



**SAINT PETER SCHOOL BOARD
Special School Board Meeting
Monday, April 29, 2024
Saint Peter Middle School-Media Center, 100 Lincoln Dr. ,
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. Action Items

- | | |
|---|----|
| 1. Approval of FY24 and FY25 Budget Adjustments | 2 |
| 2. Non-Renewal of Non-Tenured Staff | 8 |
| 3. Termination of Non-Instructional Staff Positions | 11 |

VI. Upcoming Meetings of the School Board HR Committee Meeting

Wednesday, May 1, 2024

5:00 PM

SPMS Conference Room A/B

Policy Committee Meeting

Wednesday, May 8, 2024

4:00 PM

DO

Education Committee Meeting

Thursday, May 9, 2024

1:00 PM

DO

Business Committee Meeting

Thursday, May 16, 2024

10:00 AM

DO

Regular Board Meeting

Monday, May 20, 2024

6:30 PM

SPCC-Governor's Room

VII. Adjournment



ADDENDUM

SPECIAL BOARD MEETING Monday, April 29, 2024 6:30PM

VII. ACTION ITEMS

VII.1. AGENDA ITEM #1

Subject: Consider Approval of FY24 & FY25 Budget Adjustments

Action: Requires a motion

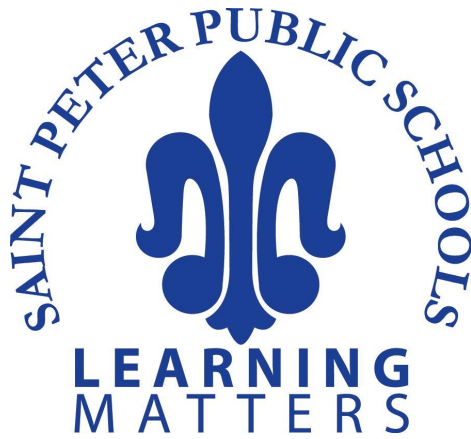
Background: There are a number of contributing factors that impact the current deficit including the high rate of inflation, State funding not keeping pace with inflation, declining enrollment, and moderate increases to all contracts. While we continue to advocate for increased funding from the State, a plan must be put into place to keep expenses balanced to revenues.

We recommend the attached budget adjustments for FY24 and FY25. This plan will create a balanced unassigned general fund budget for FY24 and minimize the use of reserve funds for FY25. Adjustments will also be necessary for FY26. While tentative plans have been developed, these plans will be further refined before formal adoption next spring.

In addition to the budget adjustments for FY24 and FY25, we recommend the consideration of pursuing an operational referendum in November of 2025. This would provide additional revenues for FY27 and create a more sustainable budget for the future.

Presentation: Superintendent Gronseth

Options/Recommendation: We recommend approving the FY24 and FY25 budget adjustment recommendations.



SAINT PETER PUBLIC SCHOOLS FY24 & FY25 Budget Plan

Budget Plan Proposal for FY24 & FY25

There are a number of contributing factors that impact the current deficit including the high rate of inflation, State funding not keeping pace with inflation, declining enrollment, and moderate increases to all contracts. While we continue to advocate for increased funding from the State, a plan must be put into place to keep expenses balanced to revenues.

We propose a three year plan to address the deficit over FY24, FY25, FY26. This will minimize the use of reserve funds as we seek to create sustainability for the future. These plans have been developed with the highest priority placed on Social Emotional Health & Supports, Equity, Student Opportunities, Multi-tiered Academic Supports, and Class sizes. Attention was also given to Special Education, Activities, Curriculum, Technology, Administrative Support and Facilities.

The recommended budget adjustments plans include an FY24 unassigned general fund budget that adds \$80,786 to the general fund reserve. The FY25 recommendations require the use of \$194,308 of unassigned general fund reserves. This would preserve \$3.17M in the unassigned general fund reserves and represents approximately 43.2 days of operation. The adjustments also include an additional \$104,000 in Fund 4 reduction of expenses/increased revenues. While this is a reduction in our total budget, it is not reflected in the general fund adjustments.

