



SAINT PETER SCHOOL BOARD
Regular Board Meeting
Monday, September 16, 2024
SPCC-Governor's Room, 600 S. 5th St., Saint Peter, MN
56082
6:30 PM

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• Education Committee	
• Business Committee	
• Policy Committee	
2.	

X. Upcoming Meetings of the School Board School Board Study Session

Monday, October 7, 2024

6:30 PM

SPMS Media Center

Business Committee Meeting

Wednesday, October 9, 2024

10:00 AM

DO

Policy Committee Meeting

Wednesday, October 9, 2024

4:00 PM

DO

Education Committee Meeting

Thursday, October 10, 2024

1:00 PM

DO

Regular Board Meeting

Monday, October 21, 2024

6:30 PM

SPCC-Governor's Room

XI. Adjournment



ADDENDUM

REGULAR BOARD MEETING Monday, September 16, 2024 SPCC-Governor's Room 6:30PM

V. CONSENT AGENDA

1. Approval of the Regular Board Meeting minutes of August 19, 2024.
2. Approval of Bills (\$1,885,002.99) and Wire Transfers (\$3,815,470.15) for August 2024.
3. Personnel
 - a. The acceptance of the rescinding of the offer of employment to Andy Caraballo, North Elementary Custodian. The offer is being rescinded based on lack of activity moving forward with the background check.
 - b. The acceptance of the rescinding of the offer of employment to Dan Weisbrod, Middle School Football Coach. Scheduling conflicts made it difficult for him to be available for coaching.
 - c. The acceptance of the retirement of Joni Anderson, an Early Childhood Teacher, effective May 30, 2024.
 - d. The acceptance of the termination of Mollie Johnson, a Special Education Paraprofessional at South Elementary School, effective May 31, 2024.
 - e. The acceptance of the resignation of Vinnie Guappone, a Summer Grounds Crew Custodial Staff member, effective August 22, 2024. Vinnie plans to return to the district for employment next summer.
 - f. The acceptance of the resignation of Jenna Bosacker, a Food Service staff member, effective September 6, 2024.
 - g. The acceptance of the resignation of Aiyana Trujillo, an Early Childhood Paraprofessional, effective September 3, 2024.
 - h. The acceptance of the resignation of Claire Hurby, a Paraprofessional at Saint Peter Middle School, effective August 21, 2024.

- i. The acceptance of the resignation of Keith Bense, a Paraprofessional at Saint Peter High School, effective August 27, 2024.
- j. The acceptance of the resignation of Valerie Balcik, a Saints Overtime School Assistant, effective August 22, 2024.
- k. The acceptance of the resignation of Salem Weldegebriel, a Saints Overtime Assistant, effective August 22, 2024.
- l. The acceptance of the resignation of Heidi Johnson, a Saints Overtime Assistant, effective August 22, 2024.
- m. The acceptance of the resignation of Hana Ahmed, a Saints Overtime Assistant, effective August 22, 2024.
- n. The acceptance of the resignation of the following college graduates who will not be returning to their Saints Overtime Assistant positions, effective August 22, 2024.

McKenzie Alders	Jenna Frazier
Marina Hinz	Kaelyn LoBalbo
Kayshooly Thao	Rowan Thom
Makaila Weingart	Katie Engeldinger
Resse Portugue	

- o. The acceptance of the resignation of the following individuals who will not be returning to their lifeguard position, effective August 28, 2024.

Paige Wachal	Rosie Hernandez
Heidi Carstensen	Rachel Hogen
Peyton Odland	

- p. The acceptance of the unpaid leave of absence for the first semester of the 2024-2025 school year for Tom Leonhardt, a Paraprofessional at Saint Peter High School, while he student teaches in the district.
- q. The approval of the hiring of a .33 Special Education teacher, Heidi Niemeyer, at Saint Peter High School for the 2024-2025 school year. With the addition of this position, Ms. Niemeyer moves to full-time on the teacher contract.
- r. The approval of the hiring of William Bennett for a full-time teaching position at Saint Peter Public Schools. Mr. Bennett will be a .67 Special

Education teacher at Saint Peter High School and a .33 teacher at Oshawa Learning Center.

- s. The approval of the hiring of Amy Brown, a School Readiness Classroom Assistant/Paraprofessional at Early Childhood Special Education, starting September 3, 2024.
- t. The approval of the hiring of Barb Wilmes, a School Readiness Classroom Assistant/Paraprofessional at Early Childhood Special Education, starting September 3, 2024.
- u. The approval of the hiring of Joni Anderson, a School Readiness/ECFE Teacher, on an as needed basis, effective for the 2024-2025 school year.
- v. The approval of the hiring of Bonita Callahan-Hernandez, a Special Education Paraprofessional at North Elementary, effective September 6, 2024.
- w. The approval of the hiring of Tom Wolfe, a Special Education Paraprofessional at Saint Peter High School, effective August 26, 2024.
- x. The approval of the hiring of Joy Zimmerman, a Paraprofessional at Saint Peter High School, effective August 26, 2024.
- y. The approval of the hiring of Tami Reinbold, a Cook/Dishwasher at Saint Peter High School, effective August 26, 2024.
- z. The approval of the hiring of Laura Klatt, a Cook/Dishwasher substitute at Saint Peter High School, effective August 26, 2024.
- aa. The approval of the hiring of Anna Sandstrom, a Cook/Dishwasher at Saint Peter High School, effective September 2, 2024.
- bb. The approval of the hiring of Hunter Jones, a Cook/Dishwasher at Saint Peter High School, effective September 4, 2024.
- cc. The approval of the hiring of Calleejo Sohn, a Saints Overtime Assistant with Saint Peter Community & Family Education, effective during the 2024-2025 school year.
- dd. The approval of the hiring of Elizabeth Haglund, a Saints Overtime Assistant with Saint Peter Community & Family Education, effective during the 2024-2025 school year.

- ee. The approval of the hiring of Nayeli Martinez, a sPARK Mobile Arts Studio Assistant with Saint Peter Community & Family Education, effective during the 2024-2025 school year.
- ff. The approval of the following individuals resuming their roles as Saints Overtime Assistants for the 2024-2025 school year:

Employee Summary:

Alexia Anderson	Ella Bobrowski	Alejandra Bonilla-
Heidi Carstensen	Isabella Delwiche	Hailey Dettmer-
		Hirdman
Ava Dobratz	Alex Dorrow	Allison Held
Alicia Hernandez	Madeline Hoffman	Amanda Hukee
Kennedy Johnson	Emma Kennedy	Aubrey Kosters
Teresa Lekander	Mara Lien	Bella Macemon
Amira Mallet	Kaia Meyer	Bridget Mullaly
Madison Olson	Kendra Stanton	Ainsley Thode
Grace Timm	Maria Trochez	

Substitutes

Shea Hildebrandt	Heidi Johnson	Mariah Knutson
Theresa Lekander	Andy Regner	Grace Tollefson

High School Staff

Ruby Sletta

- gg. The approval of the hiring of Laura Klatt, a lifeguard with Saint Peter Community & Family Education, effective during the 2024-2025 school year.
- hh. The approval of the transfer of Ashley Pope, a Reading Interventionist at Saint Peter Middle School, to the same position at North Elementary. This transfer is effective at the start of the 2024-2025 school year.
- ii. The approval of the FMLA Extension Request for David Ribar, a Social Worker at North Elementary. Mr. Ribar’s anticipated return date is March 24, 2024.
- jj. The approval of the FMLA leave revision for Jordyn Jarr, a Physical Education teacher at North Elementary, whose Family Leave of Absence will now be September 5, 2024, through December 2, 2024.

- kk. The approval of the FMLA leave request for Heather Kusler, Principal's Secretary at North Elementary, from December 6, 2024, through March 10, 2025.

- ll. The approval of the FMLA leave request for Elizabeth Wenner, First Grade Teacher at South Elementary, from approximately December 12, 2024, through March 6, 2025.

- mm. The approval of the FMLA Long-term Family Care Leave request for Kim Osborne, Kindergarten teacher at South Elementary. Kim is currently on child-care leave through November 2024 but would like to extend her leave through the remainder of the 2024-2025 school year, returning for the 2025-2026 school year.

- nn. The approval of the following teachers receiving overload pay during the 2024-2025 school year:
 - Christi Maloney – South Elementary
 - Kris Koehler-Sandborg – Saint Peter Middle School
 - Stephanie Evans – Saint Peter Middle School
 - Bill Stuewe – Saint Peter Middle School
 - Tony Stadtherr – Saint Peter Middle School

- oo. The approval of the following individuals serving as Reading AmeriCorps tutors within the school district effective August 26, 2024, through May 31, 2025.
 - Quentin Winterfeldt – South Elementary
 - Eleanor Grinnell – South Elementary

- pp. The approval of the hiring of coaches and Event / Activity workers for the fall 2024 season.

Minutes of Regular Board Meeting

The School Board Saint Peter Public Schools

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

Members Absent: Bill Kautt

Principals: Ytive Prafke, Jana Sykora, Darin Doherty, Jon Graff, and Annette Engeldinger

Administrative Team Members: Superintendent Jeff Olson, Megan Gracia, and Seth Putz

Others Present: Administrative Assistant Kimberley Deming and members of the public.

A Regular Board Meeting of the School Board of Saint Peter Public Schools was held Monday, August 19, 2024, beginning at 6:30 PM in the SPCC-Governor's Room.

I. Call Meeting to Order – 6:31 PM (Potts)

II. Pledge of Allegiance

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

IV. Consider Requests to Speak on the Agenda – Siri Erickson, a member of the public, was present to discuss concerns regarding the districts plan to have students pay for athletic passes for the 2024-2025 activities season. She suggested that the districts plan to provide scholarships for those who may be unable to pay for the pass be communicated more clearly to the community. Ms. Erickson thanked the School Board and staff for their service to the district.

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

1. Approval of the Regular Board Meeting minutes of July 15, 2024.
2. Approval of the Special Board Meeting minutes of July 19, 2024.
3. Approval of the Special Board Meeting minutes of July 22, 2024.
4. Approval of the Special Board Meeting minutes of July 29, 2024.
5. Approval of Bills (\$2,269,048.58) and Wire Transfers (\$6,267,610.12) for July 2024.

6. Personnel –

- a. The acceptance of the resignation of Heidi Johnson, an Early Childhood Paraprofessional, effective August 1, 2024.
- b. The acceptance of the resignation of Shaina Sieh, a Saints Overtime School Age Care Coordinator, effective July 19, 2024.
- c. The approval of the hiring of a 5-8 Art teacher, Allison Ellingson, at Saint Peter Middle School for the 2024-2025 school year.
- d. The approval of the hiring of a School Nurse, Jody Fischenich, at South Elementary starting August 19, 2024.
- e. The acceptance of the retirement of Brian Odland, a High School Dean at Saint Peter High School, effective August 31, 2024.
- f. The approval of the hiring of a FACS teacher, Caryl Bunkowske, at Saint Peter High School for the 2024-2025 school year.
- g. The approval of the hiring of a Long-Term Substitute teacher, Kylee Yang, for Kim Osborne's kindergarten classroom at South Elementary. This position will begin on August 19, 2024, and will end on November 19, 2024.
- h. The acceptance of the resignation of Elayna Howton, a Speech-Language Pathologist at Early Childhood Special Education, effective August 16, 2024.
- i. The acceptance of the resignation of Tessa Becker, a Paraprofessional at Oshawa Learning Academy, effective June 27, 2024.
- j. The approval of the hiring of a Long-Term Substitute teacher, Katherine Rieck, for Karissa Mink's first grade classroom at South Elementary. This position will begin on August 19, 2024, and will end on October 21, 2024.
- k. The acceptance of the resignation of Austin Petersen, a Paraprofessional at Saint Peter Middle School, effective July 31, 2024.
- l. The approval of the hiring of Signe Jeremiason, a Paraprofessional at Saint Peter Middle School, for the 2024-2025 school year.
- m. The approval of the transfer of Melinda Lexvold, a Paraprofessional at Saint Peter High School, to the same position at North Elementary. This transfer is effective at the start of the 2024-2025 school year.

- n. The approval of naming Bridget Mullaly and Alex Dorow as Saints Overtime Interim Managers during the interim period without a full-time coordinator. Effective July 22, 2024, they will receive the Interim Coordinator Rate of pay and hours will be submitted on a timesheet.
- o. The approval of the hiring of a Long-Term Substitute teacher, Jose Carreno, for Helena Satterness's ELL classroom at Saint Peter Middle School. This position will begin on August 19, 2024, and will end on November 27, 2024.
- p. The approval of the transfer of Grace Pehrson, a Paraprofessional at Saint Peter Middle School, to the same position at Saint Peter High School. This transfer is effective at the start of the 2024-2025 school year.
- q. The approval of the transfer of Tonia Jimenez, from Food Service at Saint Peter High School to a Full Day Time Custodian at Saint Peter Middle School. This transfer is effective August 26, 2024.
- r. The approval of the hiring of a Full Time Night Custodian at North Elementary, Andy Caraballo, effective August 26, 2024.
- s. The approval of the transfer of Jackie Krakow, a Paraprofessional at South Elementary, to the same position at Oshawa Learning Academy. This transfer is effective at the start of the 2024-2025 school year.
- t. The acceptance of the termination of Tracy Polikowsky, a Full Time Custodian at Saint Peter Middle School, effective June 26, 2024.
- u. The approval of the hiring of a High School Dean, Shari Karlsrud at Saint Peter High School, effective at the start of the 2024-2025 school year.
- v. The acceptance of the rescinding of Saint Peter High School Paraprofessional, Tanner Nadeau's, resignation from May 2024. Effective at the start of the 2024-2025 school year, Tanner will be working again as a Paraprofessional at Saint Peter High School.
- w. The approval of the hiring of Carri Borchert, an ECSE Paraprofessional, for the 2024-2025 school year. Carri may also be teaching in the ECSE Program.
- x. The approval of the transfer of Eli Vavreck, a Paraprofessional at Oshawa Learning Academy, to the same position at Saint Peter Middle School. This transfer is effective at the start of the 2024-2025 school year.

- y. The approval of the hiring of Ann Christnagel, an EBD (Emotional Behavioral Disorder) Paraprofessional at North Elementary, effective at the beginning of the 2024-2025 school year.
- z. The acceptance of the resignation of Ben Kuhnel, a Paraprofessional and Summer Custodial Staff member at Saint Peter Middle School, effective mid-July 2024.
- aa. The acceptance of the resignation of Safiya Ahmed, a Summer Custodial Staff member at MVED, effective July 26, 2024.
- bb. The acceptance of the resignation of Dan Englehorn, a Social Studies/Spanish Teacher at Saint Peter High School, effective at the start of the 2024-2025 school year.
- cc. The approval of the hiring of Kerrey Erickson, for the position of School Age Care Coordinator of Saints Overtime, effective August 20, 2024.
- dd. The approval of the hiring of Cori Irwin, a Paraprofessional at Saint Peter Middle School, for the 2024-2025 school year.
- ee. The approval of the hiring of Anna Leafblad, a Paraprofessional at South Elementary, effective August 20, 2024.
- ff. The acceptance of the resignation of Angie Anderson, a Paraprofessional at North Elementary, effective August 19, 2024.
- gg. The approval of the hiring of coaches for the fall 2024 season.

VI. Student Spotlight

1. *Student Spotlight* – None
2. *Student Council Report* – None

VII. Action Items

1. Consider Acceptance of Gifts, Donations and Grants – (Martens/Rassbach, unanimous) – *Rossow abstained from voting*

The Govenaires Performing Arts Association continues to offer music lessons through a partnership with Saint Peter Community & Family Education. They have provided

instructors with a \$750 donation to help defray some of the participant fees for Private Percussion Lessons.

The Good Neighbor Diversity Council has presented the High School with a donation of \$2,000.00. This donation will help cover the costs of our Hispanic Joy Day celebration, which will be held on October 11, 2024.

Ken and Patsy Rossow have provided two donations to the Saint Peter Public Schools. One donation was in the amount of \$2,921.50 for the purchase of a Grace Street Feedback Sign and the second was a donation of \$1,000.00 towards the "Partners for Success" Program.

2. Consider Approval of Policy Manual Review – (Martens/Dixon, unanimous)

School Board Chair, Potts, stated that the following policies have been reviewed by the Policy Committee and are being presented for acceptance after a second reading.

a. Policy 620 Credit for Learning

The following policies were also presented for acceptance in one reading as there are no substantive changes.

- a. Policy 301 School District Administration
- b. Policy 302 Superintendent
- c. Policy 303 Superintendent Selection
- d. Policy 304 Superintendent Contract, Duties and Evaluation
- e. Policy 305 Policy Implementation
- f. Policy 306 Administrator Code of Ethics
- g. Policy 401 Equal Employment Opportunity
- h. Policy 402 Disability Nondiscrimination Policy
- i. Policy 403 Discipline, Suspension, and Dismissal of School District Employees
- j. Policy 404 Employment Background Checks
- k. Policy 404F – Employment Background Checks
- l. Policy 405 Veteran's Preference
- m. Policy 406F Public and Private Personnel Data Form
- n. Policy 407 Employee Right to Know – Exposure to Hazardous Substances
- o. Policy 408 Subpoena of a School District Employee
- p. Policy 714 Fund Balances

3. Consider Adoption of Handbooks for 2024-2025 – (Stuewe/Dixon, unanimous)

On an annual basis, the School Board is presented with recommended changes to PreK-12 Parent / Student Handbooks. The principals provided an overview of prepared handbook changes. These changes were reviewed by The Education Committee at their August 8, 2024, Meeting.

4. Consider Approval of Changes to the 2024-2025 Mobile Device Handbook – (Dixon/Martens, unanimous)

Superintendent Olson informed the Board that Technology Director, Gus Sorbo, reviewed and updated the Mobile Device Handbook for the 2024-2025 school year. The only necessary change was updating the Superintendent's name within the document.

5. Consider a Resolution Authorizing the Interim Superintendent to be the IOwA (IOwA) for SPPS – (Rossow/Rassbach)

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard. The School Board passed a resolution authorizing Interim Superintendent Jeffrey Olson to act as the Identified Official with Authority (IOwA) for Saint Peter Public Schools.

YAY: Rassbach, Rossow, Stuewe, Potts, Dixon and Martens
NAY: None
ABSENT: Kautt
PASSED

6. Consider Approval of Superintendent Evaluation Summary – (Martens/Rossow, unanimous)

School Board Chair, Charlie Potts, gave an overview of the results of Superintendent Gronseth's evaluation that took place on June 17, 2024. Potts stated that although Superintendent Gronseth resigned as of July 31, 2024, which is noted in the evaluation summary, the School Board is following procedure by including the evaluation results in the School Board agenda. This will provide a record of the formal evaluation having taken place during the required timeframe.

7. Consider Approval of Adult Meal and Second Entrée Prices for 2024-2025 –
(Dixon/Stuewe, unanimous)

Based on Federal Government and MDE guidance, the district will be adjusting Adult Meal and Second Entrée Prices for the 2024-2025 school year. The district is increasing the rates as follows:

- Adult Breakfast from \$2.35 to \$2.40
- Adult Lunch from \$4.95 to \$5.00
- Second Entrée Breakfast from \$1.50 to \$2.00
- Second Entrée Lunch from \$1.50 to \$2.00

Per Minnesota Legislature, each student in Minnesota will still receive one free breakfast and one free lunch.

VIII. Information Items –

1. *First Reading of Revisions to the Policy Manual –*

The following Policies were reviewed by the Policy Committee and brought forward for a first reading.

- 713.1 Concession Stand – changes are being specified regarding the portion of the net revenue that is split between the School District and the Saint Peter Saints Booster Club.
- 406 Public and Private Personnel Data – changes are being made to reflect which data can and cannot be shared. These changes align with the Minnesota School Boards Association recommended changes based on Legislative changes from the past session.

2. *Building and Grounds Update –* Operations and Maintenance Supervisor, Seth Putz, gave credit to the custodial crew for bringing the vision of clean desirable school buildings to fruition. Mr. Putz stated that the Tuck Pointing project at South Elementary was the only summer project and it was completed on time and on budget. Approval to fix the walls at MVED has been given and they will be installed once received from the manufacturing company. Seth indicated that the front security door at MVED has been fixed as well. Mr. Putz mentioned that one of the drains by the Middle School Office entrance has developed a sinkhole. This is a safety hazard and he is actively working on getting bids to resolve the issue. An update regarding planning for the Mend The Middle Project was provided. He stated that at this point the project is on time and on budget.

3. *Summer Programs Update* – Special Programs Administrator, Ytive Prafke spoke on Summer Programs. A total of 194 K-8 students attended the Summer Stars Targeted Services Program that took place between North Elementary (156) and the Middle School (38). Ms. Prafke reminded the School Board that this is a self-sustaining program. She thanked the dedicated summer teaching staff that take the time to support our students. Principal Jana Sykora spoke about the Summer Credit Recovery program. She stated that numbers were down this summer and that is in part due to the Credit Recovery Night Program that took place at the High School during the 2023-2024 school year. 43 students were enrolled in the program and there were a total of 73 course completions.

