



SAINT PETER SCHOOL BOARD
Regular Board Meeting
Thursday, January 18, 2024
SPCC-Governor's Room, 600 S. 5th St., Saint Peter,
MN 56082
6:30 PM

I. Call Meeting to Order	
II. Pledge of Allegiance	
III. Consideration and Adoption of the Agenda	
IV. Consider Requests to Speak on the Agenda	
V. Approval of Consent Agenda Items	3
VI. Student Spotlight- Steven Leiferman and Jaiden Boswell, Rock Bend ALC	
1. Student Council Report	
VII. Action Items	
1. Consider Approval of the 2022-2023 Audit	41
2. Consider Approval of Tentative 2023-2025 Contract Agreement with Paras	66
3. Consider Approval of Tentative 2023-2025 Contract Agreement with Custodians	89
4. Consider Approval of High School Course/Program Changes for 2024-2025	115
5. Consider Approval to Amend a Previously Passed Resolution calling for a Special Election	118
VIII. Information Items	
1. Enrollment Options: Yearly Comparison Report	127
2. Appointments to Standing Board Committees	132
3. Consider Approval of Middle School Course/Program Changes for 2024-2025	134
IX. Reports	
1. Building Principals	
2. Superintendent of Schools	
3. Board Members	
a. Around the Table	
X. Upcoming Meetings of the School Board Policy Committee	
Monday, January 22, 2024	
7:00 AM	
DO	
HR Committee	
Wednesday, January 24, 2024	
5:30 PM	
SPMS-Conference Room A/B	

Study Session
Monday, February 5, 2024
6:30 PM
SPMS-Media Center
Regular Board Meeting
Thursday, February 22, 2024
6:30 PM
SPCC-Governor's Room
XI. Adjournment



ADDENDUM

REGULAR BOARD MEETING Monday, January 18, 2024 SPCC-Governor's Room 6:30PM

V. CONSENT AGENDA

1. Approval of the Regular Board Meeting minutes of December 18, 2023.
2. Approval of the Organizational Meeting minutes of January 8, 2024.
3. Approval of Bills (\$1,854,760.19) and Wire Transfers (\$3,255,132.60) for December 2023.
4. Donations
 - a. Jeff Miller has presented the high school with a generous donation of \$1,000 in memory of his wife, Nancy. The intention of this donation is to help send students to winter camp at Confidence Learning Center in Northern Minnesota.
 - b. The Saint Peter Activities department received memorial donation in remembrance of Frank Fredlund, a long-time teacher and coach for the Saint Peter District.
 - c. The acceptance of a \$5,000 donation from the Boyum family. The family wishes for \$2,500 of the donation to go toward the purchase of additional drums to complete the 5th and 6th grade general music room's set and the remaining \$2,500 to be used as determined by SPMS administration.
5. Personnel
 - a. The acceptance of the resignation of the Operations and Maintenance Supervisor (Sharon Petersen) effective January 31, 2024.
 - b. The acceptance of the resignation of an Intervener Paraprofessional (Jessica Shane) at South Elementary effective December 21, 2023.

- c. The approval of the hiring of a 7th grade life science teacher (Magdeline Anderson) at Saint Peter Middle School. This is a replacement position.
- d. The approval of the hiring of a night custodian (Brandon Kurth) at Saint Peter Middle School beginning January 3, 2024.
- e. The acceptance of the resignation of a food service employee (Shannon Anderson) at Saint Peter High School effective December 20, 2023.
- f. The approval of the hiring of a Saints Overtime Assistant (Kennedy Johnson) with Saint Peter Community & Family Education.
- g. The approval of the hiring of a Saints Overtime Assistant (Mara Lein) with Saint Peter Community & Family Education.
- h. The approval of the hiring of a paraprofessional (Ben Kuhnel) at Saint Peter Middle School beginning January 3, 2024.
- i. The approval of the hiring of a cook/dishwasher (Sarah Weber) at Saint Peter High School and MVED.
- j. The approval of the hiring of a paraprofessional (Liam Dixon) at Saint Peter High School.
- k. The approval of the hiring of a cook/dishwasher (Alicia Hernandez) at Saint Peter High School beginning January 10, 2024.
- l. The acceptance of the resignation of a paraprofessional (Madison Reyes) at Saint Peter Middle School effective January 26, 2024.
- m. The approval of the hiring of a paraprofessional (Austin Petersen) at Saint Peter Middle School.
- n. The approval of the hiring of an Operations and Maintenance Supervisor (Seth Putz) beginning March 2, 2023.
- o. The approval of the hiring of a custodial engineer (Tracy Polikowsky) at Saint Peter Middle School beginning January 22, 2024.
- p. The acceptance of the termination of a science teacher (Rebecca Herberg) at Saint Peter Middle School.

- q. The acceptance of the retirement of a special education teacher (Brenda Eggen) at Oshawa Learning Academy effective June 1, 2024.
- r. The approval of the hiring of a cook/dishwasher (Mary Smith) at Saint Peter High School beginning January 22, 2024.
- s. The approval of the hiring of an ECFE Teacher (Sarah Bjorklund) at Saint Peter Early Childhood beginning January 15, 2024.
- t. The approval of the hiring of a School Readiness Classroom Assistant (Colleen Wenner) at Saint Peter Early Childhood beginning January 3, 2024.
- u. The approval of a Saint Peter High School diploma for Jaiden Boswell, Robert "RJ" Lahn, Tiernan Gransee and Kyra Vanderlinde these students has met the established graduation requirements.

THE MINUTES OF THE MEETING HAVE NOT BEEN APPROVED

Minutes of Regular Board Meeting

The School Board

Saint Peter Public Schools

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

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

Administrative Team members: Megan Gracia

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

A Regular Board Meeting of the School Board of Saint Peter Public Schools was held Monday, December 18, 2023, beginning at 6:30 PM in the SPCC-Governor's Room.

6

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

II. Pledge of Allegiance

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

IV. Consider Requests to Speak on the Agenda

V. Truth in Taxation Presentation-

Business Manager, Megan Gracia, presented information related to this year's levy impact. The proposal is an increase of 7.13% over last year or \$509,158.00. The proposed Levy total (to be collected in 2024) is \$7,652,181.25.

VI. Approval of Consent Agenda Items (Lokensgard/Leonard, unanimous)

A. Approval of the Special Board Meeting minutes of November 16, 2023.

B. Approval of the Study Session minutes of November 20, 2023.

C. Approval of the Regular Board Meeting minutes of November 20, 2023

D. Approval of the Study Session minutes of December 4, 2023.

E. Approval of Bills (\$1,884,935.67) and Wire Transfers (\$2,848,610.39) for November 2023.

F. Donations

a. The approval of a \$2,000 donation from the Good Neighbor Diversity Council to help cover the costs of an Indigenous Joy Dat 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.

G. 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.

7

VII. Student Spotlight-South Elementary First Graders, Kenley Kidd and Gabe Swanson-Both students show respect and responsibility and have been nominated by their teachers to represent South Elementary. Kenley-Gratitude was the Character Strong theme for November and Empathy is on board for December. Kenley describes empathy as stepping in someone else's shoes.

Kenley's favorite thing at South is math. Kenley would like to be a nurse practitioner when she grows up. Kenley will spend her break celebrating with her family. Gabe-Gabe is reading books in class related to Empathy. Gabe likes working on equations at school. Gabe would like to be a police officer. He looks forward to his spending break with his family celebrating Christmas.

VIII. Action Items

1. Consider Approval of Certification of School District Levy for Taxes Payable in 2024-(Lokensgard/Leonard)
YAY: Leonard, Lokensgard, Stuewe, Potts, Kautt, Dixon, Martens
NAY: None Resolution Passes
2. Consider a Resolution Establishing Combined Polling Places-(Kautt/Dixon)
YAY: Leonard, Lokensgard, Stuewe, Potts, Kautt, Dixon, Martens
NAY: None Resolution Passes
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-(Leonard/Dixon)
YAY: Leonard, Lokensgard, Stuewe, Potts, Kautt, Dixon, Martens
NAY: None Resolution Passes
4. Consider a Resolution Calling for a Special Election-(Leonard/Stuewe)
YAY: Leonard, Lokensgard, Stuewe, Potts, Kautt, Dixon, Martens
NAY: None Resolution Passes
5. Consider Approval of the World's Best Workforce Report for the 2022-2023 School Year-(Leonard/Martens, unanimous)
6. Consider Approval of 2024-2025 School Calendar-(Lokensgard/Martens, unanimous)

8

IX. Information Items

1. Native American Parent Advisory Committee (NAPAC) Update-Charmayne Klah, Native American Liasion and former NAPAC Chair. Char is hoping to grow the number of Native American Students she serves as liasion in our district to 32 next year. She is looking ahead on ways to bring more Native American programs to all students in the district. NAPAC has hosted a number of events this fall including the teepee, the Indiginous Day Way and Indiginous Joy Day Program.

X. Reports

1. Building Principals
 - Early Childhood**
 - Mrs. Prafke and 5 teachers were able to attend a national conference for ECSE
 - Next Year's Early Childhood brochure will be available in Jauary
 - South**
 - Celebrating Winter Solstice Day at South to provide a more inclusive events

North

- Kindness Crew members have been leading lessons in classrooms and it has been very impactful
 - North Giving Tree is up for families in need, many items were donated and families were welcome to shop, additional items were donated to others in need locally
 - North's spring play will be The Jungle Book
- Alternative Programs
- 7 5th year seniors are attending Rock Bend and many of them will be finishing up this semester.
 - First session of credit recovery is wrapping up
 - Character Strong has been very positively implemented in our classrooms

Middle School

- Risks of vaping
- Gingerbread house making (student council activity)
- Hot Chocolate Fridays (student council activity)
- Dress-up days this week (student council activity)
- First Dance in January (student council activity)
- Concerts are wrapping up this week
- Theatre crew is well underway

2. Superintendent of Schools

- Winter concert series have been wonderful to take in
- Please be mindful of students especially as winter weather revs up
- Thank you for moving forward with the MS and EC project
- Many thanks to members Leonard and Lokensgard for their many years of service to the Saint Peter School Board

3. Board Members

a. Around the Table

Chair Potts-Echos Mr. Gronseth's sentiments for members Lokensgard and Leonard, they will be missed.

Martens-Thank you and congratulations (to Leonard and Lokensgard)

Dixon-It has been a pleasure, thank you for your service (to Leonard and Lokensgard)

Kautt-Attended the MSBA Delegates Assembly in early December (23 resolutions)

Stuewe-Appreciated the leadership from Lokensgard and Leonard

Lokensgard-It has been a pleasure and a honor to represent the Saint Peter Community. Saint Peter is fortunate to have community passion for education and board seats. The two new board members will do well.

Leonard-It has been a honor to serve on this board. Education in MN is strong and Education in Saint Peter is strong. He is looking forward to future successes for this board.

XI. Upcoming Meetings of the School Board

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

10

Regular Board Meeting
Thursday, January 18, 2024
6:30 PM
Governor's Room

XII. Adjournment-7:51 PM (Leonard/Lokensgard, unanimous)

Dated: January 18, 2024

Kate Martens, Board Clerk

THE MINUTES OF THE MEETING HAVE NOT BEEN APPROVED

Minutes of Organizational Meeting

The School Board

Saint Peter Public Schools

Members Present: Drew Dixon, Rita Rassbach, Ken Rossow, Kate Martens, Charlie Potts, Tracy Stuewe & Bill Kautt.

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

A Organizational Meeting of the School Board of Saint Peter Public Schools was held Monday, January 8, 2024, beginning at 6:00 PM in the SPCC-Governor's Room.

11

I. Call Meeting to Order-6:00 PM, Potts

II. Pledge of Allegiance

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

IV. Oath of Office for New Members of the School Board-Rita Rassbach and Ken Rossow are the newest members of the Saint Peter School Board. Chair Potts recited the Oath of Office and swore in Rita Rassbach, Ken Rossow, Tracy Stuewe and Bill Kautt who were all elected to the school board in the November 2023 election.

V. Election of Officers

1. Chairperson-Charlie Potts, Acclamation
2. Vice Chairperson-Drew Dixon, Acclamation
3. Clerk-Kate Martens, Tracy Stuewe (Martens by a vote of 4-3)

Members Voted:

Martens-Martens

Dixon-Martens

Kautt-Stuewe

Potts-Stuewe

Stuewe-Stuewe

Rossow-Martens

Rassbach-Martens

4. Treasurer-Bill Kautt, Acclamation

VI. Designate Depositories-(Kautt/Rossow, unanimous)

1. First National Bank of Saint Peter

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

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

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

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

12

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

XI. Set Board Salaries-(Stuewe/Kautt, unanimous)

Proposed:

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

XII. Identify Primary Legal Counsel-(Rossow/Kautt, unanimous)

Currently, Kennedy and Graven, individuals authorized to contact legal counsel include the chairperson, the Superintendent, and the Special Programs (Human Resources) Administrator. Recommendation to include Squires, Walspurger & Mace, P.A. as an additional primary legal counsel.

XIII. Set Day, Time, and Place of Regular Board Meetings and Study Sessions-(Martens/Dixon, unanimous)

The recommendation is to (1) set regular meetings for the third Monday of the month at 6:30 p.m. in the Governor's Room/Community Center; (2) set study sessions for the first Monday of the month at 6:30 p.m. in the Middle School Media Center; and (3) set the January organizational meeting for the first Monday of the month and the January and February regular meetings for the third Thursday of the month due to conflicts with holidays.

XIV. Upcoming Meetings of the School Board

MSBA Leadership Conference
Thursday, January 11, 2024-
Friday, January 12, 2024
Minneapolis Convention Center

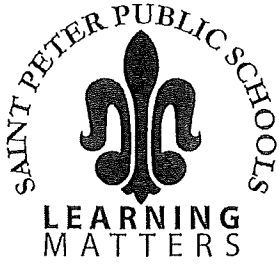
Regular Board Meeting
Thursday, January 18, 2024
6:30 PM
Governor's Room

XV. Adjournment-6:30 PM (Stuewe/Dixon, unanimous)

13

Dated: January 18, 2024

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: 1/9/2024
To: Dr. Bill Gronseth - Superintendent
From: Bee Ong - Finance Accountant
Re: **Monthly Board Bills, Payroll &
Student Activity Amounts:**

14

December 2023 - Board Bills	\$818,730.25
December 2023 - Payroll	\$1,033,143.86
December 2023 - Student Activity	\$2,886.08
	<hr/>
	<u>\$1,854,760.19</u>

St. Peter Public Schools
Wire Transfer Report

Dec-23

		(Feb/Aug bond pymt)
MSDLAF to USBank		
MSDLAF to FNB Payroll	12/14/2023	550,000.00
MSDLAF to FNB Payroll	12/28/2023	550,000.00
MSDLAF to FNB BO	12/1/2023	500,000.00
MSDLAF to FNB BO	12/18/2023	550,000.00
MSDLAF to CCF	12/5/2023	150,000.00
MSDLAF to CCF	12/28/2023	200,000.00
FNB-BO to BCBS - medicare health	12/21/23	1,032.50
FNB-BO to BCBS - medicare health	12/21/23	15,156.00
FNB BO to VISA	Dec	18,231.45
Wire of federal payroll taxes	12/15/2023	93.31
Wire of federal payroll taxes	12/15/2023	164,603.32
Wire of federal payroll taxes	12/29/2023	166,751.14
Wire of state payroll taxes	12/1/2023	26,714.65
Wire of state payroll taxes	12/18/2023	15.37
Wire of state payroll taxes	12/18/2023	27,503.68
PERA payments	12/15/2023	25,866.12
PERA payments	12/18/2023	69.39
TRA payments	12/15/2023	89,727.54
Horace Mann	12/1/2023	1,480.00
Horace Mann	12/18/2023	1,660.00
Ameriprise/NBSGroup Bill	12/1/2023	2,080.00
Ameriprise/NBSGroup Bill	12/18/2023	2,530.00
Colonial Life	12/13/2023	482.02
Colonial Life	12/13/2023	10,069.66
Pioneer - Dental direct debits	12/4/2023	2,507.47
Pioneer - Dental direct debits	12/11/2023	3,609.19
Pioneer - Dental direct debits	12/18/2023	2,334.53
Pioneer - Dental direct debits	12/21/2023	1,663.20
Pioneer - Dental direct debits	12/26/2023	3,769.43
CCF - BCBS debits	12/8/2023	44,480.57
CCF - BCBS debits	12/14/2023	32,321.61
CCF - BCBS debits	12/21/2023	41,285.56
CCF - BCBS debits	12/28/2023	54,294.27
Medsurity-FNB HSA/VEBA	Dec	14,800.62
	Total Wires	3,255,132.60



MEMO TO: Mr. Bill Gronseth
School Board

FROM: Annette Engeldinger

DATE: January 5, 2024

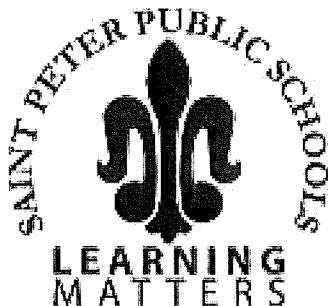
RE: Donation

Jeff Miller has presented the high school with a generous donation of \$1,000. The intention of this donation is to help send students to winter camp at Confidence Learning Center in Northern Minnesota. Jeff was a long-time science teacher and coach at Saint Peter High School, and his wife, Nancy, was a lifelong educator who had a special interest in our special education program. This donation is made in her memory. We thank Jeff for his generous donation!

16

I recommend the acceptance of this donation.

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



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

FROM: Shea Roehrkasse

DATE: 1/8/2024

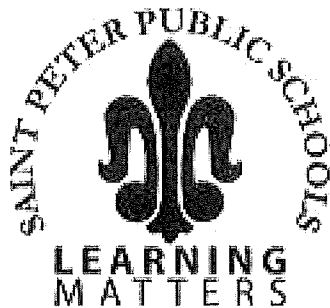
SUBJECT: Coach Frank Fredlund
Memorial Donation

Please accept this donation from Coach Frank Fredlund's friends and family. The donation was brought in by Denny Boreen on behalf of Mr. Fredlund's Memorial. His wish was to have the money be donated to the Activities Department. Mr. Fredlund was a long time teacher and coach for the St. Peter School District and could be seen at games many years after he retired, and if you were lucky enough to hear one of his stories you could see the passion he had for students and athletics. We thank his family and friends for their donation to help support St. Peter Activities.

17

Thank you,

Shea Roehrkasse
Activities Director



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Jon Graff

DATE: January 12, 2024

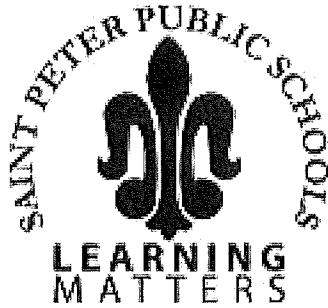
SUBJECT: Gifts and Donations

The Boyum family has presented Saint Peter Middle School with a donation of \$5,000. The family wishes for \$2,500 of the donation to go toward the purchase of additional drums to complete the 5th and 6th grade general music room's set and the remaining \$2,500 to be used as determined by SPMS administration.

I recommend that you accept this donation.

18

We are incredibly grateful of the Boyum's generous donation and offer our sincerest appreciation for their gift.

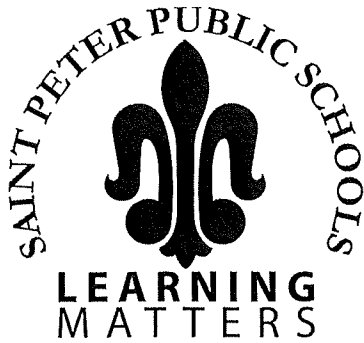


MEMO TO: School Board
FROM: Bill Gronseth
DATE: December 12, 2023
SUBJECT: Operations and Maintenance
Supervisor Resignation

Please accept the resignation of Sharon Petersen, Operations and Maintenance Supervisor at Saint Peter Public Schools effective January 31, 2024.

We thank Sharon for her efforts and service to Saint Peter Schools and wish her well in the future.

CC: Sharon Petersen
grp_hire_misc.



MEMO TO: Bill Gronseth, Superintendent
Saint Peter School Board

FROM: Doreen Oelke, Principal

DATE: December 22, 2023

SUBJECT: Shane - South SpEd Para Resignation

I am writing to recommend that you accept the resignation of Jessica Shane as a SPED paraprofessional (Intervener) at South Elementary. Her last day of work was Thursday, December 21, 2023.

20

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

Please let me know if you have any questions.

Cc:

Para Hire Group



Sarah Janovsky <sjanovsky@stpeterschools.org>

Fwd: Resignation

1 message

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

Fri, Dec 22, 2023 at 11:50 AM

Here is Jessica's resignation. I sent the memo earlier.

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

From: **Jessica Shane** <jshane@stpeterschools.org>
Date: Mon, Dec 18, 2023 at 9:19 AM
Subject: Resignation
To: Doreen Oelke <doelke@stpeterschools.org>

Dear Mrs. Oelke,

I would like to thank you for the incredible opportunity and privilege it has been for me to work with you and your team. I am saddened to say that I will not be returning after winter break. After much consideration, I believe my life's circumstances no longer make working for the school the right fit for you or for me at this time. So, I am resigning from my position as an Intervener Para at Saint Peter Schools. It has truly been an honor and a privilege to work here and I thank you again for the opportunities you have given me.

Sincerely
Jessica Shane



Doreen Oelke

*South Elementary Principal
Staff Development & Curriculum Coordinator-Saint Peter Public Schools*
South Elementary
1405 South 7th Street
Saint Peter, MN 56082
507-934-2754

www.stpeterschools.org

Saints Nation - Saints Strong, Everyone Belongs





Date: December 21, 2023
To: Bill Gronseth, Superintendent
Saint Peter School Board
From: Jon Graff, Principal
Re: SPMS 7th grade Science Position

Applications were received and interviews took place for a 7th grade life science position at Saint Peter Middle School. This is a replacement position which opened as a result of a resignation.

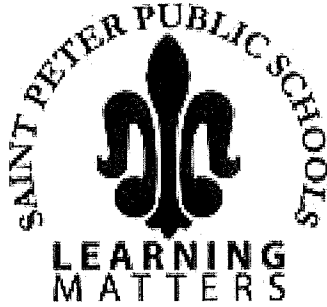
22

I am pleased to recommend Magdeline Anderson for the position.

NEW EMPLOYEE SUMMARY

- Magdeline Anderson
- 1.0 FTE
- Step 1/MA
 - \$51,528 (prorated for mid-year start date)
- Replacement Position
- Start Date: January 3, 2023

CC: Magdeline Anderson - magdeline.anderson@gmail.com
Group Hire Certified



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Marc Bachman

DATE: December 27, 2023

SUBJECT: Recommendation for hire

The Operations and Maintenance Department has a Night Custodial engineer position open at Saint Peter Middle School. The position was posted internally and via the district website.

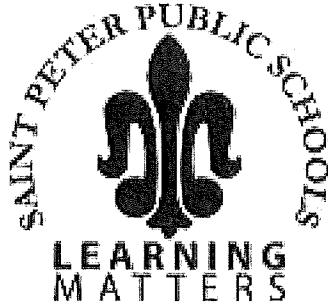
23

I recommend the hiring of Brandon Kurth to serve as Night Custodial Engineer at Saint Peter Middle School. Brandon has previous experience serving in a custodial role and most recently has been employed as a mechanic here in Saint Peter. Brandon's work ethic, attention to detail and friendly personality will be a great addition to the Middle School custodial staff.

EMPLOYMENT HIRING SUMMARY

- **Brandon Kurth**
 - Custodian: \$16.92/hour (based on 2021-2023 contract)
 - Night Differential: \$1.07/hour (1566 hours/year)
 - Start Date: January 3, 2024
 - 9 month probationary period ending October 2, 2024

Cc: Jerry Doyle
Dave Eiyneck
Mike Keller
Jon Graff
Ytve Prafke
Brandon Kurth



MEMO TO: Members of the School Board
Bill Gronseth

FROM: Emily Craig

DATE: 1/3/2023

SUBJECT: Food Service resignation

Shannon Anderson is resigning from the High school food service her last day with us will be 12/20/2023

24

- Shannon Anderson decided to leave due to personal reasons.

