



SAINT PETER SCHOOL BOARD
Regular Board Meeting
Monday, June 17, 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	2
IV. Consider Requests to Speak on the Agenda	
V. Approval of Consent Agenda Items	4
VI. Student Spotlight / Student Council Report	
VII. Action Items	
1. Consider Acceptance of Gifts, Donations and Grants	61
2. Consider Approval of Candidates for Graduation	62
3. Consider Approval of the 2024-2025 Budget	66
4. Consider Approval of a Resolution Authorizing the Issuance and Sale of the District's General Obligation Bonds	74
5. Consider Approval of a Memorandum of Understanding between ISD 508 - Community and Family Education and the City of Saint Peter	80
6. Consider Approval of Membership in the Minnesota School Boards Association (MSBA) for 2024-2025	84
7. Consider Approval of Membership in the Minnesota State High School League (MSHSL) for 2024-2025	87
8. Consider Approval of Memorandum of Understanding with Para Educators	90
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IX. Reports	
1. Building Principals	
2. Superintendent of Schools	
3. Board Members - Around the Table	
X. Upcoming Meetings of the School Board	
XI. Adjournment	



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- V. Approval of Consent Agenda Items**
- VI. Student Spotlight / Student Council Report – None**
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 - 11. Consider a Resolution to Increase Community Education Revenue Due to Population Growth
 - 12. Consider Approval of Policy Manual Review

VIII. Information Items

- IX. Reports**
 - 1. Building Principals
 - 2. Superintendent of Schools
 - 3. Board Members
 - a. Around the Table

X. Upcoming Meetings of the School Board

Business Committee Meeting
Wednesday, July 10, 2024
10:00 AM
DO

Policy Committee Meeting
Wednesday, July 10, 2024
4:00 PM
DO

Education Committee Meeting
Thursday, July 11, 2024
1:00 PM
DO

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

XI. Adjournment



ADDENDUM

REGULAR BOARD MEETING Monday, June 17, 2024 SPCC-Governor's Room 6:30PM

V. CONSENT AGENDA

1. Approval of the Regular Board Meeting minutes of May 20, 2024.
2. Approval of Bills (\$2,195,426.48) and Wire Transfers (\$4,281,736.27) for May 2024.
3. Personnel
 - a. The approval of an FMLA leave request for Kim Osborne, kindergarten teacher at South Elementary, from August 26, 2024, returning on November 18, 2024.
 - b. The approval of the hiring of a summer school paraprofessional, Cori Irwin, at Oshawa Learning Academy beginning June 3, 2024, ending on June 27, 2024.
 - c. The approval of the hiring of a summer school Biology credit recovery teacher, Jay Brockman, for the dates of June 1, 2024, through June 30, 2024.
 - d. The approval of the hiring of a Summer Technology Intern, Andrew Sorbo, with Saint Peter Public Schools. This position will be on an as needed basis through August 2024.
 - e. The acceptance of the resignation of a High School paraprofessional, Tanner Nadeau, at the end of the 2023-2024 school year.
 - f. The approval of the hiring of Summer Saints Overtime Assistant, Alicia Hernandez, with Saint Peter Community & Family Education, for the summer of 2024.
 - g. The approval of the hiring of an assistant coach for the Saints Volleyball Team, Klaire Decker, for the 2024-25 sports season.

- h. The approval of an FMLA leave request for Jordyn Jarr, physical education teacher at North Elementary, from September 23, 2024, returning on December 13, 2024.
- i. The approval of an FMLA leave request for Helena Satterness, ELL teacher at Saint Peter Middle School, from September 3, 2024, returning on December 3, 2024.
- j. The approval of the hiring of the following seasonal custodians at Saint Peter Public Schools for the summer of 2024.

Ben Kuhnel
Wallace Michels
Mitchel Joosten

Will Hawkins
Vinny Guappone

- k. The acceptance of the resignation of a North Elementary paraprofessional, Qamar Nur, at the end of the 2023-2024 school year.
- l. The acceptance of the resignation of a Rock Bend ALC paraprofessional, Tom Wolfe, at the end of the 2023-2024 school year.
- m. The approval of the transfer of Alex Noble from his fourth-grade homeroom teacher assignment to a third-grade homeroom teacher assignment at North Elementary for the 2024-2025 school year.
- n. The acceptance of the resignation of Maren Kind, a speech-language pathologist at North Elementary, effective at the end of the 2023-2024 school year.
- o. The acceptance of the resignation of a North Elementary paraprofessional, Jazmyn Tooker, at the end of the 2023-2024 school year.
- p. The acceptance of the resignation of a North Elementary paraprofessional, Hal Overgaard, at the end of the 2023-2024 school year.
- q. The approval of a long-term personal leave request for Sean Keating, Science teacher at Saint Peter High School, for the 2024-2025 contract year.
- r. The approval of the hiring of a 7th grade math teacher, Kacey Russell, at Saint Peter Middle School for the 2024-2025 school year.

- s. The approval of the hiring of a summer school paraprofessional, Andy Regner, at Oshawa Learning Academy beginning June 3, 2024, ending on June 27, 2024.
- t. The approval of the hiring of a summer school SPED teacher, Jodi Helder, at Oshawa Learning Academy for the dates of June 3, 2024, through June 27, 2024.
- u. The approval of the hiring of a summer school English credit recovery teacher, Rachel Ryan, for the dates of June 7, 2024, through June 30, 2024.
- v. The approval of the hiring of a Full Time Night Custodian, Jesse Anderberg, at Saint Peter Middle School beginning July 8, 2024.
- w. The approval of the promotion of Grace Timm from a high school Saints Overtime staff member to a Saints Overtime Assistant, with Saint Peter Community & Family Education, for the summer of 2024 and the 2024-25 school year.
- x. The approval of the return of the following Summer Saints Overtime Assistants, with Saint Peter Community & Family Education, for the summer of 2024.

Employees:

Alex Dorow
 Bella Macemon
 Mariah Knutson
 Maria Trochez

Substitutes:

Shea Hildebrandt
 Heidi Johnson
 Alex Guertin

High School Staff:

Ruby Sletta

- y. The approval of the hiring of a Summer Saints Overtime Assistant, Andy Regner, with Saint Peter Community & Family Education, for the summer of 2024.
- z. The approval of the hiring of Summer Saints Overtime Assistant, Mohamed Mohamed, with Saint Peter Community & Family Education, for the summer of 2024 and 2024-25 school year.
- aa. The acceptance of the resignation of Amanda Rodning, a special education teacher, at Saint Peter High School, effective at the end of the 2023-2024 school year.

- bb. The acceptance of the resignation of Amanda Blue, a FACS teacher, at Saint Peter High School, effective at the end of the 2023-2024 school year.
- cc. The approval of the hiring of Summer Saints Overtime Assistant, Grace Tollefson, with Saint Peter Community & Family Education, for the summer of 2024 and 2024-25 school year.
- dd. The approval of the hiring of Summer Saints Overtime Assistant, Valerie Balcik, with Saint Peter Community & Family Education, for the summer of 2024 and 2024-25 school year.
- ee. The approval of the hiring of Summer Saints Overtime Assistant, Khloe Stinson, with Saint Peter Community & Family Education, for the summer of 2024 and 2024-25 school year.
- ff. The acceptance of the non-renewal of a 1.0 FTE Nurse at South Elementary, Heidi Sjogren. Ms. Sjogren worked as a probationary nurse during April and May 2024.
- gg. The approval of the hiring of an ECFE/School Readiness teacher, Colleen Wenner, for the 2024-2025 school year.
- hh. The approval of the hiring of Summer Saints Overtime Assistant, Teresa Collins, with Saint Peter Community & Family Education, for the summer of 2024 and 2024-25 school year.
- ii. The approval of the hiring of Summer Saints Overtime Assistant, Will Elias, with Saint Peter Community & Family Education, for the summer of 2024 and 2024-25 school year.
- jj. The acceptance of the resignation of a Saint Peter High School Ag Science teacher, Gena Lilienthal, at the end of the 2023-2024 school year.
- kk. The acceptance of the resignation of a North Elementary Custodial Engineer, Justin Hohn, effective June 27, 2024.
- ll. The approval of the North Elementary Quarterly Overload Assignments for Fourth Quarter of the 2023-2024 school year.

Minutes of Regular Board Meeting

The School Board Saint Peter Public Schools

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

Members Absent: Superintendent Bill Gronseth

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

Administrative Team Members: Megan Gracia

Others Present: Administrative Assistant Kimberley Deming, Student Council Reps Keira Dunn and Molly Leonard.

A Regular Board Meeting of the School Board of Saint Peter Public Schools was held Monday, May 20, 2024, beginning at 6:30 PM in the SPCC-Governor's Room.

- I. **Call Meeting to Order** – 6:36 PM (Potts)
- II. **Pledge of Allegiance**
- III. **Consideration and Adoption of the Agenda** - (Kautt/Martens, unanimous)
- IV. **Consider Requests to Speak on the Agenda** - none
- V. **Approval of Consent Agenda Items** - (Rossow/Rassbach, unanimous)
 1. Approval of the Study Session Board Meeting minutes of April 3, 2024.
 2. Approval of the Regular School Board Meeting minutes of April 15, 2024.
 3. Approval of the Study Session Board Meeting minutes of April 18, 2024.
 4. Approval of the Study Session Board Meeting minutes of April 25, 2024.
 5. Approval of the Special Board Meeting minutes of April 29, 2024
 6. Approval of Bills (\$1,738,344.24) and Wire Transfers (\$1,921,283.41) for April 2024.

7. Personnel

- a. The approval of the retirement of Lauren Studt-Shoemaker, Band Director at Saint Peter Middle School, effective May 31, 2024.
- b. The approval of an FMLA leave request for Mariah Eyer, 1st grade teacher at South Elementary, from August 19, 2024, through November 10, 2024.
- c. The acceptance of the resignation of Emilie Kaus, a 7th grade math teacher from Saint Peter Middle School, effective May 31, 2024.
- d. The approval of the assignment of Interim Principal at South Elementary for Jana Sykora during the 2024-2025 school year. Jana will remain the Principal of Oshawa Learning Academy during this time as well.
- e. The approval of the hiring of an Unassigned Custodial Engineer Maintenance / Mechanical, Dmytro (Dima) Gupalo, for the district.
- f. The acceptance of the resignation of Megan Gebur, a sixth-grade science teacher from Saint Peter Middle School, effective at the end of the 2023-2024 school year.
- g. The acceptance of the resignation of Ryan Drazan, a special education teacher from South Elementary, effective at the end of the 2023-2024 school year.
- h. The approval of the transfer of Olivia Mikkelson from her SLD teaching position at South Elementary to the EBD teacher position at South Elementary at the start of the 2024-2025 school year.
- i. The approval of the hiring of Summer Saints Overtime Assistant, Heidi Johnson, with Saint Peter Community & Family Education, for the last two weeks of the 2023-2024 school year and the summer of 2024.
- j. The approval of the hiring of a summer school English credit recovery teacher, Cayrl Bunkowske, for the dates of June 1, 2024, through June 30, 2024.

VI. Student Spotlight –

1. Principal Engeldinger thought it would be enlightening for the School Board to meet Shayma Said and hear about her journey. Shayma has attended Saint Peter Public Schools for one year, is a Senior at Saint Peter High School and has a 4.0 GPA. Shayma has been learning to speak English but is fluent in speaking Turkish, Somali and Arabic. She is very involved in school activities. Shayma presented information

at an all staff meeting about Ramadan and how it affects Muslim students. She has participated in Art Club, Mock Trial, Math Club and SPSHS Theater. Shayma plays handball, soccer, is in dance, volunteers for many clubs and helped plan for Black Joy Day! Shayma's future plans include going to Gustavus to study Biomedical Engineering. Shayma has loved attending Saint Peter High School!

2. Student Council Report – Molly Leonard and Keira Dunn – Molly Leonard mentioned that Seniors have been busy planning for graduation. The 3rd Annual Parade of Graduates was a success! The Seniors will be going on their trip to Valley Fair and the Wisdom Retreat is coming up, which is exciting! Leonard said the Graduation speakers have been chosen and will be Grace Tollefson, Brendan Larson and Nabil Jamac. Keira Dunn said that Senior Awards Night took place with lots of National Honor Society, High Honors and Honors awards being presented. During the event, next year's Student Council Leadership Team was introduced. Co-Presidents will be Emmy Remmert and Isabelle Mish. The Executive Counselors will be Ruby Sletta, Keira Friedrich, Sophie Meyer and Shelby Hall.

VII. Action Items

1. Acceptance of Gifts, Donations and Grants - (Martens/Rassbach, unanimous)
 - a. A \$4000 grant from Prairie Lakes Regional Arts Council
 - b. A \$2,000 grant from the Shakopee Mdewakanton Sioux Community
 - c. The donation of 130 Take-Home Art Kits from the MSU Mankato Art Education Program.

These gifts were accepted by the School Board.

2. Consider Approval of Policy Manual Review with no substantive changes - (Martens/Dixon, unanimous)
 - a. Policy 101: Legal Status of the School District
 - b. Policy 101.1: Name of the School District
 - c. Policy 102: Equal Educational Opportunity
 - d. Policy 103: Complaints - Students, employees, parents, other persons
 - e. Policy 104: School District Mission & Equity Statements

Board Member Martens stated that the changes are statutory in nature and contain slight language modifications.

3. Consider Approval of Policy Manual Revisions - Second Reading - (Martens/Rassbach, unanimous)
 - a. Policy 601: School District Curriculum and Instructional Goals

Board Member Martens stated that the main changes are statutory in nature and are not substantive.

4. Consideration of rescinding a previously passed Non-Renewal Resolution – (Stuewe/Kautt)

- a. Due to budget reductions a Resolution of Non-Renewal was passed as part of the April 29, 2024, Special School Board Meeting regarding Maggie Anderson, a 1.0 FTE Middle School Science Teacher. Since that time, a resignation of a 1.0 FTE Middle School Science teacher was received. The previously passed resolution can be rescinded and Ms. Anderson will continue as a Middle School Science teacher.

YAY: Rassbach, Rossow, Stuewe, Potts, Kautt, Dixon and Martens

NAY: None

PASSED

VIII. Information Items

1. Board Member Martens gave an overview of the Policy Manual revisions being presented for a First Reading.

- a. Policy 603: Curriculum Development
- b. Policy 616: School District System Accountability
- c. Policy 620: Credit for Learning

Board Member Kautt inquired about the difference between using the word “shall” vs. “must”. It was mentioned that the legal community is moving towards the use of “must.” Board Member Rossow asked for clarification on changes in Policy 620 regarding credits earned for courses taken. Principal Engeldinger said she is working with the High School Guidance Counselors to navigate these upcoming policy changes. She stated that the most change will be noticed with having to give students weighted grades for PSEO course credits. Board Chair Potts mentioned that the Policy Committee can be contacted with any additional questions.

2. FY25 Budget Presentation – the annual budget must be approved by June 30th of each year. In preparation for approval, Business Manager, Megan Gracia presented FY25 budget information, as well as a three-year outlook. The final FY25 Budget will be considered for adoption at the June 17, 2024, Regular School Board Meeting.

3. 2023-2024 Annual Superintendent Evaluation Process – Board Chair, Charlie Potts stated that one of the primary responsibilities of a school board is to hire and evaluate the school’s Superintendent. He stated that he would be sending the School Board an evaluation form to complete regarding Superintendent Gronseth’s progress on his 2023-2024 goals. Although Superintendent Gronseth’s evaluation results are strictly based off of Board Member’s reviews, information obtained from the Administrative Team, via a Google Form, may also be considered as

supplemental in nature. The results provided from the School Board will be compiled and shared at a Special Closed Board Meeting that will be held on June 17, 2024 prior to the Regular Board Meeting.