IX. Reports

1. Building Principals

Early Childhood and Special Education -

- Principal Prafke stated that Early Childhood is off to a great start
- School Readiness numbers are high this year so schedules have shifted accordingly
- The Preschool Express (the Minnesota River Valley Transit) will provide transportation for School Readiness students this year
- Early Childhood Special Education will continue with Saints Bus Service
- K-Ready will start classes on August 28, 2024 and the rest of the programming starts on September 3, 2024.
- Ms. Prafke reminded families to complete free and reduced lunch applications.

South Elementary -

- Principal Sykora gave a recap on day 1 of Back to School Workshop Week
- South Elementary staff are excited about conferences and the opportunity to meet with students and families
- As of the Board Meeting, there are a 118 Kindergarteners and 145 First Graders registered at South Elementary

North Elementary -

- Principal Doherty stated that there are currently 437 students registered at North Elementary, which is 20 students more than last year.
- Teachers at North are getting ready for conferences
- Training for the Kindness Crew is being held for 2nd-4th graders asked to participate in the program.
- Mr. Doherty mentioned that North Elementary staff will be participating in an all staff meeting to discuss shared expectations for their building.
- The Friends of Learning Program will be putting together 650 backpacks for students within our community.

Middle School –

- Principal Graff stated that 96 students attended the Middle School Jumpstart Program. This is roughly 65% of 5th graders, which is down from previous years. He will conduct some research as to why this may be.
- Middle School Guidance Counselor, Ms. Doose, held New to the District Student Orientation for any 5th - 8th graders new to our district and the Middle School
- Mr. Graff stated that he will discuss fine tuning common expectations for the Middle School staff at the all staff meeting that will be held during Workshop Week.

High School -

- Principal Engeldinger thanked the Good Neighbor Diversity Council for another donation towards the next Joy Day at the High School.
- New Student and 9th grade Open House will be taking place on August 21st
- Ms. Engeldinger thanked her High School teaching staff for pitching in to cover things where needed during staffing transitions.

2. Superintendent of Schools – Superintendent Olson stated that it has been a fantastic start to the beginning of a new school year! There has been great energy and enthusiasm from staff. Dr. Olson mentioned that he recommends new principals and superintendents have a 100 day transition plan when taking on a new position, and although his transition plan has only been five days, he’s learning great things about our district! During this time frame he has pinpointed five common focus areas that he’ll be addressing during his Interim Superintendency.

- Budget
- Mend the Middle Project
- Academic Achievement
- Leadership Development
- Communication, Culture and Climate

Dr. Olson refers to the following statement “Culture eats strategy for lunch” quite frequently. Staff should be all about positive culture, great communication and good school climate. These are the “Big Rocks” that he will be focusing on during his time as Interim Superintendent.

3. Board Members – Around the Table

Rita Rassbach – Ms. Rassbach said she is excited for the new school year. She thanked the Administrative Team, teachers, and staff for their hard work. She mentioned that at the MSBA Conference she learned about strategic planning, goals, and the mission of a district. She appreciated the opportunity to attend the conference.

Ken Rossow – Mr. Rossow stated that he appreciated the opportunity to attend the MSBA Conference as well. He thought the message from the keynote speaker of “Every Child/Person is Brilliant” was so important.

Tracy Stuewe – Ms. Stuewe is excited about a new school year, as well as the possibilities of what can happen for our district with Dr. Olson here for the year.

Charlie Potts – Mr. Potts commented on the great energy at the Back-to-School Workshop Week Breakfast at Gustavus. What a great kick off to a new school year.

Drew Dixon – Mr. Dixon said that we have work to get done and he is thankful for all the support from the Administrative Team and teachers during what has been an emotional year.

Kate Martens – Ms. Martens said this is her favorite week of the year because the energy is incredible!

4. Board Committee updates –

- A. Education Committee – Student Handbooks were reviewed & the Read Act was discussed
- B. Business Committee – enrollment numbers are looking positive, the district is under budget at this point and the bonds were let
- C. Policy Committee – policy updates according to the Minnesota School Boards Association and state statutes are taking place, the Committee created a Policy review schedule, Policy 806 Crisis Management Policy is requiring a lot of work and updates will be provided as soon as possible.

X. Upcoming Meetings of the School Board

HR Committee Meeting
Thursday, August 22, 2024
4:00 PM
DO

Policy Committee Meeting
Wednesday, September 11, 2024
4:00 PM
DO

Education Committee Meeting
Thursday, September 12, 2024
1:00 PM
DO

Business Committee Meeting
Friday, September 13, 2024
10:00 AM

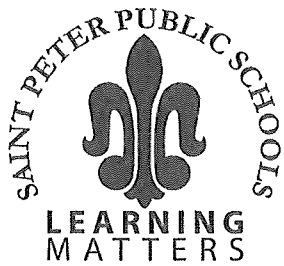
DO

Regular Board Meeting
Monday, September 16, 2024
6:30 PM
SPCC-Governor's Room

XI. **Adjournment** – 7:54PM (Stuewe/Rassbach, unanimous)

Dated: September 16, 2024

Kate Martens, Board Clerk

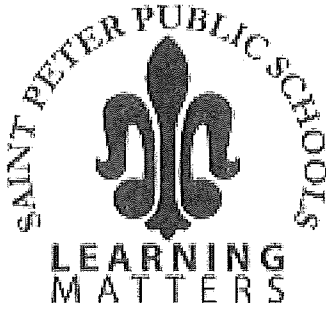


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Date: 9/10/2024
To: Dr. Jeff Olson - Superintendent
From: Bee Ong - Finance Accountant
Re: **Monthly Board Bills, Payroll & Student Activity Amounts:**

Aug 2024 - Board Bills	\$823,467.79
Aug 2024 - Payroll	\$1,060,649.22
Aug 2024 - Student Activity	\$885.98
	<hr/>
	\$1,885,002.99

St. Peter Public Schools	Aug-24	
<u>Outgoing Wire Payments</u>		
MSDLAF to USBank (Feb/Aug bond pymt)		
FNB BO to BCBS - medicare health	8/21/2024	1,032.50
FNB BO to BCBS - medicare health	8/21/2024	13,736.00
FNB BO to VISA	Aug	14,986.50
Wire of federal payroll taxes	8/15/2024	173,508.27
Wire of federal payroll taxes	8/30/2024	160,450.77
Wire of state payroll taxes	8/1/2024	28,652.39
Wire of state payroll taxes	8/16/2024	29,385.82
PERA payments	8/16/2024	22,857.24
TRA payments	8/16/2024	101,298.15
Horace Mann	8/1/2024	1,685.00
Horace Mann	8/19/2024	1,685.00
Ameriprise/NBSGroup Bill	8/1/2024	2,300.00
Ameriprise/NBSGroup Bill	8/19/2024	2,300.00
Colonial Life	8/12/2024	2,518.08
Colonial Life	8/13/2024	9,366.98
HomeTown - Dental direct debits	8/5/2024	4,355.95
HomeTown - Dental direct debits	8/12/2024	959.46
HomeTown - Dental direct debits	8/12/2024	4,696.16
HomeTown - Dental direct debits	8/20/2024	4,616.21
HomeTown - Dental direct debits	8/21/2024	1,841.40
HomeTown - Dental direct debits	8/26/2024	7,308.17
HomeTown - BCBS debits	8/1/2024	127,792.41
HomeTown - BCBS debits	8/8/2024	147,216.38
HomeTown - BCBS debits	8/15/2024	90,451.09
HomeTown - BCBS debits	8/22/2024	35,199.77
HomeTown - BCBS debits	8/29/2024	43,330.61
FNB HSA/VEBA-Medsurety/Matrix Trust	Aug	194,939.84
	Total Outgoing Wire Payments	1,228,470.15
<u>Wire Transfers between SPPS Accounts</u>		
MSDLAF-Liquid class to FNB HAS/VEBA	8/14/2024	150,000.00
MSDLAF-Max class to FNB Payroll	8/14/2024	625,000.00
MSDLAF-Max class to FNB Payroll	8/29/2024	650,000.00
MSDLAF-Max class to FNB BO	8/15/2024	300,000.00
MSDLAF-Max class to FNB BO	8/21/2024	300,000.00
MSDLAF-Max class to HTB Health & Dental	8/15/2024	150,000.00
MSDLAF-Max class to HTB Health & Dental	8/22/2024	150,000.00
FNB BO to FNB HSA/VEBA	8/1/2024	30,000.00
FNB BO to FNB HSA/VEBA		
FNB Payroll to FNB BO	8/1/2024	120,000.00
FNB Payroll to FNB BO	8/19/2024	70,000.00
FNB Payroll to FNB BO	8/30/2024	142,000.00
FNB Activities Acct to FNB BO	8/20/2024	50,000.00
	Total Transfers Between Accounts	2,587,000.00



MEMO TO: Dr. Jeff Olson, Superintendent
School Board

FROM: Seth Putz

DATE: August 23, 2024

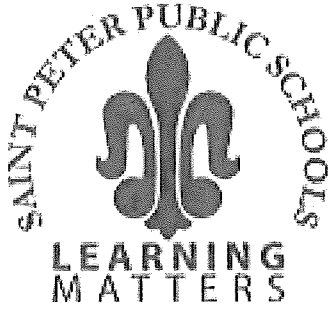
SUBJECT: Rescinding of Job Offer

The Operations and Maintenance Department has rescinded the job offer for the Afternoon North Custodial position to Andy Caraballo based upon the lack of activity of moving forward with the background check.

EMPLOYMENT HIRING SUMMARY

- **Andy Caraballo**
 - Custodian: \$18.96/hour (based on the 2023-2025 contract)
 - Start Date: August 26th , 2024
 - 9 month probationary period ending May 30, 2025

Cc: Dave Eiyneck
Mike Keller
Lisa Pierson
Andy Caraballo



MEMO TO: Superintendent Olson
Members of the School Board

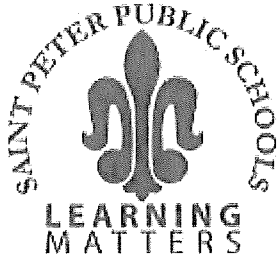
FROM: Shea Roehrkasse

DATE: 8/28/2024

SUBJECT: Rescind Offer of MS Football Coach

Please accept this memo to rescind the offer for Dan Weisbrod to coach MS football for the Fall of 2024. The schedules did not work out as planned and it did not work for him to coach this Fall. Please reach out with any questions.

CC: grp_hire_misc



MEMO TO: Superintendent Jeff Olson
School Board

FROM: Ytive Prafke

DATE: September 9, 2024

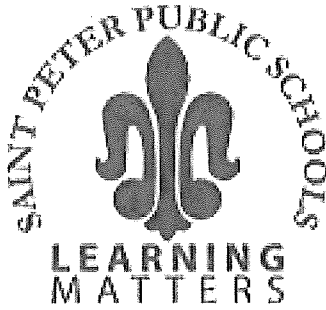
SUBJECT: Retirement-Joni Anderson

Please accept the retirement of Ms. Joni Anderson effective May 30, 2024.

Ms. Anderson has been an Early Childhood Teacher in the District since 1990. She has been a valuable asset to the children she has taught, the families she has worked with and her colleagues. We are pleased that although Joni is retiring, she will continue to work in the program on an as needed basis.

Please let me know if you have any questions.

Cc: grp_hire_certified
Joni Anderson



MEMO TO: Dr. Jeff Olson, Superintendent
School Board

FROM: Jana Sykora, South Elementary
Principal

DATE: September 6, 2024

SUBJECT: Recommendation to Terminate
Employment

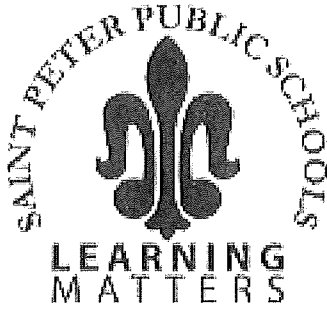
Please consider the following recommendation regarding the termination of Mollie Johnson from a paraprofessional position at South Elementary School.

Termination of Employee Summary

- Mollie Johnson
 - Special Education Paraprofessional
 - Last day of employment: May 31, 2024

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

Cc: Mollie Johnson
grp_hire_certified



MEMO TO: Dr. Olson

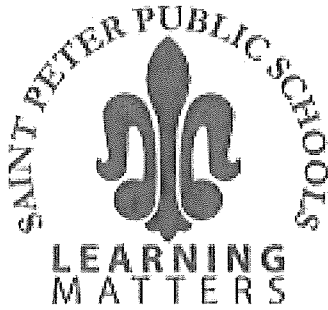
FROM: Seth Putz
Operation and Maintenance
Supervisor

DATE: August 22, 2024

SUBJECT: End of Employment Outside
Grounds crew

Vinnie Guappone has completed his summer employment for the 2024 year, as grounds worker. He has done an exemplary job this summer.

We thank Vinnie Guappone for his help and dedication and plan on seeing him next summer.



MEMO TO: Members of the School Board
Dr. Olson

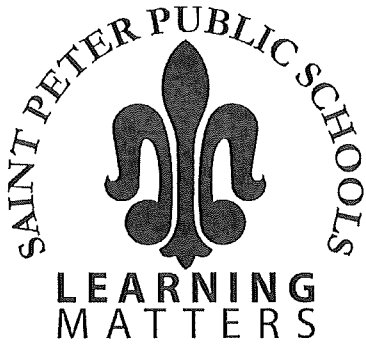
FROM: Emily Craig

DATE: 8/28/2024

SUBJECT: Food Service resignation

Jenna Bosacker will be resigning from St. Peter High School 9/6/2024. She will fill out a time card for any hours worked prior to this date. She was a wonderful addition to the team and will be missed.

Cc: Jenna Bosacker



MEMO TO: Dr. Jeffrey Olson-Superintendent
School Board

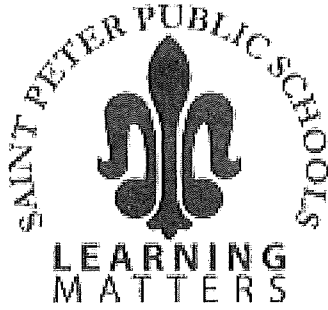
FROM: Ytive Prafke

DATE: September 3, 2024

SUBJECT: EC Paraprofessional Resignation

I am writing to recommend that you accept the resignation of Aiyana Trujillo from her position as an EC Paraprofessional as of September 3, 2024. We thank Aiyana for her work in our program and wish her the best.

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



MEMO TO: Dr. Olson
School Board

FROM: Jon Graff

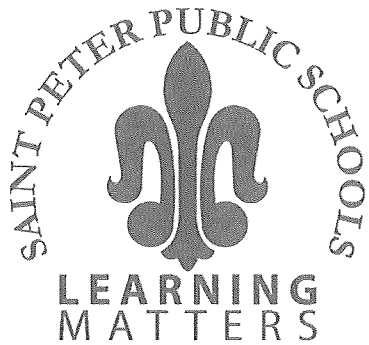
DATE: August 21, 2024

SUBJECT: End of Employment
Paraprofessional

Claire Hruby will not be returning to her paraprofessional position with Saint Peter Middle School for the 2024-2025 school year.

We thank Claire for her service and wish her the best of luck in her future endeavors.

CC: Grp_hire_para



MEMO TO: Dr. Jeff Olson
School Board

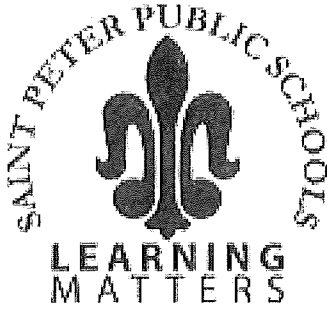
FROM: Annette Engeldinger

DATE: August 27, 2024

SUBJECT: Paraprofessional Resignation

I am writing to recommend that you accept the resignation of Keith Bense from his position as a high school paraprofessional as of the start of the 2024-2025 school year. We thank Keith for his work with our students over the last 7 years and wish him the best in his retirement!

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



MEMO TO: Dr. Olson
School Board

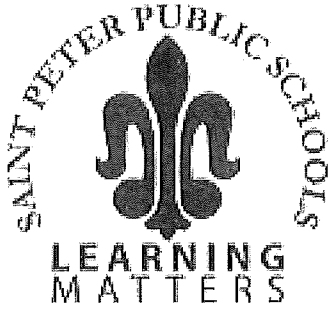
FROM: Tami Skinner
Community & Family Education
Director

DATE: August 22, 2024

SUBJECT: End of Employment Saints
Overtime Assistant

Valerie Balcik will not be returning to her Saints Overtime Assistant position for the 2024-2025 school year.

We thank Valerie Balcik for her service and wish her the best of luck in her future endeavors.



MEMO TO: Dr. Olson
School Board

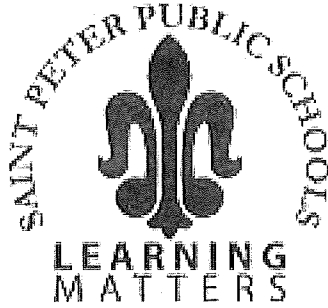
FROM: Tami Skinner
Community & Family Education
Director

DATE: August 22, 2024

SUBJECT: End of Employment Saints
Overtime Assistant

Salem Weldegebriel will not be returning to her Saints Overtime Assistant position for the 2024-2025 school year.

We thank Salem for her service and wish her the best of luck in her future endeavors.



MEMO TO: Dr. Olson
School Board

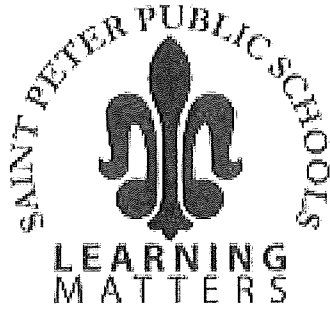
FROM: Tami Skinner
Community & Family Education
Director

DATE: August 22, 2024

SUBJECT: End of Employment Saints
Overtime Assistant

Heidi Johnson will not be returning to her Saints Overtime Assistant position for the 2024-2025 school year.

We thank Heidi for her service and wish her the best of luck in her future endeavors.



MEMO TO: Dr. Olson
School Board

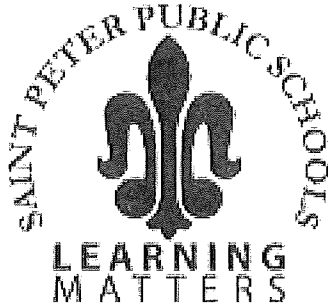
FROM: Tami Skinner
Community & Family Education
Director

DATE: August 22, 2024

SUBJECT: End of Employment Saints
Overtime Assistant

Hana Ahmed will not be returning to her Saints Overtime Assistant position for the 2024-2025 school year.

We thank Hana for her service and wish her the best of luck in her future endeavors.



MEMO TO: Dr. Olson
School Board

FROM: Tami Skinner
Community & Family Education
Director

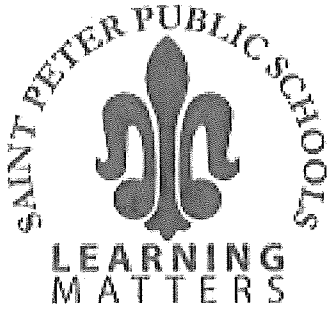
DATE: August 22, 2024

SUBJECT: End of Employment Saints
Overtime Assistants

The following individuals have graduated from college and will not be returning to Saints Overtime Assistant positions for the 2024-2025 school year.

We thank them for their service and wish them the best of luck in their future endeavors.

- McKenzie Alders
- Jenna Frazier
- Marina Hinz
- Kaelyn LoBalbo
- Kayshooly Thao
- Rowan Thom
- Makaila Weingart
- Katie Engeldinger
- Reese Portugue



MEMO TO: Dr. Olson
School Board

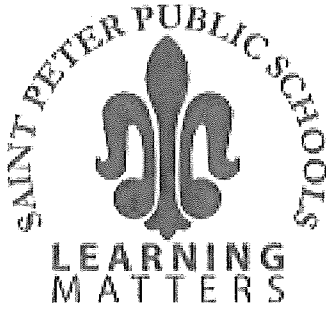
FROM: Tami Skinner
Community & Family Education
Director

DATE: August 28, 2024

SUBJECT: Lifeguard End of Employment

Paige Wachal will not be returning to her lifeguard position for the 2024-2025 school year.

We thank Paige for her service and wish her the best in her future endeavors.



MEMO TO: Dr. Olson
School Board

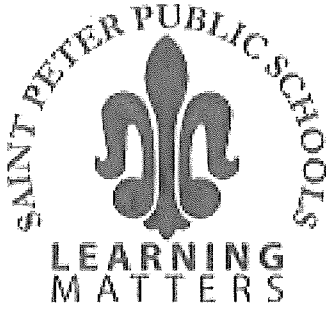
FROM: Tami Skinner
Community & Family Education
Director

DATE: August 28, 2024

SUBJECT: Lifeguard End of Employment

Rosie Hernandez will not be returning to her lifeguard position for the 2024-2025 school year.

We thank Rosie for her service and wish her the best in her future endeavors.