CC: Shannon Anderson



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

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

SUBJECT: Saints Overtime Staff

DATE: December 19, 2023

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

25

EMPLOYEE SUMMARY

- **Kennedy Johnson**
- 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

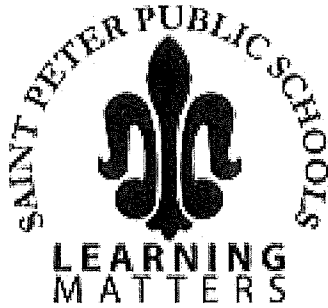
DATE: December 19, 2023

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

26

EMPLOYEE SUMMARY

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



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Jon Graff

DATE: December 18, 2023

SUBJECT: Para Hire

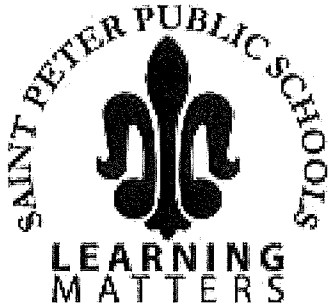
Applications were received and interviews took place for a paraprofessional position at Saint Peter Middle School. I am pleased to recommend Ben Kuhnel for the position. Ben student taught at SPMS this fall and will work part time as a paraprofessional during his spring semester as he finishes up his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

27

CC: Ben Kuhnel (benkuhnel1220@gmail.com)
grp_hire_para



MEMO TO: Members of the School Board
Bill Gronseth

FROM: Emily Craig

DATE: January 8th , 2024

SUBJECT: Food Service Hire

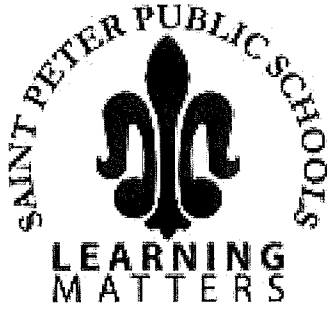
I am pleased to recommend Sarah Weber for the position of Cook/Dishwasher in the Food Service Department at MNVED and St. Peter High school.

NEW EMPLOYEE SUMMARY

28

- Sarah Weber
 - Cook/Dishwasher St. Peter High School
 - Lane-Unassigned
 - 2023-2024 Rate-\$16.48 per hour
 - Sarah Weber will be filling out a timesheet for her hours
 - Start Date:1/8/2024

Cc: Sarah Weber



MEMO TO: Mr.Gronseth
School Board

FROM: Annette Engeldinger

DATE: January 5, 2024

SUBJECT: Para Sub Hire

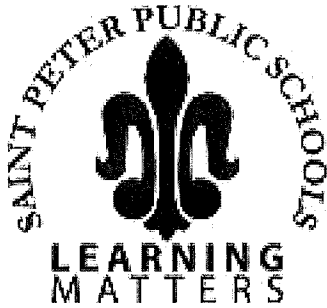
Liam Dixon will be working at the high school as a special education paraprofessional substitute while he is on winter break from school. We are happy to have him!

EMPLOYEE SUMMARY

- **Liam Dixon**
 - Para Sub Rate: \$14.50 per hour
 - 6.75 hours/student contact days
 - Start Date: ASAP after employment paperwork is complete

29

CC: grp_hire_para



MEMO TO: Members of the School Board
Bill Gronseth

FROM: Emily Craig

DATE: January 10th , 2023

SUBJECT: Food Service Hire

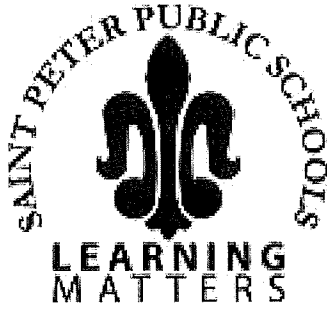
I am pleased to recommend Alicia Hernandez for the position of Cook/Dishwasher in the Food Service Department at St. Peter High school.

NEW EMPLOYEE SUMMARY

30

- Alicia Hernandez
 - Cook/Dishwasher St. Peter High School
 - Lane-Unassigned
 - 2023-2024 Rate-\$16.48 per hour
 - Alicia Hernandez will be filling out a timesheet for her hours
 - Start Date:1/10/2023

Cc: Alicia Hernandez



MEMO TO: Bill Gronseth, Superintendent
Saint Peter School Board

FROM: Jon Graff, Principal

DATE: January 9, 2024

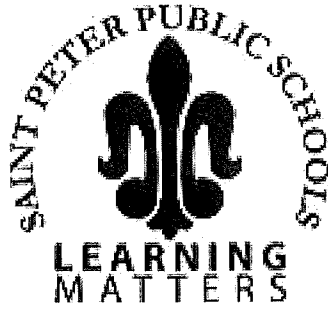
SUBJECT: SPMS Special Education
Paraprofessional Resignation

Please accept the resignation of Madison Reyes, Special Education Paraprofessional, at Saint Peter Middle school. Madison's last day with the district will be January 26, 2024.

We would like to thank Madison for her contributions to the district and wish her the best of luck as she continues her education at GAC.

31

CC: Madison Reyes
Grp_hire_para



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Jon Graff

DATE: January 9, 2024

SUBJECT: Para Hire

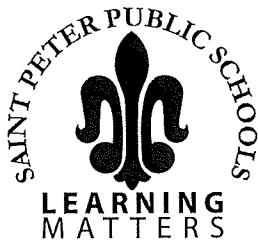
Applications were received and interviews took place for a paraprofessional position at Saint Peter Middle School. I am pleased to recommend Austin Peterson for the position.

EMPLOYEE SUMMARY

- **Austin Peterson**
 - Step 1 at a rate of \$15.25/hour.
 - 6.75 hours/student contact day
 - Start Date: ASAP

32

CC: Austin Peterson
grp_hire_para



TO: School Board
FROM: Bill Gronseth
SUBJECT: Operations and Maintenance Supervisor
DATE: 01.10.24

Applications were received and interviews took place for the Operations & Maintenance Supervisor. This is a replacement for an opening created when the former Operations & Maintenance Supervisor resigned.

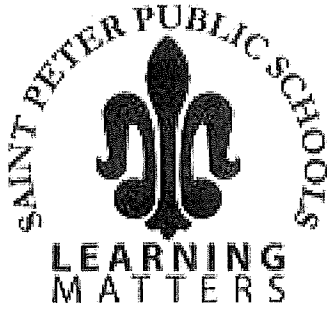
I am pleased to recommend Seth Putz for the position. Seth has most recently served the Lake of the Woods District as their Building & Grounds Supervisor. His education, experience and references make him an ideal candidate.

EMPLOYEE SUMMARY

- **Seth Putz**
- Rate of pay -
 - March 4 - June 30, 2024 \$26,650
 - July 2024 - June 2025 \$79,000
 - July 2025 - June 2026 \$81,370
- 1.0 FTE
- Start date: March 2, 2024

33

CC: Seth Putz
Grp_hire_misc



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Marc Bachman

DATE: January 17, 2024

SUBJECT: Recommendation for hire

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

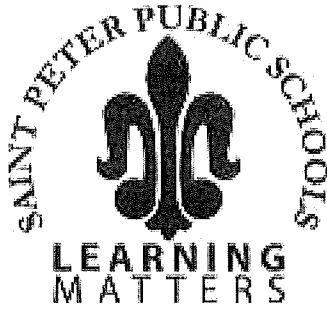
34

I recommend the hiring of Tracy Polikowsky to serve as Custodial Engineer at Saint Peter Middle School. Tracy is a familiar face having worked at Freedom and Speedway gas stations over the years. She has past experience serving as lead at the Mankato Civic Center setting up and managing events. We look forward to having Tracy as a friendly addition to the Middle School team.

EMPLOYMENT HIRING SUMMARY

- **Tracy Polikowsky**
 - Custodian: \$18.32/hour (based on the tentative 2023-2025 contract)
 - Start Date: January 17, 2024
 - 9 month probationary period ending October 16, 2024

Cc: Jerry Doyle
Dave Eiyneck
Mike Keller
Jon Graff
Ytive Prafke
Tracy Polikowsky



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Jon Graff

DATE: January 12, 2024

SUBJECT: Recommendation to Terminate
Employment

Please consider the following recommendation regarding the termination of Rebecca Herberg from a science teaching position at Saint Peter Middle School.

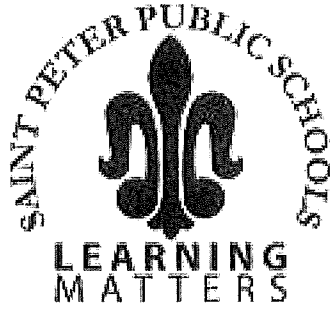
Termination of Employee Summary

35

- Rebecca Herberg
 - 7th Grade Life Science
 - Last day of employment- December 21, 2023

Thank you for your consideration and if you have any questions, please contact me.

Cc: Rebecca Herberg
grp_hire_certified



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Jana Sykora

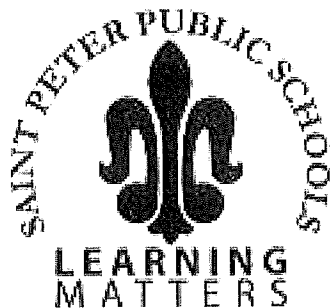
DATE: January 16, 2024

SUBJECT: Special Education Teacher
Retirement

Please accept the retirement of Mrs. Brenda Eggen, special education teacher at the Oshawa Learning, effective June 1, 2024.

We want to thank Brenda for her 27 years of service to the students and families of Saint Peter and the Leo A. Hoffmann Center. We will miss her and wish her the best of luck in retirement.

CC: Brenda Eggen
grp_hire_certified



MEMO TO: Members of the School Board
Bill Gronseth

FROM: Emily Craig

DATE: January 17th, 2024

SUBJECT: Food Service Hire

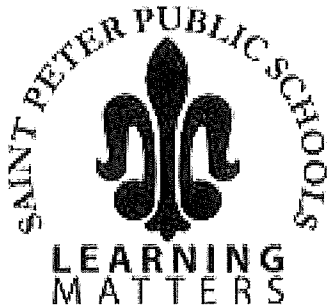
I am pleased to recommend Mary Smith for the position of Cook/Dishwasher in the Food Service Department at St. Peter High school.

NEW EMPLOYEE SUMMARY

37

- Mary Smith
 - Cook/Dishwasher St. Peter High School
 - Lane-Unassigned
 - 2023-2024 Rate-\$16.48 per hour
 - Mary Smith will be filling out a timesheet for her hours
 - Start Date:1/22/2024

Cc: Mary Smith



MEMO TO: Members of the School Board
Superintendent Gronseth

FROM: Ytive Prafke

DATE: January 12, 2024

SUBJECT: ECFE Teacher

I am pleased to recommend Sarah Bjorklund for the position of ECFE teacher beginning January 15, 2024. Sarah has a BS degree in Education from Minnesota State University-Mankato and an active teaching license through the Minnesota Department of Education.

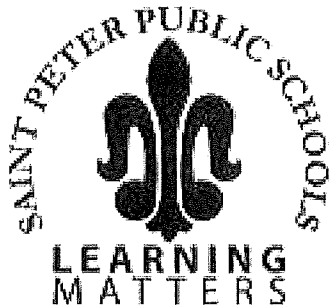
38

NEW EMPLOYEE SUMMARY

- **Sarah Bjorklund**
 - BA Step 1 (\$30.46 per hour with an update after contract settlement)
 - Modified teaching contract for School Readiness/ECFE Teachers
 - Timesheets will be submitted for teaching time
 - Start Date: January 15, 2024

Thank you for your consideration and your support of the School Readiness/ECFE programs.

CC: Sarah Bjorklund
grp_hire_certified



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Ytive Prafke, EC Administrator

DATE: January 2, 2024

SUBJECT: Recommendation to Hire

Please consider the following recommendation:

NEW EMPLOYEE SUMMARY

- **Colleen Wenner**
 - School Readiness Classroom Assistant
 - \$15.55/hour
 - Start date: January 3, 2024
 - Replacement Position
 - Colleen will complete timesheets for her hours.
 - Colleen may also be teaching in our program and when teaching will receive the rate of \$49.14 per hour (BA 30 Step 11)

39

This position is not included in the paraprofessional agreement.

CC: Colleen Wenner
grp_hire_para



TO: Mr. Gronseth
Members of the School Board

FROM: Jana Sykora

DATE: January 16, 2024

RE: Graduates

I am requesting that the board of education award a Saint Peter High School diploma to Jaiden Boswell, Robert "RJ" Lahn, Tiernan Gransee and Kyra Vanderlinde.

Upon review of their course credits and transcripts, it has been determined that these four students have met the established requirements. These students will be eligible to walk in the May 2024 commencement ceremony.

40

cc: Sandy Clementson



ADDENDUM

REGULAR BOARD MEETING Thursday, January 18, 2024 SPCC-Governor's Room 6:30 PM

VII. ACTION ITEMS

1. AGENDA ITEM #1

Subject: Consider Approval of the 2022-2023 Audit

Action: Requires a Motion

Background: A representative of Abdo, Eick & Meyers, will present a report updating the School Board on the school district's fund balances as of June 30, 2022. Tim Regner and Abdo, Eick & Meyers will provide you with an analysis on various parts of the audit and answer any questions you may have.

Members of the Business Committee reviewed a detailed report on the audit on December 14, 2022. The report that was reviewed at the committee meeting is included in tonight's packet. At the Business Committee discussion on the 14th, the committee recommended the report come to the full school board for consideration of approval.

Presentation: Representative, Abdo, Eick & Meyers
Megan Gracia, Business Manager
Business Committee

Options/Recommendation: I recommend that you accept the audit report for fiscal year 2023.



Lighting the path forward

Independent School District No. 508 – St. Peter

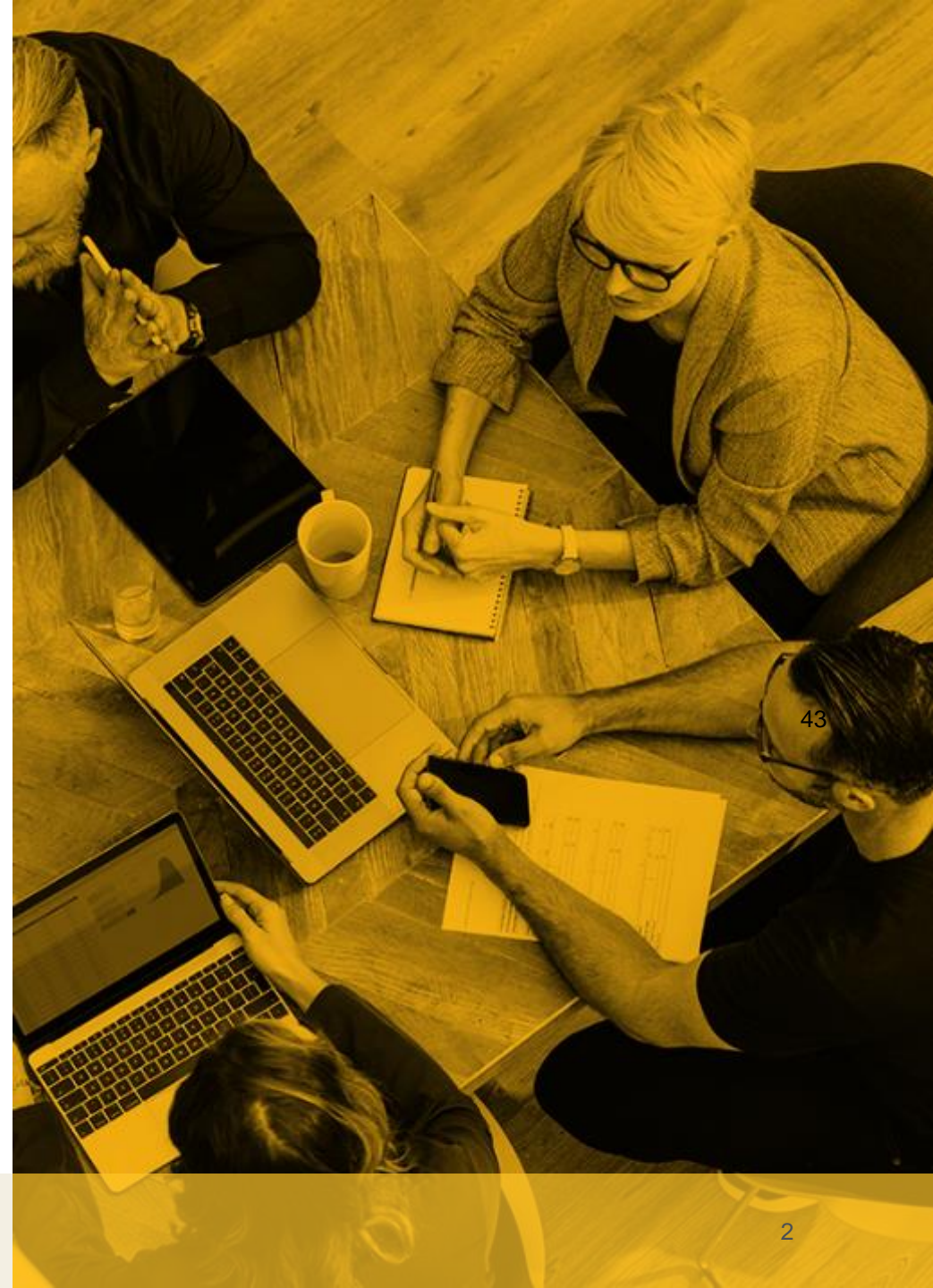
2022 - 2023

Financial Statement Audit

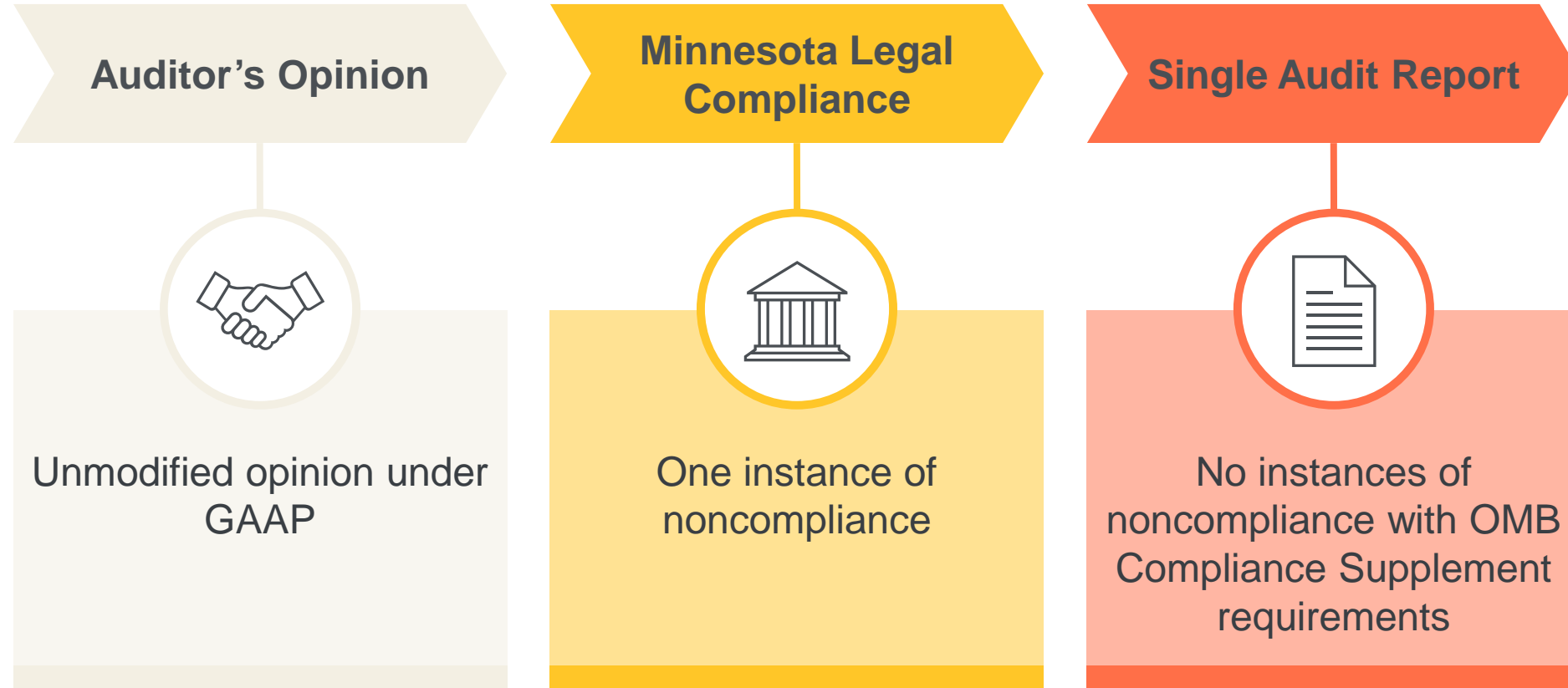


Introduction

- Audit Opinion and Responsibility
- General Fund Results
- Other Governmental Funds
- Key Performance Indicators



Audit Results



Audit Results Fiscal Year 2023 Findings

- Preparation of Financial Statements
 - Internal Control Finding
- Limited Segregation of Duties - Food Service
 - Internal Control Finding
- Year-end Audit Adjustments
 - Internal Control Finding
- Student Activities
 - Compliance Finding
- Internal Control Over Financial System
 - Internal Control Finding



Audit Results

Fiscal Year 2022 Findings

- Preparation of Financial Statements
 - Internal Control Finding
 - No updates from prior year
- Limited Segregation of Duties - Food Service
 - Internal Control Finding
 - No updates from prior year
- Year-end Audit Adjustments
 - Internal Control Finding
 - No updates from prior year



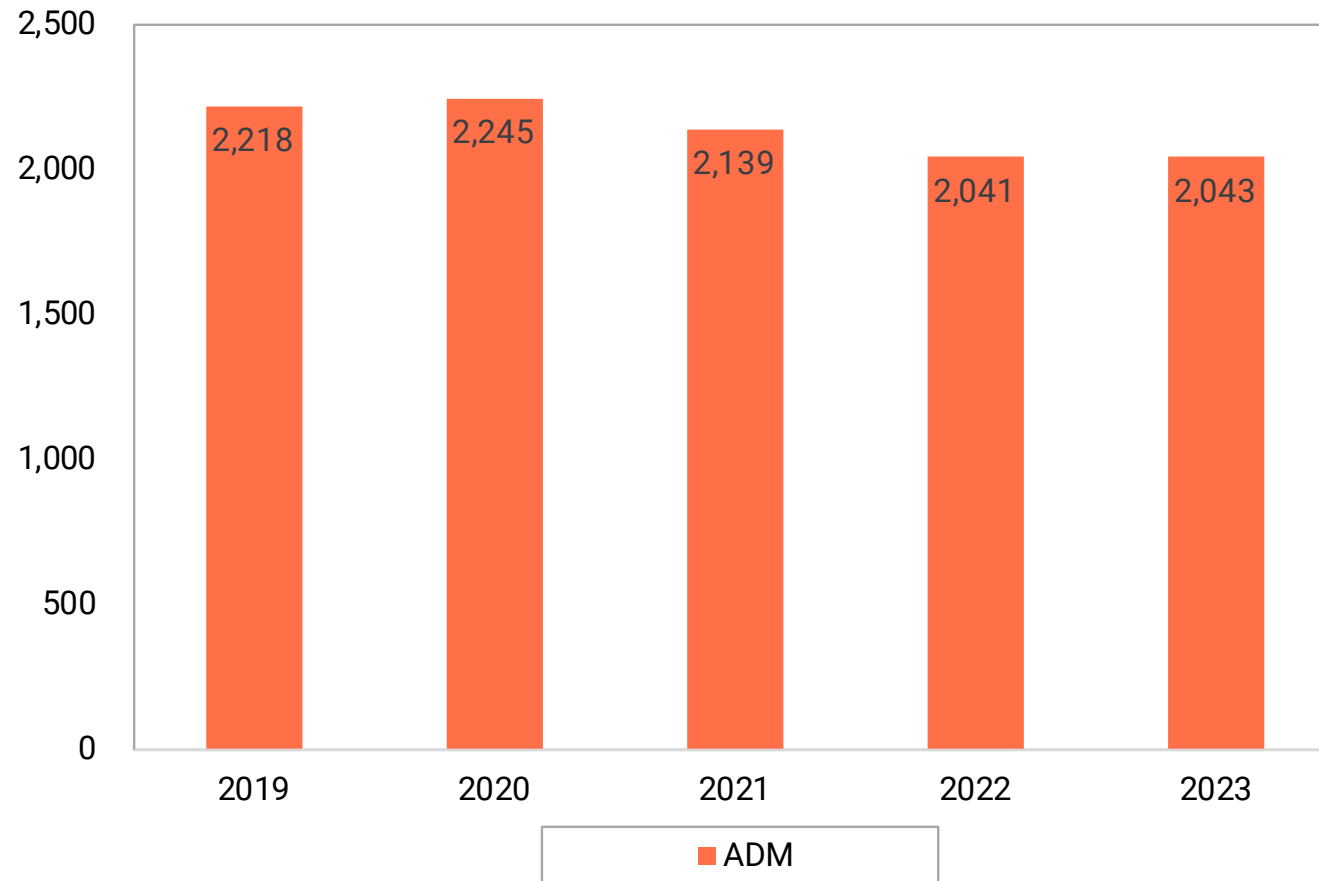
Audit Results

Fiscal Year 2022 Findings

- Collateral Coverage
 - Legal Compliance Finding
 - Removed for the current year
- Student Activities
 - Legal Compliance Finding
 - No updates from prior year
- Excess Cash in the Food Service Fund
 - Legal Compliance Finding
 - Removed for the current year



