commissioner’s favorable Review and Comment is received, the Clerk is authorized and directed to publish this favorable Review and Comment in a legal newspaper of general circulation in the School District not less than forty-eight (48) nor more than sixty (60) days prior to the special election date.

The actions of the School District’s administration in consulting with the Minnesota Department of Education, for the Commissioner’s Review and Comment and taking such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended, are hereby ratified and approved in all respects.

The Board must hold a public meeting to discuss the Commissioner’s Review and Comment before the referendum for bonds.

3. The ballot question of issuing said bonds of the School District (subject to the conditions set forth in paragraph 2 above) shall be submitted to the qualified electors of the School District at a special election, which is hereby called and directed to be held on Tuesday, April 9, 2024, between the hours of 8:00 o’clock a.m. and 8:00 o’clock p.m. This date is a uniform election date specified in Minnesota Statutes, Section 205A.05.

4. Pursuant to Minnesota Statutes, Section 205A.11, the Board may establish combined polling places for school elections not held on the day of a statewide election. On December 18, 2023, the Board approved the District’s combined polling places for special elections not held on the day of a statewide election in 2024. The combined polling places are as follows:

[National Guard Armory, 1120 North Swift Street, St. Peter, MN 56082. This combined polling place serves all territory that is located in the City of St. Peter Ward 1-Precincts 1 and 2.

St. Peter Community Center, Door “A,” 600 South Fifth Street, St. Peter, MN 56082. This combined polling place serves all territory that is located in the City of St. Peter, Minnesota, Ward 2–Precinct 1.

St. Peter Community Center, Door “B,” 600 South Fifth Street, St. Peter, MN 56082. This combined polling place serves all territory that is located in the City of St. Peter, Minnesota, Ward 2–Precinct 2.

Johnson Hall, 400 Union Street, St. Peter, MN 56082. This combined polling place serves all territory that is located outside the City of St. Peter, Minnesota in Nicollet County.

Kasota Community Center, 200 North Webster Street, Kasota, MN 56050. This combined polling place serves all territory that is located outside the City of St. Peter, Minnesota in Le Sueur County.]

The Board hereby ratifies and approves the School District combined polling places and the precincts served by the polling places, as established and designated by Board at its regular board meeting held on December 18, 2023, for elections not held on the same day as a statewide election in 2024.

5. The Clerk is hereby authorized and directed to: (a) cause written notice of the special election to be provided to the county auditor of each county in which the School District is located, in whole or in part, at least seventy-four (74) days before the date of the special election; (b) cause written notice of the special election to be provided to the Commissioner of Education at least seventy-four (74) days prior to the date of the special election; (c) cause written notice of the special election to be posted at the administrative offices of the School District, for public inspection, at least ten (10) days before the date of the special election; (d) cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said special election and to cause two sample ballots to be posted at the combined polling place on election day (note - the sample ballot shall not be printed on the same color paper as the official ballot); (e) if applicable, cause written notice of the special election to be sent by nonforwardable first class mail to every affected household in the District with at least one registered voter at least fourteen (14) days before the date of the special election, if applicable; (f) cause written notice of the special election to be published in the official newspaper of the School District once each week for at least two consecutive weeks, with the last publication being at least one week prior to the date of the special election and (g) to provide notice of the change in polling place in accordance with Minnesota Statutes, Section 204B.16, as necessary.

The Notice of Special Election shall be prepared in substantially the following form, with such changes as may be approved by the Superintendent of the School District:

**NOTICE OF SPECIAL ELECTION  
INDEPENDENT SCHOOL DISTRICT NO. 508  
(ST. PETER PUBLIC SCHOOLS) MINNESOTA**

**NOTICE IS HEREBY GIVEN** that a special election has been called and will be held in and for Independent School District No. 508 (St. Peter Public Schools), Minnesota (the “School District”), on Tuesday, April 9, 2024, for the purpose of voting on the following question:

**SCHOOL DISTRICT BALLOT QUESTION 1  
APPROVAL OF GENERAL OBLIGATION SCHOOL BUILDING BONDS**

Shall the School Board of Independent School District No. 508 (St. Peter Public Schools), Minnesota be authorized to issue general obligation school building bonds in an amount not to exceed \$10,965,000, for the purpose of providing funds for the acquisition and betterment of school sites and facilities, including but not limited to classroom and facility updates, remodeling and renovations at the middle school.

**BY VOTING “YES” ON THIS BALLOT QUESTION, YOU ARE VOTING  
FOR A PROPERTY TAX INCREASE.**

The combined polling places and precincts served by such combined polling places for the special election will be as follows:

Combine Polling Place(s):

National Guard Armory, 1120 North Swift Street, St. Peter, MN 56082	This combined polling place serves all territory that is located in the City of St. Peter Ward 1-Precincts 1 and 2.
St. Peter Community Center, Door “A,” 600 South Fifth Street, St. Peter, MN 56082	This combined polling place serves all territory that is located in the City of St. Peter, Minnesota, Ward 2–Precinct 1.
St. Peter Community Center, Door “B,” 600 South Fifth Street, St. Peter, MN 56082	This combined polling place serves all territory that is located in the City of St. Peter, Minnesota, Ward 2–Precinct 2.
Johnson Hall, 400 Union Street, St. Peter, MN 56082	This combined polling place serves all territory that is located outside the City of St. Peter, Minnesota in Nicollet County.
Kasota Community Center, 200 North Webster Street, Kasota, MN 56050	This combined polling place serves all territory that is located outside the City of St. Peter, Minnesota in Le Sueur County.