MEMO TO: Dr. Olson
School Board

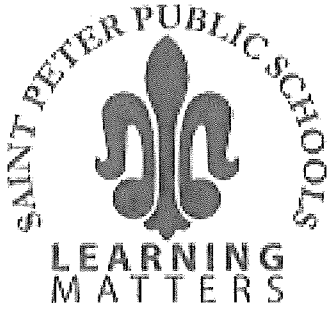
FROM: Tami Skinner
Community & Family Education
Director

DATE: August 28, 2024

SUBJECT: Lifeguard End of Employment

Heidi Carstensen will not be returning to her lifeguard position for the 2024-2025 school year.

We thank Heidi for her service and wish her the best in her future endeavors.



MEMO TO: Dr. Olson
School Board

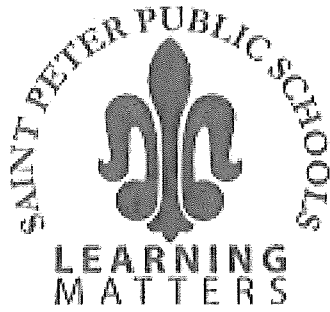
FROM: Tami Skinner
Community & Family Education
Director

DATE: August 28, 2024

SUBJECT: Lifeguard End of Employment

Rachel Hogen will not be returning to her lifeguard position for the 2024-2025 school year.

We thank Rachel for her service and wish her the best in her future endeavors.



MEMO TO: Dr. Olson
School Board

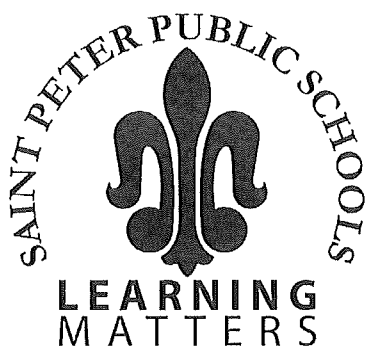
FROM: Tami Skinner
Community & Family Education
Director

DATE: August 28, 2024

SUBJECT: Lifeguard End of Employment

Peyton Odland will not be returning as a lifeguard for the 2024-2025 school year.

We thank Payton for his service and wish him the best in future endeavors.



MEMO TO: Dr. Jeff Olson
School Board

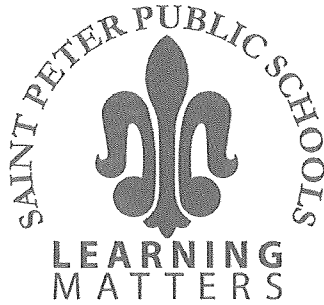
FROM: Annette Engeldinger

DATE: September 12, 2024

SUBJECT: Paraprofessional Leave of Absence

I am writing to recommend that the school board accept an unpaid leave of absence (section 20 of the paraprofessional contract) for Tom Leonhardt for the first semester. Tom has been a paraprofessional at the high school for several years and is currently doing his student teaching with us. We are excited that he is pursuing his special education teaching license and hope that he will return to SPHS.

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



TO: Members of the School Board
Dr. Jeff Olson

FROM: Annette Engeldinger

DATE: August 21, 2024

RE: Personnel Recommendation
Special Education

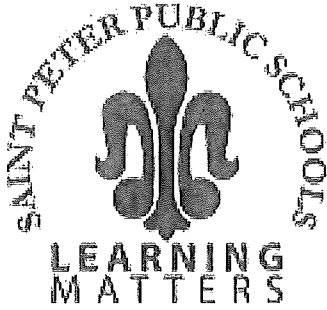
I am happy to recommend the hiring of Ms. Heidi Niemeyer as a .33 special education teacher. This position is available due to a resignation. With the addition of the .33 position, Ms. Niemeyer moves to full-time on the teacher contract.

EMPLOYEE SUMMARY

- **Heidi Niemeyer**
 - 1.0 FTE
 - Step 8/BA - \$61,760.00
 - Start Date: August 26, 2024

Please let me know if you have any questions.

cc: Heidi Niemeyer
grp_hire_certified



MEMO TO: Members of the School Board
Dr. Jeff Olson

FROM: Annette Engeldinger

DATE: August 21, 2024

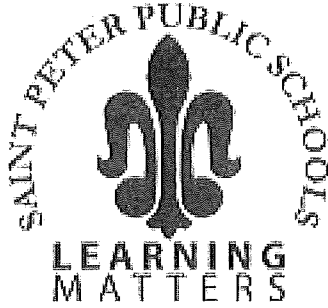
SUBJECT: Special Education teacher hire

I am pleased to recommend William Bennett for a full-time teaching position with Saint Peter Public Schools. Mr. Bennett will be a .67 special education teacher at Saint Peter High School and a .33 teacher at the Oshawa Learning Center.

EMPLOYEE SUMMARY

- **William Bennett**
 - Step 3/BA - \$52,252.00
 - Start Date - August 26, 2024

CC: grp_hire_certified



MEMO TO: Members of the School Board
 Dr. Jeffrey Olson

FROM: Ytive Prafke

DATE: September 3, 2024

SUBJECT: School Readiness Classroom
 Assistant/Paraprofessional

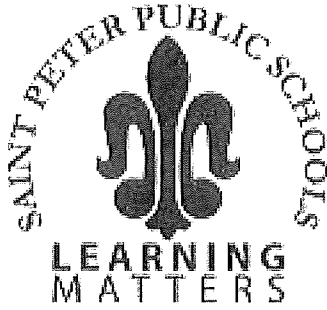
I am pleased to recommend Amy Brown for the position of School Readiness Classroom Assistant/Paraprofessional.

NEW EMPLOYEE SUMMARY

- **Amy Brown**
 - Monday/Tuesday/Thursday mornings- 7:45-11:00 additional hours as needed
 - Lane B - Step 3 \$17.75 per hour
 - Amy will complete a timesheet for her work
 - This is a replacement position
 - School Readiness Assistant positions are **not** included in the Paraprofessional Educator Agreement
 - Start Date: September 3, 2024

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

CC: Amy Brown
 grp_hire_para



MEMO TO: Members of the School Board
Dr. Jeffrey Olson

FROM: Ytive Prafke

DATE: September 3, 2024

SUBJECT: School Readiness Classroom
Assistant/Paraprofessional

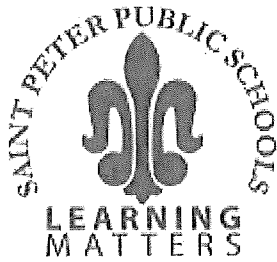
I am pleased to recommend Barb Wilmes for the position of School Readiness Classroom Assistant/Paraprofessional.

NEW EMPLOYEE SUMMARY

- **Barb Wilmes**
 - Monday-Friday mornings- 7:45-11:45 additional hours as needed
 - \$16.65 per hour
 - Barb will complete a timesheet for her work
 - This is a replacement position
 - School Readiness Assistant positions are **not** included in the Paraprofessional Educator Agreement
 - Start Date: September 3, 2024

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

CC: Barb Wilmes
grp_hire_para



MEMO TO: Superintendent Jeff Olson
School Board

FROM: Ytive Prafke

DATE: September 10, 2024

SUBJECT: Hire -Joni Anderson

Please consider the hire of Joni Anderson.

Ms. Anderson has been an Early Childhood Teacher in the District since 1990. We are pleased that although Joni is retiring, she will continue to work in the program on an as needed basis.

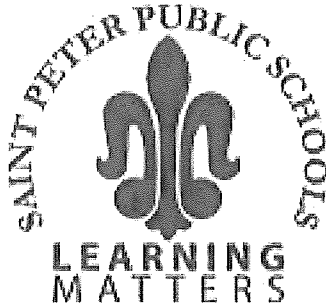
NEW EMPLOYEE SUMMARY

- **Joni Anderson**
 - BA 20 Step 11 \$49.83 Daytime \$50.33 Evening Rate
 - Modified teaching contract for School Readiness/ECFE Teachers
 - Joni will complete timesheets for her work.
 - Start Date: 2024-2025 school year

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

Please let me know if you have any questions.

Cc: grp_hire_certified
Joni Anderson



MEMO TO: Dr. Jeff Olson
District 508 School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: August 27, 2024

SUBJECT: Special Education Paraprofessional Hire

Applications were received, and interviews took place for JobID 593: Special Education Paraprofessional at North Elementary School (Grades 2-4). This position is a replacement position. I am recommending the following candidate:

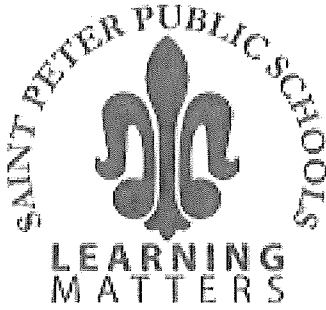
- **Bonita Callahan-Hernandez - AppNo: 11247** - 6.75 hours/student contact day at a rate of \$18.65/hour (Step 6/Lane A). Bonnie's first day will be September 6, 2024, pending her background check. She will work approximately from 7:45 AM to 3:00 PM and have a 30-minute unpaid lunch.

Bonnie has worked as a paraprofessional in the Minnesota River School classroom at North Elementary through MVED for the last five school years.

Ms. Callahan-Hernandez is excited to continue working at North in a new permanent role as a special education paraprofessional.

If you have any questions, please contact me.

CC: District Office <grp_hire_para@stpeterschools.org>
Bonnie Callahan <Bonniecallahan81@gmail.com>



MEMO TO: Dr. Jeff Olson
School Board

FROM: Annette Engeldinger

DATE: August 27, 2024

SUBJECT: Para Hire

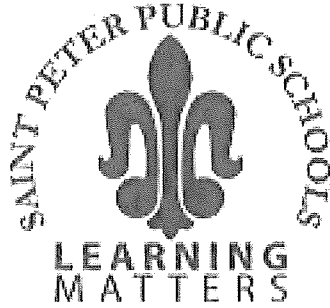
Applications were received, and interviews took place for a special education paraprofessional position. This is a replacement position.

I am pleased to recommend Tom Wolfe for the position. Tom has previous experience as a paraprofessional at SPHS, and we are happy to have him join us again.

EMPLOYEE SUMMARY

- **Tom Wolfe**
 - Step 6/LaneA - \$18.65 per hour
 - Start date: August 26, 2024

CC: Tom Wolfe
grp_hire_para



MEMO TO: Members of the School Board
Dr. Jeff Olson

FROM: Annette Engeldinger

DATE: August 21, 2024

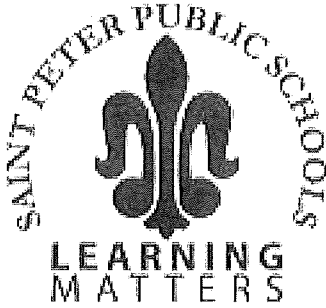
SUBJECT: Paraprofessional Hire

Applications were received, and interviews took place for a paraprofessional position at Saint Peter High School. I am pleased to recommend Joy Zimmerman for the position. Joy has been a paraprofessional at SPHS since the 2020-2021 school year but had to resign during the second semester of the 2023-2024 school year due to scheduling conflicts with her college coursework. This is a replacement position.

EMPLOYEE SUMMARY

- Joy Zimmerman
 - Step 5/Lane A - \$18.25/hour
 - Start date: August 26, 2024

CC: grp_hire_para



MEMO TO: Members of the School Board

FROM: Emily Craig

DATE: 8/22/2024

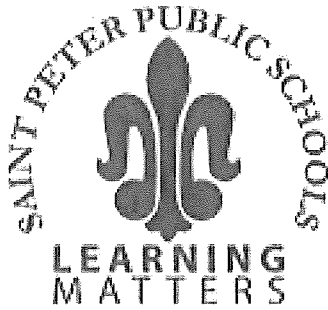
SUBJECT: Food Service Hire

I am pleased to recommend Tami Reinbold for the position of Cook/Dishwasher St. Peter High School in the Food Service Department.

NEW EMPLOYEE SUMMARY

- **Tami Reinbold**
 - St. Peter High school
 - Lane-Unassigned
 - 2024-2025 Rate-\$17.48 per hour
 - Tami Reinbold will be filling out a timesheet
 - Start Date:8/26/2024

Cc: Tami Reinbold



MEMO TO: Members of the School Board
Superintendent Dr. Olson

FROM: Emily Craig

DATE: 8/26/2024

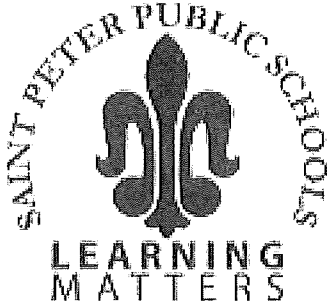
SUBJECT: Food Service Hire

I am pleased to recommend Laura Klatt for the position of sub Cook/Dishwasher St. Peter High School in the Food Service Department.

NEW EMPLOYEE SUMMARY

- Laura Klatt
 - St. Peter High school
 - Lane-Unassigned
 - 2024-2025 Rate-\$17.48 per hour
 - Laura Klatt will be filling out a timesheet
 - Start Date:8/26/2024

Cc: Laura Klatt



MEMO TO: Members of the School Board

FROM: Emily Craig

DATE: 8/22/2024

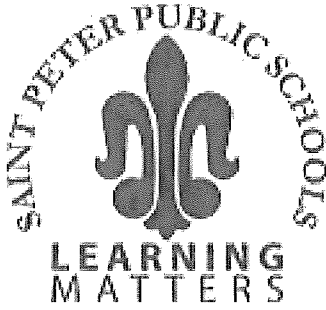
SUBJECT: Food Service Hire

I am pleased to recommend Anna Sandstrom for the position of Cook/Dishwasher St. Peter High School in the Food Service Department.

NEW EMPLOYEE SUMMARY

- Anna Sandstrom
 - St. Peter High school
 - Lane-Unassigned
 - 2024-2025 Rate-\$17.48 per hour
 - Anna Sandstrom will be filling out a timesheet
 - Start Date:9/2/2024

Cc: Anna Sandstrom



MEMO TO: Members of the School Board
Dr. Olson

FROM: Emily Craig

DATE: 8/28/2024

SUBJECT: Food Service Hire

I am pleased to recommend Hunter Jones for the position of Cook/Dishwasher St. Peter Middle School in the Food Service Department.

NEW EMPLOYEE SUMMARY

- Hunter Jones
 - St. Peter Middle school
 - Lane-Unassigned
 - 2024-2025 Rate-\$17.48 per hour
 - Hunter Jones will fill a time card out for his hours
 - Start Date:9/4/2024

Cc: Hunter Jones



TO: Jeff Olson, Interim Superintendent
School Board Members

FROM: Tami Skinner, Community & Family
Education Director

SUBJECT: Saints Overtime Staff

DATE: August 26, 2024

Interviews were conducted, and I am pleased to recommend hiring Calleejo Sohn as a Saints Overtime Assistant. Her work experiences make her a great candidate.

NEW EMPLOYEE SUMMARY

- **Calleejo Sohn**
- Rate of pay - \$15.75/hr.
- Part-time hours submitted on a timesheet
- 2024-25 School Year
- This is a replacement position.

Thank you for your consideration.

CC: Calleejo Sohn



TO: Dr. Jeff Olson, Interim
Superintendent,
School Board Members

FROM: Tami Skinner, Community & Family
Education Director

SUBJECT: Saints Overtime Staff

DATE: Sept. 5, 2024

Interviews were conducted, and I am pleased to recommend hiring Elizabeth Haglund as a Saints Overtime Assistant. Her work experiences make her a great candidate.

NEW EMPLOYEE SUMMARY

- **Elizabeth Haglund**
- Rate of pay - \$15.75/hr.
- Part-time hours submitted on a timesheet
- 2024-25 School Year
- This is a replacement position.

Thank you for your consideration.

CC: Elizabeth Haglund



**TO: Dr. Jeff Olson, Interim Superintendent,
School Board Members**

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

SUBJECT: sPARK Mobile Art Program

DATE: Sept. 9, 2024

Interviews were conducted, and I am pleased to recommend hiring Nayeli Martinez as an assistant with the sPARK Mobile Arts Studio program. Funds from a Prairie Lakes Regional Arts Council Grant will cover the cost of this hire.

This is a replacement position.

EMPLOYEE SUMMARY

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

Cc: Nayeli Martinez



TO: Jeff Olson, Interim Superintendent,
School Board Members

FROM: Tami Skinner, Community & Family
Education Director

SUBJECT: Returning Saints Overtime Staff

DATE: August 26, 2024

The following individuals will resume their roles as Saints Overtime Assistants for the 2024-25 school year. Their hours will be submitted on a timesheet.

EMPLOYEE SUMMARY - \$15.75 per hour pay rate

- Alexia Anderson
 - Ella Bobrowski
 - Alejandra Bonilla Hirdman
 - Heidi Carstensen
 - Isabella Delwiche
 - Hailey Dettmer
 - Ava Dobratz
 - Alex Dorrow
 - Allison Held
 - Alicia Hernandez (current para rate)
 - Madeline Hoffman
 - Amanda Hukee
 - Kennedy Johnson
 - Emma Kennedy
 - Aubrey Kusters
 - Teresa Lekander (current para rate)
 - Mara Lien
 - Bella Macemon
 - Amira Mallet
 - Kaia Meyer
 - Bridget Mullaly (current para rate)
 - Madison Olson
 - Kendra Stanton
 - Ainsley Thode
 - Grace Timm
 - Maria Trochez
- Substitutes**
- Shea Hildebrandt (sub during college breaks)
 - Heidi Johnson (sub)
 - Mariah Knutson (current para rate)
 - Theresa Lekander (current para rate)
 - Andy Regner (sub during college breaks)
 - Grace Tollefson (sub during college breaks)

HIGH SCHOOL STAFF SUMMARY - \$10.00 per hour pay rate

- Ruby Sletta

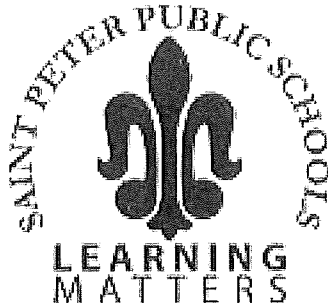


TO: Bill Gronseth, Superintendent
FROM: Tami Skinner, Community & Family Education Director
SUBJECT: Aquatics Staff
DATE: August 29, 2024

As a high school student, Laura Klatt served as a lifeguard. I am pleased to recommend Laura as an adult member of our aquatics staff.

NEW EMPLOYEE SUMMARY

- **Laura Klatt**
- \$13.25 per hour (based on certifications and years of experience)
- Schedule based on weekly program needs
- Hours submitted on a timesheet
- 2024-25 School Year



MEMO TO: Dr. Olson, Superintendent

FROM: Jon Graff, Principal
Saint Peter Middle School

DATE: August 22, 2024

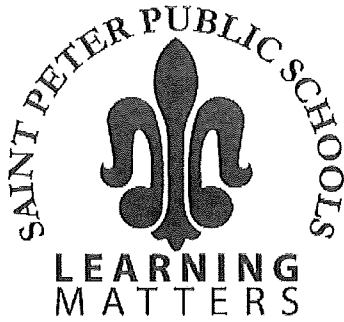
SUBJECT: Reading Intervention Transfer

Ashley Pope, reading interventionist at SPMS has been transferred to North Elementary beginning with the 2024-2025 school year. The transfer is a result of a realignment in the district's reading intervention program brought about by the resignation and non-replacement (for budgetary reasons) of North's former reading interventionist.

Please adjust Ashley's building access key/fob to the teacher level at North Elementary and adjust her information on the website to display this information.

Please contact me with any questions.

CC: grp_hire_certified
Ashley Pope



MEMO TO: Superintendent Jeffery Olson
Saint Peter School Board

FROM: Darin Doherty/Ytive Prafke

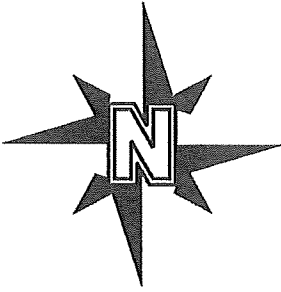
DATE: 9/3/24

SUBJECT: David Ribar FMLA Extension Request

This memo is to recommend the approval of a Family Medical Leave Extension request for David Ribar. Mr. Ribar has submitted documentation from a healthcare provider demonstrating a need for continued medical leave. Mr. Ribar's anticipated return date is March 24, 2024.

Thank you for your consideration and please contact me with any questions.

Cc: David Ribar
Grp_hire_certified



MEMO TO: Dr. Jeff Olson
District 508 School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: May 23, 2024
REVISED DATE: September 12, 2024

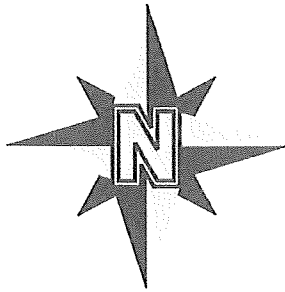
SUBJECT: Family Leave of Absence

I recommend approving Jordyn Jarr's leave of absence from North Elementary School. Her leave will begin on ~~September 23, 2024~~ **September 5, 2024**. She plans to return to work on ~~December 13, 2024~~ **December 2nd, 2024**.

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

If you have questions, please contact me.