Average Daily Membership

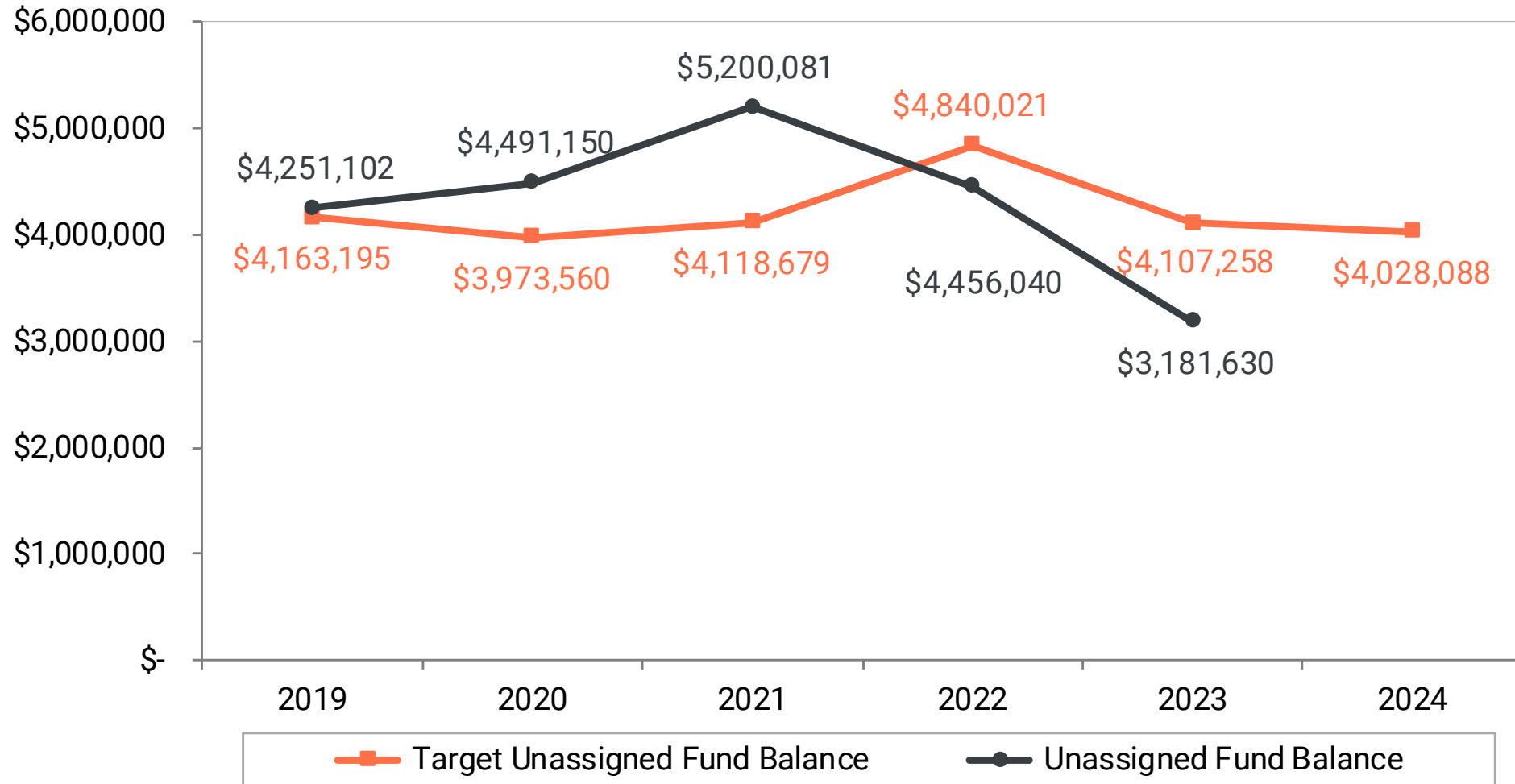


48

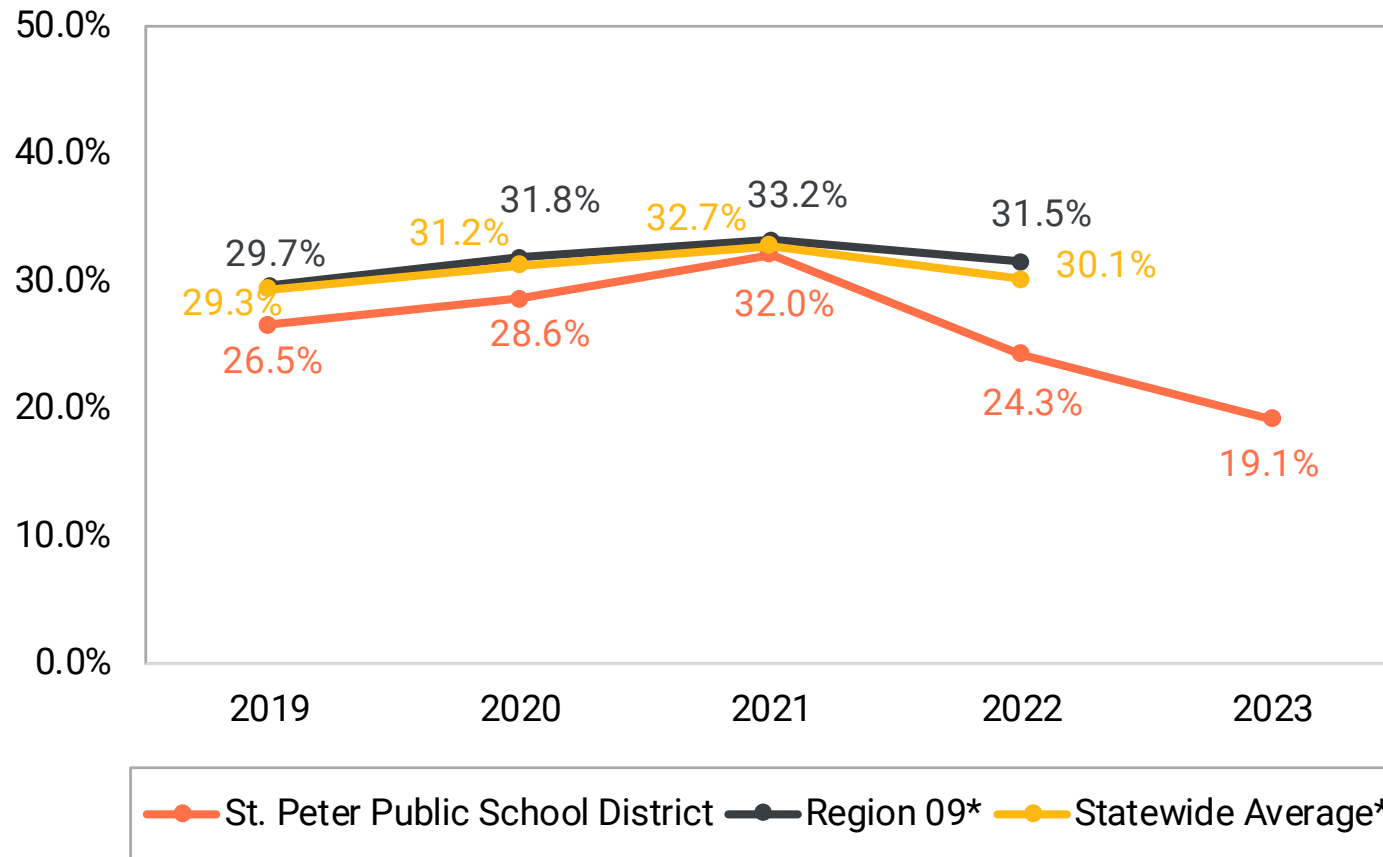
General Fund Budget to Actual

	<u>Final Budget</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
Revenues	\$31,384,561	\$31,514,629	\$ 130,068
Expenditures	<u>33,936,599</u>	<u>32,744,813</u>	<u>1,191,786</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(2,552,038)</u>	<u>(1,230,184)</u>	<u>1,321,854</u>
Other Financing Sources (Uses)			
Leases issued	335,300	202,911	(132,389)
Insurance recovery (loss)	1,000	-	(1,000)
Sale of capital assets	10,000	12,196	2,196
Total Other Financing Sources (Uses)	<u>346,300</u>	<u>215,107</u>	<u>(131,193)</u>
Net Change in Fund Balances	(2,205,738)	(1,015,077)	1,190,661
Fund Balances, July 1	7,541,011	7,541,011	-
Prior Period Adjustment (Note 7)	<u>(256,682)</u>	<u>(256,682)</u>	<u>-</u>
Fund Balances, June 30	<u>\$ 5,078,591</u>	<u>\$ 6,269,252</u>	<u>\$ 1,190,661</u>

General Fund Fund Balances



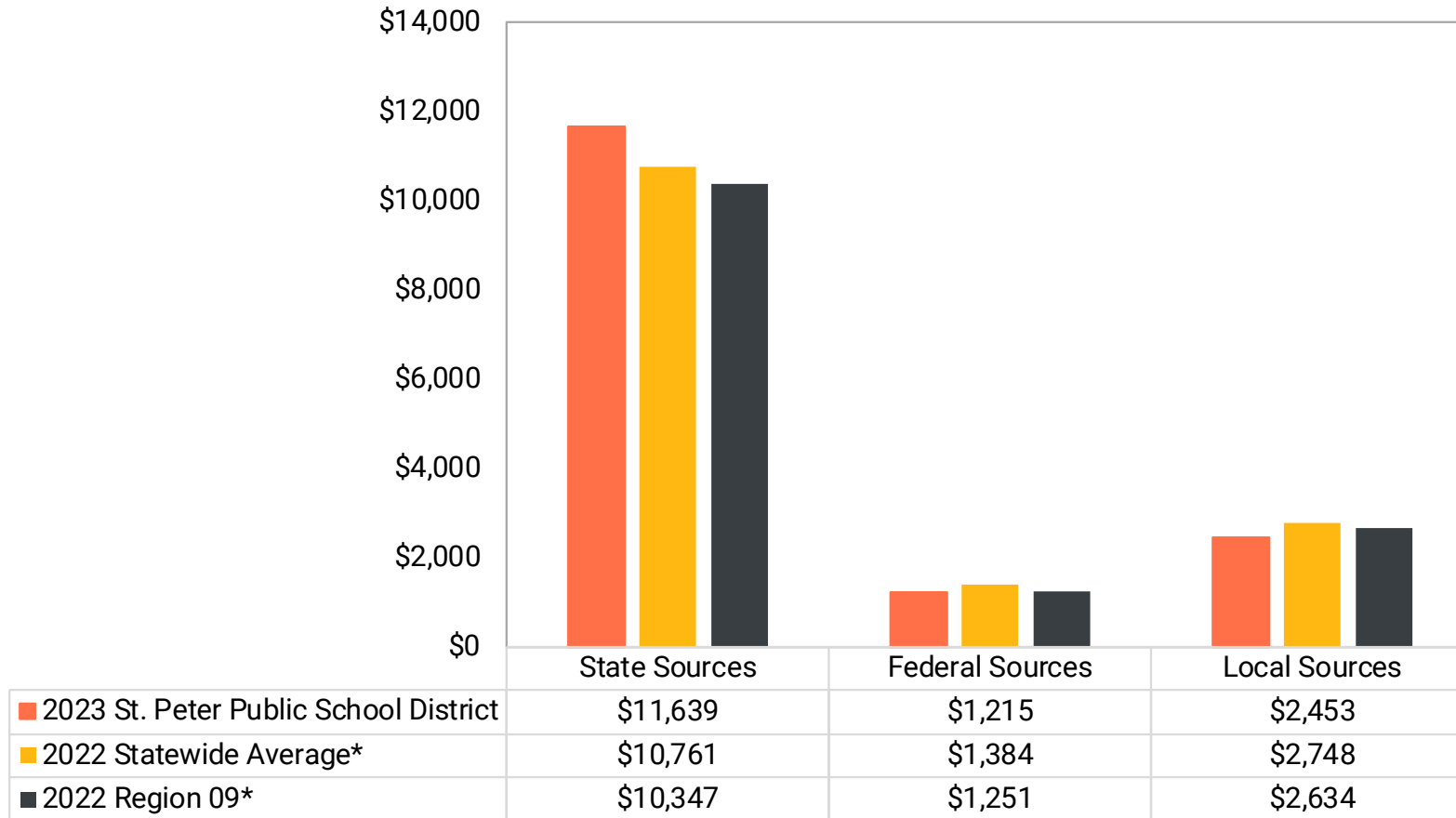
General Fund Balances as a Percentage of Expenditures