All eligible voters residing in the School District may vote at said election at the polling places designated above. The polls for said election will open at of 8:00 a.m. and will close at 8:00 p.m. on said election day.

A voter must be registered to vote to be eligible to vote in this election. An unregistered individual may register to vote at the polling place on election day.

Dated: \_\_\_\_\_

BY ORDER OF THE SCHOOL BOARD

/s/ \_\_\_\_\_, Clerk

[end of form of notice]

6. The Clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with state, city, township and county election authorities conducting state general and other elections on that date (if any). If an optical scan voting system is being used, the Clerk shall comply with the laws and rules governing the procedures and requirements for optical scan voting systems is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place and combined polling place, as applicable, on election day. The Clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with other elections, including entering into agreements with appropriate municipal and county officials regarding preparation and distribution of ballots or ballot cards, election administration and costs sharing.

7. The Clerk is authorized and directed to cause, or to cooperate with the proper election officers to cause, a printed ballot for the question to be prepared in accordance with Minnesota Statutes, Section 205A.08, subdivision 5 and the rules of the secretary of state for use at the special election. If an optical scan voting system is being used, the Clerk shall cause official ballots to be printed according to the format of ballots for optical scan voting systems provided by the laws and rules governing optical scan voting systems. The Clerk is further authorized and directed to cause a sample ballot to be posted in the administrative offices of the School District, for public inspection, at least four (4) days before the date of the special election and to cause two sample ballots to be posted at each polling place on the date of the special election and to cooperate with the proper election officials to cause ballots or ballot cards to be prepared for use at said election.

The ballot shall be in substantially the following form, with such changes in form and instructions as may be necessary to accommodate the use of an optical scan voting system and with such other changes as may be approved by the Superintendent of the School District:


[remainder of page intentionally left blank]

**SPECIAL ELECTION BALLOT**  
**SCHOOL DISTRICT BALLOT**  
**INDEPENDENT SCHOOL DISTRICT NO. 508**  
**(ST. PETER PUBLIC SCHOOLS), MINNESOTA**

**April 9, 2024**

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**Instructions to Voters**

To vote, completely fill in the oval(s) next to your choice(s) like this: 

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To vote for a question, fill in the oval next to the word “Yes” on that question.  
To vote against a question, fill in the oval next to the word “No” on that question.

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**SCHOOL DISTRICT BALLOT QUESTION 1**  
**APPROVAL OF GENERAL OBLIGATION SCHOOL BUILDING BONDS**

 **Yes**  
 **No**

Shall the School Board of Independent School District No. 508 (St. Peter Public Schools), Minnesota be authorized to issue general obligation school building bonds in an amount not to exceed \$10,965,000, for the purpose of providing funds for the acquisition and betterment of school sites and facilities, including but not limited to classroom and facility updates, remodeling and renovations at the middle school.

**BY VOTING “YES” ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE.**

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(Reverse side of ballot)

OFFICIAL BALLOT

April 9, 2024

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Judge

(The ballot is to be initialed by two judges)

8. Optical scan ballots must be printed in black ink on white materials, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The

name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instruction must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

9. If the School District will be contracting to print the ballots for this special election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, upon request, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit or certified check acceptable to the Clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The Clerk shall set the amount of the bond, letter of credit or certified check in an amount equal to the value of the purchase.

10. The Clerk shall prepare or cause to be prepared and have ready for use absentee ballots at least forty-six (46) days prior to the special election in accordance with Minnesota Statutes, Section 204B.35, subdivision 4.

11. The Board shall appoint election judges and alternates in accordance with Minnesota Statutes, Section 204B.21. The appointments will be made at least twenty-five (25) days before the special election.

12. Pursuant to Minnesota Statutes, Section 206.83, the Clerk shall provide for testing of the optical scan voting system at least 3 days before before the equipment is used and shall cause notice of the time and place of the test to be published in the School District's official newspaper at least two (2) days before the test.

13. Pursuant to Minnesota Statutes, Section 206.85, subdivision 1(6), the Clerk shall cause notice of the location of the counting center or the places where the ballots will be counted to be published in the School District's official newspaper at least once within the week before the special election and in the daily newspaper of widest circulation, if any, once on the day before the special election.

14. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during

an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day

15. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the combined polling place during the special election. The election judges shall act as clerks of election, count the ballots cast and submit the results to the school board for canvass in the manner provided for other school district elections.

16. The special election shall be held and the returns made and canvassed in the manner prescribed by law and the Board shall meet on a date between the third day and the tenth day after the special election for the purpose of canvassing the results thereof.

17. Pursuant to Minnesota Statutes, Section 205A.07, subdivision 3a, the Clerk is hereby instructed to notify the Commissioner of Education of the results of the special election and to provide the certified vote totals for the ballot question in written form within fifteen (15) days after the results have been certified by the Board.

18. Pursuant to Minnesota Statutes, Section 211A.02, subdivision 6, the Clerk is hereby instructed to make any campaign finance reports filed with the Clerk by campaign committees within seven (7) days after the special election available on the School District's web site as soon as possible, but no later than thirty (30) days after receipt of any such report. The Clerk is further instructed to provide the Campaign Finance and Public Disclosure Board with a link to the section of web site where such reports are made available. Such reports must remain available on the web site for four (4) years from the date first posted.

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.