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



MEMO TO: Dr. Jeff Olson
District 508 School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: August 30, 2024, 2024

SUBJECT: FMLA

I am writing to formally recommend that Heather Kusler's request for Family and Medical Leave Act (FMLA) leave from December 6, 2024, through March 10, 2025, due to the birth of her first child, be approved.

During her absence, I plan to post for a long-term substitute office support to ensure a smooth and continuous experience for North students, families, and staff.

If you have questions, please contact me.

CC: Heather Kusler <hkusler@stpetersschools.org>
grp_hire_office@stpetersschools.org

August 20, 2024

To Who it May Concern,

The purpose of this letter is to inform you and School District #508 of my pregnancy. I am currently 24 weeks pregnant, with a due date of December 6th, 2024.

In regards to my maternity leave, I plan to take 12 weeks of leave from a tentative leave start date of December 6th, 2024, to March 1⁹, 2025.

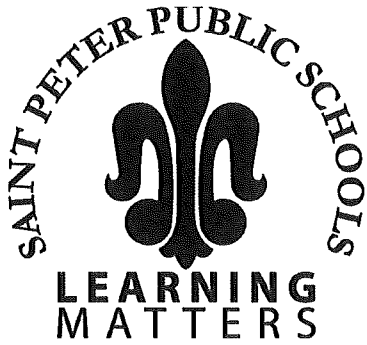
I will be using some sick and personal days while I will be gone. I intend to return to my secretary clerical position after my maternity leave is complete.

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

Sincerely,

Heather Kusler

Secretary to the Principal
North Elementary School
St. Peter Public Schools



MEMO TO: Dr. Jeff Olson, Superintendent
School Board

FROM: Jana Sykora, South Elementary Principal

DATE: September 5, 2024

SUBJECT: Maternity Leave Request

I recommend that you accept the maternity leave request of Mrs. Elizabeth Wenner, first grade teacher at South Elementary School. This leave will begin with the birth of her child on or around December 12, 2024 through March 6th.

Cc: Elizabeth Wenner
Grp_hire_certified

July 25, 2024

Dear Mrs. Sykora and Dr. Olson,

The purpose of this letter is to inform you and school District #508 of my pregnancy. I am currently 20 weeks pregnant. My official due date is December 12, 2024. I would like to work until the arrival of my child and then begin my maternity leave.

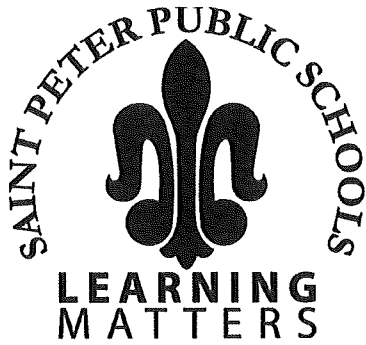
In accordance with Article 10 in our contract, I would like to request FMLA Leave to begin on the date of the birth of my child, which will be communicated to my principal Jana Sykora. It is my intent to return to my first grade position on March 7th, 2023, which is twelve weeks from my expected due date. The exact leave and return date will be confirmed by Jana Sykora and I after the birth of my child.

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

Sincerely,

Elizabeth Wenner

Elizabeth Wenner
First Grade Teacher
South Elementary



MEMO TO: Dr. Jeff Olson, Superintendent
School Board

FROM: Jana Sykora, South Elementary Principal

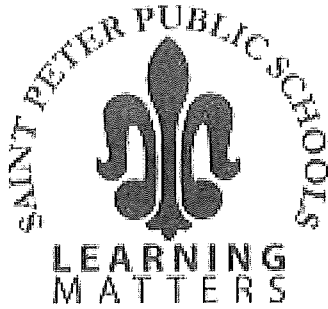
DATE: September 11, 2024

SUBJECT: Maternity Leave Request

Mrs. Kim Osborne, kindergarten teacher at South Elementary school, has requested a long-term family care leave. Mrs. Osborne is currently on child-care leave through November 2024 but would like to extend her leave through the end of the 2024-2025 school year. Mrs. Osborne has indicated she plans to return for the 2025-2026 school year. I am recommending that her leave request be granted.

Please let me know if you have any questions.

Cc: Kim Osborne
Grp_hire_certified



MEMO TO: Dr. Jeff Olson
Megan Gracia
Lisa Pierson

FROM: Jana Sykora

DATE: September 10, 2024

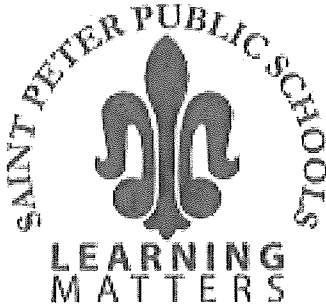
SUBJECT: Intermittent Overload Pay

Please be advised that Christi Maloney is eligible for intermittent overload pay due to her assistance in covering the family leave of a DAPE service provider at South Elementary School.

Per Article 28, Section 9 of the teacher contract, she should receive \$44 per day on any days she provides direct DAPE services or conducts evaluation services during her scheduled prep time. Mrs. Maloney will track this time on a timesheet for accurate compensation.

Please let me know if you have any questions or require additional information.

CC: Christi Maloney
Stacy Abel
grp_hire_certified



MEMO TO: Dr. Olson
Megan Gracia
Lisa Pierson

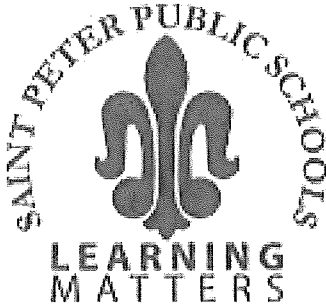
FROM: Jon Graff

DATE: August 28, 2024

SUBJECT: Overload Pay

Kris Sandborg, PE teacher at Saint Peter Middle School, qualifies for overload pay for the 2024-2025 school year. Kris qualifies for overload pay for having over 168 students on her roster per article 28 section 8 of the teacher contract.

CC: Kris Sandborg
grp_hire_certified



MEMO TO: Dr. Olson
Megan Gracia
Lisa Pierson

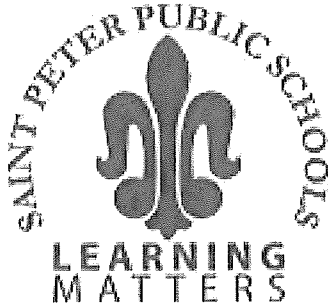
FROM: Jon Graff

DATE: August 28, 2024

SUBJECT: Overload Pay

Stephanie Evans, health teacher at Saint Peter Middle School, qualifies for overload pay for the 2024-2025 school year. Stephanie qualifies for overload pay for having over 168 students on her roster per article 28 section 8 of the teacher contract.

CC: Stephanie Evans
grp_hire_certified



MEMO TO: Dr. Olson
Megan Gracia
Lisa Pierson

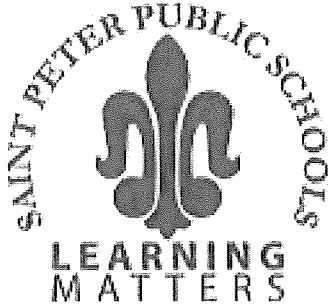
FROM: Jon Graff

DATE: August 28, 2024

SUBJECT: Overload Pay

Bill Stuewe, PE teacher at Saint Peter Middle School, qualifies for overload pay for the 2024-2025 school year. Bill qualifies for overload pay for having over 168 students on his roster per article 28 section 8 of the teacher contract.

CC: Bill Stuewe
grp_hire_certified



MEMO TO: Dr. Olson
Megan Gracia
Lisa Pierson

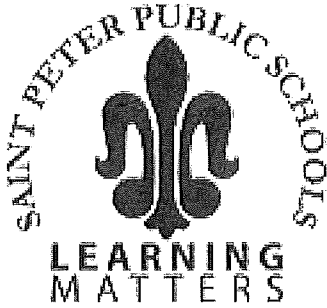
FROM: Jon Graff

DATE: August 28, 2024

SUBJECT: Overload Pay

Tony Stadterr, health teacher at Saint Peter Middle School, qualifies for overload pay for the 2024-2025 school year. Tony qualifies for overload pay for having over 168 students on his roster per article 28 section 8 of the teacher contract.

CC: Tony Stadtherr
grp_hire_certified



MEMO TO: Members of the School Board
Dr. Jeff Olson

FROM: Jana Sykora

DATE: August 26, 2024

SUBJECT: Reading AmeriCorps Hire

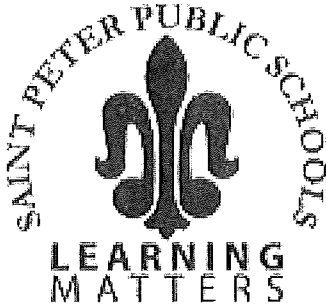
I am pleased to announce Quentin Winterfeldt will serve as a Reading AmeriCorps tutor at South Elementary this school year.

NEW TUTOR SUMMARY

- **Quentin Winterfeldt - AmeriCorps Tutor**
 - Volunteer dates: August 26, 2024, through May 31, 2025

Quentin will need key card access to South, key access for classrooms, a laptop, and an email address/Infinite Campus access.

CC: Kaari Bly
grp_hire_para@stpetersschools.org



MEMO TO: Members of the School Board
Dr. Jeff Olson

FROM: Jana Sykora

DATE: August 26, 2024

SUBJECT: Reading AmeriCorps Hire

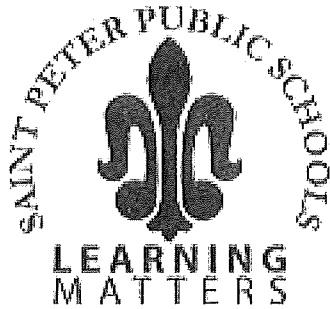
I am pleased to announce Eleanor Grinnell will serve as a Reading AmeriCorps tutor at South Elementary this school year.

NEW TUTOR SUMMARY

- **Eleanor Grinnell - AmeriCorps Tutor**
 - Volunteer dates: August 26, 2024, through May 31, 2025

Eleanor will need key card access to South, key access for classrooms, a laptop, and an email address/Infinite Campus access.

CC: Kaari Bly
grp_hire_para@stpetersschools.org



MEMO TO: Members of the School Board
Superintendent Olson

FROM: Shea Roehrkasse

DATE: August 26, 2024

SUBJECT: JH Football Coach Hire

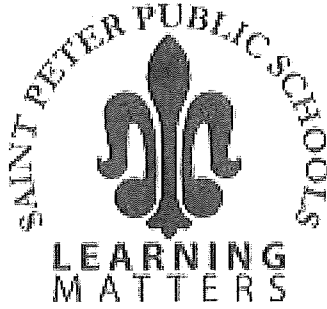
I am pleased to recommend Trenton Havemeier for the position of Middle School Football Coach for the Fall of 2024.

NEW EMPLOYEE SUMMARY

- **Trenton Havemeier**
 - MS Coach
 - Years: 1
 - 8/26/2024
 - Replacement Position

Thank you for your consideration.

CC: Trenton Havemeier
Grp_hire_misc



MEMO TO: Members of the School Board
Superintendent Olson

FROM: Shea Roehrkasse

DATE: September 11, 2024

SUBJECT: JH Girls Tennis Coach Hire

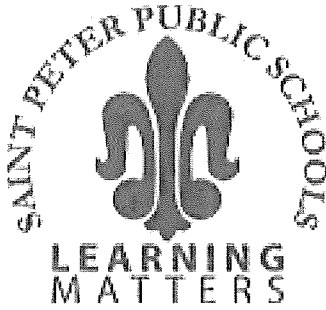
I am pleased to recommend Zetta Haugen for the position of JH Girls Tennis Coach for the Fall of 2024. Zetta is a 2024 graduate of SPSHS and will be great to have her part of our programs!

NEW EMPLOYEE SUMMARY

- **Zetta Haugen**
 - MS Coach
 - Years: 1
 - 8/26/2024
 - Replacement Position

Thank you for your consideration.

CC: Zetta Haugen
grp_hire_certified



MEMO TO: Members of the School Board
Superintendent Olson

FROM: Shea Roehrkasse

DATE: September 4, 2024

SUBJECT: Event Worker

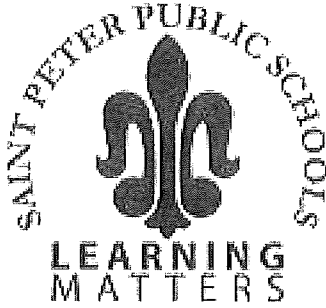
I am pleased to recommend Teresa Hildebrandt for the position of Event Worker to help with various duties starting the Fall of 2024.

NEW EMPLOYEE SUMMARY

- **Teresa Hildebrandt**
 - Pay is per event

Thank you for your consideration.

CC: Teresa Hildebrandt
grp_hire_certified



MEMO TO: Members of the School Board
Superintendent Olson

FROM: Shea Roehrkasse

DATE: September 4, 2024

SUBJECT: Event Worker

I am pleased to recommend Staci Holmgren for the position of Event Worker to help with various duties starting the Fall of 2024.

NEW EMPLOYEE SUMMARY

- **Staci Holmgren**
 - Pay is per event
 - 9/4/24

Thank you for your consideration.

CC: Staci Holmgren
grp_hire_certified



TO: Dr. Jeff Olson, Interim
Superintendent

FROM: Tami Skinner, Community &
Family Education Director

SUBJECT: High School Aquatics Staff

DATE: Sept. 4, 2024

Applications were received, and interviews took place for a High School Lifeguard. I am pleased to recommend hiring Ashlyn Loula.

NEW EMPLOYEE SUMMARY

- **Ashlyn Loula**
- \$13.15 per hour - Lifeguard / WSI
- Schedule based on weekly program needs
- Hours submitted on a timesheet
- 2024-25 School Year



ADDENDUM

REGULAR BOARD MEETING Monday, September 16, 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: There are no gifts or donations to report this month.

Presentation: Superintendent of Schools, Jeff Olson

Options/Recommendation: N/A



ADDENDUM

REGULAR BOARD MEETING Monday, September 16, 2024 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

2. AGENDA ITEM #2

Subject: Consider Approval of Student Representatives to the School Board for 2024-25

Action: Requires a Motion

Background: The Saint Peter School Board values student voice and has appointed student representatives to the School Board since 2007. We are pleased to continue to include student representation on the School Board.

Consider appointing Emmy Remmert and Isabelle Mish as the student representatives to the School Board for the 2024-25 school year.

Guidelines for the student representative position are as follows:

- a. The student representative will be a non-voting member;
- b. The student representative will be given opportunities to fully participate in all board discussions held at open meetings of the School Board;
- c. The student representative will be expected to attend all regularly scheduled board meetings; and
- d. The student representative may attend Phase I MSBA Board Member training

Presentation: Superintendent of Schools, Jeff Olson

Options/Recommendation: I recommend your approval of the representatives and the guidelines.



MEMO TO: Dr. Jeff Olson
School Board

FROM: Annette Engeldinger

DATE: September 4, 2024

SUBJECT: Student Council
Representatives to the School
Board

The Saint Peter High School Student Council has elected two representatives as co-presidents for the 2024-2025 school year. I am pleased to inform you that Emmy Rimmert and Isabelle Mish will be the student council representatives to the school board.

CC: Dr. Christopher Harmes
Air Chantharak
Emmy Rimmert
Isabelle Mish



ADDENDUM

REGULAR BOARD MEETING Monday, September 16, 2024 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

3. AGENDA ITEM #3

Subject: Consider Certification of Preliminary 2024 Pay 2025 Levy

Action: Requires a Motion

Background: On an annual basis, the School Board has the responsibility to set the levy for property taxes. Preliminary figures for the initial 2024 levy for property taxes payable in 2025 are attached. The Business Committee reviewed and discussed the levy at its meeting on September 13, 2024, and recommends the Board certifies the maximum allowable. The final amount will be set at the December 2024 School Board Meeting.

Presentation: Business Manager, Megan Gracia
Business Committee

Options/Recommendation: I recommend certifying the maximum allowable levy. The final decision on the levy will be made at the December Board meeting.



TO: Superintendent Olson
 ISD #0508 School Board Members

FROM: Megan Gracia

DATE: September 16th, 2024

RE: 24 Pay 25 Levy – September Certification

After reviewing the preliminary levy limitation numbers run by MDE, below is an overview of our current levy data as of September 13th, 2024:

Levy 24, Pay 25 Preliminary Levy	\$9,874,793
Levy 23, Pay 24 Final, Certified Levy	\$7,652,181
\$ Difference	\$2,222,612
% Difference	29.05%

Attached are three documents related to the levy:

- 1) An overview of the historical and current market values within the district that are used to calculate various levy components.
- 2) A summary of levy totals by category including General Fund RMV, General Fund NTC, Community Education, and Debt Service for the past five years.
- 3) A more detailed listing of levy amounts and adjustments for the various levy categories listed in number (2) above.

As noted, we are currently seeing a 29.05% increase to our levy compared to last year. This is a result of several things:

- 1) Most notably, our IAQ, DM, and VA bond payments are all calculated into these numbers, making up roughly 82% of this year's levy increase.
- 2) Market values (and correspondingly the RMV and ANTC used within the levy calculations) continues to increase significantly. Additionally, our estimated student counts are decreased.
 - a. As a result of these factors, we continue to see our revenue in almost every levy category come as 100% levy and little to no aid. Some categories, such as LOR, still have an aid component but due to equalization, we saw a \$65,000 shift towards levy instead of aid.
- 3) Lastly, each levy cycle has adjustments for the prior three years as student data and expenses are finalized. Some of our larger prior-year adjustments include:
 - a. An increase in current year LTFM levy revenue of \$189,000.
 - b. A negative prior-year adjustment in Re-employment of \$60,000.
 - c. A positive prior-year OPEB adjustment of \$39,000.

Because MDE continues to make adjustments and corrections to the levy, we will once again recommend that the School Board certify the levy to the maximum in September. This allows us to continue to make changes to the levy up until December and will ensure we don't create a ceiling and lose out on revenue if MDE were to make adjustments in our favor.

Multi-Year Levy Factor Comparison

Levy Factors	20 Pay 21 Final	21 Pay 22 Final	22 Pay 23 Final	23 Pay 24 Final	24 Pay 25 Preliminary	\$ Change Levy 25 to Levy 24	% Change Levy 25 to Levy 24
*1 Market Value	1,380,439,398	1,360,794,599	1,451,516,699	1,704,680,101	1,921,099,901	216,419,800	12.70%
*2 Referendum Market Value	1,013,564,250	1,038,825,750	1,096,432,750	1,263,332,175	1,380,537,350	117,205,175	9.28%
*3 Net Tax Capacity	13,616,925	13,463,118	14,348,427	16,896,722	18,705,002	1,808,280	10.70%
*4 Sales ratio	0.922	0.912	0.886	0.878	0.904	0	2.96%
*5 Adj. Net Tax Capacity	14,756,704	14,747,600	16,186,461	19,232,155	20,687,751	1,455,596	7.57%
6 Total levy	6,797,811	7,115,818	7,143,023	7,652,181	9,874,793	2,222,612	29.05%
\$ Increase over PY		318,007	27,205	509,158	2,222,612		
% Increase over PY		4.68%	0.38%	7.13%	29.05%		

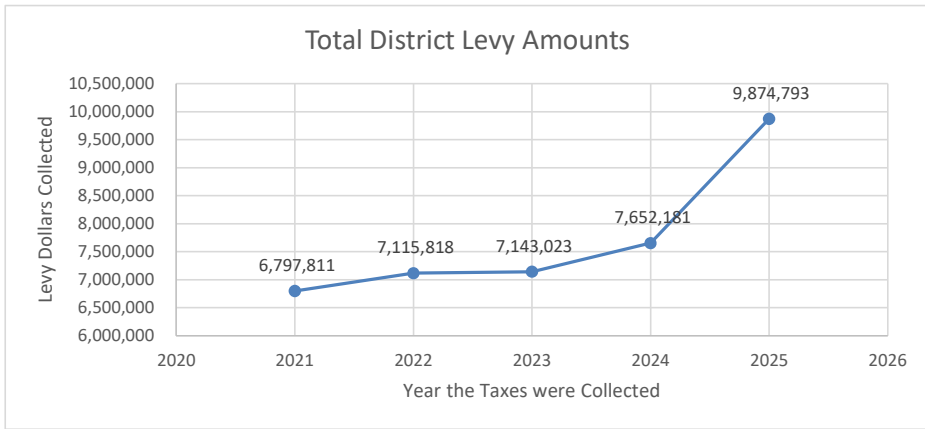
*1 "Market Value" represents the combined valuation of all taxable properties within the district boundaries as assigned by an assessor.

*2 "Referendum Market Value" represents the combined valuation of all taxable properties within the district boundaries excluding seasonal recreational properties (cabins) and agricultural land (over house, garage, and one acre of land).