* Information obtained from School District Profile reports published by the MDE

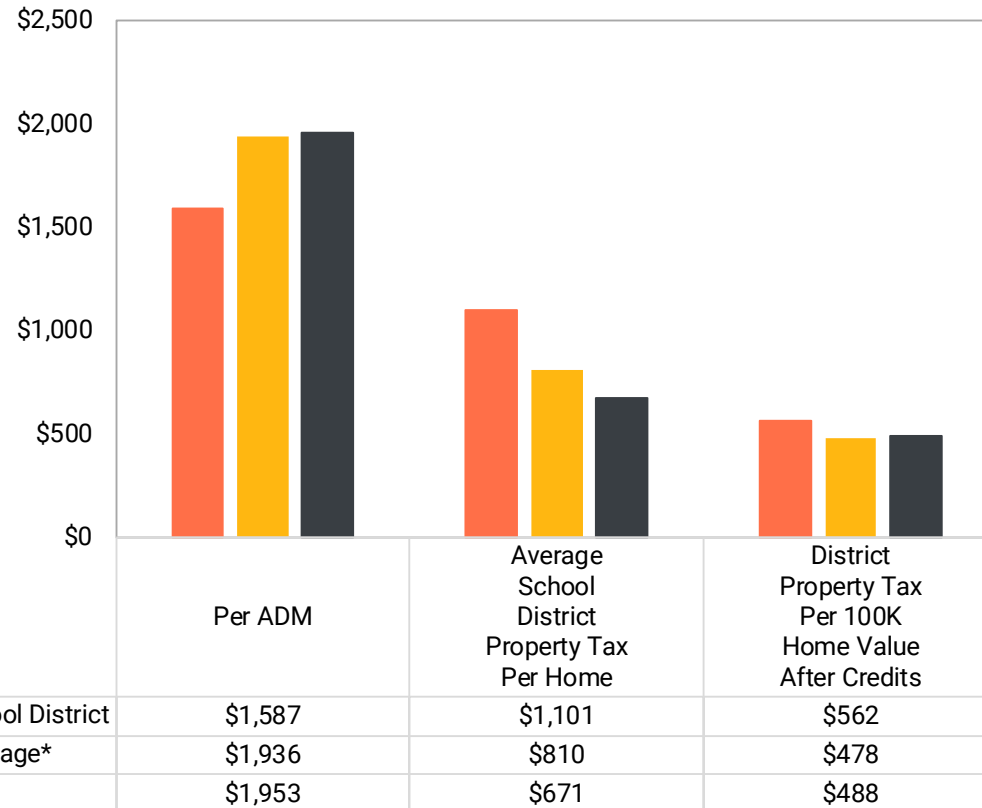
Key Performance Indicators

General Fund Revenues per ADM



* Information obtained from School District Profile reports published by the MDE

Property Taxes

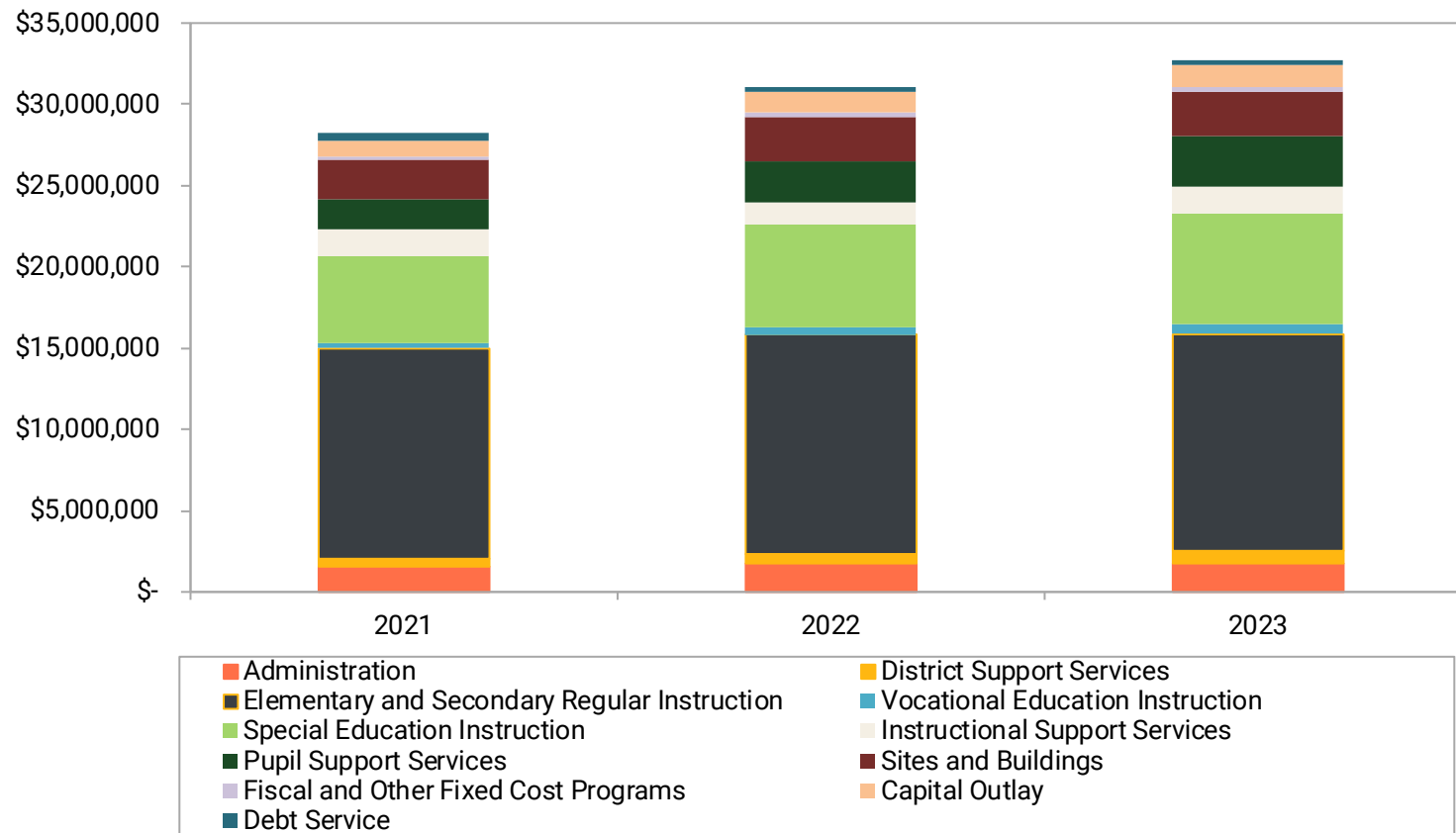


* Information obtained from School District Profile reports published by the MDE

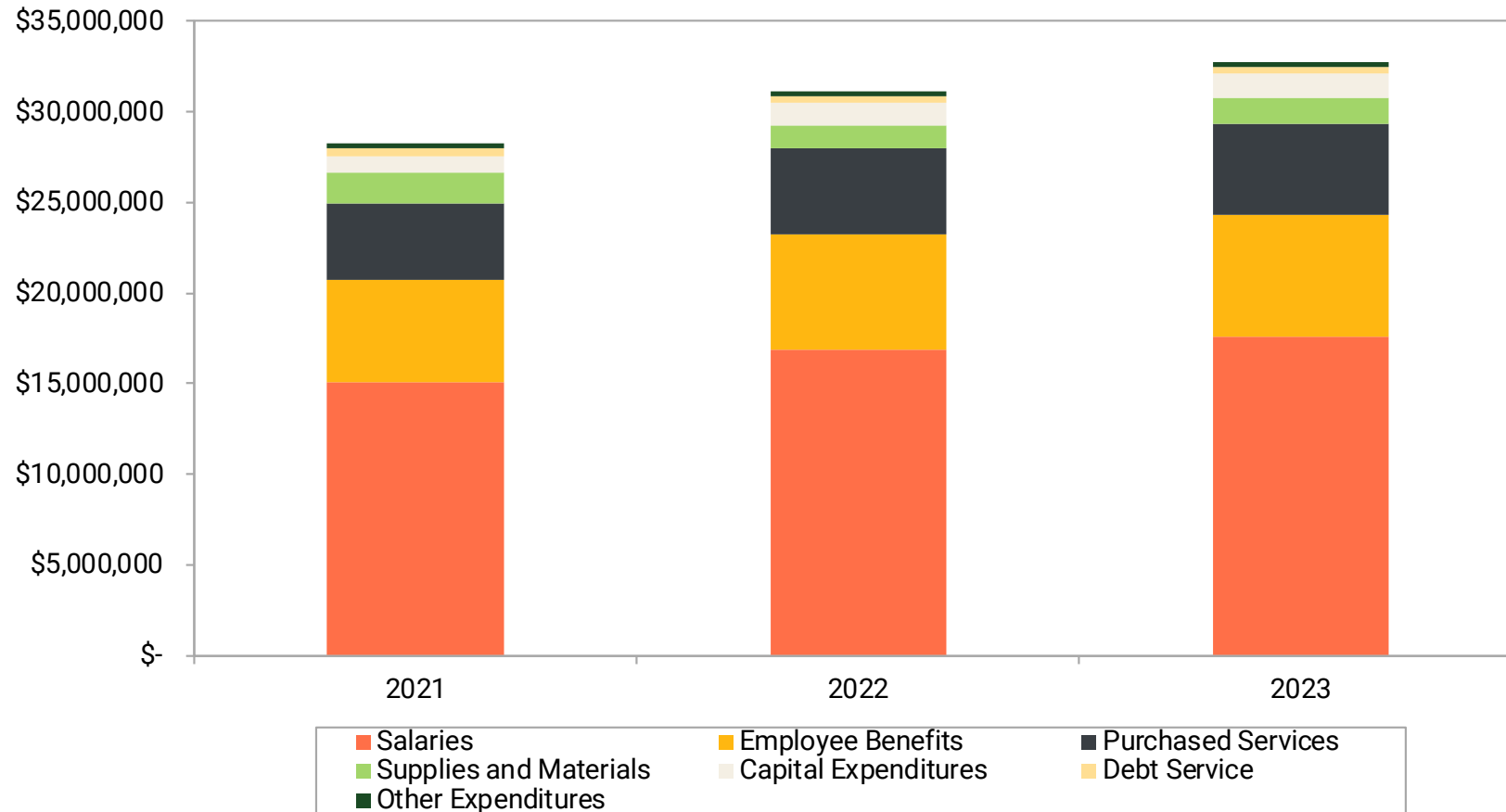
Key Performance Indicators

53

General Fund Expenditures by Program

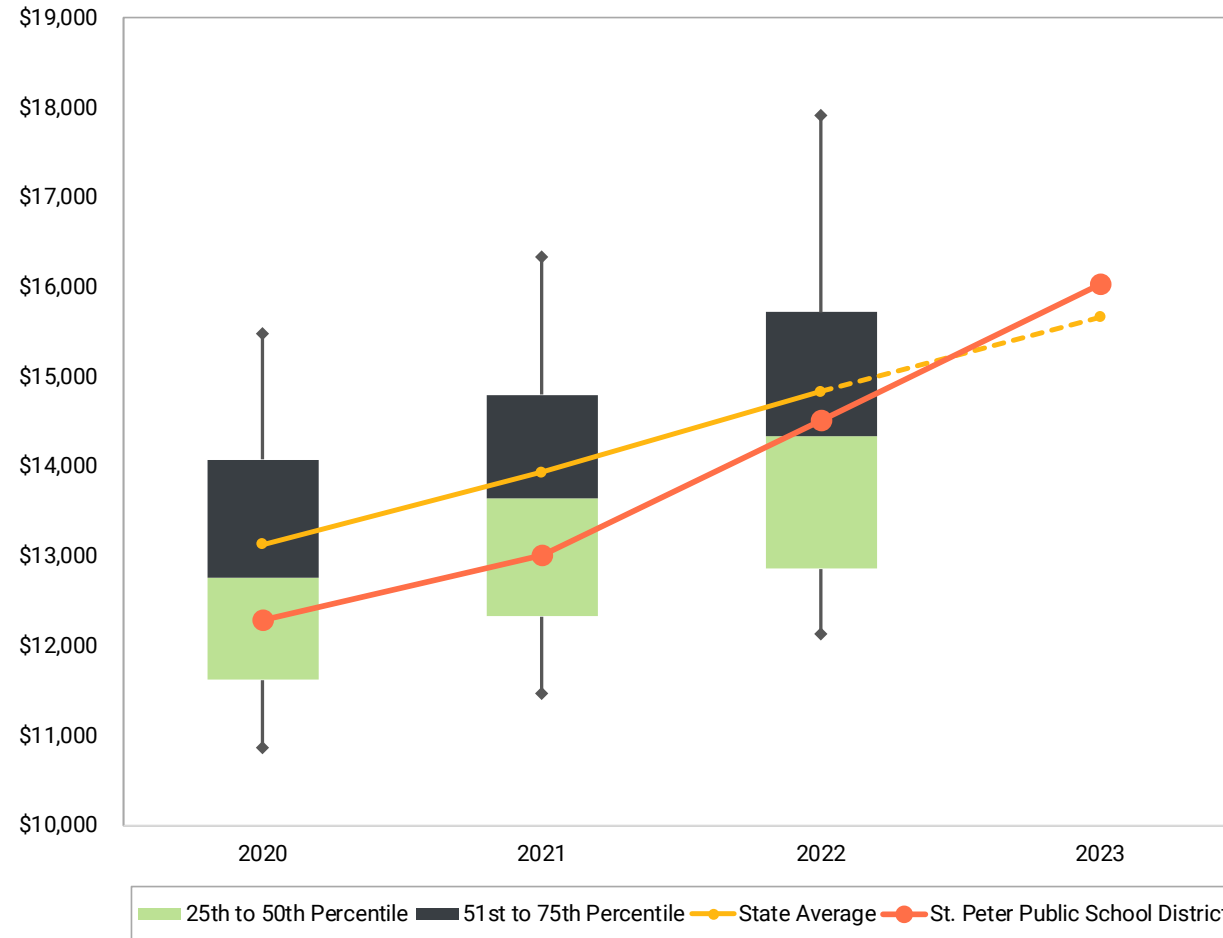


General Fund Expenditures by Object Code



55

General Fund Expenditures per ADM



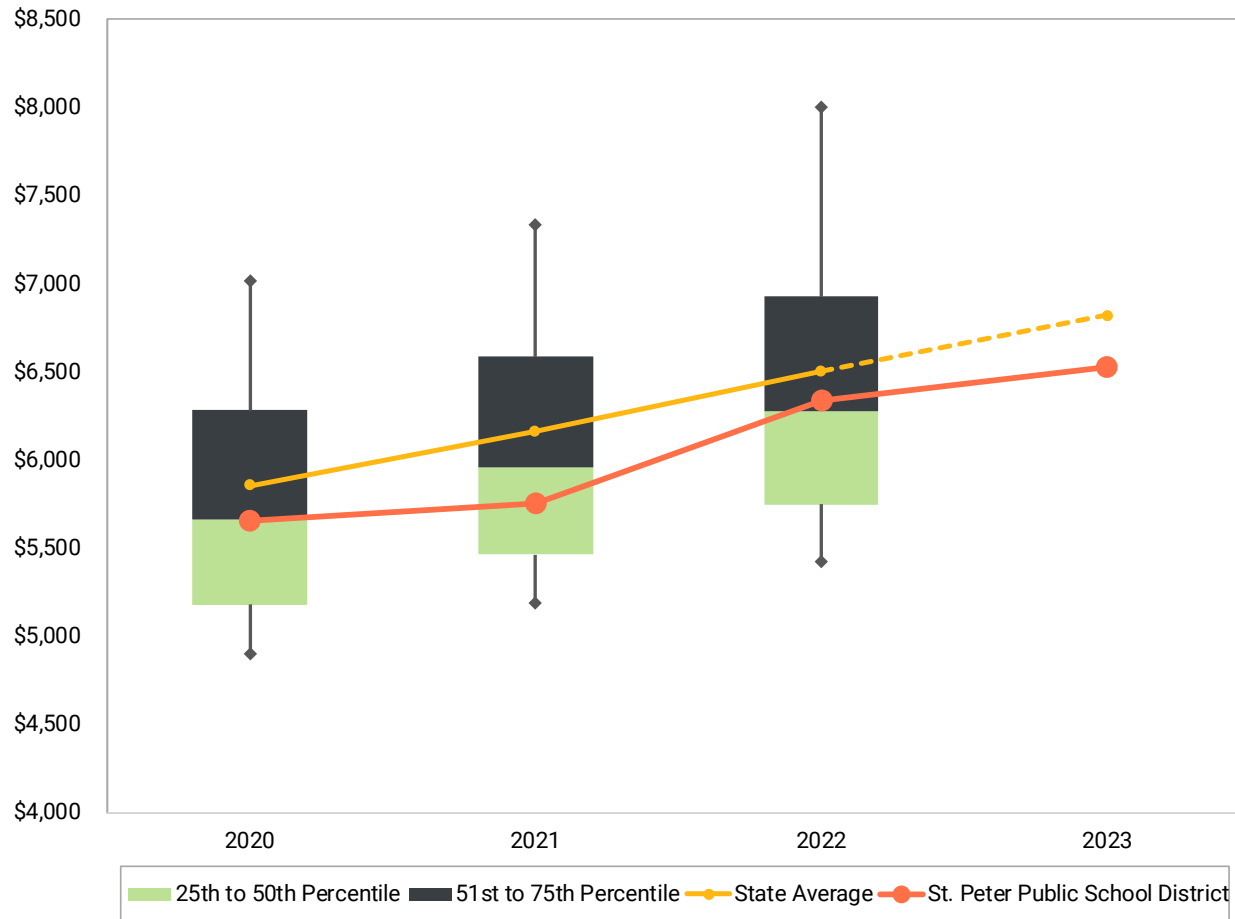
56

* Percentile data and state average obtained from School District Profile reports published by the MDE

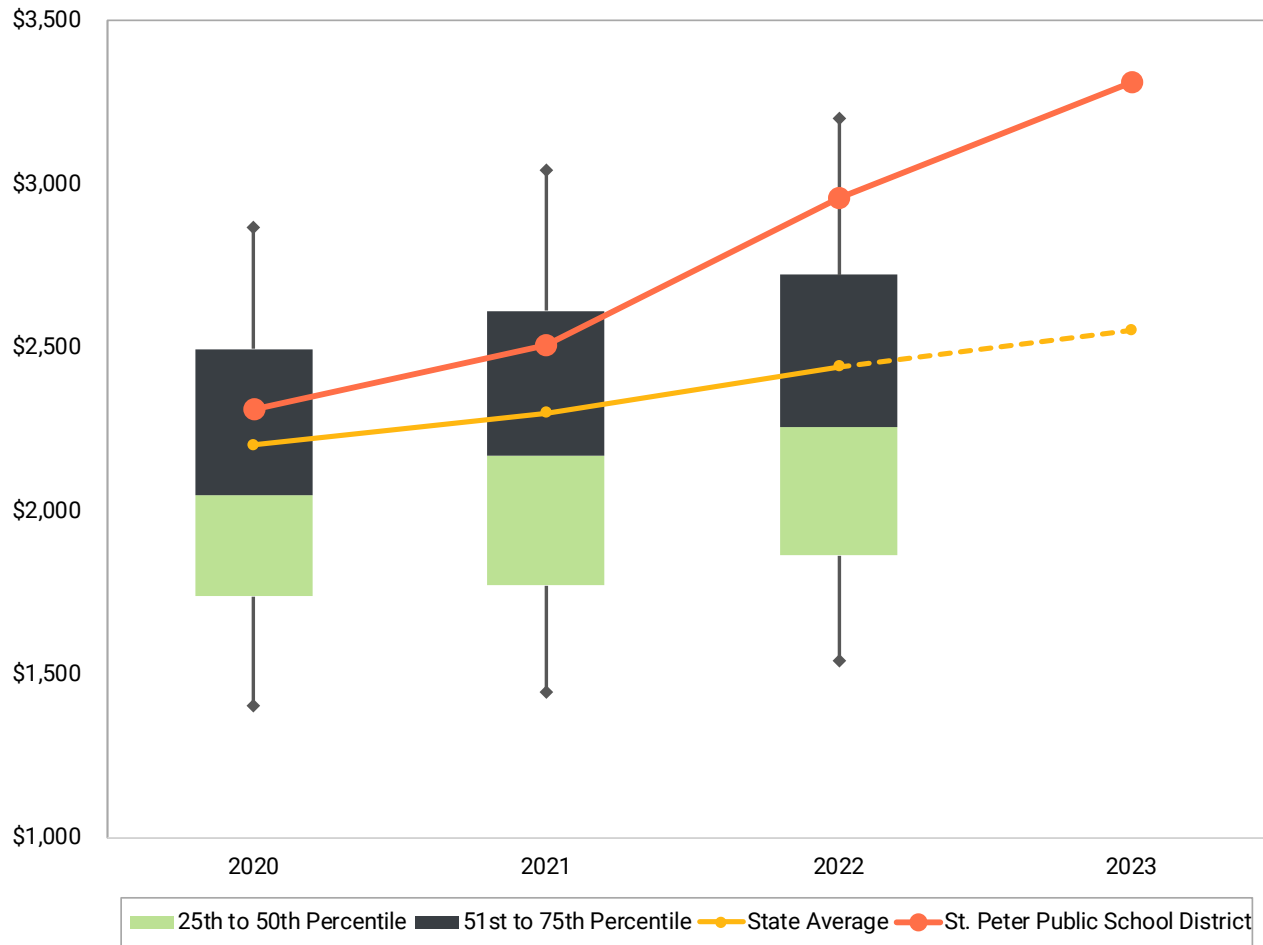
Elementary and Second Regular Instruction per ADM

57

Key Performance Indicators



* Percentile data and state average obtained from School District Profile reports published by the MDE



* Percentile data and state average obtained from School District Profile reports published by the MDE

Special Education Expenditures per ADM

58

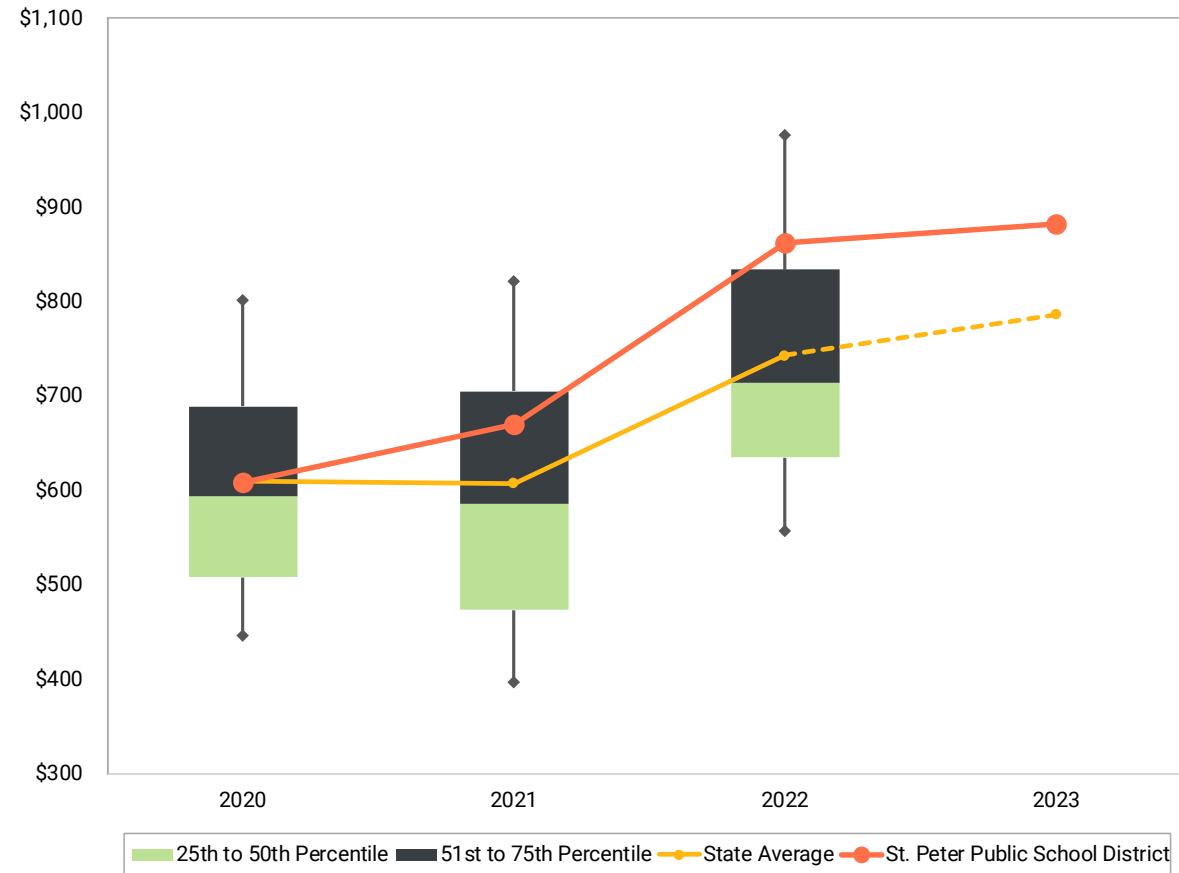
Key Performance Indicators

Food Service Fund Budget to Actual

	<u>Final Budget</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
Revenues	\$ 1,538,725	\$ 1,629,494	\$ 90,769
Expenditures	<u>1,884,058</u>	<u>1,803,168</u>	<u>80,890</u>
Net Change in Fund Balances	(345,333)	(173,674)	171,659
Fund Balances, July 1	<u>1,242,787</u>	<u>1,242,787</u>	<u>-</u>
Fund Balances, June 30	<u><u>\$ 897,454</u></u>	<u><u>\$ 1,069,113</u></u>	<u><u>\$ 171,659</u></u>

59

Food Service Fund Expenditures per ADM Comparison



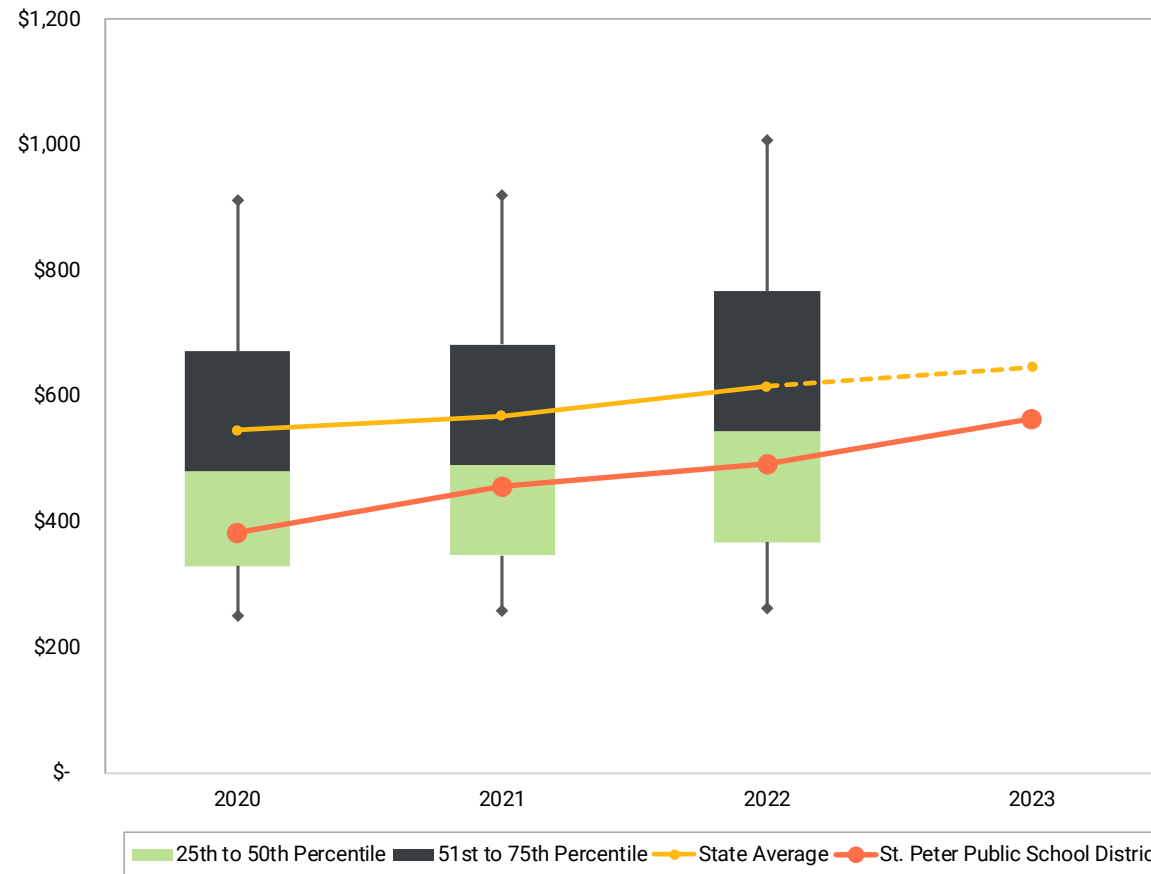
* Percentile data and state average obtained from School District Profile reports published by the MDE

Community Service Fund Budget to Actual

	<u>Final Budget</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
Revenues	\$ 854,453	\$ 914,537	\$ 60,084
Expenditures	<u>1,136,836</u>	<u>1,151,543</u>	<u>(14,707)</u>
Net Change in Fund Balances	(282,383)	(237,006)	45,377
Fund Balances, July 1	<u>(287,311)</u>	<u>(287,311)</u>	<u>-</u>
Fund Balances, June 30	<u><u>\$ (569,694)</u></u>	<u><u>\$ (524,317)</u></u>	<u><u>\$ 45,377</u></u>

61

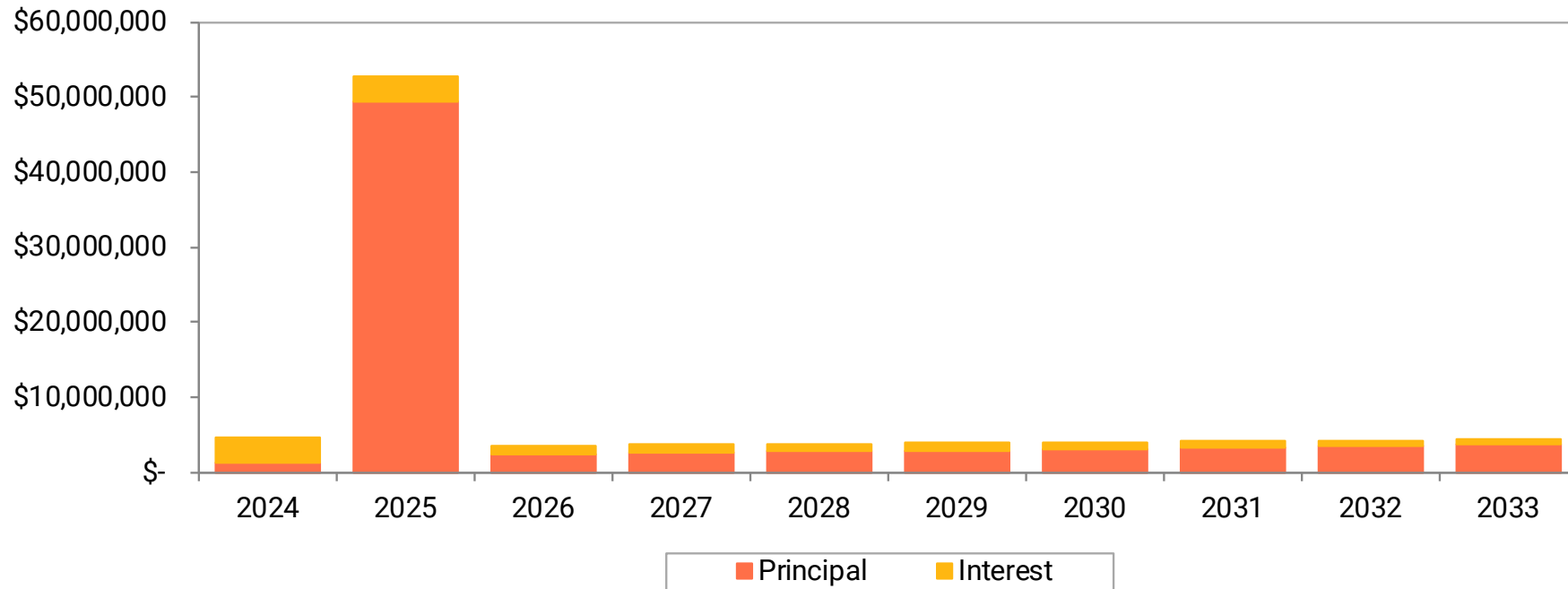
Community Service Fund Expenditures per ADM Comparison



