



SAINT PETER SCHOOL BOARD
Regular Board Meeting
Monday, March 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	
1. Student Council Report	
VII. Action Items	
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2. Consider Approval of the Revised FY24 Budget	87
3. Discuss the Projected FY25 Budget	94
4. Consider Approval of the Revised Resolution Adopting the FY 25 Long-Term Facilities Maintenance Ten-Year Plan	99
5. Consider Approval of the Resolution Stating the Intent to Issue General Obligation Bonds to Finance Projects within the Ten-Year Plan	101
6. Consider Petition of Landowners for Detachment and Annexation from One School District to Another	110
7. MVED Facilities Discussion	113
8. Consider Approval of a Hockey Cooperative Agreement	128
VIII. Information Items	
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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	
Wednesday, March 27, 2024	
4:00 PM	
DO	

HR Committee
Wednesday, April 3, 2024
5:00 PM
SPMS-Conference Room A/B

Business Committee
Wednesday, April 10, 2024
10:00 AM
DO

Policy Committee
Wednesday, April 10, 2024
4:00 PM
DO

Education Committee
Thursday, April 11, 2024
1:00 PM
DO

Regular Board Meeting
Monday April 15, 2024
6:30 PM
SPCC-Governor's Room

XI. Adjournment



ADDENDUM

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

V. CONSENT AGENDA

1. Approval of the Regular Board Meeting minutes of February 22, 2024.
2. Approval of the Study Session minutes of March 4, 2024.
3. Approval of Bills (\$2,033,099.70) and Wire Transfers (\$3,905,264.43) for February 2024.
4. Approval of the transfer of funds in the amount of \$4,808.58 from the South Parent Council to the South Activity Fund, which will allow income and expenditures to be documented in the St. Peter Public School SMART finance program.
5. Approval of the proposal for South Elementary School Exterior Wall Repairs
6. Personnel
 - a. The approval of the transfer of (Kimberley Deming) from Middle School Principal's Secretary to Administrative Assistant to the Superintendent beginning March 4, 2024.
 - b. The approval of the hiring of a full-time night custodial engineer (Cameron Estes) at Saint Peter High School beginning March 1, 2024.
 - c. The approval of the hiring of a school nurse (Heidi Sjogren) at South Elementary beginning April 2, 2024.
 - d. The approval of an FMLA leave for a teacher (Abby Ramirez) at North Elementary from approximately May 10, 2024, until August 19, 2024.
 - e. The acceptance of the resignation of a paraprofessional (Chelsie Short) at North Elementary effective February 27, 2024.
 - f. The acceptance of the resignation of office support (Marcia Wenner) at North Elementary effective February 27, 2024.

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, Kate Martens, Ken Rossow, Tracy Stuewe & Rita Rassbach

Members Absent: Charlie Potts & Bill Kautt

Principals: Darin Doherty, Doreen Oelke, Ytve Prafke

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 Thursday, February 22, 2024, beginning at 6:30 PM in the SPCC-Governor's Room.

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

II. Pledge of Allegiance

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

IV. Consider Requests to Speak on the Agenda

V. Approval of Consent Agenda Items-(Martens/Rassbach, unanimous)

1. The acceptance of the resignation of a Paraprofessional (Christie Joramo) at Saint Peter Middle School effective January 31, 2024.
2. The acceptance of the resignation of a Paraprofessional (Krystalin Neary) at Saint Peter Middle School.
3. The approval of the hiring of a Paraprofessional (Sorren Chaudhury) at Saint Peter Middle School. This is a replacement position.
4. The approval of the hiring of a Paraprofessional (Isaac Dearborn) at Saint Peter Middle School. This is a replacement position.
5. The acceptance of the resignation of Saints Overtime Assistant (Oscar Ramirez) with Saint Peter Community and Family Education.
6. The approval of the hiring of a paraprofessional (Claire Hruby) at Saint Peter Middle School. This is a replacement position.
7. The approval of the hiring of a paraprofessional (Rachel Stuewe) at South Elementary School beginning January 12, 2024.
8. The approval of a transfer (Will Hawkins) from a substitute custodian to a housekeeper at North Elementary beginning February 7, 2024.

9. The acceptance of the retirement for the principal (Doreen Oelke) at South Elementary effective June 30, 2024.
10. The acceptance of the resignation of the Administrative Assistant to the Superintendent (Sarah Janovsky) effective February 28, 2024.
11. The acceptance of a maternity leave extension for a sixth-grade science teacher (Megan Gebur). Megan is requesting an intermittent leave to extend through the 23rd of February.
12. The approval of an FMLA request for a first-grade teacher (Karissa Minks). Her due date is April 20, 2024. Her leave would begin on the date of the birth of her child and will use intermittent FMLA to return to her full-time teaching position on October 10, 2024.
13. The approval of an FMLA request for Elayna Howton from August 19, 2024-September 27, 2024.
14. The approval of an FMLA request for an Occupational Therapist (Hannah Johnson) from April 29, 2024 through May 31, 2024. She will return full-time to her OT position for the 2024-2025 school year.
15. The approval of the hiring of an ECFE/School Readiness paraprofessional/teacher (Tasha Oliver) at Saint Peter Early Childhood.

VI. Student Spotlight-Liv Bahr, North Elementary

Liv is a 4th Grader in Mrs. Nixon's class. Mr. Doherty chose Liv as a spotlight student on his own without teacher input this month. He chose her for her caring, understanding big-hearted outlook. If Liv could choose a super power should would choose super intelligence. Her favorite book is the Guinness Book of World Records. She would like to visit Washington DC to visit the Washington Memorial to visit where Dr. King gave his speech. She loves North for its kind environment. Liv would teach adults that it is okay to share your emotions and not keep them cooped up. Her proudest accomplishment at North is happening tonight presenting to the school board. She would like to be a Palentologist or a History Teacher when she is older.

VII. Action Items

1. Consider Acceptance of Donations & Grants to the District-(Martens/Rossow, unanimous)
2. Consider Approval of Pay Equity Report-(Rossow/Rassbach, unanimous)
3. Consider Policies with Legislative Requirements for Approval with One Reading-(Martens/Stuewe, unanimous)

VIII. Information Items

1. Mileage and Meal Reimbursement Rates

An adjustment is being made from .655 to .67 cents per mile.

There is also an adjustment to meal reimbursement as follows: breakfast from \$12 to \$13, lunch stays at \$15, and dinner shifts from \$25 to \$26.

There is a difference in rates when traveling within the State of Minnesota to the cities of Minneapolis/St. Paul (\$18, \$20, \$36) Rochester (\$14, \$16, \$29) and Duluth (\$18, \$20, \$36).

Out-of-state travel rates will be \$18, \$20, \$36.

2. READ Act Update

The READ Act was passed by the Minnesota Legislature during the 2023 session. It requires specific assessments, curriculum, and Science of Reading training for all staff working in the area of literacy. MDE has been working through the details of implementation. In the near future we will begin Phase I of the training which will include 146 teachers, paraprofessionals, and administrators.

3. Commissioners Review and Comment

A required action regarding the "Mend the Middle" project is to complete the Review and Comment Process through MDE. The full report has been submitted to MDE describing the work to be done and the bonding which would finance the project. The report has been approved by the Commissioner of Education. The final page of the report must also be published in the newspaper and the report included in a School Board meeting for public review.

IX. Reports

1. Building Principals

Early Childhood

- Open house was last week, over 70 registrations have come in
- Conferences will be in March
- Field trips will begin soon

South

- Conferences were last week and this past Tuesday
- Professional Development last Friday was beneficial for staff
- The Book Fair was a big success
- South Targeted Services will be starting
- Kindergarten Open House: Feb. 29th
- Online registration is open

North

- Professional Learning Day last Friday was beneficial for staff
- Arts & Academic Night: March 7th
- Kindness Retreat is next week at Johnson Hall
- Young Writers and Artists at Bethany

2. Superintendent of Schools

Black Joy Day will be celebrated tomorrow at the High School
Shout out to Doreen and Sarah

Please visit the Mend the Middle Site www.mendthemiddle.org related to the April 9th Referendum. There will be another presentation on March 6th held at the Middle School

This Saturday Saints Café will be at McDonald's

3. Board Members

a. Around the Table

Rossow-Thanks Sarah

Stuewe-Thanks Sarah

Martens-Impressed with the quality of the student activities

Rassbach-Very impressed with the vouchers South did for Book Fair, NASA started in 1958 the same year our Middle School was built

Dixon-Please visit www.mendthemiddle.org

X. Upcoming Meetings of the School Board

Study Session

Monday, March 4, 2024

6:30 PM

SPMS-Media Center

HR Committee

Friday, March 8, 2024

4:00 PM

SPMS-Conference Room A/B

Business Committee

Wednesday, March 13, 2024

10:00 AM

DO

Policy Committee

Wednesday, March 13, 2024

4:00 PM

DO

Education Committee

Thursday, March 14, 2024

1:00 PM

DO

Regular Board Meeting

Monday, March 18, 2024

6:30 PM

SPCC-Governor's Room

XI. Adjournment-7:29 Rossow/Stuewe

Dated: March 18, 2024

Kate Martens, Board Clerk

THE MINUTES OF THE MEETING HAVE NOT BEEN APPROVED

Minutes of Study Session

The School Board Saint Peter Public Schools

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

Others present: Superintendent Bill Gronseth

A Study Session of the School Board of Saint Peter Public Schools was held Monday, March 4, 2024 beginning at 6:30 PM in the Saint Peter Middle School Conference Room A/B.

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

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

III. Information Items

1. MVED Facilities Proposal

Mr. Gronseth presented a proposal from MVED regarding the purchase and subsequent lease of a new location for MVED programs. A third party would purchase and remodel the building. MVED would lease the building for twenty years. While the expanded programming would benefit all partner districts, this would be a significant increase in cost to Saint Peter Schools.

IV. Upcoming Meetings of the School Board

1. Education Committee

Thursday, March 14, 2024

1:00 PM

DO

2. HR Committee

Friday, March 8, 2024

4:00 PM

SPMS-Conference Room A/B

3. Special Board Meeting

Wednesday, March 13, 2024

6:30 PM

SPMS-Media Center

4. Business Committee

Thursday, March 14, 2024

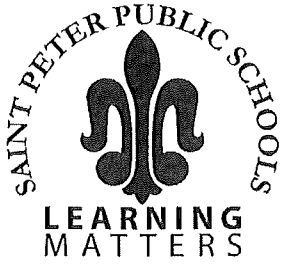
10:00 AM
DO

5. Regular Board Meeting
Monday, March 18, 2024
6:30 PM
SPCC-Governor's Room

Adjournment (Dixon/Kautt, unanimous)

Dated: March 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: 3/11/2024
To: Dr. Bill Gronseth - Superintendent
From: Bee Ong - Finance Accountant
Re: **Monthly Board Bills, Payroll & Student Activity Amounts:**

February 2024 - Board Bills	\$911,684.27
February 2024 - Payroll	\$1,094,157.79
February 2024 - Student Activity	\$27,257.64
	<hr/>
	\$2,033,099.70

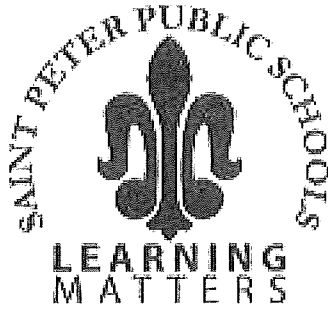
St. Peter Public Schools
Wire Transfer Report

Feb-24

MSDLAF to USBank		(Feb/Aug bond pymt)
MSDLAF to FNB Payroll	2/14/2024	550,000.00
MSDLAF to FNB Payroll	2/28/2024	575,000.00
MSDLAF to FNB BO	2/7/2024	200,000.00
MSDLAF to FNB BO	2/15/2024	150,000.00
MSDLAF to FNB BO	2/16/2024	200,000.00
MSDLAF to FNB BO	2/22/2024	500,000.00
MSDLAF to FNB BO	2/28/2024	250,000.00
MSDLAF to CCF	2/7/2024	150,000.00
MSDLAF to CCF	2/22/2024	200,000.00
FNB BO to BCBS - medicare health	2/21/2024	1,032.50
FNB BO to BCBS - medicare health	2/21/2024	13,452.00
FNB BO to VISA	Feb	17,724.59
Wire of federal payroll taxes	2/15/2024	161,245.19
Wire of federal payroll taxes	2/23/2024	14,747.17
Wire of federal payroll taxes	2/27/2024	170.34
Wire of federal payroll taxes	2/29/2024	160,928.12
Wire of state payroll taxes	2/1/2024	27,502.06
Wire of state payroll taxes	2/13/2024	557.06
Wire of state payroll taxes	2/16/2024	326.08
Wire of state payroll taxes	2/16/2024	26,633.24
Wire of state payroll taxes	2/26/2024	2,316.32
Wire of state payroll taxes	2/28/2024	4.12
PERA payments	2/5/2024	24,908.17
PERA payments	2/20/2024	25,819.94
PERA payments	2/26/2024	9,552.46
PERA payments	2/29/2024	122.95
TRA payments	2/5/2024	91,005.57
TRA payments	2/20/2024	88,161.25
Horace Mann	2/2/2024	1,660.00
Horace Mann	2/21/2024	1,660.00
Ameriprise/NBSGroup Bill	2/2/2024	2,300.00
Ameriprise/NBSGroup Bill	2/21/2024	2,300.00
Colonial Life	2/7/2024	461.86
Colonial Life	2/7/2024	9,969.01
CCF- Dental direct debits	2/5/2024	2,147.42
CCF- Dental direct debits	2/12/2024	144.00
CCF- Dental direct debits	2/12/2024	1,711.60
CCF- Dental direct debits	2/20/2024	3,078.60
CCF- Dental direct debits	2/21/2024	1,788.60
CCF- Dental direct debits	2/26/2024	4,173.39
CCF - BCBS debits	2/1/2024	113,311.43
CCF - BCBS debits	2/8/2024	52,974.94
CCF - BCBS debits	2/15/2024	61,305.79
CCF - BCBS debits	2/22/2024	93,579.16
CCF - BCBS debits	2/29/2024	90,431.82
Medsurity-FNB HSA/VEBA	Feb	21,057.68

Total Wires 11

3,905,264.43



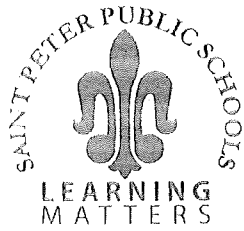
MEMO TO: Bill Gronseth, Superintendent
Saint Peter School Board

FROM: Doreen Oelke, Principal

DATE: March 11, 2024

SUBJECT: Transfer of Funds

The purpose of this memo is to inform you that the South Parent Council balance of \$4,808.58 will be transferred to the South Activity fund. This will allow income and expenditures to be a part of the St. Peter Public School SMART finance program and will not require additional paperwork with the change of leadership at South Elementary.

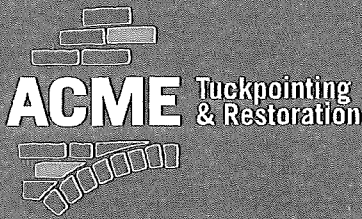


MEMO TO: Mr. Bill Gronseth
FROM: Seth Putz
DATE: March 14, 2024
SUBJECT: South Elementary Exterior Wall Repairs

Proposals for the South Elementary School Exterior Wall Repairs were received March 5, 2024. The project plan and job description is the final action item of a report prepared by Inspec for the Saint Peter School District. The Request for Proposal for this project was created and executed by Marc Bachman.

I recommend the board accept the proposal provided by ACME Tuckpointing and Restoration at a cost of \$66,300. This project will start and be completed during June of 2024.

Attached is the RFP and bid tabulation form.



849 Western Avenue N
St. Paul, MN 55117

o (612) 623 8018
f (612) 623 8012
www.acmetuckpointing.com

February 26, 2024

Mr. Marc Bachman
100 Lincoln Drive
St. Peter, MN

Dear Mr. Bachman:

Thank you for the opportunity provide you with a masonry restoration proposal for St. Peter South Elementary School located at 1405 South 7th Street in St. Peter, MN. Scope of work and pricing is based on the information provided to us and a site visit with Marc Bachman on 2/20/24.

Masonry Repairs

- Remove existing and install new sealant at all: (See typical on page 2)
 - Through-wall A/C cover perimeters
 - Brick to brick vertical expansion joints
 - Stone to stone joints at windows and entryways
 - Brick to stone joints at window sills
 - Excludes: Window and door perimeters
- Reset 1 stone sill and caulk. Louver removal/re-install by others.
- Allowance to replace 50 individual bricks that are cracked or broken.
- Allowance to tuckpoint 100SF of deteriorated/cracked mortar joints.
- Restoration clean all stone.
- Masonry cleaning at completion.

Base Bid - \$66,300.00

ADD Options to the Base Bid:

- Full building restoration clean of brick. **+\$18,750.00**
- Lintel painting at \$100/window. Once final count of windows is determined, cost may come down on a per window through economies of scale.

Pricing includes the following General Conditions:

- If applicable, mortar mockups.
- Mobilization, daily clean up, dumpsters and portable restrooms.

Exclusions: [?] Bonds, permits, testing, roofing, handing of hazardous materials, overtime, custom brick shapes and colors, movement of existing utilities and painting. *send insurance.*

All debris that accumulates will be cleaned up and the premises left in a neat and orderly condition. All power tools, equipment, insurance, labor and materials to be supplied by Acme Tuckpointing & Restoration.

Please contact me at 517-490-1101 if you have any questions or requests. We look forward to working with you on this project.

Sincerely,

Claude S. Gulley IV
Project Manager

Accepted By:

Date:

14

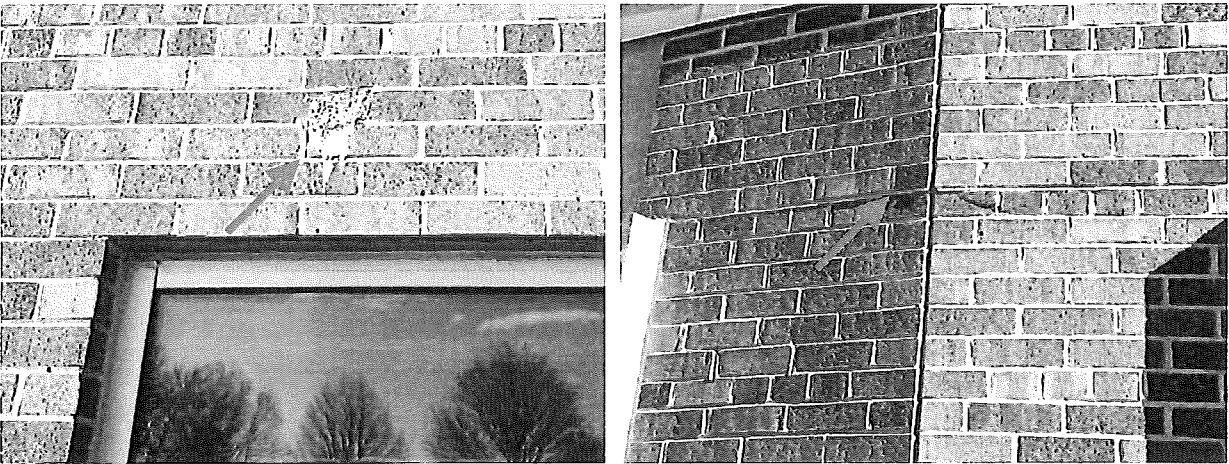
Contract Amount:

Partnership first. Integrity always.

Typical Sealant Replacement



Typical Masonry Repair



Terms & Conditions

Building Access

Customer shall provide unrestricted access to the building and all building elevations during normal working hours, Monday thru Friday (excludes overtime). The use of neighboring properties, i.e., roofs or grounds, may be necessary to gain access to specific building elevations and customer warrants this use will be possible. Any costs related to such access will be borne by the customer.

Our Responsibilities

- To protect persons and property that may be affected by our work in a commercially reasonable manner. This includes protection of areas or portions of the building where damage may occur.
- Erection of temporary protective covers over pedestrian walkways, vehicle entries/exits and building entrances.
- Prevention of dust, debris, mortar and/or chemical cleaning solutions from coming into contact with pedestrians and vehicles.
- To prevent damage to roof areas or grounds from work area staging or aerial lift usage by providing ground protection other than in the ordinary course of completing the work.
- To legally dispose of all trash, debris, and construction materials and in a manner that does not damage or disturb landscaping.
- Comply, in all material respects, with all OSHA regulations.
- To document, as reasonably possible, by written or photograph means, the site and building conditions before any work begins.
- Prompt notification of any dangerous or life-threatening conditions that become apparent during the course of work.
- Securing all regulatory permits as necessary to complete the work.
- The nature of this work can cause unique problems related to the complete protection of interior surfaces from water, chemical, or dust migration. We will make all commercially reasonable efforts to protect interiors and adjacent surfaces from these occurrences but will not be held responsible for any damages that may result beyond the realm of our normal means of protection.

Customer Responsibilities

- To provide water, electricity and other utilities as needed including any special electrical wiring and/or circuitry necessary for the setup and operation of electric swing staging.
- The presence of high voltage power lines are an important concern when this work is being performed. This requires that all power lines near work areas be properly insulated or disabled to provide a safe work area. In such instances the utility company will be contacted by us for proper line dismantling or removal. Any resulting charges to provide the necessary arrangements will be borne by the customer.
- To notify us, prior to any work beginning, of the location of any underground utilities that may be vulnerable to damage from the work and use of aerial lift equipment, i.e. irrigation lines, sprinkler system or heads, underground facilities.
- To notify building occupants of work that is to occur and of any necessary special requirements of them, i.e., closing of windows, moving of vehicles, use of specific entrances, etc.
- Necessary permits as stated in the proposal.
- Notification, removal or disposal of all hazardous materials other than as used by us in the work.
- Providing accommodations for cold weather conditions.
- Replacement brick - Pricing includes stock brick. If replacement brick requires modifications to match existing brick, customer bears such costs unless otherwise provided in the proposal.
- Damage/loss/failures to building components exposed during our work will not be the responsibility of us or our employees, contractors and agents. We are not responsible for damages, including but not limited to direct, indirect, consequential, punitive, incidental or otherwise, except as specifically provided in this Contract or these Terms and Conditions and only to the extent directly caused by us or our employees/contractors. Customer must notify us in writing within 30 days of when any claim arises. The Customer will indemnify and defend us for and hold us harmless from any loss, damage or expense that we or our employees/contractors suffer outside of completing the Scope of the Work at the Customer's worksite, including but not limited to reasonable legal fees, other than that caused by us or our employees/contractors, and including such losses, damages and expenses caused by Customer's negligence or willful conduct.

Insurance

If requested by the customer, an insurance certificate detailing both liability and workmen's compensation coverages, will be furnished before work begins.

Payment Terms

- Payment terms are net 10 day on all progress & completed invoices. Interest in the amount of 1.5% per month will be charged on all past due invoices. Customer will be responsible for all taxes other than as provided the proposal or Contract. We reserve the right to suspend work for nonpayment of our progress invoices as provided in the Contract.

Lien Waivers

- If requested in writing, we will provide lien waivers upon final payment of the entire Contract price.

Warranties

All work meets the material standards established by the Brick Industry Association. All workmanship is warranted against defect for a period of one (1) year from job completion. We will repair and replace any defective, incomplete or improper work performed by us under the Contract to the extent Customer provides notice as provided herein and in accordance with the terms hereof. The above is the exclusive warranty to the customer and there are no other express or implied warranties of any type or kind provided to the customer, including any warranties regarding mold, mildew or other similar substances, or any IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

Miscellaneous

These Terms and Conditions along with the Contract constitute the entire agreement of the parties. No representations, warranties, statements or other communication between the parties shall be part of the agreement between the parties except as specifically provided in the Contractor and these Terms and Conditions. No waiver, alternation or modification of the Terms and Conditions will be valid and binding unless signed by us and the Customer. The parties agree that the Contract shall be governed by Minnesota law and subject to jurisdiction in the state and Federal courts in the state in which the Scope of Work is performed. These Terms and Conditions are incorporated into the Contract.

CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: USI Insurance Services, LLC, 8000 Norman Center Dr, Suite 400, Bloomington, MN 55437, 612 509-1001. CONTACT NAME: Travis A. Dorion, PHONE: 612 509-1001, FAX: (A/C, No):, E-MAIL: Travis.Dorion@usi.com, ADDRESS: Travis.Dorion@usi.com. INSURER(S) AFFORDING COVERAGE: EMCASCO Insurance Company (NAIC # 21407), Employers Mutual Casualty Insurance Co (21415), The Builders Group of Minnesota (00000).

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INSR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability (5D29540), Automobile Liability (5E29540), Umbrella Liability (5N29540), Workers Compensation and Employers' Liability (190000504), and Leased & Rented Equipment (5C29540).