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

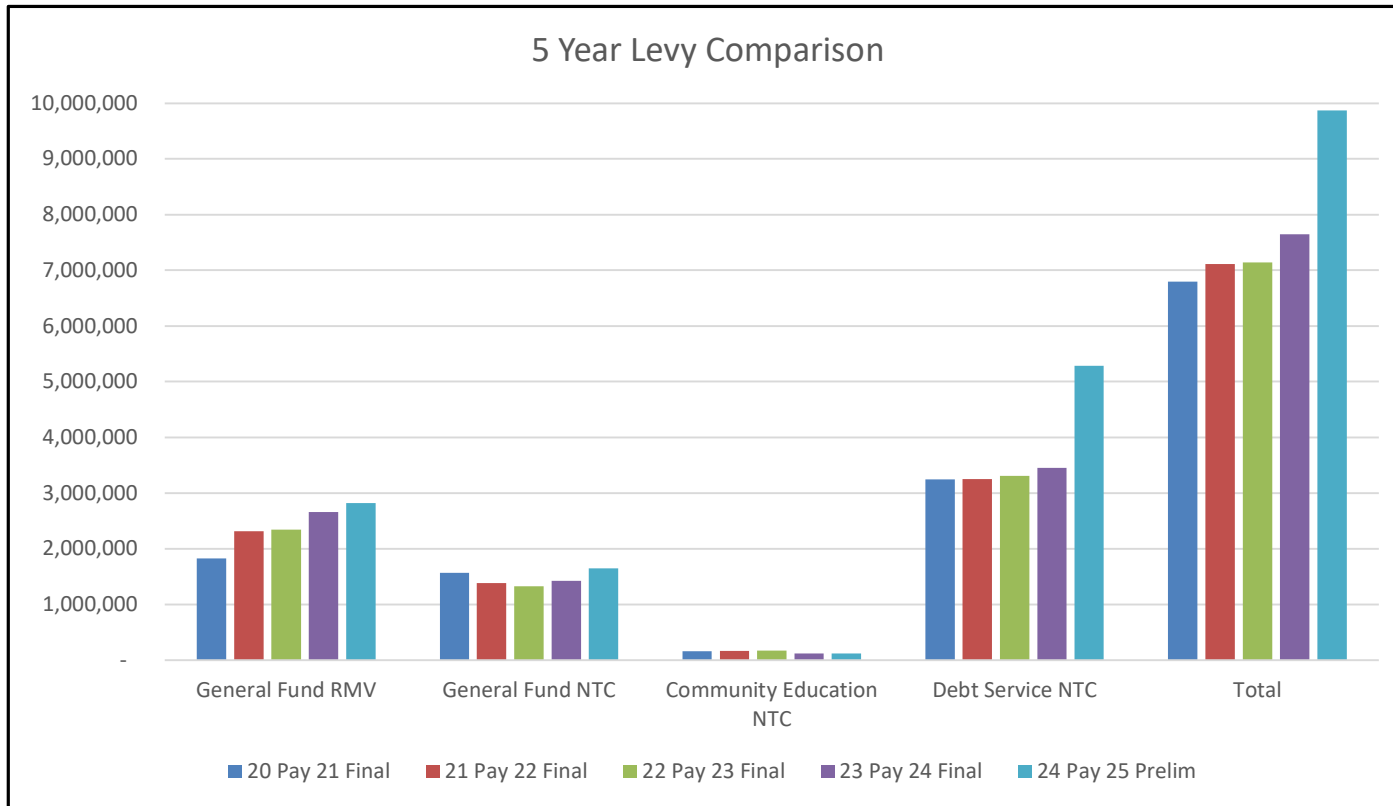
*4 "Sales Ratio" is determined by the Department of Revenue. It measures the difference between the actual sale price and assessor's market value on properties to neutralize different assessment practices across the state.

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



5 Year Levy Comparison

	20 Pay 21 Final	21 Pay 22 Final	22 Pay 23 Final	23 Pay 24 Final	24 Pay 25 Prelim
General Fund RMV	1,823,939	2,315,978	2,342,205	2,657,557	2,825,865
General Fund NTC	1,565,318	1,381,153	1,324,483	1,424,306	1,644,818
Community Education NTC	160,564	166,194	168,913	118,290	119,848
Debt Service NTC	3,247,990	3,252,493	3,307,422	3,452,027	5,284,262
Total	6,797,811	7,115,818	7,143,023	7,652,181	9,874,793



Saint Peter Public Schools			FY22 Final	FY23 Final	FY24 Final	FY25 Final	FY26 Prelim	Difference	
Levy 24, Pay 25, Fiscal Year 2026			Levy 20	Levy 21	Levy 22	Levy 23	Levy 24	from Prior	
September 2024 Levy Limitation and Certification			Pay 21	Pay 22	Pay 23	Pay 24	Pay 25	Year Levy	
General Fund									
Initial Levy Entries									
Operating Referendum (Voter Approved)	rmv		323,833.73	768,039.45	786,343.76	896,178.00	910,528.00	14,350.00	levy/aid
Prior-Year Adjustments									
Operating Referendum (Voter Approved)			(8,041.84)	6,724.09	(27,069.84)	11,418.19	20,533.19	9,115.00	
Subtotal of Voter-Approved Referendum Levies			315,791.89	774,763.54	759,273.92	907,596.19	931,061.19	23,465.00	
Initial Levy Entries									
Local Optional Revenue - Tier 1	rmv		343,742.94	362,093.98	370,723.60	447,000.69	512,098.13	65,097.44	levy/aid
Local Optional Revenue - Tier 2	rmv		838,283.43	820,542.81	904,080.97	926,779.20	941,619.20	14,840.00	levy/aid
Equity Levy	rmv		308,647.46	279,037.77	310,537.95	321,066.70	329,455.67	8,388.97	levy/aid
Transition Levy	rmv		49,842.27	48,787.46	53,754.43	55,104.01	55,986.36	882.35	levy/aid
Prior-Year Adjustments									
Board-Approved Referendum			(5,333.14)	2,774.51	-	-	-	-	
Local Optional Revenue			(8,295.65)	13,936.64	(46,956.45)	(1,912.92)	21,320.90	23,233.82	
Equity Levy			(4,961.36)	6,285.58	(7,375.37)	2,004.23	29,410.48	27,406.25	
Location Equity			(13,005.88)	6,766.17	-	-	-	-	
Transition Levy			(773.30)	989.97	(1,833.76)	(80.65)	4,913.36	4,994.01	
Subtotal of Other Referendum Levies			1,508,146.77	1,541,214.89	1,582,931.37	1,749,961.26	1,894,804.10	144,842.84	
Initial Levy Entries									
Operating Capital	ntc		136,696.58	143,600.04	157,368.43	187,117.32	202,074.74	14,957.42	levy/aid
Q Comp	ntc		216,020.52	204,609.44	196,092.92	185,885.70	188,621.16	2,735.46	levy/aid
Achievement and Integration	ntc		81,938.23	86,954.87	78,616.67	74,092.34	75,595.17	1,502.83	levy/aid
Re-Employment	ntc		25,000.00	25,000.00	75,000.00	10,000.00	16,000.00	6,000.00	all levy
Safe Schools	ntc		87,091.20	86,587.20	81,115.20	78,688.80	79,948.80	1,260.00	all levy
Career & Technical Education	ntc		87,637.17	110,633.30	115,779.56	153,506.97	186,199.60	32,692.63	levy/aid
Other Post-Employment Benefits (OPEB)	ntc		350,000.00	350,000.00	310,000.00	310,000.00	310,000.00	-	all levy
LTFM	ntc		441,659.86	415,482.56	402,136.63	411,689.29	600,847.91	189,158.62	levy/aid
Building Lease	ntc		166,006.55	40,167.82	42,512.25	42,512.21	43,787.68	1,275.47	all levy
Prior-Year Adjustments									
Operating Capital			(8,668.65)	6,700.95	292.66	879.45	(790.78)	(1,670.23)	
Q Comp			1,879.36	(15,255.74)	(1,272.54)	(5,921.65)	(2,314.26)	3,607.39	
Achievement and Integration			1,146.84	(17,635.28)	(9,326.11)	(3,359.19)	(97.64)	3,261.55	
Re-Employment			(3,726.95)	(7,437.28)	(25,000.00)	(11,839.88)	(71,820.00)	(59,980.12)	
Safe Schools			2,783.52	903.96	(3,472.56)	(5,004.72)	(4,447.80)	556.92	
Career & Technical Education			29,006.82	(4,328.85)	(7,472.87)	2,096.60	6,241.59	4,144.99	
Other Post-Employment Benefits (OPEB)			(40,000.00)	(40,000.00)	(40,000.00)	-	38,881.93	38,881.93	
LTFM			(6,190.80)	(13,971.19)	(45,327.96)	(7,735.05)	3,985.37	11,720.42	
Building Lease			(4,909.43)	757.08	772.12	-	1,106.14	1,106.14	
Other Adjustments (TIF)			-	-	-	-	(41,645.41)	(41,645.41)	
Abatement Adjustments			1,947.46	8,383.74	(3,331.61)	1,698.01	12,643.87	10,945.86	
Subtotal of General Fund NTC			1,565,318.28	1,381,152.62	1,324,482.79	1,424,306.20	1,644,818.07	220,511.87	
Total of General Fund Categories			3,389,256.94	3,697,131.05	3,666,688.08	4,081,863.65	4,470,683.36	388,819.71	

Saint Peter Public Schools			FY22 Final	FY23 Final	FY24 Final	FY25 Final	FY26 Prelim	Difference	
Levy 24, Pay 25, Fiscal Year 2026			Levy 20	Levy 21	Levy 22	Levy 23	Levy 24	from Prior	
September 2024 Levy Limitation and Certification			Pay 21	Pay 22	Pay 23	Pay 24	Pay 25	Year Levy	
Community Education Levy									
Initial Levy Entries									
Basic Community Education	ntc		113,415.40	119,772.20	119,772.20	72,120.58	68,227.61	(3,892.97)	levy/aid
ECFE	ntc		38,157.89	36,557.83	39,979.43	38,516.62	41,355.90	2,839.28	levy/aid
Home Visits	ntc		759.56	638.75	784.59	1,109.40	1,158.35	48.95	levy/aid
School Age Care	ntc		8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	-	all levy
Prior-Year Adjustments									
ECFE			(384.36)	243.40	(7.73)	(1,952.25)	(70.06)	1,882.19	
Home Visits			4.51	28.70	(27.89)	(85.37)	67.18	152.55	
Abatement Adjustments			111.05	452.71	(87.38)	81.23	608.83	527.60	
Total of Community Education Categories			160,564.05	166,193.59	168,913.22	118,290.21	119,847.81	1,557.60	
Debt Service Levy									
Voter Approved Bond	ntc		3,409,455.00	3,412,080.00	3,459,068.00	3,616,305.00	4,350,845.00	734,540.00	
LTFM Debt Service	ntc		-	-	-	-	986,379.19	986,379.19	
Reduction for Debt Excess	ntc		(164,072.38)	(168,820.92)	(151,719.81)	(165,963.52)	(51,420.33)	114,543.19	
Abatement Adjustments	ntc		2,607.43	9,234.40	73.89	1,685.91	(1,541.83)	(3,227.74)	
GDS Voter Net Offset Adjustment	ntc		(0.02)	-	-	-	-	-	
Total of Debt Service Categories			3,247,990.03	3,252,493.48	3,307,422.08	3,452,027.39	5,284,262.03	1,832,234.64	
Levy Totals			6,797,811.02	7,115,818.12	7,143,023.38	7,652,181.25	9,874,793.20	2,222,611.95	29.05%
									86



ADDENDUM

REGULAR BOARD MEETING Monday, September 16, 2024 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

4. AGENDA ITEM #4

Subject: Consider Approval of the 2023-2025 Principals Contract

Action: Requires a Motion

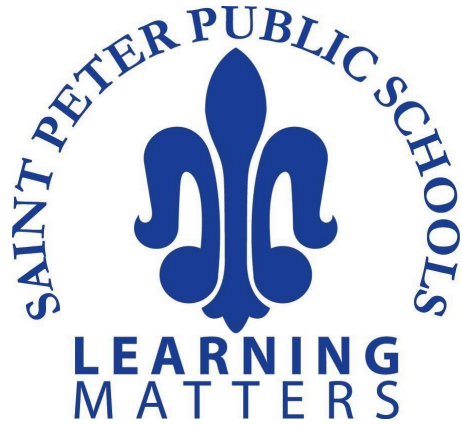
Background: The HR Committee has reached an agreement on the 2023-2025 Contract with the Saint Peter Principals' Association. Notable changes include:

- 3% & 3% on the salary schedule
- A new option for a 403B Match
- Changes for additional stipends based on changes to duties
- A change reflecting statutory requirements for Earned Safe and Sick Time
- Language clarification in certain sections of the Contract

A copy of the Contract is available for your review in BoardBook.

Presentation: Superintendent of Schools, Jeff Olson
Human Resources Committee

Options/Recommendation: I recommend approval of the contract agreement with the principals.



SAINT PETER PUBLIC SCHOOLS

Agreement

With

PRINCIPAL MASTER CONTRACT

2023-2024

2024-2025

PRINCIPAL MASTER CONTRACT 2023-2024 and 2024-2025

ARTICLE I - PURPOSE

SECTION 1. PARTIES: This AGREEMENT is entered into between Independent School District 508, Saint Peter, Minnesota, hereinafter referred to as the School District and the Saint Peter Principals' Association, hereinafter referred to as the exclusive representative pursuant to and in compliance with the Public Employee Labor Relations Act, as amended hereinafter referred to as PELRA, to provide the terms and conditions of employment for principals during the duration of this agreement.

ARTICLE II - RECOGNITION OF EXCLUSIVE REPRESENTATIVE

SECTION 1. RECOGNITION: In accordance with the PELRA the school recognizes Saint Peter Principals' Association as the exclusive representative of principals employed by the school district, which exclusive representative shall have those rights and duties as prescribed by the PELRA and as described in this agreement.

SECTION 2. APPROPRIATE UNIT: The exclusive representative shall represent all the principals of the district as defined in this agreement and in said Act.

ARTICLE III - DEFINITIONS

SECTION 1. TERMS AND CONDITIONS OF EMPLOYMENT: The phrase "terms and conditions of employment" means the hours of employment, the compensation therefore, economic aspects relating to employment, and the employer's personnel policies affecting the working conditions of the employees. In the case of professional employees the term does not mean educational policies of a school district. The terms in both cases are subject to the provisions of the PELRA, regarding the rights of public employers and the scope of negotiations.

SECTION 2. PRINCIPAL: The term "principal" shall refer to all members in the appropriate unit employed by the school board in a position for which the person must be licensed by the state of Minnesota as a principal and who devotes more than 50 percent of their time to such administrative and supervisory duties, excluding the superintendent, business manager, support services, community education director, accountant, confidential employees, supervisory employees, essential employees, part-time employees whose service does not exceed the lesser of 14 hours per week or 35 percent of the normal work week in the employee's bargaining unit, employees who hold positions of a temporary or seasonal character for a period not in excess of 67 working days in any calendar year, and emergency employees.

SECTION 3. SCHOOL DISTRICT: For purposes of administering this agreement, the term "school district" shall mean the school board or its designated representative.

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

ARTICLE IV - SCHOOL DISTRICT RIGHTS

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

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

SECTION 3. EFFECT OF LAWS, RULES, AND REGULATIONS: The exclusive representative recognizes that all employees covered by this agreement shall perform the teaching and non-teaching services prescribed by the school board.

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

ARTICLE V - PRINCIPAL RIGHTS

SECTION 1. RIGHT TO VIEWS: Pursuant to the PELRA, nothing contained in this agreement shall be construed to limit, impair, or affect the right of any principal or his/her representative to the expression of communication of a view, grievance, complaint, or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designated to and does not interfere with the full faithful and proper performance of the duties of employment or circumvent the right of the exclusive representative if there be one; nor shall it be construed to require any employees to perform labor or services against his/her will.

SECTION 2. RIGHT TO JOIN: Principals shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Principals in an appropriate unit shall have the right by secret ballot to

designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such employees.

SECTION 3. PERSONNEL FILES: Pursuant to MS 125.12, Subd. 14, as amended, all evaluations and files generated relating to each principal shall be available during regular school business hours to each individual employee upon his/her written request. The principal shall have the right to reproduce any of the contents of the files at the employee's expense and to submit for inclusion in the file written information in response to any material contained therein. However, the school district may destroy such files as provided by law.

SECTION 4. PROFESSIONAL INVOLVEMENT: The school board shall expect the principals to be up to date on the knowledge and technology of the profession. To facilitate this, the school board will:

SUBD. 1. PROFESSIONAL ASSOCIATION: Provide memberships in the appropriate professional state and national principals' associations for each principal.

SUBD. 2. MEETINGS AND CONFERENCES: Provide time and funds for principals to attend appropriate regional, state, and national meetings and workshops. Attendance at these meetings shall be rotated with the approval of the superintendent to maximize the benefit to the district.

ARTICLE VI - COMPENSATION

SECTION 1. SALARIES: See Appendix A.

SECTION 2. CLUB DUES: The school district agrees to pay Saint Peter Area Chamber dues for all principals. In addition, the school district agrees to pay for one local service club dues for all principals.

SECTION 3. WAGES: Wages shall be paid twice monthly and all paychecks shall be deposited directly in a bank account designated by the principal on the 15th and the last banking day of the month.

SECTION 4. BUILDING PRINCIPAL EXPERIENCE FACTOR: Experience factors are granted to each principal according to provisions of the salary schedule.

SECTION 5. MINNESOTA BOARD ADMINISTRATOR FEE: The School District agrees to pay the annual Minnesota Board Administrator Fee for all principals.

SECTION 6. ADDITIONAL VEBA/HEALTH AND HOSPITALIZATION INSURANCE COMPENSATION: Principals will receive an additional annual \$7,500 contribution to

either: (1) the individual VEBA account; or (2) the cost of family health and hospitalization insurance. The option selected for contribution shall be based on a written request of each principal by May 15 of the year preceding the July 1 contract year. The Assistant Principal will receive an additional annual \$2,000 contribution to either: (1) the individual VEBA account; or (2) the cost of family health and hospitalization insurance. The option selected for contribution shall be based on a written request of the Assistant Principal by May 15 of the year preceding the July 1 contract year.

SECTION 7. TAX SHELTERED ANNUITIES: Principals are eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, M.S. 123B.02, Subd. 15., School District policy, and otherwise provided by law.

SECTION 8. 403B MATCH: Beginning July 1, 2024 Principals are eligible to receive a district match to personal contributions to a retirement investment account (403B). District contributions are not to exceed an annual maximum of \$1,800.

ARTICLE VII - GROUP INSURANCE

SECTION 1. SELECTION. HEALTH AND HOSPITALIZATION INSURANCE: The school district shall pay the entire VEBA plan cost for individual coverage or the same amount applied toward family coverage. For the purpose of this article, the school year shall be deemed to begin on July 1st and end on June 30th.

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

SECTION 2. INCOME PROTECTION INSURANCE: The school district shall contribute the full amount of the premium for income protection insurance from the selected carrier. The income protection insurance shall provide to the extent of 66 2/3 percent of the gross annual salary, beginning sixty (60) calendar days after the injury or illness and extending to age sixty-five (65).

SECTION 3. LIABILITY INSURANCE: The school district shall obtain a copy of the liability insurance policy from the insurance agent and place it on file in the school business office for examination and review by principals.

SECTION 4. LIFE INSURANCE: The school district shall contribute a sum equal to the premium for a \$200,000 group life insurance policy for each full-time principal of the district.

SECTION 5. DURATION OF COVERAGE: A principal is eligible for school district contribution as provided in Article VII as long as the principal is employed by the school district. Upon termination of employment, all district contributions shall cease unless otherwise provided under Article IX, RETIREMENT.

SECTION 6. DENTAL INSURANCE: The school district agrees to contribute the full premium for family or individual plan dental insurance.

ARTICLE VIII – LEAVES OF ABSENCE

SECTION 1. EARNED SAFE & SICK LEAVE: At the beginning of each school year, all principals in the bargaining unit shall be credited with twelve (12) working days of earned safe & sick leave. In the event that a principal, for any reason, is no longer employed by the district before the end of the school year, the number of allowable earned safe and sick leave days will be days worked over the total combined contract days times twelve (12). Any fraction of a principal workday will be rounded up to the next higher whole day if more than a half-day, and rounded down if less than half a principal workday. A principal, who uses more than his/her allowable earned safe and sick leave, including any accumulated earned safe and sick or sick leave that may have accrued, shall have a deduction from pay for any excess safe and sick or sick leave taken that has not been earned.

SUBD. 1. Unused earned safe & sick and sick leave days may accumulate to a maximum credit of two hundred forty (240) days of sick leave per principal.

SUBD. 2. Earned safe and sick time may be taken as allowed by Minn Stat. 181.9447.

SUBD. 4. The superintendent may require a principal to furnish documentation as evidence of an allowable absence. If such a requirement is made, and the principal is billed, the district shall pay the entire cost of such billing.

SUBD. 5. All sick leave allowed under this article shall be deducted from the accrued earned safe and sick or sick leave days earned by the principal.

SUBD. 6. Earned safe and Sick leave shall be approved only upon submission of a signed request form available at each school office.