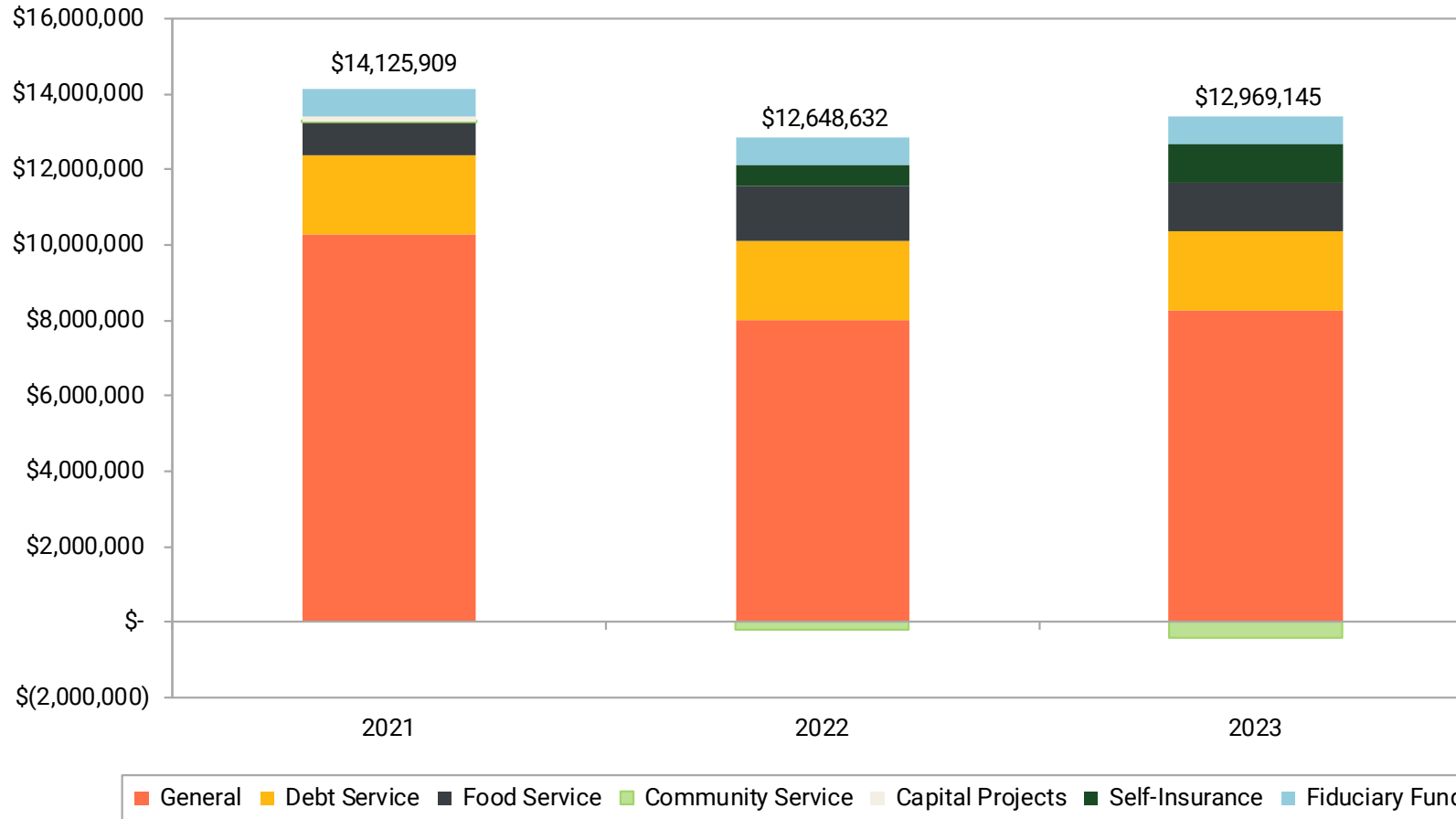
* Percentile data and state average obtained from School District Profile reports published by the MDE

Debt Service Fund

Description	Authorized and Issued	Interest Rate	Maturity Date	Balance at Year End	Due Within One Year
G.O. School Building Refunding Bonds of 2015A	\$55,325,000	4.00 - 5.00 %	02/01/25	\$50,550,000	\$ 1,205,000
G.O School Building Refunding Bonds of 2022A	48,620,000	2.48 - 2.78	06/30/39	48,620,000	-
Total General Obligation Bonds				<u>\$99,170,000</u>	<u>\$ 1,205,000</u>



Cash and Investments Balances by Fund



Your Abdo Team



Tom Olinger, CPA
Partner



Layne Kockelman, CPA
Senior Manager



Kelsey Larson, CPA
Senior Associate



Jason Fagan
Associate



Ellie Singleton
Associate



Zach Rome
Associate



Hope Winters
Intern



ADDENDUM

REGULAR BOARD MEETING Thursday, January 18, 2024 SPCC-Governor's Room 6:30 PM

VII. ACTION ITEMS

2. AGENDA ITEM #2

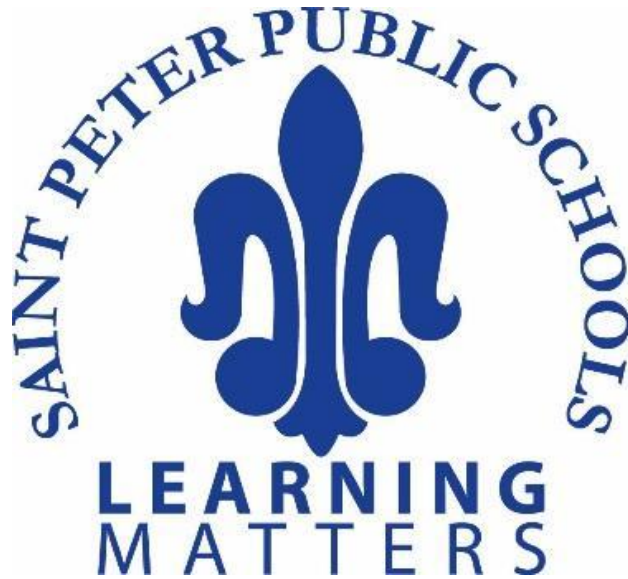
Subject: Consider Approval of Tentative 2023-2025 Contract Agreement with Paraprofessionals

Action: Requires a Motion

Background: The School Board HR Committee reached a tentative agreement with the Paraprofessionals. The agreement reflects a market rate adjustment in hourly wages. A summary of the agreement is attached for your review.

Presentation: HR Committee
Superintendent

Options/Recommendation: I recommend your approval of the 2023-2025 Master Agreement with the Paraprofessional Educators.



SAINT PETER PUBLIC SCHOOLS
Agreement with
Paraprofessional Educators

2023-2024
and
2024-2025

PARAPROFESSIONAL EDUCATORS' AGREEMENT
2023-2024 and 2024-2025

TABLE OF CONTENTS

ARTICLE	DESCRIPTION	SECTION	PAGE
I	Purpose of Agreement	1.1	6
II	Definitions	2.1	6
		2.2	6
		2.3	6
		2.4	6
		2.5	6
		2.6	6
III	Recognition	3.1	6
		3.2	6
IV	School District Rights	4.1	7
		4.2	7
V	Employee Rights	5.1	7
		5.2	7
		5.3	7
VI	Association Provisions	6.1	7
		6.2	8
VII	Dissemination of Policies	7.1	8
VIII	Job Classifications	8.1	8
IX	Salary Payment	9.1	8
		9.2	
		9.3	
		9.4	
X	General Employment Provisions	10.1	9
		10.2	9
		10.3	9
		10.4	9

	Required Work Outside of Regularly Scheduled Hours	10.5	9
	Overtime	10.6	9
	Mileage	10.7	9
	Emergency Closing/Late Start	10.8	9
	Work Concerns	10.9	10
	Probationary Period	10.10	10
	Seniority	10.11	10
		10.12	10
	Notice of Openings	10.13	10
		10.14	11
	Involuntary Transfer & Job Transfers	10.15	11
	Layoff	10.16	11
		10.17	11
	Rehire	10.18	11
	Bumping Rights	10.19	11
		10.20	11
		10.21	12
	Timeclock and the Affordable Care Act	10.22	12
	Collaboration Time	10.23	12
XI	Leaves of Absence		12
	Sick Leave	11.1	12
		11.2	12
		11.3	12
		11.4	12
		11.5	12
		11.6	12
		11.7	12
		11.8	13
		11.9	13

	Sick Leave Bank	11.10	13
	Serious Illness or Bereavement Leave	11.11	14
	Child-Care Leave	11.12	14
		11.13	14
		11.14	14
	Personal Leave	11.15	14
		11.16	15
	Jury Duty	11.17	15
		11.18	15
	Leave of Absence	11.19	15
		11.20	15
	Professional Development	11.21	15
		11.22	15
		11.23	15
	Paid Holidays	11.24	15
		11.25	16
XII	Group Insurance		16
	Selection of Carrier	12.1	16
	Health and Hospitalization Insurance	12.2	16
	Workers' Compensation	12.3	16
		12.4	16
	Income Protection Insurance	12.5	16
	Life Insurance	12.6	16
	Duration of Insurance Contribution	12.7	17
	Reduction of Hours	12.8	17
	Health Reimbursement Account	12.9	17
XIII		13.1	18
	Retirement	13.2	18
		13.3	18

XIV	Grievance Procedure		18
	Definition of Terms and Interpretations	14.1	18
	Representative	14.2	19
	Time Limitations and Waivers	14.3	19
	Informal Discussion	14.4	19
	Adjustment of Grievance	14.5	19
	School Board Review	14.6	20
	Denial of Grievance	14.7	20
	Level II Initiation	14.8	20
	Arbitration Procedures	14.9	20
	Signature Page		21
	Salary Schedule		22

**PARAPROFESSIONAL EDUCATORS' AGREEMENT
2023-2024 and 2024-2025**

**ARTICLE I
PURPOSE OF AGREEMENT**

This agreement is entered into between the School Board of Independent School District 508, Saint Peter, Minnesota, hereinafter referred to as the board, and the Paraprofessional Educators of Saint Peter, hereinafter referred to as the association, pursuant to and in compliance with the Public Employment Labor Relations Act, hereinafter referred to as the PELRA, to provide the terms and conditions of employment for the duration of this agreement.

**ARTICLE II
DEFINITIONS**

The words defined in this article shall have the meaning indicated herein for the purpose of this agreement, unless the context clearly indicates otherwise.

SECTION 1: BOARD: Saint Peter School District 508 elected members

SECTION 2: EMPLOYEE: For the purposes of this agreement, "Employee" shall mean Paraprofessionals and Health Assistants in the appropriate unit employed by the school district excluding the following: confidential employees, essential employees, part-time employees whose service does not exceed 14 hours per week or individuals who hold positions of a temporary or seasonal character for a period of note in excess of 67 working days in any calendar year.

SECTION 3: EMPLOYER: Saint Peter School District 508

SECTION 4: ASSOCIATION: Paraprofessional Educators of Saint Peter

SECTION 5: PELRA: Public Employment Labor Relations Act

SECTION 6: SUPERVISORS: Building Principals responsible for the evaluation of paraprofessionals.

**ARTICLE III
RECOGNITION**

SECTION 1: In accordance with all provisions of the Public Employment Labor Relations Act the school district recognizes *Paraprofessional Educators of St. Peter*, the exclusive representative for the paraprofessionals of Independent School District 508, which exclusive representative shall have those rights and duties as described by PELRA and as described in the provisions of this agreement.

SECTION 2: The exclusive representative shall represent all such employees of the district contained in the appropriate unit.

ARTICLE IV SCHOOL DISTRICT RIGHTS

SECTION 1: Inherent Managerial Rights: The Association recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy which include, but are not limited to, such areas of discretion or policy as the functions and programs of the School District, its overall budget, utilization of technology, the organizational structure, and selection and direction, and number of personnel.

SECTION 2: Management Responsibilities: The Association recognizes the right and obligation of the School District to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

ARTICLE V EMPLOYEE RIGHTS

SECTION 1: Members of this bargaining unit shall be notified whenever any statement, which is critical of them, is made a matter of record and placed in their personnel file. No derogatory information shall be placed in a member's file without that person's knowledge.

SECTION 2: If a member wishes to review this district personnel file, request shall be made to the immediate supervisor who will schedule the review of the file. The member shall have the right to reproduce any contents of the file at the member's expense and to submit for inclusion in the file written information in response to any material contained therein. The school district may destroy such files as provided by law.

SECTION 3: Right to Views: Nothing contained in this agreement shall be construed to limit, impair, or affect the right of any employee or his/her representative to the expression or communication of a view, grievance, complaint, or opinion on any matter related to the conditions or compensation of public employment or circumvent the rights of the exclusive representative if there be one; nor shall it be construed to require any employee to perform labor or services against his/her will.

ARTICLE VI ASSOCIATION PROVISIONS

SECTION 1: Transaction of Association Business: Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on School District property at all reasonable times, provided that this shall not interfere with or interrupt normal School District operations. The Association shall have the right to use school facilities and equipment. The Association shall also have the right to have copies made from the School District's copying machine(s) during regular business hours provided the Association shall reimburse the School District for the cost of all photocopy supplies. The Association shall not remove any equipment from the school premises without the written permission of the building principal or his or her designee. The Association shall

have the right to post notices of activities and matters of Association concern on staff workroom bulletin boards, at least one of which shall be provided in each school building. The Association may use the School District inter-school mail service, the School District e-mail service, and mailboxes for communications purposes.

SECTION 2: Association/Union Leave: DAILY LEAVE PROVISIONS: At the beginning of every school year, the Association shall be credited with five (5) paid, non-accumulative days to be used by a maximum of three (3) paraprofessionals at one time who are officers or agents of the Association, such use to be at the discretion of the Association. The Association agrees to notify the school district, in writing, at least forty-eight (48) hours prior to the date for the intended use of said leave. The Association agrees to reimburse the school district for the cost of substitute paraprofessionals hired by the school district to replace the paraprofessionals who take the leave herein provided.

ARTICLE VII DISSEMINATION OF POLICIES

SECTION 1: District 508 will be responsible for providing each new employee with a copy of this agreement, a seniority list updated annually, and a paraprofessional employee handbook upon the school board's approval of employment. It shall be the new employee's responsibility to contact the building steward to review this contract.

ARTICLE VIII JOB CLASSIFICATIONS

SECTION 1: Job classifications shall be as follows:

Paraprofessional
Health Assistant

ARTICLE IX SALARY PAYMENT

SECTION 1: Employees transferring to a new classification will receive the salary step in the new classification which coincides most closely to their previous salary without taking a decrease.

SECTION 2: Paraprofessionals shall be paid twice monthly and all paychecks shall be deposited directly in the employee's personal account. (The 15th or the last banking day prior to the 15th and the last banking day of the month.) Beginning in the 2020-2021 contract year, paraprofessionals who were being paid in twenty-four (24) payments during the 2019-2021 contract year, may elect to continue being paid in twenty-four (24) payments.

Paraprofessionals who are on eighteen (18) payments, and paraprofessionals new to the district, shall be paid on timesheets signed by their supervisor and submitted to the district office by the 15th day of each month and the last day of each month.

SECTION 3: Paraprofessionals that hold a four-year degree from an accredited college or university shall be placed in Lane B of the salary schedule.

SECTION 4: Employees new to the district with experience in another school system or

equitable work experience shall be placed on the compensation schedule to recognize the employee's years of experience.

ARTICLE X GENERAL EMPLOYMENT PROVISIONS

SECTION 1: Full-time school year paraprofessionals shall be defined as employees holding a position which is at least 7 hours per day for at least the number of student days per school year exclusive of holidays.

SECTION 2: Part-time employees are those employees who work less than 7 hours per day.

SECTION 3: The hours of work for paraprofessionals shall be established by the building principals in charge of the program and paraprofessionals should be given adequate notice of any change in the established hours.

SECTION 4: In accordance with federal law (Affordable Care Act), the school district makes health insurance available to all employees who work 30 hours per week. For employees who work 35 hours per week, a health insurance contribution is made. (See Article XII, Section 2)

REQUIRED WORK OUTSIDE OF REGULARLY SCHEDULED HOURS

SECTION 5: Paraprofessionals may be required to attend staff meetings and/or engage in staff development activities. Required work time that does not fall within regularly scheduled hours will be paid at the employee's regular rate of pay.

OVERTIME

SECTION 6: Overtime shall be defined as more than eight (8) hours per day.

Employees shall not be requested or required to take time off for overtime worked or to be worked; however, employees may request and receive at the discretion of their supervisor, time off as a method of paying for overtime hours to a maximum of 80 hours. Compensation time shall be at the appropriate overtime rate at which it was earned. Compensation time off may be taken anytime during the contract period with approval of the immediate supervisor, with a maximum carryover of twenty (20) hours to the next fiscal year. Employees may request and receive time and a half pay for any overtime they are required to work.

MILEAGE

SECTION 7: Employees required to use their own automobiles in the performance of their duties shall be reimbursed at the rate established by the Internal Revenue Service, except for travel to and from work. All mileage claims are required to have the pre-approval of the principal.

EMERGENCY CLOSING/LATE START

SECTION 8: In the event of an emergency, or other cause of school closing, the paraprofessional shall not report to work. In the event of a late start, the paraprofessional shall work the extra duties and student-contact hours applicable to the "late-start" school day. In the event of an early dismissal, the paraprofessional shall work the extra duties and student-contact hours applicable to the "early dismissal". On late-start and early-dismissal days the paraprofessional will be paid for their regular number of contracted hours. In the

case of school being closed for the entire day, and the district implements e-learning for the entire day, the district will pay paraprofessionals their wages and benefits for the time they were scheduled for the day. The district may require employees to work remotely to the extend practicable or make other accommodations, including alternate work sites or require workers to be on-call during their scheduled work hours.

In the event of school being closed for the entire day on which there is no instruction, the paraprofessional will not be required to make up the first two days of emergency closing provided the day(s) are not rescheduled. In the event of more than two snow day closures in a year where instruction is not provided, paraprofessionals will not report to work and will have two options:

1. Not making up the day, resulting in loss of pay
2. Making up the day at a time that is mutually agreeable to the paraprofessional and the paraprofessional's immediate supervisor. Documentation that the day has been make up must be provided to the District Office by June 15 of each year;

WORK CONCERNS

SECTION 9: The Superintendent or his/her designee(s) shall meet with and confer with paraprofessional employees on non-contractual, non-individual concerns in order to keep an open line of communication. Meetings shall be held when either party feels it is necessary. Every effort shall be made to address individual work concerns with an individual's supervisor and this article is meant to address building or district concerns which are impacting the bargaining unit.

PROBATIONARY PERIOD

SECTION 10: The first nine (9) months of employment shall be considered a probationary period. During such probationary period an employee shall have no recourse if discharged by the district and cannot bid on any job posting. Upon satisfactory completion of the probationary period, the employee shall be entitled to seniority standing from most recent date of hire by the district.

SENIORITY

SECTION 11: Seniority in a primary classification shall be defined as follows: Continuous service in District 508 as a paraprofessional in the primary classification with the date of record being the first date of employment for District 508. When an employee moves into a new classification, that employee will retain his/her seniority in his/her primary classification while earning seniority in the new classification.

SECTION 12: Seniority shall terminate when an employee retires, resigns, or is discharged.

NOTICE OF OPENINGS

SECTION 13: Vacancies within the bargaining unit will be posted internally and externally for five (5) days, with current unit members given first consideration. Persons within the association shall be notified and shall be given an opportunity to apply for said position. The school district will select the most qualified candidate. Notification shall be given to the building steward of each building and shall be given prior to posting the opening through any

other means. Should the opening occur during the period when school is not in session, notification will be sent to the stewards at their home address. The association shall notify each building principal and the district office of the designated president.

SECTION 14: Vacancies shall be defined as an additional position, a position with a new job description or a position that is vacated by resignation.

INVOLUNTARY TRANSFERS AND JOB TRANSFERS

SECTION 15: Involuntary and Job Transfers are any transfers that are initiated by the administration for the convenience of the district, be it at the same work site or a different work site, in which the position and hours remain the same. Transfers would be to existing positions and not to newly created positions. Job classification may not change except by mutual consent.

LAYOFF

SECTION 16: In the event of a layoff or the elimination of a position, the person with the least amount of seniority shall be laid off. Employees shall be rehired according to seniority in the reverse order of layoff. An employee shall be entitled to recall rights for two (2) years. If an employee declines a recall notice to a position of twenty (20) or more hours per week, they shall forfeit any further recall rights. However, an employee may decline a recall notice without forfeiture or recall rights if the position is less than (20) hours per week. Yearly written notification of availability must be received by the school district central office no later than March 1. If the school district is not notified by March 1, the employee will forfeit their recall rights.

SECTION 17: In the event of a layoff, if two or more employees at the bottom of the seniority list have the same date of employment, attendance, job performance and qualifications will be the deciding factor.

REHIRE

SECTION 18: Under no circumstances shall the employer hire from the open market while employees are on the recall list, qualified to perform the duties of a vacant position and are ready, willing, and able to have notified the district that they are available to be re-employed with comparable position and working hours if available. Upon returning to the district position, the employee shall be placed on the same step on the salary schedule as occupied at the time of layoff and shall be given credit for any seniority earned prior to layoff.

BUMPING RIGHTS

SECTION 19: In the event of the elimination of a position, the person with the least amount of seniority would be required to be laid off. The person in the position that is being eliminated may exercise the employee's seniority to bump a less senior employee with the most comparable hours in any classification provided that the school district determines the employee is capable of performing the job responsibilities. If the person elects not to accept the position with the most comparable hours, the person will bump into the position that was vacated by the person with the least amount of seniority

SECTION 20: Within a classification, if hours in a position are increased, that will constitute a change in position, and therefore, the employee with the most seniority in that

classification may fill that position, provided the move does not create a full-time position.
SECTION 21: Should no one within the classification wish to move into the position, it shall be made available to the open market after persons from within the association are notified and given an opportunity to apply for said position.

TIMECLOCK AND THE AFFORDABLE CARE ACT

SECTION 22: The use of a timeclock or timesheets is limited to providing the federal government information on employee hours with regards to health insurance. Time sheets and time-clock shall not be used for disciplinary purposes.

COLLABORATION TIME

SECTION 23: Paraprofessionals will have up to 15 minutes per week of paid time to coordinate with their case managers/supervisors/ classroom teachers, before or after the student contact day to discuss student information. Paraprofessionals are responsible for recording this time on a timesheet and submitting it to the district office by June 15 of each year. This practice will sunset on July 1, 2021.

Article XI LEAVES OF ABSENCE

SICK LEAVE

SECTION 1: Sick leave, with pay, shall be allowed by the school district whenever a paraprofessional employee's absence is due to any type of illness, including illness or disability caused or contributed to by pregnancy or childbirth, which has prevented the attendance at school and performance of duties on that day or days. A paraprofessional may use personal sick leave benefits provided by the school district for absences due to an illness of or injury to the employee's child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, for reasonable periods of time as the paraprofessional's attendance may be necessary, on the same terms upon which the paraprofessional is able to use sick leave benefits for the paraprofessional's own use of sick leave.

SECTION 2: School year paraprofessionals shall receive one day of sick leave for each month of employment in the school district. Part-time employees receive sick leave on a prorated basis.

SECTION 3: Sick leave benefits shall accumulate to 1400 hours.

SECTION 4: The superintendent or designee may require an employee to furnish a medical certificate from the school health officer or from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the school board.

SECTION 5: In the event that a medical certificate will be required, the employee will be so advised.

SECTION 6: Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

SECTION 7: Paraprofessional may use sick leave to cover absences necessitated by the illness

or disability of the employee's family member including their adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent. Sick leave for family members can be used on the same terms for which an employee is able to use sick leave for their own needs.

SECTION 8: Sick leave pay shall be approved only upon submission of signed request upon the authorized sick leave form available at the principals' offices and the district office.

SECTION 9: Any personnel unable to perform duties of employment because of pregnancy or any medical complications of pregnancy, childbirth, or recovery therefrom, may begin leave upon certification from the attending physician that the person is unable to perform such duties, or upon agreement by said personnel and the building principal that leave should be commenced, and the personnel shall be entitled to sick leave without loss of pay to the extent provided by the above. Leave in excess of unused sick leave credit of such personnel shall be treated as a leave of absence without pay during the period such personnel is unable to work due to the pregnancy or any medical complication of pregnancy, childbirth, or recovery therefrom.

SICK LEAVE BANK

SECTION 10: Within thirty (30) days of the beginning of each school year, a paraprofessional may contribute up to one (1) or more of their accumulated sick leave days to the sick leave bank. Forms to contribute days will be made available to paraprofessionals at the beginning of each school year. Contributed days will be subtracted from the paraprofessional's accrued sick leave time.

1. A paraprofessional may use days from the sick leave bank if the following conditions have been met:
 - a. The paraprofessional has contributed to the sick leave bank annually for four (4) years or a total of four (4) days, after which contributions are voluntary.
 - b. The paraprofessional has exhausted his/her sick leave.
 - c. The situation which has caused the paraprofessional to exhaust his/her sick leave is a situation that is covered under the definition of a serious illness in Article XI, Section 11.12-Serious Illness or Death Leave.
 - d. The paraprofessional has accumulated, on the average, a minimum of four (4) days per year for each year of employment in the School District prior to the situation that caused the need to use the sick leave bank. Days used to cover a disability will lower the qualifying requirement by the number of days used for the disability. Days contributed to the sick leave bank will count as accumulated days.
2. The School District may extend this provision to a paraprofessional who does not meet the guidelines under extenuating circumstances.
3. A member may use up to ten (10) days per year.
4. A paraprofessional may not use days from the sick leave bank to substitute for extended maternity leave.
5. A request to draw sick days must be presented in writing to the Superintendent of Schools or his/her designee.