## ADDENDUM

### REGULAR BOARD MEETING December 18, 2023 SPCC-Governor's Room 6:30PM

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#### VIII. ACTION ITEMS

##### **5. AGENDA ITEM #5**

**Subject:** Consider Approval of the World's Best Workforce Report for the 2022-2023 school Year

**Action:** Requires a Motion

**Background:** Each year the district is required to submit a World's Best Workforce (WBWF) report to the Minnesota Department of Education. The 2013 statute requires school districts to develop and present an annual report that addresses progress on the plans in five key areas: school readiness, 3<sup>rd</sup> grade literacy, closing the achievement gap, career and college readiness, and high school 4 year graduation. The report includes progress toward goals in the areas of Native American Education and Achievement & Integration.

This report has been submitted to the Minnesota Department of Education as required.

**Presentation:** Superintendent of Schools

**Options/Recommendation:** I recommend approval of the report.



## 2022–23 Combined World’s Best Workforce (WBWF) Summary and Achievement and Integration (A&I) Progress Report

Please use this template as an internal tool to gather information. Responses should be submitted electronically in the **Combined 2022-23 WBWF and A&I Annual Summary & Progress Report**. Each Minnesota district or charter has received an individual link to this electronic form. You can copy your responses from this template into the form.

**District or Charter Name:** Saint Peter Public Schools

**WBWF Contact:** Annette Engeldinger

**A&I Contact:** Bill Gronseth

**Title:** Principal

**Title:** Superintendent

**Phone:** 507-934-4212 x. 6099

**Phone:** 507-934-5703

**Email:** aengeldinger@stpeterschools.org

**Email:** bgronseth@stpeterschools.org

Did you have a Minnesota Department of Education (MDE) approved A&I plan implemented in the 2022–23 school year (SY)?

Yes       No

What year of your Achievement & Integration plan are you reporting on?

Year 1 (3-year plan spans 2023–25 SY)

Year 3 (3-year plan spans 2021–23 SY)

Did you have a Racially Identifiable School (RIS) in the 2022–23 SY?

Yes       No

This report has three parts:

1. **WBWF:** Required for all districts/charters.
2. **A&I:** Required for districts that were implementing an MDE approved A&I plan during the 2022–23 SY. No charter schools should complete this section.
3. **Racially Identifiable School:** Required for districts that were implementing an MDE approved A&I plan for Racially Identifiable Schools during the 2022–23 SY. No charter schools should complete this section.

*Please ensure the WBWF leadership and A&I leadership collaborate within your district when completing this report.*

## World's Best Workforce

### Annual Report

**WBWF Requirement:** For each school year, the school board must publish a report in the local newspaper, by mail or by electronic means on the district website.

**A&I Requirement:** Districts must post a copy of their A&I plan, a preliminary analysis on goal progress, and related data on student achievement on their website 30 days prior to the annual public meeting.

Provide the direct website link to the district's WBWF annual report. If a link is not available, describe how the district disseminates the report to stakeholders:

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/3147/SPPS/2593029/File\\_\\_2\\_World\\_s\\_Best\\_Workforce\\_Report\\_2021-2022.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/3147/SPPS/2593029/File__2_World_s_Best_Workforce_Report_2021-2022.pdf)

Provide the direct website link to the A&I materials: <https://www.saintpetersschools.org/o/oe/page/ee-goals>

### Annual Public Meeting

**These annual public meetings were to be held in the fall of each school year. Report on this measure for the 2022–23 SY.**

**WBWF Requirement:** School boards are to hold an annual public meeting to communicate plans for the upcoming school year based on a review of goals, outcomes and strategies from the previous year. Stakeholders should be meaningfully involved, and this meeting is to occur separately from a regularly scheduled school board meeting.

**A&I Requirement:** The public meeting for A&I is to be held at the same time as the WBWF annual public meeting.

Provide the date of the school board annual public meeting to review progress on the WBWF plan and Achievement and Integration plan for the 2022-23 SY: 12/04/2023

## Goals and Results

### ***All Students Ready for School***

Does your district/charter enroll students in Kindergarten? If no, please skip to the next goal.

Goal	Result	Goal Status
<p>Provide the established SMART goal for the 2022–23 SY.</p> <p>80% of children will enter kindergarten in the fall of the 2022-2023 school year with word skills, number skills, fine motor, and social and emotional skills that are at or above level on the Kindergarten Entrance Checklist.</p>	<p>Provide the result for the 2022–23 SY that directly ties back to the established goal.</p> <p><b>80%</b> of all incoming kindergarten students in the 22-23 school year were at or above level in <b>SOCIAL EMOTIONAL SKILLS.</b></p> <p><b>81%</b> of all incoming kindergarten students in the 22-23 school year were at or above level in <b>WORD SKILLS.</b></p> <p><b>75%</b> of all incoming kindergarten students in the 22-23 school year were at or above level in <b>NUMBER SKILLS.</b></p> <p><b>95%</b> of all incoming kindergarten students in the 22-23 school year were at or above level in <b>FINE MOTOR SKILLS.</b></p> <p>Based upon the average of the data collected in the areas of Social Emotional Skills, Word Skills, Number Skills, and Fine Motor Skills, 82% of children entered kindergarten at or above level.</p>	<p><b><i>Check one of the following:</i></b></p> <p><input type="checkbox"/> On Track (multi-year goal)</p> <p><input type="checkbox"/> Not On Track (multi-year goal)</p> <p><input checked="" type="checkbox"/> Goal Met (one-year goal)</p> <p><input type="checkbox"/> Goal Not Met (one-year goal)</p> <p><input type="checkbox"/> Met All (multiple goals)</p> <p><input type="checkbox"/> Met Some (multiple goals)</p> <p><input type="checkbox"/> Met None (multiple goals)</p>

Repeat table for additional school readiness goals as appropriate.