SECTION 2: ADDITIONAL SICK LEAVE: Upon completion of five (5), ten (10), fifteen (15), or twenty (20) years of full-time employment in District 508, principals shall be provided with additional sick leave as follows:

1. after five (5) years of full-time employment in District 508, twenty (20) additional days of sick leave will be awarded

2. after ten (10) years of full-time employment in District 508, forty (40) additional days of sick leave will be awarded
3. after fifteen (15) years of full-time employment in District 508, sixty (60) additional days of sick leave will be awarded
4. after twenty (20) years of full-time employment in District 508, seventy-five (75) additional days of sick leave will be awarded.

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

SECTION 4. PERSONAL LEAVE: All principals will be allowed two (2) days per year for personal leave. This leave may accumulate to five (5) days.

SECTION 5. WORKERS' COMPENSATION:

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

SUBD. 2. A deduction shall be made from the principal's accumulated vacation or sick leave accrual time, according to the pro-rate portions of days of sick leave or vacation time which is used to supplement Workers' Compensation.

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

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

SUBD. 5. A principal who is absent from work as a result of an injury compensable under the Workers' Compensation Act and who elects to receive sick leave or vacation pay pursuant to this policy shall send a copy of the compensation check and said amount of workers' compensation payment during the affected period will be deducted from gross wages on paycheck.

SECTION 6. JURY DUTY: All principals of Independent School District 508 shall continue to receive their regular compensation when called for jury duty. A one-half or full day of jury duty pay will be deducted from the principal's daily salary.

SECTION 7. MILITARY LEAVE: Military leave shall be granted pursuant to applicable law.

SECTION 8. MEDICAL LEAVE:

SUBD. 1. A principal who is unable to perform his/her duties because of illness or injury and who has exhausted all sick leave credit available, or has become eligible for long-term disability compensation, shall, upon request, be granted a medical leave of absence, without pay, for up to one (1) year. The school district may, in its discretion, renew such a leave.

SUBD. 2. A request for leave of absence or renewal thereof under this section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the principal is expected to be able to assume his/her normal responsibilities.

SECTION 9. INSURANCE APPLICATION: A principal on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The principal shall pay the total premium for such insurance commencing with the beginning of the leave and shall pay in advance all premiums due to the district.

SECTION 10: CHILD CARE LEAVE:

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

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

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

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

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

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

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

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

Subd. 8. Group Insurance: An employee on child care leave, is eligible to participate in group insurance programs as governed by the Family & Medical Leave Act. The employee may continue health insurance coverage beyond the Family & Medical Leave Act at their own expense while on child care leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the School District pursuant to this section.

Subd. 9. Use of Sick Leave While on Child Care Leave An employee on child care leave may use earned sick leave accrued for the period of time under the Family Medical Leave Act.

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

Subd. 11. The parties further agree that any maternity leave of absence granted under this section shall be a leave without pay.

SECTION 11. SABBATICAL LEAVE: Sabbatical leave of up to one (1) year may be granted at the discretion of the school board. Factors to be considered for such leave would include, but are not limited to:

1. Date of last sabbatical leave
2. Longevity in the district
3. The proposed program of study
4. The needs of the district
5. The benefit to the district

Requests for an extended sabbatical leave must be made to and approved by the Board of Education. The terms of the leave (including but not limited to, pay, benefits, and commitment upon return) would be decided by the board for each individual request.

SECTION 12. CREDIT: A principal who returns from unpaid leave shall retain experience credit for pay purposes and other benefits which he/she accrued at the time he/she went on leave. No credit shall accrue for the period of time that a principal was on unpaid leave.

ARTICLE IX – RETIREMENT

SECTION 1: AGE/INSURANCE: A principal who has been employed ten (10) consecutive years by District 508 may retire at the end of the school year in which he or she reaches the age of fifty-six (56). Upon retirement at the end of the year in which the principal reaches the age of fifty-six years (56) and with ten (10) consecutive years of service, the principal may remain in the District's insurance plans as follows:

- With regard to medical insurance the District will provide \$60,000 that may be used for medical insurance related expenses. This money is for continuing medical insurance coverage in any of the District's medical insurance plans, an insurance carrier of the employee's choosing, or any other Medicare supplemental insurance if eligible. After the District's contribution has been depleted, the retiree may remain in the group insurance indefinitely at his/her own expense. If the eligible principal chooses to go on their own plan, the district will contribute eligible funds into a district sponsored retiree Health Reimbursement Arrangement (HRA) on behalf of the employee annually in the amount equal to the lesser of plan chosen by the eligible principal who will provide documentation to the district of the plans cost or to the cost of the school districts Veba 834 plan. The contribution to be made monthly in the amount of 1/12th of the annual amount until the eligible School District funds have been exhausted. If an eligible principal chooses to go on their own plan they

may not return to any of the School District plans. In the event of the employee's death, this benefit ceases.

- With regard to life insurance in effect at the time of retirement, the District will continue to pay life insurance premiums until the principal reaches the age of sixty-five (65) years.
- With regard to dental insurance at the time of retirement, the principal will assume responsibility for payment of all premiums.

This retirement language is in effect for the principal retiring after 6/30/01.

SECTION 2. EARNED SAFE & SICK LEAVE: Upon retirement at age fifty-six (56) or thereafter, or upon retirement or resignation after ten (10) years of full-time employment in District 508, or upon death, a principal, if he or she qualifies under this article, or his or her beneficiary, shall be paid fifty dollars (\$50) per day for each day of accumulated earned safe and sick, and sick leave up to a maximum of two hundred forty (240) days. This pertains to earned safe and sick, and sick leave accrued under Article VIII, Section 1.

SECTION 3. ADDITIONAL SICK LEAVE: Upon retirement or resignation from the district after ten (10) years of fulltime employment with District 508, or upon death, a principal, if he or she qualifies under this Article, or his or her beneficiary, shall be paid full daily salary for sick leave accrued under Article VIII, Section 2 to a maximum of seventy-five (75) days. This pertains to sick leave accrued under Article VIII, Section 2.

Total maximum of Sections 2 and 3 of this Article is three hundred fifteen (315) days with seventy-five (75) days at full daily salary and two hundred forty (240) days at fifty dollars (\$50) per day.

ARTICLE X - DUTY YEAR

SECTION 1. DUTY DAYS:

SUBD. 1. The school district shall establish the calendar and principals' duty days for each school year, and the principals shall perform services on such days as determined by the school district, including those legal holidays on which the school district is authorized to conduct school, and pursuant to such authority as determined to conduct school.

SUBD. 2. The duty year for principals shall be the specified days as indicated for each assignment.

High School Principal	240 days
Middle School Principal	240 days
Elementary Principals	240 days
Assistant High School Principal	240 days
Alternative Programs	240 days

SUBD. 3. Request to be absent from duty on regularly scheduled school days must have prior approval of the superintendent.

SECTION 2. HOLIDAYS:

SUBD. 1. The following days are recognized as holidays without loss of pay:

Independence Day (July 4)
Labor Day (1st Monday of September)
Thanksgiving Day (3rd Thursday of November)
Day after Thanksgiving (3rd Friday of November)
Christmas Eve Day (December 24)
Christmas Day (December 25)
New Year's Eve Day (December 31)
New Year's Day (January 1)
President's Day (3rd Monday of February)
Good Friday (According to Lunar Calendar)
Martin Luther King Day (third Monday of January) (if school is not in session)
Memorial Day (Last Monday of May)
Juneteenth (June 19)

SUBD. 2. New Year's Day, Memorial Day, Independence Day, and Christmas Day shall be considered major holidays. When any such major holiday falls on a Sunday, the following Monday shall be considered a holiday. Should these fall on Saturday then the preceding Friday shall be honored as a holiday.

SUBD. 3. Days, during the school year when school is not in session, shall be deemed regular working days unless otherwise directed by the superintendent.

ARTICLE XI - GRIEVANCE PROCEDURE

SECTION 1. GRIEVANCE DEFINITION: A "grievance" shall mean an allegation by a principal resulting in a dispute or disagreement between the principal and the school district as to the interpretation or application of terms and conditions contained in this agreement.

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

SECTION 3. DEFINITIONS AND INTERPRETATIONS:

SUBD. 1. EXTENSION: Time limits specified in this agreement may be extended by mutual agreement.

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

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

SUBD. 4. FILING AND POSTMARK: The filing or service of any notice or document herein shall be timely, if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

SECTION 4. TIME LIMITATION AND WAIVER: A Grievance shall not be valid for consideration unless the grievance is submitted in writing to the school district's designee, setting forth the facts and the specific provision of the agreement allegedly violated and the particular relief sought within twenty (20) days after the date of the first event giving rise to the grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the principal and the school district's designee.

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

SUBD. 1. LEVEL I. If the grievance is not resolved through informal discussions, the superintendent or his designee shall give a written decision on the grievance to the parties involved within five (5) days after receipt of the written grievance.

SUBD. 2. LEVEL II. In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the school board, provided such appeal is made in writing within five (5) days after receipt of the decision in Level I. If a grievance is properly

appealed to the school board, the school board shall set a time to hear the grievance within ten (10) days after receipt of the appeal. Within five (5) days after the meeting, the school board shall issue its decision in writing to the parties involved. At the option of the school board, a committee or representative(s) of the board may be designated by the board to hear the appeal at this level, and report its findings and recommendations to the school board. The school board shall then render its decision.

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

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

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

SUBD. 1. REQUEST: A request to submit a grievance to arbitration may be in writing signed by the aggrieved party, and such request must be filed in the office of the superintendent within ten (10) days following the decision in Level II of the grievance procedure.

SUBD. 2. PRIOR PROCEDURE REQUIRED: No grievance shall be considered by the arbitrator who has not been first duly processed in accordance with the grievance procedure and appeal provisions.

SUBD. 3. SELECTION OF ARBITRATOR: The principal and the school district shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the principal and the school district are unable to agree on an arbitrator within five (5) days, they shall request from the PERB, state of Minnesota, a list of five (5) qualified arbitrators. The parties shall alternately strike names from the list of five (5) arbitrators until only one name remains. The remaining arbitrator shall hear and decide the grievance. If the parties are unable to agree on whom shall strike the first name, the question shall be decided by the flip of a coin.

SUBD. 4. SUBMISSION OF GRIEVANCE INFORMATION:

- a. Upon appointment of the arbitrator, the appealing party shall, within five (5) days after notice of appointment, forward to the arbitrator, with a copy to the

superintendent, the submission of the grievance which shall include the following:

1. The issues involved
2. Statement of the facts
3. Position of the grievant
4. The written documents relating to Article XI, Section 5, of the grievance procedure

b. The school district may make a similar submission of information relating to the grievance either before or at the time of the hearing.

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

SUBD. 6. DECISION: Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided in PELRA. The arbitrator shall issue a written decision and order including findings of fact that shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.

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

SUBD. 8. JURISDICTION: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its

overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel.

In considering any issue in dispute, in its order, the arbitrator shall give due consideration to the statutory rights and obligation of the public school district to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

ARTICLE XII - PUBLIC OBLIGATION

SECTION 1. STRIKE/UNFAIR LABOR PRACTICE: The exclusive representative agrees, that during the term of this contract, neither the exclusive representative nor an individual employee shall engage in any strike or unfair labor practice as defined by PELRA. The parties agree that procedures affecting this article are provided by PELRA and, therefore, shall not be subject to the grievance or arbitration procedure.

SECTION 2. STRIKES OR WORK STOPPAGES: The administrators covered by this agreement, in the event of a strike or work stoppage by other groups of district employees, will be on duty in their respective building or in the district administrative office, as directed by the superintendent, if physically possible, for the purpose of carrying out board policy and ensuring the safety of personnel and property.

ARTICLE XIII - DURATION

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

SECTION 2. EFFECT: This master contract constitutes the full and complete master contract between the school district and the exclusive representative representing the principals of the district. The provisions herein relating to terms and conditions of employment supersede any and all prior contracts, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

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

SECTION 4. CONFORMITY OF LAW: If any provision of this contract or any application of the contract to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to

the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

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

IN TESTIMONY WHEREOF, the parties have executed this Master Contract this _____, 2024.

SAINT PETER PRINCIPALS' ASSOCIATION

INDEPENDENT SCHOOL DISTRICT NO.
508

BY _____
President SPPA

BY _____
Board Chair

BY _____
Secretary SPPA

BY _____
Board Clerk

APPENDIX A
SAINT PETER PRINCIPALS' ASSOCIATION
2023-2025 SALARY SCHEDULE

1. Base Salary

	2023-2024	2024-2025
High School	119,333	\$122,913
Middle School	\$117,942	\$121,480
Elementary North	\$116,552	\$120,048
Elementary South	\$116,552	\$120,048
High School Assistant	\$101,838	\$104,893
Alternative Programs*	101,838	104,893

2. Additional Salary Factors:

a. Administrative Educational Level

- i. Specialist Degree \$1,500
- ii. Current Minnesota Superintendent License \$2,000
- iii. EdD/PhD \$4,000

b. Experience Factor as Principal:

- i. 0-1 year \$0
- ii. 2 years \$2,000
- iii. 3 years \$2,500
- iv. 4-5 years \$3,000
- v. 6 years \$4,000
- vi. 7-9 years \$5,000
- vii. 10 years \$6,000

3. Additional Compensation

- i. Staff Development Director \$2,750
- ii. District Assessment Director \$2,750
- iii. WBWF/CACR Coordinator \$2,750
- iv. Curriculum Coordinator \$5,000
- v. Multi-site Principal \$2,500
- vi. Career Leader District Level \$7,500
- vii. Q-Comp Advisory Committee \$1,200

APPENDIX B

SAINT PETER PRINCIPALS' ASSOCIATION PROFESSIONAL DEVELOPMENT REIMBURSEMENT PLAN

In addition to the salary/benefit package contained in the Master Contract, a building principal may be reimbursed for approved coursework related to earning a Doctor of Philosophy or Educational Doctorate degree. All reimbursable expenses must be for a doctoral program at an accredited college or university and shall have received prior approval from the Superintendent of Schools. Expense verification will be required and will be limited to \$4,800 for 2023-2025. This plan shall expire on June 30, 2025, and shall have no force or effect thereafter.

In the event that a principal (1) leaves the employment of Independent School District #508 on his/her own volition prior to June 30, 2025; or (2) withdraws from active pursuit of a doctoral degree, he/she will be obligated to return to the district 100 percent of the money reimbursed as a part of this plan. The withdrawal from program provision will be waived should the principal earn a doctoral degree prior to June 30, 2025.



ADDENDUM

REGULAR BOARD MEETING Monday, September 16, 2024 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

5. AGENDA ITEM #5

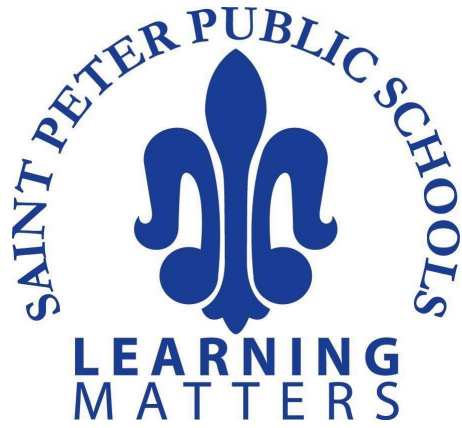
Subject: Consider Approval of Revised 2024-2025 Interim Superintendent Agreement

Action: Requires a Motion

Background: Due to a clarification from the Business Office, it was determined that the Interim Superintendents Agreement required a revision to Article 7 Section 1 of the Agreement in order to maintain eligibility of the Interim Superintendent to remain on the School District's Health and Hospitalization Group Plan. Rather than a contribution to an HRA, the Agreement would be revised to provide health insurance at the VEBA 834 level for the Interim Superintendent. This change is cost neutral for the district. The HR Committee recommends that the School Board approve the change to the 2024-2025 Agreement with the Interim Superintendent.

Presentation: Board Chair, Charlie Potts
Human Resources Committee

Options/Recommendation: I defer to the Board Chair and HR Committee



SAINT PETER PUBLIC SCHOOLS

Agreement

With

INTERIM SUPERINTENDENT

2024-2025

INTERIM SUPERINTENDENT CONTRACT: SAINT PETER PUBLIC SCHOOLS

2024-2025

ARTICLE I PURPOSE

This Contract is entered into between Independent School District No. 508, Saint Peter Public Schools, Minnesota, hereinafter referred to as the School District, and Jeffrey J. Olson, hereinafter referred to as the Superintendent, a legally qualified and licensed superintendent who agrees to perform the duties of the Superintendent of the School District.

ARTICLE II APPLICABLE STATUTE

This Contract is entered into between the School District and the Superintendent in conformance with M.S.123B.143.

ARTICLE III LICENSE

The Superintendent shall furnish the School Board, throughout the life of this Contract, a valid and appropriate license to act as superintendent in the State of Minnesota as provided by applicable laws, rules, and regulations.

ARTICLE IV DURATION, EXPIRATION, TERMINATION DURING THE TERM, MUTUAL CONSENT, AND CONTINGENCY

Section 1. Duration: This Contract is for a term commencing on August 5, 2024, and ending on June 30, 2025. It shall remain in full force and effect unless modified by mutual consent of the School Board and the Superintendent or unless terminated as provided in this Contract.

Section 2. Expiration: This Contract shall expire at the end of the term specified in Section 1. above. At the conclusion of its term, neither party shall have any further claim against the other, and the School District's employment of the Superintendent shall cease, unless a subsequent Contract is entered into in accordance with M.S. 123B.143, Subd. 1.

Section 3. Termination During the Term: The Superintendent's employment may be terminated during the term of this Contract only for cause as defined in M.S. 122A.40, Subd. 9. and Subd. 13., but, except for purposes of describing grounds for discharge, the provisions of M.S. 122A.40 shall not be applicable. If the School Board proposes to terminate the Superintendent during the term of this Contract for cause as described in M.S. 122A.40, Subd. 9. or Subd. 13., it shall notify the Superintendent in writing of the proposed grounds for termination. The Superintendent shall be entitled to a hearing before an arbitrator provided the Superintendent makes such a request in writing to the School Board Chair within fifteen (15) calendar days after receipt of the written notice of the proposed termination. In such an event, the parties shall jointly petition the Minnesota Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the striking process as provided by BMS rules. The arbitrator shall conduct a hearing under arbitration procedure rules and issue a written decision. The decision of the arbitrator shall be final and binding on the parties, subject to judicial review of arbitration decisions as provided by law. The Superintendent may be suspended with pay pending final determination by the arbitrator. If the Superintendent fails to request a hearing as provided in this section within the fifteen (15)-day calendar period, he/she shall be deemed to have acquiesced to the School Board's proposed action, and the proposed action shall become final on such date as determined by the School Board, and the Superintendent shall have no further claim or recourse.

Section 4. Mutual Consent: This Contract may be terminated at any time by mutual consent of the School Board and the Superintendent.

Section 5. Contingency: If this Contract is a subsequent Contract entered into prior to the completion of an existing Contract, this subsequent Contract is contingent upon the Superintendent completing the terms of the existing Contract.

ARTICLE V DUTIES

The Superintendent shall have charge of the administration of the schools under the direction of the School Board. The Superintendent shall be the chief executive officer of the School District; shall direct and assign teachers and other School District employees under the Superintendent’s supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the School District subject to the approval of the School Board; shall select all personnel subject to the approval of the School Board; shall, from time to time, suggest policies, regulations, rules, and procedures deemed necessary for the School District; and, in general, perform all duties incident to the office of the Superintendent and such other duties as may be prescribed by the School Board from time to time. The Superintendent shall abide by the policies, regulations, rules, and procedures established by the School Board and the State of Minnesota. The Superintendent shall have the right to attend all School Board meetings and all School Board and citizen committee meetings, serve as an ex-officio member of the School Board and all School Board committees, and provide administrative recommendations on each item of business considered by each of these groups.

ARTICLE VI DUTY YEAR AND LEAVES OF ABSENCE

Section 1. Basic Work Year: The Superintendent’s duty year shall be at 238 days (prorated based on 11 months) during the 2024-2025 school year and the Superintendent shall perform duties on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. The Superintendent shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy.

Section 2. Vacation: The Superintendent shall qualify for twenty-three (23) vacation days.

Section 3. Holidays: The Superintendent shall qualify for twelve (12) paid holidays: Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year’s Eve Day, New Year’s Day, MLK Jr. Day, President’s Day, Good Friday, Memorial Day, and Juneteenth.

Section 4. Sick Leave: The Superintendent shall qualify for eleven (11) sick leave days.

Section 5. Earned Sick and Safe Time (ESST): The Superintendent shall earn, use, and accumulate ESST in conformance with the School District’s Employment Policies and Minnesota Statutes 181.9445 – 181.9448.

Section 6. Workers’ Compensation: Pursuant to M.S. Chapter 176, the Superintendent will be covered under the District’s Workers’ Compensation Plan.

Section 7. Bereavement Leave: The Superintendent shall be granted bereavement leave for a death within the Superintendent’s immediate family. The time utilized shall be in an amount to be determined after conferring with the School Board Chair.

Section 8. Emergency Leave: The Superintendent may be granted paid emergency leave at the discretion of the

School Board.