IX. Reports

1. Building Principals

Early Childhood

Special Programs Administrator, Ytve Prafke stated that the outside weather has been wonderful for the Early Childhood kiddos! A lot of activities are happening, and students know the school routine which is helpful. There are fun things going on in classrooms as well. Each classroom had a caterpillar to watch grow, which was exciting! Early Childhood is preparing for the increasing registration numbers for the fall. Morning classes are the desired class time so there will be shifting of class registration options. Unfortunately Read and Feed will be unable to happen this summer as our district does not meet the criteria. However, breakfast and lunch will be provided for summer school students.

South Elementary

Principal Oelke mentioned that South is a flurry of activities! FAST assessments are complete, a lot of parent programs are going on, the first concert happened at the High School Performing Arts Center and it was great! Kindergarten classes have visited the fire stanton and Herberg Farm. First graders took a trip to the Saint Peter Public Library to get library cards. The Saint Peter High School FFA, Farm-to-You Program, will be in the South parking lot on Wednesday. The end of the year family playground event will be taking place on Tuesday, May 28th. The Loveable Llamas will be present, there will be dancing, food and rolling down the hill with friends! Principal Oelke stated that referral forms have been sent home with students for the Summer Stars and Extended School Year Programs.

North Elementary

Principal Doherty said that North just completed the Spring production of the Jungle Book where approximately 450 people were in attendance. The fifty-two cast and crew members were directed by Mr. Lenhoff and Ms. Kind. Grants were obtained and microphones were purchased for most participants to wear, which made a significant impact on the presentation! Fourth quarter Passion Projects such as breakout rooms, karaoke, planting milkweed and butter making took place. Field Day will be held on May 28th. Fourth grade will be going to the Mill Pond and will be taking a trip to Farm America. Second grade will be taking on the pickleball courts at the Pickleball Barn in Mankato. Principal Doherty gave a shout out to the North Student Council for raising enough money to purchase football/soccer field goals for the playground!

High School

Principal Engeldinger mentioned that John Warren is already planning for next year's first Hispanic Joy Day. There is a large group of High School teachers that are fully committed to helping make sure all Joy Day experiences continue to take place. Mr. Warren is also looking for ways to bring these experiences to other buildings within the district. Principal Engeldinger commended the Senior class, stating that it is a large and incredibly talented group of students. The High School Future Farmers of America (FFA), along with first year Advisors Jacob Pehrson and Jasmine Witty, hosted the Roll in For Landon and had over 70 cars on display. Principal Engeldinger announced that the Faculty Speaker for graduation will be Ms. Oelke!

2. Superintendent of Schools – N/A

3. Board Members – Around the Table

Rita Rassbach – nothing to report.

Ken Rossow – nice job to the Administration and Faculty for a great year

Tracy Stuewe – nothing to report.

Bill Kautt – stated that it was a disappointing Legislative year as far as help being provided to educators.

Drew Dixon – keep it up teachers, what a fun time of year!

Kate Martens - disappointed with Legislative support as well. Board Member Martens mentioned that the Native American Parent Advisory Committee had their second annual end of the year graduation ceremony. During the ceremony, a Senior student received their eagle feathers and a star quilt, and an eighth grader graduated and will move on to High School.

X. Upcoming Meetings of the School Board

Graduation

Friday, May 31, 2024

8:00 PM

SPHS

Business Committee Meeting

Wednesday, June 12, 2024

10:00 AM

DO

Policy Committee Meeting

Wednesday, June 12, 2024

4:00 PM

DO

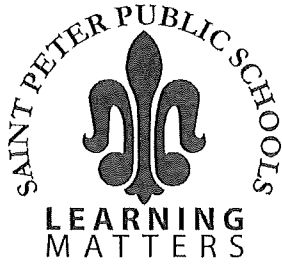
Education Committee Meeting
Thursday, June 13, 2024
1:00 PM
DO

Regular Board Meeting
Monday, June 17, 2024
6:30 PM
SPCC-Governor's Room

XI. **Adjournment** – 7:55 PM (Stuewe, Kautt unanimous)

Dated: June 17, 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: 6/4/2024
To: Dr. Bill Gronseth - Superintendent
From: Bee Ong - Finance Accountant
Re: **Monthly Board Bills, Payroll &
Student Activity Amounts:**

May 2024 - Board Bills	\$1,032,818.44
May 2024 - Payroll	\$1,141,382.27
May 2024 - Student Activity	\$21,225.77
	<hr/>
	<u>\$2,195,426.48</u>

St. Peter Public Schools
Wire Transfer Report

May-24

MSDLAF to USBank

(Feb/Aug bond pymt)

MSDLAF to FNB Payroll	5/14/2024	600,000.00
MSDLAF to FNB Payroll	5/30/2024	600,000.00
MSDLAF to FNB BO	5/3/2024	200,000.00
MSDLAF to FNB BO	5/8/2024	350,000.00
MSDLAF to FNB BO	5/16/2024	350,000.00
MSDLAF to FNB BO	5/21/2024	200,000.00
MSDLAF to FNB BO	5/24/2024	250,000.00
MSDLAF to CCF	5/8/2024	225,000.00
MSDLAF to CCF	5/22/2024	150,000.00

FNB BO to BCBS - medicare health	5/21/2024	1,032.50
FNB BO to BCBS - medicare health	5/21/2024	13,736.00

FNB BO to VISA	May	27,142.92
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Wire of federal payroll taxes	5/15/2024	179,331.10
Wire of federal payroll taxes	5/31/2024	182,426.50

Wire of state payroll taxes	5/1/2024	28,348.23
Wire of state payroll taxes	5/16/2024	30,431.20

PERA payments	5/3/2024	23,771.03
PERA payments	5/15/2024	28,374.94
PERA payments	5/31/2024	27,583.48

TRA payments	5/3/2024	95,122.52
TRA payments	5/15/2024	96,108.37
TRA payments	5/31/2024	98,475.21

Horace Mann	5/2/2024	1,660.00
Horace Mann	5/17/2024	1,660.00

Ameriprise/NBSGroup Bill	5/2/2024	2,300.00
Ameriprise/NBSGroup Bill	5/17/2024	2,300.00

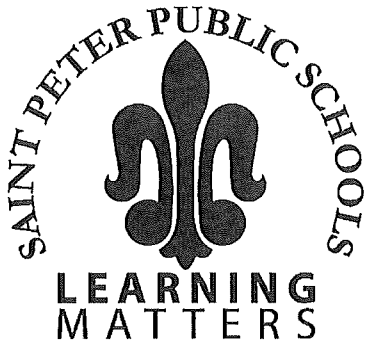
Colonial Life	5/9/2024	17.42
Colonial Life	5/9/2024	348.56
Colonial Life	5/9/2024	2,149.58
Colonial Life	5/9/2024	7,924.90

CCF- Dental direct debits	5/6/2024	5,697.24
CCF- Dental direct debits	5/14/2024	662.72
CCF- Dental direct debits	5/14/2024	1,209.61
CCF- Dental direct debits	5/20/2024	4,984.73
CCF- Dental direct debits	5/21/2024	1,834.80
CCF- Dental direct debits	5/28/2024	1,428.07

CCF - BCBS debits	5/2/2024	84,978.32
CCF - BCBS debits	5/9/2024	84,604.11
CCF - BCBS debits	5/16/2024	61,837.86
CCF - BCBS debits	5/23/2024	99,690.78
CCF - BCBS debits	5/30/2024	50,329.59

Medsurety-FNB HSA/VEBA	May	109,233.98
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Total Wires		4,281,736.27
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MEMO TO: Bill Gronseth, Superintendent
Saint Peter School Board

FROM: Doreen Oelke, Principal

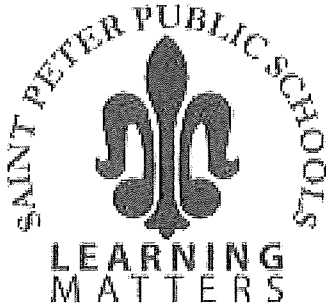
DATE: May 20, 2024

SUBJECT: Osborne FMLA Request

I recommend that you accept the FMLA request of kindergarten teacher Kim Osborne. Ms. Osborne's due date is August 22, 2024. Her leave will begin on August 26, 2024 and she will return to her teaching position on November 18, 2024.

Her written FMLA paperwork has been submitted to the district office. Please feel free to contact me with any questions.

Cc: Kim Osborne
Grp_hire_certified



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Jana Sykora

DATE: May 21, 2024

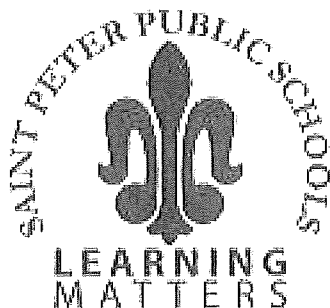
SUBJECT: Summer Para Hire

Applications were received, and I am pleased to rehire Cori Irwin as a summer paraprofessional for Oshawa Learning Academy. This is a temporary position for summer school.

EMPLOYEE SUMMARY

- **Cori Irwin**
 - 8:00 - 11:45 am, 3.75 hours per student contact day
 - Step 5/B, \$17.85 hourly
 - Temporary employment: June 3-27, 2024

CC: Cori Irwin
grp_hire_para



MEMO TO: Members of the School Board
Bill Gronseth

FROM: Jana Sykora

DATE: May 22, 2024

SUBJECT: Credit Recovery Biology
Teacher (Summer School)

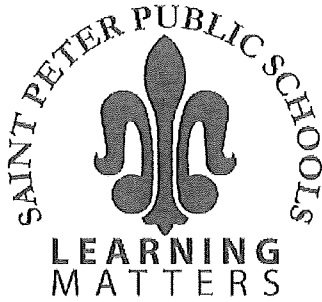
Applications were received and interviews took place to fill a summer school teaching position for biology credit recovery. I am pleased to recommend Jay Brockman for the position. Mr. Brockman has worked with Mankato Public Schools for 2.5 years in Life Science and ESL. He also has nine years of experience as a bilingual teacher in Madison WI.

NEW EMPLOYEE SUMMARY

- **Jay Brockman**
 - Credit recovery Biology teacher (summer school)
 - Employment dates: June 1-30, 2024
 - Hourly compensation based on Step 11/MA of teacher contract

Jay will need a district issued laptop, printing access on the HS printers, key card access to the HS, key access for HS science classrooms, and an email address.

CC: Jay Brockman
grp_hire_certified

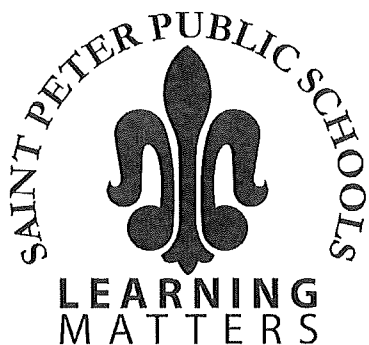


TO: Bill Gronseth
FROM: Gus Sorbo
DATE: 21-May-2024
RE: Summer Technology Intern Returning
CC: Andrew Sorbo

Andrew Sorbo will resume his role as Summer Technology Intern this year. Andrew will help the Technology Department as needed this summer until he returns to school in August.

EMPLOYEE SUMMARY

- Andrew Sorbo
 - \$15.25 / Hr which aligns with comparable summer positions
 - Timesheets will be completed



MEMO TO: Bill Gronseth
School Board

FROM: Annette Engeldinger

DATE: May 22, 2024

SUBJECT: Paraprofessional Resignation

I am writing to recommend that you accept Tanner Nadeau's resignation from his position as a high school paraprofessional. His last day with us will be May 30, 2024. We thank Tanner for his work with our students and wish him the best.

Thank you, and please let me know if you have any questions.



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

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

**SUBJECT: Summer Saints
Overtime Staff**

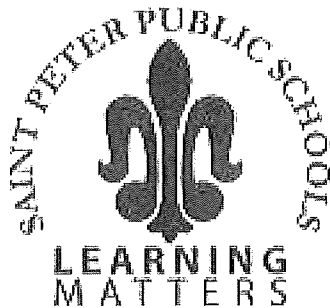
DATE: May 23, 2024

I am pleased to recommend hiring Alicia Hernandez, a staff member of the high school food service, as a Summer Saints Overtime Assistant.

This is a replacement position.

EMPLOYEE SUMMARY

- **Alicia Hernandez**
- Rate of pay - \$15.25
- Part-time hours to be submitted on a timesheet
- Summer 2024



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

FROM: Shea Roehrkasse

DATE: 8/12/2024

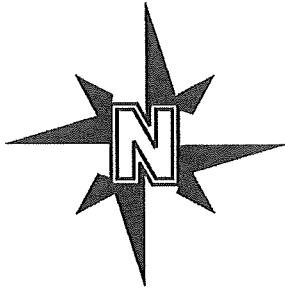
SUBJECT: Assistant Volleyball Coach

I am pleased to recommend the hiring of Klaire Decker as an assistant coach for the Saints Volleyball Team. This is a replacement position due to a resignation. We look forward to having Klaire join our team!

NEW EMPLOYEE SUMMARY

- **Klaire Decker**
 - 1.00 Co-Curricular
 - Non-Staff
 - Non licensure
 - First year experience
 - \$2,872
 - Start date 8/12/24

CC: grp_hire_misc



MEMO TO: Mr. Bill Gronseth
District 508 School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: May 23, 2024

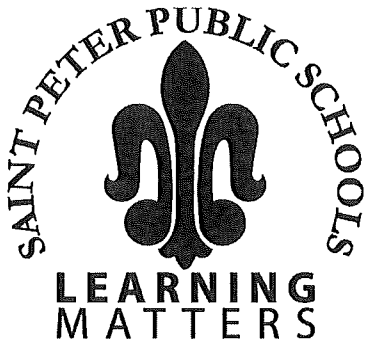
SUBJECT: Family Leave of Absence

I recommend approving Jordyn Jarr's leave of absence from North Elementary School. Her leave will begin on September 23, 2024, and she plans to return to work on December 13, 2024.

I have posted for a long-term physical education substitute teacher for Miss Jarr during her absence.

If you have questions, please contact me.

CC: Jordyn Jarr <jjarr@stpetersschools.org>
grp_hire_certified <grp_hire_certified@stpetersschools.org>



MEMO TO: Bill Gronseth, Superintendent
School Board

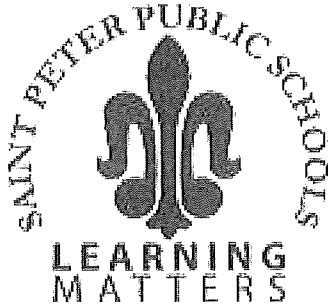
FROM: Jon Graff

DATE: May 23, 2024

SUBJECT: Maternity Leave Request

I recommend that you accept the maternity leave request of Mrs. Helena Satterness, ELL teacher at SPMS. This leave will begin on September 3, 2024 and run through December 2, 2024.

Cc: Helena Satterness
Grp_hire_certified



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Seth Putz

DATE: May 28, 2024

SUBJECT: Recommendation for hire

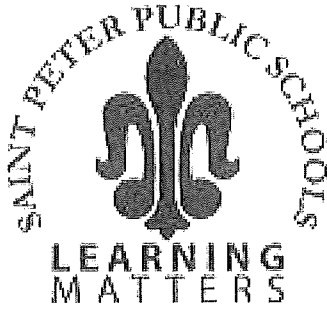
The Operations and Maintenance Department has summer help positions open for the school district. The position has been posted internally and via the district website. The summer positions will end September 2nd.

I recommend the hiring of Ben Kuhmel, Wallace Michels, Will Hawkins and Vinny Guappone for the summer seasonal positions.