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) THE FOLLOWING ENDORSEMENTS APPLY TO THE NAME(S) AND/OR PROJECT(S) LISTED BELOW WHEN REQUIRED BY WRITTEN CONTRACT OR AGREEMENT: GENERAL LIABILITY: Form CG7174.3 (10/13) Additional Insured - Owners, Lessees or Contractors - Automatic Status - Primary and Non Contributory, Ongoing and Completed Operations, CG7578 (02/19) Blanket Waiver of Subrogation; BUSINESS AUTO - Form CA7450 (11/17) Blanket Additional Insured, Blanket Waiver of Subrogation / UMBRELLA is Excess Follow-Form for General Liability, Auto Liability & (See Attached Descriptions)

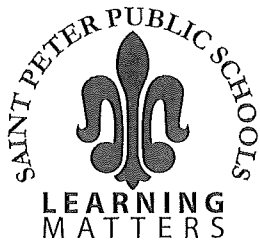
CERTIFICATE HOLDER: Saint Peter Public Schools, 100 Lincoln Drive, Suite 229, Saint Peter, MN 56082. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: 17 [Signature]

DESCRIPTIONS (Continued from Page 1)

Employers Liability

Project: St. Peter South Elementary School - Masonry and Caulking Repairs

Contractor	Proof of Insurance and Bonding	Project Process and Procedures	Base Bid	Alternative Option Bid (if offered.)
TMI Coatings, Inc.	Y	Y	\$ 98,600.00	X
ACME Tuckpointing and Restoration	Y	Y	\$ 66,300.00	\$ 18,750.00



TO: School Board
FROM: Bill Gronseth
SUBJECT: Assistant to the Superintendent
DATE: 02.26.24

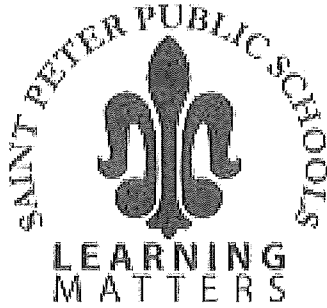
Applications were received and interviews took place for the Administrative Assistant to the Superintendent. This is a replacement for an opening created when the former Administrative Assistant to the Superintendent resigned.

I am pleased to recommend Kimberley Deming for the position. Kimberley has most recently served as the Middle School Principal's Secretary. Her education, experience with the Saint Peter Schools and references make her an ideal candidate.

EMPLOYEE SUMMARY

- **Kimberley Deming**
- Rate of pay -
 - March 4 - June 30, 2024 \$50,880
 - July 2024 - June 2025 \$52,406
- 1.0 FTE
- Start date: March 4, 2024

CC: Kimberley Deming
Grp_hire_misc



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Marc Bachman

DATE: February 14, 2024

SUBJECT: Recommendation for hire

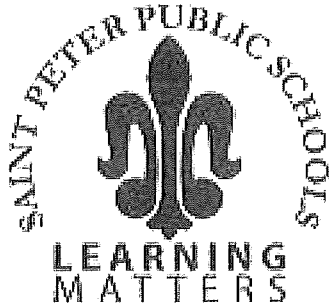
The Operations and Maintenance Department has a Custodial engineer position open at Saint Peter High School. The position has been posted internally and via the district website.

I recommend the hiring of Cameron Estes to serve as Full Time Night Custodial Engineer at Saint Peter High School. Cameron has built a detailing business and is bringing his attention to details to the academic wing of the High School. We look forward to adding Cameron to the night custodial team at the High School.

EMPLOYMENT HIRING SUMMARY

- **Cameron Estes**
 - Custodian: \$18.32/hour (based on the 2023-2025 contract)
 - Night Differential: 1566 hours/year
 - Start Date: March 1, 2024
 - 9 month probationary period ending November 30, 2024

Cc: Bob Ploog
Dave Eiyndck
Mike Keller
Annette Engeldinger
Cameron Estes



MEMO TO: Members of the School Board
Superintendent Gronseth

FROM: Ytive Prafke

DATE: March 12, 2024

SUBJECT: School Nurse-South Elementary

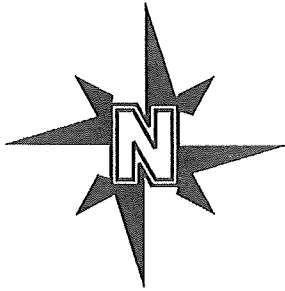
I am pleased to recommend Heidi Sjogren for the position of School Nurse at South Elementary beginning April 2, 2024. Heidi has a BS degree in Nursing from MSU-Mankato, a BS degree in Elementary Education from MSUM with an active teaching license, 16 years of experience as a Registered Nurse and is licensed as a school nurse.

NEW EMPLOYEE SUMMARY

- **Heidi Sjogren**
 - BS Step 11
 - 185 day teacher contract
 - Start Date: April 2, 2024
 - Replacement position

Thank you for your consideration of this hire.

CC: Heidi Sjogren
grp_hire_certified



MEMO TO: Mr. Bill Gronseth
District 508 School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: February 27, 2024

SUBJECT: Family Leave of Absence

I recommend approving a leave of absence for **Abby Ramirez at North Elementary School**. Her leave will tentatively begin on May 10, 2024. Abby plans on returning to work on August 19, 2024.

A long-term substitute position has been posted and applications are being accepted for Mrs. Ramirez's teaching position in her absence.

If you have questions, please contact me.

CC: Abby Ramirez <aramirez2@stpetersschools.org>
grp_hire_certified <grp_hire_certified@stpetersschools.org>

February 21, 2024

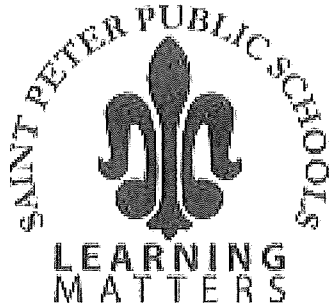
Dear Mr. Gronseth,

The purpose of this letter is to inform you and school district #508 of my pregnancy. I am currently 24 weeks pregnant. My official due date is May 13th, 2024 with a tentative leave date of May 10th, 2024.

I will not be using any sick or personal days for my leave. It is my intent to return to my teaching position at the beginning of the 2024-2025 school year.

Please accept this letter as my written request for maternity leave. Thank you for your time.

Sincerely,
Abby Ramirez
Special Education Teacher
North Elementary School



MEMO TO: Superintendent Bill Gronseth
School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: February 27, 2024

SUBJECT: Paraprofessional Resignation

Please accept the resignation of **Chelsie Short at North Elementary School**, which will take effect on February 27, 2024.

We thank Chelsie for her time with the students at North Elementary School and wish her the best of luck in the future!

Please contact me with any questions.

CC: grp_hire_para@stpeterschools.org
Chelsie Short <cshort@stpeterschools.org>



Darin Doherty <ddoherty@stpeterschools.org>

Chelsie Short

Chelsie Short <cshort@stpeterschools.org>

Tue, Feb 27, 2024 at 9:07 AM

To: Darin Doherty <ddoherty@stpeterschools.org>

Unfortunately, due to unexpected circumstances I am unable to full fill my duties and I am needing to resign as being a full time Paraprofessional. I would like to be put on the sub Paraprofessional list.

Thank you
Chelsie Short

March 8, 2024

To: Mr. Doherty, Mr. Gronseth, and Saint Peter School Board,

First of all, I would like to thank you very much the opportunity you have given me to work for this district. With somethings that have changed in my non-working world I am giving you, my resignation. This decision has not come easily to make. So please except this notice that my last day of employment will be March 27, 2024.

Sincerely,

Marcia Wenner

A handwritten signature in cursive script that reads "Marcia Wenner".



ADDENDUM

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

VII. ACTION ITEMS

. AGENDA ITEM # 1

Subject: Consider Approval of 2023-2025 SPEA Contract

Action: Requires a Motion

Background: The negotiations committee has a tentative agreement with Saint Peter Education Association (SPEA). We would like to thank the District Negotiations team and SPEA leadership for an amicable and smooth process.
The proposed contract includes many minor edits and language adjustments due to legislative changes. It includes a salary increase of 4% for 2023-2024 and a 4.5% increase for 2024-2025. It also increases the insurance premium caps for single and family coverage. The entire package includes an approximate 11.6% increase over two years. This is in line with average settlements being seen throughout the State of Minnesota.

Presentation: Negotiations Committee, Superintendent

Options/Recommendation: We recommend your approval of the 2023-2025 SPEA contract.

TEACHER MASTER AGREEMENT 2023-2024 AND 2024-2025

ARTICLE 1 - PURPOSE

This Master Agreement is entered into between Independent School District 508, Saint Peter, Minnesota, hereinafter referred to as the School District, and the Saint Peter Education Association, hereinafter referred to as the Association, pursuant to and in compliance with the Public Employment Labor Relations Act, hereinafter referred to as PELRA, to provide the terms and conditions of employment for teachers for the duration of this Master Agreement.

ARTICLE 2 - RECOGNITION

SECTION 1. RECOGNITION: In accordance with PELRA, the School District recognizes the Saint Peter Education Association as the exclusive representative of teachers employed by the School District, which exclusive representative shall have those rights and duties as prescribed by PELRA and as described in this Master Agreement.

SECTION 2. EXCLUSIVE REPRESENTATIVE: The School District recognizes that the Association shall represent all the teachers of the School District as defined in this Master Agreement. In addition, the School District agrees not to negotiate with, or recognize any teacher organization other than the Association so long as the Association is the duly authorized exclusive bargaining agent.

SECTION 3. TEACHER: The word "teacher" shall mean any degreed person employed by the School District in a position for which licensure is required by the state of Minnesota or in a position of physical therapist or occupational therapist, art therapist, music therapist or audiologist, except Superintendent, assistant superintendent, principals, and assistant principals who devote more than 50 percent of their time to administrative or supervisory duties, confidential employees, supervisory employees, essential employees, emergency employees, and daily substitute teachers who do not replace the same teacher for more than 30 working days.

SECTION 4. PART-TIME TEACHER:

SUBD. 1. A part-time teacher is a teacher who is a member of the bargaining unit and is employed through a contract with the School District.

SUBD. 2. Part-time teachers shall receive salary and other benefits as set forth in this Master Agreement in proportion to the amount of time employed compared to a full-time teacher, according to the provisions in this Master Agreement.

SUBD. 3. A regularly employed, part-time teacher will advance on the salary schedule in the same manner as that of a full-time teacher's advancement. The salary, as established by that salary step and salary lane, will be prorated to equal the proportion of time employed. This salary will be the amount of basic compensation paid to the part-time teacher for that school year.

SUBD. 4. Time actually employed will be defined to mean the time spent in the school building, including teaching, supervision, and preparation.

SUBD. 5. A part-time teacher will receive a prorated amount of sick leave, personal leave, serious illness, and death leave, as provided in this Master Agreement. Other fringe benefits provided for full-time teachers will not be provided to part-time teachers.

SUBD. 6. A part-time teacher will accrue a full year of seniority for each year of part-time teaching.

SUBD. 7. Teachers who have been previously employed as full-time teachers in the School District, but who are now employed as part-time teachers, shall retain their accumulated sick leave days, salary lane, and step placements and seniority they earned as full-time teachers. After becoming part-time teachers, said teachers shall have the option to continue in the group health and hospitalization insurance plan, group long-term disability plan, group dental insurance plan, and group life insurance plan, on a prorated basis. Any other benefits will be increased according to the provisions of this section dealing with part-time teachers.

ARTICLE 3 - TERMS AND CONDITIONS OF EMPLOYMENT

SECTION 1. MEANING OF TERMS AND CONDITIONS: The term "terms and conditions of employment," means the hours of employment, the compensation therefor, including fringe benefits except retirement contributions or benefits other than School District payment of, or contribution to, premiums for group insurance coverage of retired teachers or severance pay, and the school District's personnel policies affecting the working conditions of teachers, personnel policies affecting the working conditions of the teachers. The term does not mean educational policies of the School District. "Terms and conditions of employment" is subject to the provisions of PELRA.

SECTION 2. TEACHER EVALUATION: The School District and Association agree to recognize the Teacher Evaluation Plan adopted by the School Board and an Exclusive Representative of the teachers in the District. Any change or revision in the plan will be approved by the School Board after agreement with the Association. The School District will provide each teacher with a copy of said item.

ARTICLE 4 - DEFINITIONS

SECTION 1. EXCLUSIVE REPRESENTATIVE: The term “exclusive representative,” shall mean the Saint Peter Education Association.

SECTION 2. PELRA: The acronym, “PELRA,” shall mean the Public Employment Labor Relations Act.

SECTION 3. PERB: The acronym, “PERB,” Public Employment Relations Board

SECTION 4. ASSOCIATION: The word “Association,” shall mean the Saint Peter Education Association.

SECTION 5. APPROPRIATE UNIT: The term “appropriate unit,” shall mean the Saint Peter Education Association.

SECTION 6. SCHOOL DISTRICT: For purposes of administering this Agreement, the term “School District,” shall mean the School Board or its designated representatives.

SECTION 7. TIERED 2 LICENSED TEACHERS

Statutory Considerations: Pursuant to M.S. 122A.182, a Tier 2, and School Readiness Teachers may be a teacher of record in a Minnesota Public school System. However, M.S. 122A.182 specifically provides that such licensure shall not be construed to bring such Tier 2 teacher within the definition of a teacher for purposes of M.S. 122A.40, Subd. 1.

Probationary Period: Time spent as a Tier 2 licensed teacher will be credited toward the teacher’s probationary period as provided in M.S. 122A.182.

Salary: Tier 2 teachers will be compensated as provided for in ARTICLE 34 and the appropriate salary schedule.

Applicable Sections of the Master Agreement: Tier 2 teachers shall be covered by all articles of the Master Agreement with the exception of Article 19-Unrequested Leave of Absence (ULA).

SECTION 8. TIER 1 LICENCED TEACHERS

Statutory Considerations: Pursuant to M.S. 122A.181, Tier 1 teacher may be a teacher of record in a Minnesota Public school System. However, M.S. 122A.181 specifically provides that such licensure shall not be construed to bring such Tier 1 teacher within the definition of a teacher for purposes of M.S. 122A.40, Subd. 1. Time spent as a Tier 1 teacher will not count toward an individual's probationary period.

Salary: Tier 1 teachers will be compensated as provided for in ARTICLE 34 and the appropriate salary schedule.

ARTICLE 5 - 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 opportunities for the students of the School District.

SECTION 3. EFFECT OF LAWS, RULES, AND REGULATIONS: The Association recognizes that all teachers covered by this Master Agreement shall perform the teaching and professional school-related services prescribed by the School District and shall be governed by the laws of the state of Minnesota, and by the School District rules, regulations, directives, and orders, issued by properly designated officials of the School District.

SECTION 4. MEDICAL EXAMINATION: When a teacher under contract has been directed by the School District to take a medical test as a condition of employment, the School District will reimburse the teacher in an amount equal to the out-of-pocket cost of an office visit not covered by insurance.

ARTICLE 6 - ASSOCIATION SECURITY

SECTION 1. DUES CHECK OFF: Any teacher who is a member of the Association, or who has applied for membership, may sign and deliver to the School District an assignment authorizing deduction of membership dues in the Association, including the Saint Peter Education Association, Minnesota Valley Uniserv, Education Minnesota, and the National Education Association. Such authorization shall continue in effect from year to year unless revoked in writing between September 1 and September 30 of any

year. Pursuant to such authorization, the School District shall deduct 1/20 of such dues from the regular salary check of the teacher for 10 months beginning in October 1 and ending in July 31 of each year. Deductions for teachers employed after the commencement of the school year shall be appropriately prorated to complete payments by the following July. The exclusive representative hereby warrants and covenants that it will defend, indemnify, and save the School District harmless from any and all actions, suits, claims, damages, judgements, and executions or other forms of liability, liquidated or unliquidated, which for any person may have or claim to have, now or in the future arising out of or by reason of the deduction of dues specified by the exclusive representative.as provided herein.”

SECTION 2. PAYMENT OF FEES: With respect to all sums deducted by the School District, whether for membership dues, the School District shall remit to the Association within 10 calendar days, the total amount deducted, accompanied by an alphabetical list of teachers for whom such deductions have been made, categorizing them as to membership or non-membership in the Association and indicating at least monthly any changes in personnel from the list previously furnished. The Association agrees to furnish information needed by the School District to fulfill the provisions of this article and not otherwise available to the School District.

SECTION 3. SCHOOL DISTRICT INFORMATION: The School District agrees pursuant to PELRA, to furnish financial data to the Association upon request by the Association. The School District agrees, subject to the privacy laws, to furnish such information as is available for the Association to process any grievance. Photocopies of such information shall be provided by the School District, and the Association agrees to pay for the photocopy supplies. The School District agrees to furnish the information within 7 calendar days. If more time is needed, the School District will inform the Association as to the reason for the delay.

SECTION 4. SCHOOL BOARD MEETINGS: The Superintendent shall provide a copy of the School Board meeting agenda and supporting documents to the Association. The Superintendent shall notify the Association of special School Board meetings. Minutes of all School Board meetings shall be furnished to the Association following the meeting.

SECTION 5. RIGHT TO JOIN: Teachers shall have the right to form and join labor or employee organizations and shall have the right not to form and join such organizations. Teachers in an appropriate unit shall have the right, by secret ballot, to designate an exclusive representative for negotiating grievance procedures and the terms and conditions of employment.

SECTION 6. 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 business shall not interfere with or interrupt normal School District operations.

The Association shall have the right to use School District facilities and equipment. The Association shall also have the right to have copies made from the School District's copying machine 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 District premises without the written permission of the building principal or his/her designee.

The Association shall have the right to post notices of activities and matters of Association concern on teacher 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 teacher mailboxes for communications to teachers.

SECTION 7. MEETINGS WITH THE SUPERINTENDENT: Teachers shall have the right to set up meetings with the Superintendent to discuss problems related to their position if they have not been able to resolve the issue by working with their supervisor or if the issue involves the supervisor. The teacher has the right to have a representative of the Association present if he/she desires.

SECTION 8. ADDITIONAL RIGHTS: The rights granted to teachers in this Agreement shall be deemed to be in addition to those provided by existing laws and regulations.

ARTICLE 7 - PERSONNEL FILES

SECTION 1. REVIEW OF PERSONNEL FILES: Each teacher shall have the right, upon written request, to review the contents of his/her own personnel file during School District business hours. A representative of the Association may, at the teacher's request, accompany the teacher in this review. Each teacher's personnel file shall contain the following minimum items of information:

- a) any required medical information,
- b) all teacher evaluation reports,
- c) copies of annual salary payment schedule, and
- d) tenure recommendations.

SECTION 2. WRITTEN RESPONSE TO PERSONNEL FILE: Pursuant to M.S. 122A.40, Subd. 19, a teacher shall have the right to file a written response to any material contained in his/her personnel file.

SECTION 3. COPY TO TEACHER OF ITEMS IN PERSONNEL FILE: A copy of any item added to the teacher's file shall be provided to the teacher when the item is included in the file.

ARTICLE 8 – EARNED SAFE & SICK TIME

SECTION 1. EARNED SAFE & SICK TIME PER YEAR: At the beginning of each school year, all teachers shall be credited with 12 working days of earned safe & sick time. In the event that a teacher, for any reason, is no longer employed by the School District before the end of the school year, the number of allowable earned safe & sick time days will be days worked divided by the total combined contract days times 12. Any fraction of a teacher workday will be rounded up to the next higher whole day if more than a half day and rounded down if less than half a teacher workday. A teacher who has used all of his/her allowable earned safe & sick time, including any accumulated earned safe & sick time that may have accrued, may choose leave under the conditions of the Family and Medical Leave Act (FMLA) section of this Agreement or use leave from the sick bank, if qualified. During this leave, the teacher has the right to participate in all other insurance programs offered by the School District at his/her own expense.

SECTION 2. UNUSED EARNED SAFE & SICK TIME: Unused earned safe & sick time days may accumulate to a maximum credit equal to 1 contract year. On an annual basis, teachers who have accumulated in excess of 185 days can request to be paid \$50 per day for any accumulated, unused sick days. The maximum number of annual payout days for an individual teacher is 12.

SECTION 3. USES FOR EARNED SAFE & SICK TIME: Accumulated earned safe & sick time with pay shall be allowed by the School Board pursuant to state statute. MN Stat. 181.9447.

SECTION 4. EVIDENCE OF ILLNESS: The Superintendent may require a teacher to furnish a medical certificate from a qualified physician or psychiatrist as evidence of personal or qualifying family member (MN Stat: 181.9445) illness for more than three days. If such a requirement is made, and the teacher is billed, the School District shall pay the entire cost of such billing. However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation for the purposes of this paragraph may include a written statement from the employee indicating that the employee is using or used earned sick and safe time for a qualifying purpose. Documentation regarding other allowable absences may be requested as allowable by MN Stat: 181.9447

SECTION 5. DEDUCTIONS OF EARNED SAFE & SICK TIME: All earned safe & sick time allowed under this article shall be deducted from the accrued earned safe & sick time days earned by the teacher. earned safe & sick time deduction shall be deducted in half-day increments except in cases where a regularly employed teacher substitutes for a teacher using sick leave. In these cases, sick leave may be deducted in **1/4-day increments**.

SECTION 6. APPROVAL OF EARNED SAFE & SICK TIME: Earned safe & sick time pay shall be approved only upon submission of a request made through the school district's automated absence management system.

SECTION 7. FALSE CLAIM OF SICK LEAVE: Any teacher who falsely claims earned safe & sick time shall be subject to termination.

SECTION 8. EARNED SAFE & SICK TIME FOR TEACHERS MARRIED TO EACH OTHER: Two teachers married to each other, both working in the School District, may combine their days earned under this article to cover absences necessitated by the illness or disability of a parent, spouse, or dependent child in need of the teacher's personal care or attention.

SECTION 9. SICK LEAVE BANK: Within 30 days of the beginning of the school year or the beginning date of employment, each teacher may contribute one or more earned safe & sick time days to the sick leave bank.

SUBD. 1. A teacher may use days from the sick leave bank if the following conditions have been met:

- a) The teacher has contributed to the bank on an annual basis of up to 12 years or a total of 12 days. After 12 days, future contributions are voluntary. Forms to contribute days will be made available to teachers during opening of school workshops or when they are hired. Contributed days will be subtracted from the teacher's accrued sick leave time.
- b) The teacher has accumulated, on average, a minimum of 6 days per year for each year he/she has taught in the School District prior to the situation which caused the teacher to 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.
- c) The teacher has exhausted his/her sick leave.

- d) The situation which has caused the teacher to exhaust his/her sick leave is a situation that is covered under the definition of a serious illness in ARTICLE 9 below.

SUBD. 2. A teacher may not use days from the sick leave bank to substitute for extended maternity leave.

SUBD. 3. The School District may extend this provision to a teacher who does not meet the guidelines under extenuating circumstances.

SUBD. 4. A teacher using the sick leave bank must take income protection insurance once he/she becomes eligible to use it.

SUBD. 5. A request to draw sick days must be presented, in writing, to the Superintendent or his/her designee and the executive board of the exclusive representative.

ARTICLE 9 - SERIOUS ILLNESS OR BEREAVEMENT LEAVE

SECTION 1: DEFINITIONS:

SUBD. 1. The term "immediate family" shall mean spouse, significant other father, mother, brother, sister, son/son-in-law, daughter/daughter-in-law, grandparents, grandparents-in-law, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, step-daughter, step-son, and any other relative or non-relative living in the household with the teacher.

SUBD. 2. The term "serious illness" shall mean an illness which is viewed by the medical profession as life threatening or life altering.

SECTION 2. BEREAVEMENT LEAVE: A teacher may be granted up to 6 days of non-accumulative leave annually which may be used for serious illness or death in the immediate family. Three of the 6 days may be used for extended family or special friend. In the event of a second or any additional death in the immediate family, additional leave will be granted not to exceed 5 full days per death. Any additional days will be taken at full deduction in pay.

SECTION 3. PALLBEARER: If a teacher is asked to serve as a pallbearer for any funeral, then such teacher may be granted up to a maximum of 2 days of leave for such purpose and said 2 days shall count toward the aforesaid number of 6 days.

SECTION 4. ADDITIONAL FUNERALS: A teacher shall be given the opportunity to

attend the funerals of persons not covered in the above sections. In such cases, the teacher shall reimburse the School District for the cost of a substitute.

ARTICLE 10 - CHILD CARE LEAVE

SECTION 1. SICK LEAVE: A teacher who is pregnant may use sick leave for that period of time allowed under the Family and Medical Leave Act (FMLA) section of this Agreement. Any sick leave under this section is limited to the earned sick leave accrued by the teacher at the time of taking the leave.

SECTION 2. COMBINATION OF LEAVE: A teacher may use sick leave as provided in the section above and then take extended childcare leave as provided below.

SECTION 3. CHILDCARE LEAVE: A childcare leave may be granted by the School Board, subject to the provisions of this section, to a teacher-parent of a natural or adopted infant child, provided such teacher-parent is caring for the child on a full-time basis.

SECTION 4. DATE FOR CHILDCARE LEAVE REQUEST: A teacher making application for childcare leave shall inform their supervisor, in writing, of the request to take the leave at least three (3) calendar months before commencement of the intended leave. Commencement date and return date are to be included in the request. A teacher may be asked to provide, at the time of the leave application, a statement from the attending physician indicating the expected date of delivery.

SECTION 5. ADJUSTMENTS TO DATES: The School District 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.

SECTION 6. LIMITATIONS TO LEAVE: In making a determination concerning the commencement and duration of a childcare leave of absence, the School District shall not, in any event, be required to:

- a) Grant any childcare leave for more than 12 months in duration.
- b) Permit the teacher to return to employment prior to the date designated in the request for childcare leave, except in the case of stillbirth or miscarriage, in which event consideration for an earlier return would be given by the Superintendent.

SECTION 7. NOTIFICATION: If a teacher complies with all provisions of this article,

childcare leave will be granted by the School District. The School District shall notify the teacher of its decision in writing no later than 30 days of receiving the request for said leave.