### ***All Students in Third Grade Achieving Grade-Level Literacy.***

*Note: Due to legislative changes, Third Grade Literacy will not be a WBWF goal area beginning with the 2023-24 school year.*

Goal	Result	Goal Status
<p>Provide the established SMART goal for the 2022–23 SY.</p> <p>The percentage of all students enrolled in grade 3 at North</p>	<p>Provide the result for the 2022–23 SY that directly ties back to the established goal.</p>	<p><b><i>Check one of the following:</i></b></p> <p><input type="checkbox"/> On Track (multi-year goal)</p>

Goal	Result	Goal Status
Elementary before December 15, 2022, who are proficient on the state accountability test (READING MCA ) will increase from 55.4% in 2022 to 57.4% in 2023. (Actual 2023 was 48.9%)	The percentage of all students enrolled in grade 3 at North Elementary before December 15, 2022 who were proficient on the state accountability test (READING MCA) was 48.9%	<input type="checkbox"/> Not On Track (multi-year goal) <input type="checkbox"/> Goal Met (one-year goal) <input checked="" type="checkbox"/> Goal Not Met (one-year goal) <input type="checkbox"/> Met All (multiple goals) <input type="checkbox"/> Met Some (multiple goals) <input type="checkbox"/> Met None (multiple goals)

Repeat table for additional third-grade literacy goals as appropriate.

**Close the Achievement Gap(s) Between Student Groups**

Goal	Result	Goal Status
<p>Provide the established SMART goal for the 2022–23 SY.</p> <p>Saint Peter School District will decrease the 2022 math proficiency gap of 46.6% between English Learners and non-English Learners to 44.6% in the 2023 math accountability assessments. (MCA III)</p>	<p>Provide the result for the 2022–23 SY that directly ties back to the established goal.</p> <p>Saint Peter School District decreased the 2022 math proficiency gap of 46.6% between English Learners and non-English Learners to 44% in the 2023 math accountability assessments. (MCAIII)</p>	<p><b>Check one of the following:</b></p> <input type="checkbox"/> On Track (multi-year goal) <input type="checkbox"/> Not On Track (multi-year goal) <input checked="" type="checkbox"/> Goal Met (one-year goal) <input type="checkbox"/> Goal Not Met (one-year goal) <input type="checkbox"/> Met All (multiple goals) <input type="checkbox"/> Met Some (multiple goals) <input type="checkbox"/> Met None (multiple goals)

Repeat table for additional achievement gap goals as appropriate.

**All Students Career and College-Ready by Graduation**

Goal	Result	Goal Status
<p>Provide the established SMART goal for the 2022–23 SY.</p> <p>The average composite score of those students graduating in 2023 who take the ACT will increase from 21.3 to 21.5.</p>	<p>Provide the result for the 2022–23 SY that directly ties back to the established goal.</p> <p>The average composite score of those students graduating in 2023</p>	<p><b>Check one of the following:</b></p> <input type="checkbox"/> On Track (multi-year goal) <input type="checkbox"/> Not On Track (multi-year goal)

Goal	Result	Goal Status
The number of students earning Industry certifications will increase by 5%	<p>who took the ACT decreased from 21-3 to 19.4.</p> <p>The number of students earning Industry certifications decreased by 12%.</p>	<input type="checkbox"/> Goal Met (one-year goal) <input type="checkbox"/> Goal Not Met (one-year goal) <input type="checkbox"/> Met All (multiple goals) <input type="checkbox"/> Met Some (multiple goals) <input checked="" type="checkbox"/> Met None (multiple goals)

Repeat table for additional career and college readiness goals as appropriate.

**All Students Graduate**

Goal	Result	Goal Status
<p>Provide the established SMART goal for the 2022–23 SY.</p> <p>Saint Peter High School will increase its graduation rate from 91.5% to 91.7%.</p>	<p>Provide the result for the 2022–23 SY that directly ties back to the established goal.</p> <p>Saint Peter High School decreased its graduation rate from 91.5% to 88.1%.</p>	<p><b>Check one of the following:</b></p> <input type="checkbox"/> On Track (multi-year goal) <input type="checkbox"/> Not On Track (multi-year goal) <input type="checkbox"/> Goal Met (one-year goal) <input checked="" type="checkbox"/> Goal Not Met (one-year goal) <input type="checkbox"/> Met All (multiple goals) <input type="checkbox"/> Met Some (multiple goals) <input type="checkbox"/> Met None (multiple goals)

Repeat table for additional graduation goals as necessary.

## 2022–23 Achievement and Integration (A&I) Progress Report

Once they are approved by MDE, Achievement and Integration (A&I) plans are in effect for three years. At the end of the third year, the commissioner must determine if districts met each goal in their approved plans ([Minn. Stat. § 124D.862, subd. 8](#)).

In order to do this, each district is asked to provide information in this A&I progress report indicating whether or not each of their plan goals was on track or has been met. The information you submit will also be used to provide ongoing support for your A&I efforts.

Districts with one or more racially identifiable schools will also submit progress reports to verify whether 2022–23 A&I plan goals for each of those schools were on track or have been met.