EMPLOYMENT HIRING SUMMARY

- **Ben Kuhmel**
- **Wallace Michels**
- **Will Hawkins**
- **Vinny Guappone**
 - Start Date: June 3rd, 2024

Cc: Dave Eiyneck



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Seth Putz

DATE: May 30, 2024

SUBJECT: Recommendation for hire

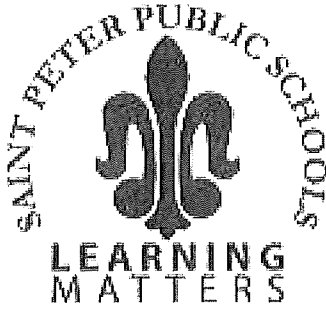
The Operations and Maintenance Department has summer help positions open for the school district. The position has been posted internally and via the district website. The summer positions will end September 2nd.

I recommend the hiring of Mitchel Joosten for the part time summer seasonal position.

EMPLOYMENT HIRING SUMMARY

- **Mitchel Joosten**
 - Start Date: June 3rd, 2024

Cc: Dave Eiyneck



MEMO TO: Members of the School Board
Bill Gonseth

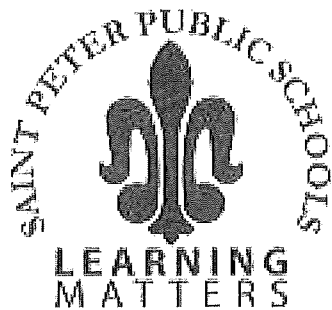
FROM: Darin Doherty

DATE: May 29, 2024

SUBJECT: Paraprofessional Non-Renewal

Please consider this recommendation to non-renew Qamar Nur's role as a special education paraprofessional at North Elementary School. Her last day will be May 30, 2024. Qamar plans to reapply as a paraprofessional substitute. We deeply appreciate her significant contributions to the district and wish her the best of luck in the future.

Cc: grp_hire_para@stpeterschools.org
qnur@stpeterschools.org



MEMO TO: Members of the School Board
Bill Gonseth

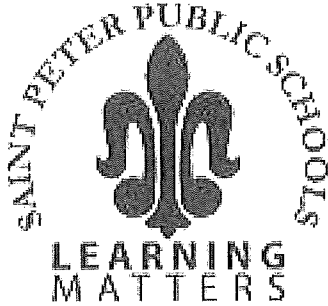
FROM: Jana Sykora

DATE: May 29, 2024

SUBJECT: Paraprofessional Resignation

Tom Wolfe has given notice of his resignation. He does not plan to return to Rock Bend ALC as a paraprofessional for the 2024-2025 school year. Mr. Wolfe has plans to reapply as a paraprofessional or a substitute para again in the future. We appreciate Mr. Wolfe's contributions to the district and wish him the best of luck in the future.

Cc: grp_hire_para@stpeterschools.org, twolfe@stpeterschools.org



MEMO TO: Mr. Bill Gronseth, Superintendent
ISD 508 School Board

FROM: Darin Doherty, Principal
North Elementary School

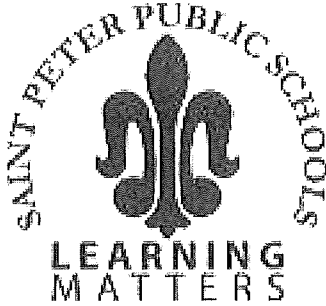
DATE: May 29, 2024

SUBJECT: TEACHER TRANSFER

I recommend accepting Alex Noble's transfer from a fourth-grade homeroom teacher to a third-grade homeroom teacher for the 2024-25 school year. This move will bring his unique skill set and passion for teaching to a new group of students, enriching our school community.

Please contact me with any questions.

CC: anoble@stpeterschools.org
grp_hire_certified@stpeterschools.org



MEMO TO: Mr. Bill Gronseth
District 508 School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: May 30, 2024

SUBJECT: Speech Language Pathologist
Resignation

I recommend you accept Maren Kind's resignation as a 1.0 FTE speech-language pathologist at North Elementary School. Ms. Kind has accepted a position in Edina Public Schools for the fall of 2024. Maren's last day of employment will be May 31, 2024.

Maren did an excellent job leading students to achieve their language goals and leading her colleagues in their K-12 SLP professional learning community. She will be missed, and we wish her the best of luck!

If you have any further inquiries or require additional information, please do not hesitate to contact me at your convenience.

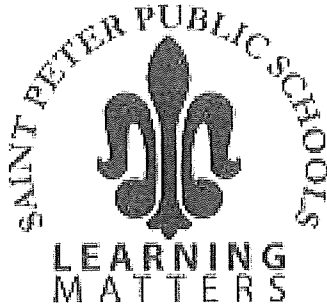
CC: grp_hire_certified@stpeterschools.org
Maren Kind <mkind@stpeterschools.org>

Dear Darin Doherty,

This is my formal resignation from Saint Peter Public Schools as the SLP at North Elementary. My last day will be June 30, 2024. I am grateful for all of your support during my time at Saint Peter Public Schools and appreciate all the experiences I have had. I have loved working with the staff and students at North elementary, as well as my teams across the district.

Thank you for everything!

Maren Kind



MEMO TO: Superintendent Bill Gronseth
School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: May 31, 2024

SUBJECT: Paraprofessional Resignation

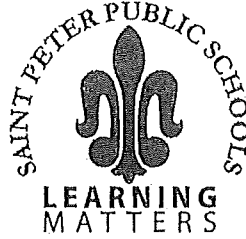
Please accept Jazmyn Tooker's resignation from North Elementary School, effective May 31, 2024. She served as a special education paraprofessional for the 2023-24 school year.

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

Please contact me with any questions.

CC: grp_hire_para@stpetersschools.org
jtooker@stpetersschools.org

Saint Peter Public Schools
Independent District
#508



District Office
100 Lincoln Drive, Suite 229
Saint Peter, MN 56082

Phone: 507-934-5703 Fax: 507-934-2805 Website: www.stpeterschools.org

RESIGNATION FORM

Please complete the following and submit copies to:
Building Principal and the District Office

I, Jazmyn Tooker, hereby resign my position as Paraprofessional
Name (please print) Position Name (please print)
from Saint Peter Public Schools.

This resignation is effective at the end of the day on 05 / 30 / 2024.
Month Day Year

The building location of my assignment is:

- Attach a letter of resignation, retirement or request for leave of absence (if applicable),
- Return school-issued keys
- Return iPad/ Laptop/ Chromebook, ID card, swipe card, school credit card
- Pay outstanding lunch and/or fee account bills

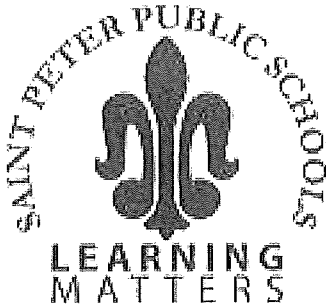
New forwarding address (if applicable): _____

Jazmyn Tooker
Employee Signature

05/30/2024
Today's Date

OFFICE USE ONLY!

Users Credentials will be disabled LAST DAY of contract



MEMO TO: Superintendent Bill Gronseth
School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: May 31, 2024

SUBJECT: Paraprofessional Resignation

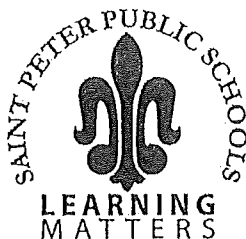
Please accept Hal Overgaard's resignation from North Elementary School, effective May 31, 2024. He served as a special education paraprofessional for the 2023-24 school year.

We thank Hal for his time and dedication to the students at North Elementary School and wish him luck in the future!

Please contact me with any questions.

CC: grp_hire_para@stpetersschools.org
hovergaard2@stpetersschools.org

Saint Peter Public Schools
Independent District
#508



District Office
100 Lincoln Drive, Suite 229
Saint Peter, MN 56082

Phone: 507-934-5703 Fax: 507-934-2805 Website: www.stpeterschools.org

RESIGNATION FORM

Please complete the following and submit copies to:
Building Principal and the District Office

I, Hal Overgaard, hereby resign my position as Paraprofessional
Name (please print) Position Name (please print)
from Saint Peter Public Schools.

This resignation is effective at the end of the day on 05 / 30 / 2024.
Month Day Year

The building location of my assignment is:

- Attach a letter of resignation, retirement or request for leave of absence (if applicable),
- Return school-issued keys
- Return iPad/ Laptop/ Chromebook, ID card, swipe card, school credit card
- Pay outstanding lunch and/or fee account bills

New forwarding address (if applicable):

Hal Overgaard

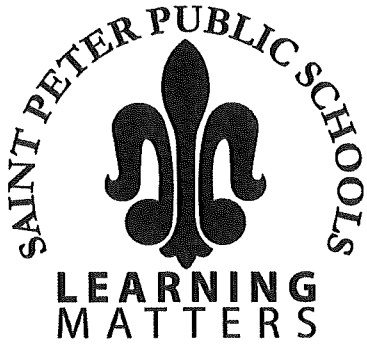
Employee Signature

05/08/24

Today's Date

OFFICE USE ONLY!

- Users Credentials will be disabled LAST DAY of contract



MEMO TO: School Board
FROM: Bill Gronseth
DATE: May 31, 2024
SUBJECT: Long-term Personal Leave Request

I recommend that you accept the long-term personal leave request of Mr. Sean Keating, Science teacher at SPHS. This leave will be effective for the 2024-2025 contract year. Mr Keating plans to work on further developing his knowledge and skills in the fields of mental health, mindset, and education.

Cc: Sean Keating
Annette Engeldinger
Grp_hire_certified

Thursday May 30th, 2024

Sean Keating's Request for a Leave of Absence

Attention: Principal Engeldinger, Superintendent Bill Gronseth

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;

For the 2024-2025 academic year, I, Sean Keating, am requesting a personal leave of absence from my teaching position at St Peter High School. I have taught in the district for 11 years. I am looking to take a leave of absence to pursue more knowledge and best practices regarding how to help young people in the fields of mindset, mental health, and mentoring.

Over the course of my career, I've continued to hone my passion for teaching young people about the power of their mindset, and this passion has turned into my life's work. In 2020, I started an elective class called the Science of Mindset & Nutrition and it has been a joy to see this class grow and have an impact on 60-90 students each school year. In the Fall of 2019, I started a club called the Mental Warriors Club, which is a bi-weekly club that allows HS students to come and learn more about how to strengthen their minds.

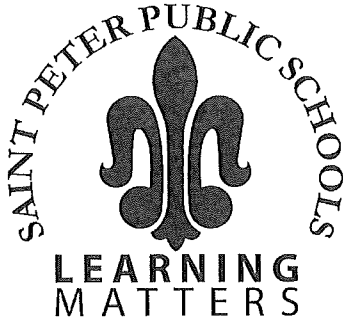
As I've taught and led these endeavors, I'm at a point in my career where I would like to take a leave of absence to go and talk to professionals in these fields and learn more about how we can effectively help ALL students during this mental health epidemic. We all know that students have never experienced more anxiety, depression, lack of focus, and other issues that are plaguing this generation. I am on a quest to find more ways to help students on the preventative side before students need professional help.

My goal with this year is to meet with people in the fields of mental health, mindset, and education and uncover tools, strategies and generate ideas to enhance the curriculum at St Peter High School to provide a positive and encouraging environment for ALL students. The goal is to find solutions within the guidelines of our school system to help ALL students.

Ultimately, my desire to pursue this endeavor combines a passion for mental health advocacy, a recognition of unmet needs in this area, a desire for personal fulfillment and growth, and a commitment to making a positive impact on the lives of others.

Sincerely,

Sean T. Keating



Date: May 31, 2024
To: Bill Gronseth, Superintendent
Saint Peter School Board
From: Jon Graff, Principal
Re: SPMS 7th Grade Math Teacher

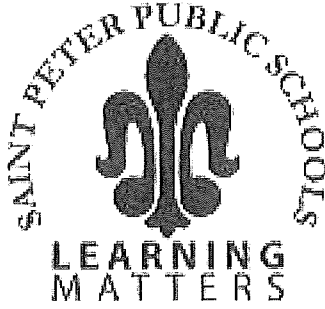
Applications were received and interviews took place for a 7th grade math teacher position at Saint Peter Middle School. This is a replacement position which opened as a result of a recent resignation.

I am pleased to recommend Kacey Russell for the position.

NEW EMPLOYEE SUMMARY

- Kacey Russell
- 1.0 FTE
- Step 10/MA
 - \$75,481
- Replacement Position
- Start Date: 2024-2025 School Year

CC: Kacey Russell (KRUSSE29@depaul.edu)
Group Hire Certified



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Jana Sykora

DATE: May 31, 2024

SUBJECT: Summer Para Hire

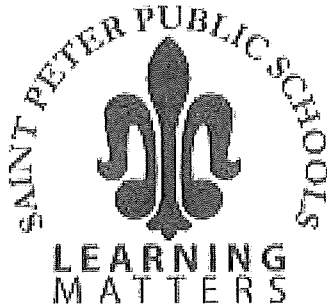
Applications were received, and I am pleased to hire Andy Regner as a summer paraprofessional for Oshawa Learning Academy. This is a temporary position for summer school.

EMPLOYEE SUMMARY

- **Andy Regner**
 - 8:00 - 11:45 am, 3.75 hours per student contact day
 - Step 1A, \$15.95 hourly
 - Temporary employment: June 3-27, 2024

CC: Andy Regner
grp_hire_para

6.1.



MEMO TO: Members of the School Board
Bill Gronseth

FROM: Jana Sykora

DATE: June 3, 2024

SUBJECT: Credit Recovery English
Teacher (Summer School)

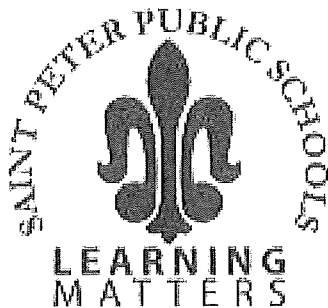
I am pleased that Rachel Ryan will serve as a summer credit recovery teacher. Because she is a district substitute, her hiring paperwork is complete.

NEW EMPLOYEE SUMMARY

- **Rachel Ryan**
 - Credit recovery English teacher (summer school)
 - Employment dates: June 7-30, 2024
 - Hourly compensation based on teacher contract

Rachel will need a district issued laptop, printing access on the HS printers, key card access to the HS, key access for classrooms and media center, and her email address reactivated from last summer.

CC: Rachel Ryan
grp_hire_certified



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Seth Putz

DATE: June 4, 2024

SUBJECT: Recommendation for hire

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

I recommend the hiring of Jesse Anderberg to serve as Full Time Night Custodian at Saint Peter Middle School. Jesse has worked as a supervisor in previous jobs. He is bringing a great attention to detail along with a thinking outside the box problem solving skills. He will be filling the second floor Custodian position at the Middle School. We look forward to adding Jesse to the night custodial team at the Middle School.

EMPLOYMENT HIRING SUMMARY

- **Jesse Anderberg**
 - Custodian: \$18.32/hour (based on the 2023-2025 contract)
 - Night Differential: 1566 hours/year
 - Start Date: July 8 , 2024
 - 9 month probationary period ending April 30, 2025

Cc: Jerry Doyle
Dave Eiyneck
Mike Keller
Jon Graff
Jesse Anderberg



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

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

SUBJECT: Saints Overtime Staff

DATE: June 4, 2024

I am pleased to recommend promoting Grace Timm from a high school Saints Overtime staff member to a Saints Overtime Assistant. Throughout her years of work in the program, Grace has grown in her leadership abilities and is a valuable team member.

This is a replacement position.