SERIOUS ILLNESS OR BEREAVEMENT LEAVE

SECTION 11: A paraprofessional may be granted up to six (6) days of non-accumulative serious illness or death leave annually which may be used for serious illness or death in the immediate family. Serious illness shall be defined as life threatening in nature and immediate family shall be defined as spouse, father, mother, siblings, children, grandparents, grandparents-in-law, grandchildren, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-law and son-in-law and any relative or non-relative living in the household with the employee. Three (3) of the six (6) days may be used for extended family or special friend. In the event of a second or any additional deaths to the following members of the immediate family--spouse, children, father, mother, brother, sister, father-in-law, mother-in-law, daughter-law and son-in-law, grandchildren, or anyone residing in the household at the time of their death--additional leave will be granted not to exceed five (5) days per death. Any additional days taken will be taken at a full deduction in pay.

CHILD CARE LEAVE

SECTION 12: Child care leave shall be granted by the district upon request delivered at least one (1) month prior to the time such leave is to be taken. Such leave may be for periods extending beyond a period of time the employee is unable to work due to pregnancy, childbirth, or recovery therefrom, but shall be for no longer than one full year from the date of the commencement of such leave. The leave shall be granted only in cases where the employee requests such leave for the purposes of attending to a newborn or newly adopted child.

SECTION 13: Employees on childcare leave, for the period not covered under sick leave, shall continue the insurance programs of the district by paying the full premiums regularly.

SECTION 14: Upon returning from approved child care leave the employee will assume the same position the employee had upon leave.

PERSONAL LEAVE

SECTION 15: Employees who begin employment with the district prior to January 15 shall be granted personal days as follows: employees in years 1-4 shall receive one personal day, employees in years 5-10 shall receive two personal days and employees with more than 10 years shall receive three personal days. Unused days are able to be carried over to a maximum of five (5) days. Employees who have accumulated 15 or more sick days are eligible to exchange **three (3)** sick days for a personal day. In order to exchange sick days for a personal day the employee must submit a request, in writing, to the payroll department by October 1 or February 1 in the school year in which the additional personal day is to be used. Personal days are to be used at the discretion of the employee for situations that arise requiring the employee's attention and which cannot be attended to when school is not in session and which are not covered under provisions of this contract. A limit of two (2) employees per building per day may be absent on a personal leave day.

At the end of each school year, employees shall have the option of selling back unused personal days at a rate of \$50 per day. This request must be submitted, in writing, to the payroll department within 1 week of the last day of school. Personal days gained by trading

sick days are not eligible for payment.

SECTION 16: Requests for personal leave must be submitted through AESOP at least two (2) days in advance, except in the event of emergencies.

JURY DUTY

SECTION 17: All paraprofessionals of School District 508 shall continue to receive their regular compensation when called for jury duty. The employee shall submit a copy of their jury duty check to the district and that compensation, except for mileage reimbursement and any meal allowance shall be deducted from their check.

SECTION 18: Any paraprofessional summoned or subpoenaed to provide testimony or information to any agency, commission, board, legislative committee, arbitrator, or court, during the regular workday, shall be provided leave with pay for each day or part thereof which the paraprofessional is required to be absent. The paraprofessional employee shall provide the district with a copy of the compensation. Except for mileage reimbursement and meal allowance, this amount shall be deducted from their check.

LEAVE OF ABSENCE

SECTION 19: An unpaid leave of absence may be granted for health reasons if recommended by the attending physician in writing and approved by the administration and school board. Time period may be renewable, upon review, up to one year.

SECTION 20: An unpaid leave of absence may be granted for other reasons, such as higher education, if approved by the school board, and provided the employee is working for the district at least three and one-half hours per day at the time of the request. When an employee returns from leave of absence, that employee shall return at the same level of pay and retain seniority, but does not gain seniority while on leave.

SECTION 21: Should an unpaid leave of absence be granted to an employee, upon returning from the leave, the employee shall be placed on the same step and will retain the original seniority date as when they left.

PROFESSIONAL DEVELOPMENT

SECTION 22: Professional Meetings: Paraprofessionals shall be permitted to attend professional meetings and/or classroom visitations as approved by the superintendent or his/her designee.

SECTION 23: Reimbursement: The School district shall pay for all reimbursable expenses incurred during the professional leave, if the school district requested the paraprofessional to attend the meeting.

PAID HOLIDAYS

SECTION 24: Holidays: The following days are recognized as holidays with regular pay for full-time paraprofessionals working during the period the holiday occurs:

- Good Friday
- Memorial Day
- Thanksgiving Day
- Christmas Day

If a major holiday falls on a Saturday, Friday would be considered the holiday and if the major holiday falls on Sunday, Monday would be considered the holiday.

SECTION 25: Less than full-time employees shall receive holiday pay on a prorated basis.

ARTICLE XII GROUP INSURANCE

SELECTION OF CARRIER

SECTION 1: The selection of the insurance carrier and policy shall be made by the School Board.

HEALTH AND HOSPITALIZATION INSURANCE

SECTION 2: Effective July 1, 2023, and through June 30, 2025, contract, the school district shall pay the entire premium for individual coverage and 50 percent of the premium for family coverage, not to exceed \$2,617, for each full-time educational assistant employee who qualifies. Paraprofessionals who work full time for the school year shall receive full benefits during the months they work, but will be responsible to pay their own premiums in advance, during the non-school months.

The above represents the total agreement for health and hospitalization insurance and no monetary rebate shall be made to any employee should premiums be less than the amount the school district agrees to contribute. It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

WORKERS' COMPENSATION

SECTION 3: Upon request of an employee who is absent from work as a result of a compensable injury, while working for the school district, the school district will pay the difference between the compensation received pursuant to the Workers' Compensation Act by the employee and the employee's regular rate of pay to the extension of the employee's earned accrual of sick leave and/or vacation pay. This paragraph may be effectuated on the delivery of the school district to the employee of a paycheck for said employee's regular rate of pay during the affected period when and after the employee endorses to the district the employee's workers' compensation check or has said amount of workers' compensation check deducted from gross wages on paycheck.

SECTION 4: Workers' compensation benefits shall not be granted to persons for injuries received while employed by any individual or firm other than the school district.

INCOME PROTECTION INSURANCE

SECTION 5: The school district shall contribute a sum necessary to pay the premium of income protection insurance for all employees. Such insurance shall begin 60 calendar days after the injury or illness and extend to age 65.

LIFE INSURANCE

SECTION 6: The school district shall contribute a sum equal to the premium for a \$50,000

group life insurance policy for each school-year paraprofessional employee of the school district for the term of this contract.

DURATION OF INSURANCE CONTRIBUTION

SECTION 7: An employee is eligible for school district contributions, as provided by this article, as long as the employee is employed by the school district and meets the qualifications as outlined in this article. Upon termination of employment, and effective on the last working day, all school district participation and contribution shall cease unless the employee is entitled to the benefits as provided in No. 1 under Retirement.

REDUCTION OF HOURS

SECTION 8: Whenever a full-time employee's hours are reduced to the point where the number of hours falls below the minimum necessary to qualify for group insurance coverage, the district will try to continue health insurance with the group carrier at the employee's own expense, if so requested. The employer will allow premiums to be paid by payroll deduction so long as the employee pays the entire premium.

HEALTH REIMBURSEMENT ACCOUNT

SECTION 9: Saint Peter School District shall make available an HRA, which is mutually selected between the union and the district, to all qualified bargaining unit members. The HRA will be composed of individual accounts for each eligible participant. Participants who leave employment will be permitted to continue accessing their individual HRA balances until the account is exhausted. The HRA will reimburse all expenses eligible under IRS rules and regulations, without restriction. The plan document will provide that any individual trust assets remaining upon the death of a participant without a named beneficiary will revert back to the school district. Payment of Administrative Fees:

- a. Administrative fees allocable to individual accounts of active employees who are active participants in the HRA Plan shall be paid by the district.
- b. Administrative fees allocable to the individual accounts of former employees and retirees shall be paid from the account.
- c. If the HRA Plan is terminated, or if employer contributions cease by agreement between the parties, administrative fees shall be paid from the account.

Employer Contributions to the HRA for Active Employees:

- a. The participant's employer contribution shall be \$.30 per hour worked from July 1 to the following June 30.
- b. One hundred (100) percent of the employer contribution calculated pursuant to letter a above shall be deposited on or before June 30th of each year.
- c. Any amount remaining in the individual account at the end of the HRA Plan year will be

carried forward for use by the participant or their eligible dependents.

ARTICLE XIII RETIREMENT

SECTION 1: Any full-time paraprofessional employee who has been employed ten (10) consecutive years by the school district may retire at the end of the school year in which he or she reaches the age of fifty-six (56) years. Upon retirement at the age of fifty-six (56) or thereafter, and with ten (10) years of full-time employment, the district will set aside \$7,800 that may be applied towards the purchase of any of the district's medical insurance plans. This amount is for continuing coverage of medical insurance. In the event of the death of the employee, the benefit ceases.

SECTION 2: Upon retirement at the age of fifty-five (55) or thereafter, and with ten (10) years of continuous employment in District 508, all paraprofessionals shall be paid \$6.00 per hour, up to 1400 hours, or \$8,400, for accumulated sick leave. The employee must request, in writing, payment of these funds, which will be paid within thirty (30) days of receiving the request.

SECTION 3: All Employees of the ESP Bargaining unit will be automatically enrolled in a voluntary 403(b) plan. Employees may choose from any of the qualified investment companies listed in the Employee 403(b) Plan Document, Adoption Agreement. Twenty Dollars (\$20.00) will be deducted from each employee, per pay period, and contributed into an account managed by the employee-chosen company. Should no choice be made as to the investment company, monies withheld shall be contributed into a Target Date Fund (TDF) as the default investment, managed by Putnam/West & Mager. Putnam/West & Mager will be the responsible Fiduciary of the default investments.

All employees can opt out of this plan within 90 days and withdrawals will be returned to the school and added back into the employee's paycheck. Employees may transfer the account to any of the qualified investment companies listed in the Employee 403(b) Plan Document, Adoption Agreement. Employees may choose to contribute a different amount per paycheck, but the minimum is Twenty Dollars (\$20.00).

ARTICLE XIV GRIEVANCE PROCEDURE

DEFINITION OF TERMS AND INTERPRETATIONS

SECTION 1: GRIEVANCE: A "grievance" shall mean a dispute or disagreement as to the interpretation or application of any term or terms of any contract required by the PELRA between Independent School District 508 and the authorized representative. A "grievance" relating to a policy of the school district will be carried through level three of this procedure.

AGGRIEVED: Any person or group of persons within the appropriate unit having a grievance.

ADMINISTRATIVE SUPERVISOR: The immediate supervisor to whom the aggrieved is responsible.

GRIEVANCE COMMITTEE: The committee appointed by the exclusive representative.

DISPOSED: A settlement of a grievance to the satisfaction of both parties, which has been reduced to writing.

EXTENSION: Time limits specified in this procedure may be extended by mutual agreement.
DAYS: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays not designated as holidays by state law.
COMPUTATION OF TIME: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.
FILING AND POSTMARK: The filing of services of any notice or document herein shall be timely if it bears a postmark of the United States Mail within the time period.

REPRESENTATIVE

SECTION 2: The aggrieved, administrator or special board may be represented during any step of the procedure by any person or agent designated by such party to act in their behalf.

TIME LIMITATIONS AND WAIVER

SECTION 3: Grievances shall not be valid for consideration unless the grievance is submitted in writing in the form herein prescribed to the administrative supervisor, setting forth the facts and the specific provision of the agreement allegedly violated and the particular relief sought within twenty (20) days of the knowledge of the event giving rise to the grievance. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance.

INFORMAL DISCUSSION

SECTION 4: In the event that an individual or group of individuals believes that there is a basis for a grievance, he/she or they may first discuss the alleged grievance with his/her or their administrative supervisor either privately or accompanied by a representative of the grievance committee without having reduced the grievance to writing.

ADJUSTMENT OF GREIVANCE

SECTION 5: The school board and the aggrieved shall attempt to adjust all grievances, which may arise during the course of employment of any member of the exclusive representative in the following manner.

LEVEL I: The aggrieved shall file grievance, in the form herein provided, with his/her administrative supervisor within twenty (20) days of knowledge of the event giving rise to the grievance. If the grievance is not disposed of, the administrative supervisor shall give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

LEVEL II: In the event the grievance is not disposed of in Level I, the decision rendered maybe appealed to the superintendent of schools, provided such appeal is made in writing, in the form herein provided, within five (5) days after receipt of the decision in Level I. If a grievance is so appealed to the superintendent, the superintendent shall set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within the ten (10) days

after the meeting, the superintendent shall issue a decision in writing to the parties involved. LEVEL III: In the event the grievance is not disposed of in Level II, the decision rendered may be appealed to the school board, provided such appeal is made in writing, in the form herein provided within five (5) days after receipt of the decision in Level II: If a grievance is so appealed to the clerk of the school board, the school board shall set a time to hear the grievance within twenty (20) days after receipt of the appeal. Within twenty (20) days after the meeting, the school board shall issue its decision, in writing, to the parties involved. At the option of the school board, a committee of the board may be designated by the board to hear the appeal at this level, and report its findings and recommendations to the school board. The school board shall then render its decision.

SCHOOL BOARD REVIEW

SECTION 6: The school board reserves the right to review any decision issued under Level I or Level II of this procedure provided the school board or its representative notify the parties of its intention within ten (10) days after the decision has been rendered. In the event the school board reviews a grievance under this Section, the school board reserves the right to reserve or notify such decision. Such notification by the board automatically advances the grievance to Level III.

DENIAL OF GRIEVANCE

SECTION 7: Failure by the school board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the aggrieved may appeal it to the next level.

LEVEL II INITIATION

SECTION 8: A grievance that affects a group of members of the exclusive representative involving more than one administrative supervisor and all salary determination grievances shall be initiated at Level II.

ARBITRATION PROCEDURES

SECTION 9: In the event the aggrieved and the school board are unable to resolve any grievance, any grievance may be submitted to arbitration as defined herein.

REQUEST: A request to submit a grievance to arbitration must be in writing, in the form provided herein, signed by the aggrieved, and such request must be filed in the office of the superintendent within ten (10) days following the decision in Level III of the grievance procedure.

SELECTION OF ARBITRATORS: Upon the proper submission of grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to select an arbitrator. The grievance shall be heard by a single arbitrator if such arbitrator can be selected. In the event no agreement between the parties can be reached within the ten (10) day period, either party may request to proceed according to the rules and regulations of the Public Employees Labor Relations Board of the State of Minnesota (PELRA). The parties shall request that the appointment pursuant to the PELRA shall be made within thirty (30) days following the receipt of such request.

HEARING: Either party may be represented by such person or persons as they may choose at

the arbitration hearing, and each party shall have the opportunity to submit evidence, offer testimony and to make oral and written arguments pursuant to the rules of the Public Employees Labor Relations Act (PELRA). Neither party shall be permitted to assert any ground or to rely on evidence not previously disclosed to the other party at the time of the arbitration procedure.

DECISION: The decision by the arbitrator shall be rendered after the close of the hearing. Decisions by the arbitrator in cases properly before his/her shall be final and binding upon the parties, subject however, to the limitations of arbitration decisions as provided in PELRA.

EXPENSES: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording of the hearing shall be made at the request of either party. The parties shall equally share fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses, which the parties mutually agree are necessary for the conduct of arbitration.

IN WITNESS WHEREOF, the parties have executed this agreement as follows:

Association's Negotiator

Board Chair

Association's Negotiator

Board Clerk

Dated: _____

Dated: _____

PARAPROFESSIONAL EDUCATOR SALARY SCHEDULE

2023-2024				
Step	A	B	Health Asst.	Longevity
1	15.95	16.25	17.75	
2	16.35	16.65	18.05	1 .70
3	16.75	17.05	18.35	2 .70
4	17.15	17.45	18.65	3 .70
5	17.55	17.85	18.95	*amounts are cumulative
6	17.95	18.25	19.25	
2024-2025				
Step	A	B	Health Asst.	Longevity
1	16.65	16.95	18.45	
2	17.05	17.35	18.75	1 .70
3	17.45	17.75	19.05	2 .70
4	17.85	18.15	19.35	3 .70
5	18.25	18.55	19.65	*amounts are cumulative
6	18.65	18.95	19.95	

*Career Increment for those hired after 2001-2002:

- After 10 years-Longevity 1
- After 15 years-Longevity 1 and 2
- After 20 years-Longevity 1, 2, and 3

Supplementary Teacher Rate of Pay- When a licensed paraprofessional is assigned to be a supplementary teacher, the licensed paraprofessional will receive an additional amount per hour equal to the difference between their current hourly salary and the hourly salary of a BA, step 1 teacher.



ADDENDUM

REGULAR BOARD MEETING Thursday, January 18, 2024 SPCC-Governor's Room 6:30 PM

VII. ACTION ITEMS

3. AGENDA ITEM #3

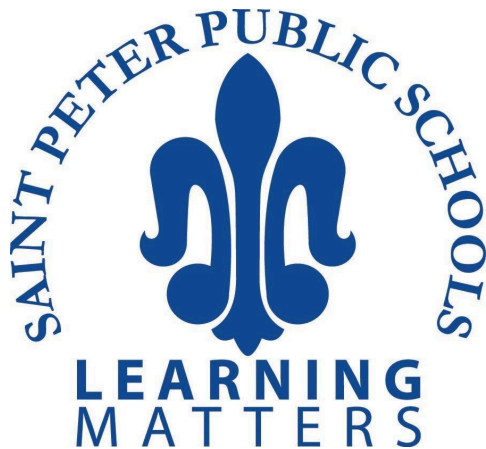
Subject: Consider Approval of Tentative 2023-2025 Contract Agreement with Custodians

Action: Requires a Motion

Background: The School Board HR Committee reached a tentative agreement with the Custodians.

Presentation: HR Committee
Superintendent

Options/Recommendation: I recommend your approval of the 2023-2025 Master Agreement with the Custodians.



SAINT PETER PUBLIC SCHOOLS

Agreement

with

**Custodians, Custodian Engineers,
Delivery Drivers and Housekeepers**

2023-2024

2024-2025

**MASTER AGREEMENT WITH
CUSTODIANS, CUSTODIAN ENGINEERS,
DELIVERY DRIVER AND HOUSEKEEPERS
July 1, 2023-June 30, 2025**

**ARTICLE 1
PURPOSE**

SECTION 1. PARTIES: This agreement is entered into between the School Board of Independent School District 508, Saint Peter, Minnesota, hereinafter referred to as the board, and the Local Union 70, International Union of Operating Engineers, hereinafter referred to as exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, hereinafter referred to as the PELRA, to provide the terms and conditions of employment for custodians, custodian engineers, , delivery driver and housekeepers of Saint Peter Independent School District 508 for the duration of this agreement.

**ARTICLE 2
RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

SECTION 1. RECOGNITION: In accordance with the PELRA, the board recognizes Local Union 70, International Union of Operating Engineers, as the exclusive representative for custodians, custodian engineers, delivery driver and housekeepers employed by the Board of Independent School District 508, which exclusive representative shall have those rights and duties as prescribed by the PELRA and as described in the provisions of this agreement.

SECTION 2. APPROPRIATE UNIT: The exclusive representative shall represent all such employees of the district contained in the appropriate unit as defined in Article III, Section 2, of this agreement and the PELRA, and in certification by the Director of Mediation Services, if any.

**ARTICLE 3
DEFINITIONS**

SECTION 1. TERMS AND CONDITIONS OF EMPLOYMENT: Terms and conditions of employment shall mean the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees.

SECTION 2. DESCRIPTION OF APPROPRIATE UNIT: For purposes of this agreement,

the term custodians, custodian engineers, delivery driver and housekeepers shall mean all persons in the appropriate unit employed by the board in such classifications excluding the following: confidential employees, supervisory employees, part-time employees whose services do not exceed the lesser of fourteen (14) hours per week or 35 percent of the normal work week in the employee's bargaining unit, employees who hold positions of a temporary or seasonal character as defined by the PELRA.

SECTION 3. FULL-TIME EMPLOYEE: A full-time employee shall be any member who works at least eight (8) hours per day and a minimum of 2,080 hours per year including vacation days and paid holidays.

SECTION 4: OTHER TERMS: Terms not defined in this agreement shall have those meanings as defined by the PELRA.

ARTICLE 4 SCHOOL BOARD RIGHTS

SECTION 1. INHERENT MANAGERIAL RIGHTS: The exclusive representative recognizes that the board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

SECTION 2. MANAGEMENT RESPONSIBILITIES: The exclusive representative recognizes the right and obligation of the board to efficiently manage and conduct the operation of the school district within its legal limitations and with its primary obligation to provide educational opportunity for the students of the school district.

SECTION 3. EFFECT OF LAWS, RULES AND REGULATIONS: The exclusive representative recognizes that all employees covered by this agreement shall perform the services and duties prescribed by the board and shall be governed by the laws of the state of Minnesota, and by board rules, regulations, directives, and orders, issued by properly designated officials of the school district. The exclusive representative also recognizes the right, obligation, and duty of the board and its duly designated officials to promulgate rules, regulations, directives, and orders from time to time as deemed necessary by the board insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this agreement and recognizes that the board, all employees covered by this agreement, and all provisions of this agreement are subject to the laws of the state. Any provisions of this agreement found to be in violation of any such laws, rules, regulations, directives, or orders shall be null and void and without force and effect.

SECTION 4. RESERVATION OF MANAGERIAL RIGHTS: The foregoing enumeration of board rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this agreement are reserved to the board.

SECTION 5. TERMINATION: The board reserves the absolute right to reduce the number of employees if it would result in a more efficient operation. However, other than reduction of staff, discontinuance of position, or release for health reasons, a member of the bargaining unit can be terminated from his/her position only for just cause.

ARTICLE 5 EMPLOYEE RIGHTS

SECTION 1. RIGHT TO VIEWS: Nothing contained in this agreement shall be construed to limit, impair or affect the right of any employee or employee's representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designated to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

SECTION 2. RIGHT TO JOIN: Employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the board.

SECTION 3. REQUEST FOR DUES CHECK OFF: The exclusive representative shall be allowed dues check off for its members, provided that dues check off and the proceeds thereof shall not be allowed to any exclusive representative that has lost its right to dues check off. Upon receipt, by the building and grounds supervisor of Independent School District 508, on or before July 10, of a properly executed authorization card of the employee involved, District 508 shall deduct from the employee's paycheck the dues that the employee has agreed to pay to the employee organization during the period provided, in said authorization, in twelve (12) equal monthly amounts.

INDEMNIFICATION: The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders, or judgments brought or issued against the

Employer as a result of any action taken or not taken by the Employer under the provisions of Sections and of this Article.

HOLD HARMLESS: The Exclusive Representative hereby warrants and covenants that it will defend, indemnify and save the District harmless from any and all actions, duties, claims, damages, judgments and executions or other forms of liability, liquidated or non-liquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of the deduction of membership dues specified by the Exclusive Representative in writing as provided herein.

ARTICLE 6 RATES OF PAY

SECTION 1. RATES OF PAY:

Subd. 1. The wages and salaries reflected in the salary schedule, attached hereto, shall be a part of the agreement for **July 1, 2023-June 30, 2025**. Wages shall be paid twice monthly, and all paychecks shall be deposited directly in the designated bank. (The 15th or the last banking day prior to the 15th and the last banking day of the month).

Subd. 2. Custodians upgrading their boiler license will have their wages adjusted the first of the month after they have provided the supervisor with a copy of their new license (or other acceptable statements of qualifications). Statements of qualifications which have not been submitted fifteen (15) days prior to the end of the month will be considered to have been received the following calendar month.

SECTION 2. OVERTIME:

Subd. 1. An employee covered by this contract who is directed to work beyond the regular forty (40) hour week shall receive a minimum of one (1) hour's pay.

Subd. 2. Overtime at the rate of time and one-half (1-1/2) shall be paid for work performed beyond the regular forty (40) hour week.

Subd. 3. All overtime for custodial employees, except in the case of an emergency, must be approved in advance by the building and grounds supervisor.

SECTION 3. OTHER PAY

Subd. 1. Shift Differential

1. An employee covered by this contract who works a night shift will be entitled to receive differential pay.
2. An employee who is regularly assigned to work a night duty shift (defined to be any shift, which starts after 12:00 PM) will be paid a shift differential per hour, as listed in the salary schedule.
3. All employees hired after July 1, 2019, must be full-time employees to be eligible to receive shift differential.

Subd. 2.