Section 9. Jury Service: The Superintendent who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction. The compensation received for jury duty service shall be remitted to the School District.

Section 10. Military Leave: Military leave shall be granted pursuant to applicable law.

Section 11. Disability: The Superintendent will not qualify for disability insurance.

Section 12. Medical Leave: Pursuant to M.S. 122A.40, Subd. 12., the Superintendent shall have a right to a leave of absence for health reasons.

ARTICLE VII INSURANCE

Section 1. Health and Hospitalization Insurance: For the duration of the contract, the School District will contribute the cost of the premium for health insurance coverage at the VEBA 834 level for the Interim Superintendent of Schools who qualifies for and is enrolled in the group health insurance plan.

Section 2. Life Insurance: The School District will pay the full annual premium for a \$200,000 Life Insurance Policy.

Section 3. Long-Term Disability Insurance: The School District shall provide Long-Term Disability Insurance for the Superintendent of Schools.

Section 4. Dental Insurance: The School District will pay the prorated annual premium based on 11 months for a family dental insurance plan.

ARTICLE VIII OTHER BENEFITS

Section 1. Vehicle: The School District shall reimburse the Superintendent at the District approved mileage rate for the business use of his private vehicle pursuant to M.S. 471.665, Subd. 3.

Section 2. Conferences and Meetings: The School District shall pay all legally valid expenses and fees for the Superintendent's attendance at professional conferences and meetings with other educational agencies when such attendance is required, directed, or permitted by the School Board. The Superintendent shall periodically report to the School Board relative to all meetings and conferences attended. The Superintendent shall file itemized expense statements to be processed and approved as provided by School Board policy and law.

Section 3. Cell Phone Reimbursement: The School District shall compensate the Superintendent with a monthly allowance of fifty (\$50) dollars for the use of his cell phone during the term of this contract.

Section 4. TRA Reimbursement: The School District is not required to withhold/contribute TRA benefits from the Superintendent's salary. The School District will make contributions to the Superintendent's HRA account in an amount the School District would have been required to pay into TRA contributions.

Section 5. Tax Sheltered Annuity: The Superintendent is eligible to participate in a Tax-Sheltered Annuity Plan through payroll deduction established pursuant to section 403 (b) of the Internal Revenue Code of 1986, M.S.123B.02, Subd. 15, School District Policy and as otherwise provided by law.

Section 6. Matching Contributions: The School District will match the Superintendent’s elective employee contributions to a 403(b) plan on a dollar-for-dollar basis up to a total maximum contribution of \$3,000 per contract year (August 5, 2024 – June 30, 2025).

**ARTICLE IX
SALARY**

The Superintendent shall be paid a salary of \$152,400 during the term of this contract. During the term of this Contract the salary may be modified but shall not be reduced. The salary shall be paid in equal installments over the term of the contract.

**ARTICLE X
OTHER PROVISIONS**

Section 1. Outside Activities: While the Superintendent shall devote due diligence to the affairs and the activities of the School District, he may also serve as a consultant to other school districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if, as solely determined by the School Board, such activities do not impede the Superintendent’s ability to perform the duties of the superintendency. However, the Superintendent may not engage in other employment, consultant service, or other activity for which a salary, fee, or honorarium is paid without the prior approval of the Board Chair.

Section 2. Indemnification and Provision of Counsel: In the event that an action is brought or a claim is made against the Superintendent arising out of or in connection with his employment and the Superintendent is acting within the scope of employment or official duties, the School District shall defend and indemnify the Superintendent to the extent provided by law. Indemnification, as provided in this section, shall not apply in the case of malfeasance in office or willful or wanton neglect of duty, and the obligation of the School District in this regard shall be subject to the limitations as provided in M.S. Chapter 466.

Section 3. Dues: The Superintendent is encouraged to belong to and participate in appropriate professional, educational, economic development, community, and civic organizations when such membership will serve the best interests of the School District. Accordingly, the School District will pay the membership dues for such organizations as are required, directed, or permitted by the School Board. The Superintendent shall present appropriate statements for approval as provided by law.

Section 4. Superintendent’s Transition Plan: Prior to assuming his position on August 5, 2024 and completing his contract on June 30, 2025, the Superintendent is authorized to submit up to six (6) days to prepare for transition and conduct work on behalf of the School District. All transition duty days will be approved by the Board Chair. The Superintendent will be compensated for his daily rate of pay for performing such duties.

Section 5. Daily Rate of Pay: For purposes of this contract, the Superintendent’s rate of pay shall be determined by dividing the Superintendent’s base salary as provided in Article IX by the divisor of 238 days (prorated 11 month contract). The calculation shall not include any other payments and or benefits pursuant to this contract.

Section 7. Remote Work: The School District and the Superintendent may develop a schedule for some remote work. The schedule will be at the approval of the Board Chair.

**ARTICLE XI
SEVERABILITY**

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

IN WITNESS WHEREOF, I have subscribed my signature on this ____ day of September, 2024

IN WITNESS WHEREOF, we have subscribed our signatures this ____ day of September, 2024

Superintendent

School Board Chair

School Board Clerk



ADDENDUM

REGULAR BOARD MEETING Monday, September 16, 2024 SPCC – Governor’s Room 6:30PM

VII. ACTION ITEMS

6. AGENDA ITEM 6

Subject: Consider Approval of Policy Manual Review

Action: Requires a Motion

Background: The following Policies are being presented for your approval.

Policies for a Second Reading

- 713.1 Concession Stands
 - *Recommending language adjustment based on decisions made during the budget process. Section IV.a.iv would be deleted. ~~iv. assigning a minimum of one (1) paid worker for each concession stand event.~~ The new section IV.a.iv. would read: ~~v iv.~~ assuring that ~~100~~ 65 percent of the net revenue of a concession event(s) will be credited to the General Fund and 35% of the net revenue will be paid to the Booster Club or other specified group.*
- 406 Public and Private Personnel Date
 - *MSBA recommended changes to section V.F. based on legislative changes.*
 - *Personnel data ~~may~~ must be disseminated to labor organizations to the extent ~~the responsible authority determines is the dissemination is~~ necessary for the labor organization to conduct elections, investigate and process grievances, ~~notify employees of fair share fee assessments~~ and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is ordered or authorized by the Commissioner of the BMS. ~~Employee Social Security numbers are not necessary to implement the provisions of Chapter 179 and 179A.~~*

- *The home addresses, nonemployer issued phone numbers and email addresses, dates of birth, and emails or other communications between exclusive representatives and their members, prospective members, and nonmembers are private data on individuals.*
- *Dissemination of personnel data to a labor organization pursuant to Minnesota Statutes, section 13.43, subdivision 6, shall not subject the school district to liability under Minnesota Statutes, section 13.08.*
- *Personnel data described under Minnesota Statutes, section 179A.07, subdivision 8, must be disseminated to an exclusive representative under the terms of that subdivision.*

The following policies are being presented for acceptance with a single reading:

- Policy 413 Harassment and Violence

2. "Familial status" means the condition of one or more minors ~~being domiciled with~~ having legal status or custody with:

a. their ~~minor's~~ parent or parents or the minor's legal guardian or guardians; or

b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians. Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

The Committee recommends that Policy 413 be adopted with the MSBA language changes in a single reading.

- Policy 722 Public Data and Data Subject Requests

Policy 722 was reviewed. The only changes noted were updates to Data Practices Contacts.

Data Practices Contacts

Responsible Authority:

Superintendent **Gronseth Olson**
100 Lincoln Drive, Saint Peter, MN 56082
507-934-5703
bgronsethjolson@stpeterschools.org

Data Practices Compliance Official:
Data Practices Compliance Official:
Superintendent **Gronseth Olson**
100 Lincoln Drive, Saint Peter, MN 56082
507-934-5703

Data Practices Designee(s):
Data Practices Designee:
~~Sarah Janovsky-Kimberley Deming~~
100 Lincoln Drive, Saint Peter, MN 56082
507-934-5703
sjanovskydeming2@stpeterschools.org

The Committee recommends that Policy 722 be adopted, with noted revisions, in a single reading.

Presentation: Policy Committee

Options/Recommendations: I recommend your approval of these policies as presented.



ADDENDUM

REGULAR BOARD MEETING Monday, September 16, 2024 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

7. AGENDA ITEM #7

Subject: Consider Approval of Contracts and Pay Scale Updates

Action: Requires a Motion

Background: Ytve Prafke and I have finalized a number of individual Contracts and Pay Scale Updates. We recommend that you approve the following:

- The 2024-2025 Behavior Interventionist Contract
- The 2024-2025 Native American Student Support Liaison Contract
- The 2024-2026 School Age Coordinator of Saints Overtime Contract (contract included due to a replacement of staffing for this position)
- The 2024-2026 Community and Family Education Aquatics Coordinator Contract
- The 2024-2025 Aquatics Pay Scale for Lifeguards, Lifeguards with WSI, Head Lifeguards and Lifeguards for Physical Education classes
- A Pay Scale increase for 2024-2025 Saints Overtime Assistant Staff
- The 2024-2025 Substitute Teacher and Substitute Paraprofessional Rates

These Contracts and Pay Scale Updates have been reviewed by the HR Committee. Highlights for each of these items are included in your packet. Copies of the Contracts are available for your review in BoardBook.

Presentation: Superintendent of Schools, Jeff Olson
Human Resources Coordinator

Options/Recommendation: I recommend that you approve the proposed Contracts and Pay Scale Updates in a single motion. Alternatively, you could consider each item separately.



MEMO TO: Superintendent Dr. Jeff Olson
Members of the School Board
FROM: Ytive Prafke
DATE: September 4, 2024
SUBJECT: Contracts and Payscale Updates

Attached you will find the following Human Resource updates for your consideration:

1. 2024-2025 Contract for the Behavior Interventionist position (Cindy Bruce). This contract is a 174 day contract that includes 169 student contact days as well as 5 additional days for parent teacher conferences, teacher meetings, creation of behavior plans, etc. The hourly rate reflects a 3.5% increase.
2. 2024-2025 contract for the Native American Student Support Liaison position (Charmayne Klah). This is a 10 hour per week position that provides support to Native American students and their families. The hourly rate reflects a 3.7% increase. In addition, a \$1500 stipend is in place for Charmayne's work on the American Indian Education funding application and on the Native American Parent Advisory Committee. The funding for this position is acquired through the American Indian Education award.
3. 2024-2026 contract for the Community and Family Education Aquatics Coordinator. This is a stipend position. The proposal reflects a 3% increase in year 1 and a 3% increase in year two.
4. 2024-2025 Aquatics pay scale for Lifeguards, Lifeguards with WSI, Head Lifeguards and Lifeguards for physical education classes. This pay scale mirrors lifeguard wages at St. Peter Recreation and Leisure Services.
5. Proposal for a 3.3% pay increase for 2024-2025 Saints Overtime Assistant staff. The proposed rate is \$15.75 per hour.
6. 2024-2025 substitute teacher and substitute paraprofessional rates. The recommendation is no change to the substitute teacher rate and an increase of .50 per hour to the paraprofessional substitute rate.



**AGREEMENT WITH THE
BEHAVIOR INTERVENTIONIST
2024-2025**

The School Board shall determine the terms and conditions of employment for the position of Behavior Interventionist

HOURS AND DUTY DAYS

1. The Behavior Interventionist is an hourly employee. The work year shall consist of 174, 6.75 hour days during the regular school year.

SPECIAL LEAVES

1. Leave of absence, without pay, for personal reasons may be approved by the Special Programs Administrator.

PAID HOLIDAYS

1. Holidays: The following days are recognized as holidays with regular pay the Behavior Interventionist working during the period the holiday occurs:

Thanksgiving Day
Christmas Day
Good Friday
Memorial Day

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

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

Sick Leave/Earned Safe and Sick Time (ESST)

1. Sick leave, with pay, shall be allowed by the school district whenever the employee's absence is due to any type of illness, including illness or disability caused or contributed to by pregnancy or childbirth, which has prevented the attendance at work and performance of duties on that day or days. The Behavior Interventionist may use this time for any of the allowable uses as outlined by the ESST law.
2. The Behavior Interventionist shall earn one day (6.75 hours) of sick leave per month. Any fraction of the Behavior Interventionist's workday will be rounded up to the next higher whole day if more than a half day, and rounded down if less than half a workday. The Behavior Interventionist, who uses more than his/her allowable sick

leave, including any accumulated sick leave that may have accrued, shall have a deduction from pay for any excess sick leave taken that has not been earned. Unused sick leave hours may accumulate to a maximum of one thousand two hundred (1,200) hours of sick leave for the Behavior Interventionist.

3. The superintendent or designee may require an employee to furnish a medical certificate from the school health officer or from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the school board.
4. In the event that a medical certificate will be required, the employee will be so advised.
5. Sick leave allowed shall be deducted from the accrued sick leave days of the employee.
6. An employee may use sick leave to cover absences necessitated by the illness or disability of any allowable individual as outlined by the ESST law. This includes individuals such as an adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent. Sick leave for family members can be used on the same terms for which an employee is able to use sick leave for their own needs.
7. Sick leave pay shall be approved only upon submission of a signed request using the authorized sick leave form available at the administrator's office and the district office.
8. Any personnel unable to perform duties of employment because of pregnancy or any medical complications of pregnancy, childbirth, or recovery therefrom, may begin leave upon certification from the attending physician that the person is unable to perform such duties, or upon agreement by said personnel and the Special Programs Administrator that leave should be commenced, and the personnel shall be entitled to sick leave without loss of pay to the extent provided by the above. Leave in excess of unused sick leave credit of such personnel shall be treated as a leave of absence without pay during the period such personnel is unable to work due to the pregnancy or any medical complication of pregnancy, childbirth, or recovery therefrom.

SERIOUS ILLNESS OR BEREAVEMENT LEAVE

1. The Behavior Interventionist may be granted up to six (6) six and a half (6.75) hour days of non-accumulative serious illness or death leave annually which may be used for serious illness or death in the immediate family. The immediate family shall include spouse, father, mother, brother, sister, children, grandparents-in-law, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, and any other relative or nonrelative living in the household with the employee. Three (3) of the six (6) days may be used for extended family or special friend. In the event of a

second or any additional deaths to the following members of the immediate family, (spouse, children, father, mother, brother, sister, father-in-law, mother-in-law, grandchildren, or anyone residing in the household at the time of their death) additional leave will be granted not to exceed five (5) full days per death. Any additional days taken will be taken at a full deduction in pay.

CHILD CARE LEAVE

1. Use: A child care leave may be granted by the School District, subject to the provisions of this section, to an employee-parent following the birth and first year care of a child, adoption or foster placement of a child, provided such employee-parent is caring for the child on a full-time basis.
2. Request: An employee making an application for child care leave shall inform the Superintendent in writing of the request to take the leave at least three (3) calendar months before commencement of the intended leave.
3. Medical Statement: An employee may be asked to provide, at the time of the leave application, a statement from the attending physician indicating the expected date of delivery.
4. Date of Leave: The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave coincide with some natural break in the school year – i.e., winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like. The availability of a substitute teacher may also be considered by the School Board in the granting of a child care leave or its duration.
5. Duration: In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:
 - (1.) grant any leave more than twelve (12) months in duration;
 - (2.) permit the employee to return to employment prior to the date designated in the request for child care leave.
6. Reinstatement: An employee returning from child care leave shall be reinstated in a position the employee is qualified unless previously discharged or laid off.
7. Failure to Return: Failure of the employee to return by the date determined under this section shall constitute grounds for termination unless the School Board and the employee mutually agree in writing to an extension in the leave.
8. Group Insurance: An employee on child care leave, is eligible to participate in group insurance programs as governed by the Family & Medical Leave Act. The employee may continue health insurance coverage beyond the Family & Medical Leave Act at their own expense while on child care leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the School District pursuant to this section.¹²¹

9. Use of Sick Leave While on Child Care Leave An employee on child care leave may use earned sick leave accrued for the period of time under the Family Medical Leave Act.

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

PERSONAL LEAVE

1. The Behavior Interventionist shall be granted three (3) personal days. Request for a personal leave must be made in writing two days in advance of the absence to the supervising Principal. All leaves must have prior approval.

LIFE INSURANCE

1. The school district shall contribute a sum equal to the premium for a \$50,000 group life insurance policy for each school-year paraprofessional employee of the school district for the term of this contract.

WORKERS' COMPENSATION

1. Upon request of an employee who is absent from work as a result of a compensable injury, while working for the school district, the school district will pay the difference between the compensation received pursuant to the Workers' Compensation Act by the employee and the employee's regular rate of pay to the extension of the employee's earned accrual of sick leave and/or vacation pay. This paragraph may be effectuated on the delivery of the school district to the employee of a paycheck for said employee's regular rate of pay during the affected period when and after the employee endorses to the district the employee's workers' compensation check or has said amount of workers' compensation check deducted from gross wages on paycheck.
2. Workers' compensation benefits shall not be granted to persons for injuries received while employed by any individual or firm other than the school district.

JURY DUTY

1. When the Behavior Interventionist is called for jury duty, the Behavior Interventionist shall submit an absentee card to the Special Programs Administrator indicating the dates served and the amount of the daily compensation which he/she received from the county as juror. This amount will be deducted from the Behavior Interventionist's wages along with the applicable PERA deduction. This exempts jury duty pay from Social Security, Medicare, PERA and makes it the Behavior Interventionist's responsibility to report it as miscellaneous income on his/her 1040. Any mileage reimbursement or meal allowance may be retained by the Behavior Interventionist

2. If the Behavior Interventionist is summoned or subpoenaed to provide testimony or information to any agency, commission, board, legislative committee, arbitrator, or court, during the regular workday, he/she shall be provided leave with pay for each day or part thereof which the Behavior Interventionist is required to be absent. The Behavior Interventionist shall reimburse the School District that compensation, except for mileage reimbursement and meal allowance, which he/she receives for providing such testimony.

EMERGENCY OR SCHOOL CLOSINGS

1. On days when school has been called off prior to the start of the day and when the day will be made up at a future date, the Behavior Interventionist is not required to work. The Behavior Interventionist will work on the “make up” day designated by the school district. .
2. On days when school has been called off prior to the start of the day and when the day is identified as a “Flexible Learning Day”, the Behavior Interventionist is not required to work. The Behavior Interventionist will receive pay for the first two school closings. For additional days, the Behavior Interventionist shall be allowed to use personal leave or make up the hours with an agreed upon schedule set by the Supervising Principal.
3. On days when school begins late , the Behavior Interventionist shall report to work accordingly. (i.e. with a two hour late start, the employee would report two hours later than usual)
4. On days when school is dismissed early, the Behavior Interventionist shall be dismissed at the same time as other staff.

MILEAGE

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

SALARY PAYMENT

1. Wages shall be paid twice monthly (15th and last day of month) and all paychecks shall be deposited directly into bank account(s) designated by the Behavior Interventionist

SALARY SCHEDULE

2024-2025
\$25.35/hour

Behavior Interventionist

Date

Chairperson of the School Board

Date

Clerk of the School Board

Date

**AGREEMENT WITH STUDENT SUPPORT LIAISON
for Native American Students and Families
2024-2025**

Independent School District 508, Saint Peter Public Schools, enters into this agreement with Charmayne Klah, who agrees to perform the duties of the Native American Student Support Liaison.

ASSIGNMENT: Student Support Liaison-Native American students and families.

PAYRATE: \$28.00 per hour

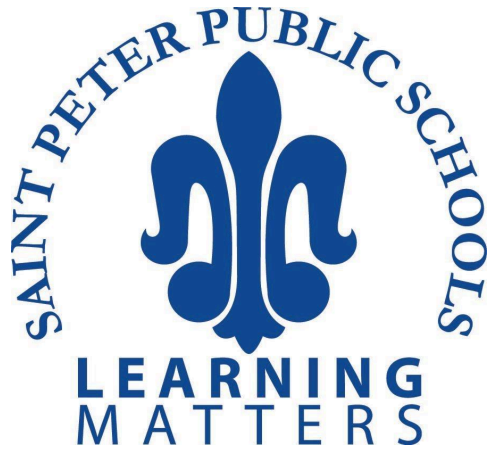
STIPEND: \$1,500 for work on American Indian Education Application and work with NAPAC Advisory Group

WORK SCHEDULE: This position is scheduled for up to 10 hours per week during the school year. Additional hours may be approved by the employee's supervisor.

Employee Signature _____ Date _____

Superintendent Signature _____ Date _____

Board Chair _____ Date _____



SAINT PETER PUBLIC SCHOOLS

Agreement

with

SCHOOL AGE COORDINATOR OF SAINTS OVERTIME

2024-2025

and

2025-2026

**AGREEMENT WITH THE
COMMUNITY AND FAMILY EDUCATION
School Age Care Coordinator of Saints Overtime
2024-2026**

The School Board shall determine the terms and conditions of employment for the position of Community and Family Education Saints Overtime Coordinator.

HOURS AND DUTY DAYS

1. The Saints Overtime Coordinator is a salaried employee. The work year is dependent upon the school district schedule and shall consist of 225 year-round workdays.
2. The work schedule for the Saints Overtime Coordinator must be approved by the Community and Family Education Director and is subject to change based on the needs of the program.