Districts that don't meet plan goals after three years are to consult with the commissioner on improvement plans and use up to 20% of their annual A&I revenue to fund improvement strategies—strategies that will make it more likely for a district to meet their new A&I goals (Minn. Stat. § 124D.862, subd. 8).

Please ensure your Achievement and Integration leadership team collaborates when completing this report.

**This progress report has two parts:**

1. **Achievement and Integration:** Required for all districts that were implementing an MDE approved Achievement and Integration plan during the 2022–23 SY.
2. **Racially Identifiable School (RIS):** Required for districts that were implementing an MDE approved Achievement and Integration plan for Racially Identifiable Schools during the 2022–23 SY.

**\*Please use this template as an internal tool to gather information. Responses should be submitted electronically in the [Combined 2022–23 WBWF and A&I Annual Summary & Progress Report](#). You can copy your responses from this template into the electronic form.**

## District and Contact Information

**District Name:** Saint Peter Public Schools

**A and I Contact:** Bill Gronseth

**Title:** Superintendent

**Phone:** Cell: (218) 391-3491

**Email:** [bgronseth@stpeterschools.org](mailto:bgronseth@stpeterschools.org)

**Complete the tables below if you are reporting on year 1 of your 3-year plan (July 1, 2023–June 30, 2025).** *If you are reporting on year 3 of your 3-year plan (July 1, 2020–June 30, 2023), please complete the tables below the Racially Identifiable Schools section.*

**Achievement and Integration Goal 1**

Goal Statement	Achievement, Integration, or Teacher Equity Goal?	Baseline	Actual Result (2022–23 SY)	On Track?
<p>The percentage of racially and economically diverse students who are meeting or exceeding the college pathway benchmark in math will increase 2% each year beginning in the spring of 2022 (baseline) to the spring of 2025 as measured by FAST aMath test scores.</p>	<p>Check one of the following:  <input checked="" type="checkbox"/> Achievement Goal  <input type="checkbox"/> Integration Goal  <input type="checkbox"/> Teacher Equity</p>	<p>Spring of 2022:            FRPL gap: 28.7%            white/non-white gap: 32.3%</p>	<p>Spring of 2023            FRPL gap: 29.6%            white/non-white gap: 31.3%</p>	<p><b>Check one of the following:</b>  <input checked="" type="checkbox"/> On Track  <input type="checkbox"/> Not on Track  <input type="checkbox"/> Goal Met</p>

*How do you know if you are on/off track or met your goal? Please provide additional details including the information requested below.*

- **Strategy #1-Cultural Competency and Response to Instruction and Intervention.**
- Teacher leaders and administrators will be trained in Cultural Responsiveness and Inclusion to ensure that racially and economically diverse students are receiving culturally responsive and inclusive instruction. This may include the review of curricular materials, teaching strategies and classroom management practices.

Summary: In the 2023-2024 academic year, Saint Peter School district proactively engaged in professional development to enhance Cultural Competency and implement Instruction and Intervention. Aligned with the Office of Education Equity's vision from the previous year, themed "Let's Talk About Culture, Trauma and Youth," the school showcased its commitment to fostering a culturally responsive environment through diverse training programs. Key initiatives included workshops on cultural nuances like "What is Ramadan?" to broaden educators' awareness, specialized training for Educational Interpreters, and sessions on Hispanic Culture, mindfulness, and restorative practices. The district's commitment to inclusivity was demonstrated through the Indigenous Peoples Day Presentation, which celebrated and honored the heritage of Indigenous communities.

- **Strategy #2-Academic Enrichment and Support**
- Increase opportunities and reduce barriers for participation in school district and community-based academic enrichment programs by providing transportation, staff and resources.
- Student support liaisons will coordinate student and family engagement that expands academic and college and career readiness support to all students.
- Multi-language staff will provide translation and interpreting services in all school-related situations for students, including academic, behavior, social-emotional and engagement.
- After school academic support for all learners will align in-school instruction and learning goals to after school activities.
- Provide additional time and support for learning at the middle school level to address student learning gaps on specific standards and/or benchmarks.

Summary: The initiative seeks to improve access to academic enrichment programs by addressing barriers such as transportation, staffing, and resources. It focuses on inclusivity, proposing student support liaisons to coordinate efforts in expanding academic, college, and career readiness support for all students, considering diverse needs. Acknowledging linguistic diversity, the initiative emphasizes multi-language staff to provide translation services, ensuring language doesn't hinder academic, behavioral, or social-emotional engagement. The alignment of after-school support with in-school goals aims for educational continuity, and a targeted focus at the middle school level addresses specific learning gaps, dedicating extra time and support to foster an inclusive, supportive, and comprehensive educational environment for all students.