Tentative adjustment plans have been discussed for FY26, however, these recommendations would continue to be revised and will not be finalized until Spring of 2025.

FY24 Budget Adjustment Plan

A planned shift from assigned funds to unassigned general funds has not yet been made for FY24. We recommend moving this as originally intended.

Reduction/reorganization	Adjustments
**Planned shift from assigned fund	\$835,000
**Professional Development shifting to Qcomp funding	\$97,000
Adjustment to Oshawa Principal cost	\$22,000
**Shift Interventionist funding source to literacy aid	\$100,000
Savings due to mild winter (energy, fuel, plowing, etc)	\$25,000
MS AVID budget savings	\$5,000
Higher than estimated activities revenue	\$25,000
**Payroll Supervisor funding shift to health insurance fund	\$30,000
**Tech position funding shift to operating capital	\$41,786
Goal Adjustments	\$1,100,000
Total Adjustments	\$1,180,786
Increase in reserve	\$80,786

**One-time shift

These adjustments create a balanced budget in our unassigned general fund for FY24 and add \$80,786 to the general fund reserves. The amount in reserves will be \$3.4M or 45.1 days.

FY25 Budget Adjustment Plan

Adjustments will be necessary for the FY25 school year. The administrative team has developed the list below. We will continue to refine plans, identifying further reductions, reorganization, and revenue sources. We will continue conversations with SPEA leadership and others as we continue to finalize our budget plan. While we are prioritizing direct services to students, staff reductions will be unavoidable.

Reduction/reorganization	Adjustment
District Office/District-wide	
**Interventionist funding shift	\$100,000
Lower increase necessary to insurance	\$125,000
**Professional Development Funding Shift	\$89,000
**Payroll Supervisor Funding Shift	\$30,000
Concessions Sharing Agreement Change	\$15,000
**Shift from assigned fund (water mitigation- Hwy361)	\$124,000
Opening Day Held onsite	\$2,000
**CSP enhancement not made for FY25	\$25,000
Reduction in extended contracts	\$30,220
**Delay some curriculum studies	\$7,000
Site Budget Reductions	\$88,000
Reduction of DO office Support position	\$41,656
Special Education- MVED	
MVED Reductions	\$100,000
Technology Department	
Tech Specialist Position Reduction	\$41,786
**Shift Tech Specialist Funding Source	\$41,786
Discontinue Software- Blackboard, Lexia	\$24,000
Maintenance Department	
Decreased need for contracted maintenance contracts	\$25,000
South Elementary	
Interim South Principal combined with Oshawa Principal	\$153,180
South moves to 6 iPads per room	\$27,000
**Music Program Rehearsals held onsite, comp time rather than paid time for	\$2,000

performances (South, North & MS)	
North Elementary	
Reading Intervention- do not replace vacancy (share intervention K-4)	\$111,161
Health Para - do not fill vacancy	\$27,284
Middle School	
Grade 5 & 6 Band- do not replace vacancy	\$121,390
**Shift Social Work Funding to A&I	\$41,000
MS AVID (training funds not used)	\$5,000
High School	
HS Reductions (3.3 FTE)	\$343,989
**Shift .33 HS SS to A&I leadership	\$35,292
Activities Department	
Increase Activities fees by \$25	\$30,000
Charge for student activity passes \$50 x 1000	\$50,000
Increase public activity pass cost from \$75 to \$100	\$2,500
Rockbend	
reduce Rockbend program to 1 section (1.167 FTE, lower lease)	\$146,448
Goal Adjustments	\$2,200,000
Total General Fund Adjustments	\$2,005,692
Difference in unassigned general fund reserve	\$194,308
Fund 4 Adjustments	
Community Education	
*Highlights digital format only	\$4,000
Move offices to a district building	\$45,000
Early Childhood	
*Increased EC revenues	\$5,000
*Early Childhood Transportation Services Shift	\$50,000
Total Fund 4 Adjustments	\$104,000

*Applies to Fund 4

**One time shift

This plan requires the use of \$194,308 of reserve funds and retains \$3.17M in unassigned general fund reserves (43.2 days of funding).