EMPLOYEE SUMMARY

- **Grace Timm**
- Rate of pay - \$15.25/hr.
- Part-time hours submitted on a timesheet
- 2024 Summer and 2024/25 school year



TO: Bill Gronseth, Superintendent,
School Board Members

FROM: Tami Skinner, Community & Family
Education Director

SUBJECT: Returning Summer Saints
Overtime Staff

DATE: June 4, 2024

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

EMPLOYEE SUMMARY - \$15.25 per hour pay rate

- Alex Dorow
- Bella Macemon
- Mariah Knutson
- Maria Trochez

SUBSTITUTES - \$15.25 per hour pay rate

- Shea Hildebrandt
- Heidi Johnson
- Alex Guertin

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

- Ruby Sletta



TO: Bill Gronseth, Superintendent,
School Board Members

FROM: Tami Skinner, Community & Family
Education Director

SUBJECT: Summer Saints
Overtime Staff

DATE: June 5, 2024

I am pleased to recommend hiring Andrew Regner, a North Elementary Substitute Para, as a Summer Saints Overtime Assistant. He will work part-time and submit hours on a timesheet.

This is a replacement position.

EMPLOYEE SUMMARY

- **Andrew Regner**
- \$15.95 until June 30
- \$16.95 on July 1
- Part-time hours to be submitted on a timesheet
- Summer 2024



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

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

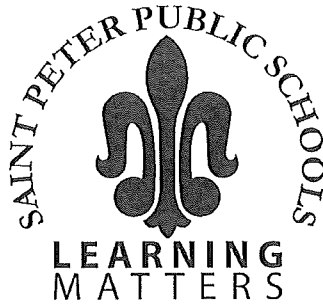
SUBJECT: Saints Overtime Staff

DATE: June 5, 2024

Interviews were conducted, and I am pleased to recommend hiring Mohamed Mohamed as a Saints Overtime Assistant. His work experiences make him a great candidate. This is a replacement position.

EMPLOYEE SUMMARY

- **Mohamed Mohamed**
- Rate of pay - \$15.25/hr.
- Part-time hours submitted on a timesheet
- Summer and 2024-25 School Year



TO: Members of the School Board
Mr. Gronseth

FROM: Annette Engeldinger

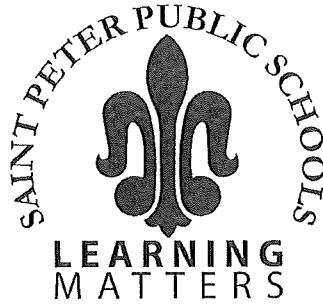
DATE: June 6, 2024

RE: Special education resignation

I am writing to recommend that you accept the resignation of Amanda Rodning as a high school special education teacher at Saint Peter High School. Ms. Rodning has accepted a position at Northern Star Online school.

We sincerely thank her for her time and dedication to the students of Saint Peter High School. Ms. Rodning has been an important part of SPHS for many years, and she will be missed. We wish her the best of luck in her new position!

Please let me know if you have any questions.



TO: Members of the School Board
Mr. Gronseth

FROM: Annette Engeldinger

DATE: June 6, 2024

RE: FACS teacher resignation

I am writing to recommend that you accept the resignation of Amanda Blue as a high school FACS teacher at Saint Peter High School. Ms. Blue has accepted a position at Northern Star Online school.

We sincerely thank her for her time and dedication to the students of Saint Peter High School. During her years with us, Ms. Blue has more than doubled our high school FACS program and has been an important part of SPHS. She will be greatly missed, and we wish her the best of luck in her new position!

Please let me know if you have any questions.



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

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

SUBJECT: Saints Overtime Staff

DATE: June 9, 2024

Interviews were conducted, and I am pleased to recommend hiring Grace Tollefson as a Saints Overtime Assistant. Her work experiences make him a great candidate. This is a replacement position.

EMPLOYEE SUMMARY

- **Grace Tollefson**
- Rate of pay - \$15.25/hr.
- Part-time hours submitted on a timesheet
- Summer and 2024-25 School Year



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

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

SUBJECT: Saints Overtime Staff

DATE: June 9, 2024

Interviews were conducted, and I am pleased to recommend hiring Valerie Balcik as a Saints Overtime Assistant. Her work experiences make him a great candidate. This is a replacement position.

EMPLOYEE SUMMARY

- **Valerie Balcik**
- Rate of pay - \$15.25/hr.
- Part-time hours submitted on a timesheet
- Summer and 2024-25 School Year



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

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

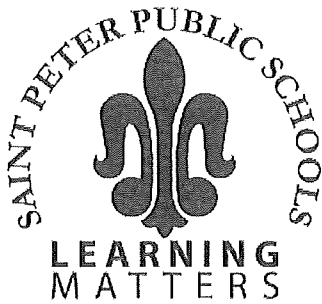
SUBJECT: Saints Overtime Staff

DATE: June 10, 2024

Interviews were conducted, and I am pleased to recommend hiring Khloe Stinson as a Saints Overtime Assistant. Her work experiences make her a great candidate. This is a replacement position.

EMPLOYEE SUMMARY

- **Khloe Stinson**
- Rate of pay - \$15.25/hr.
- Part-time hours submitted on a timesheet
- Summer and 2024-25 School Year

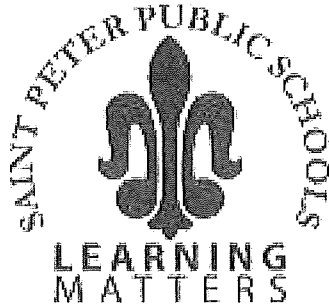


TO: SPPS School Board
FROM: Doreen Oelke
DATE: May 31, 2024
RE: Non-renewal for Heidi Sjorgren
CC: Bill Gronseth

Please consider this recommendation to non-renew Heidi Sjogren, as a 1.0 FTE Nurse at South Elementary. Ms. Sjogren worked as a probationary nurse for April and May 2024.

If you have questions or concerns, please let me know.

CC: Certified Staff Hire Group



MEMO TO: Members of the School Board
Superintendent Gronseth

FROM: Ytive Prafke

DATE: July 27, 2023

SUBJECT: School Readiness/ECFE Teacher

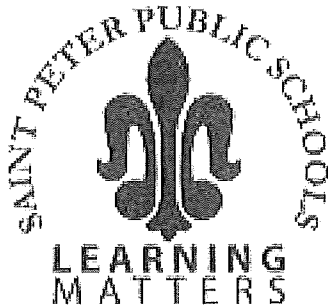
I am pleased to recommend Colleen Wenner for the position of ECFE/School Readiness teacher beginning in the 2024-2025 school year. Colleen has a BA degree in Elementary Education with a Kindergarten minor from the College of St. Benedict and an MA in Educational Leadership from Concordia University.

NEW EMPLOYEE SUMMARY

- **Colleen Wenner**
 - MA Step 11 (\$53.28 per hour)
 - Modified teaching contract for School Readiness/ECFE Teachers
 - A work calendar will be submitted to the District Office
 - Start Date: 2024-2025 school year

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

CC: Colleen Wenner
grp_hire_certified



MEMO TO: Members of the School Board
Bill Gronseth

FROM: Jana Sykora

DATE: June 12, 2024

SUBJECT: SPED Teacher Summer School

I am pleased to share that Jodi Helder will be serving as a summer school teacher at Oshawa Learning Academy this summer in order to assist in providing services to our ESY students. Jodi is a long-time special education teacher and regularly serves as a sub at Oshawa during the school year.

NEW EMPLOYEE SUMMARY

- **Jodi Helder**
 - Summer School Teacher
 - Employment dates: June 3-27, 2024
 - Hourly compensation based on Step 11 (year 14)/BA + 30 of teacher contract - should be summer rate (daily rate/7)

Jodi does not need keys, laptop, or OmniPortal access at this time.

CC: Jodi Helder
grp_hire_certified



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

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

SUBJECT: Saints Overtime Staff

DATE: June 12, 2024

Interviews were conducted, and I am pleased to recommend hiring Teresa Collins as a Saints Overtime Assistant. Her work experiences make her a great candidate. This is a replacement position.

EMPLOYEE SUMMARY

- **Teresa Collins**
- Rate of pay - \$15.25/hr.
- Part-time hours submitted on a timesheet
- Summer and 2024-25 School Year



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

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

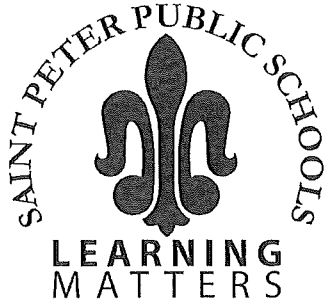
SUBJECT: Saints Overtime Staff

DATE: June 12, 2024

Interviews were conducted, and I am pleased to recommend hiring Will Elias as a Saints Overtime Assistant. His work experiences make him a great candidate. This is a replacement position.

EMPLOYEE SUMMARY

- **Will Elias**
- Rate of pay - \$15.25/hr.
- Part-time hours submitted on a timesheet
- Summer and 2024-25 School Year



TO: Members of the School Board
Mr. Gronseth

FROM: Annette Engeldinger

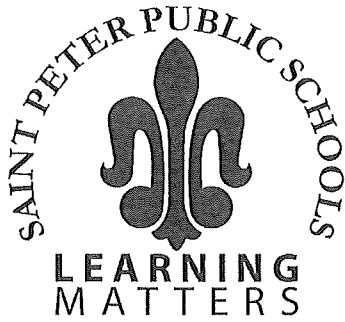
DATE: June 14, 2024

RE: Ag Science teacher resignation

I am writing to recommend that you accept Gena Lilienthal's resignation as a high school ag science teacher at Saint Peter High School. Ms. Lilienthal will continue to assist with her family's businesses, help on her family's farm, and raise her growing family.

We sincerely thank her for her time and dedication to the students of Saint Peter High School. During her years with us, Ms. Lilienthal has grown our ag program from a one-room class to a regional stand-out example of an outstanding agriculture science academy. She will be greatly missed, and we wish her the best of luck in her new position! She is proud to turn over the program to her former student, Jasmine Witty, who has done an excellent job continuing the great work that Gena started 13 years ago.

Please let me know if you have any questions.



June 13, 2024

To: Bill Gronseth

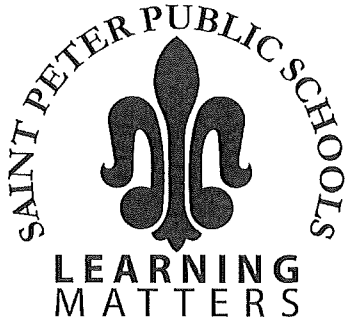
**From: Seth Putz
Operations and Maintenance Supervisor**

RE: Resignation

Justin Hohn has submitted his letter of resignation as Custodial Engineer at North Elementary School. Justin's last day of work will be June 27, 2024.

The needs of the custodial staff will be reviewed before a replacement position is posted. The search for a replacement will begin internally after the review. We will advertise in the local media if necessary to fill this position.

**Cc: Darin Doherty
Mike Keller
Dave Eiyneck**



Date: May 31, 2024

To: Bill Gronseth, Superintendent

From: Darin Doherty, Principal
North Elementary School

Re: Q4 - Overload Assignment
2023-24 School Year

The following overload assignments had been assigned for each quarter of the 2023-24 school year. We will continue to use this document to update overload each quarter.

First Quarter (8/30-10/27/23)

- Kari Malz - 3rd Grade with 26 students for 40 days
- John (Scott) Robinson - 3rd Grade with 26 students for 40 days
- Brenda Guappone - 3rd Grade with 26 students for 40 days

Second Quarter: (10/30-1/12/24)

- Kari Malz 3rd Grade - 26 students for 42 days
- John (Scott) Robinson - 26 students for 42 days
- **Brenda Guappone - 26 students for 1 day** (a single student dropped on 10/31/2023)
- **Corie Walters 2nd Grade: 26 students for 11 days (12/19 - 1/12/24 *this was accidentally overlooked for Q2. MVED enrolled student*)**
- **Breanna (Bre) Landsteiner 3rd Grade: 26 students for 5 days (1/08 - 1/12/24 *this was accidentally overlooked for Q2. MVED enrolled student, transitioning to North*)**

Third Quarter: (1/13-3/21/24)

- Corie Walters 2nd Grade: 26 students for 44 days
- Kari Malz 3rd Grade: 26 students for 44 days
- John (Scott) Robinson: 26 students for 44 days
- **Breanna (Bre) Landsteiner: 9 total days overload**
 - **26 students for five days (one student removed on 1/23/24)**
 - **26 students for 4 days (one new student added 3/18-3/21)**
- Brenda Guappone: 26 students for 38 days (one new student started 1/25-3/21/24)

Fourth Quarter: (3/22-5/30/24)

- Corie Walters 2nd Grade: 26 students for 44 days
- Kari Malz 3rd Grade: 26 students for 44 days
- John (Scott) Robinson: 26 students for 44 days
- Breanna (Bre) Landsteiner 3rd Grade: 27 students for 44 days
- Brenda Guappone 3rd grade: 26 students for 44 days (27 students for 8 days, student removed on 4/03/2024)
- Nicole (Niki) Zitur 3rd Grade: 26 students for 44 days

- Mandy (Amanda) Kennedy School Social Worker: Social Work overload for 44 days (took on all 2nd grade students while Dave Ribar was on leave)

If you have questions, please contact me.

CC: Kari Malz <kmalz@stpetersschools.org>
John (Scott) Robinson <jrobinson@stpetersschools.org>
Brenda Guappone <bguappone@stpetersschools.org>
Breanna Landsteiner <BLandsteiner@stpetersschools.org>
Corie Walters <CWalters@stpetersschools.org>
Nicole (Niki) Zitur <nzitur@stpetersschools.org>
mkennedy2@stpetersschools.org
lpierson@stpetersschools.org
Megan Gracia <mgracia@stpetersschools.org>



ADDENDUM

REGULAR BOARD MEETING Monday, June 17, 2024 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

1. AGENDA ITEM #1

Subject: Consider Acceptance of Gifts, Donations and Grants

Action: Requires a Motion

Background: The following gifts, donations and grants have been generously offered to Saint Peter Public Schools:

1. Blue Cross Blue Shield has generously chosen to be a sponsor of Saint Peter High School's 2024 Hispanic Joy Day. They have presented SPHS with \$5,000.00 to help cover the cost of presenters and supplies for the day.

Presentation: Superintendent of Schools, Bill Gronseth

Options/Recommendation: I recommend accepting these gifts, donations and grants.



ADDENDUM

REGULAR BOARD MEETING Monday, June 17, 2024 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

2. AGENDA ITEM #2

Subject: Consider Approval of Candidates for Graduation

Action: Requires a Motion

Background: To be eligible to graduate, a student must meet all requirements set by the local School Board and the State of Minnesota. Principal Engeldinger will present the list of students who met these requirements and graduated from Saint Peter High School on May 31, 2024.

Presentation: High School Principal, Annette Engeldinger

Options/Recommendation: I recommend your approval of the 2024 graduating class of Saint Peter High School.

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

FROM: Annette Engeldinger

DATE: June 4, 2024

SUBJECT: Graduating Class of 2024

Attached is a list of seniors who have met all graduation requirements and received diplomas on May 31, 2024.