SECTION 8. REINSTATEMENT: A teacher returning from childcare leave shall be reinstated in a position for which the teacher is licensed and qualified, subject to the following conditions:

- a) That the position in the School District has not been terminated under the conditions covered in the article concerning unrequested leave of absence.
- b) That the teacher is able to perform the duties of the position.
- c) That the teacher returns on the date designated on the request for leave approved by the School District; provided, however, that if complications develop which prohibit such return as verified in writing by the teacher's physician, the teacher may extend the leave up to 1 year from the commencement date of the leave.

SECTION 9. PROBATIONARY TEACHERS: The applicable periods of probation for teachers as set forth in Minnesota Statutes are intended to be periods of actual service enabling the School District to have the opportunity to evaluate a teacher's performance. Periods of time for which the teacher is on childcare leave shall not be counted in determining the completion of the probationary period.

SECTION 10. EXPERIENCE CREDIT AND UNUSED LEAVE: A teacher who returns from childcare leave within the provisions of this article shall retain all previous experience credit and any unused leave time accumulated under the provisions of this Agreement at the commencement of the beginning of the leave. The teacher shall not accrue additional experience credit or leave time during the period of absence for childcare leave.

SECTION 11. CONTINUATION IN GROUP INSURANCE: A teacher on childcare leave is eligible to participate in group insurance programs during the 12 weeks of the FMLA section of this Agreement at the same level of district contribution as usual. If the teacher continues on with childcare leave after the FMLA time has expired, the teacher may continue in group insurance programs at the teacher's own expense while on childcare leave. The right to continue participation in such group insurance programs, however, will terminate if the teacher does not return to the School District pursuant to this article.

SECTION 12. SALARY: Any childcare leave of absence granted under this section shall be a leave without pay.

ARTICLE 11 - LONG-TERM FAMILY CARE LEAVE

SECTION 1. DURATION OF LEAVE: The School District shall grant a long-term family care leave of up to 1 year to any teacher who makes a written application for said leave. The intent of said leave is for the entire school year, except in case of emergency when it would be for the remainder of the school year.

SECTION 2. APPLICATION FOR LEAVE: A teacher making application for long-term family care shall inform the School District, in writing, at 2 months prior to the start of the intended leave, except in cases of emergency. The School District will respond to the applicant in writing within thirty 30 days.

SECTION 3. INSURANCE DURING LEAVE: Said leave is without pay but the teacher may remain in the group insurance programs as governed by the FMLA section of this Agreement. The teacher has the right to participate in all other insurance programs offered by the School District at his/her own expense. The teacher may continue in health insurance coverage beyond the FMLA at his/her own expense while on leave. This right will terminate if the teacher does not return to the School District as provided for under this article.

SECTION 4. NOTIFICATION OF RETURN FROM LEAVE: The teacher on leave shall indicate intent to return to the School District by notifying the Superintendent, in writing, prior to March 1 of the year of the leave.

SECTION 5. REINSTATEMENT: A teacher returning from said leave shall be reemployed in his/her former position or in a position for which the teacher is qualified commensurate with a position occupied prior to the child/parent leave.

SECTION 6. DEFINITION OF PARENT: Reference to the word, "family," is intended to mean the teacher's biological parent or, in the case of adoption, guardian.

ARTICLE 12 – ADOPTION LEAVE

SECTION 1. WRITTEN APPLICATION: The School District shall grant an adoption leave to any teacher who makes a written application for such leave.

SECTION 2. TIMING OF APPLICATION: Upon learning of the date of home placement, the teacher shall submit a written application for adoption leave to their supervisor.

SECTION 3. DURATION OF LEAVE: Adoption leave will commence on an agreed-upon date and may be for a period of up to 12 months. The School Board may extend

the leave beyond 12 months to achieve the best possible return date for both the teacher and the students. This extension must be mutually agreed upon prior to the commencement of the leave.

SECTION 4. RETURN TO POSITION: Upon signifying, in writing, by March 1, his/her intent to return to work within the 12-month period, the teacher shall be reinstated to his/her original job or to a position of like status and pay. The continuing Master Agreement shall remain in effect, and the teacher shall retain all seniority, salary, and fringe benefits which he/she had accrued prior to taking adoption leave.

SECTION 5. PARTICIPATION IN INSURANCE PROGRAMS: A teacher on adoption leave is eligible to participate in group insurance programs as governed by the FMLA. The teacher has the right to participate in all other insurance programs offered by the School District at his/her own expense. The teacher may continue in health insurance coverage beyond the FMLA at his/her own expense while on leave. The right to continue participation in such group programs, however, will terminate if the teacher does not return to the School District pursuant to this article.

SECTION 6. SALARY AND FRINGE BENEFITS: Said leave will be without pay. However, a teacher may use personal or sick leave for that portion of time allowed under the FMLA section of this Agreement.

ARTICLE 13 – FAMILY AND MEDICAL LEAVE (FMLA)

SECTION 1. PURPOSE: Pursuant to the FMLA, an eligible teacher shall be granted, upon written request, up to a total of 12 weeks of unpaid leave per 12-month period in connection with:

- a) the birth and first-year care of a child;
- b) the adoption or foster placement of a child;
- c) the serious health condition of a teacher's spouse, child, or parent; and
- d) the teacher's own serious health condition.

SECTION 2. SALARY AND FRINGE BENEFITS: Such leave shall be unpaid, except an eligible teacher, during such leave, shall be eligible for regular School District group health insurance contributions as provided in this Agreement for the period of the leave but not to exceed 12 weeks per 12-month period, notwithstanding any other provisions of this Agreement.

SECTION 3. ELIGIBILITY: To be eligible for the benefits of this article and insurance contribution, a teacher must have been employed by the School District for the previous 12 months and must have been employed for at least 1,250 hours during

such a 12-month period.

SECTION 4. SUBSTITUTION OF PAID LEAVE: The teacher may elect to substitute paid sick leave or paid personal leave for leave otherwise provided under this article. Substitution of paid sick leave may be elected to the extent the circumstances meet the usual requirements for the use of sick leave. However, nothing in this Agreement shall require the School District to combine leaves for a period of time that exceeds 12 weeks.

SECTION 5. NOTIFICATION: The teacher will provide at least 30 days of written notice of request for leave when the reason for the leave is foreseeable. The teacher shall further make reasonable efforts to schedule any treatment so as to minimize disruption of the work of the School District.

ARTICLE 14 - SABBATICAL LEAVE OF ABSENCE

SECTION 1. PURPOSE: Any teacher who has been continuously employed as a teacher for a period not less than 7 years in the School District may apply for a sabbatical leave of absence **for a period not to exceed 1 year** for the purpose of professional growth. Any teacher granted a sabbatical leave of absence may not apply for or be granted; any further sabbatical leaves of absence for a period of 7 years.

SECTION 2. APPLICATION: Written application for the sabbatical leave must be made to the Superintendent prior to April 1 to be considered for the following school year and shall include a signed assurance that the applicant shall return as a teacher to the School District for a period of not less than 2 years after the leave if the absence is for a full year, or for a period of not less than 1 year after the leave if the absence is for ½ year. The applicant shall provide a planned proposal outlining the request for sabbatical leave. The proposal shall include, but not be limited to:

- a) Name of applicant;
- b) Department or grade level of the applicant;
- c) Period of leave
 - 1) full year - all day,
 - 2) full year - half-day,
 - 3) first semester,
 - 4) second semester,
- d) Any past use of sabbatical leave;
- e) Description of preparation for leave;
- f) Description of courses/activities/projects involved in leave;
- g) Expected outcomes of leave;

- h) Plan for a brief presentation of the results of the leave to the School Board, the date which shall be mutually agreed upon between the School Board and applicant; and
- i) A letter of endorsement from at least 2 of the following:
 - 1) department chairperson or grade level leader,
 - 2) principal,
 - 3) Superintendent,
 - 4) department chairperson from institute involving course work or a letter of acceptance from a college or university or proof of a grant or fellowship for study, if applicable, and
 - 5) a related party involved in the leave, if applicable.

Alternates may apply until June 15 if the selected teacher withdraws his/her application.

SECTION 3. TIME OF DECISION: The School Board shall decide, at its first regular meeting in April, which applicant will be granted sabbatical leave and notify all applicants of its decision.

SECTION 4. MULTIPLE APPLICATIONS FOR LEAVE: The decision concerning who will receive sabbatical leave, if more than 1 teacher applies, will be made by the School Board using the following criteria:

- a) Is the leave germane to what the teacher is teaching?
- b) Will the leave benefit the School District?
- c) Will the leave benefit the individual teacher?
- d) Has either teacher used the article before?
- e) Seniority.

SECTION 5. INABILITY TO COMPLETE THE LEAVE: In the event the teacher on sabbatical leave is unable to fulfill his/her duties after the sabbatical leave because of death, illness, or injury, the salary repayment shall be waived by the School District.

SECTION 6. REQUIREMENTS WHILE ON LEAVE: Not more than the equivalent of 1 teacher shall be granted a sabbatical leave during any single year of the Master Agreement. The allowance granted to a teacher on sabbatical leave shall be 75 percent of the basic salary of the teacher for the school term during which the sabbatical leave takes place. If said leave is for less than the full school year, then said allowance shall be reduced proportionately. If a teacher, while on sabbatical leave, is employed in a gainful occupation for which the teacher receives compensation (excluding employment which the teacher holds during times when the teacher would not otherwise be actively teaching, e.g. summer work, National Guard employment, etc.), then the teacher shall

still receive 75 percent of his/her basic salary, provided that the total compensation from all sources shall not exceed 100 percent of the total income which the teacher would have received working in the School District during the year of leave. A representative of the School District will meet with the teacher before the leave commences in order to determine the amount of full salary, applicable sources of income, and the 75 percent figure. The teacher on leave shall be required to report to the School District each month his/her income from all applicable sources by furnishing copies of check stubs or other evidence of income earned. If the School District determines that the teacher has received or will receive from said outside employment sufficient sums so that the teacher's leave allowance, together with said outside compensation, exceeds the teacher's total income which he/she would have received from the School District, then the School District may withhold sufficient sums from said leave payments so that the teacher does not receive any more during said leave than he/she would have received from full employment in the School District during the year of the leave.

SECTION 7. ACCRUAL OF BENEFITS ON LEAVE: Teachers on sabbatical leave of absence shall, on their return to the School District, be eligible to maintain regular progress on the salary schedule and shall receive the benefit of adjustments in the basic salary schedule and other conditions of employment. All fringe and accrued benefits provided by the Master Agreement, except sick leave, shall be maintained during said leave.

SECTION 8. PRIOR SICK LEAVE: Although sick leave shall not accumulate during the sabbatical leave of absence, sick leave accrued prior to the leave shall be restored at the time of return.

SECTION 9. DECISION TO GRANT LEAVE: The granting of sabbatical leave and the selection of a teacher to be granted such leave will be at the complete discretion of the School Board, provided its action is not arbitrary or capricious.

SECTION 10. INTENT TO RETURN FROM LEAVE: The teacher on leave shall indicate intent to return by notifying the Superintendent, in writing, prior to March 1 of the year of sabbatical leave, or the balance of the salary allowance for the leave of absence shall be cancelled, and the teacher shall be liable to the School District for any sabbatical salary received.

ARTICLE 15 - LONG-TERM PERSONAL LEAVE

SECTION 1. TWO-YEAR LEAVE: A long-term personal leave of absence of up to 2 years may be granted to any teacher, upon written application, for the purpose of engaging in a study at an accredited college or university related to the teacher's teaching responsibilities, foreign or military teaching programs, or as a full-time

participant in the Peace Corps or Jobs Corps. Written application for such leave must be submitted to the Superintendent at least ninety 90 days prior to the commencement of the leave. The applicant shall provide a planned proposal outlining the request for a long-term personal leave of absence. The proposal shall include, but not be limited to, the following:

- a) Name of applicant;
- b) Department or grade level of the applicant;
- c) Period of leave:
 - 1) one year,
 - 2) two years,
- d) Description of courses/activities/projects involved in the leave;
- e) Expected outcomes of the leave; and
- f) Plan to provide a synopsis of the outcome of the leave upon the completion of said leave.

SECTION 2. ONE-YEAR LEAVE: A long-term personal leave of absence of up to 1 year may be granted to any teacher, upon written application, for the purpose of engaging in a cultural or work program related to his/her teaching position. Written application for such leave must be submitted to the Superintendent at least 90 days prior to the commencement of the leave. The applicant shall provide a planned proposal outlining the request for a long-term personal leave of absence. The proposal shall include, but not be limited to, the following:

- a) Name of applicant;
- b) Department or grade level of the applicant;
- c) Period of leave
 - a. 1 year
- d) Description of courses/activities/projects involved in the leave;
- e) Expected outcomes of the leave; and
- f) Plan to provide a synopsis of the outcome of the leave upon the completion of said leave.

SECTION 3. TWO-YEAR LEAVE: A long-term personal leave of absence of up to 2 years may be granted to a teacher for the purpose of working for the State Department of Education or at the educational department of a college or university.

SECTION 4. INTENT TO RETURN: The teacher on leave shall indicate intent to return by notifying the Superintendent, in writing prior to March 1 of the final year of

said leave.

SECTION 5. DURATION OF LEAVE: Said leave may not be shortened unless the position filled has become vacant and the teacher on leave wishes to return or a like position is vacant and the teacher wishes to fill it. This leave may not be extended beyond the initial length except for reasons stated elsewhere in this article or when it is mutually agreed upon prior to the commencement of the leave to provide for a better return date.

SECTION 6. RETURN TO POSITION: Upon return from said leave, the teacher shall be reinstated to his/her original job or to a position of like status and pay. The individual teacher's continuing contract shall remain in effect, and the teacher shall retain all seniority, salary and fringe benefits which he/she had accrued prior to taking a long-term personal leave.

SECTION 7. COMPENSATION: Said leave shall be without pay. The teacher shall have the right to participate in any insurance programs provided by the School District but said participation shall be at the teacher's cost.

ARTICLE 16 - MILITARY LEAVE

SECTION 1. CONDITIONS OF LEAVE: A military leave of absence, without pay, shall be granted to any teacher who shall be inducted or shall enlist for military duty in time of war or other emergency declared by proper authority in any branch of the Armed Forces of the United States. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule and shall maintain the same fringe benefits as would have accrued had he/she taught in the School District during such period.

SECTION 2. COMPENSATION WHILE ON LEAVE: Teachers shall continue to receive their regular compensation when called to active duty as members of the National Guard or Reserves, but not exceeding a total of 15 days in any calendar year.

ARTICLE 17 - ASSOCIATION LEAVE

SECTION 1. LENGTH OF LEAVE: A leave of up to three (3) years shall be granted to any teacher, upon written application, for the purpose of serving as an officer of the Association.

SECTION 2. RETURN TO POSITION: Upon return from said leave, such teachers shall be reinstated at the same position on the salary schedule and shall maintain all benefits accrued prior to said leave.

SECTION 3. COMPENSATION: Said leave shall be without pay. The teacher shall have the right to participate in any insurance programs provided by the School District but said participation shall be at the teacher's cost.

SECTION 4. DURATION OF LEAVE: Said leave may not be shortened unless the position filled has become vacant and the teacher on leave wishes to return or a like position is vacant and the teacher wishes to fill it. This leave may not be extended beyond the length stated except for reasons stated elsewhere in this article or when it is mutually agreed upon prior to the commencement of the leave to provide for a better return date.

SECTION 5. INTENT TO RETURN: The teacher on leave shall indicate intent to return by notifying the Superintendent in writing prior to March 1 of the final year of said year.

SECTION 6. DAILY LEAVE PROVISIONS: At the beginning of every school year, the Association shall be credited with 10 non-accumulative days to be used by a maximum of 2 teachers 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 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 teachers hired by the School District to replace the teachers who take the leave provided in this section.

ARTICLE 18 - PERSONAL LEAVE

SECTION 1. ACCUMULATION OF LEAVE: At the beginning of each school year, a full-time teacher or any part-time teacher shall be granted 2 days of personal leave to be used at the discretion of the teacher for situations that arise requiring the teacher's personal attention which cannot be attended to when school is not in session and which are not covered under other provisions of this Master Agreement. The maximum number of consecutive personal leave days that may be used by a teacher at any given time is 5 days. The teacher will use paid personal days and unpaid personal days to a maximum of 5 days. Consecutive days shall include days before and after holidays. For part-time teachers, all amounts are prorated. This leave may accumulate to a maximum of 6 days. Once the teacher has reached the 6-day maximum, the teacher shall be entitled to receive, upon written request by the last day of the school year, the sum equal to the daily substitute rate at the end of the school year for any personal days in excess of 6 days not used during the school year.

SECTION 2. REQUESTS FOR LEAVE: Requests for personal leave must be made to the building principal at least 2 days in advance, except in the event of emergencies.

Requests shall be considered only upon submission of a request made through the school district's automated absence management system. No more than 3 teachers from each building shall be granted personal leave during the same school day.

SECTION 3. RESTRICTIONS ON LEAVE: Personal leave may not be used for absence caused by inclement weather affecting travel from the teacher's residence to school. However, if a teacher has requested and been granted a personal leave for a day in which school was closed due to inclement weather or some other type of emergency, the personal day will not be deducted from the days available to that teacher.

ARTICLE 19 - UNREQUESTED LEAVE OF ABSENCE (ULA)

SECTION 1. PURPOSE: The purpose of this article is to implement the provisions of M.S. 122A.40, Subd. 10, which shall constitute a plan for ULA because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of districts.

SECTION 2. DEFINITIONS: For the purposes of this article, the terms defined shall have the meanings respectively ascribed to them.

- a) The word teacher means a full-time or part-time tenured teacher.
- b) The word qualified shall mean a certified teacher who is approved by the Minnesota Department of Education to teach in the subject matter or field taught and has taught or requested to teach the subject matter in the past five (5) years.
- c) The term subject matter or field shall mean teachers in the following categories:
 - 1) Early Childhood Special Education ECSE
 - 2) Elementary Categories:
 - A) kindergarten, and
 - B) grades 1 through 6.
 - 3) Secondary Categories:
 - A) business education,
 - B) counselor,
 - C) foreign language,
 - D) health,
 - E) home economics (family and consumer science),
 - F) industrial arts (industrial technology),

- G) language arts,
- H) mathematics,
- I) science,
- J) social studies,
- K) activities director,
- L) vocational, and
- M) speech.

4) K-12 Categories:

- A) art,
- B) computer coordinator,
- C) emotional/behavior disorders,
- D) specific learning disabilities,
- E) developmentally and cognitively disabled (DCD)
- F) music,
- G) media/librarian,
- H) physical education,
- I) developmental/adaptive physical education,
- J) speech therapist,
- K) gifted/talented,
- L) English as a second language (ESL),
- M) social worker, and
- N) school nurse.

5) lane designation:

- A) BA;
- B) BA+10;
- C) BA+20;
- D) BA+30;
- E) MA;
- F) MA+10;
- G) MA+20;
- H) MA+30.

d) The word seniority means time served by a full-time or part-time tenured teacher commencing with the first day of actual service in the School District. In determining the length of seniority, a teacher whose employment has been legally terminated by resignation but whose employment was subsequently reinstated by action of the School Board and the teacher, without interruption of regular service, shall retain his/her original seniority date. Seniority applies only to Tier 3 and Tier 4 qualified teachers.

e) The term school district shall have the same meaning as defined in ARTICLE

1 of this Master Agreement.

SECTION 3. ULA: The School District may place on ULA for a period not exceeding the period of time set forth in this section, without pay or fringe benefits, such teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of districts. Such leave shall be effective no later than the close of the school year or at such an earlier time as mutually agreed between the teacher and the School District. Teachers placed on such leave shall receive notice by June 1 of the school year prior to the commencement of such leave with reasons therefore, without the necessity for any hearing applicable to ULA, except that a hearing may be requested by the employee within 10 days of the School Board proposal of ULA. The purpose of the hearing will be to show any violation of this article. This shall be the process for resolution of ULA disputes and are not grievable under Article 26 of the Master Agreement. No teacher who has acquired tenure rights shall be placed on ULA while probationary, Tier 1, and Tier 2 teachers are retained in positions for which the teacher who has acquired tenure rights is licensed and qualified.

Teachers placed on ULA leave shall be selected in order of seniority in the field and subject matter for which they are employed; i.e., the teacher lowest on the seniority list shall be the first teacher placed on ULA. However, if such teacher is licensed in another category and is senior to a teacher in such other category, then such teacher shall be permitted to bump the least senior teacher in that category, provided that said bumping teacher has had regular public school teaching experience in that subject area within the last 5 years. A teacher may satisfy said requirement of regular public-school teaching within the last 5 years in a new subject category by doing the following: (1) requesting a transfer into such new subject category in which the teacher is licensed and qualified, and (2) if the request is granted by the School District, and if the teacher has not actually taught in that subject category in the last 5 years, then such teacher must agree to enroll in and satisfactorily complete a 3-credit college level course in said new subject area during the summer months preceding the year in which the new subject will be taught. If taking such a summer school course is not possible, then such teacher must complete such course during the fall semester. In the event of staff reduction requiring action affecting teachers whose first day of employment in the School District commenced on the same date who would have equal seniority, the selection of the teacher for purposes of discontinuance shall be in accordance with the following order of criteria:

- a) The teacher or teachers on the lower-numbered step of the salary schedule shall be terminated first;
- b) If teachers with identical seniority who are on the same step of the salary schedule, then the teacher or teachers with the fewest number of total years

- teaching public school shall be terminated first;
- c) If, after the application of the above criteria, a tie still remains, then the teacher or teachers on the lower lane or lanes of the salary schedule shall be terminated first; and
 - d) If, after the application of the above criteria, a tie still remains, job performance, as evaluated and documented by the School District, shall be used as the deciding factor. Any teacher placed on such leave may engage in teaching or any other occupation during such period and may be eligible for unemployment compensation if otherwise eligible under that law for such compensation, and such leave will not result in a loss of credit for years of service in the School District earned prior to the commencement of such leave.

SECTION 4. REINSTATEMENT: No new teacher shall be employed by the School District while any teacher qualified in the same field and subject matter is on ULA. Teachers placed on ULA shall be reinstated to positions from which they have been given leave or any other available position in the School District in the category or categories in which they are licensed and qualified as such positions become available, provided they have had regular public school teaching experience within the last 5 years in the category in which the position becomes available, or provided that they have complied with the requirements set forth in the preceding section. The order of reinstatement shall be in inverse order in which teachers were placed on ULA, i.e., the last teacher placed on ULA who is qualified and certified for the position shall be the first recalled. If a teacher earns an additional license while on ULA, said teacher shall have seniority in such new licensed categories from the initial date of employment. When placed on ULA, a teacher shall file with the School District personnel office his/her name and the address to which any notice of reinstatement or availability of position shall be mailed. Proof of service in the form of a certified letter by the person in the School District depositing such notice to the teacher at the last known address shall be sufficient, and any teacher on ULA shall be responsible for providing for forwarding of mail or for address change. Failure of a notice to reach a teacher shall not be the responsibility of the School District if any notice has been mailed as provided in this section. If a position becomes available for a qualified teacher on ULA, the School District shall mail the notice in the form of a certified letter to such teacher who shall have 20 days from the date of such notice to accept the reemployment. Failure to reply, in writing, within such a 20-day period shall constitute a waiver on the part of any teacher to any further rights of employment or reinstatement and said teacher shall forfeit any future reinstatement or employment rights. In the case of a mid-year vacancy, the teacher qualifying for reinstatement shall signify intention to accept or decline the position within 20 days of the date of the notice. Said teacher may choose to return to said position at the time of its availability or at the beginning of the ensuing

school year.

Reinstatement rights shall automatically cease on the first day of the 6th September (i.e., slightly more than 5 years) following the placement on ULA, and no further rights to reinstatement shall exist unless extended by written mutual consent between the School District and each qualified teacher.

SECTION 5. ESTABLISHMENT OF SENIORITY LIST: By December 1 of each year, the School District shall cause a seniority list (by name, date of employment, qualification, and subject matter or field and current position held) to be prepared from its records.

It shall thereupon post such list in an official place in each school building of the School District. Any person whose name appears on such list and who may disagree with the findings of the School District and the order of seniority on said list shall have 10 days from the date of posting to supply written documentation, proof, and request for seniority change to the School District. Any teacher who disagrees with the findings of the School District concerning his/her position on the seniority list may file a grievance according to the procedures set forth in the grievance article. A final seniority list shall thereupon be prepared by the School District, which list, as revised shall be binding on the School District and any teacher. Each year thereafter the School District shall cause such seniority list to be updated to reflect any addition or deletion of personnel caused by retirement, death, resignation, other cessation of services, or new teachers. Such yearly list shall govern the application of the ULA plan until thereafter revised.

SECTION 6. RETENTION OF SENIORITY RIGHTS: Any teacher who has been listed on the seniority list and who leaves his/her classroom position, at the request of the School District, to fulfill another position in the School District shall retain his/her seniority on the teacher's seniority list.

SECTION 7. GOVERNANCE OF THE ARTICLE: This article shall govern all continuing contract teachers as defined in this Master Agreement or in the law and shall not include probationary teachers. This article shall not be construed to limit the rights under Minnesota law of any other certified employee not covered by the Master Agreement.

ARTICLE 20 - LONG-TERM DISABILITY LEAVE

SECTION 1. REQUEST FOR LONG-TERM DISABILITY LEAVE: A teacher who becomes disabled or is forced to use income protection insurance shall submit a written request to the Superintendent for long-term disability leave. This request will include a commencement date and an estimated return date. With an exception for mental illness, said leave will be for no more than a 2-year period, but it may be renewed at

the discretion of the School Board upon written request of the teacher.