1. Employees who are "unassigned" (hours vary) will be entitled to additional pay per hour, as listed in the salary schedule, during the months they are unassigned.
2. Employees who receive the unassigned stipend will not be eligible for shift differential.

Subd. 3. Boiler Checks and School Checks

1. The checking of boilers and school buildings on Saturdays, Sundays, and holidays shall be performed by custodian engineers (including building heads) on a rotation basis.
2. The custodian engineer performing said check-up of a building shall be paid a minimum of one (1) hour for each such building check.
3. For building checks conducted on a Saturday or Sunday, the custodial engineer shall be paid at the rate of one and one-half (1 ½) times the employees hourly rate of pay.
4. For building checks conducted on a holiday, the rate of pay will be two (2) times the employee's hourly rate of pay.

Subd. 4. Pool Duty -Employees assigned to maintain and/or operate the pool will be paid an additional stipend per hour, as listed in the salary schedule.

Subd. 5. Holiday Pay- For work performed on a holiday (as listed in Article 8, Section 3, Subd.2) of this agreement the employee shall receive two (2) times

their regular hourly rate of pay.

Subd. 6 Licenses

1. The School District shall reimburse the employee's boiler license renewal fee.
2. The School District shall reimburse the cost of the employee's first time boiler examination fee.
3. Employees must provide proof of payment for the renewal fee and examination (test) fee to be reimbursed.

Subd. 7. Longevity (career increments)-As listed in the salary schedule.

Subd. 8. Substitute Custodians-The school district will make reasonable efforts to provide substitute custodial service when such services are determined to be necessary. Reasonable efforts will include, but are not limited to, advertising for substitute custodians on a bi-annual basis, maintaining an updated list of individuals who agree to perform substitute custodial duties, and attempting to secure substitute services during long-term absences of custodial staff.

ARTICLE 7 GROUP INSURANCE

SECTION 1. SELECTION OF CARRIER: The selection of the insurance carrier and policy shall be made by the school board.

SECTION 2. HEALTH AND HOSPITALIZATION INSURANCE: The school district shall pay, up to a maximum of **\$14,500 for 2023-2024 and \$16,000 for 2024-2025**, towards the medical insurance premium at the VEBA level for full-time employees for **each year** of the contract. Employees may credit this amount towards the purchase of family insurance or any of the insurance plans offered by the school district.

It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

SECTION 3. INCOME PROTECTION INSURANCE: The school district shall contribute a sum **equal to the premium** per year toward the premium of income protection insurance for all full-time custodians, custodian engineers, laundry workers, and housekeepers beginning sixty (60) calendar days after the injury or illness and extending to age

sixty-five (65).

SECTION 4. LIFE INSURANCE: The school district shall contribute a sum equal to the premium for a \$50,000 group life insurance policy for each full-time custodian, custodian engineer, delivery driver and housekeeper of the district for the term of this contract.

SECTION 5. DURATION OF INSURANCE CONTRIBUTION: An employee is eligible for board contributions as provided in this article as long as the employee is employed by the school district. Upon termination of employment, all board participation and contribution shall cease, effective on the last working day unless otherwise dictated by law.

SECTION 6. REDUCTION OF HOURS: Whenever a full-time employee's hours are reduced to the point where the number of hours falls below the minimum necessary to qualify for group insurance coverage, the exclusive representative will try to continue health insurance with the group carrier at the employee's own expense, and the employer will assist in that endeavor. This provision shall also apply to employees who have experienced a reduction of hours placing them in this category as of the date of this contract. The employer will allow premiums to be paid by payroll deduction so long as the employee pays the entire premium.

SECTION 7: RETIREMENT: When an employee retires prior to age sixty-five (65), the employee will be allowed to continue with **district provided, or non-district provided medical insurance** providing the employee pays the cost of the group insurance premium.

ARTICLE 8 LEAVES OF ABSENCE

SECTION 1. **Earned Safe and Sick Time (ESST):**

Subd. 1. All regular employees working four (4) hours or less per day shall earn ESST at the rate of one-half (1/2) day for each month of service in the employment of the school district. All regular employees working more than four (4) hours per day shall earn **ESST** at the rate of one (1) day for each month of service in the employment of the school district. **ESST** shall accumulate to one hundred eighty (180) days.

Subd. 2. **ESST** with pay shall be allowed by the school board whenever an employee's absence is found to have been due to illness which prevented his/her attendance and performance of duties on that day or days. An employee will

also be granted **ESST** leave for absences due to illness of the employee's family member, in accordance with the current law.

Subd. 3. The board may require an employee to furnish a medical certificate from the school health officer or from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for **ESST**. The board, upon the recommendation of the building and grounds supervisor, shall make the determination as to the eligibility of an employee for **ESST** provided, however, that any such determination shall be subject to grievance.

Subd. 4. In the event that a medical certificate is required, the employee will be so advised.

Subd. 5. **ESST** allowed shall be deducted from the accrued **ESST** earned by the employee.

Subd. 6. **ESST** shall be approved only upon submission of a signed request upon the authorized **ESST** pay request form available at the office of the building and grounds supervisor.

Subd. 7. **ESST** may be used for an appointment with a specialist providing the employee, upon request, furnishes a statement from a qualified physician.

SECTION 2. BEREAVEMENT LEAVE: An employee covered by this contract may be granted up to six (6) days of non-accumulative bereavement leave annually which may be used for a death in the immediate family. The immediate family shall include: spouse, father, mother, brother, sister, children, grandparents, grandparents-in-law, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, and any other relative or non-relative living in the household with the employee. Three (3) of the six (6) days may be used for extended family or special friend. In the event of a second or any additional death to the following members of the immediate family: spouse, children, father, mother, brother, sister, father-in-law, mother-in-law, grandchildren, or anyone residing in the household at the time of their death, additional leave will be granted not to exceed five (5) full days per death. Any additional days will be taken at full deduction in pay.

SECTION 3. SPECIAL LEAVE AND HOLIDAYS:

Subd. 1. A leave of absence without pay for personal reasons may be approved by the building and grounds supervisor.

Subd. 2. Full-time employees shall be granted a leave of absence with regular

pay on the following holidays:

New Year's Day	Labor Day
Martin Luther King Day (if school is not in session)	Thanksgiving Day
Presidents' Day	Friday after Thanksgiving
Good Friday	Christmas Eve Day
Memorial Day	Christmas Day
Juneteenth	New Year's Eve Day
Independence Day	

Subd. 3. When any holiday falls on a Sunday, the following Monday shall be considered a holiday, and when any holiday falls on a Saturday, the previous Friday shall be considered a holiday. When school is in session on a designated holiday, except Martin Luther King Day, the district reserves the right to designate another day in lieu of the holiday.

Subd. 4. Holiday pay shall be considered hours worked for the purpose of computing overtime.

SECTION 4. WORKERS' COMPENSATION:

Subd. 1. Upon the request of an employee who is absent from work as a result of a compensable injury incurred in the service of the school district, under the provisions of the Workers' Compensation Act, the school district will pay the difference between the compensation received, pursuant to the Workers' Compensation Act, by the employee and the employee's regular rate of pay to the extent of the employee's earned accrual of **ESST** leave and/or vacation pay.

Subd. 2. A deduction shall be made from the employee's accumulated vacation or **ESST** accrual time according to the pro rata portions of days of **ESST** or vacation time which is used to supplement Workers' Compensation.

Subd. 3. Such payment shall be paid by the school district to the employee only during the period of disability.

Subd. 4. In no event shall the additional compensation paid to the employee by virtue of **ESST** or vacation pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the employee.

Subd. 5. An employee who is absent from work as a result of an injury compensable under the Workers' Compensation Act who elects to receive **ESST** or vacation pay pursuant to this policy shall send a copy of the compensation

check and said amount of workers' compensation payment will be deducted from gross wages on the paycheck for the absence.

SECTION 5. CHILDCARE LEAVE

Subd. 1 Use: A child care leave may be granted by the School Board, subject to the provisions of this section, to an employee-parent following the birth and first year care of a child , adoption or foster placement of a child, provided such employee-parent is caring for the child on a full-time basis.

Subd. 2. Request: An employee making an application for child care leave shall inform the Superintendent in writing of the request to take the leave at least three (3) calendar months before commencement of the intended leave.

Subd. 3. Medical Statement: An employee may be asked to provide, at the time of the leave application, a statement from the attending physician indicating the expected date of delivery.

Subd. 4. Date of Leave: The School Board may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave coincide with some natural break in the school year – i.e., winter vacation, spring vacation, semester or quarter break, ~~end of a grading period~~, end of the school year, or the like.

Subd. 5. Duration: In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:

- (1.) grant any leave more than twelve (12) months in duration;
- (2.) permit the employee to return to employment prior to the date designated in the request for child care leave.

Subd. 6. Reinstatement: An employee returning from child care leave shall be reinstated in a position the employee is qualified unless previously discharged or laid off.

Subd. 7. Failure to Return: Failure of the employee to return by the date determined under this section shall constitute grounds for termination unless the School Board and the employee mutually agree in writing to an extension in the leave.

Subd. 8. Group Insurance: An employee on child care leave, is eligible to participate in group insurance programs as governed by the Family & Medical

Leave Act. The employee may continue health insurance coverage beyond the Family & Medical Leave Act at their own expense while on child care leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the School District pursuant to this section.

Subd. 9. Use of **ESST** While on Child Care Leave: An employee on child care leave may use earned **ESST, vacation or personal leave** accrued for the period of time under the Family Medical Leave Act.

Subd. 10. Salary and Fringe Benefits: Leave under this section beyond the use of accrued **ESST**/personal leave, shall be without pay.

SECTION 6. LEAVE

Subd. 1. All employees who are employed for 1,225 hours or more shall be entitled to one (1) personal leave day per year accumulated to two (2) days per year at the discretion of the employee.

Subd. 2. At the beginning of each school year, all employees who are employed for 1,225 hours or more and who have been employed for seven (7) consecutive years by the School District shall be granted one (1) additional day of personal leave to be used at the discretion of the employee. The maximum number of personal leave days that can be carried over to subsequent years by the employee is two (2) days. The maximum number of days that may be used is four (4) days.

The leave may be used for situations that require the employee's personal attention and cannot be attended to when school is **not** in session and not covered under other provisions of this agreement. Employees shall not be required to give personal leave reason. This leave time shall not be used as vacation time.

SECTION 7. SCHOOL CONFERENCE AND ACTIVITIES LEAVE: An employee will be granted school conference classroom activities leave in accordance with the current law.

ARTICLE 9 HOURS OF SERVICE AND VACATIONS

SECTION 1. BASIC WORKWEEK: The basic workweek shall consist of forty (40) hours, exclusive of lunch for all full-time employees. The basic work year is two thousand eighty (2,080) hours. Every four (4) years in Leap Year, there is one (1) extra day of

salary.

SECTION 2. PART-TIME EMPLOYEES: The school board reserves the right to employ such personnel as it deems desirable or necessary on a part-time or casual basis.

SECTION 3. SHIFTS AND STARTING TIME: All employees will be assigned starting time and shifts as determined by the school board.

SECTION 4. LUNCH PERIOD: Employees shall be provided a duty free lunch period of at least thirty (30) minutes.

SECTION 5. SCHOOL CLOSINGS: In the event of an emergency or other cause for school closing, regular working hours shall be maintained whenever possible; however, no custodian, custodial engineer, delivery driver or housekeeper **will be required to report if they cannot safely do so.** There will be no loss in pay for time missed because of the emergency.

SECTION 6. VACATIONS:

Subd. 1. Full-time custodians, custodian engineers, delivery drivers and housekeepers who are regularly employed throughout the year shall receive one (1) day of vacation with regular pay for each month of employment.

- After five (5) years, the employee shall receive one and one-fourth (1-1/4) days of vacation with pay for each month of employment.
- After fourteen (14) years with the employer, the employee shall receive twenty (20) days of paid vacation.
- After twenty-five (25) years with the employer, the employee shall receive twenty-five (25) days of vacation.

Subd. 2. Only regular working days are considered as vacation days.

Subd. 3. Vacation time or **ESST** does not accrue for that period of time during which an employee is granted a leave of absence, except in the case of military leave.

Subd. 4. Vacation time accumulates from July 1 to June 30 of the following year. Employees may carry over five (5) days vacation time. **All vacation needs to be approved by the Operations and Maintenance Supervisor.** The buildings and grounds supervisor will consult with head building custodians prior

to approval or denial of vacation request. Vacation requests made by April 1st preceding the contract year will be approved on a seniority basis.

Subd. 5. Any employee covered by this contract may take earned vacation time during the year. The district reserves the right to approve or disapprove such scheduled vacation time based upon their personnel needs to keep the school maintained and safe.

ARTICLE 10 UNIFORMS

The school district will provide six (6) uniforms for each regularly employed custodian and custodial engineer. Delivery Drivers and housekeepers shall also be provided uniforms. Replacement uniforms will be provided upon request and return of the unusable uniform and the approval of the building and grounds supervisor. Uniforms may be worn on the way to work, at work, and/or home after work but shall not be worn at any other time, specifically not at other employment. Due to safety, security, and uniformity needs, the district requires that uniforms be color coordinated with the words Saint Peter Public Schools printed on the shirt. When changing vendors for uniforms, custodians will have the opportunity to provide input. The school district will attempt to purchase uniforms made in the United States of America.

ARTICLE 11 RETIREMENT

SECTION 1. Upon retirement at the age of fifty-six (56) or thereafter, or disability of an employee, a full-time custodian, custodian engineer, laundry worker, or housekeeper shall be paid forty dollars (\$40) per day for each day of accumulated unused **ESST** up to a maximum of one hundred eighty (180) days. Upon retirement at the age of fifty-six (56) or thereafter, or disability of an employee, a part-time custodian, custodian engineer, delivery driver, or housekeeper shall be paid twenty dollars (\$20) per day for each day of accumulated unused **ESST** up to a maximum of one hundred eighty (180) days. In the case of the death of a retiring employee, all unused **ESST** will be paid to the employee's beneficiary.

SECTION 2. Any full-time employee who has been employed for ten (10) consecutive years by the school district may retire with 60 days' notice when he or she reaches the age of fifty-six (56). **Upon retirement, the District shall set aside up to \$15,000.00 to be used for both district provided, and non-district provided medical insurance related expenses, including Medicare supplemental coverage if eligible. The district will contribute eligible funds into a district sponsored retiree Health Reimbursement Arrangement (HRA) on behalf of the employee annually in the amount equal to the**

lessor of the plan chosen by the eligible employee. The contribution to be made monthly in the amount of 1/12th of the annual amount until the eligible School District funds have been exhausted. If an eligible employee elects medical coverage outside of the district's plans, they will be ineligible to return to the district's group plan(s). In the event of the employee's death, this benefit ceases. With regard to life insurance at the time of retirement, the school district will continue to pay life insurance premiums for up to five (5) years after retirement or age sixty-five (65), whichever comes first.

ARTICLE 12 JURY DUTY

SECTION 1. All unlicensed employees of School District 508 shall continue to receive their regular compensation when called for jury duty. A deduction shall be made equal to the compensation paid by the court to the employee, except for mileage and any meal allowance.

ARTICLE 13 DISCIPLINE

SECTION 1: Employee discipline will be in one or more of the following forms: Verbal reprimand; Written reprimand; Suspension; Demotion; Discharge.

SECTION 2: All discipline will be documented. A copy will be provided to the employee and a copy will be provided to the union. The original becomes part of the employee's personnel file.

SECTION 3: The employer may discharge any employee immediately, without benefit of the normal reprimand procedures, for just cause.

SECTION 4: Employees may examine their own personnel files at reasonable times under the direct supervision of the school district.

SECTION 5: An employee subject to an investigative interview by the employer where the result of the interview could result in the discipline of the employee has the right to union representation during the interview.

ARTICLE 14 GRIEVANCE PROCEDURE

SECTION 1. GRIEVANCE DEFINITION: A "grievance" shall mean an allegation by an employee resulting in a dispute or disagreement between the employee and the board as to the interpretation or application of terms and conditions of employment insofar as

such matters are contained in this agreement.

SECTION 2. REPRESENTATIVE: The employee, administrator, or board may be represented during any step of the procedure by any person or agent designated by such party to act in his/her behalf.

SECTION 3. DEFINITIONS AND INTERPRETATIONS:

Subd. 1. Extension: Time limits specified in this agreement may be extended by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays not designated as holidays by state law.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

SECTION 4. TIME LIMITATION AND WAIVER: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the building and grounds supervisor, setting forth the facts and the specific provision of the agreement allegedly violated and the particular relief sought within twenty (20) days after the date the event giving rise to the grievance occurred. Failure to file any grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the building and grounds supervisor.

SECTION 5. ADJUSTMENTS OF GRIEVANCE: The board and the employee shall attempt to adjust all grievances, which may arise during the course of employment of any employee within the school district in the following manner:

Subd. 1. Level I: If the grievance is not resolved through informal discussions, the building and grounds supervisor, or the building and grounds supervisor's designee, shall give a written decision on the grievance to the parties involved

within ten (10) days after receipt of the written grievance.

Subd. 2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the **Superintendent or Superintendent's designee**. thereof, provided such appeal is made in writing within five (5) days after receipt of the decision in Level I. If a grievance is properly appealed to the **Superintendent or Superintendent's designee**, the **Superintendent or Superintendent's designee** shall set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within ten (10) days after the meeting, the **Superintendent or Superintendent's designee** shall issue a decision in writing to the parties involved.

Subd. 3. Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the board, provided such appeal is made in writing within five (5) days after receipt of the decision in Level II. If a grievance is properly appealed to the school board, the board shall set a time to hear the grievance within twenty (20) days after a receipt of the appeal. Within twenty (20) days after the meeting, the board shall issue its decision in writing to the parties involved. At the option of the board, a committee of representative(s) of the board may be designated by the board to hear the appeal at this level, and reports its finding and recommendations to the board. The board shall then render its decision.

SECTION 6. SCHOOL BOARD REVIEW: The board reserves the right to review any decision issued under Level I or Level II of this procedure provided the board or its representative notifies the parties of its intention to review within ten (10) days after the decision has been rendered. In the event the board reviews a grievance under this section, the board reserves the right to reverse or modify such decision.

SECTION 7. DENIAL OF GRIEVANCE: Failure by the board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

SECTION 8. ARBITRATION PROCEDURES: In the event that the employee and the board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the **Operations and Maintenance Supervisor** within ten (10) days following **the receipt of the** decision in Level III of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator that has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Bureau of Mediation Services (BMS) to appoint an arbitrator, pursuant to M.S. 179.70, subd. 4, providing such request is made within twenty (20) days after request for arbitration. The request shall ask that the appointment be made within thirty (30) days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the BMS within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information:

1. Upon appointment of the arbitrator, the appealing party shall within five (5) days after notice of appointment forward to the arbitrator, with a copy to the board, the submission of the grievance which shall include the following:
 - a. The issues involved
 - b. Statement of the facts
 - c. Position of the grievant
 - d. The written documents relating to Section 5, Article 14 of the grievance procedure
2. The school board may make a similar submission of information relating to the grievance either before or at the time of the hearing.

Subd. 5. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

Subd. 6. Decision: The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before her/him shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by in the PELRA.

Subd. 7. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses that the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such copy.

Subd. 8. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not exceed to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of the public school boards to efficiently manage and conduct its operations within the legal limitations surrounding the financing of such operations.

ARTICLE 15 SENIORITY

SECTION 1. PROBATION PERIOD

Subd. 1. The first nine (9) months of employment shall be considered a probationary period. During such probationary period an employee shall have no recourse if discharged by the district and cannot bid on any job posting. Upon satisfactory completion of the probationary period, the employee shall be entitled to seniority standing from most recent date of hire by the district.

Subd. 2. Beginning January 1, 2020, all new hire custodians will be required to obtain a State of Minnesota Special Engineer License within nine (9) months from their date of hire.

Subd. 3. Failure to obtain the license may result in termination. The school

district may, at its own discretion, extend the nine (9) month timeline. The extension will be put in writing with a new timeline and signed by the district, the employee, and the Union.

SECTION 2. LOSS OF SENIORITY:

Subd. 1. Seniority shall be lost by any of the following:

1. Voluntary quit
2. Discharge
3. Failure to report for work within seven (7) working days of mailing notification of recall from lay-off
4. Lay-off for more than 24 months

Subd. 2. Promotional Seniority: If an employee is assigned to a supervisory position with the school district, that employee will retain their bargaining unit/classification seniority at the time of their promotion for 24 months, but shall not earn additional seniority time.

SECTION 3. LAY-OFF:

Subd. 1. Definitions: Seniority shall be defined as the total length of service from most recent date of hire an employee has with the school district in all positions covered by this contract.

Subd. 2. Notification: In the event lay-off becomes necessary the school district shall notify the union office and the employees involved at least thirty (30) calendar days in advance.

Subd. 3. Lay-off: In the event of a lay-off, the employee with the least seniority in the unit will be laid off first, provided other employees are qualified to do the work of the employee being laid off.

Subd. 4. Recall: Employees shall be recalled in the reverse order of lay-off; the last employee laid off shall be the first recalled.

Subd. 5. Temporary Lay-off: This section does not apply in those cases where a lay-off is due to a building being closed temporarily because of equipment breakdown, quarantine, loss of a utility or damages from natural or unnatural

disasters.

SECTION 4. JOB OPENINGS:

Subd. 1. Posting: In the event of a job opening and/or a new position, said job opening and/or new position will be posted within five (5) working days of event. The job shall be posted for a period of five (5) working days. Bargaining unit members shall be given the opportunity to bid for job openings.

Subd. 2. Filling Vacancies: When a qualified employee bids for a position in the same or a lower classification, seniority will be the main factor in filling the vacancy. When an employee bids for a position in a higher classification the employer will fill the position with the most qualified employee from the unit, however, the district reserves the right to hire outside the unit if such an applicant is more qualified. Under any circumstances if qualifications are substantially equal, the district personnel director will give preference to the senior employee. An employee not given a position may request a written explanation.

The district will consult with the building head for input before making a decision on qualifications and the filling of a vacancy. The exclusive representative will be notified within 15 days of a new employee being hired, or when a current employee accepts a new position or terminates their employment. For new hires or reassigned employees, the school district will also provide notification of the employees' name, title and new rate of pay.

SECTION 5. SENIORITY LIST: The employer agrees to prepare and post a seniority list covering all employees in the classifications covered by this contract. The seniority list shall be prepared and posted every year. Unless a written and dated statement challenging the seniority standing of any employee is filed within fifteen (15) working days after the date the seniority list is posted, the seniority standing of the employees as shown on such seniority list shall be deemed to be correct. The union and union steward shall be furnished in January of each year a current list of employees in the bargaining unit showing their date of hire and position held. Upon request of the union steward, the seniority list shall be updated. The exclusive representative will be provided with a copy of the seniority list.

SECTION 6. SENIORITY TIES: In the event more than one employee has the same seniority date, seniority ranking shall be determined by a random drawing conducted by the union. The school district shall have the right to have a representative present during the drawing.

ARTICLE 16 PUBLIC OBLIGATION

SECTION 1. The parties mutually recognize that their first obligation is to the public and that the right of students and residents of the school district to the continuous and uninterrupted operation of the school is of paramount importance.

SECTION 2. The exclusive representative agrees, therefore, that during the term of this contract neither the exclusive representative nor any individual employee shall engage in any strike as defined by the PELRA. The parties agree that procedures affecting this article are provided for by the PELRA, and, therefore, shall not be subject to the grievance or arbitration procedure.

ARTICLE 17 MILEAGE

SECTION 1. Custodians required to use their personal car for school district business will be paid at the rate established by the school district. The district will pay a minimum of \$1.00 for any school district travel for each start-up.

ARTICLE 18 DURATION

SECTION 1. TERM AND REOPENING NEGOTIATIONS: This agreement shall remain in full force and effect for a period commencing on **July 1, 2023-June 30, 2025**, and thereafter until modifications are made pursuant to the PELRA. If either party desires to modify or amend this agreement commencing at its expiration, it shall give written notice of such intent no later than ninety (90) days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiation more than ninety (90) days prior to the expiration of this agreement.

SECTION 2. EFFECT: This agreement constitutes the full and complete agreement between the board and exclusive representative representing the employees. The provisions herein relating to terms and conditions of employment supersedes any and all prior agreements, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment inconsistent with those provisions.