Attachment

SENIOR CLASS OF 2024

Aisha Murshid Abdi	Dylan Alexander Hatlevig	Peyton Kenneth Odland
Emily Elizabeth Acevedo	Zetta Joy Haugen	Ximena Alessandra Olivares
Haadi Mohamed Ahmed	John August Havemeier	Jack Robert Olson
Yasmin Abdi Ahmed	Haydin Jakob Heilman	Tate Joseph Olson
Isaac Lee Alger	Cody Allen Hernandez	Vincent Gregory Ortega Nielsen
Brynn Nicole Anderson	Ernesto Hernandez Torres Jr.	Abdirahman Abdullahi Osman
Camron D Beckman	Corbin Herron	Matthew Otterness
Robert Anthony Berlanga	Ashlynn Marie Hesse	Abdiel Parras Jr.
Sebastyen James Blaede	Diego Matthew Hettig	Otoniel Parras Jr.
Gavin Ray Bohmer	Brandon Christopher Hill	David William Pehrson
Joshua Ryan Bosacker	Olivia Grace Hollerich	Payton Alexis Peterson
Jaiden Mae Boswell	Rhyan Violet Holmgren	Riley Keith Scott Poulsen
Uthman Nadjib Boudjerda	Connor Donovan Hunt	Gavin Andrew Powers
Madison Rose Braam	Kafiya Hassan Hussein	Hunter L Prins
Kaiden Joseph Brovold	Lauren Lee Jacobsen	Ralph L Puga
Maxwell Rueben Brown	Nabiil Mohamed Jamac	Isabel Rose Putz
Samuel Alvin Burnett	Isabell Christine Johnson	Austin Reyes
Alicia Michelle Castillo	Mason James Johnson	Leighton Harvey Robb
Janelle Guadalupe Ceja	Fatima Haylen Juntos	Logan Joshua Robb
Anoushka Mary Chelladurai	Cole Michael Junso	Jose Luis Romero
Anthony Donald Coe	Madison Alexis Kamm	Victor Alejandro Romero
Alonna Conrad	CeeJay Allen King	Riley Marie Rubischko
Cali Alexis Cross	Laura Jin Yue Klatt	Abdulahid Ahmed Said
Braxton Paul Dale	Triston John Krakow	Shayma Ahmed Said
Abdirahman A Daud	Korey Robert Lager	Audrey Anne Salcido
Cooper William DeBlieck	Riley James Lager	Rachel Anne Salfer
Hannah Ardelle Denzer	Robert James Lahn	Zachary William Salzwedel
Chase Ryan DesMarais	Brenden Isaac Larson	Nawal SayidNour
Zachariah Nicholas Dickie	Sienna Lee Ann Larson	Isaac Frederick Schaffer
Angela Jo Domagala	Alexander Andreievich Lebedev	Parker Donald Schmidt
Alex Allan Domras	Steven Caya Leiferman	Elliott Wayne Schrumpf
Ryan Michael Domras	Gael Leon	Xiora Kaylin Sepulveda-Franco
Ian Robert Dorow	Henry Andrew Leonard	Alexander Richard Shelton
Keira Lynn Dunn	Molly Renae Leonard	Drew Martin Simonette
Owen Mathias Dvorak	Donavyn Allen Logan	Liana Leticia Snow
Geneva Ann Dvorak	Jewel Annette Lopez	Taylor Rose Southard
Allan Ryan Eberhart	Levi Louise Mace	Rylee Marie Stadick
Kailyn Marie Embacher	Gavin Trae Madden	Mackenzie Rose Steinborn
Donovon Michael Emmers	Blake Nicholas Magelee	Hayden Joel Stensrud
Ella Victoria Engstrand	Nicholas Matthew Mahowald	Jacob Patricio Stone
Kali Rae Erickson	Abby Mae Maloney	Grace Louise Timm
Cole Alexander Filand	Oscar Martinez	Grace Anne Tollefson
Nicholas James Fodness	Alexandra Helen Matarrese	Maya Gretchen Van Grootheest
Natalie Jo Fodness	Max Lynn McConville	Justin Van Houten
Nora Rose Fondie	Xiomara Marie McKenzie	Kyra Vanderlinde
Jackson Henry Frederick	Daniela Rubi Mendez Ruiz	Isabelle Grace Vaughn-Hermel
Ella Amanda Fritsch	Nakiye Christopher Mercado	Callie Louise Voeltz
Carlos Eduardo Garcia	Ashlee Ranae Miller	Addison Lynn Voss
Luke Jeffrey Gilbertson	Sam Joseph Moelter	Paige Alan Wachal
Hayli Renee Glass	Abdikarim Ali Mohamed	Paul Daniel Warzecha
Alexis Victoria Gonzales Boettcher	Kadan Osman Mohamed	Alexia Rae Wentworth
Tieman Gransee	Mackenzie Gail Moline	Ayden Thomas Weston
Marcus John Graves	Isai Morales-Bocanegra	Ianna Williams
Oswaldo Daniel Guerra	Mya Ann Moreau	Hailey Grace Woods
Kaeden Riley Curtis Guida	Griffin Wesley Morgan	Tate Larence Max Yeager
Andrew Keith Guth	Brandon Quoc Nguyen	Hodan Ibrahim Yussuf
Hailee Jean Guth	Anthony James Lee Nicolai	Shaley Neveah Zarbano
Jason Richard Haas	Aryana Rose Nicolay	Leah Gean Zarn
Christiaan Mark Hajos	Ava Niebuhr	Daniel Hanfeng Zhang
Addison Michael Hanson	Natalie Nicole Nourie	Eve Ilene Zimmerman
Emmalyn Marie Hastings	Baylee Dawn Nygard	



ADDENDUM

REGULAR BOARD MEETING Monday, June 17, 2024 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

3. AGENDA ITEM #3

Subject: Consider Approval of the 2024-2025 Budget

Action: Requires a Motion

Background: School district fiscal years begin July 1st and end on June 30th of each year. The State of Minnesota Department of Education requires all school districts to have a budget for the following school year in place by June 30th of each year. The budget can be amended as needed throughout the school year. Our Business Manager, Megan Gracia, presented the preliminary budget plan for the 2024-2025 school year (FY25) in May as an informational item. It is now be presented for approval.

Presentation: Business Manager, Megan Gracia

Options/Recommendation: I recommend approving the FY25 budget.

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>
General Fund							
General Fund Unassigned							
General Fund, Transportation, OLC	3,504,664.79	27,114,141.84	27,131,084.14	(176,923.26)	3,310,799.23	(193,865.56)	-6%
Concessions	(75,977.70)	15,000.00	14,270.00		(75,247.70)	730.00	-1%
General Fund Unassigned Total	3,428,687.09	27,129,141.84	27,145,354.14	(176,923.26)	3,235,551.53	(193,135.56)	-6%
Prepays/Nonspendable	29,246.88				29,246.88	-	0%
General Fund Restricted							
Achievement & Integration	-	246,469.47	246,469.47		-	-	NA
Area Learning Center (ALC)	-	220,075.00	231,358.00	11,283.00	-	-	NA
Basic Skills/Compensatory	-	1,732,382.64	1,732,382.64		-	-	NA
English Learner	-	201,365.71	491,743.00	290,377.29	-	-	NA
Gifted and Talented	-	28,876.95	28,876.95		-	-	NA
Learning and Development	-	424,604.42	424,604.42		-	-	NA
Literacy Incentive Aid	-	81,737.06	81,737.06		-	-	NA
Medical Assistance	38,597.97	35,000.00	33,780.00		39,817.97	1,220.00	3%
Safe Schools	-	73,684.08	73,684.08		-	-	NA
Scholarships	152,999.43	19,200.00	19,750.00		152,449.43	(550.00)	0%
School Library Aid	-	39,832.61	39,832.61		-	-	NA
Staff Development	-	323,335.23	323,335.23		-	-	NA
Student Activities (S, N, MS, HS)	170,136.95	183,675.00	185,675.00		168,136.95	(2,000.00)	-1%
General Fund Restricted Total	361,734.35	3,610,238.17	3,913,228.46	301,660.29	360,404.35	(1,330.00)	0.02
General Fund Assigned							
AAA	52,528.38	4,100.00	-		56,628.38	4,100.00	8%
Fund the Depreciation	192,955.57	-	-		192,955.57	-	0%
Q Comp	96,950.00	533,174.05	514,702.40		115,421.65	18,471.65	19%
Severance	364,171.00	-	-		364,171.00	-	0%
VEBA Trust	412,000.00	-	-		412,000.00	-	0%
Water Mitigation	124,737.03	-	-	(124,737.03)	-	(124,737.03)	-100%
General Fund Assigned Total	1,243,341.98	537,274.05	514,702.40	(124,737.03)	1,141,176.60	(102,165.38)	(0.73)
Operating Capital Unassigned							
Operating Capital	(64,180.12)	-	-		(64,180.12)	-	0%
Operating Capital Restricted							
Deferred Maintenance/LTFM	49,608.41	853,103.77	893,907.00		8,805.18	(40,803.23)	-82%
Operating Capital	309,140.24	532,386.57	591,862.00		249,664.81	(59,475.43)	-19%
Operating Capital Total	294,568.53	1,385,490.34	1,485,769.00	-	194,289.87	(100,278.66)	(1.01)
General Fund Total	5,357,578.83	32,662,144.40	33,059,054.00	-	4,960,669.23	(396,909.60)	(1.79)
Unassigned General Fund Expenditures	27,145,354.1						
Unassigned General Fund Expenses/Day	74,370.8						
Unassigned General Fund Balance	3,235,551.5						
60 Day Expenditure Target	4,462,249.8						
Estimated Days of Operation	43.5						

FY25 Preliminary, Adopted Budget

Food Service	FB 7/1/24	Revenue	Expenses	Man. Adj.	FB 6/30/25	Diff \$	Diff %
Food Service (Restricted)	886,741.41	1,773,511.00	2,069,024.00		591,228.41	(295,513.00)	-33%
Food Service Total	886,741.41	1,773,511.00	2,069,024.00	-	591,228.41	(295,513.00)	-33%
Community Service							
Community Service Unassigned							
Community Service	(12,735.58)	-	-		(12,735.58)	-	0%
Community Service Restricted							
Community Education	336,978.24	342,903.65	433,572.00		246,309.89	(90,668.35)	-27%
Early Childhood Family Education	(24,132.36)	131,344.51	144,895.00		(37,682.85)	(13,550.49)	56%
School Readiness	(1,091,255.04)	346,675.25	489,149.00		(1,233,728.79)	(142,473.75)	13%
Non-Public	(8,765.98)	38,399.24	49,511.00		(19,877.74)	(11,111.76)	127%
Community Service Total	(799,910.72)	859,322.65	1,117,127.00	-	(1,057,715.07)	(257,804.35)	32%
Debt Redemption							
Debt Redemption	688,379.92	3,452,027.39	3,444,100.00		696,307.31	7,927.39	1%
Bond Refunding	-	-	-		-	- NA	
Debt Redemption Total	688,379.92	3,452,027.39	3,444,100.00	-	696,307.31	7,927.39	1%
Trust Fund/Scholarships							
Scholarships	733,376.72	20,100.00	22,000.00		731,476.72	(1,900.00)	0%
Trust Fund/Scholarships Total	733,376.72	20,100.00	22,000.00	-	731,476.72	(1,900.00)	0%
Insurance Fund							
Dental Reserve	51,417.37	252,025.00	369,600.00		(66,157.63)	(117,575.00)	-229%
Health Reserve	1,219,605.17	4,274,208.00	3,766,931.11		1,726,882.06	507,276.89	42%
Insurance Fund Total	1,271,022.54	4,526,233.00	4,136,531.11	-	1,660,724.43	389,701.89	31%
District Totals	8,137,188.72	43,293,338.44	43,847,836.11	-	7,582,691.05	(554,497.67)	-7%
Bond Refunding	47,694,982.22	1,000,000.00	1,292,186.00		47,402,796.22		
w/ Bond Refunding	55,832,170.94	44,293,338.44	45,140,022.11	-	54,985,487.27	(846,683.67)	

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	3,428,687.09	27,129,141.84	27,145,354.14	(176,923.26)	3,235,551.53	(193,135.56)	-5.6%	
Prepays/Nonspendable	29,246.88	-	-	-	29,246.88	-	0.0%	
General Fund Restricted	361,734.35	3,610,238.17	3,913,228.46	301,660.29	360,404.35	(1,330.00)	-0.4%	
General Fund Assigned	1,243,341.98	537,274.05	514,702.40	(124,737.03)	1,141,176.60	(102,165.38)	-8.2%	
Operating Capital/LTFM	294,568.53	1,385,490.34	1,485,769.00	-	194,289.87	(100,278.66)	-34.0%	
General Fund Total	5,357,578.83	32,662,144.40	33,059,054.00	-	4,960,669.23	0.00	(396,909.60)	-7.4%

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

	<u>FY25 Preliminary, Adopted Budget</u>					<u>Increase/(Decrease)</u>		69
	<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	2,069,024.00	-	591,228.41	(295,513.00)	-33.3%	
<u>Community Service</u>	(799,910.72)	859,322.65	1,117,127.00	-	(1,057,715.07)	(257,804.35)	32.2%	
<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>	1,271,022.54	4,526,233.00	4,136,531.11	-	1,660,724.43	389,701.89	30.7%	
District Totals	8,137,188.72	43,293,338.44	43,847,836.11	-	7,582,691.05	(0.00)	(554,497.67)	-6.8%
	-	-	-	-	-	-	-	
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	55,832,170.94	44,293,338.44	45,140,022.11	-	54,985,487.27	(846,683.67)	-1.5%	

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
														70
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)

FY25 (2024-2025) Estimates

Revenue	FY24 Estimated Revenue (General Fund, Unassigned)	26,771,624
	FY25 Estimated Changes to Revenue (General Fund, Unassigned)	
	Levy - General, OPEB, CTE, Lease	362,520
	Local Tuition Billing - OLA Summer, MVED	(9,274)
	Activities Increase to Fees from Patrons	30,000
	Admission to Student Activities/Passes	52,500
	Interest Earnings	(30,000)
	Donations/Gifts	(19,225)
	Miscellaneous Revenue	(42,477)
	General Education Revenue	(27,795)
	Special Education Aid / Oshawa Reimbursement	396,951
	Concessions	15,000
	Unemployment Revenue	46,731
	Federal COVID Funds - Extended Day, ESSER III, Homeless	(161,512)
	Sale of Equipment (iPads)	25,000
	Sale of Land	(184,260)
	Solar & Safety Grant Revenue	(96,640)
	27,129,142	

Expenses	FY24 Estimated Expenses (General Fund, Unassigned)	27,875,289
	FY25 Estimated Changes to Expenses (General Fund, Unassigned)	
	Federal COVID Funds - Extended Day, ESSER III, Homeless	(156,004)
	Staff Salary/Fringe Expense Increases, Decreases, Shifts	(108,817)
	Consulting Fees/Contracted Services	(44,348)
	MVED Expense Estimates	(60,408)
	Rock Bend Classroom Reduction	(153,442)
	Travel/Staff Development	(10,000)
	Miscellaneous Increases	169
	Districtwide Supplies and Materials	(90,668)
	Electricity, Water, Sewer, Garbage, Fuels	19,914
	Maintenance & Repairs Costs	(20,750)
	Transportation Costs	41,742
	Technology Devices, Subscriptions	(19,993)
	Equipment Purchases (PY - Solar Project, Safety Grant, etc.)	(113,630)
	Dues, Fees, Memberships	(13,700)
		27,145,354

FY25 Beginning General Fund, Unassigned Balance	3,428,687										
FY25 Estimated Revenue	27,129,142										
FY25 Estimated Expenses	27,145,354										
FY25 Estimated Transfers to Cover Negative Restricted Fund Balances	(176,923)										
FY25 Ending General Fund, Unassigned Balance	3,235,552										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Unassigned General Fund Expenditures</td> <td style="text-align: right;">27,145,354.1</td> </tr> <tr> <td style="text-align: right;">Unassigned General Fund Expenses/Day</td> <td style="text-align: right;">74,370.8</td> </tr> <tr> <td style="text-align: right;">Unassigned General Fund Balance</td> <td style="text-align: right;">3,235,551.7</td> </tr> <tr> <td style="text-align: right;">60 Day Expenditure Target</td> <td style="text-align: right;">4,462,250.0</td> </tr> <tr> <td style="text-align: right;">Estimated Days of Operation</td> <td style="text-align: right;">43.5</td> </tr> </table>		Unassigned General Fund Expenditures	27,145,354.1	Unassigned General Fund Expenses/Day	74,370.8	Unassigned General Fund Balance	3,235,551.7	60 Day Expenditure Target	4,462,250.0	Estimated Days of Operation	43.5
Unassigned General Fund Expenditures	27,145,354.1										
Unassigned General Fund Expenses/Day	74,370.8										
Unassigned General Fund Balance	3,235,551.7										
60 Day Expenditure Target	4,462,250.0										
Estimated Days of Operation	43.5										