SECTION 2. INSURANCE BENEFITS: While on said leave, the School District will continue to pay the equivalent of the single health insurance premium for the period of 1 year. The teacher may elect to stay in the group at his/her own expense after that period. The teacher may elect to remain in all other programs at his/her own expense.

SECTION 3. RETURN FROM LONG-TERM DISABILITY LEAVE: If the teacher on said leave is medically certified able to return and is taken off of long-term disability insurance prior to the estimated return date given on his/her request, he/she shall be able to do so provided a 3-week notice is given to his/her replacement.

ARTICLE 21 - WORKERS' COMPENSATION

SECTION 1. RATE OF PAY DURING ABSENCE: Upon the request of a teacher who is absent from work as a result of a compensable injury under the provisions of the Workers' Compensation Act, the School District will pay the difference between the compensation received by the teacher pursuant to the Workers' Compensation Act and the teacher's regular rate of pay to the extent of the teacher's earned accrual of sick leave.

SECTION 2. DEDUCTION FROM SICK LEAVE: A deduction shall be made from the teacher's accumulated sick leave accrual time according to the prorated portions of days of sick leave which is used to supplement workers' compensation payments.

SECTION 3. PAYMENT DURING DISABILITY: Such payment shall be paid by the School District to the teacher only during the period of disability.

SECTION 4. PAYMENT GREATER THAN NORMAL COMPENSATION: In no event shall the additional compensation paid to the teacher by virtue of sick leave pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the teacher.

ARTICLE 22 - COURT PROCEEDINGS

SECTION 1. COMPENSATION DURING JURY DUTY: Teachers shall continue to receive their regular compensation when called for jury duty. The compensation received for jury duty shall be remitted to the School District.

SECTION 2. COMPENSATION FOR OTHER COURT PROCEEDINGS: Any teacher 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 teacher is required to be absent. The teacher shall reimburse the School District that compensation, except for mileage reimbursement and meal allowance, which he/she receives for providing such testimony. The teacher may elect compensation in place of the daily pay from the School District.

ARTICLE 23 - PROFESSIONAL DEVELOPMENT

SECTION 1. PROFESSIONAL MEETINGS: Teachers shall be permitted to attend professional meetings and/or classroom visitations as approved by the Superintendent or his/her designee.

SECTION 2. REIMBURSEMENT: The School District shall pay for all reimbursable expenses incurred during the professional leave if the School District requested the teacher to attend the meeting.

SECTION 3. AVAILABILITY OF FUNDS: The School District shall have the option to pay part of the expense incurred during the professional leave requested by the teacher depending upon availability of funds in the budget for such requests.

ARTICLE 24 - RELEASED TIME

A teacher shall not be obligated to serve on any committee established by the School District unless release time is provided. If teachers elect their members to the committee, any individual teacher can decline to serve, and another teacher shall be elected.

ARTICLE 25 - POLITICAL ACTIVITY OF TEACHERS

Teachers shall not actively engage in partisan political activity on school premises during school hours.

ARTICLE 26 - GRIEVANCE PROCEDURE

SECTION 1. DEFINITIONS AND INTERPRETATIONS:

SUBD. 1. The word "grievance" shall mean an allegation by a grievant resulting in a dispute or disagreement between the grievant and the School District as to the interpretation, compliance, or application of terms and conditions of employment insofar as such matters are contained in this Master Agreement. In the event the occurrence giving rise to the grievance affects a majority of the teachers, the Association shall have the right to file a grievance. An effort shall first be made to

adjust the alleged grievance informally between the grievant and the School District.

SUBD. 2. In computing any period of time prescribed or allowed by procedures in this article, the date of the act, event, or default for which the designated period of time begins to run shall not be included. Student contact days shall be the only days that will be allowed to count in computing the duration of the prescribed times pertaining to any procedure contained in this article. During June, July, and August, the computation shall be actual days prescribed in this article except Saturdays, Sundays, and holidays.

SUBD. 3. The filing or service of any notice or document required by this Agreement shall be timely if it is received within the time period or if it is personally served to the party involved.

SUBD. 4. A grievance shall not be valid for consideration unless the grievance is submitted in writing to the School District's designee, setting forth the facts and the specific provisions of the Master Agreement allegedly violated, and the particular relief sought within 20 days after the date the event giving rise to the grievance occurred or 20 days after the grievant, through use of reasonable diligence, should have had knowledge of the occurrence that gave rise to the grievance. The event giving rise to the grievance shall be the date that definitive action is taken by the School District, Association, or teacher or administrator, or when an interpretation of the terms or application of this Agreement is made by one of said parties. Failure to appeal a grievance from one level to another within the time periods provided below shall constitute a waiver of the grievance. Failure by the School Board, or its representative(s), to issue a final and written decision within the time periods provided in this article shall constitute a forfeit of the grievance in favor of the grievant.

SUBD. 5. The grievant shall personally appear at all levels of the grievance process. The Association has the right to represent the grievant at all levels.

SECTION 2. ADJUSTMENT OF GRIEVANCE: The School Board and the Association shall attempt to adjust all grievances which may arise during the course of employment of any teacher in the following manner:

SUBD. 1. In the event that the Association believes that there is a basis for a grievance exists, the Association shall first discuss the alleged grievance with the building principal, either personally or accompanied by the Association representative. If, as a result of the informal discussion with the building principal, the alleged grievance still exists, the grievant shall file a written grievance with the building principal or Superintendent pursuant to SECTION 1., Subd. 4. above.

LEVEL 1. If the grievance is formally filed in writing, the principal or the School

District's designee shall give a written decision on the grievance to the parties within 5 days after receipt of the grievance.

LEVEL 2. In the event the grievance is not resolved in LEVEL 1, the written decision rendered may be appealed to the Superintendent, provided such appeal is made, in writing, within 5 days after receipt of the decision in LEVEL 1. The Superintendent shall give a written decision on the grievance to the parties involved within 5 days after receipt of the grievance.

LEVEL 3. In the event the grievance is not resolved in LEVEL 2, the written decision rendered may be appealed to the School Board, in writing, within 5 days after receipt of the written decision in LEVEL 2. If the grievance is appealed to the School Board, the School Board will hear the grievance within 10 days after receipt of the appeal. At the option of the School Board, a committee or representative(s) of the School Board may be designated by the School Board to hear the grievance at this level. Within 5 days after the meeting, the School Board or its committee shall issue its decision, in writing, to the parties involved.

SECTION 3. ARBITRATION PROCEDURE: In the event that the parties are unable to resolve any grievance, the grievance may be submitted to arbitration as defined below:

SUBD. 1. The notification to submit a grievance to arbitration must be filed in the office of the Superintendent within 10 days following the decision in LEVEL 3.

SUBD. 2. The School District and the teacher shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the School District and the teacher organization are unable to agree on an arbitrator within 5 days, they shall request from the Minnesota Bureau of Mediation Services (BMS), a list of 5 qualified arbitrators. The parties shall alternately strike names from the list of 5 arbitrators until only 1 name remains. The remaining arbitrator shall hear and decide the grievance. If the parties are unable to agree on who shall strike the first name, the question shall be decided by the flip of a coin.

SUBD. 3. The arbitrator shall not have the power to add to, to subtract from, or to modify in any way the terms of the existing Agreement.

SUBD. 4. The decision of the arbitrator shall be final and binding upon the parties. The decision shall be issued to the parties by the arbitrator.

SUBD. 5. If the arbitrator requires the attendance of any teacher during the regular working hours, the teacher shall not suffer any loss of salary as a result of his/her attendance.

SUBD. 6. The grievance shall be heard by a single arbitrator, and both parties may be represented by such person or persons as they may choose, not exceeding 5 in number, 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.

SUBD. 7. Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and 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 share equally the fees and expenses of the arbitrator and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

SUBD. 8. A party instituting any action, proceeding, or complaint in a federal or state court of law or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this article. Upon instituting a proceeding in another forum as outlined in this section, the teacher shall waive the right to initiate a grievance pursuant to this article, or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This section shall not apply to actions to compel arbitration as provided in the Agreement or to enforce the award of an arbitrator.

ARTICLE 27 - MEET AND CONFER

SECTION 1. MEETINGS TO REVIEW MASTER AGREEMENT: Representatives of the School District and Association will meet and confer on matters as specified under PELRA relating to the services being provided to the public. These meetings are not intended to bypass the grievance procedure.

SECTION 2. SUBMISSION OF ITEMS FOR DISCUSSION: Each party will submit to the other, at least 48 hours prior to the meeting, an agenda of items to be discussed.

SECTION 3. TIME OF THE MEETINGS: All meetings will regularly be scheduled to take place as promptly as possible at 3:35 p.m. The teachers involved will be freed from assigned instructional responsibilities for these meetings unless otherwise mutually agreed.

ARTICLE 28 - HOURS OF SERVICE

SECTION 1. BASIC DAY: The teacher's basic day, inclusive of lunch, shall be 8 hours. The specific hours at any individual building may vary according to the educational needs of the educational programs of the School District. The specific hours for each building will be designated by the building principal.

SECTION 2. ADDITIONAL ACTIVITIES: In addition to the basic school day, teachers shall be required to reasonably participate in School District activities beyond the teacher's basic day as required by the School District. The normal duties for teachers include a reasonable share of extra-curricular, co-curricular, and supervisory activities. Individual requests of conflicts or problems will be considered by the School District, and teachers may exchange assignments with each other on giving notice to the principal.

SECTION 3. DUTY-FREE LUNCH: All teachers shall be entitled to a minimum of a 30-minute, duty-free lunch. A "duty-free lunch period" shall be defined to mean that no classes, supervisory duties, or child-study staffings will be scheduled for the teacher during this time block.

SECTION 4. REVISIONS NECESSARY DUE TO UNUSUAL CIRCUMSTANCES: In the event a split-shift or a four-day week or other schedule of hours becomes necessary due to a fuel shortage or damage or destruction of a school building, the School District may revise the school day hours after formally consulting with the Association.

SECTION 5. NON-COMPENSATED DUTY: Any teacher who agrees to return outside the basic day for a non-compensated duty shall be allowed to leave school at the end of the student contact day on each day of said duty.

SECTION 6. PREPARATION TIME: A full-time classroom teacher shall be provided with a minimum of 250 minutes of instructional preparation time per week during the time period that extends from the start of classes until dismissal. This preparation time will be provided in usable blocks of at least 20 minutes. Attempts will be made to guarantee each full-time classroom teacher a minimum of 50 minutes of preparation time per day. Preparation time shall be free from other assigned duties.

SECTION 7. PREPARATION TIME FOR PART-TIME TEACHERS: Part-time teachers shall receive 10 minutes of preparation time for each 50 minutes of teaching duties during the day.

SECTION 8. NORMAL TEACHING LOAD: A kindergarten teacher will have no more than 21 students in his/her class; a 1-3 grade classroom teacher 25 students; 4th grade classroom teacher 27 students. If a classroom teacher is asked to teach a class that exceeds this number, he/she will be compensated using the overload assignment rate.

At the middle school level (5-8), a classroom teacher will have no more than 168 students. At the high school level, a regular classroom teacher assignment is assumed to be 3 95-minute blocks and 1 30-minute supervision or 2 95 minute blocks, 2 45-minute blocks and 1 30-minute supervision, or 1 95 minute and 4 45 minute blocks and a 30 minute supervisory period, or 6 45-minute blocks and one supervisory period. If a classroom teacher is asked to teach an additional section, they will be compensated using the overload assignment rate. In the event that the School District changes the schedule, it agrees to reopen the Master Agreement to renegotiate normal teaching load language (for example, if the School District returns to a 7-period day, a normal teaching load would be 5 classes and 1 supervisory assignment).

SECTION 9. Overload Assignment Rate

Any teacher who exceeds the normal teaching load as stated in Article 28 will be compensated as follows:

- a. A middle and high school teacher will be paid \$44 per hour
- b. An elementary teacher will be paid \$44 per day
- c. Overload compensation will be reviewed quarterly by the beginning of the third week of each quarter.

ARTICLE 29 - SPECIAL AND STUDENT TEACHING ASSIGNMENTS

SECTION 1. SPECIAL TEACHING ASSIGNMENTS: Assignments for driver education and summer school will be made with consideration given to tenured teachers and preference to teachers regularly employed in the School District. Compensation for teaching in summer school and extended day credit recovery programs shall be determined on a prorated basis of the hours taught related to a 7-hour day of each teacher's salary for the immediately preceding school year. Summer school and extended day credit recovery program teachers teaching less than full time shall be provided 10 minutes of compensated preparation time, per day, for each summer school class period assignment.

SECTION 2. STUDENT TEACHING ASSIGNMENTS: All teachers who are recommended by the Superintendent to assist in the student teaching program and who mutually agree shall participate in the program as supervisory teachers. Supervisory teachers, in this instance, are not supervisory employees as defined in PELRA. All monies received by the School District for student teachers shall be distributed to the supervising teacher.

ARTICLE 30 - LENGTH OF SCHOOL TERM

SECTION 1. TEACHER DUTY DAYS: Pursuant to M.S. 120A.40, the School Board shall establish the number of school days and teacher duty days for the next school year prior to June 1 of each year, and the teacher shall perform services on those days

as determined by the School District, including those legal holidays on which the School District is authorized to conduct school and pursuant to such authority, has determined to conduct school. The school year for 2023-2024 shall consist of 185 duty days, and the school year for 2024-2025 shall consist of 185 duty days. The School Board may not decrease the number of contracted days, but it may increase the number of contract days by up to 5, thus increasing duty days in the Agreement from 185 up to a possible 190. If the School District adds days, the teachers will be paid their daily rate as determined by dividing the individual teaching contract salary by 185. The School Board will meet with a representative of the Association prior to making this decision.

SECTION 2. EMERGENCY CLOSINGS: In the event of a teacher duty day lost for any emergency, the teacher shall perform duties on such other day or days in lieu thereof as the School District shall determine after formal consultation with the Association.

ARTICLE 31 - TEACHER ASSIGNMENT AND TRANSFERS

SECTION 1. NOTICE OF ASSIGNMENT: All classroom teachers assigned to a different building, different grade level, or different subject matter shall receive notice of such assignment on or before July 15th of the year preceding the reassignment. The teacher has 10 days after receiving notice of reassignment to resign without being held to his/her individual teaching notice of assignment.

SECTION 2. REQUEST TO TRANSFER ASSIGNMENTS: A teacher may request a transfer to a different class, building, or position by making the request, in writing, to the Superintendent and setting forth the reason or reasons for the desired transfer in the request.

SECTION 3. INTERVIEW FOR VACANT POSITIONS: Any teacher requesting a transfer to a different position will be guaranteed an interview for said position if a vacancy in that position occurs. All teachers will be notified of vacancies and new positions as they become available.

SECTION 4. EXTRA-CURRICULAR/CO-CURRICULAR ASSIGNMENTS: Any teacher applying for a co-curricular vacancy occurring within the School District will be guaranteed an interview for said position. Whenever said teacher is a member of the bargaining unit, **he/she must have a current Minnesota teaching license to be considered for positions.** All teachers will be notified of vacancies and new positions as they become available. If no member of the bargaining unit has applied for a vacancy, then, the School District may fill the position with the most qualified applicant. The right of assignment is a management right.

SECTION 5. UNTENURED TEACHERS: Any untenured teacher released by the

School District for reasons other than cause shall be guaranteed an interview for any job opening in the School District for which he/she is qualified.

ARTICLE 32 - RETIREMENT

SECTION 1. ELIGIBLE AGE FOR MEDICAL INSURANCE PAYMENT: Any teacher who has been employed at least 10 consecutive years by the School District may retire at the end of the school year in which he/she reaches the age of 56 or thereafter. If a teacher reaches age 56 after the end of one school year and prior to the beginning of the next school year, it will be considered retiring at age 56.

SUBD. 1. Upon retirement at the end of any year in which the teacher qualifies for retirement, the teacher may remain in the School District's insurance plans as follows:

SUBD. 2 With regard to life insurance in effect at the time of retirement, the School District will continue to pay life insurance premiums for up to nine (9) years after retirement or age 65, whichever comes first.

SUBD.3. With regard to dental insurance at the time of retirement, the teacher will assume responsibility for payment of all premiums.

SECTION 2. MEDICAL INSURANCE PAYMENT FOR TEACHERS EMPLOYED BEFORE JULY 1ST, 2009, THE FOLLOWING LANGUAGE WILL APPLY:

- a) The School District will provide up to \$60,000 for eligible teachers 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 teacher annually in the amount equal to the lesser of the plan chosen by the eligible teacher or \$14,000. 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 teacher elects medical coverage outside of the district's plans, they will be ineligible to return to the district's group plan(s). Upon retirement for any year in which the teacher qualifies for retirement, a teacher will be credited with one hundred dollars (\$100) per day of unused sick leave for up to ten (10) days of sick leave in excess of 185 days. The amount credited under this provision will be added to the \$60,000 that may be used towards the purchase of medical insurance during retirement. This money is for continuing medical

insurance coverage if eligible. In the event of the teacher's death, this benefit ceases.

SECTION 3. MEDICAL INSURANCE PAYMENT FOR TEACHERS EMPLOYED AFTER JULY 1ST, 2009, THE FOLLOWING LANGUAGE WILL APPLY:

- a) Eligibility: The benefits outlined in this article shall be available to regular full-time teachers employed as a teacher after July 1, 2009, for the full school year. Teachers must be actively working for the full school year to be eligible for the district sponsored Health Reimbursement Arrangement (HRA). Teachers on unpaid leave during a school year will not be eligible for HRA contributions for that school year. The HRA contribution will not be prorated for partial school years worked with the following exception: teachers who retire prior to the end of the school year will receive a prorated contribution based on the number of days worked divided by the total number of teacher duty days in the school year during which they retire.
- b) Beginning in the contract year 2009-2010, the School District will set aside \$1,000 annually for all newly hired full-time teachers. The School District contribution will be made in July following the preceding full school year of service. The School District contribution will be deposited into a School District reserved account on behalf of all eligible teachers as outlined in this article; however, all School District contributions will remain School District assets until eligible teachers meet the School District's vesting requirements. Teachers will become vested when they have at least 10 years of continuous service to the district. At the end of 10 years of continuous service to the School District, the School District will deposit \$10,000 into the School District-sponsored HRA account on behalf of the eligible teacher. For each year of service thereafter beginning in 2021-2022, the School District will deposit \$1350 annually in the HRA account of all eligible teachers as outlined in this article. The School District contributions will be made in July following the preceding full school year of service. The vested teacher will have access to his/her HRA account balance upon separation of employment.
- c) Teachers hired after July 1, 2009, shall not be eligible for benefits provided under SUBD. 1. Above.

SECTION 4. PAYMENT FOR UNUSED SICK LEAVE: Any teacher who has been employed at least 10 consecutive years by the School District may retire at age 56 or thereafter. A teacher will be paid \$50 per day for any accumulated, unused sick leave

days for a maximum of up to the equivalent of one (1) contract year. A teacher may have the payment deposited into an HRA as allowed under Section 5 below. If a teacher reaches age 56 after the end of the school year and prior to the beginning of the next school year, he/she will be considered retiring at age 56.

SECTION 5. DEFINITION OF 10 CONSECUTIVE YEARS: The term, "10 consecutive years," as used in this article, shall mean that the teacher must be actually teaching in the School District for 10 consecutive years immediately preceding his/her retirement. School Board-approved leaves will not count against the 10-year requirement and shall not disqualify a teacher on the basis of the consecutive year stipulation. The only other exception shall be illness or medically certified disability, which will count toward the 10-year requirement.

SECTION 6. EARLY RETIREMENT: Any teacher who has been employed for 15 or more years by the School District and has 1 or less years until he/she retires from the School District will be eligible for early retirement.

SUBD. 1. The following provisions will apply:

- a) An eligible teacher must submit a letter to the Superintendent requesting a leave of absence for early retirement purposes prior to March 15 of the year preceding the requested leave.
- b) An "Agreement for Leave of Absence Incentive" must be approved by the School Board prior to April 15 of the year preceding the requested leave.
- c) At the conclusion of the leave, the teacher will be eligible for continued group health insurance as outlined in Article 32-Section 1 of the Master Agreement.

SUBD. 2. The following incentives will apply:

- a) The School Board will pay the teacher who is granted an early retirement leave \$45 per day for any accumulated, unused sick-leave days at the end of the year in which the leave is approved.
- b) The School Board will pay the School District's part of teacher retirement, as well as the teacher's part of teacher retirement to a teacher while on early retirement leave until the teacher qualifies for the "Rule of 90."

SUBD. 3. A teacher on early retirement leave who returns to employment in the School District prior to qualifying for the Rule of 90 will pay back to the School District all payments for unused sick leave and teacher's retirement, with full interest, made

while the teacher was on leave.

SECTION 7. POST-RETIREMENT HEALTH CARE ARRANGEMENT:

The School District will provide the following tax advantaged District sponsored HRA Plan to qualifying teachers.

SUBD. 1. Within 60 days of the effective date of retirement, the School District shall contribute \$45 per day for any accumulated, unused sick leave days for a maximum of up to the equivalent of one contract year into the district sponsored Post-employment HRA on behalf of eligible employees.

SUBD. 2. All active and Post-employment HRA related administrative fees shall be paid by the individual HRA account holder.

Subd. 3. The School District will provide an IRS compliant Post-Employment Health Reimbursement Arrangement (HRA) as allowable under IRS regulations.

ARTICLE 33 - GROUP INSURANCE

SECTION 1. HEALTH AND HOSPITALIZATION INSURANCE: For the 2023-2024 contract period, the School District will contribute an amount toward the cost of the premium for health insurance coverage for each teacher who qualifies for and is enrolled in the group health insurance plan as specified below:

Individual Insurance Plan:

For the 2023-2024 school year, an amount not to exceed \$15,900 If the cost of the plan is less than \$15,900 the teacher is not entitled to any additional compensation. Beginning in 2024-2025, this amount is increased to \$16,854. If the cost of the plan is less than \$16,854 the teacher is not entitled to any additional compensation.

Family Insurance Plan:

For the 2023-2024 school year, an amount not to exceed \$22,618. If the cost of the plan is less than \$22,618 the teacher is not entitled to any additional compensation. Beginning in 2024-2025, this amount is increased to \$24,653. If the cost of the plan is less than \$24,653 the teacher is not entitled to any additional compensation.

SUBD. 1. ESTABLISHMENT OF HRA/HSA: The School District shall make available tax advantaged plans such as the integrated Health Reimbursement Arrangement (HRA) and Health Savings Account (HSA) accounts to all eligible bargaining unit members.

The School District will be responsible for administrative fees for actively employed and

benefit eligible employees. Administrative fees for separated employees no longer qualifying as actively employed will be the responsibility of the employee. The School District will not be responsible for active or separated employee related individual related investment fees.

SUBD. 2. CONTRIBUTIONS TO THE ACTIVE EMPLOYEES' PLAN:

- a. The School District will make an annual contribution, not to exceed HSA IRS limits, to accounts under the health reimbursement arrangement for qualifying bargaining-unit members equal to the deductible in the highest premium VEBA insurance policy or the difference between the costs of the highest premium plan plus the VEBA contribution, less the cost of the premiums for the plan selected, not to exceed the maximum single and or family district contribution levels outlined in Article 33, Section 1.
- b. The contribution will be made on or about the first day of the VEBA/HRA/HSA Plan year. Any employee who leaves prior to the end of the school year will reimburse the School District on a prorated basis for any unused portion of the District's contribution to the HRA/HSA Trust for that plan year. This amount will be deducted from the employee's paycheck with the employee's permission. In the event that the employee does not give permission, the amount will be repaid to the School District through a payment plan mutually agreed to by the employee and the School District .
- c. If a qualified bargaining-unit member enters the HRA/HSA Plan as a participant on a date after the first day of the HRA/HSA Plan year, the School District shall prorate the amount of the School District's contribution to reflect the late entry. If the participant incurs one or more claims for an eligible health expense that exceeds the participant's account balance in the HRA/HSA Plan, the School District shall, at the participant's request, increase its contribution for that year to the extent necessary to reimburse the participant for the claim, but not exceeding the contribution made to similarly situated participants who entered the HRA/HSA Plan on the first day of the HRA/HSA Plan year. The participant shall be entitled to the same rights of similarly situated employees to accelerate future School District contributions that are prorated over the HRA/HSA Plan year.

- d. All contributions on behalf of an HRA/HSA Plan participant shall cease on the date the participant is no longer covered under the high deductible health plan in Subdivision 5 below.

SUBD. 3. HIGH-DEDUCTIBLE HEALTH PLAN: The School District shall make available a high-deductible health plan to all eligible bargaining unit members. With respect to qualifying bargaining-unit members, the School District shall contribute an amount up to the insurance contribution identified in Article 33, Section 1, minus the annual contribution towards premiums identified in Article 33, Section 1, Subd. 4.a.

SECTION 2. INCOME PROTECTION INSURANCE: The Association agrees that 100 percent of its members will belong to the group for income protection insurance at their own cost.

SECTION 3. LIABILITY INSURANCE: The School District shall obtain a copy of the liability insurance policy from the insurance agent and place it on file in the School District's Business Office for examination and review by teachers.

SECTION 4. LIFE INSURANCE: For each teacher who qualifies for and is enrolled in the School District's life insurance plan, the School District shall pay the premium for a \$50,000 group life insurance policy for each full-time teacher at the School District for the term of this Agreement.

SECTION 5. DENTAL INSURANCE: For all teachers who qualify for and are enrolled in the School District's insurance plan, the School District agrees to contribute the full premium for family or individual plan dental insurance. The plan shall be the Delta Dental or equivalent.