SECTION 3. FINALITY: Any matters relating to the terms and conditions of employment, whether or not referred to in this agreement, shall not be open for negotiation during the term of this agreement.

SECTION 4. SEVERABILITY: The provisions of this agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this agreement or the application of any provision thereof.

IN WITNESS WHEREOF, The parties have executed this agreement as follows:

For Operating Engineers Local 70

**For Independent School
District 508**

Union's Business Manager

Board Chairperson

Union's President

Board Clerk

Union's Recording Secretary

Board Approved:

Job Site Steward

Business Representative

Dated: _____, 2024

Salary Schedule

DELIVERY DRIVERS, HOUSEKEEPERS, CUSTODIANS			
YEAR	Delivery Drivers	Housekeepers	Custodians
2023-2024	Step 1/\$18.16 Step 2/\$18.46	\$18.04	Step 1/\$18.32 Step 2/\$18.65
2024-2025	Step 1/\$18.80 Step 2/\$19.11	\$18.67	Step 1/\$18.96 Step 2/\$19.30

CUSTODIAN ENGINEERS			
YEAR	Special	Second	First
2023-2024	Step 1/\$19.10 Step 2/\$19.43	Step 1/\$20.00 Step 2/\$20.30	Step 1/\$21.49 Step 2/\$21.79
2024-2025	Step 1/\$19.77 Step 2/\$20.11	Step 1/\$20.70 Step 2/\$21.01	Step 1/\$22.24 Step 2/\$22.55

	HEAD CUSTODIAN	HEAD CUSTODIAN		
YEAR	South/North	MS/HS	Dist. Maintenance Eng.	Building/Grounds Mntc.
2023-2024	\$24.54	\$25.84	\$24.54	\$20.09
2024-2025	\$25.40	\$26.74	\$25.40	\$20.79

OTHER PAY			
YEAR	Shift Differential	Unassigned	Pool Duty
2023-2024	\$1.14	\$1.38	\$0.73
2024-2025	\$1.14	\$1.38	\$0.73
Eligibility	1,566 hours (8 hours per day for 9 months)	1,566 hours (8 hours per day for 9 months)	As assigned

- A. Effective July 1 of each year
- B. Step 1: Date of Hire
- C. Step 2: Beginning of the employees 2nd year of employment
- D. When a custodian fills in for a custodian engineer for more than four (4) hours at a time, the custodian will receive the custodian engineer rate of pay. When a custodian or custodian engineer fills in for a head custodian for more than four (4) hours at a

- time, the custodian or custodian engineer will receive the head custodian rate of pay.
- E. Employees who are certified to remove asbestos will be paid 1 ½ of their hourly rate (time and a half) when assigned to work with asbestos. Employees who are not certified will not be assigned to do asbestos work.
 - F. Head building custodians shall possess, at a minimum, a First-Class C boiler license.

LONGEVITY
-End of 5th year of employment \$0.25 per hour
-End of 10th year of employment \$0.50 per hour
-End of 15th year of employment \$0.75 per hour
-End of 20th year of employment \$1.00 per hour
Longevity shall not be cumulative



ADDENDUM

REGULAR BOARD MEETING Thursday, January 18, 2024 SPCC-Governor's Room 6:30 PM

VII. ACTION ITEMS

4. AGENDA ITEM #4

Subject: Consider Approval of High School Course/Program Changes for 2024-2025

Action: Requires a Motion

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

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

Presentation: High School Principal

Options/Recommendation: I recommend your approval.



MEMO TO: Mr. Bill Gronseth
School Board

FROM: Annette Engeldinger

DATE: January 10, 2024

RE: 2024-2025 New Course Proposal/Changes

Saint Peter High School is continuing preparations for the 2024-2025 registration process. Below, you will find this year's recommended changes and additions.

New Courses/Adjustments

Family and Consumer Science:

- **Baking and Pastries:** This course is designed to educate students in the art of Baking and Pastry. Students will learn the basics of mixing, shaping, and baking for several baked goods, including breads, cakes, pastry doughs, custards, cookies, candies, and confections. Regional and international baked foods are also highlighted. In addition, students will be introduced to decorating techniques. This course includes classroom instruction and practical lab work.

Physical Education:

- **Advanced Weights and Wellness:** Students will participate in advanced cardio, core, upper and lower body strength activities throughout the term. The emphasis will be on improving each student's overall fitness and strength level. Each student will know how to develop a personal fitness plan and will measure and evaluate personal fitness, endurance, and strength.
- **Let's Go For a Walk!:** This course is designed to encourage movement within the school day. Students will walk indoors, outdoors, upstairs, downstairs, on sidewalks, on grass...we will walk everywhere! Students will learn about the benefits of walking for physical health as well as mental, spiritual, and social health. Come on, let's go for a walk!

Social Studies:

- **Global Perspectives: Ethnic Studies in a Changing World:** This course will focus on the study of race, ethnicity, and indigeneity, focusing on the experiences and perspectives of people of color within and beyond the United States. Students will be critically analyzing various social movements, current events, and the history of discrimination related to race, ethnicity, gender, sexual orientation, and class. Topics include but are not limited to exploring the historical narratives and contemporary issues of marginalized communities such as Native Americans,

African Americans, Latinos, Asian Americans, and Black South Africans under apartheid.

- **History 191 (Concurrent Enrollment History MNSU):** This course will examine the history of the United States, primarily focusing on reconstruction in the 1870s through the first part of the twenty-first century. While we will incorporate the pre-Columbian through Civil War period, the course will emphasize the transformative events and developments that have shaped the nation's trajectory from the Reconstruction era onward. We will focus on the development of U. S. society, political and economic thought, race relations, and societal transformation and trace the development of the United States as a world power. Topics in this course will include progressivism and the Gilded Age, the transformation of the West, World War I, the rise of a consumer economy, the Great Depression, World War II, The Cold War, the Civil Rights movements of the 1960s and 70s, the resurgence of conservatism in the 1980s, and the contemporary challenges arising from globalization efforts.

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

If you have any questions, please let me know.



ADDENDUM

REGULAR BOARD MEETING Thursday, January 18, 2024 SPCC-Governor's Room 6:30 PM

VII. ACTION ITEMS

5. AGENDA ITEM #5

Subject: Consider Approval to Amend a Previously Passed Resolution calling for a Special Election

Action: Requires a Resolution

Background: A resolution was passed during the December School Board Meeting regarding a special election relating to funding for modifications to the Middle School building during the replacement of the Boiler and HVAC systems. The resolution had an error in polling place information. The recommended amendment is a correction.

Presentation: Superintendent Gronseth

Options/Recommendation: I recommend amending the previously passed resolution calling for a special election.

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

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 January 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 ____th day of January 2023.

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. On December 18, 2023, the Board adopted a resolution related to the issuance of general obligation school building bonds and calling of a special election thereon (the “Prior Election Resolution”). For purposes of correcting inconsistencies with the combined polling places described therein, the Board now wishes to amend and restate the Prior Election Resolution in its entirety by the adoption of this resolution (the “Election Resolution”).

2. 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 and renovations at the existing middle school facility.

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.

3. 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.

4. 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.

5. 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 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.

6. 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 and renovations at the existing middle school facility?

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, Minnesota 56082 | This combined polling place serves all territory that is located in the City of St. Peter Ward 1-Precinct 1. |
| Community Center, Door “B,” 600 South Fifth Street, St. Peter, Minnesota 56082 | This combined polling place serves all territory that is located in the City of St. Peter, Minnesota, Ward 2–Precinct 1. |
| Johnson Hall, 400 Union Street, St. Peter, Minnesota 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, Minnesota 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]

7. 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.

8. 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

Instructions to Voters

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

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.

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 and renovations at the existing middle school facility?

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

(Reverse side of ballot)

OFFICIAL BALLOT

April 9, 2024

Judge

Judge

(The ballot is to be initialed by two judges)

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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

16. 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.

17. 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.

18. 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.

19. 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 Thursday, January 18, 2024 SPCC-Governor's Room 6:30 PM

VIII. INFORMATION ITEMS

1. AGENDA ITEM #1

Subject: Enrollment Options

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

Presentation: Superintendent of Schools

ECSE-12

Date	Public	Charter	Online	Parochial	Homeschools	Total Leaving	Enrollment	% of Total
2019-20	143	55	9	103	14	324	2251	14%
2020-21	141	61	14	153	35	404	2180	19%
2021-22	149	52	21	151	27	400	2087	19%
2022-23	143	52	15	152	26	388	2086	19%
2023-24	144	37	14	144	27	366	2091	17%

Total Leaving

Date	Leaving	Coming	Net Effect
12/2/2019	143	151	8
12/1/2020	141	174	33
12/1/2021	149	168	19
12/1/2022	143	184	41
12/1/2023	144	197	53

Other Public Schools

128

Date	Charters	Online	Total
12/2/2019	55	9	64
12/1/2020	61	14	75
12/1/2021	52	21	73
12/1/2022	52	15	67
12/1/2023	37	14	51

Leaving for Other Options

Date	Parochial	Home School	Total
2019-20	103	14	117
2020-21	153	35	188
2021-22	151	27	178
2022-23	152	26	178
2023-24	144	27	171

Leaving for Home or Parochial

Current Year

Residents Attending MVED

EC	
KG	
1	
2	1
3	3
4	2
5	1
6	2
7	3
8	3
9	
10	2
11	
12	1
Total:	18

St. Peter Enrollments

	Open	Resident	Total
EC	4	73	77
KG	12	122	134
1	12	122	134
2	16	134	150
3	12	115	127
4	10	136	146
5	14	121	135
6	11	143	154
7	10	147	157
8	10	134	144
9	20	162	182
10	16	168	184
11	23	149	172
12	27	168	195
Total Enrollment:		2091	

Students Leaving St. Peter 2023-24

	Cleveland	Mankato	Nicollet	JWP	LSH	TCU	New Ulm	Waseca	St. Clair	Sibley East	LSH ALC	Fergus	Worthington	Houston	New Country	Kato Public	EdVisions	MN Connectors	Bluesky	MN Online HS	Parochial	Homeschool	Total	
Grade	0391	0077	0507	2835	2397	2905	0088	0829	0075	2310	2397	0544	0518	0294	4007	4066	4151	4017	4082	4150				
EC	1	4																						5
K	6	4	1												4			1				20	1	37
1	5	3								1												13	1	22
2	3														1							25	3	33
3	6		2												1							18	1	28
4	4	4	1												2			1				18	3	33
5	5	6	1	1				1				1			1							8	2	26
6	1	1	1										1		7							15	2	28
7	8	1	1											1	5			1				11	2	30
8	4	3		1	1												1	1				2	3	16
9	7	5	2	1			1								4	1		1	1		1	2	2	26
10	7	3									1				4			1	1			2	2	21
11	5	2	2		1										3			1				7	4	27
12	7	12	1	1		1			1						3				2	1		4	1	34
District Total	69	48	12	4	2	1	1	1	1	1	1	1	1	1	35	1	1	7	4	3	144	27	366	

Snapshot Date: 12-1-2023

Public schools:	140
Public School ALC:	1
Public Schools Online:	3
Charter schools:	37
On-line:	14
Parochial:	144
Homeschool:	27

366

Students Coming to St Peter 2023-24

Grade	Mankato ISD 0077	Cleveland ISD 0391	Le Sueur ISD 2397	Nicollet ISD 0507	Sibley East ISD 2310	TCU ISD 2905	New Ulm ISD 0088	JWP ISD 2835	Madelia ISD 0837	Owatonna ISD 0761	WEM ISD 2143	St. James ISD 0840	Lake Park Audubon ISD 2889	Total
EC	1		1	1		1								4
KG	3	4	1	2	1					1				12
1	6	3	1			1	1							12
2	7	5	1	1				1				1		16
3	3	1	3	2	2					1				12
4	3	1	2		3		1							10
5	2	2	6	2		2								14
6	3	4	1	1			1	1						11
7	3	2	1	1	1	1	1							10
8	3	4	1	1							1			10
9	6	4	3	4	1	1		1						20
10	4	6		3	1	1			1					16
11	10	6	4	2			1							23
12	12	5	4	3				1	1				1	27
District Total	66	47	29	23	9	7	5	4	2	2	1	1	1	197

Snapshot Date: 12-1-2023

Year	Home School	John Ireland	Imm. Lutheran Mankato	MN Valley Lutheran	Loyola Catholic Schools	St Peter Lutheran	Trinity Lutheran - Nicollet	10 Year Totals
23-24	10	1	0	0	0	3	5	23-24
22-23	15	1	0	0	1	3	7	22-23
21-22	15	2	0	0	1	1	7	21-22
20-21	17	1	0	0	1	1	10	20-21
19-20	13	1	0	0	1	1	9	19-20
18-19	12	1	0	0	1	1	8	18-19
17-18	15	1	0	0	1	1	7	17-18
16-17	15	1	0	0	1	1	6	16-17
15-16	14	1	0	0	1	1	5	15-16
14-15	10	1	0	0	1	1	4	14-15
23-24	10	0	0	0	0	3	5	23-24
22-23	16	0	0	0	1	3	7	22-23
21-22	15	0	0	0	1	1	9	21-22
20-21	10	0	0	0	1	1	10	20-21
19-20	6	0	0	0	1	1	5	19-20
18-19	8	0	0	0	1	1	9	18-19
17-18	9	0	0	0	1	1	8	17-18
16-17	7	0	0	0	1	1	6	16-17
15-16	9	0	0	0	1	1	5	15-16
14-15	8	0	0	0	1	1	4	14-15
23-24	10	0	0	0	0	0	6	23-24
22-23	16	0	0	0	0	0	9	22-23
21-22	15	0	0	0	0	0	5	21-22
20-21	10	0	0	0	0	0	10	20-21
19-20	6	0	0	0	0	0	9	19-20
18-19	8	0	0	0	0	0	5	18-19
17-18	9	0	0	0	0	0	9	17-18
16-17	7	0	0	0	0	0	4	16-17
15-16	9	0	0	0	0	0	5	15-16
14-15	8	0	0	0	0	0	4	14-15
23-24	10	0	0	0	0	0	6	23-24
22-23	14	0	0	0	0	0	9	22-23
21-22	13	0	0	0	0	0	7	21-22
20-21	11	0	0	0	0	0	7	20-21
19-20	8	0	0	0	0	0	5	19-20
18-19	8	0	0	0	0	0	8	18-19
17-18	10	0	0	0	0	0	4	17-18
16-17	8	0	0	0	0	0	3	16-17
15-16	9	0	0	0	0	0	10	15-16
14-15	8	0	0	0	0	0	8	14-15
23-24	10	0	0	0	0	0	10	23-24
22-23	14	0	0	0	0	0	14	22-23
21-22	13	0	0	0	0	0	6	21-22
20-21	11	0	0	0	0	0	7	20-21
19-20	8	0	0	0	0	0	5	19-20
18-19	8	0	0	0	0	0	8	18-19
17-18	10	0	0	0	0	0	8	17-18
16-17	8	0	0	0	0	0	8	16-17
15-16	9	0	0	0	0	0	9	15-16
14-15	8	0	0	0	0	0	7	14-15
23-24	10	0	0	0	0	0	16	23-24
22-23	14	0	0	0	0	0	6	22-23
21-22	13	0	0	0	0	0	15	21-22
20-21	11	0	0	0	0	0	8	20-21
19-20	8	0	0	0	0	0	5	19-20
18-19	8	0	0	0	0	0	8	18-19
17-18	10	0	0	0	0	0	8	17-18
16-17	8	0	0	0	0	0	6	16-17
15-16	9	0	0	0	0	0	10	15-16
14-15	8	0	0	0	0	0	8	14-15
23-24	10	0	0	0	0	0	13	23-24
22-23	14	0	0	0	0	0	6	22-23
21-22	13	0	0	0	0	0	11	21-22
20-21	11	0	0	0	0	0	6	20-21
19-20	8	0	0	0	0	0	5	19-20
18-19	8	0	0	0	0	0	8	18-19
17-18	10	0	0	0	0	0	8	17-18
16-17	8	0	0	0	0	0	8	16-17
15-16	9	0	0	0	0	0	9	15-16
14-15	8	0	0	0	0	0	7	14-15
23-24	10	0	0	0	0	0	13	23-24
22-23	14	0	0	0	0	0	6	22-23
21-22	13	0	0	0	0	0	11	21-22
20-21	11	0	0	0	0	0	6	20-21
19-20	8	0	0	0	0	0	5	19-20
18-19	8	0	0	0	0	0	8	18-19
17-18	10	0	0	0	0	0	8	17-18
16-17	8	0	0	0	0	0	8	16-17
15-16	9	0	0	0	0	0	9	15-16
14-15	8	0	0	0	0	0	7	14-15
23-24	10	0	0	0	0	0	16	23-24
22-23	14	0	0	0	0	0	6	22-23
21-22	13	0	0	0	0	0	15	21-22
20-21	11	0	0	0	0	0	8	20-21
19-20	8	0	0	0	0	0	5	19-20
18-19	8	0	0	0	0	0	8	18-19
17-18	10	0	0	0	0	0	8	17-18
16-17	8	0	0	0	0	0	6	16-17
15-16	9	0	0	0	0	0	10	15-16
14-15	8	0	0	0	0	0	8	14-15
23-24	10	0	0	0	0	0	10	23-24
22-23	14	0	0	0	0	0	14	22-23
21-22	13	0	0	0	0	0	11	21-22
20-21	11	0	0	0	0	0	6	20-21
19-20	8	0	0	0	0	0	5	19-20
18-19	8	0	0	0	0	0	8	18-19
17-18	10	0	0	0	0	0	8	17-18
16-17	8	0	0	0	0	0	8	16-17
15-16	9	0	0	0	0	0	9	15-16
14-15	8	0	0	0	0	0	7	14-15
23-24	10	0	0	0	0	0	16	23-24
22-23	14	0	0	0	0	0	6	22-23
21-22	13	0	0	0	0	0	15	21-22
20-21	11	0	0	0	0	0	8	20-21
19-20	8	0	0	0	0	0	5	19-20
18-19	8	0	0	0	0	0	8	18-19
17-18	10	0	0	0	0	0	8	17-18
16-17	8	0	0	0	0	0	6	16-17
15-16	9	0	0	0	0	0	10	15-16
14-15	8	0	0	0	0	0	8	14-15
23-24	10	0	0	0	0	0	10	23-24
22-23	14	0	0	0	0	0	14	22-23
21-22	13	0	0	0	0	0	11	21-22
20-21	11	0	0	0	0	0	6	20-21
19-20	8	0	0	0	0	0	5	19-20
18-19	8	0	0	0	0	0	8	18-19
17-18	10	0	0	0	0	0	8	17-18
16-17	8	0	0	0	0	0	6	16-17
15-16	9	0	0	0	0	0	9	15-16
14-15	8	0	0	0	0	0	7	14-15
23-24	10	0	0	0	0	0	10	23-24
22-23	14	0	0	0	0	0	14	22-23
21-22	13	0	0	0	0	0	11	21-22
20-21	11	0	0	0	0	0	6	20-21
19-20	8	0	0	0	0	0	5	19-20
18-19	8	0	0	0	0	0	8	18-19
17-18	10	0	0	0	0	0	8	17-18
16-17	8	0	0	0	0	0	6	16-17
15-16	9	0	0	0	0	0	9	15-16
14-15	8	0	0	0	0	0	7	14-15
23-24	10	0	0	0	0	0	10	23-24
22-23	14	0	0	0	0	0	14	22-23
21-22	13	0	0	0	0	0	11	21-22
20-21	11	0	0	0	0	0	6	20-21
19-20	8	0	0	0	0	0	5	19-20
18-19	8	0	0	0	0	0	8	18-19
17-18	10	0	0	0	0	0	8	17-18
16-17	8	0	0	0	0	0	6	16-17
15-16	9	0	0	0	0	0	9	15-16
14-15	8	0	0	0	0	0	7	14-15
23-24	10	0	0	0	0	0	10	23-24
22-23	14	0	0	0	0	0	14	22-23
21-22	13	0	0	0	0	0	11	21-22
20-21	11	0	0	0	0	0	6	20-21
19-20	8	0	0	0	0	0	5	19-20
18-19	8	0	0	0	0	0	8	18-19
17-18	10	0	0	0	0	0	8	17-18
16-17	8	0	0	0	0	0	6	16-17
15-16	9	0	0	0	0	0	9	15-16
14-15	8	0	0	0	0	0	7	14-15
23-24	10	0	0	0	0	0	10	23-24
22-23	14	0	0	0	0	0	14	22-23
21-22	13	0	0	0	0	0	11	21-22
20-21	11	0	0	0	0	0	6	20-21
19-20	8	0	0	0	0	0	5	19-20
18-19	8	0	0					



ADDENDUM

REGULAR BOARD MEETING Thursday, January 18, 2024 SPCC-Governor's Room 6:30 PM

VIII. INFORMATION ITEMS

2. AGENDA ITEM #2

Subject: Appointments to Standing School Board Committees

Background: On an annual basis the School Board Chair works collaboratively with School Board Directors to decide on standing school board committee and other assignments. Assignments for 2024 are attached.

Presentation: School Board Chair

Saint Peter School Board Committees 2024

STANDING COMMITTEES	* = CHAIR
Education Committee	<ul style="list-style-type: none"> ● Tracy Stuewe* ● Kate Martens ● Drew Dixon
Business Committee	<ul style="list-style-type: none"> ● Bill Kautt* ● Ken Rossow ● Rita Rassbach
Human Resources Committee	<ul style="list-style-type: none"> ● Drew Dixon* ● Bill Kautt ● Ken Rossow
Shared Programs Committee	<ul style="list-style-type: none"> ● Charlie Potts* ● Bill Kautt ● Tracy Stuewe
Policy Committee	<ul style="list-style-type: none"> ● Charlie Potts* ● Kate Martens ● Rita Rassbach
REPRESENTATIVES ON OTHER AGENCY BOARDS/COMMITTEES	
Community Education Advisory Committee	Kate Martens
Legislative Committee	Bill Kautt
Meet and Confer Committee	Ken Rossow
Minnesota State High School League Advisory Committee	Charlie Potts
Minnesota Valley Education District (MVED Board)	Tracy Stuewe
Nicollet County Collaborative	Rita Rassbach
Saint Peter Education Foundation	Kate Martens
South Central Educational Service Cooperative	Ken Rossow
World's Best Workforce Advisory Committee	Tracy Stuewe
Saint Peter High School Hall of Fame Selection Committee	Drew Dixon
ALC Governing Board	Rita Rassbach
Education Equity Advisory Council	Kate Martens
Native American Parent Advisory Council	Kate Martens



ADDENDUM

REGULAR BOARD MEETING Thursday, January 18, 2024 SPCC-Governor's Room 6:30 PM

VIII. INFORMATION ITEMS

3. AGENDA ITEM #3

Subject: Middle School Course/Program Changes for 2024-2025

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

At tonight's meeting Middle School Principal Jon Graff will present information regarding a programmatic change recommended for the 2024-2025 school year.

Presentation: Middle School Principal

Background:

- Adjusting district - wide math sequence
- Meeting the needs of exceptionally high math learners (currently differentiating in 5th grade, students can work ahead)

Typical	Advanced	Grade Advancement
5th	5th	6th
6th	6th	7th
7th	7th	8th Advanced
8th	Adv 8th	Adv Geometry
Geometry (9th)	Adv Geometry (9th)	Adv Alg 2
Algebra 2A (10th)	Adv Alg 2 (10th)	Precalculus
Algebra 2B (11th)	Precalculus (11th)	AP Calculus
Math 85/CAT/Precalc	AP Calculus (12th)	Calculus

135

Qualifying Criteria:

- Advanced 8th
 - 7th grade MCA - Exceeds
 - "A" in 7th grade math
 - Teacher Recommendation
- Grade Advancement
 - MCA - Exceeds (46 students)
 - aMath Assessment - 98th national percentile (General Math Skills) (3 students)
 - CBM Math Assessments - 98th national percentile (More content specific math skills (?)).
 - Teacher Recommendation

- Procedures: Beginning with this year's 5th Grade

This Year	Beginning this Spring
<ul style="list-style-type: none">● Consider qualifications● Inform families of opportunity● Advance those who qualify/are interested	<ul style="list-style-type: none">● Consider qualifications in Spring● Inform families of opportunity● Schedule appropriately for Fall