FY26 (2025-2026) Estimates

Without Planned FY26 Adjustments

Revenue	FY25 Estimated Revenue (General Fund, Unassigned)	27,129,142
	FY26 Estimated Changes to Revenue (General Fund, Unassigned)	
	Basic Aid Adjustment Adjustment (2.5% Basic Formula x 2,195 APU)	399,490
	Less Aid for 25 Students	(250,000)
	SPED Aid	178,641
	Student Support Personnel Aid (\$40,000 to \$48.73 x APU)	66,962
	<hr/>	
	FY26 Estimated Revenue (General Fund, Unassigned)	27,524,235

Including Planned FY26 Adjustments

Revenue	FY25 Estimated Revenue (General Fund, Unassigned)	27,129,142
	FY26 Estimated Changes to Revenue (General Fund, Unassigned)	
	Basic Aid Adjustment Adjustment (2.5% Basic Formula x 2,195 APU)	399,490
	Less Aid for 25 Students	(250,000)
	SPED Aid	178,641
	Student Support Personnel Aid (\$40,000 to \$48.73 x APU)	66,962
	<hr/>	
	FY26 Estimated Revenue (General Fund, Unassigned)	27,524,235

Expenses	FY25 Estimated Expenses (General Fund, Unassigned)	27,145,354
	FY26 Estimated Changes to Expenses (General Fund, Unassigned)	
	Staff Salary/Fringe Expense Increases, Decreases, Shifts	1,198,654
	New FMLA Tax (estimated 0.35% for employer)	55,125
	Consulting Fees/Contracted Services/Miscellaneous	2,711
	MVED Expense Estimates	51,086
	Electricity, Water, Sewer, Garbage, Fuels	20,161
	Transportation Costs	34,091
	<hr/>	
	FY26 Estimated Expenses (General Fund, Unassigned)	28,507,182

Expenses	FY25 Estimated Expenses (General Fund, Unassigned)	27,145,354
	FY26 Estimated Changes to Expenses (General Fund, Unassigned)	
	Staff Salary/Fringe Expense Increases, Decreases, Shifts	1,198,654
	New FMLA Tax (estimated 0.35% for employer)	55,125
	Consulting Fees/Contracted Services	2,711
	MVED Expense Estimates	51,086
	Electricity, Water, Sewer, Garbage, Fuels	20,161
	Transportation Costs	34,091
Tentative FY26 Budget Adjustment Plans (less Funding Shifts)	72(807,545)	
	<hr/>	
	FY26 Estimated Expenses (General Fund, Unassigned)	27,699,637

FY26 Beginning General Fund, Unassigned Balance	3,235,552
FY26 Estimated Revenue	27,524,235
FY26 Estimated Expenses	28,507,182
FY26 Estimated Transfers to Cover Negative Restricted Fund Balances	(200,024)
FY26 Ending General Fund, Unassigned Balance	<hr/> <hr/> 2,052,581
Unassigned General Fund Expenditures	28,507,182.1
Unassigned General Fund Expenses/Day	78,101.9
Unassigned General Fund Balance	2,052,580.7
60 Day Expenditure Target	4,686,112.1
Estimated Days of Operation	26.3

FY26 Beginning General Fund, Unassigned Balance	3,235,552
FY26 Estimated Revenue	27,524,235
FY26 Estimated Expenses	27,699,637
FY26 Estimated Transfers to Cover Negative Restricted Fund Balances	(200,024)
FY26 Ending General Fund, Unassigned Balance	<hr/> <hr/> 2,860,126
Unassigned General Fund Expenditures	27,699,637.1
Unassigned General Fund Expenses/Day	75,889.4
Unassigned General Fund Balance	2,860,125.7
60 Day Expenditure Target	4,553,365.0
Estimated Days of Operation	37.7

FY27 (2026-2027) Estimates

Without Planned PY FY26 Adjustments

Revenue	FY26 Estimated Revenue (General Fund, Unassigned)	27,524,235
	FY27 Estimated Changes to Revenue (General Fund, Unassigned)	
	Basic Aid Adjustment Adjustment (2.0% Basic Formula x 2,151 APU)	320,499
	Less Aid for 25 Students	(250,000)
	SPED Aid	166,384
	EL Cross Subsidy (25%)	73,000
	<hr/>	
	FY27 Estimated Revenue (General Fund, Unassigned)	27,834,118

Including Planned PY FY26 Adjustments

Revenue	FY26 Estimated Revenue (General Fund, Unassigned)	27,524,235
	FY27 Estimated Changes to Revenue (General Fund, Unassigned)	
	Basic Aid Adjustment Adjustment (2.0% Basic Formula x 2,151 APU)	320,499
	Less Aid for 25 Students	(250,000)
	SPED Aid	166,384
	EL Cross Subsidy (25%)	73,000
	<hr/>	
	FY27 Estimated Revenue (General Fund, Unassigned)	27,834,118

Expenses	FY26 Estimated Expenses (General Fund, Unassigned)	28,507,182
	FY27 Estimated Changes to Expenses (General Fund, Unassigned)	
	Staff Salary/Fringe Expense Increases, Decreases, Shifts	1,006,498
	Consulting Fees/Contracted Services	2,819
	MVED Expense Estimates	21,929
	Electricity, Water, Sewer, Garbage, Fuels	20,767
	Transportation Costs	34,773
	<hr/>	
	FY27 Estimated Expenses (General Fund, Unassigned)	29,593,968

Expenses	FY26 Estimated Expenses (General Fund, Unassigned)	27,699,637
	FY27 Estimated Changes to Expenses (General Fund, Unassigned)	
	Staff Salary/Fringe Expense Increases, Decreases, Shifts	982,272
	Consulting Fees/Contracted Services	2,819
	MVED Expense Estimates	21,929
	Electricity, Water, Sewer, Garbage, Fuels	20,767
	Transportation Costs	34,773
	<hr/>	
	FY27 Estimated Expenses (General Fund, Unassigned)	28,762,197

FY27 Beginning General Fund, Unassigned Balance	2,052,581
FY27 Estimated Revenue	27,834,118
FY27 Estimated Expenses	29,593,968
FY27 Estimated Transfers to Cover Negative Restricted Fund Balances	(200,024)
FY27 Ending General Fund, Unassigned Balance	<hr/> <hr/> 92,706
Unassigned General Fund Expenditures	29,593,968.4
Unassigned General Fund Expenses/Day	81,079.4
Unassigned General Fund Balance	92,706.4
60 Day Expenditure Target	4,864,761.9
Estimated Days of Operation	1.1

FY27 Beginning General Fund, Unassigned Balance	2,860,126
FY27 Estimated Revenue	27,834,118
FY27 Estimated Expenses	28,762,197
FY27 Estimated Transfers to Cover Negative Restricted Fund Balances	(200,024)
FY27 Ending General Fund, Unassigned Balance	<hr/> <hr/> 1,732,023
Unassigned General Fund Expenditures	28,762,197.0
Unassigned General Fund Expenses/Day	78,800.5
Unassigned General Fund Balance	1,732,022.7
60 Day Expenditure Target	4,728,032.4
Estimated Days of Operation	22.0



ADDENDUM

REGULAR BOARD MEETING Monday, June 17, 2024 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

4. AGENDA ITEM #4

Subject: Consider Approval of a Resolution Authorizing the Issuance and Sale of the District's General Obligation Bonds

Action: Requires a Resolution

Background: The proceeds from the sale of General Obligation Bonds, in an amount not to exceed \$34,290,000, will be used to fund classroom and facility updates and renovations, indoor air quality improvements, and various deferred maintenance projects within Saint Peter Middle School. This resolution combines the sale of bonds for the HVAC project and the portions of the project included in the referendum. The resolution approves moving forward with the sale of the District's General Obligation Bonds.

Presentation: Superintendent of Schools, Bill Gronseth
Business Manager, Megan Gracia

Options/Recommendation: It is recommended that the Resolution Authorizing the Issuance and Sale of the District's General Obligation Bonds be approved.

**CERTIFICATION OF MINUTES
RELATING TO**

GENERAL OBLIGATION BONDS
(MINNESOTA SCHOOL DISTRICT CREDIT ENHANCEMENT PROGRAM)

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

GOVERNING BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING:

A regular meeting held June 17, 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 AUTHORIZING THE ISSUANCE AND SALE OF THE DISTRICT'S GENERAL OBLIGATION BONDS; STATING THE INTENTION OF THE SCHOOL BOARD TO ISSUE THE BONDS, IN PART, TO FINANCE PROJECTS INCLUDED IN THE DISTRICT'S REVISED TEN-YEAR FACILITY PLAN AS APPROVED; AUTHORIZING THE NEGOTIATION FOR THE SALE OF SUCH BONDS; AND 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 SUCH BONDS

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 June, 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: June 17, 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 June 17, 2024 at 6:30 o'clock p.m.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF THE DISTRICT'S GENERAL OBLIGATION BONDS; STATING THE INTENTION OF THE SCHOOL BOARD TO ISSUE THE BONDS, IN PART, TO FINANCE PROJECTS INCLUDED IN THE DISTRICT'S REVISED TEN-YEAR FACILITY PLAN AS APPROVED; AUTHORIZING THE NEGOTIATION FOR THE SALE OF SUCH BONDS; AND 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 SUCH BONDS

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. It is hereby determined to be in the best interests of the District to issue its general obligation bonds, in one or more series, in the aggregate principal amount of not to exceed \$34,290,000 (the "Bonds"), pursuant to Minnesota Statutes, Section 123B.595, Subdivision 5 and Chapter 475 as amended.

The Bonds will consist of three components: (a) not to exceed \$10,965,000 in principal amount of Bonds (the "School Building Portion") which are being issued pursuant to Minnesota Statutes, Chapter 475 and as approved by the electors of the District at the special election held on April 9, 2024 (the "Election"), (b) not to exceed \$20,840,000 in principal amount of Bonds (the "IAQ Facilities Maintenance Portion") which are being issued pursuant to Minnesota Statutes, Section 123B.595, subdivision 5 and Chapter 475, as amended, to finance the costs of indoor air quality improvements at Saint Peter Middle School included in its ten-year facility plan (the "Plan") approved by the Board and the Commissioner of Education and related financing costs, and (c) not to exceed \$2,485,000 in principal amount of Bonds (the "Facilities Maintenance Portion") which are being issued pursuant to Minnesota Statutes, Section 123B.595, subdivision 5 and Chapter 475, as

amended, to fund the costs of deferred maintenance projects District wide as included in its Plan approved by the Board and the Commissioner of Education and related financing costs.

Proceeds of the Bonds from (i) the School Building Portion will be used to provide funds for the acquisition and betterment of school sites and facilities, including but not limited to classroom and facility updates and renovations at the existing middle school facility, (ii) the IAQ Facilities Maintenance Portion will be used to fund the costs of the indoor air quality improvements at Saint Peter Middle School as included in its Plan and (iii) the Facilities Maintenance Portion will be used to fund the costs of deferred maintenance projects District Wide as included in its Plan. Proceeds of the Bonds will also be used to pay costs of issuance associated with the issuance of the Bonds (collectively, the “Projects”).

This resolution supplements the authorization and parameters provided for in the Board’s resolution adopted on March 18, 2024.

Section 2. 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 Board officer are hereby authorized to approve the sale of the Bonds, to be issued in one or more series, in an aggregate principal amount not to exceed \$34,290,000 and to execute a Bond Purchase Agreement with Baird for the purchase of the Bonds, provided that the True Interest Cost (TIC) of the Bonds to the District is less than or equal to 5.25%.

Section 3. Approval Meeting. Upon approval of the sale of the Bonds by the Superintendent or Business Manager and a Board officer in accordance with the parameters set forth herein, 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, Kutak Rock LLP. The exact form, specifications and provisions for repayment of the Bonds shall be set forth in a subsequent resolution of the Board.

Section 4. State Credit Enhancement Program.

(a) The District hereby covenants and obligates itself to be bound by and to use the provisions of Minnesota Statutes, Section 126C.55 (the “**Credit Enhancement Act**”) to guarantee payment of the principal of, the premium, if any, and the interest on the Bonds when due. The District shall comply with all procedures now or hereafter established by the Minnesota Department of Management and Budget and the Minnesota Department of Education pursuant to subdivision 2(c) of the Credit Enhancement Act and to take such actions as necessary to comply with the Credit Enhancement Act. The Chair of the Board and the clerk, the superintendent and the business manager

of the District are each authorized to execute any applicable forms of the Minnesota Department of Management and Budget or the Minnesota Department of Education. The District understands and acknowledges that the provisions of the Credit Enhancement Act shall be binding on the District as long as any Bonds are outstanding.

(b) The District further covenants to deposit with any registrar and paying agent for the Bonds (the “**Registrar**”), at least three (3) business days prior to the date on which any payment of principal of, premium, if any, or interest on the Bonds is due, an amount sufficient to pay such payment. If the District believes it may be unable to pay the principal of, the premium, if any or the interest on the Bonds on the date any such payment is due, the District shall notify the Commissioner of the Department of Education as soon as possible, but not less than 15 business days before the date such payment is due. The District shall authorize and direct the Registrar to notify the Commissioner of the Department of Education if (i) the Registrar becomes aware of a potential payment default with respect to the Bonds or (ii) two (2) business days prior to the date a payment is due on the Bonds the Registrar does not have sufficient funds to make the payment due on such date.

Section 5. Reimbursement; Official Intent.

(a) the Internal Revenue Service has issued 26 C.F.R. § 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 presently intends and reasonably expects to initially finance all or a portion of the costs of the Project with legally available funds, to be originally paid from the District’s general fund.

(c) the Board hereby has determined to make this declaration of official intent (the “Declaration”) to reimburse certain costs of the Project from proceeds of Bonds to be issued 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 \$34,290,000. 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

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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.

Section 6. Expiration of Authority. If the parties described in Section 2 hereof have not approved the sale of the Bonds to the Purchaser and executed a Bond Purchase Agreement by December 31, 2024, this authority granted in this Resolution shall expire and be of no further force and effect.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.



ADDENDUM

REGULAR BOARD MEETING Monday, June 17, 2024 SPCC-Governor's Room 6:30 PM

VII. ACTION ITEMS

5. AGENDA ITEM #5

Subject: Consider Approval of Memorandum of Understanding between ISD 508 – Community and Family Education and the City of Saint Peter

Action: Requires a Motion

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

Presentation: Superintendent of Schools, Bill Gronseth

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



MEMORANDUM OF UNDERSTANDING

July 1, 2024 – June 30, 2025

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

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

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

- A. Prioritize community needs and allocation of funding
- B. Delineate responsibilities to minimize program duplication
- C. When appropriate, combine resources, including staff and facilities, to strengthen and/or develop signature community-wide events
- D. Routinely examine and address community program and service needs
- E. Collaborate with other area organizations to strengthen the involvement and support of underserved families
- F. Co-publish seasonal brochures
 - Should C&FE no longer have an office at the St. Peter Community Center, the Co-publish seasonal brochures may be removed from this MOU prior to the completion of the stated term.
- G. Offer common registration dates

II. YOUTH DEVELOPMENT/SERVICE FUNDING ASSURANCES

STATEMENT OF ASSURANCES:

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

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

(Age priority: 8 through 14 years)

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

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

- *An understanding and appreciation of service in their community through hands-on experiences*
- *Knowledge needed to make safe and healthy lifestyle choices*

- *An understanding of and appreciation and respect for diversity in race, culture, gender, age, social status, ability, etc.*
- *an opportunity to have a voice in decisions that affect them*
- *positive recreational, social and learning activities*
- *opportunities to develop a safe, equitable, accepting, cooperative, friendly and inclusive school and community environment*

III. AFTER-SCHOOL FUNDING ASSURANCES

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

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

(Age priority: 8 through 14 years)

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

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

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

IV. GUIDELINES FOR SPONSORING YOUTH PROGRAMS

SCHOOL YEAR 2024-25 YOUTH PROGRAMS

(July 1, 2024–June 30, 2025)

R&LS will offer the following:

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

C&FE will offer the following:

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

SUMMER YOUTH PROGRAMS

(July 1–August 31, 2024 and June 2-30, 2025)

R&LS will offer the following:

- E-12 Youth activities, teams, and camps (e.g. Exploration Recreation, eSports, Fencing, youth sports, and camps)

- American Red Cross Swim Lessons at the City outdoor pool
- Leadership and/or certification programs for youth ages 14 and under (e.g. Volunteer In the Park, Babysitter Training, Guard Start, Water Safety Instructor Aide)

C&FE will offer the following:

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

V. FUNDING

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

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

The distribution of funds shall be made twice a year, and funds may be requested and distributed in two equal payments (e.g., July 1, 2024, and January 2, 2025).