SECTION 6. INSURANCE COMMITTEE: The School District and the Association shall form a committee of 4, 2 members of the Association appointed by the Association and 2 members of the School District. This committee shall study the specifications for the health and hospitalization insurance, income protection insurance, and dental insurance and make recommendations to the School District for its final action.

ARTICLE 34 - BASIC SCHEDULES AND RATES OF PAY

SECTION 1. 2023-2024 and 2024-2025 SALARY SCHEDULES: The salaries reflected in the schedules shall be a part of the Master Agreement for the 2023-2024 and 2024-2025 school years.

SUBD. 1. The salary shall be paid in 24 equal monthly installments deposited directly to the teacher's individual bank account on the 15th or the last banking day prior to the 15th and the last banking day of the month.

SUBD. 2. Teachers who are retiring may elect to receive their last year's salary in 18 equal installments, provided their resignation for retirement is received prior to June 1 in the school year preceding their last year of service.

SUBD. 3. All deductions for partial absences will be made on the basis of a half day or a full day. Such deductions will be prorated over the remaining pay periods.

SECTION 2. STATUS OF SALARY SCHEDULE: The salary schedules are not to be construed as part of the teacher's continuing contract. After July 1, 2025, the bimonthly payments that each teacher is receiving shall continue until such time as a new Master Agreement is fully ratified by the parties. However, lane changes earned shall be paid as provided elsewhere in this Agreement.

SECTION 3. PLACEMENT ON SALARY SCHEDULE: The following rules shall be applicable in determining placement of a teacher on the appropriate salary schedule.

SUBD. 1. Initial placement on the salary schedule will be determined by the School District and based on years of experience and education.

SUBD. 2. Credits to be considered for application on any lane of the salary schedule may be graduate or undergraduate semester hour credits that are germane to the teacher's teaching assignment.

SUBD. 3. A teacher shall be paid on the master's degree lane or higher lane only if the degree program is germane to the teaching assignment, as approved by the School District. Approval shall be given in writing by the Superintendent. This language cannot alter the placement of a teacher on the master's lane or higher employed by the School District prior to July 1, 2018.

SUBD. 4. All credits, in order to be considered for application on the salary schedule, must be approved by the principal and Superintendent, in writing, prior to the taking of the course.

SUBD. 5. Teachers may make lane changes at any time during the school year. A completed set of materials must be received in the School District office by the 10th of the month so that new salary payments can begin on the last working day of the month.

- a) Teachers must submit the following: a request for a lane change letter,
- b) their pre-approval forms,
- c) an official transcript verifying courses were taken, and
- d) forms applicable for PGO credits.

Teachers will be paid retroactively to the date of a fully completed lane change request.

SUBD. 6. Credits to apply to lanes beyond a particular lane must be earned subsequent to the earning of the teaching license and must be taken at an accredited college or university.

SUBD. 7. A teacher must be employed and actually teach a minimum of 120 days, excluding professional development days, in each school year to qualify for a salary step advancement.

SECTION 4. EXTENDED EMPLOYMENT: The School District shall determine the hours, duties, and the length of extended employment and the teacher to perform the services. If the teacher agrees to provide the service, compensation shall be a prorated amount (on the basis of 185 days a year for 2023-2024 and 2024-2025 of the daily basic contract salary of the preceding year) with payment commencing on the 15th day of the month following the first day of service and continuing bi-monthly thereafter.

SECTION 5. LONG-TERM SUBSTITUTE TEACHERS: Teachers who substitute for the same classroom teacher for a period of 30 consecutive days or longer shall be placed on the salary schedule retroactively at the beginning step of the appropriate lane.

SECTION 6. NATIONAL CERTIFICATION STIPEND: Any teacher who has achieved one of the following National Certifications shall be paid \$2,000 annually for the life of the certification. This stipend shall not be considered part of the Teacher's annual salary.

Certification Effective Date:

1. National Board Teacher Certification July 1, 2004
2. ASHA Certificate of Clinical Competence July 1, 2019
3. Licensed Independent Clinical Social Worker July 1, 2019
4. National Certified School Counselor July 1, 2021

5. Nationally Certified School Nurse July 1, 2023
6. National Board for Certification in Occupational Therapy

SECTION 7. DISTRICT LANE: A teacher may make a lane change to the District Lane by completing 10 credits of School District-approved coursework. The approved categories will include National Board Teacher Certification and Personalized and Equitable Learning. The School District may establish additional categories prior to May 15 of each year after an annual formal consultation with the Association. These 10 credits can be used for a lane change increment as is contained in the salary schedule. A teacher may only access the MA+40 lane after entering Step 11 on the salary schedule. Credits to be considered for application to a lane change must receive prior approval of the Superintendent.

- a. Those teachers who previously earned credits in either the National Board Teacher Certification, Data Driven Decision Making or Personalized and Equitable Learning shall remain in their current placement on the salary schedule.

SECTION 8. CONCURRENT ENROLLMENT: For concurrent enrollment classes, a teacher may be asked by the school district to earn additional college credits for certification to teach these classes.

1. The number of credits and total cost shall be agreed upon in advance by the teacher, the school district, and the Association.
2. The teacher shall be compensated for the cost of tuition, books and supplies as agreed upon by the teacher, the school district, and the Association.
3. The teacher agrees to teach in the school district for a minimum of 5 years after the courses have been completed.
4. If the teacher leaves the district prior to the 5-year time period, the teacher shall reimburse the school district an amount equal to 20% of the total costs per year for each year remaining of the 5-year period. For example, if the teacher leaves one year after earning the credits, the teacher shall reimburse 80% of the total costs, (leaving after 2 years = 60%, 3 years = 40%, 4 years = 20%, 5 years = 0%).
5. With pre-approval from the high school principal, concurrent enrollment teachers shall be paid up to 10 hours of curriculum writing time to meet with college/university officials for each concurrent enrollment course assigned during a given year.

SECTION 9. SPECIAL EDUCATION CERTIFICATION AREAS: For specific special education areas, a special education teacher may be asked by the school district to obtain additional certification.

1. The number of credits and total cost shall be agreed upon in advance by the teacher and the school district.
2. The teacher shall be compensated for the cost of tuition, books and supplies as agreed upon by the teacher, the school district, and the Association
3. The teacher agrees to teach in the school district for a minimum of 5 years after the courses have been completed
4. If the teacher leaves the district prior to the 5-year time period, the teacher shall reimburse the school district an amount equal to 20% of the total costs per year for each year remaining of the 5-year period. For example, if the teacher leaves one year after earning the credits, the teacher shall reimburse 80% of the total costs, (leaving after 2 years = 60%, 3 years = 40%, 4 years = 20%, 5 years = 0%).

ARTICLE 35 - JOB SECURITY

The School District agrees that the intent of any agreement it enters into with another school district is to advance opportunities for students at the School District and not to reduce the teachers of this School District.

The School District agrees that if the School District enters into any agreement with another school district, which requires a combined seniority list, it will first reopen the Agreement for the purpose of negotiating common ULA language.

ARTICLE 36 - NEGOTIATIONS AND PUBLICATION OF AGREEMENT

SECTION 1. INITIATION OF NEGOTIATIONS: Between 60 and 90 days prior to the expiration of this Agreement, the School District and Association shall initiate negotiations for the purpose of entering into a successor Agreement for the succeeding 2-year period, except that if the Association is not then the exclusive bargaining agent of the teachers of the School District, then, in the absence of a lawful order to the contrary, negotiations shall thereupon be undertaken between the School District and the duly authorized exclusive bargaining agent.

SECTION 2. RELEASE TIME FOR ASSOCIATION MEMBERS: By mutual agreement, release time shall be provided the Association's negotiating committee to permit the School District and Association representatives to meet both during and after

regular school hours for the purpose of reaching a successor Agreement. If an official mediator or arbitrator requires a meeting during school hours, release time will be provided teacher representatives without loss of salaries, provided, however, that the teachers' representatives shall be limited to 5.

SECTION 3. PUBLICATION OF THE MASTER AGREEMENT: Four signed copies of the final Agreement shall be kept for the purposes of record: 1 retained by the School District, 1 by the Superintendent, and 2 by the Association. The Association shall assume the responsibility of providing a copy of the Master Agreement to members of the bargaining unit. The School District shall provide a copy of the Master Agreement to each teacher newly hired in the School District.

ARTICLE 37 - DURATION

SECTION 1. TIME FRAME OF AGREEMENT: This Master Agreement shall be effective as of July 1, 2023, and shall continue in effect until June 30, 2025. If a new and substitute Agreement has not been duly entered into prior to June 30, 2025, the terms of this Agreement shall continue in full force and effect until such substitute Agreement is adopted, which shall be fully retroactive to July 1, 2025.

SECTION 2. EFFECT: This Master Agreement constitutes the full and complete Master Agreement between the School District and the Association. The provisions of this Agreement relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, School District policies, rules, or regulations concerning terms and conditions of employment inconsistent with these provisions.

SECTION 3. FINALITY: Any matters relating to the current Agreement term, whether or not referred to in this Master Agreement, shall not be open for negotiation during the term of this Master Agreement, except by mutual agreement.

SECTION 4. CONFORMITY OF LAW: If any provision of this Agreement or any application of the Master Agreement to any teacher or group of teachers shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

SECTION 5. SEVERABILITY: The provisions of this Master Agreement shall be severable, and if any such provision or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Master Agreement or the application of any provision.

ATTACHMENTS:

1. Career Increment Schedule
2. Co-curricular Advisory Fee Schedule
3. Co-curricular Fee Schedule

4. Early Childhood Family Education (ECFE) Salary Schedules 2023-2024 and 2024-2025)

SALARY SCHEDULES

2023-2024										
Year	Step	BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20	MA+30	MA+40
1	1	46,880	48,476	50,122	51,826	53,589	55,409	57,297	59,242	-
2	2	48,476	50,122	51,826	53,589	55,409	57,297	59,242	61,258	-
3	3	50,122	51,826	53,589	55,409	57,297	59,242	61,258	63,338	-
4	4	51,826	53,589	55,409	57,297	59,242	61,258	63,338	65,494	-
5	5	53,589	55,409	57,297	59,242	61,258	63,338	65,494	67,718	-
6	6	55,409	57,300	59,242	61,258	63,338	65,494	67,718	70,024	-
7	7	57,297	59,242	61,258	63,338	65,494	67,718	70,024	72,404	-
8	8	59,242	61,258	63,338	65,494	67,718	70,024	72,404	74,864	-
9	9	61,258	63,338	65,494	67,718	70,024	72,404	74,864	77,409	-
10	10	63,338	65,494	67,718	70,024	72,404	74,864	77,409	80,045	-
11+	11	66,165	68,416	70,740	73,146	75,634	78,203	80,862	83,611	86,454

2024-2025										
Year	Step	BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20	MA+30	MA+40
1	1	48,872	50,536	52,252	54,029	55,867	57,764	59,732	61,760	-
2	2	50,536	52,252	54,029	55,867	57,764	59,732	61,760	63,861	-
3	3	52,252	54,029	55,867	57,764	59,732	61,760	63,861	66,030	-
4	4	54,029	55,867	57,764	59,732	61,760	63,861	66,030	68,277	-
5	5	55,867	57,764	59,732	61,760	63,861	66,030	68,277	70,596	-
6	6	57,764	59,735	61,760	63,861	66,030	68,277	70,596	73,000	-
7	7	59,732	61,760	63,861	66,030	68,277	70,596	73,000	75,481	-
8	8	61,760	63,861	66,030	68,277	70,596	73,000	75,481	78,046	-
9	9	63,861	66,030	68,277	70,596	73,000	75,481	78,046	80,699	-
10	10	66,030	68,277	70,596	73,000	75,481	78,046	80,699	83,447	-

11	11	68,977	71,324	73,746	76,255	78,848	81,527	84,299	87,164	90,128
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CAREER INCREMENT SCHEDULE

A career increment is added to the salary of each teacher during the 16th year of service as follows:

Year of Service	Career Increment Amount
16	\$300.00
17	\$350.00
18	\$400.00
19	\$450.00
20	\$500.00
21-25	\$600.00
26+	\$1,200.00

ECFE/SCHOOL READINESS HOURLY RATES

2023-2024 Hourly Rates

<u>Year</u>	<u>Step</u>	<u>BA</u>	<u>BA+10</u>	<u>BA+20</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+10</u>	<u>MA+20</u>	<u>MA+30</u>	<u>MA+40</u>
1	1	31.68	32.75	33.87	35.02	36.21	37.44	38.71	40.03	-
2	2	32.75	33.87	35.02	36.21	37.44	38.71	40.03	41.39	-
3	3	33.87	35.02	36.21	37.44	38.71	40.03	41.39	42.80	-
4	4	35.02	36.21	37.44	38.71	40.03	41.39	42.80	44.25	-
5	5	36.21	37.44	38.71	40.03	41.39	42.80	44.25	45.76	-
6	6	37.44	38.72	40.03	41.39	42.80	44.25	45.76	47.31	-
7	7	38.71	40.03	41.39	42.80	44.25	45.76	47.31	48.92	-
8	8	40.03	41.39	42.80	44.25	45.76	47.31	48.92	50.58	-
9	9	41.39	42.80	44.25	45.76	47.31	48.92	50.58	52.30	-
10	10	42.80	44.25	45.76	47.31	48.92	50.58	52.30	54.08	-
11+	11	44.71	46.23	47.80	49.42	51.10	52.84	54.64	56.49	58.41

2024-2025 Hourly Rates

<u>Year</u>	<u>Step</u>	<u>BA</u>	<u>BA+10</u>	<u>BA+20</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+10</u>	<u>MA+20</u>	<u>MA+30</u>	<u>MA+40</u>
1	1	33.02	34.15	35.31	36.51	37.75	39.03	40.36	41.73	-
2	2	34.15	35.31	36.51	37.75	39.03	40.36	41.73	43.15	-
3	3	35.31	36.51	37.75	39.03	40.36	41.73	43.15	44.61	-
4	4	36.51	37.75	39.03	40.36	41.73	43.15	44.61	46.13	-
5	5	37.75	39.03	40.36	41.73	43.15	44.61	46.13	47.70	-
6	6	39.03	40.36	41.73	43.15	44.61	46.13	47.70	49.32	-
7	7	40.36	41.73	43.15	44.61	46.13	47.70	49.32	51.00	-
8	8	41.73	43.15	44.61	46.13	47.70	49.32	51.00	52.73	-
9	9	43.15	44.61	46.13	47.70	49.32	51.00	52.73	54.53	-
10	10	44.61	46.13	47.70	49.32	51.00	52.73	54.53	56.38	-
11	11	46.61	48.19	49.83	51.52	53.28	55.09	56.96	58.89	60.90

Licensed ECFE/School Readiness Related:

Continuing Contract Status: The parties agree that the Master Agreement applies to Early Childhood Family Education (ECFE) and School Readiness teachers and that such teachers have continuing contract rights.

Application: The following sections of the Master Agreement apply to ECFE/School Readiness

Hours of Service: Employees under this **Article** are hourly employees. The duty day, hours and assignment of ECFE/School Readiness teachers shall be established and assigned by the district for the contract year. Hours of assignment shall be flexible as assigned by the district. The district will determine specific duties and assignments in accordance with the need of the program. Work hours and assignments may be modified by the district to meet program needs. Staff may be reassigned as necessary. The teacher's full-time equivalence (FTE) shall be determined by dividing the annual assignment hours by 1.480.

Salary:

1. The hourly salary schedule pertains only to positions for which licensure is required.
2. Hourly salaries will be based upon years of experience in related fields after licensure was earned and on the level of education attained.
3. The Special Programs Administrator will recommend to the School Board original placement on the hourly salary schedule at the time of employment.

The School Board-approved salary schedule for teachers will be used to determine the ECFE hourly salary schedule, dividing each cell by 185 and then dividing by 8.

Paid Time:

1. Teachers will be given 15 minutes of paid preparation time at their regular hourly schedule for each 60 minutes of instruction (see ECFE/School Readiness Class Payment Chart).
- 2 Teachers will be paid at their regular hourly rate for 15 minutes prior to instruction time and 15 minutes following instruction time.

3. School Readiness teachers shall be provided with 30 minutes of preparation time and 30 minutes of conference time for each student on their class roster. Conferences are typically held 3 times during the school year.

4. Required staff development training and required staff meetings will be paid at the regular hourly rate.

Other Time at Teaching Rate: Home visits, weekly journaling, parent/teacher conference, staff meetings, Professional Learning Community (PLC) meetings, special events, parent advisory board, summer teaching and other events as scheduled will be paid at the teaching rate of pay. Teachers will be expected to participate in scheduled events as directed.

10. In the case of inclement weather causing classes to be cancelled, School Readiness teachers will follow the District Protocol related to a Snow Day or Flexible Learning Day and teachers will be paid as such. ECFE teachers will be paid for up to two missed classes due to inclement weather as long as they are not going to be made up.

11. Teachers who are assigned classes that go beyond 6 p.m. or on Saturdays will be paid an additional \$.50 per hour for that amount of instructional time that occurs after 6 p.m. or on Saturdays.

12. Association School ECFE teachers are not entitled to any of the conditions of this Master Agreement other than Earned Safe and Sick Time and the salary schedule including not being placed on the School District seniority list.

Unrequested Leave of Absence: Any teacher who is scheduled to teach a class that is canceled for any reason shall be placed on an unrequested leave of absence for the length of time the class would have run.

ECFE/SCHOOL READINESS CLASS PAYMENT CHART

Length of Class (hrs.)	Prep (hrs.)	Before/After (hrs.)	=	Paid Time (hrs.)
1.00	0.20	0.50	=	1.70
1.25	0.25	0.50	=	2.00
1.50	0.30	0.50	=	2.30
1.75	0.35	0.50	=	2.60
2.00	0.40	0.50	=	2.90
2.25	0.45	0.50	=	3.20
2.50	0.50	0.50	=	3.50
2.75	0.55	0.50	=	3.80
3.00	0.60	0.50	=	4.10
3.25	0.65	0.50	=	4.40
3.50	0.70	0.50	=	4.70
3.75	0.75	0.50	=	5.00

IN TESTIMONY WHEREOF, the parties have executed this Master Agreement this
 day of 2024.

SAINT PETER EDUCATION ASSOCIATION

By _____
President

By _____
Secretary

By _____
Association Negotiator

By _____
Association Negotiator

INDEPENDENT SCHOOL DISTRICT 508

By _____
School Board Chairperson

By _____
School Board Clerk

By _____
School Board Negotiator

By _____
School Board Negotiator

**St. Peter School District 508 Co-Curricular Fee Schedule
 2023-2024 and 2024-25**

Years of Experience	Non-Staff Non-Certified	Non-Staff Hour Certified	Non-Staff Certified	Staff Non-Certified	Staff Hour-Certified	Staff Certified
0-5 Years	1	1.02	1.04	1.02	1.04	1.06
6-9 Years	1.02	1.04	1.06	1.04	1.06	1.08
10+ years	1.04	1.06	1.08	1.08	1.1	1.1

	1	1.02	1.04	1.06	1.08	1.1
Activities Director	\$5853	\$5924	\$6094	\$6215	\$6335	\$6455

Athletics	Football	Soccer	Boys Hockey	Girls Hockey	Boys Basketball	Girls Basketball
Wrestling	Girls Swimming	Volleyball	Baseball	Boys Track	Girls Track	
Gymnastics	Softball	Boys Tennis	Girls Tennis	Boys Golf	Girls Golf	
	Boys Cross Country	Girls Cross Country				

	1	1.02	1.04	1.06	1.08	1.1
Head Coach	\$4564	\$4659	\$4753	\$4848	\$4943	\$5038
Assistant	\$2611	\$2663	\$2715	\$2767	\$2820	\$2871
9 th Grade	\$2237	\$2283	\$2327	\$2371	\$2417	\$2461
Middle School	\$1679	\$1712	\$1745	\$1780	\$1813	\$1846

<i>Adaptive Bowling</i>	1	1.02	1.04	1.06	1.08	1.1
Head Coach	\$971	\$989	\$1009	\$1028	\$1047	\$1068
Assistant	\$631	\$644	\$657	\$669	\$681	\$693
POHI Assistant	\$316	\$322	\$328	\$335	\$341	\$347

General Activities			
<i>Speech</i>	1	1.04	1.1
Head Coach	\$4564	\$4753	\$5038
Assistant	\$2612	\$2716	\$2871
MS Coach	\$747	\$776	\$820
Tournament Director	\$747	\$776	\$820

Debate	1	1.04	1.1
Head Coach	\$2797	\$2909	\$3077

Music Extra Duty	1	1.04	1.1
Senior High Instrumental	\$3543	\$3685	\$3898
Senior High Choral	\$1772	\$1843	\$1949

Summer Band Assistant	\$709	\$737	\$780
KIDS Coordinator	\$1772	\$1843	\$1949

<i>Drama & Student Council</i>	1	1.04	1.1
Senior High Student Council	\$2424	\$2522	\$2666
Middle School Student Council	\$1213	\$1263	\$1333
Fall 3-Act Play Director	\$2424	\$2522	\$2666
** Assistant Director	\$1213	\$1263	\$1333
** Technical Director	\$2424	\$2522	\$2666
Contest One Act Play	\$1818	\$1892	\$2001
** Assistant Director	\$606	\$631	\$668
Spring 3-Act Play Director	\$2424	\$2522	\$2666
** Assistant Director	\$1213	\$1263	\$1333
** Technical Director	\$2424	\$2522	\$2666
Middle School Play Director	\$1818	\$1892	\$2001
** Assistant Director	\$606	\$631	\$668

Musical Play Vocal Director	\$1818	\$1892	\$2001
** Choreographer	\$1213	\$1263	1333
**Pianist	\$1213	\$1263	\$1333
Elementary Play Director	\$1453	\$1513	\$1600
High School Sound Person	\$1818	\$1892	\$2001
Dance Line	\$1213	\$1263	\$1333
Box Office Coordinator	\$485	\$505	\$533

<i>Advisors</i>	1	1.04	1.1
Senior Class Advisor	\$971	\$1009	\$1068
Senior Class Advisor	\$971	\$1009	\$1068
Junior Class Advisor	\$971	\$1009	\$1068
Junior Class Advisor	\$971	\$1009	\$1068
Junior Class Prom Assistant	\$243	\$253	\$267
Sophomore Class Advisor	\$485	\$506	\$534
Freshman Class Advisor	\$485	\$506	\$534
National Honor Society Advisor	\$971	\$1009	\$1068
National Honor Society Assistant	\$389	\$404	\$427
(N) Elementary Student Council	\$679	\$706	\$748
(S) Elementary Student Council	\$679	\$706	\$748
Elementary Science Fair	\$679	\$706	\$748
Intermediate Science Fair	\$679	\$706	\$748
Elementary School Patrol	\$727	\$758	\$801
Thespians	\$679	\$706	\$748
Quill and Scroll	\$679	\$706	\$748
Pep Club	\$727	\$758	\$801
Ecology Club	\$679	\$706	\$748

Future Teachers of America	\$679	\$706	\$748
USAA Target	\$971	\$1009	\$1068
USAA Target Assistant	\$485	\$506	\$534
Respecters of Diversity	\$389	\$404	\$427
SADD Elementary	\$485	\$506	\$534
Middle School Yearbook	\$485	\$506	\$534
Middle School Newspaper	\$389	\$404	\$427
Yellow Ribbon	\$389	\$404	\$427
SWAT	\$389	\$404	\$427

Academic Coaches	1	1.04	1.1
Academic Decathlon	\$971	\$1009	\$1068
Academic Pentathlon	\$679	\$706	\$748
Math League	\$971	\$1009	\$1068
Math League Assistant	\$389	\$404	\$427
Middle School Math Counts	\$679	\$706	\$748
Knowledge Bowl (9-12)	\$971	\$1009	\$1068
Knowledge Bowl (7-8)	\$971	\$1009	\$1068
Knowledge Bowl Assistant	\$243	\$253	\$267
Mock Trial	\$971	\$1009	\$1068
Mock Trial Assistant	\$389	\$404	\$427
Model UN	\$679	\$706	\$748
Visual Arts	\$679	\$706	\$748
First Tech Challenge	\$971	\$1009	\$1068

Extra Compensation	
Co-Curricular Workers	\$38.50 per event
Student Bus Supervisor	\$40.37 per event
Driver Education	\$38.50 per hour
Overload/6 th Class	\$44.00 per hour
Coaching Aides	\$10.49 per hour
HIGHLIGHTS Contact	\$713.90 per year
Dept. Chair/Grade Level Leader	\$550 per year
Middle School Advisory Team	\$1,200 per year
Hourly Department Work	As determined by current year contract 1 - 5 years experience- Step 1 at teacher's education lane 6 - 10 years experience- Step 6 at teacher's education lane 10+ years experience- Step 10 at teacher's education lane
Continuing Education Committee	\$500 per year (\$250 paid by District, \$250 paid by SPEA)
Strength Coach	\$3300 per season (3-three-month seasons)
Homebound Instruction	Teacher's hourly rate for instruction provided outside of the regular school day or during preparation periods.



Q-COMP
MEMORANDUM OF UNDERSTANDING
between
Independent School District No. 508
and
Saint Peter Education Association

This Memorandum of Understanding (MOU) is entered into between Independent School District No. 508, Saint Peter, MN (District) and the Saint Peter Education Association (SPEA) to establish and implement an alternative teacher professional pay system (Q-Comp).