**Achievement and Integration Goal 2**

Goal Statement	Achievement, Integration, or Teacher Equity Goal?	Baseline	Actual Result (2022-23 SY)	On Track?
<p>Increase the percent of economically and diverse students who participate in highly rigorous coursework and career and technology Education courses by 10% by May 2025.</p>	<p>Check one of the following:  <input type="checkbox"/> Achievement Goal  <input type="checkbox"/> Integration Goal  <input checked="" type="checkbox"/> Teacher Equity</p>	<p>2021-2022            % of students receiving FRPL in highly rigorous courses:12.5%            % of students non-white in highly rigorous courses:18.5%            % of students receiving FRPL in CTE courses:55.3%            % of students non-white in CTE courses:23.1%</p>	<p>Provide the result for the 2022–23 SY that directly ties back to the established goal.            % of students receiving FRPL in highly rigorous courses:13.9%            % of students non-white in highly rigorous courses:19.3%            % of students receiving FRPL in CTE courses:27.8%            % of students non-white in CTE courses:29.1%</p>	<p>Check <b>one</b> of the following:  <input checked="" type="checkbox"/> On Track  <input type="checkbox"/> Not on Track  <input type="checkbox"/> Goal Met</p>

*How do you know if you are on/off track or met your goal? Please provide additional details including the information requested below.*

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

Type of Strategy: Rigorous Coursework and Career and College Readiness

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

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

Summary: Improving academic opportunities through school and community-based enrichment programs, emphasizing Rigorous Coursework and Career and College Readiness. The District was able to increase the availability of these programs, focusing on challenging courses and test preparation. Specifically, it involves expanding "College in the Schools" offerings across Saint Peter Public Schools, spanning K-12. This expansion introduces an introductory education course to spark interest and support students considering a teaching career. The strategy aims to enhance the overall academic landscape, aligning with the broader goal of preparing students for successful academic and professional paths. The integration of such initiatives is intended to create a dynamic learning environment, challenging students while equipping them with essential tools and knowledge for future success.

**Achievement and Integration Goal 3**

Goal Statement	Achievement, Integration, or Teacher Equity Goal?	Baseline	Actual Result (2022-23 SY)	On Track?
The graduation rate for racially and economically diverse students will increase over three years from 95% in 2021 to 98.0% in 2025.	Check one of the following: <input type="checkbox"/> Achievement Goal <input checked="" type="checkbox"/> Integration Goal <input type="checkbox"/> Teacher Equity	2021-22 4 yr grad rate: Total grad rate 92.7%  FRPL: 30 of 34 students= 88.2%  Non-white: 35 out of 39 students= 89.7%	2023 4 yr grad rate: Total grad rate 91%  FRPL: 50 out of 63 students= 79.4%  Non-white: 27 out of 30= 90%	Check <b>one</b> of the following: <input type="checkbox"/> On Track <input checked="" type="checkbox"/> Not on Track <input type="checkbox"/> Goal Met

*How do you know if you are on/off track or met your goal? Please provide additional details including the information requested below.*

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

Type of Strategy: Equitable Access to Effective and Diverse Teachers

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

Summary: The district's goal is to create a more inclusive teaching staff, contributing to a diverse range of perspectives and experiences. This diversity is expected to foster a richer learning environment, promoting a sense of belonging and understanding among students from various backgrounds.

Strategy #7 aligns with the district's commitment to equitable access by addressing both academic and social/emotional aspects of student development, highlighting the significance of mentorship in shaping well-rounded individuals for a resilient and empowered student body.

**Please note:** If you have more than three goals, copy and paste additional A&I Goal tables below.

***Integration***

**Narrative is required. 200-word limit.**

Please summarize the impact of the integration strategies you implemented with the A&I districts you partnered with during the 2022–23 SY. Also, consider ways that your A&I plan strategies have increased integration within your district.

Type response here

## Racially Identifiable Schools

If your district’s A&I plan includes goals and strategies for one or more racially identifiable schools, please complete this section of the report. This section is only required for districts with one or more racially identifiable schools.

Provide the information requested below for each of the racially identifiable schools in your district.

School Name:

### Achievement and Integration RIS Goal 1

Goal Statement	Achievement, Integration, or Teacher Equity Goal?	Baseline	Actual Result (2022-23 SY)	On Track?
Copy the SMART goal statement from your plan implemented in the 2022–23 SY.	Check one of the following: <input type="checkbox"/> Achievement Goal <input type="checkbox"/> Integration Goal <input type="checkbox"/> Teacher Equity	Copy the baseline starting point from your plan implemented in the 2022–23 SY.	Provide the result for the 2022–23 SY that directly ties back to the established goal.	Check <b>one</b> of the following: <input type="checkbox"/> On Track <input type="checkbox"/> Not on Track <input type="checkbox"/> Goal Met
<p><i>How do you know if you are on/off track or met your goal? Please provide additional details including the information requested below.</i></p> <ul style="list-style-type: none"> <li>• <i>What data have you used to identify needs in this goal area? How is this data disaggregated by student groups?</i></li> <li>• <i>What strategies are in place to support this goal area?</i></li> <li>• <i>How well are you implementing your strategies?</i></li> <li>• <i>How do you know whether it is or is not helping you make progress toward your goal?</i></li> </ul> <p>Type response here</p>				

**Achievement and Integration RIS Goal 2**

Goal Statement	Achievement, Integration, or Teacher Equity Goal?	Baseline	Actual Result (2022-23 SY)	On Track?
Copy the SMART goal statement from your plan implemented in the 2022–23 SY.	Check one of the following: <input type="checkbox"/> Achievement Goal <input type="checkbox"/> Integration Goal <input type="checkbox"/> Teacher Equity	Copy the baseline starting point from your plan implemented in the 2022–23 SY.	Provide the result for the 2022–23 SY that directly ties back to the established goal.	Check <b>one</b> of the following: <input type="checkbox"/> On Track <input type="checkbox"/> Not on Track <input type="checkbox"/> Goal Met
<p><i>How do you know if you are on/off track or met your goal? Please provide additional details including the information requested below.</i></p> <ul style="list-style-type: none"> <li>● <i>What data have you used to identify needs in this goal area? How is this data disaggregated by student groups?</i></li> <li>● <i>What strategies are in place to support this goal area?</i></li> <li>● <i>How well are you implementing your strategies?</i></li> <li>● <i>How do you know whether it is or is not helping you make progress toward your goal?</i></li> </ul> <p>Type response here</p>				