VI. AMENDMENTS

Either party may request changes to this MOU. Any changes, modifications, or revisions to this MOU that are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument and effective when signed by both parties to this MOU.

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

CITY OF SAINT PETER

SCHOOL DISTRICT #508

 Todd Prafke
 City Administrator

 Bill Gronseth
 Superintendent

 Date

 Date



ADDENDUM

REGULAR BOARD MEETING Monday, June 17, 2024 SPCC-Governor's Room 6:30PM

VI. ACTION ITEMS

6. AGENDA ITEM #6

Subject: Consider Approval of Membership in the Minnesota School Boards Association (MSBA) for 2024-2025.

Action: Requires a Motion

Background: This item is regarding our membership in the Minnesota School Boards Association (MSBA). The MSBA provides policy updates, legal advice, in-service training for board members, BoardBook, financial services, and lobbying efforts on behalf of member schools. Virtually every school district in the state of Minnesota belongs to MSBA. The cost for membership for the 2024-2025 school year is \$10,447.00.

Presentation: Superintendent of Schools, Bill Gronseth

Options/Recommendation: I recommend that you approve our membership in MSBA.



Where Minnesota School Boards Learn to Lead

June 2024

Dear Superintendent:

Thank you for your membership in the Minnesota School Boards Association for the past year. MSBA's Board and staff have worked hard to become your go-to organization. MSBA will always go the extra mile for our members:

- Our dedicated staff prides itself on anticipating member needs through engagement, analyzing national and state directives, working with other educational organizations, and providing training to build high-performing boards that are focused on student success.
- Membership feedback has been a helpful guide as we build a stronger and responsive strategic vision for your Association over the next years.
- Your MSBA staff is solution-driven. We will find the answer promptly or get you to someone with the answer. In all our interactions, we strive to build a high-performing board that can meet the high expectations of your staff, students, and community.
- Legal and legislative advocacy are essential services to representing your voice at the state and federal level. As a statewide organization and a leading advocate for public education, we pride ourselves in finding a path forward that benefits all our school districts, regardless of shape and size.
- Like you, we care deeply about the success of all Minnesota's public school students. Through our collective, member-driven mission, our mission is to build strong school boards for a stronger Minnesota.

Our Association is stronger when our members are stronger. Now is the time to continue investing in your future. Your dues invoice, along with a renewal notice for those districts in MSBA's Policy Services and/or BoardBook Premier, is included with this letter.

We wish you a successful 2024-2025 school year and hope to continue as your valued and trusted Association. If you have any questions, please contact me.

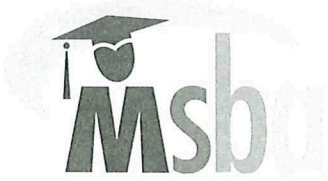
Sincerely,

Kirk Schneidawind, Executive Director
kschneidawind@mnmsba.org

Linda Leiding, President

MINNESOTA SCHOOL BOARDS ASSOCIATION

1900 West Jefferson Avenue, St. Peter, MN 56085 Phone: 507-934-2450 or 800-324-4459
www.mnmsba.org



Minnesota School Boards Association
1900 West Jefferson Avenue
St. Peter, MN 56082-3015
507-934-2450 or 800-324-4459

Invoice	INV-10738-W0B6D2
Date	5/31/2024
Amount Due	\$10,447.00
Date Due	8/15/2024

St. Peter
 100 Lincoln Dr Ste 229
 Saint Peter, MN 56082-1339

Customer Name	Purchase Order No.		
St. Peter			
Description	Quantity	Unit Price	Ext. Price
Policy Services Subscription - St. Peter	1	\$750.00	\$750.00
ISD Membership - St. Peter	1	\$6,997.00	\$6,997.00
BoardBook Subscription - St. Peter	1	\$2,700.00	\$2,700.00

COPY

Dues for your district are based on "Average Daily Membership of Students Served" for the fiscal year ended June 30, 2023, as provided by the Minnesota Department of Education.

Subtotal	\$10,447.00
Total	\$10,447.00

MSBA is not able to accept Credit, Debit, or Procurement Cards as a method of payment of your 2024-2025 Dues Invoice. Please remit payment of this invoice to MSBA by CHECK. Thank you for your cooperation.

In accordance with IRS Code Sec. 6113, contributions or gifts (including membership dues) to MSBA are not deductible as charitable contributions for Federal income tax purposes.

ADDENDUM



REGULAR BOARD MEETING Monday, June 17, 2024 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

7. AGENDA ITEM #7

Subject: Consider Approval of Membership in the Minnesota State High School League (MSHSL) for 2024-2025.

Action: Requires a Resolution

Background: This item is regarding our membership in the Minnesota State High School League (MSHSL). The MSHSL provides guidance and structure for all of our athletic, fine arts, speech and drama activities. In addition, membership extends catastrophic insurance coverage to our students participating in interscholastic activities. The renewal process requires that the School Board views the Minnesota State High School League Partnership Video, which defines the purpose and value of education-based athletic and activity programs. The training video and the code of conduct have been shared with the School Board. A resolution is required as part of the MSHSL application process and is due prior to the start of the 2024-2025 school year.

Presentation: Superintendent of Schools, Bill Gronseth
Activities Director, Shea Roehrkasse

Options/Recommendation: I recommend that you pass this resolution to continue our membership with the Minnesota State High School League.



**2024-2025 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE
Membership Renewal Form**

This form must be completed once for each school in the district.

Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2024. Retain one copy for the school files.

RESOLVED, that the Governing Board or Entity of St. Peter High School (Name of School) located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and to participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board or Entity hereby adopts the Constitution, Bylaws, Policies, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by this Governing Board or Entity.

Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.

The above Resolution was adopted by the Governing Board or Entity of this school or district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives
At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives
At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee
Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, ~~and~~ advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

St. Peter High School

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Charlie Potts

Shea Roehrkasse

(Designated School Board Member – please print)

(Designated School Representative – please print)

cpotts@stpetersschools.org

sroehrkasse@stpetersschools.org

Email Address

Email Address

208.02 ACTIVITY REPRESENTATIVES

Shea Roehrkasse

Shea Roehrkasse

(Boys Sports – please print)

(Girls Sports – please print)

Erica Carlson

Bri Bergstrom

(Speech – please print)

(Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

Charlie Potts

Addison Landson

(Board Member—please print)

(Student—please print)

Mariah Myhra

Keith Hanson

(Parent—please print)

(Faculty Member—please print)

Shea Roehrkasse

(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

Kate Martens

Bill Gronseth

Print Name:

Print Name:

(Clerk/Secretary - Local Governing Board)

(Superintendent or Head of School)

DocuSigned by:

DocuSigned by:

Kate Martens

Bill Gronseth

Signed:

Signed:

5C5512439C4E42E...

6A6FBBAG167A4A7...

(Clerk/Secretary - Local Governing Board)

(Superintendent or Head of School)

Date:

Date:

6/11/2024

5/28/2024



ADDENDUM

REGULAR BOARD MEETING Monday, June 17, 2024 SPCC-Governor's Room 6:30 PM

VII. ACTION ITEMS

8. AGENDA ITEM #8

Subject: Consider Approval of Memorandum of Understanding with Para Educators

Action: Requires a Motion

Background: The Paraprofessional Educator contract now recognizes experience in other educational settings for initial placement on the salary scale. The District and the Saint Peter Paraprofessional Educators Bargaining Unit both desire language that would be equitable for existing employees and have developed this MOU agreeing to the following:

- Employees who were hired prior to the current language change recognizing experience in other educational settings and were initially placed on the salary schedule without years of experience in an educational setting will be adjusted to reflect their experience.
- Affected employees will have a salary adjustment beginning July 1, 2024.

Presentation: Superintendent of Schools, Bill Gronseth

Options/Recommendation: I recommend approval of this Memorandum of Understanding.



**Memorandum of Understanding
Between
Saint Peter Paraprofessional Educators Bargaining Unit and Saint Peter Public Schools**

Whereas the Paraprofessional Educator contract now recognizes experience in other educational settings for initial placement on the salary scale; and

Whereas the District and the Saint Peter Paraprofessional Educators Bargaining Unit both desire language that would be equitable for existing employees; and

Whereas previous contract language would not allow this,

So let it therefore be resolved that the District and the Paraprofessional Educator Bargaining Unit hereby agree to the following:

- Employees who were hired prior to the current language change recognizing experience in other educational settings and were initially placed on the salary schedule without years of experience in an educational setting will be adjusted to reflect their experience.
- Affected employees will have a salary adjustment beginning July 1, 2024.

Business Manager

Date

Superintendent

Date

Steward

Date

Board Chair

Date

Board Clerk

Date

Board Approved:



ADDENDUM

REGULAR BOARD MEETING Monday, June 17, 2024 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

<i>9. AGENDA ITEM #9</i>

- Subject:** Consider the Continuation of a Joint Agreement with MVED to Provide Food Service
- Action:** Requires a Motion
- Background:** Saint Peter Public Schools has had an agreement in place with MVED to provide meal services. They would like to continue this joint agreement. This is an annual action.
- Presentation:** Superintendent of Schools, Bill Gronseth
Special Programs Administrator, Ytive Prafke
- Options/Recommendation:** I recommend approving the joint agreement to continue providing food service to MVED.

School Nutrition Programs Renewal of Joint Agreement

School Year 2025

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

St. Peter Public Schools ISD 508 _____ (SFA)
1000003951 Cyber-Linked Interactive Child Nutrition System (CLiCS) sponsor ID
number and MVED ISD 6027 _____ (site)
1000003105 CLiCS Site ID number agree to renew the original School Nutrition
programs joint agreement, which ended June 30, 2025, for the period of
July 1, 2024 through June 30, 2025 (not to exceed one year).

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

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

MN Free School Meals program 2023-2025. One breakfast and one lunch at no cost for students. Additional meals and ala cartes will be charged.

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

SFA St Peter Public Schools ISD 508

YtivePrafke Food Service Director

Authorized Representative Title of Authorized Representative
Telephone (507) 934-5703

Signature Ytive m Prafke Date 4-25-24

Site MVED ISD 6027

Sara Kral MVED Director

Authorized Representative Title of Authorized Representative
Telephone (507) 934-5420

Signature S/Kral Date 4/30/24



ADDENDUM

REGULAR BOARD MEETING Monday, June 17, 2024 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

10. AGENDA ITEM #10

Subject: Consider a Resolution to Approve the Yearly Governmental Lease

Action: Requires a Resolution

Background: Governmental lease-purchase arrangements are utilized to support technology purchases across the school district. This year's lease is designed to support student and staff technology initiatives for all sites within the district. The low bid for the lease was from First National Bank. Lease details are enclosed in your packet.

Presentation: Business Manager, Megan Gracia

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



TO: Superintendent Bill Gronseth
 School Board Members
FROM: Megan Gracia, Business Manager
DATE: June 6th, 2024
RE: Annual Technology Lease

Saint Peter Public Schools submitted requests for proposal (RFPs) from local banks for our annual Tax-Exempt Governmental Lease. The total amount of the two leases for FY24 is \$275,914.60.

The results were as follows:

<u>Bank</u>	<u>4 Year Rate</u>	<u>5 Year Rate</u>
First National Bank	6.10%	6.25%
HomeTown Bank	6.20%	6.25%
Pioneer Bank	N/A	N/A

The leases are comprised of two separate projects:

<u>Project</u>	<u>Lease Length</u>	<u>Total Lease Amount</u>
Student technology	4 years	\$174,360.40
Staff technology	5 years	\$101,554.20
	Total	\$275,914.60

It is recommended that the Saint Peter School Board, at the June 17th, 2024 Board Meeting, vote on a resolution to authorize the leases with First National Bank.

First National Bank 5 Year Project				First National Bank 4 Year Project			
Loan Amount	101,554.20			Loan Amount	174,360.40		
Interest Rate	6.25%			Interest Rate	6.10%		
	Principal	Interest	Total		Principal	Interest	Total
12/15/2024	20,504.12	3,067.78	23,571.90	12/15/2024	43,851.06	5,140.72	48,991.78
12/15/2025	18,435.92	5,135.98	23,571.90	12/15/2025	40,920.14	8,071.64	48,991.78
12/15/2026	19,604.17	3,967.73	23,571.90	12/15/2026	43,450.94	5,540.84	48,991.78
12/15/2027	20,846.45	2,725.45	23,571.90	12/15/2027	46,138.26	2,853.52	48,991.78
12/15/2028	22,163.54	1,408.30	23,571.84				
Total	<u>101,554.20</u>	<u>16,305.24</u>	<u>117,859.44</u>	Total	<u>174,360.40</u>	<u>21,606.72</u>	<u>195,967.12</u>
	-				-		

HomeTown Bank 5 Year Project				HomeTown Bank 4 Year Project			
Loan Amount	101,554.20			Loan Amount	174,360.40		
Interest Rate	6.25%			Interest Rate	6.20%		
	Principal	Interest	Total		Principal	Interest	Total
12/15/2024	20,504.12	3,067.78	23,571.90	12/15/2024	43,856.46	5,225.00	49,081.46
12/15/2025	18,435.91	5,135.99	23,571.90	12/15/2025	40,877.84	8,203.62	49,081.46
12/15/2026	19,604.16	3,967.74	23,571.90	12/15/2026	43,447.46	5,634.00	49,081.46
12/15/2027	20,846.44	2,725.46	23,571.90	12/15/2027	46,178.62	2,902.84	49,081.46
12/15/2028	22,163.57	1,408.31	23,571.88				
Total	<u>101,554.20</u>	<u>16,305.28</u>	<u>117,859.48</u>	Total	<u>174,360.38</u>	<u>21,965.46</u>	<u>196,325.84</u>
	-				-		



ADDENDUM

REGULAR BOARD MEETING Monday, June 17, 2024 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

11. AGENDA ITEM #11

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

Action: Requires a Resolution

Background: Each levy funding stream is based on a different formula. The Community Education Levy is based on resident population and as the population increases, more funding is available. Updating population information on the Community Education Levy requires the attached resolution to be passed.

Presentation: Superintendent of Schools, Bill Gronseth

Options/Recommendation: I recommend passing this resolution.

Certification of Updated District Population Estimate

RESOLUTION

CERTIFYING THE POPULATION ESTIMATE FOR THE 2024 PAYABLE 2025 LEVY OF INDEPENDENT SCHOOL DISTRICT 508.

WHEREAS, the Independent School District #508 has experienced an increase in population from the 2020 census figure of 15,412 to the current census figure of 16,349, as determined by the State Demographer.

BE IT RESOLVED, by the School Board of Independent School District #508 that the census figure of 16,349 be certified to the State Demographer for approval of use in the 2024 payable 2025 revenue calculations.

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

And the following voted against: _____

Whereupon said resolution was declared duly passed and adopted.