ADDENDUM



SPECIAL BOARD MEETING Monday, April 29, 2024 6:30PM

VII. ACTION ITEMS

VII.2. AGENDA ITEM #2

Subject: Consider Acceptance of the Non-Renewal of Non-Tenured Staff

Action: Requires a Resolution

Background: Due to budget adjustments for FY25 there is a reduction in staff. The budget adjustments will require the non-renewal of 1.33 FTE teaching positions.

Presentation: Superintendent Gronseth

Options/Recommendation: We recommend approving the resolution.

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

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

WHEREAS the individual listed below is a probationary teacher in Independent School District No. 508.

WHEREAS the district must make fiscal reductions for the 2024-25 school year,

BE IT RESOLVED, by the School Board of Independent School District No. 508 that pursuant to Minnesota Statutes 122A.40, Subdivision 5 and the District Master Agreement, that the teaching contract of Heidi Neimeyer, probationary teacher in Independent School District No. 508, is hereby partially non-renewed by .33 FTE at the close of the current 2023-2024 school year.

BE IT FURTHER RESOLVED that written notice be sent to the teacher listed regarding partial non-renewal of their contract.

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted on the 29th day of April, 2024.

Dated: April 29, 2024

Kate Martens, School Board Clerk

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

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

WHEREAS the individual listed below is a probationary teacher in Independent School District No. 508.

WHEREAS the district must make fiscal reductions for the 2024-25 school year,

BE IT RESOLVED, by the School Board of Independent School District No. 508 that pursuant to Minnesota Statutes 122A.40, Subdivision 5 and the District Master Agreement, that the teaching contract of Maggie Anderson, probationary teacher in Independent School District No. 508, is hereby non-renewed at the close of the current 2023-2024 school year.

BE IT FURTHER RESOLVED that written notice be sent to the teacher listed regarding non-renewal of their contract.

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted on the 29th day of April, 2024.

Dated: April 29, 2024

Kate Martens, School Board Clerk

ADDENDUM



SPECIAL BOARD MEETING Monday, April 29, 2024 6:30PM

VII. ACTION ITEMS

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

Subject: Consider Approval of the termination of non-instructional staff positions

Action: Requires a Resolution

Background: Due to budget adjustments for FY25 there is a reduction in staff. The reductions include the elimination of an office support position and a technology specialist position. These adjustments will require the termination of two employees as of June 30, 2024.

Presentation: Superintendent Gronseth

Options/Recommendation: We recommend approving the resolution.

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

**RESOLUTION RELATING TO THE NONRENEWAL OF NON-INSTRUCTIONAL
STAFF POSITIONS**

WHEREAS, the individual listed below is non-instructional staff in Independent School District No. 508, and

WHEREAS the district must make fiscal reductions for the 2024-25 school year,

BE IT RESOLVED, by the School Board of Independent School District No. 508 that Amy Brown – District Office, Office Support in Independent School District No. 508, is hereby terminated as of June 30, 2024.

BE IT FURTHER RESOLVED that written notice be sent to the non-instructional staff listed regarding termination of their contract.

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted on the 29th day of April 2024.

Dated: April 29, 2024

Kate Martens, School Board Clerk

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

**RESOLUTION RELATING TO THE NONRENEWAL OF NON-INSTRUCTIONAL
STAFF POSITIONS**

WHEREAS, the individual listed below is non-instructional staff in Independent School District No. 508, and

WHEREAS the district must make fiscal reductions for the 2024-25 school year,

BE IT RESOLVED, by the School Board of Independent School District No. 508 that Kelson Lund – District-Wide Technology Specialist in Independent School District No. 508, is hereby terminated as of June 30, 2024.

BE IT FURTHER RESOLVED that written notice be sent to the non-instructional staff listed regarding termination of their contract.

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted on the 29th day of April 2024.

Dated: April 29, 2024

Kate Martens, School Board Clerk