**Achievement and Integration RIS Goal 3**

Goal Statement	Achievement, Integration, or Teacher Equity Goal?	Baseline	Actual Result (2022-23 SY)	On Track?
Copy the SMART goal statement from your plan implemented in the 2022–23 SY.	Check one of the following: <input type="checkbox"/> Achievement Goal <input type="checkbox"/> Integration Goal <input type="checkbox"/> Teacher Equity	Copy the baseline starting point from your plan implemented in the 2022–23 SY.	Provide the result for the 2022–23 SY that directly ties back to the established goal.	Check <b>one</b> of the following: <input type="checkbox"/> On Track <input type="checkbox"/> Not on Track <input type="checkbox"/> Goal Met
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**Please note:** If you have more than three goals for this RIS, copy and paste additional A&I Goal tables below.

**Integration**

**Narrative is required. 200-word limit.**

Please summarize the impact of the integration strategies you implemented with your partnering RIS site(s) and non-RIS site(s) during the 2022–23 school year. Also, consider ways that your A&I plan strategies have increased integration within your RIS site(s). *Only 1 RIS integration narrative is needed regardless of the number of RIS sites.*

Type response here

**Complete the tables below if you are reporting on year 3 of your 3-year plan (July 1, 2020–June 30, 2023).** *If you are reporting on year 1 of your 3-year plan (July 1, 2022–June 30, 2025), please complete the tables directly below the WBWF section.*

**Achievement and Integration Goal 1**

Goal Statement	Achievement, Integration, or Teacher Equity Goal?	Baseline	Actual Result (2022–23 SY)	On Track?
Copy the SMART goal statement from your plan implemented in the 2022–23 SY.	Check one of the following: <input type="checkbox"/> Achievement Goal <input type="checkbox"/> Integration Goal <input type="checkbox"/> Teacher Equity	Copy the baseline starting point from your plan implemented in the 2022–23 SY.	Provide the result for the 2022–23 school year that directly ties back to the established goal.	<b>Check one of the following:</b> <input type="checkbox"/> Goal Met <input type="checkbox"/> Goal Not Met

*How do you know if you did/did not meet your goal? Please provide additional details including the information requested below.*

- *What data did you use to identify needs in this goal area? How was this data disaggregated by student groups?*
- *What strategies were in place to support this goal area?*
- *How well did you implement your strategies?*
- *How do you know whether your strategies did or did not help you make progress toward your goal?*

Type response here

**Achievement and Integration Goal 2**

Goal Statement	Achievement, Integration, or Teacher Equity Goal?	Baseline	Actual Result (2022-23 SY)	On Track?
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- *What data did you use to identify needs in this goal area? How was this data disaggregated by student groups?*
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Type response here

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Goal Statement	Achievement, Integration, or Teacher Equity Goal?	Baseline	Actual Result (2022-23 SY)	On Track?
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- *What data did you use to identify needs in this goal area? How was this data disaggregated by student groups?*
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Type response here

**Please note:** If you have more than three goals, copy and paste additional A&I Goal tables below.

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**Narrative is required. 200-word limit.**

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<p><i>How do you know if you did/did not meet your goal? Please provide additional details including the information requested below.</i></p> <ul style="list-style-type: none"> <li>• <i>What data did you use to identify needs in this goal area? How was this data disaggregated by student groups?</i></li> <li>• <i>What strategies were in place to support this goal area?</i></li> <li>• <i>How well did you implement your strategies?</i></li> <li>• <i>How do you know whether your strategies did or did not help you make progress toward your goal?</i></li> </ul> <p>Type response here</p>				

**Achievement and Integration RIS Goal 2**

Goal Statement	Achievement, Integration, or Teacher Equity Goal?	Baseline	Actual Result (2022-23 SY)	On Track?
Copy the SMART goal statement from your plan implemented in the 2022–23 SY.	Check one of the following: <input type="checkbox"/> Achievement Goal <input type="checkbox"/> Integration Goal <input type="checkbox"/> Teacher Equity	Copy the baseline starting point from your plan implemented in the 2022–23 SY.	Provide the result for the 2022–23 SY that directly ties back to the established goal.	Check <b>one</b> of the following: <input type="checkbox"/> Goal Met <input type="checkbox"/> Goal Not Met

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Type response here

**Achievement and Integration RIS Goal 3**

Goal Statement	Achievement, Integration, or Teacher Equity Goal?	Baseline	Actual Result (2022-23 SY)	On Track?
Copy the SMART goal statement from your plan implemented in the 2022–23 SY.	Check one of the following: <input type="checkbox"/> Achievement Goal <input type="checkbox"/> Integration Goal <input type="checkbox"/> Teacher Equity	Copy the baseline starting point from your plan implemented in the 2022–23 SY.	Provide the result for the 2022–23 SY that directly ties back to the established goal.	Check <b>one</b> of the following: <input type="checkbox"/> Goal Met <input type="checkbox"/> Goal Not Met

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- *How well did you implement your strategies?*
- *How do you know whether your strategies did or did not help you make progress toward your goal?*