Date: _____

BY ORDER OF THE SCHOOL BOARD

_____ (Clerk Signature)

_____ (Clerk Name)

School Board Clerk



ADDENDUM

REGULAR BOARD MEETING Monday, June 17, 2024 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

12. AGENDA ITEM #12

Subject: Consider Approval of Policy Manual Review

Action: Requires a Motion

Background: The following policies are being presented for acceptance:

Policies for a second reading:

Policy 603 Curriculum Development

Policy 616 School District System Accountability

Policy 620 Credit for Learning

Policies that have been reviewed and have no or insignificant revisions:

Policy 201 Legal Status of the School Board

Policy 202 School Board Officers

Policy 203 Operation of the School Board- Governing Rules

Policy 203.1 School Board Procedures; Rules of Order

Policy 203.5 School Board Meeting Agenda

Policy 204 School Board Meeting Minutes

Policy 205 Open Meetings and Closed Meetings

Policy 206 Public Participation in School Board

Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations

Policy 207 Public Hearings

Policy 208 Code of Ethics

Policy 210 Conflict of Interest- School Board Members

Policy 211 Criminal or Civil Action Against School District, School Board Member, Employee, or Student

Policy 212 School Board Member Development

Policy 213 School Board Committees

Policy 214 Out-of-State Travel by School Board Members

Presentation: Superintendent of Schools, Bill Gronseth; Policy Committee

Options/Recommendation: I recommend approving these changes.

Adopted: _____

MSBA/MASA Model Policy 603

Orig. 1995

Revised: _____

Rev. 2023

603 CURRICULUM DEVELOPMENT

[Note: Minnesota Statutes section 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 618-620 provide procedures to further implement the requirements of Minnesota Statutes section 120B.11.]

I. PURPOSE

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

II. GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

III. RESPONSIBILITY

The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long-range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.

IV. DISTRICT ADVISORY COMMITTEE

- A. The school board ~~shall~~must establish an advisory committee to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
- B. The District Advisory Committee, to the extent possible, ~~shall~~must reflect the diversity of the district and its school sites, include teachers, parents, support staff, students, and other community residents, and provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents ~~shall~~must comprise at least two-thirds of ~~advisory~~ committee members.
- C. The District Advisory Committee ~~shall~~must pursue community support to accelerate the academic and native literacy and achievement of English learners with varied needs, from young children to adults, consistent with Minnesota Statutes, section 124D.59, subdivisions 2 and 2a.
- D. The school district may establish site teams as subcommittees of the District Advisory Committee.
- E. The District Advisory Committee ~~shall~~must recommend to the school board

1. rigorous academic standards, student achievement goals and measures consistent with Minnesota Statutes, sections 120B.11, subdivision 1a, ~~section 120B.022 subdivisions 1a and 1b, and section 120B.35~~
 2. district assessments;
 3. means to improve students' equitable access to effective and more diverse teachers; ~~and~~
 4. strategies to ensure the curriculum is rigorous, accurate, antiracist, culturally sustaining, and reflects the diversity of the student population;
 5. strategies to ensure that curriculum and learning and work environments validate, affirm, embrace, and integrate the cultural and community strengths of all racial and ethnic groups; and
 6. program evaluations.
- F. School sites may expand upon district evaluations of instruction, curriculum, assessments, or programs.

V. SCHOOL SITE TEAM

Each school must establish a site team to develop and implement strategies and education effectiveness practices to improve instruction, curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. The site team must include an equal number of teachers and administrators and at least one parent. The site team advises the board and the advisory committee about developing the annual budget and creates an instruction and curriculum improvement plan to align curriculum, assessment of student progress, and growth in meeting state and district academic standards and instruction.

VI. CURRICULUM DEVELOPMENT PROCESS

[Note: In light of changes in Minnesota law regarding curriculum, MSBA encourages school districts to consider deleting Article VI, Section A or revising it to reflect local curriculum development processes. Literacy planning is now addressed in new model policy 621: Literacy and the READ Act.]

- ~~A. Within the ongoing process of curriculum development, the following needs shall be addressed:~~
- ~~1. Provide for articulation of courses of study from kindergarten through grade twelve.~~
 - ~~2. Identify minimum objectives for each course and at each elementary grade level.~~
 - ~~3. Provide for continuing evaluation of programs for the purpose of attaining school district objectives.~~
 - ~~4. Provide a program for ongoing monitoring of student progress.~~
 - ~~5. Provide for specific, particular, and special needs of all members of the student community.~~

- ~~6. Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with law.~~
 - ~~7. Integrate required and elective course standards in the scope and sequence of the district curriculum.~~
 - ~~8. Meet all applicable requirements of the Minnesota Department of Education and federal law.~~
- ~~B. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified. See Minnesota Statutes section 120B.12, Subd. 2.~~
- A. Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of Minnesota Statutes, section 120A.20, [subdivision](#) 1(c). A student's plan under this section shall continue while the student is enrolled.
 - B. The superintendent shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for school board review and approval.
 - C. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

Legal References: Minn. Stat. § [120A.20 \(Admission to Public School\)](#)
[Minn. Stat. § 120B.10 \(Findings; Improving Instruction and Curriculum\)](#)
Minn. Stat. § 120B.11 (School District Process [for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce](#))
Minn. Stat. § 120B.12 (Reading Proficiently No Later than the End of Grade 3)
Minn. Stat. § 120B.125(f) (Planning for Students' Successful Transition to Postsecondary Education and Employment; [Personal Learning Plans](#))
[Minn. Stat. § 124D.59 \(Definitions\)](#)
Minn. Rules Part 3500.0550 (Inclusive Educational Program)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Part 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)
MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)

Adopted: _____

MSBA/MASA Model Policy 616

Orig. 1997

Revised: _____

Rev. 2023

616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

~~*[Note: Minnesota Statutes, section 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minnesota Statutes, section 120B.11.]*~~

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process that promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota K-12 Academic Standards and federal law.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota K-12 Academic Standards and federal law requires accountability for the school district. The school district established a system to transition to the graduation requirements of the Minnesota K-12 Academic Standards. The school district also established a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.
- ~~B. "Graduation Standards" means the credit requirements and locally adopted content standards or Minnesota K-12 Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.~~
- ~~BC.~~ "World's best workforce" means striving to: meet school readiness goals; ~~have all third grade students achieve grade-level literacy~~; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

- A. School District Goals
 - 1. The school board has established school district-wide goals that provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota K-12 Academic Standards and federal law. The broad goals shall be reviewed annually and approved by

the school board. The school board shall adopt annual goals based on the recommendations of the school district's Advisory Committee.

2. The District Advisory Committee created under Policy 603 (Curriculum Development) is established by the school board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
3. The school district-wide improvement goals should address recommendations identified through the District Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may also be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

- B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minnesota Statutes section 123B.147, and teacher evaluations under Minnesota Statutes section 122A.40 or 122A.41.

[Insert Local Cycle in this space]

- C. Implementation of Graduation Requirements

1. The District Advisory Committee shall also advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of the District Advisory Committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually.
2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the District Advisory Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The District Advisory Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.
3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of current achievement ~~growth~~ that show growth relative to an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. Comprehensive Continuous Improvement of Student Achievement

1. By [~~date~~] November 30 of each year, the District Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The District Advisory Committee, working in cooperation with other committees of the school district [~~such as the Building Site Teams, Curriculum Committee, etc. Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.~~], will provide active community participation in:
 - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota K-12 Academic Standards;
 - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
 - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals; and,
 - d. Advising the school board about development of the annual budget.
3. The District Advisory Committee shall meet the following criteria:
 - a. The District Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
 - b. The District Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
 - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
 - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the District Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
- ~~4. The Advisory Committee shall, when possible, be comprised of at least two-thirds community representatives and shall reflect the diversity of the community. To the extent possible, the Advisory Committee shall reflect the diversity of the school district and its school sites and include teachers, parents, support staff, students, and other community residents. Included in its membership should be:~~

- a. ~~_____ The Director of Curriculum (or similar educational leader)~~
- b. ~~_____ Principal~~
- c. ~~_____ School Board Member~~
- d. ~~_____ Student Representative~~
- e. ~~_____ One teacher from each building or instructional level~~
- f. ~~_____ Two parents from each building or instructional level~~
- g. ~~_____ Two residents without school-aged children, non-representative of local business or industry~~
- h. ~~_____ Two residents representative of local business or industry~~
- i. ~~_____ District Assessment Coordinator (if different from "a." above)~~

[Note: This Advisory Committee composition is a model only.]

- 5. Translation services should be provided to the extent appropriate and practicable.
- 6. The District Advisory Committee shall completemeet the following timeline each year:

Month: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board.

Month(s): Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area.

Month(s): Review evaluation results and prepare recommendations.

Month: Present recommendations to the school board for its input and approval.

- E. Evaluation of Student Progress Committee. ~~A committee of P~~professional staff shall develop a plan for assessment of student progress ~~toward Literacy by Grade 3~~, the Graduation Standards, as well as program evaluation data for use by the District Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.

F. Reporting

- 1. Consistent with Minnesota Statutes, section 120B.36, subdivision~~Subd.~~ 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and

revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.

2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.
3. The school district must annually report the district's class size ratios by each grade to the commissioner of education in the form and manner specified by the commissioner.
4. The school district must report whether programs funded with compensatory revenue are consistent with best practices demonstrated to improve student achievement.

Legal References:

Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.35 (Student Academic Achievement and Growth)
Minn. Stat. § 120B.36 (School Accountability)
Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making; Individualized Learning Agreement; Other Agreements)
Minn. Stat. § 123B.147 (Principals)
Minn. Stat. § 126C.12 (Learning and Development Revenue Amount and Use)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)

Adopted: _____

MSBA/MASA Model Policy 620

Orig. 1998

Revised: _____

Rev. 2023 (Oct)

620 CREDIT FOR LEARNING

~~*[Note: School districts statutorily are required to provide students with credit for approved postsecondary courses, as set forth in Section V.; and accelerated or advanced academic courses offered by a higher education institution or nonprofit public agency, as set forth in Section VII. Additionally, school districts are required by statute to identify whether the school district offers weighted grades and, if it does, identify the courses for which a student may earn a weighted grade (Section VIII). Optional provisions related to awarding credit to students transferring from out-of-state, private, or home schools and the issuance of student grades for purposes of awarding certain honors, as set forth in Section IV., are not required by statute. Therefore, the language contained in Section IV. is suggested language, and a school district may or may not include this section or may modify this section at its discretion.]*~~

I. PURPOSE

This policy recognizes student achievement that occurs in postsecondary enrollment option and other advanced enrichment programs. This policy also recognizes student achievement that occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. This policy addresses transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, postsecondary or higher education institutions, other learning environments, and online courses and programs.

III. DEFINITIONS

- A. "Accredited school" means a school that is accredited by an accrediting agency, recognized according to Minnesota Statutes, section 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (Commissioner).
- B. "Blended learning" is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.
- C. "Commissioner" means the Commissioner of MDE.
- B. "Concurrent enrollment" means nonsectarian courses in which an eligible pupil under Minnesota Statutes, section 124D.09, subdivision 5 or 5b, enrolls to earn both secondary and postsecondary credits, are taught by a secondary teacher or a postsecondary faculty member, and are offered at a high school for which the district is eligible to receive concurrent enrollment program aid under Minnesota Statutes, section 124D.091.

- D. "Course" means a course or program.
- E. "Digital learning" is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- D. "Eligible institution" means a Minnesota public postsecondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.
- F. "Nonpublic school" is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- G. "Online learning" is a form of digital learning delivered by an approved online learning provider.
- F. "Weighted grade" is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

- A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools
 - 1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
 - 2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least **[insert number]** credits from the school district.
- B. Transfer of Academic Requirements from Other Schools
 - 1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
 - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
 - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least **three (3)** credits from the school district.
 - c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.

- d. **If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.**
2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
 - a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
 - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
 - c. In the event the content of a course taken at an non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.
 - d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
 - e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.
 3. **A student must provide the school with a copy of the student's grades in each course taken for secondary credit under this policy, including interim or nonfinal grades earned during the academic term.**

V. POSTSECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a postsecondary enrollment options course or program under Minnesota Statutes, section 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a postsecondary enrollment options course or program must be counted toward the graduation requirements and subject area requirements of the district.
 1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
 2. Seven quarter or four semester postsecondary credits shall equal at least one full year of high school credit. Fewer postsecondary credits may be prorated.
 3. When a determination is made that the content of the postsecondary course aligns directly with a required course for high school graduation, the

commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.

4. In the event the content of the postsecondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
 5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
 6. When secondary credit is granted for postsecondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a postsecondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.
- D. By the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year, the school district must provide up-to-date information on the district's website and in materials that are distributed to parents and students about the program, including information about enrollment requirements and the ability to earn postsecondary credit to all pupils in grades 8, 9, 10, and 11.

VI. CREDIT FOR EMPLOYMENT WITH HEALTH CARE PROVIDERS

Consistent with the career and technical pathways program, a student in grade 11 or 12 who is employed by an institutional long-term care or licensed assisted living facility, a home and community-based services and supports provider, a hospital or health system clinic, or a child care center may earn up to two elective credits each year toward graduation under Minnesota Statutes, section 120B.024, subdivision 1, paragraph (a), clause (7), at the discretion of the enrolling school district. A student may earn one elective credit for every 350 hours worked, including hours worked during the summer. A student who is employed by an eligible employer must submit an application, in the form or manner required by the school district, for elective credit to the school district in order to receive elective credit. The school district must verify the hours worked with the employer before awarding elective credit.

VII. CREDIT FROM ONLINE LEARNING COURSES

- A. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward 620-4 the graduation and credit requirements of a student completing the Minnesota Academic Standards.
- B. Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.
- C. When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the school

district's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public school as set forth in Section IV.A. above.

VII. ADVANCED ACADEMIC CREDIT

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

VIII. WEIGHTED GRADES

[Note: School districts must identify in policy whether they offer courses with weighted grades. Therefore, school districts must include one of the following options in their policies.]

~~A. The school district does not offer weighted grades.~~

[or]

~~A. The school district offers weighted grades for courses that are identified as more rigorous or academically challenging as follows:~~

[List the types of courses that will be awarded weighted grades and the multiplier, similar to the following examples.]

- ~~1. A grade awarded in an Advanced Placement course will be multiplied by a factor of _____ (i.e., 1.07).~~
- ~~2. A grade awarded in an Honors course will be multiplied by a factor of _____.~~
- ~~3. A grade awarded in a College In the Schools course will be multiplied by a factor of _____.~~
- ~~4. A grade awarded in a course taken through a Postsecondary Enrollment Options program will be multiplied by a factor of _____.~~
- ~~5. A grade awarded in a course in a dual enrollment course will be multiplied by a factor of _____.~~

- ~~C. The school district will update its website prior to the beginning of each school year with a listing of the courses for which a student may earn a weighted grade.~~
- D. Saint Peter High School awards grade points based on the 4.0 credit scale. In addition, Advanced Placement (AP) and concurrent enrollment courses taken at Saint Peter High School, and PSEO courses will have bonus grade points.
- i. Grade points are awarded and calculated into the cumulative grade point average when credits are entered on the transcript.
 - ii. ~~Bonus points are not awarded for courses taken at other institutions.~~

Earned Grade	Grade Points Awarded	Bonus Points (AP & concurrent)
A	4.0	.03
A-	3.7	.0267
B+	3.3	.0233
B	3.0	.02
B-	2.7	.0167
C+	2.3	.0133
C	2.0	.01
C-	1.7	
D+	1.3	
D	1.0	
D-	.7	
F	0	

IX. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student’s parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student’s parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal’s decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student’s parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular postsecondary enrollment course, or advanced academic credit course, the student may appeal the school district’s decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota’s Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World’s Best Workforce)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)
Minn. Stat. § 124D.094 (Online Instruction Act)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 624 (Online Instruction)