Q-Comp will commence at the beginning of the 2014-15 school year, contingent upon approval from the SPEA general membership and the District School Board. The District and SPEA agree that the terms of this Memorandum of Understanding will continue into successive years, unless by April 1 of a given year, the District or SPEA gives notice of intent to withdraw from Q-Comp at the end of that school year. The District and SPEA may mutually agree to minor revisions to Q-comp without renewing this entire document.

Should there be any change to the alternative teacher professional pay systems statutes (MN Stat. 122A.414 or 122A.415), both parties agree to discontinue all provisions of Q-Comp unless an alternative agreement is reached. The discontinuation will occur on June 30 with all funds accounted for as of that date.

1. Funding

- 1.1 All Alternative compensation funding from the state of Minnesota and from the local alternative compensation levy will be used exclusively for Q-Comp
- 1.2 The district may, at its discretion, supplement the funding of Q-comp from the general fund or other funding sources.
- 1.3 If the state of Minnesota increases the per capital dollar amount of alternative compensation funding, the extra funds will be allocated by the Q-Comp Advisory Team.
- 1.4 Any Q-Comp funds not used in one school year will automatically carry over to the following year's Q-Comp budget.
- 1.5 The Q-Comp Advisory Team will make recommendations for the annual Q-Comp budget to the School Board for approval.

2. Eligibility for Q-Comp

- 1.6 All teachers, as defined by MN Stat. 122A.40 and the Master Agreement, are eligible for all portions of compensation.

- 1.7 Teachers who work a partial year due to late hire, severed employment, leave of absence, sabbatical, family/medical leave, or retirement will be eligible for all incentive payments, provided the teacher is employed by the district and actually teaches a minimum of one hundred twenty (120) days excluding professional development days.
- 1.8 Part-time teachers are eligible to receive full incentive pay provided they meet all of the Q-Comp requirements for full-time teachers.
- 1.9 No teacher will receive more than 100 percent of Q-Comp incentive amounts.

2. Contingency

Should either party give notice of intent to withdraw from Q-Comp per this MOU, the provisions of this MOU will cease on June 30 of that year. All performance pay and steps earned through that school year will be paid per this MOU.

- 2.1 The salary schedule will remain in full force and effect.
- 2.2 The value of the salary schedule will not be diminished. All teachers will move to the next step earned during that school year.
- 2.3 Teachers will continue to make horizontal movements according to the terms of the Master Agreement.
- 2.4 Teachers will revert back to annual step movement as per the Master Agreement.

3. Saint Peter Public Schools Q-Comp Components and Budget (Attachment A)

Signed:

For: Saint Peter Education Association

For: Independent School District 508
Saint Peter Public Schools

SPEA President

Board Chair

SPEA Secretary

Dated: _____

Dated: _____

Ratified by the SPEA membership on

Ratified by the School Board on



**Memorandum of Understanding
Between
Independent School District no. 508
And
Saint Peter Education Association**

Compensatory Time in Lieu of Payment for Serving as a Substitute During Preparatory Periods

This Memorandum of Understanding (MOU) is entered into between Independent School District no. 508, Saint Peter, MN (District) and the Saint Peter Education Association (SPEA) to allow for compensatory time in lieu of payment for serving as a substitute for another teacher during preparatory periods. This is a non-precedent setting agreement and not an indication of similar agreements in the future.

Compensatory Leave: Compensatory Leave will be granted for assignment of a teacher to a class or school related duty during a preparation period, or the coverage of other classes. Other teaching-related duties assigned outside of the contracted school day may also be granted Compensatory Leave if deemed appropriate and approved in advance by the superintendent.

Subd. 1: Compensatory time can be earned in 30-minute increments. The time earned will round up to the nearest thirty-minute interval.

Subd. 2: After an accumulation of 450 (four hundred fifty minutes of earned compensatory time the teacher will be eligible to request and receive one (1) day of Compensatory Leave. Compensatory Leave can only be taken in full day increments. Compensatory leave is accumulative to a maximum of two (2) days and may be carried over to the next school year.

Subd. 3: During accumulation and after accumulation of 450 (four hundred fifty) minutes, the teacher has the option of taking the compensatory leave or be entitled to receive upon written request on the last day of the school year, the sum equal to the daily substitute rate.

Subd. 4: Compensatory Leave earned days may not be used on the first and last day of school, or on staff development days.

Subd. 5: Request for compensatory leave must be made to the building principal at least 2 days in advance. Requests shall be considered only upon submission of a request made through the school district's automated absence management system and must have a substitute assigned to the absence. No more than 3 teachers from each building shall be granted personal or compensatory leave during the same school day.

Subd. 6: Emergency Closings: In the event school is closed for the full day, teachers on Compensatory Leave will not be charged for that day.

Subd. 7: It is understood that this MOU does not relieve the administration of its obligation to hire regular substitutes when appropriate.

Subd. 8 This MOU is in effect until June 30, 2025. Any compensatory time accumulated prior to this date will remain until used or paid out.

Signed:

For: Saint Peter Education Association

For: Independent School District 508
Saint Peter Public Schools

SPEA President

Superintendent

SPEA Secretary

Board Chair

Dated: _____

Dated: _____



ADDENDUM

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

VII. ACTION ITEMS

VII.2. AGENDA ITEM #2

Subject: Consider Approval of the Revised FY24 Budget

Action: Requires a Motion

Background: The preliminary FY24 Budget was approved in June of 2023. School District Budgets are based on projections and are considered living documents that continue to adjust based on actual revenues and expenses. Adjustments are made to the adopted budget as needed. Revisions to the FY24 budget were presented to the Business Committee on March 14 and were brought forward for consideration by the full School Board.

Presentation: Business Manager

Options/Recommendation: It is recommended that the Revised FY24 Budget be approved.

FY24 MARSS Student Data
Used for FY24 Revised Budget

A	B	E	F	G	H	J	K	M	N	O	P	Q
Grade	Pupil Unit Weight	Residents	Non-Resident			Shared Time		Non-Public/Non-MN	Total Served	Adjusted E+F	Count of Students in N	Extended ADM
			Enrollment Options	Tuition	Ineligible	Aid	Tuition					
EC	1	16.00	0.97						16.97	16.97	92.00	
KG	1	124.76	12.10						136.86	136.86	145.00	
1	1	123.07	11.96						135.03	135.03	146.00	1.29
2	1	130.28	17.33						147.61	147.61	162.00	1.24
3	1	113.38	13.11						126.49	126.49	141.00	1.19
4	1	133.03	11.80						144.83	144.83	162.00	1.50
5	1	123.36	14.14	1.52					139.02	137.50	147.00	0.70
6	1	140.50	11.45						151.95	151.95	167.00	0.34
7	1.2	145.80	11.08	2.66		0.68			160.22	156.88	179.00	0.20
8	1.2	135.14	10.82	4.17					150.13	145.96	165.00	0.31
9	1.2	162.04	19.18	4.01					185.23	181.22	196.00	0.00
10	1.2	166.89	17.18	2.83					186.90	184.07	199.00	0.80
11	1.2	150.55	22.83	3.65					177.03	173.38	186.00	1.63
12	1.2	167.18	24.41	2.16					193.75	191.59	213.00	2.05
EC		16.00	0.97	0.00	0.00	0.00	0.00	0.00	16.97	16.97	EC	0.00
KG		124.76	12.10	0.00	0.00	0.00	0.00	0.00	136.86	136.86	KG	0.00
GR 1-3		366.73	42.40	0.00	0.00	0.00	0.00	0.00	409.13	409.13	GR 1-3	3.72
GR 4-6		396.89	37.39	1.52	0.00	0.00	0.00	0.00	435.80	434.28	GR 4-6	2.54
GR 7-8		280.94	21.90	6.83	0.00	0.68	0.00	0.00	310.35	302.84	GR 7-8	0.51
GR 9-12		646.66	83.60	12.65	0.00	0.00	0.00	0.00	742.91	730.26	GR 9-12	4.48
Total ADM		1831.98	198.36	21.00	0.00	0.68	0.00	0.00	2052.02	2030.34		11.25
Total WADM		2017.50	219.46	24.90	0.00	0.82	0.00	0.00	2262.67	2236.96		

Gen. Ed. Revenue	
Served in District	2017.50
Open-Enrolled	219.46
Non-Public/Non-MN	0.00
Other MN - Tuition	23.8
	<u>2260.76</u>
	0.00

Student Data is pulled from MARSS District ADM Served Report run 2.9.24

Weighted ADM					
	Residents Served in District	Open-Enrolled	Non-Public/Non-MN	Other MN - Tuition	Total
EC	16.00	0.97	0.00	0	16.97
KG	124.76	12.10	0.00	0	136.86
1	123.07	11.96	0.00	0.57	135.60
2	130.28	17.33	0.00	1.62	149.23
3	113.38	13.11	0.00	3	129.49
4	133.03	11.80	0.00	2	146.83
5	123.36	14.14	0.00	1.22	138.72
6	140.50	11.45	0.00	2.15	154.10
7	174.96	13.30	0.00	3	191.26
8	162.17	12.98	0.00	2.84	177.99
9	194.45	23.02	0.00	1.2	218.66
10	200.27	20.62	0.00	2.08	222.96
11	180.66	27.40	0.00	0	208.06
12	200.62	29.29	0.00	4.12	234.03
	2017.50	219.46	0.00	23.80	2260.76
				0.00	

Non-Weighted ADM					
	Residents Served in District	Open-Enrolled	Non-Public/Non-MN	Other MN - Tuition	Total
EC	16.00	0.97	0.00	0	16.97
KG	124.76	12.10	0.00	0	136.86
1	123.07	11.96	0.00	0.57	135.60
2	130.28	17.33	0.00	1.62	149.23
3	113.38	13.11	0.00	3	129.49
4	133.03	11.80	0.00	2	146.83
5	123.36	14.14	0.00	1.22	138.72
6	140.50	11.45	0.00	2.15	154.10
7	145.80	11.08	0.00	3	159.88
8	135.14	10.82	0.00	2.84	148.80
9	162.04	19.18	0.00	1.2	182.42
10	166.89	17.18	0.00	2.08	186.15
11	150.55	22.83	0.00	0	173.38
12	167.18	24.41	0.00	4.12	195.71
	1831.98	198.36	0.00	23.80	2054.14
				0.00	0.00

Adjusted
38.00
136.86
135.60
148.23
128.49
145.83
138.72
154.10
158.88
147.80
181.42
185.15
173.38
195.71
0.00 2068.17

For Rev. Proj. Model	
EC	38.00
KG	136.86
GR 1-3	412.32
GR 4-6	438.65
GR 7-12	1042.34
	<u>2068.17</u>
	0.00

	2017 Actual Funded ADM	2018 Actual Funded ADM	2019 Actual Funded ADM	2020 Actual Funded ADM	2021 Actual Funded ADM	2022 Actual Funded ADM	2023 Actual Funded ADM	2024 Projected Funded ADM	2025 Projected Funded ADM	2026 Projected Funded ADM
EC	45.06	50.89	48.48	49.23	45.32	39.75	42.33	38.00	38.00	38.00
HK	30.24	36.07	30.55	37.80	31.16	28.47	30.83	0.00	0.00	0.00
K	129.13	118.12	109.05	113.29	82.77	115.07	101.54	136.86	130.00	130.00
1	139.78	159.35	153.93	143.65	144.13	119.84	141.22	135.60	137.67	130.77
2	165.55	144.17	165.56	160.44	134.74	137.62	124.50	148.23	137.42	139.52
3	157.53	169.62	141.22	166.87	161.65	124.61	138.88	128.49	147.93	137.14
Total 1-3	462.86	473.14	460.71	470.96	440.52	382.07	404.60	412.32	423.02	407.43
4	157.41	165.66	178.21	142.69	169.65	149.47	132.27	145.83	131.53	151.42
5	165.49	157.59	165.27	180.77	140.93	158.69	156.96	138.72	146.56	132.19
6	170.06	173.94	165.81	172.53	178.24	133.53	153.30	154.10	139.28	147.16
Total 4-6	492.96	497.19	509.29	495.99	488.82	441.69	442.53	438.65	417.37	430.77
7	162.00	182.37	184.43	175.08	176.61	175.73	149.41	158.88	161.88	146.32
8	181.36	169.48	182.77	176.19	174.37	177.76	164.85	147.80	157.37	160.34
9	178.91	195.39	167.73	188.71	188.22	177.95	191.03	181.42	155.48	165.54
10	154.70	181.76	196.08	166.11	189.14	190.59	174.26	185.15	180.72	154.88
11	151.91	156.35	179.37	191.67	158.75	183.23	188.99	173.38	182.14	177.78
12	122.19	160.64	149.82	178.76	186.69	155.69	181.31	195.71	173.18	181.93
Total 7-12	951.07	1,045.99	1,060.20	1,076.52	1,073.78	1,060.95	1,049.85	1,042.34	1,010.77	986.79
Total EC-12	2,111.32	2,221.40	2,218.28	2,243.79	2,162.37	2,068.00	2,071.68	2,068.17	2,019.16	1,992.99
		110.08	-3.12	25.51	-81.42	-94.37	3.68	-3.51	-49.01	-26.17

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FY24 Revised Budget

		<u>FB 7/1/23</u>	<u>Revenue</u>	<u>Expenses</u>	<u>Man. Adj.</u>	<u>FB 6/30/24</u>	<u>Diff \$</u>	<u>Diff %</u>
General Fund								
General Fund Unassigned								
General Fund, Transportation, OLC	01-422, 03-422, 22-422	3,394,905.54	26,771,623.51	27,861,018.51		2,305,510.54	(1,089,395.00)	-32%
Concessions	Fund 21	(61,707.70)	-	14,270.00		(75,977.70)	(14,270.00)	23%
General Fund Unassigned Total		3,333,197.84	26,771,623.51	27,875,288.51	-	2,229,532.84	(1,103,665.00)	-33%
Prepays/Nonspendable	01-460	29,246.88				29,246.88	-	0%
General Fund Restricted								
Achievement & Integration	01-448	-	245,027.00	245,027.00		-	-	NA
Area Learning Center (ALC)	01-434, 03-434	-	217,095.00	217,095.00		-	-	NA
Basic Skills/Compensatory	01-441, 22-441	4,306.82	1,630,244.00	1,630,245.00		4,305.82	(1.00)	0%
Basic Skills Extended Time	01-459	-	-	-		-	-	NA
English Learner	01-439	-	202,233.00	202,233.00		-	-	NA
Gifted and Talented	01-438	0.42	29,596.00	29,596.00		0.42	(0.00)	0%
Learning and Development	01-428	-	431,516.00	431,516.00		-	-	NA
Literacy Incentive Aid	01-412	-	104,998.00	-		104,998.00	104,998.00	NA
Medical Assistance	01-472	37,377.97	35,000.00	33,780.00		38,597.97	1,220.00	3%
Perm. Inter. Transfer	01-464	9,063.00	-	-		9,063.00	-	0%
Safe Schools	01-449	(0.16)	77,643.00	77,643.00		(0.16)	(0.00)	0%
Scholarships	01-402	161,449.43	22,600.00	31,050.00		152,999.43	(8,450.00)	-5%
School Library Aid	01-443	-	36,000.00	36,000.00		-	-	NA
Staff Development	01-403, 22-403	-	325,013.00	325,013.00		-	-	NA
Student Activities HS	Fund 30	82,506.68	98,675.00	100,675.00		80,506.68	(2,000.00)	-2%
Student Activities MS	Fund 13	23,525.91	20,000.00	20,000.00		23,525.91	-	0%
Student Activities North	Fund 11	36,646.15	40,000.00	40,000.00		36,646.15	-	0%
Student Activities South	Fund 12	29,458.21	25,000.00	25,000.00		29,458.21	-	0%
General Fund Restricted Total		384,334.43	3,540,640.00	3,444,873.00	-	480,101.43	95,767.00	(0.04)
General Fund Assigned								
AAA	01-462-520	48,428.38	4,100.00	-		52,528.38	4,100.00	8%
Bond and CSP	01-462-523	-	-	-		-	-	NA
Dental	01-462-521	0.49	-	-		0.49	-	0%
Fund the Depreciation	01-462-522	192,955.57	-	-		192,955.57	-	0%
Health	01-462-524	0.86	-	-		0.86	-	0%
Operating new HS	01-462-500	834,999.82	-	-		834,999.82	-	0%
Q Comp	01-462-335	-	548,030.00	354,080.00		193,950.00	193,950.00	NA
Severance	01-462-200	364,171.00	-	-		364,171.00	-	0%
VEBA Trust	01-462-201	412,000.00	-	-		412,000.00	-	0%
Water Mitigation	01-462-507	374,737.03	-	250,000.00		124,737.03	(250,000.00)	-67%
General Fund Assigned Total		2,227,293.15	552,130.00	604,080.00	-	2,175,343.15	(51,950.00)	(0.58)
Operating Capital Unassigned								
Operating Capital	05-422	(64,180.12)	-	-		(64,180.12)	-	0%
Operating Capital Restricted								
Deferred Maintenance/LTFM	05-467, 01-467	(114,377.59)	810,862.00	646,876.00		49,608.41	163,986.00	-143%
Operating Capital	05-424	473,734.24	512,853.00	635,661.00		350,926.24	(122,808.00)	-26%
Operating Capital Total		295,176.53	1,323,715.00	1,282,537.00	-	336,354.53	41,178.00	(1.69)
General Fund Total		6,269,248.83	32,188,108.51	33,206,778.51	-	5,250,578.83	(1,018,670.00)	(2.65)

Unassigned General Fund Expenditures 27,875,288.5
 Unassigned General Fund Balance 2,229,532.8
 60 Day Expenditure Target 4,582,239.0
 Estimated Days of Operation 29.2

FY24 Revised Budget

Food Service		FB 7/1/23	Revenue	Expenses	Man. Adj.	FB 6/30/24	Diff \$	Diff %
Food Service (Restricted)		1,069,112.23	1,858,983.00	2,041,354.00		886,741.23	(182,371.00)	-17%
Food Service (Prepaid)		0.18	-	-		0.18	-	0%
Food Service Total		1,069,112.41	1,858,983.00	2,041,354.00	-	886,741.41	(182,371.00)	-17%
Community Service								
Community Service Unassigned								
Community Service	04-463-000	(12,735.58)	-	-		(12,735.58)	-	0%
Community Service Restricted								
Community Education	04-431-000	388,635.24	390,386.00	442,043.00		336,978.24	(51,657.00)	-13%
Early Childhood Family Education	04-432-000	806.64	134,485.00	159,424.00		(24,132.36)	(24,939.00)	-3092%
School Readiness	04-444-000	(907,660.04)	345,727.00	529,322.00		(1,091,255.04)	(183,595.00)	20%
Non-Public	04-464-000	6,636.02	33,835.00	49,237.00		(8,765.98)	(15,402.00)	-232%
Community Service Total		(524,317.72)	904,433.00	1,180,026.00	-	(799,910.72)	(275,593.00)	53%
Debt Redemption								
Debt Redemption	07-464	675,308.92	3,307,421.00	3,294,350.00		688,379.92	13,071.00	2%
Bond Refunding	07-425	-	-	-		-	- NA	
Debt Redemption Total		675,308.92	3,307,421.00	3,294,350.00	-	688,379.92	13,071.00	2%
Trust Fund/Scholarships								
Scholarships		735,276.72	20,100.00	22,000.00		733,376.72	(1,900.00)	0%
Trust Fund/Scholarships Total		735,276.72	20,100.00	22,000.00	-	733,376.72	(1,900.00)	0%
Insurance Fund								
Dental Reserve	20-422-000	3,908,662.23	240,025.00	352,000.00	(3,745,269.86)	51,417.37	(3,857,244.86)	-99%
Health Reserve	20-422-046	(2,901,814.11)	3,957,600.00	3,551,450.58	3,745,269.86	1,249,605.17	4,151,419.28	-143%
Insurance Fund Total		1,006,848.12	4,197,625.00	3,903,450.58	-	1,301,022.54	294,174.42	29%
District Totals		9,231,477.30	42,476,670.51	43,647,959.09	-	8,060,188.72	(1,171,288.58)	-13%
Bond Refunding		47,987,168.22	1,000,000.00	1,292,186.00		47,694,982.22		
w/ Bond Refunding		57,218,645.52	43,476,670.51	44,940,145.09	-	55,755,170.94	(1,463,474.58)	

FY24 Revised Budget - Compared to Adopted Budget

General Fund

	FY24 Revised Budget					Increase/(Decrease)		FY24 Initial Adopted Budget			
	Fund Bal. 7/1/23	Revenue	Expenses	Man. Adj.	Fund Bal. 6/30/24	Inc/(Dec)	% Change	Inc/(Dec) from ADP			
								FY24 Adopted Budget FB 6/30/24	to REV Budget	% Change	
General Fund											
General Fund Unassigned	3,333,197.84	26,771,623.51	27,875,288.51	-	2,229,532.84	(1,103,665.00)	-33.1%	3,992,415.00	(1,762,882.16)	-44.2%	
Prepays/Nonspendable	29,246.88	-	-	-	29,246.88	-	0.0%	27,954.00	1,292.88	4.6%	
General Fund Restricted	384,334.43	3,540,640.00	3,444,873.00	-	480,101.43	95,767.00	24.9%	304,914.00	175,187.43	57.5%	
General Fund Assigned	2,227,293.15	552,130.00	604,080.00	-	2,175,343.15	(51,950.00)	-2.3%	1,569,558.00	605,785.15	38.6%	
Operating Capital/LTFM	295,176.53	1,323,715.00	1,282,537.00	-	336,354.53	41,178.00	14.0%	(132,119.00)	468,473.53	-354.6%	
General Fund Total	6,269,248.83	32,188,108.51	33,206,778.51	-	5,250,578.83	0.00	(1,018,670.00)	-16.2%	5,762,722.00	(512,143.17)	-8.9%

Food Service, Comm. Ed., Debt Service, Scholarships, Insurance

	FY24 Revised Budget					Increase/(Decrease)		FY24 Initial Adopted Budget		
	Fund Bal. 7/1/23	Revenue	Expenses	Man. Adj.	Fund Bal. 6/30/24	Inc/(Dec)	% Change	Inc/(Dec) from ADP		
								FY24 Adopted Budget FB 6/30/24	to REV Budget	% Change
Food Service	1,069,112.41	1,858,983.00	2,041,354.00	-	886,741.41	(182,371.00)	-17.1%	862,121.00	24,620.41	2.9%
Community Service										
Community Service Unassigned	(12,735.58)	-	-	-	(12,735.58)	-	0.0%	-	(12,735.58) NA	93.4%
Community Education	388,635.24	390,386.00	442,043.00	-	336,978.24	(51,657.00)	-13.3%	262,357.00	74,621.24	28.4%
Early Childhood Family Education	806.64	134,485.00	159,424.00	-	(24,132.36)	(24,939.00)	-3091.7%	(38,535.00)	14,402.64	-37.4%
School Readiness	(907,660.04)	345,727.00	529,322.00	-	(1,091,255.04)	(183,595.00)	20.2%	(1,118,913.00)	27,657.96	-2.5%
Non-Public	6,636.02	33,835.00	49,237.00	-	(8,765.98)	(15,402.00)	-232.1%	43,142.00	(51,907.98)	-120.3%
Community Service Total	(524,317.72)	904,433.00	1,180,026.00	-	(799,910.72)	(275,593.00)	52.6%	(851,949.00)	52,038.28	-6.1%
Debt Redemption	675,308.92	3,307,421.00	3,294,350.00	-	688,379.92	13,071.00	1.9%	684,386.00	3,993.92	0.6%
Trust Fund/Scholarships	735,276.72	20,100.00	22,000.00	-	733,376.72	(1,900.00)	-0.3%	732,410.00	966.72	0.1%
Insurance Fund	1,006,848.12	4,197,625.00	3,903,450.58	-	1,301,022.54	294,174.42	29.2%	991,180.00	309,842.54	31.3%
District Totals	9,231,477.30	42,476,670.51	43,647,959.09	-	8,060,188.72	(1,171,288.58)	-12.7%	8,180,870.00	(120,681.28)	-1.5%
									(0.00)	
Bond Refunding	47,987,168.22	1,000,000.00	1,292,186.00	-	47,694,982.22	(292,186.00)	-0.6%			
Total w/ Bond Refunding	57,218,645.52	43,476,670.51	44,940,145.09	-	55,755,170.94	(1,463,474.58)	-2.6%			



ADDENDUM

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

VII. ACTION ITEMS

<i>VII.3. AGENDA ITEM #3</i>

Subject: Preparation for the Projected FY25 Budget

Action: Requires a Motion

Background: The projected budget for FY25 will be presented for discussion. The budget indicates a \$2.2M deficit for FY25 unless adjustments are made. Preparations for the budget include directing administration to identify revenue and expenditure adjustments to create a balanced budget.

Presentation: Business Manager, Superintendent

Options/Recommendation: It is recommended that a motion is approved to direct administration to recommend budgetary adjustments to create a balanced FY25 budget.