Type response here

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**Integration**

**Narrative is required. 200-word limit.**

Please summarize the impact of the integration strategies you implemented with your partnering RIS site(s) and non-RIS site(s) during the 2022–23 school year. Also, consider ways that your A&I plan strategies have increased integration within your RIS site(s). *Only 1 RIS integration narrative is needed regardless of the number of RIS sites.*

Type response here



## ADDENDUM

### BOARD MEETING Monday, December 18, 2023 6:30PM SPCC-Governor's Room

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#### VIII. ACTION ITEMS

<b>6. AGENDA ITEM #6</b>
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**Subject:** Consider Approval of 2024-2025 School Calendar

**Action:** Requires a Motion

**Background:** The School Board has historically followed a practice of adopting a two-year calendar. With the unique needs of recently passed legislation, there is not clarity regarding requirements for staff development that may be in place for the 2025-2026 school year. For this reason, only the 2024-2025 school year calendar is being presented tonight for consideration.

The draft calendar has been reviewed by administration, and SPEA Leadership. The draft calendar was also reviewed at the School Board Study Session on Dec. 4, 2023.

**Presentation:** Superintendent

**Options/Recommendation:** I recommend your approval of the 2024-2025 school calendar.

# 2024-2025 Saint Peter Public Schools

		August 2024							September 2024									
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
14-15	New Teacher Workshop					1	2	3	1	2	3	4	5	6	7	2	Labor Day	
19-22	Teacher Workshop	4	5	6	7	8	9	10	8	9	10	11	12	13	14	20	No School-Staff Development	
26	First Day of School SPSHS	11	12	13	14	15	16	17	15	16	17	18	19	20	21			
26-27	K-8 & Rock Bend P/T Conferences	18	19	20	21	22	23	24	22	23	24	25	26	27	28			
28	First Day of School K-8 & Rock Bend	25	26	27	28	29	30	31	29	30								
		October 2024							November 2024									
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
17-18	MEA Break															1	Teacher Workday-No School	
31	Early Release			1	2	3	4	5						1	2	7	Early Release	
31	End of 1st Qtr/K-8: 43 days 9-12: 45 days	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	K-8 No School-P/T Conferences	
		13	14	15	16	17	18	19	10	11	12	13	14	15	16	28-29	Thanksgiving Break	
		20	21	22	23	24	25	26	17	18	19	20	21	22	23			
		27	28	29	30	31			24	25	26	27	28	29	30			
		December 2024							January 2025									
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
		1	2	3	4	5	6	7				1	2	3	4	1-3	Winter Break	
		8	9	10	11	12	13	14	5	6	7	8	9	10	11	16	Early Release Day	
		15	16	17	18	19	20	21	12	13	14	15	16	17	18	16	End of 2nd Qtr/K-8: 41 days 9-12: 42days	
23-31	Winter Break	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	Teacher Workday-No School	
		29	30	31					26	27	28	29	30	31		20	MLK DAY	
		February 2025							March 2025									
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
14	K-8 No School-Conferences							1							1	21	Early Release Day	
17	President's Day	2	3	4	5	6	7	8	2	3	4	5	6	7	8	21	End of 3rd Qtr/K-8: 41 days 9-12: 42 days	
18	No School-Staff Development	9	10	11	12	13	14	15	9	10	11	12	13	14	15	24	Teacher Workday-No School	
		16	17	18	19	20	21	22	16	17	18	19	20	21	22	31	No School	
		23	24	25	26	27	28		23	24	25	26	27	28	29			
									30	31								
		April 2025							May 2025									
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
				1	2	3	4	5						1	2	3	9	Early Release Day
		6	7	8	9	10	11	12	4	5	6	7	8	9	10	26	Memorial Day	
17	Early Release	13	14	15	16	17	18	19	11	12	13	14	15	16	17	29	End of 4th Qtr/K-8: 44 days 9-12: 44 days	
18	No School	20	21	22	23	24	25	26	18	19	20	21	22	23	24	30	Teacher Workday/Graduation	
21	No School	27	28	29	30				25	26	27	28	29	30	31			
		June 2025																
		S	M	T	W	Th	F	S										
		1	2	3	4	5	6	7										
		8	9	10	11	12	13	14										
		15	16	17	18	19	20	21										
		22	23	24	25	26	27	28										
		29	30															



SOUTH: 934-2754  
 NORTH: 934-3260  
 MIDDLE SCHOOL: 934-4210  
 HIGH SCHOOL: 934-4212  
 DISTRICT OFFICE: 934-5703  
 SAINTS BUS SERVICE: 934-4690  
[www.stpeterschools.org](http://www.stpeterschools.org)

modified: 12.05.23

THE SCHOOL BOARD RESERVES THE RIGHT TO CHANGE OR MODIFY THE CALENDAR.



## ADDENDUM

### REGULAR BOARD MEETING December 18, 2023 SPCC-Governor's Room 6:30PM

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#### IX. INFORMATION ITEMS

<b>1. AGENDA ITEM #1</b>
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**Subject:** Native American Parent Advisory Committee (NAPAC) Update

**Background:** The Native American Parent Advisory was established in 2017 in response to a requirement by the State of Minnesota that all schools and districts with 10 or more Native American students have a Native American Parent Advisory Committee (NAPAC). The committee serves in an advisory role to help ensure that Native American students are receiving culturally relevant and equitable opportunities.

Our NAPAC group has played an active role in our schools and our community. NAPAC representatives will be sharing information regarding their recent activities and plans for the future.

**Presentation:** Charmayne Klah