FY25 Preliminary, Adopted Budget

		FB 7/1/24	Revenue	Expenses	Man. Adj.	FB 6/30/25	Diff \$	Diff %
General Fund								
General Fund Unassigned								
General Fund, Transportation, OLC	01-422, 03-422, 22-422	2,305,510.54	26,795,407.84	28,576,120.60	(447,329.29)	77,468.49	(2,228,042.05)	-97%
Concessions	Fund 21	(75,977.70)	-	14,270.00		(90,247.70)	(14,270.00)	19%
General Fund Unassigned Total		2,229,532.84	26,795,407.84	28,590,390.60	(447,329.29)	(12,779.21)	(2,242,312.05)	-101%
Prepays/Nonspendable	01-460	29,246.88				29,246.88	-	0%
General Fund Restricted								
Achievement & Integration	01-448	-	246,469.47	194,765.00		51,704.47	51,704.47 NA	
Area Learning Center (ALC)	01-434, 03-434	-	220,075.00	374,992.00	154,917.00	-	- NA	
Basic Skills/Compensatory	01-441, 22-441	4,305.82	1,732,382.64	1,732,383.00		4,305.46	(0.36)	0%
Basic Skills Extended Time	01-459	-	-	-		-	- NA	
English Learner	01-439	-	201,365.71	493,778.00	292,412.29	-	- NA	
Gifted and Talented	01-438	0.42	28,876.95	28,877.00		0.37	(0.05)	-12%
Learning and Development	01-428	-	424,604.42	424,604.00		0.42	0.42 NA	
Literacy Incentive Aid	01-412	104,998.00	81,737.06	-		186,735.06	81,737.06	78%
Medical Assistance	01-472	38,597.97	35,000.00	33,780.00		39,817.97	1,220.00	3%
Perm. Inter. Transfer	01-464	9,063.00	-	-		9,063.00	-	0%
Safe Schools	01-449	(0.16)	73,684.08	73,684.00		(0.08)	0.08	-50%
Scholarships	01-402	152,999.43	19,200.00	19,750.00		152,449.43	(550.00)	0%
School Library Aid	01-443	-	39,832.61	39,833.00		(0.39)	(0.39) NA	
Staff Development	01-403, 22-403	-	323,335.23	323,335.00		0.23	0.23 NA	
Student Activities HS	Fund 30	80,506.68	98,675.00	100,675.00		78,506.68	(2,000.00)	-2%
Student Activities MS	Fund 13	23,525.91	20,000.00	20,000.00		23,525.91	-	0%
Student Activities North	Fund 11	36,646.15	40,000.00	40,000.00		36,646.15	-	0%
Student Activities South	Fund 12	29,458.21	25,000.00	25,000.00		29,458.21	-	0%
General Fund Restricted Total		480,101.43	3,610,238.17	3,925,456.00	447,329.29	612,212.89	132,111.46	0.195
General Fund Assigned								
AAA	01-462-520	52,528.38	4,100.00	-		56,628.38	4,100.00	8%
Bond and CSP	01-462-523	-	-	-		-	- NA	
Dental	01-462-521	0.49	-	-		0.49	-	0%
Fund the Depreciation	01-462-522	192,955.57	-	-		192,955.57	-	0%
Health	01-462-524	0.86	-	-		0.86	-	0%
Operating new HS	01-462-500	834,999.82	-	-		834,999.82	-	0%
Q Comp	01-462-335	193,950.00	533,174.05	364,702.40		362,421.65	168,471.65	87%
Severance	01-462-200	364,171.00	-	-		364,171.00	-	0%
VEBA Trust	01-462-201	412,000.00	-	-		412,000.00	-	0%
Water Mitigation	01-462-507	124,737.03	-	-		124,737.03	-	0%
General Fund Assigned Total		2,175,343.15	537,274.05	364,702.40	-	2,347,914.80	172,571.65	0.95
Operating Capital Unassigned								
Operating Capital	05-422	(64,180.12)	-	-		(64,180.12)	-	0%
Operating Capital Restricted								
Deferred Maintenance/LTFM	05-467, 01-467	49,608.41	853,103.77	858,907.00		43,805.18	(5,803.23)	-12%
Operating Capital	05-424	350,926.24	532,386.57	550,076.00		333,236.81	(17,689.43)	-5%
Operating Capital Total		336,354.53	1,385,490.34	1,408,983.00	-	312,861.87	(23,492.66)	(0.17)
General Fund Total		5,250,578.83	32,328,410.40	34,289,532.00	-	3,289,457.23	(1,961,121.60)	(0.06)
Unassigned General Fund Expenditures		28,590,390.6						
Unassigned General Fund Balance		(12,779.2)						
60 Day Expenditure Target		4,699,790.0						
Estimated Days of Operation		(0.2)						

FY25 Preliminary, Adopted Budget

		<u>FB 7/1/24</u>	<u>Revenue</u>	<u>Expenses</u>	<u>Man. Adj.</u>	<u>FB 6/30/25</u>	<u>Diff \$</u>	<u>Diff %</u>
Food Service								
Food Service (Restricted)		886,741.23	1,773,511.00	2,071,144.00		589,108.23	(297,633.00)	-34%
Food Service (Prepaid)		0.18	-	-		0.18	-	0%
Food Service Total		<u>886,741.41</u>	<u>1,773,511.00</u>	<u>2,071,144.00</u>	<u>-</u>	<u>589,108.41</u>	<u>(297,633.00)</u>	<u>-34%</u>
Community Service								
Community Service Unassigned								
Community Service	04-463-000	(12,735.58)	-	-		(12,735.58)	-	0%
Community Service Restricted								
Community Education	04-431-000	336,978.24	342,903.65	435,973.00		243,908.89	(93,069.35)	-28%
Early Childhood Family Education	04-432-000	(24,132.36)	131,344.51	167,608.00		(60,395.85)	(36,263.49)	150%
School Readiness	04-444-000	(1,091,255.04)	341,675.25	557,190.00		(1,306,769.79)	(215,514.75)	20%
Non-Public	04-464-000	(8,765.98)	38,399.24	49,586.00		(19,952.74)	(11,186.76)	128%
Community Service Total		<u>(799,910.72)</u>	<u>854,322.65</u>	<u>1,210,357.00</u>	<u>-</u>	<u>(1,155,945.07)</u>	<u>(356,034.35)</u>	<u>45%</u>
Debt Redemption								
Debt Redemption	07-464	688,379.92	3,452,027.39	3,444,100.00		696,307.31	7,927.39	1%
Bond Refunding	07-425	-	-	-		-	- NA	
Debt Redemption Total		<u>688,379.92</u>	<u>3,452,027.39</u>	<u>3,444,100.00</u>	<u>-</u>	<u>696,307.31</u>	<u>7,927.39</u>	<u>1%</u>
Trust Fund/Scholarships								
Scholarships		733,376.72	20,100.00	22,000.00		731,476.72	(1,900.00)	0%
Trust Fund/Scholarships Total		<u>733,376.72</u>	<u>20,100.00</u>	<u>22,000.00</u>	<u>-</u>	<u>731,476.72</u>	<u>(1,900.00)</u>	<u>0%</u>
Insurance Fund								
Dental Reserve	20-422-000	51,417.37	252,025.00	369,600.00		(66,157.63)	(117,575.00)	-229%
Health Reserve	20-422-046	1,249,605.17	4,274,208.00	3,729,023.11		1,794,790.06	545,184.89	4496%
Insurance Fund Total		<u>1,301,022.54</u>	<u>4,526,233.00</u>	<u>4,098,623.11</u>	<u>-</u>	<u>1,728,632.43</u>	<u>427,609.89</u>	<u>33%</u>
District Totals		<u>8,060,188.72</u>	<u>42,954,604.44</u>	<u>45,135,756.11</u>	<u>-</u>	<u>5,879,037.05</u>	<u>(2,181,151.67)</u>	<u>-27%</u>
Bond Refunding		47,694,982.22	1,000,000.00	1,292,186.00		47,402,796.22		
w/ Bond Refunding		<u>55,755,170.94</u>	<u>43,954,604.44</u>	<u>46,427,942.11</u>	<u>-</u>	<u>53,281,833.27</u>	<u>(2,473,337.67)</u>	

FY25 Preliminary, Adopted Budget - Summary

General Fund

	<u>FY25 Preliminary, Adopted Budget</u>					<u>Increase/(Decrease)</u>		
	<u>Fund Bal. 7/1/24</u>	<u>Revenue</u>	<u>Expenses</u>	<u>Man. Adj.</u>	<u>Fund Bal. 6/30/25</u>	<u>Inc/(Dec)</u>	<u>% Change</u>	
<u>General Fund</u>								
General Fund Unassigned	2,229,532.84	26,795,407.84	28,590,390.60	(447,329.29)	(12,779.21)	(2,242,312.05)	-100.6%	
Prepays/Nonspendable	29,246.88	-	-	-	29,246.88	-	0.0%	
General Fund Restricted	480,101.43	3,610,238.17	3,925,456.00	447,329.29	612,212.89	132,111.46	27.5%	
General Fund Assigned	2,175,343.15	537,274.05	364,702.40	-	2,347,914.80	172,571.65	7.9%	
Operating Capital/LTFM	336,354.53	1,385,490.34	1,408,983.00	-	312,861.87	(23,492.66)	-7.0%	
General Fund Total	5,250,578.83	32,328,410.40	34,289,532.00	-	3,289,457.23	(0.00)	(1,961,121.60)	-37.4%

Food Service, Comm. Ed., Debt Service, Scholarships, Insurance

	<u>FY25 Preliminary, Adopted Budget</u>					<u>Increase/(Decrease)</u>	
	<u>Fund Bal. 7/1/24</u>	<u>Revenue</u>	<u>Expenses</u>	<u>Man. Adj.</u>	<u>Fund Bal. 6/30/25</u>	<u>Inc/(Dec)</u>	<u>% Change</u>
<u>Food Service</u>	886,741.41	1,773,511.00	2,071,144.00	-	589,108.41	(297,633.00)	-33.6%
<u>Community Service</u>							
Community Service Unassigned	(12,735.58)	-	-	-	(12,735.58)	-	0.0%
Community Education	336,978.24	342,903.65	435,973.00	-	243,908.89	(93,069.35)	-27.6%
Early Childhood Family Education	(24,132.36)	131,344.51	167,608.00	-	(60,395.85)	(36,263.49)	150.3%
School Readiness	(1,091,255.04)	341,675.25	557,190.00	-	(1,306,769.79)	(215,514.75)	19.7%
Non-Public	(8,765.98)	38,399.24	49,586.00	-	(19,952.74)	(11,186.76)	127.6%
Community Service Total	(799,910.72)	854,322.65	1,210,357.00	-	(1,155,945.07)	(356,034.35)	44.5%
<u>Debt Redemption</u>	688,379.92	3,452,027.39	3,444,100.00	-	696,307.31	7,927.39	1.2%
<u>Trust Fund/Scholarships</u>	733,376.72	20,100.00	22,000.00	-	731,476.72	(1,900.00)	-0.3%
<u>Insurance Fund</u>	1,301,022.54	4,526,233.00	4,098,623.11	-	1,728,632.43	427,609.89	32.9%
District Totals	8,060,188.72	42,954,604.44	45,135,756.11	-	5,879,037.05	(2,181,151.67)	-27.1%
Bond Refunding	47,694,982.22	1,000,000.00	1,292,186.00	-	47,402,796.22	(292,186.00)	-0.6%
Total w/ Bond Refunding	55,755,170.94	43,954,604.44	46,427,942.11	-	53,281,833.27	(2,473,337.67)	-4.4%

FY25 Preliminary, Adopted Budget
Grade Progression Ratio Model

			FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28
Grade	Pupil Unit Weight		Total Students	Total Students	Total Students	Total Students	Total Students	Total Students	Total Students	Total Students	Total Students	Total Students	Total Students	Total Students
EC	1		45.06	50.89	48.48	49.23	45.32	39.75	42.33	38.00	38.00	38.00	38.00	38.00
HK	1		30.24	36.07	30.55	37.80	31.16	28.47	30.83	-	-	-	-	-
KG	1		129.13	118.12	109.05	113.29	82.77	115.07	101.54	136.86	130.00	130.00	130.00	130.00
1	1		139.78	159.35	153.93	143.65	144.13	119.84	141.22	135.60	137.67	130.77	130.77	130.77
2	1		165.55	144.17	165.56	160.44	134.74	137.62	124.50	148.23	137.42	139.52	132.52	132.52
3	1		157.53	169.62	141.22	166.87	161.65	124.61	138.88	128.49	147.93	137.14	139.23	132.25
4	1		157.41	165.66	178.21	142.69	169.65	149.47	132.27	145.83	131.53	151.42	140.38	142.52
5	1		165.49	157.59	165.27	180.77	140.93	158.69	156.96	138.72	146.56	132.19	152.18	141.08
6	1		170.06	173.94	165.81	172.53	178.24	133.53	153.30	154.10	139.28	147.16	132.72	152.80
7	1.2		162.00	182.37	184.43	175.08	176.61	175.73	149.41	158.88	161.88	146.32	154.59	139.43
8	1.2		181.36	169.48	182.77	176.19	174.37	177.76	164.85	147.80	157.37	160.34	144.93	153.12
9	1.2		178.91	195.39	167.73	188.71	188.22	177.95	191.03	181.42	155.48	165.54	168.67	152.45
10	1.2		154.70	181.76	196.08	166.11	189.14	190.59	174.26	185.15	180.72	154.88	164.91	168.02
11	1.2		151.91	156.35	179.37	191.67	158.75	183.23	188.99	173.38	182.14	177.78	152.36	162.22
12	1.2		122.19	160.64	149.82	178.76	186.69	155.69	181.31	195.71	173.18	181.93	177.58	152.19
														98
EC			45.06	50.89	48.48	49.23	45.32	39.75	42.33	38.00	38.00	38.00	38.00	38.00
HK			30.24	36.07	30.55	37.80	31.16	28.47	30.83	-	-	-	-	-
KG			129.13	118.12	109.05	113.29	82.77	115.07	101.54	136.86	130.00	130.00	130.00	130.00
GR 1-3			462.86	473.14	460.71	470.96	440.52	382.07	404.60	412.32	423.01	407.42	402.52	395.54
GR 4-6			492.96	497.19	509.29	495.99	488.82	441.69	442.53	438.65	417.37	430.77	425.29	436.40
GR 7-8			343.36	351.85	367.20	351.27	350.98	353.49	314.26	306.68	319.25	306.66	299.51	292.55
GR 9-12			607.71	694.14	693.00	725.25	722.80	707.46	735.59	735.66	691.52	680.13	663.52	634.88
Total ADM			2,111.32	2,221.40	2,218.28	2,243.79	2,162.37	2,068.00	2,071.68	2,068.17	2,019.16	1,992.98	1,958.83	1,927.37
Total WADM			2,301.53	2,430.60	2,430.32	2,459.09	2,377.13	2,280.19	2,281.65	2,276.64	2,221.31	2,190.34	2,151.44	2,112.86
			-	-	-	-	-	-	-	-	-	-	-	-

Adjusted ADM (less EC & Tuition)	2,001.35	2,002.17	1,953.16	1,926.98	1,892.83	1,861.37
Demographic Study (K-12)	1,996.00	1,979.00	1,939.00	1,921.00	1,896.00	1,887.00
Difference	5.35	23.17	14.16	5.98	(3.17)	(25.63)



ADDENDUM

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

VII. ACTION ITEMS

VII.4. AGENDA ITEM #4

Subject: Consider Approval of the Revised Resolution Adopting the FY25 Long Term Facilities Maintenance Ten Year Plan

Action: Requires a Resolution

Background: The Middle School HVAC project approved in December requires that changes be made to the FY25 Long Term Facilities Maintenance (LTFM) Ten Year Plan. Portions of the project are funded through Indoor Air Quality (IAQ) Funding while other portions are funded through LTFM. Adjustments have been recommended to reflect these changes.

The Business Committee reviewed the proposed adjustments and have brought it to the full school board for consideration.

Presentation: Business Manager, Superintendent

Options/Recommendation: It is recommended that the Revised FY25 Long Term Facilities Maintenance Ten Year Plan be approved.

Independent School District No. 0508
Saint Peter Public Schools

Pursuant to due call and notice thereof, a School Board meeting of Independent School District 0508, State of Minnesota, was held on March 18, 2024 at 6:30 PM for the purpose in part, of approving the District's Revised Fiscal Year (FY) 25 Long-Term Facility Maintenance Ten-Year Plan as established in Minnesota Statutes, section 123B.595.

School Board Member _____ introduced the following resolution and moved its adoption.

Revised Resolution Adopting Independent School District No. 508 FY 25 Long-Term Facilities Maintenance Ten-Year Plan

Be it resolved that the School Board of Independent School District No. 0508, State of Minnesota, approves the attached Revised FY 25 Long-Term Facilities Maintenance Ten-Year Plan.

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

And the following voted against:

Whereupon the resolution was declared duly passed and adopted the 18th day of March, 2024.

Date: March 18, 2024

Kate Martens, School Board Clerk



ADDENDUM

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

VII. ACTION ITEMS

VII.5. AGENDA ITEM #5

Subject: Consider Approval of the Resolution Stating the Intent to Issue General Obligation Bonds to Finance Projects within the 10 Year Plan

Action: Requires a Resolution

Background: The Middle School HVAC project approved in December requires the sale of General Obligation Bonds in an amount not to exceed \$23,325,000 to fund the project. This resolution approves moving forward with the sale of bonds. Final Approval of the sale will be considered at a future school board meeting.

Presentation: Business Manager, Superintendent

Options/Recommendation: It is recommended that the Resolution of Intent to Issue General Obligation Bonds to Finance Projects within the 10 Year Plan be approved.

**CERTIFICATION OF MINUTES
RELATING TO
GENERAL OBLIGATION FACILITIES MAINTENANCE BONDS, SERIES 2024A**

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

GOVERNING BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING:

A meeting held March 18, 2024, at 6:30 o'clock p.m., held in the Governors' Room at the St. Peter Community Center.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

RESOLUTION APPROVING SCHOOL DISTRICT LONG-TERM FACILITY MAINTENANCE TEN YEAR PLAN; STATING THE INTENTION OF THE SCHOOL BOARD TO ISSUE GENERAL OBLIGATION BONDS TO FINANCE PROJECTS INCLUDED IN THE DISTRICT'S APPROVED TEN-YEAR FACILITY PLAN; COVENANTING AND OBLIGATING THE DISTRICT TO BE BOUND BY AND TO USE THE PROVISIONS OF MINNESOTA STATUTES, SECTION 126C.55 TO GUARANTEE THE PAYMENT OF THE PRINCIPAL AND INTEREST ON THE BONDS; AND ESTABLISHING COMPLIANCE WITH REIMBURSEMENT BOND REGULATIONS UNDER THE INTERNAL REVENUE CODE OF 1986

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

WITNESS MY HAND officially as such recording officer this ___ day of March 2024.

School District Clerk

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

HELD: March 18, 2024

Pursuant to due call and notice thereof, a regular scheduled meeting of the School Board of Independent School District No. 508 (Saint Peter Public Schools), Minnesota, was held on March 18, 2024 at 6:30 o'clock p.m.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING SCHOOL DISTRICT LONG-TERM FACILITY MAINTENANCE TEN YEAR PLAN; STATING THE INTENTION OF THE SCHOOL BOARD TO ISSUE GENERAL OBLIGATION BONDS TO FINANCE PROJECTS INCLUDED IN THE DISTRICT'S APPROVED TEN-YEAR FACILITY PLAN; COVENANTING AND OBLIGATING THE DISTRICT TO BE BOUND BY AND TO USE THE PROVISIONS OF MINNESOTA STATUTES, SECTION 126C.55 TO GUARANTEE THE PAYMENT OF THE PRINCIPAL AND INTEREST ON THE BONDS; AND ESTABLISHING COMPLIANCE WITH REIMBURSEMENT BOND REGULATIONS UNDER THE INTERNAL REVENUE CODE OF 1986

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

Section 1. Purpose; Authority. The Board hereby finds and declares that it is necessary and expedient for the District to issue its fully registered general obligation facilities maintenance bonds (the "Bonds") pursuant to Minnesota Statutes, Section 123B.595, subdivision 5 and Chapter 475, as amended, to fund the costs of projects included in its ten-year facility plan (the "Plan") approved by the Board and the Commissioner of Education (the "Commissioner"), and related financing costs, including the following projects:

- Fund the cost of indoor air quality improvements at the Saint Peter Middle School site, and
- Various deferred maintenance projects included in the Plan.

The Bonds would be issued in the total original principal amount of not to exceed \$23,325,000. The issuance of the Bonds is hereby authorized, and the Board hereby states its intention to issue the Bonds, subject to the approval of the District's revised Plan. The Board hereby approves certain revisions to the Plan on file with the Board. A portion of the proceeds of the Bonds shall be applied to the costs of issuance of the Bonds.

Section 2. Long-Term Facilities Maintenance Revenue. The revised Plan is hereby approved by the Board and is incorporated in this resolution as though fully specified herein. District administration is authorized and directed to submit to the Commissioner the revised Plan or such revisions as are necessary and such additional information as may be necessary to secure the approval of the Commissioner for the revised Plan and this bond issuance, as required by Minnesota Statutes, Section 123B.595.

The District further covenants to comply with all procedures now or hereafter established by the Minnesota Department of Education pursuant to Minnesota Statutes, Section 123B.595 and otherwise to take such actions as necessary to comply with that statute. The chair, clerk or superintendent is authorized to execute any applicable Minnesota Department of Education forms.

The clerk is hereby authorized and directed to cause a notice substantially in the form of the Notice attached hereto as EXHIBIT A and incorporated herein by reference to be published as a legal notice one (1) time in the official newspaper of the District as soon as reasonably practicable after the date of adoption of this resolution, but at least twenty (20) days before the earliest of the issuance of bonds or the final certification of levies.

Section 3. Marketing and Sale. The Board, desires to proceed with the sale of the Bonds by direct negotiation to Robert W. Baird & Co., Incorporated (herein "Baird"). Baird will purchase the Bonds in an arms-length commercial transaction with the District. The Board will obtain fee quotes for an independent municipal advisor to provide bond pricing opinion services for the purposes set forth in Minnesota Statutes, Section 475.60, Subdivision 2(9), as amended. The Superintendent or Business Manager is hereby authorized to approve an independent municipal advisor.

Baird is authorized to prepare an Official Statement related to the sale of the Bonds.

The Superintendent or the Business Manager and a School Board officer are hereby authorized to approve the sale of the Bonds in an aggregate original principal amount not to exceed \$23,325,000 and to execute a Bond Purchase Agreement with Baird for the purchase of the Bonds, provided that the True Interest Cost of this issue does not exceed 5.25%.

Section 4. Approval Meeting. Upon approval of the sale of the Bonds by the Superintendent or Business Manager and a School Board officer, the Board will meet at its next regularly scheduled meeting or a special meeting to adopt the necessary approving resolution as drafted by the District's Bond Counsel.

Section 5. State Credit Enhancement Program.

(a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential default in the payment of principal and interest (maturity value) on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the Bond Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Bond Registrar for the Bonds is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Bond Registrar. The District understands that as a result of its covenant to be bound by the provisions of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now or hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The chair, clerk, business manager or superintendent is authorized to execute any applicable Minnesota Department of Education forms.

Section 6. Reimbursement; Official Intent.

(a) the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the "Reimbursement Regulations") providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met.

(b) the District expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of a tax-exempt interest in the bonds (including the Bonds).

(c) the District has determined to make this declaration of official intent (the "Declaration") to reimburse certain costs from proceeds of bonds or certificates in accordance with the Reimbursement Regulations.

(d) This resolution is intended to qualify as a reimbursement resolution pursuant to the Reimbursement Regulations. The District reasonably expects to reimburse the expenditures made for certain costs of the Project from the proceeds of the sale of the Bonds in an estimated maximum principal amount of \$23,325,000. All reimbursed expenditures will be capital expenditures, costs of issuance of the Bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

(e) This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of bonds (or interests in the Bonds), except for the following expenditures: (a) costs of issuance of bonds/certificates; (b) costs in an amount not in excess of the lesser of \$100,000 or 5 percent of the proceeds of an issue; or (c) “preliminary expenditures” up to an amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the District to finance the Project for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

(f) This Declaration is an expression of the reasonable expectations of the District based on the facts and circumstances known to the District as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the bonds described in (d) are consistent with the District’s budgetary and financial circumstances. No sources other than proceeds of bonds to be issued by the District are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the District’s budget or financial policies to pay such Project expenditures.

(g) This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

EXHIBIT A

**NOTICE OF INTENT TO ISSUE FACILITIES MAINTENANCE BONDS
TO FINANCE CERTAIN PROJECTS INCLUDED IN THE DISTRICT'S
TEN-YEAR FACILITY PLAN**

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

NOTICE IS HEREBY GIVEN that the School Board of Independent School District No. 508 (Saint Peter Public Schools), Minnesota (the "District"), adopted a resolution (the "Resolution") on March 18, 2024, stating the intention of the School Board to issue general obligation facilities maintenance bonds (the "Bonds") in the total principal amount of not to exceed \$23,325,000 pursuant to Minnesota Statutes, Section 123B.595 and Chapter 475, as amended. The proceeds of the Bonds will be used to fund the costs of projects included in the District's ten-year facility plan and related financing costs, including the following projects:

- Fund the cost of indoor air quality improvements at the Saint Peter Middle School site, and
- Various deferred maintenance projects.

The total amount of District indebtedness as of March 18, 2024 is \$50,035,000. If these proposed Bonds were issued after that date, the total indebtedness of the District at that time would be \$73,360,000.

Dated: _____, 2024

BY ORDER OF THE SCHOOL BOARD

/s/ _____

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

 DEPARTMENT OF EDUCATION	Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413	Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only	ED - 02478-09
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Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2021, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

Prepared/Updated: March	Enter Information	District Info.	Enter Information									
District Name:	Saint Peter Public Schools	Date:	3/11/2024									
District Number:	0508-01	Email:	mgracia@stpetersschools.org									
District Contact Name:	Megan Gracia											
Contact Phone #	507-934-5703 x1035											

Expenditure Categories		Fiscal Year (FY) Ending June 30										
		2023 (base year)	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.												
Finance Code	Category (1)											
347	Physical Hazards	\$25,215	\$38,836	\$40,777	\$42,816	\$43,672	\$44,546	\$45,437	\$46,345	\$47,272	\$48,218	\$49,182
349	Other Hazardous Materials	\$14,522	\$10,412	\$19,233	\$11,480	\$11,710	\$11,944	\$12,183	\$12,426	\$12,675	\$12,928	\$13,187
352	Environmental Health and Safety Management	\$11,159	\$42,404	\$42,404	\$42,404	\$43,252	\$44,117	\$44,999	\$45,899	\$46,817	\$47,754	\$48,709
358	Asbestos Removal and Encapsulation	\$6,434	\$12,060	\$12,664	\$13,297	\$13,563	\$13,834	\$14,111	\$14,393	\$14,681	\$14,975	\$15,274
363	Fire Safety	\$39,620	\$32,028	\$33,629	\$36,111	\$36,833	\$37,570	\$38,321	\$39,088	\$39,869	\$40,667	\$41,480
366	Indoor Air Quality	\$15,922	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects	\$112,872	\$135,740	\$148,707	\$146,108	\$149,030	\$152,011	\$155,051	\$158,151	\$161,314	\$164,542	\$167,832
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year												
Finance Code	Category (2)											
347	Physical Hazards	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
349	Other Hazardous Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$607,044	\$9,105,661	\$8,498,617	\$2,023,480	\$0	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects \$100,000 or More	\$0	\$607,044	\$9,105,661	\$8,498,617	\$2,023,480	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151												
Finance Code	Category 3 (a)											
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Remodeling for Approved Voluntary Pre-K Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Gender-Neutral Single-User Restrooms												
Finance Code	Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025											
UFARS Coding Pending	Remodeling for gender-neutral single user restroom per site.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Remodeling for Gender-Neutral Single User Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility												
Finance Code	Category (4)											
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Accessibility Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects												
Finance Code	Category (5)											
368	Building Envelope	\$5,798	\$216,300	\$0	\$25,500	\$54,500	\$53,460	\$47,940	\$15,075	\$9,000	\$7,000	\$5,000
369	Building Hardware and Equipment	\$4,848	\$18,700	\$19,900	\$58,700	\$59,500	\$12,870	\$14,212	\$9,135	\$9,135	\$7,105	\$5,425
370	Electrical	\$16,833	\$10,000	\$10,800	\$391,240	\$272,198	\$7,920	\$8,160	\$27,900	\$27,900	\$4,550	\$3,250
379	Interior Surfaces	\$215,238	\$52,050	\$47,350	\$50,200	\$51,200	\$43,230	\$42,194	\$11,745	\$13,343	\$3,623	\$3,888
380	Mechanical Systems	\$45,462	\$57,200	\$73,200	\$711,345	\$762,155	\$39,534	\$41,412	\$27,405	\$27,428	\$21,858	\$15,613
381	Plumbing	\$70,099	\$81,700	\$82,200	\$67,200	\$84,200	\$46,068	\$57,664	\$40,410	\$39,060	\$35,770	\$25,550
382	Professional Services and Salary	\$50,000	\$96,782	\$48,391	\$82,990	\$54,440	\$33,000	\$34,000	\$22,500	\$22,500	\$17,500	\$12,500
383	Roof Systems	\$1,199	\$106,758	\$159,296	\$125,853	\$112,795	\$35,297	\$18,632	\$253,547	\$244,847	\$303,400	\$332,640
384	Site Projects	\$309,365	\$63,650	\$126,750	\$161,800	\$130,000	\$160,809	\$160,854	\$26,100	\$26,100	\$13,580	\$9,700
	Total Deferred Capital Expense and Maintenance	\$718,841	\$703,140	\$567,887	\$1,674,828	\$1,580,988	\$432,188	\$425,068	\$433,817	\$419,312	\$414,385	\$413,565
Total Annual 10-Year Plan Expenditures		\$831,713	\$1,445,924	\$9,822,255	\$10,319,553	\$3,753,498	\$584,199	\$580,119	\$591,968	\$580,626	\$578,927	\$581,397

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Fund Balance Section		2023 (base year)	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Fund 01												
Beginning Fund Balance 01-467-XX		\$-87,883	-\$114,378	-\$45,588	\$109,078	\$59,077	\$4,001	\$1,750	\$5,154	-\$1,454	\$130	\$6,038
LTFM Fiscal Year Revenue - Levy		\$401,511	\$356,809	\$403,954	\$585,360	\$586,148	\$581,948	\$583,523	\$585,360	\$582,210	\$584,835	\$582,473
LTFM Fiscal Year Revenue - AID if Applicable		\$498,493	\$454,079	\$418,915	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Fiscal Year Revenue Other		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer OUT if applicable - Special Legislation		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Estimated Fiscal Year Expenditures		\$831,713	\$742,098	\$668,203	\$635,361	\$641,224	\$584,199	\$580,119	\$591,968	\$580,626	\$578,927	\$581,397
Ending Fiscal Year Fund Balance 01-467-XX		-\$19,592	-\$45,588	\$109,078	\$59,077	\$4,001	\$1,750	\$5,154	-\$1,454	\$130	\$6,038	\$7,114
Fund 06												
Beginning Fund Balance 06-467-XX		\$0	\$0	(\$703,826)	\$12,796,466	\$3,112,274	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Fiscal Year Bonded Revenue		\$0	\$0	\$22,654,344	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Fiscal Year Revenue Other		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Transfers		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Estimated Fiscal Year Expenditures		\$0	\$703,826	\$9,154,052	\$9,684,192	\$3,112,274	\$0	\$0	\$0	\$0	\$0	\$0
Ending Fiscal Year Fund Balance 06-467-XX		\$0	(\$703,826)	\$12,796,466	\$3,112,274	\$0	\$0	\$0	\$0	\$0	\$0	\$0



ADDENDUM

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

VII. ACTION ITEMS

VII.6. AGENDA ITEM #6

Subject: Consider Petition of Landowners for Detachment and Annexation from One School District to Another

Action: Requires a Resolution

Background: We received a petition from a landowner who would like to be included in the Saint Peter School District and detached from Nicollet Schools. The property is on the boundary and extends into the Nicollet boundary. The inclusion would help to create a straighter boundary between the two districts. The property is owned by a tax-exempt entity and would have no financial tax implications.

Presentation: Superintendent

Options/Recommendation: It is recommended that you approve a resolution to accept the Petition of Landowners for Detachment and Annexation from One School District to Another.



Saint Peter Public Schools

Board Member _____ introduced the attached Resolution and moved its adoption:

(see attached)

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

and the following voted against the same:

whereupon said Resolution was declared duly passed.

Dated: March 18, 2024

Charlie Potts, Board Chair

Kate Martens, Board Clerk

RESOLUTION

**Petition of Landowners for Detachment and Annexation
From One School District to Another**

WHEREAS the Norseland Lutheran Church furnishes a home to their called pastor and family in the primary residence at 37769 State Hwy. 22 | St. Peter, MN 56082 (Nicollet County Parcel ID # 07.020.0110), and

WHEREAS that address is a St. Peter, MN mailing address, and

WHEREAS the residence is approximately 5 miles (one-way) nearer to the schools and other municipal services and resources in school district 508 (St. Peter) than the 507 district (Nicollet), and

WHEREAS the Norseland Church parcel in question is currently bordered by no less than 4 parcels already included in district 508 lines (below):

- 37789 State Hwy 22 | Parcel # 07.020.0900 (Quist)
- 37730 State Hwy 22 | Parcel # 07.020.0800 (Gunderson)
- 41618 380th St. | Parcel # 07.020.2400 (Kelly)
- N/A | Parcel # 07.020.2405 (Pearson)

And, WHEREAS the pastor’s family provided residence in the parsonage does (and will) invariably migrate toward St. Peter (and Mankato) for other daily life needs (library, groceries, doctoring, etc.), and


WHEREAS the property in question is coded “tax exempt” and is of no tax benefit/loss to either district, and

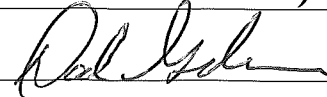
WHEREAS “as independent special purpose government organizations, school districts determine their own attendance boundaries, working with neighboring districts and county auditors to ensure proper taxation. The Minnesota Department of Education (MDE) plays no role in determining the actual boundaries.” (MDE documentation: **School District Boundaries, Minnesota, SY2023-2024**)

THEREFORE, BE IT RESOLVED that *Independent School District 508* School Board approve the *Petition for Detachment and Annexation* as requested for the property cited below:

Parcel ID #	07.020.0110
Property Address	37777 STATE HIGHWAY 22 (Primary Address) 37769 STATE HIGHWAY 22 ST PETER, MN 56082
Sec/Twp/Rng	20/111/027
Brief Tax Description	COMB; CORRECT; LT 2 SW 1/4 NW 1/4 "EX HWY R/W" = 3.83 AC; LT 1 IN SW 1/4 NW 1/4 = 10.00 AC; COMM W 1/4 COR SEC 20 E 864.78' TO BEG, W 20.78', N 132.21', NE 53.86', S 181.85' TO POB = .08 AC; ALL IN PLAT OF BURKE LAND; COMM 71.5 RDS E OF NW COR SW 1/4, W 18.4 RDS, S 9.2 RDS, NE 13.6 RDS NE 8 RDS TO POB = .67 AC +/-; TOTAL = 14.58 AC
Area	14.58 Acres
Use Code	5E-Exempt Properties
Tax Authority Group	0507 LAKE PRAIRIE

Property Trustees Signatories:

Mr. Eric Annexstad: 

Mr. David Gunderson: 



ADDENDUM

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

VII. ACTION ITEMS

<i>VII.7. AGENDA ITEM #7</i>

Subject: Consideration of MVED Facilities Proposal

Action: Requires a Motion

Background: Minnesota River Valley Education District (MVED) has proposed entering into an agreement for leasing a new facility to house and expand most MVED programs. The proposal includes a third-party purchaser and remodeler of the building. MVED would then enter into a lease agreement with said third party. A majority of MVED partner districts would need to agree to entering into the agreement to go forward.

Saint Peter Schools is currently the largest district in MVED. We also own the current building being used as well as housing several programs in our other sites. The financial implications of this proposal are far greater for Saint Peter than any other partner district. The proposed lease amount is \$350,671 which is an increase of approximately \$210K for Saint Peter (increased operating costs have been included in the lease amount).

This was discussed in depth at the School Board Study Session.

Presentation: Superintendent

Options/Recommendation: While we support the programmatic benefits of this proposal, we cannot recommend supporting the proposal given the financial implications for Saint Peter Schools.



MVED building Proposal 2024

**Creating a Diverse, Safe and Supportive
Learning Environment for All**

**Presentation created by
Sara Kral, Executive Director of MVED**

Current MVED Building Stats

Ownership: St. Peter Public Schools

Current Lease Amount for MVED: \$212,606

Total Square Footage Leased: 16,662 (\$13/sq. Ft.)

Currently Holds:

Minnesota Valley School

Business Services

Itinerant Staff Office (not enough space for all staff)

Storage



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**Location: 801 Davis Street St. Peter,
MN**

“Other” MVED Program Leases

Minnesota River School

North Elementary Room 101:

- 1,030 Sq. Ft x \$13/Sq. Ft.=
\$13,390.00

St. Peter Middle School Room 329:

- 1,152 Sq. Ft. x \$13/Sq. Ft. =
\$14,976.00

St. Peter High School Room E102:

- 514 Sq. Ft. x \$13/Sq. Ft. = \$6,682.00

PAES Lab:

St. Peter Middle School:

782 Square Feet x \$13/Sq.Ft = \$10,166.00



Current and Proposed Cost to _____ Public Schools

Proposed



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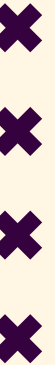


Estimated Difference:

Tax Impact for New Site:

Proposed Lease Levy cost on Taxpayers

-



MVED-Current Programming

1. Minnesota Valley School (K- Age 22 Setting 4 Behavioral Program)- Located at MVED Site
2. Minnesota River School (K-Age 22 Setting 3 Autism Program) - Located in St. Peter Public School Buildings
3. PAES Lab- Located in St. Peter Middle School
4. Itinerant Special Education Services (Director Services, School Psychology, Occupational Therapy, Physical Therapy, Deaf/Hard of Hearing, Speech and Language, DAPE, Physical Impairment, Coordination Services)
5. B-3 Early Childhood Special Education



Improvements Needed at Current Site

Reinforced walls

- Quote from Neal: \$138,810.00

Updated classroom and office doors

- Easy to kick in or break down: Have replaced a few multiple times

Updated door locking system for bathrooms

- Locks are currently not secure

Heating and cooling systems



MVED: Proposed Site (Scholarship America Building)



Location: 1 Scholarship Way St. Peter, MN
Total Square Feet to Lease: 28,000
Lease Term: 20 years with 5 year lease options following

Renovations Needed: General

- Structural Updates: Walls, Doors, Etc.
- Playground
- Mechanical (Possible)
- Safety Upgrades (If needed)



What's Included in the Lease?

1. Mowing and Snow Removal
2. Roof/Window/Building Maintenance and Replacement as Necessary
3. Maintenance on bathroom, drinking fountains, etc.
4. Clearing of the building (included in the operating expenses cost: may be contracted out)
5. Garbage removal, utilities

These items are part of the operating expenses that have been factored into the annual lease payment

Projected Operating Expenses (Included in cost of lease)

- 1. Management Fee: \$17,967
- 2. Insurance: \$8,000
- 3. Utilities: \$55,924
- 4. Learning and Maintenance: \$30,225
- 5. Repairs and Maintenance: \$72,868
- 6. Gas and Electric: \$13,862
- 7. Misc. and Other Expenses: \$6,789



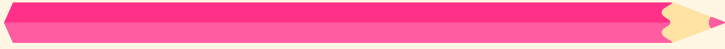
These are estimated annual operating expenses based on a 5 year average



What's the "Why?"

1. Provide FAPE for all students
2. Less strain on current programs
 - a. Space
 - b. Increased student capacity
3. Best Practices in Programming for students with disabilities
4. Workforce readiness for ALL students
5. Teacher retention
6. Increased graduation rates
7. Fewer families seeking programming (open enrolling) in other districts
8. Welcoming and attractive to students, families and potential MVED members



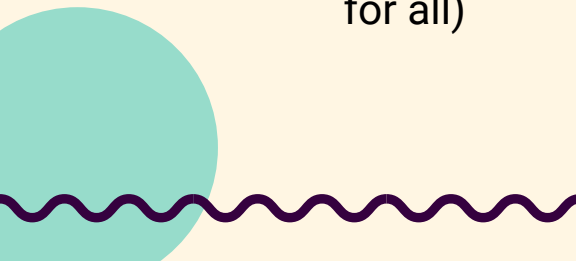


What Can We Do with More Space?

Increase Programming (Best Practice)

Opportunities to Create Office Space for all Staff (Unify MVED)

Create a purposeful structure for the students we serve (Increase safety for all)



Increased Programming: What does that Mean?

1. Transition Program (18-22)
2. Purposeful programming for work-based learning
 - a. Foster future growth and independence
 - b. Work/Life Readiness
3. Life Skills Program (ASD/DCD) K-12
4. Online Programming
5. Expanded ASD programs
6. Possible expansion into preschool special education





ADDENDUM

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

VII. ACTION ITEMS

<i>VII.8. AGENDA ITEM #8</i>

Subject: Consider Approval of a Hockey Cooperative Agreement

Action: Requires a Motion

Background: We have had a long-standing agreement with partner school districts creating cooperative hockey teams for boys and girls. Since the inception of the program, additional school districts have joined the teams. Participating Activities Directors have met to update the agreement. The agreement has been revised to reflect current practices, and some new conditions. New changes include students attending events free of charge, passes from all districts honored, limiting the number of participants, clarifying transportation obligations, and inclement weather practices.

Presentation: Activities Director, Superintendent

Options/Recommendation: It is recommended that the revised agreement be approved.

**AGREEMENT FOR COOPERATIVE
SPONSORSHIP OF HOCKEY**

This agreement is made between the School Boards of Independent School District No. 2397, LeSueur/Henderson, Independent School District 508, Saint Peter, Independent School District 2905, Tri-City United, Independent School District 391, Cleveland, and Independent School District 716, Belle Plaine. The parties agree as follows:

1. Joint Application. The above named governing boards shall independently make an application to the Minnesota State High School League (MSHSL) Board of Directors before the 2017-2018 school year for approval for cooperative sponsorship of a joint boys high school hockey program and girls high school hockey program, hereinafter “combined program”, for students attending Independent School District No. 2397, LeSueur/Henderson, Independent School District 508, Saint Peter, Independent School District 2905, Tri-City United, Independent School District 391, Cleveland, and Independent School District 716, Belle Plaine.
2. Purpose. The purposes for the above named boards agreeing to apply for authority to sponsor the combined program are as follows:
 - A. With safety being our prime concern, pairing will enable us to compete with some assurance of a safe and competitive experience.
 - B. Share ice times.
 - C. Make teams more competitive.
 - D. Will allow a junior varsity team to prepare for varsity level play.
3. Terms and Conditions of Cooperative Sponsorship. Any combined program shall be cooperatively sponsored upon the following terms and conditions:
 - A. Team Name. The team shall be known as Minnesota River Bulldogs.
 - B. Contracts. Conference game schedules for both boys and girls are done by **Independent School District 508**, St. Peter, due to connection with the Big South Conference. All non-conference games will be scheduled by the St. Peter AD and Le Sueur/Henderson AD, in consultation with the head boys and head girls hockey coaches.
 - C. Independent School District 2397, Le Sueur/Henderson will serve as the fiscal agent for both the boys and girls hockey programs.
 - D. Allocation of Costs. All costs of the combined program shall be allocated between the parties in the manner indicated below for each expenditure category listed:
 1. Prorated shall be defined as the total number of students from each of the participating districts.

2. Expenses for transportation, including daily transportation of participants to and from practice sessions and contests and home contests, shall be the obligation of each individual school district.
3. Expenses for transportation to away matches shall be the obligation of all participating school districts on a prorated basis.
4. Expenses related to the renting of practice and competitive facilities shall be the obligation of all participating school districts on a prorated basis.
5. Expenses for scouting, coaches meetings and workshops shall be the obligation of all participating school districts on a prorated basis.
6. Expenses for payment of referees and other personnel necessary to stage the event shall be the obligation of all participating school districts on a prorated basis.
7. Expenses for the purchase of new supplies and equipment shall be the obligation of all participating school districts on a prorated basis. The use of existing equipment will be shared equally.
8. Expenses for salaries and fringe benefits will be prorated between all participating school districts. If a coach is an employee of one of the participating school districts, the school district of their employment will pay the coach. If they are not an employee of one of the participating school districts they will be paid through Independent School District 2397, Le Sueur/Henderson.
9. In the event that the allocation of an expenditure item is not specified above, the costs of that item shall be the responsibility of all participating school districts on a prorated basis.
10. At the completion of the hockey season, each additional district will be billed for their individual's participation in the Minnesota River cooperative on a prorated basis. The participant cost is figured following the distribution of revenues, by dividing the total cost of the program by the number of individuals participating.

E. Other Financial Considerations.

1. Allocation of Gate Receipts. Funds from gate receipts shall be shared by all participating school districts on a prorated basis.
 - a. Students from all participating school districts will be allowed to attend games for free with a valid school ID.
 - b. All passes from the participating schools will be honored.
2. Athletic Fee Schedule. All hockey participants playing under the cooperative agreement between all participating school districts shall pay the fees established in the home schools athletic fee

schedule. These fees shall be kept by the individual schools.

- F. **Control and Supervision of Programs and Participants.** The control and supervision of combined program and of the behavior of student participants of the cooperative hockey program shall be the responsibility of the participating school districts.
4. **Practice.** All prime practice time shall be at the LeSueur Community Center. (Prime time being 3:45 - 8:15 p.m.). Also, if the coaches deem it necessary to move a practice site, they may do so by communicating with the athletic directors from all participating school districts.
5. **Coaching Assignments.** The coaching assignments will be made by mutual agreement of the athletic directors from all participating school districts. Coaches designated as head, assistant, etc., will be evaluated on an annual basis.
6. **Resolution of Disputes.** Any disputes relating to this agreement, or items in this agreement requiring clarification, will be investigated by the school superintendents from each school and they will present their findings and make recommendations to their respective boards.
7. **Liability Insurance.** Nothing contained in this agreement shall relieve any party to this agreement from liability for its negligence or that of its officers, agents and employees. Each party shall carry liability insurance in the minimum amount of \$100,000.00 for any claimant and \$300,000.00 for any number of claims arising out of a single occurrence. The policy shall name the officers, agents and employees of the other party as named insurers. Each party shall provide the other party with a certificate evidencing such insurance coverage.
8. **Transportation.** Transportation to practice sites will be determined by each individual school. In turn, additional districts will not be held responsible for the costs of transportation to practice sites and exit points in which they are not involved. Saint Peter provides transportation to all away games.
9. **Inclement Weather.** In the case of inclement weather, administration from all participating school districts will work together to make decisions regarding both practices and games. At any time a school district can make the call for their students to not participate in practice or games with no penalty to the students for missing.
10. **Pay Scale.** Please see attached addendum.
11. **Selection Policy.** A maximum of 35 players will make up the Junior Varsity & Varsity team. If more than 35 players sign up for the boys and/or girls team a tryout will be necessary and the team will be reduced to 35 players.

Selection Guidelines for Varsity & Junior Varsity Team Participation

The selection of the team members for the JV and Varsity teams shall be the sole responsibility of the coaching staff. Prior to tryouts the head coach will provide the following information to the players.

- a. Length of the tryout
- b. Criteria to be used to select team members
- c. Number of players to be selected
- d. Practice and Game commitments

Procedure used for Team Selections

When team selection is needed the following process must include;

- a. Each player will be allowed a minimum of 5 practices.
 - b. Each player must be allowed to participate in an intersquad scrimmage
 - c. Each player must be personally informed of the reason or reasons for not being selected.
 - d. No POSTING of team selections. The head coach and/or coaching staff will meet individually with each player that has tried out for the team.
 - e. If the head coach foresees difficulties as a result of the team selection he/she should contact the A.D.'s from all participating school districts.
12. Review. This agreement will be reviewed on a yearly basis, with representatives from all participating school districts in attendance. The activities director and/or Superintendent must be in attendance from each of the participating school districts.

PROVISIONS FOR INDIVIDUALS FROM SURROUNDING SCHOOL DISTRICTS TO PARTICIPATE IN THE MINNESOTA RIVER HOCKEY COOPERATIVE

1. It will be the responsibility of the school district requesting that individuals participate to take care of all the necessary items which the Minnesota State High School League may require them to join the cooperative.
2. Districts joining the cooperative must receive approval by the School Boards from all participating school districts.
3. The name of the team shall remain Minnesota River with no reference to additional communities.
4. Once a player or players from an additional district is allowed to participate, he/she or they may continue participation until they have used up their high school eligibility unless Item 5 below has to be implemented.
5. If at any time the addition of players from additional communities causes the Minnesota River cooperative to move from Minnesota State High School League Class A classification to Class AA classification, the last school accepted into the Minnesota River cooperative would be removed. This would continue until either the girls or boys program that is impacted would be eligible to move back into the Minnesota State High School League Class A classification, or one of the following takes place.
 - a. One of the other school districts may remove themselves from either the boys or girls program.
 - b. Either the boys or girls program decides they would like to compete at the Minnesota State High School League Class AA classification.

Dated: March 18, 2024



ADDENDUM

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

VIII. INFORMATION ITEMS

2. AGENDA ITEM #A

Subject: Activities Director Update

Background: Shea Roehrkasse, Activities Director, will be providing an update to the School Board. This is a new report and will be presented quarterly.

Presentation: Activities Director



ADDENDUM

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

VIII. INFORMATION ITEMS

2. AGENDA ITEM #B

Subject: Driver's Education Vehicle

Background: The School District owns a vehicle which is used for Driver's Education. The vehicle is over ten years old and has high mileage. Another vehicle will be purchased to replace the current vehicle.

Presentation: Business Manager



TO: Superintendent Bill Gronseth
School Board Members

FROM: Megan Gracia, Business Manager

DATE: March 10th, 2024

RE: Driver's Education Car

The vehicle that is currently being used for Driver's Ed: Behind the Wheel is a 2014 Chevrolet Impala. It was purchased in October 2015 from Lager's using operating capital funds. We are to the point of needing to replace this vehicle. While we did cost out leasing versus purchasing, after checking with other districts that operate a Driver's Education program, almost 100% of the responses specific to Driver's Ed purchased a car instead of leasing one. Most mentioned cost of purchase vs lease, difficulty of installing the instructor's equipment, and concerns over mileage limits with the lease. Therefore, it is our recommendation that we purchase a replacement vehicle for this program. We are still working on the specifics of what we would do with the current vehicle (trade in, auction off, swap out with another vehicle in the district, etc.) For a frame of reference, a few vehicles that are used in other districts for Behind the Wheel include:

<u>Vehicle</u>	<u>Year</u>	<u>Mileage</u>	<u>Cost</u>
Toyota Camry	2020	25,736	\$26,469
Hyundai Sonata	2018	27,156	\$18,000
Nissan Sentra	2020	26,433	\$17,997
Honda Civic	2022	27,662	\$23,998