SPECIAL LEAVES AND HOLIDAYS

1. Leave of absence, without pay, for personal reasons must be approved by the Community and Family Education Director.
2. The following days are recognized as holidays with regular pay for the Saints Overtime Coordinator working during the period the holiday occurs:

New Year's Day

Good Friday

Memorial Day

Juneteenth

Independence Day

Labor Day

Thanksgiving Day

Christmas Eve Day

Christmas Day

SICK LEAVE

1. Sick leave, with pay, shall be allowed by the school district whenever the employee's absence is due to any type of illness, including illness or disability caused or contributed to by pregnancy or childbirth, which has prevented the attendance at work and performance of duties on that day or days.
2. The Saints Overtime Coordinator shall earn one day of sick leave a month to a maximum of 12 days per year. Any fraction of the Saints Overtime Coordinator's workday will be rounded up to the next higher whole day if more than half a day and rounded down if less than half a workday. The Saints Overtime Coordinator, who uses more than his/her allowable sick leave, including any accumulated sick leave

that may have accrued, shall have a deduction from pay for an excess sick leave taken that has not been earned. Unused sick leave hours may accumulate to a maximum of one thousand twenty (1,020) hours of sick leave for Saints Overtime Coordinator.

3. The superintendent or designee may require an employee to furnish a medical certificate from the school health officer or from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved for the school board.
4. In the event that a medical certificate will be required, the employee will be so advised.
5. Sick leave allowed shall be deducted from the accrued sick leave days.
6. An employee may use sick leave to cover absences necessitated by the illness or disability of the employee's family member, including their adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. Sick leave for family members can be used on the same terms for which an employee is able to use sick leave for their own needs.
7. Sick leave pay shall be approved only upon submission of the signed request upon the authorized sick leave form available at the principals' offices and the district office.
8. Any personnel unable to perform duties of employment because of pregnancy or any medical complications of pregnancy, childbirth, or recovery therefrom may begin leave upon certification from the attending physician that the person is unable to perform such duties, or upon agreement by said personnel and the Community & Family Education Director that leave should be commenced, and the personnel shall be entitled to use sick leave without loss of pay to the extent provided by the above. Leave in excess of sick leave credit shall be treated as a leave of absence without pay during the period such personnel is unable to work due to the pregnancy or any medical complication of pregnancy, childbirth, or recovery therefrom.

PERSONAL LEAVE

The Saints Overtime Coordinator with 1-4 years of service shall receive one (1) personal day, in years 5-10 shall receive two (2) personal days and with more than 10 years shall receive three (3) personal days. to be used for situations that arise requiring the Saints Overtime Coordinator's attention for matters that cannot be attended to when school is not in session and which are not covered under other provisions of this contract. Request for a personal leave day must be made to the Community Education Director at least two (2) days in advance except in the case of an emergency. All leaves must have prior approval.

SERIOUS ILLNESS OR BEREAVEMENT LEAVE

1. The Saints Overtime Coordinator may be granted up to six (6) seven and a half (7.5) hour days of non-accumulative serious illness or death leave annually which may be used for serious illness or death in the immediate family. The immediate family shall include spouse, father, mother, brother, sister, children, grandparents-in-law, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, and any other relative or non-relative living in the household with the employee. Three (3) of the six (6) days may be used for extended family or special friends. In the event of a second or any additional deaths to the following members of the immediate family, (spouse, children, father, mother, brother, sister, father-in-law, mother-in-law, grandchildren, or anyone residing in the household at the time of their death) additional leave will be granted not to exceed five (5) full days per death. Any additional days taken will be taken at a full deduction in pay.

CHILD CARE LEAVE

1. Use: A child care leave may be granted by the School District, subject to the provisions of this section, to an employee-parent following the birth and first year care of a child , adoption or foster placement of a child, provided such employee-parent is caring for the child on a full-time basis.
2. Request: An employee making an application for child care leave shall inform the Superintendent in writing of the request to take the leave at least three (3) calendar months before commencement of the intended leave.
3. Medical Statement: An employee may be asked to provide, at the time of the leave application, a statement from the attending physician indicating the expected date of delivery.
4. Date of Leave: The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave coincide with some natural break in the school year – i.e., winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like. The availability of a substitute teacher may also be considered by the School Board in the granting of a child care leave or its duration.
5. Duration: In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:
 - (1.) grant any leave more than twelve (12) months in duration;
 - (2.) permit the employee to return to employment prior to the date designated in the request for child care leave.

6. Reinstatement: An employee returning from child care leave shall be reinstated in a position the employee is qualified unless previously discharged or laid off.
7. Failure to Return: Failure of the employee to return by the date determined under this section shall constitute grounds for termination unless the School Board and the employee mutually agree in writing to an extension in the leave.
8. Group Insurance: An employee on child care leave, is eligible to participate in group insurance programs as governed by the Family & Medical Leave Act. The employee may continue health insurance coverage beyond the Family & Medical Leave Act at their own expense while on child care leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the School District pursuant to this section.
9. Use of Sick Leave While on Child Care Leave: An employee on child care leave may use earned sick leave accrued for the period of time under the Family Medical Leave Act.
10. Salary and Fringe Benefits: Leave under this section beyond the use of accrued sick/personal leave shall be without pay.

HEALTH AND HOSPITALIZATION INSURANCE

1. The selection of the insurance carrier and policy shall be made by the school board.
2. For the duration of the contract, the School District shall contribute an amount toward the cost of the premium for health insurance coverage for the Saints Overtime Coordinator who qualifies for and is enrolled in the group health insurance plan at an amount capped at \$12,500. The employee may credit the amount towards any of the school district's insurance policies or towards the premium for family insurance coverage with the remaining premium being paid at the employee's expense. The above represents the total agreement for health and hospitalization insurance and no monetary rebate shall be made to any employee should premiums be less than the amount the school district agrees to contribute.
3. It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein, and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

DENTAL

1. The district shall provide single dental insurance. The employee may credit the amount towards the family premium, with the remaining amount paid at the employee's expense.

INCOME PROTECTION INSURANCE

1. The school district offers income protection insurance. If the employee chooses to elect this insurance, they are responsible for paying the full premium. Such insurance shall begin sixty (60) calendar days after the injury or illness and extend to age sixty-five (65).

LIFE INSURANCE

1. The school district shall contribute a sum equal to the premium for a \$50,000 group life insurance policy for the Saints Overtime Coordinator for the term of this contract.

WORKERS' COMPENSATION

1. Upon request of an employee who is absent from work as a result of a compensable injury, while working for the school district, the school district will pay the difference between the compensation received pursuant to the Workers' Compensation Act by the employee and the employee's regular rate of pay to the extension of the employee's earned accrual of sick leave and/or vacation pay. This paragraph may be effectuated on the delivery of the school district to the employee of a paycheck for said employee's regular rate of pay during the affected period when and after the employee endorses to the district the employee's workers' compensation check or has said amount of workers' compensation check deducted from gross wages on paycheck.
2. Workers' compensation benefits shall not be granted to persons for injuries received while employed by any individual or firm other than the school district.

JURY DUTY

1. When the Saints Overtime Coordinator is called for jury duty, he/she shall submit an absentee card to the Community and Family Education Director indicating the dates served and the amount of the daily compensation which he/she received from the county as a juror. This amount will be deducted from the Saints Overtime Coordinator's wages along with the applicable PERA deduction. This exempts jury duty pay from Social Security, Medicare, PERA and makes it the Saints Overtime Coordinator's responsibility to report it as miscellaneous income on his/her 1040. Any mileage reimbursement or meal allowance may be retained by the Saints Overtime Coordinator.
2. If the Saints Overtime Coordinator is summoned or subpoenaed to provide testimony or information to any agency, commission, board, legislative committee, arbitrator, or court, during the regular workday, he/she shall be provided leave with pay for each day or part thereof which the Saints Overtime Coordinator is required to be absent. The Saints Overtime shall reimburse the School District that compensation, except for mileage reimbursement and meal allowance, which he/she receives for providing such testimony.

EMERGENCY OR SCHOOL CLOSINGS

1. On days when school has been called off prior to the start of the day and when the day will be made up at a future date, both the Community & Family Education office and the SAC Program will be closed, and the Saints Overtime Coordinator is not required to work. The Saints Overtime Coordinator will work on the “make up” day designated by the school district. There shall be no loss in pay for time missed because of an emergency closing.
2. On days when school has been called off prior to the start of the day and when the day is identified as a “Flexible Learning Day,” the Community & Family Education office will be closed, and the Saints Overtime Coordinator is not required to work. The Saints Overtime Coordinator will make up the hours with an agreed-upon schedule set by the Community & Family Education Director.
3. On days when school begins late (e.g., a two-hour late start), staff shall report to work as soon as road and weather conditions allow for safe travel. There shall be no loss in pay for the time missed because of an emergency.
4. On days when school is dismissed early, the Saints Overtime Program will be closed. The Community & Family Education office will remain open, and the Saints Overtime Coordinator shall maintain regular work hours until dismissed by their supervisor. The Saints Overtime Coordinator will make up the hours with an agreed upon schedule set by the Community and Family Education Director.

MILEAGE

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

SALARY PAYMENT

Wages shall be paid twice monthly (15th and last day of the month), and all paychecks shall be deposited directly into a bank account(s) designated by the Saints Overtime Coordinator.

NOTIFICATION

The district may discontinue this position or terminate the employee at any time during the term of this agreement pursuant to MS 1238.02, Subd. 14. The employee may terminate their employment at any time during the term of this agreement.

SALARY SCHEDULE

2024-2025	2025-2026
\$38,500 (July 1 - June 30, 225-day contract)	\$39,655 (225-day contract July 1, 2025 - June 30, 2026)
\$34,222.22 (Prorated to a 200-day contract Aug. 19, 2024 - June 30, 2025)	

Saints Overtime Coordinator

Date

Chairperson of the School Board

Date

Clerk of the School Board

Date



**AGREEMENT WITH THE COMMUNITY & FAMILY EDUCATION
AQUATICS COORDINATOR
2024-2026**

Independent School District 508, Saint Peter Public Schools, enters into this agreement with Nicole Ruhland, who agrees to perform the duties of Aquatics Coordinator for Saint Peter Community & Family Education, a part of ISD 508.

ASSIGNMENT: Aquatics Coordinator

SALARY:

2024/25	2025/26
\$5,081 stipend	\$5,233 stipend

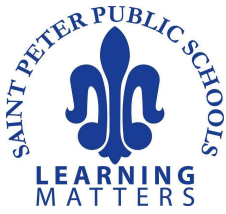
TIME: The Community & Family Education Director will establish the work year annually.

NOTIFICATION: The district may discontinue this position or terminate the employee at any time during the term of this agreement pursuant to MS 1238.02, Subd. 14. The employee may terminate this employment at any time during the term of this agreement.

Employee Signature Date

Superintendent Signature Date

Board Chair Date



Saint Peter Community & Family Education

Aquatics Pay Scale - Hourly Rates

	2022/23	2023/24	2024/25
Years Experience	LG	LG	LG
1	\$11.75	\$12.75	\$14.25
2	\$12.00	\$13.25	\$15.25
3	\$12.25	13.75	\$16.25
4+	\$12.50	14.25	\$17.25

	2022/23	2023/24	2024/25
Years Experience	LG/WSI	LG/WSI	LG/WSI
1	\$12.15	\$13.15	\$14.75
2	\$12.40	\$13.65	\$15.75
3	\$12.65	\$14.15	\$16.75
4+	\$12.90	\$14.65	\$17.75

	2022/23	2023/24	2024/25
Years Experience	Head Guard	Head Guard	Head Guard
1	\$13.00	\$14.00	\$17.00
2	\$13.25	\$14.50	\$17.50
3	\$13.50	\$15.00	\$18.00
4+	\$13.75	\$15.50	\$18.50

	2022/23	2023/24	2024/25
Years Experience	PE Class Lifeguard	PE Class Lifeguard	PE Class Lifeguard
1	\$15	\$15	\$18

Effective September 3, 2024



MEMO TO: Dr. Olson
Negotiations Committee
Ytve Prafke

FROM: Tami Skinner
Community & Family Education
Director

DATE: August 22, 2024

SUBJECT: Proposed Pay Rate Increase for
Saints Overtime Assistants

The Saints Overtime Assistant staff received \$15.25 per hour during the 2023-24 school year. I am proposing an increase of .50 per hour, a 3.3% increase, for the 2024-25 school year, resulting in a new rate of \$15.75 per hour.

Please feel free to contact me with any questions.



MEMO TO: Dr. Jeff Olson-Superintendent
School Board

FROM: Ytive Prafke, Special Programs
Administrator

DATE: August 29, 2024

SUBJECT: Teacher and Paraprofessional
Substitute Rate
Recommendation 2024-2025
School Year

Please consider the following recommendations regarding the Teacher and Paraprofessional substitutes rates for the 2024-2025 school year.

1. Continue the current substitute teacher rate of **\$180 per day/ \$90.00 half day.**
2. An increase of the substitute paraprofessional rate from \$14.50 per hour to **\$15.00 per hour.**

If approved, the rate change for paraprofessional substitutes would go into effect for the 2024-2025 school year.

Thank you for your consideration.



ADDENDUM

REGULAR BOARD MEETING Monday, September 16, 2024 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

8. AGENDA ITEM #8

Subject: Consider Approval of Office Support Contract for 2023-2025

Action: Requires a Motion

Background: The HR Committee has reached an agreement on the 2023-2025 contract with the Office Support Unit.

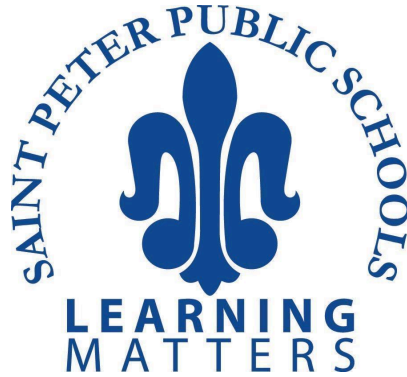
Notable changes include:

- 4% & 4% on the salary schedule
- Clarifications on Emergency and School Closing procedures
- Increases in the defined contribution towards Health and Hospitalization insurance
- A change reflecting statutory requirements for Earned Safe and Sick Time
- Additional levels to the Professional Standards Program

A copy of the Contract is available for your review in BoardBook.

Presentation: Superintendent of Schools, Jeff Olson
Human Resources Committee

Options/Recommendation: I recommend approval of the contract agreement with the Office Support Unit.



SAINT PETER PUBLIC SCHOOLS

Agreement

With

Office Support Staff

2023-2024

and

2024-2025

**OFFICE SUPPORT STAFF
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**OFFICE SUPPORT STAFF AGREEMENT
2023-2025**

**ARTICLE I
PURPOSE**

1.1 PARTIES:

This AGREEMENT is entered into between the School Board of Independent School District 508, Saint Peter, Minnesota, hereinafter referred to as the school district, and the Minnesota Teamsters Public and Law Enforcement Employees Union, Local No. 320, hereinafter referred to as the union, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, to provide the terms and conditions of employment for secretarial support staff employees during the duration of this AGREEMENT.

**ARTICLE II
RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

2.1 RECOGNITION OF EXCLUSIVE REPRESENTATIVE:

In accordance with the PELRA, the school district recognizes Minnesota Teamsters Public and Law Enforcement Employees Union, Local 320, as the exclusive representative for the Secretarial Support Staff Employees of Independent School District 508, which exclusive representative shall have those rights and duties as described by PELRA and as described in the provisions of this AGREEMENT.

2.2 APPROPRIATE UNIT:

The exclusive representative shall represent all such employees of the district contained in the appropriate unit, the PELRA and the director of mediation services certification, if any.

2.3 DESCRIPTION OF APPROPRIATE UNIT:

For purposes of this AGREEMENT, the term support staff employees shall mean: secretaries, clerk typist, receptionist, and accounting clerks, excluding those employees whose service does not exceed fourteen (14) hours per week or who hold positions of a temporary or seasonal character for a period not in excess of one hundred (100) working days per calendar year.

ARTICLE III **RIGHTS, DEFINITIONS AND RESPONSIBILITIES**

3.1 TERMS:

Terms used in this AGREEMENT shall have those meanings as defined by the PELRA of 1971, as amended.

3.2 RIGHTS:

School district and employee rights shall be defined as follows:

- A. Employee rights shall be defined in the PELRA of 1971, as amended.
- B. School district rights shall be as defined in the PELRA of 1971, as amended. All management rights and functions not expressly delegated in this AGREEMENT are reserved to the school district.

3.3 RESPONSIBILITIES:

The union recognizes that the primary obligation of the school district is to provide educational opportunity for the students of the school district. The school district retains the right to efficiently manage and conduct the operation of the school district within its legal limitations in accordance with the terms of this AGREEMENT.

ARTICLE IV **UNION RIGHTS**

4.1 REQUEST FOR DUES CHECK-OFF:

Employees shall have the right to request and be allowed dues check-off for the union; provided that dues check-off and the proceeds thereof shall not be allowed the union if it has lost its right to dues check-off pursuant to 179.75 of the PELRA of 1971, as amended. Upon receipt of a properly executed dues deduction card by the employee involved, the school district will deduct from the employee's paycheck the dues that the employee has agreed to pay to the union during the period provided in said authorization.

4.2 FAIR SHARE FEE:

All employees covered by this AGREEMENT who are not members of the union may be required by the union to contribute a fair share fee. The school district, upon receipt of written certification from the union designating the employees from whom a fair share fee shall be deducted and the amount of the fair share fee, shall deduct the fair share fee from those employees designated as not being members of the union from the employees' paycheck.

4.3 INDEMNIFICATION:

The union shall indemnify and hold the school district harmless against any and all claims, orders or judgements made against the school district in the administration of

sections 1 and 2 of this article.

4.4 REMITTANCE:

The school district shall remit all monthly union dues and fair share fees deducted in accordance with sections 1 and 2 of this article to the union within seven (7) calendar days of the payday from which the deductions were made.

4.5 UNION STEWARD:

The union may designate employees in the bargaining unit to act as stewards and/or alternates and shall inform the employer in writing of such choices and changes in the positions of stewards and/or alternates. Stewards shall be permitted reasonable time to perform and discharge the duties that are properly assigned to them under terms of this AGREEMENT. The stewards shall be permitted reasonable time to process grievances without loss of time or pay during regular working hours. Stewards shall be allowed reasonable time to transmit messages which have originated with and are authorized by the union so long as the transmission of said messages does not interfere with their regular work assignment.

ARTICLE V
DEFINITION OF FULL-TIME - PART-TIME EMPLOYEE

5.1 FULL-TIME:

Full-time shall be any member who is regularly scheduled to work at least seven (7) hours per day for a minimum of thirty-five (35) hours per week.

5.2 PART-TIME:

Part-time employees who are regularly scheduled to work less than seven (7) hours per day and less than thirty-five (35) hours per week.

ARTICLE VI
SENIORITY

6.1 SENIORITY:

Seniority shall be defined as follows:

Continuous service in District 508 in a support staff position with the date of record being the first date of employment.

Seniority shall terminate when a support staff employee retires, resigns or is discharged.

The District will provide a seniority list by December 1st of each year and distribute it to all bargaining unit employees via email.

6.2 LAYOFF:

In the event of a layoff, employees shall be laid off according to seniority in the inverse order of hiring. Support staff employees shall be rehired according to seniority in the inverse order of layoff. A support staff employee's recall rights shall terminate after twenty-four (24) months of continuous layoff. Yearly notification of availability to be received by April 1 at the district office.

6.3 ELIMINATION OF POSITION:

In the event of the elimination of a position, the junior employee in the affected classification shall be laid off. However, the laid off support staff employee shall have the right to bump the least senior support staff employee in the next lower classification, if qualified, and as determined by the employer.

6.4 REHIRE:

Under no circumstances shall the employer hire from the open market while support staff employees are on the recall list, qualified to perform the duties of a vacant position, and are ready, willing and able to have notified the district that they are available to be re-employed.

Upon returning to a district position, the support staff employee shall be placed on the same step on the salary schedule as occupied at the time of termination and shall be given credit on the seniority list for all years worked in a secretarial support staff in the district prior to termination.

ARTICLE VII COMPARABLE WORTH

7.1 COMPARABLE WORTH:

Any and all comparable worth inequities shall be implemented and retroactive to the date of the appeal, including any classification upgrading, job description update and on file and appeals process. In order to maintain requirements of the Job Evaluation System and Equitable Compensation Relationships defined in state statute, employees may appeal their job placement.

ARTICLE VIII JOB OPENINGS

8.1 NOTIFICATION OF JOB OPENINGS:

When a vacancy in the office support staff unit occurs, consideration shall be given to the most senior qualified applicant. Openings will be posted by the building secretary from which the opening originates. If office support is not working when summer postings occur, the Superintendent's Administrative Assistant will post the position. Posting shall be made internally and externally at the same time. All support staff employees currently on the payroll and recall list will be notified of the opening. When

school is not in session, a notice will be mailed to the employee's home address. In addition, all vacancy notices shall be on file in the administrative office area of each building or program location for employee review. Stewards of the unit will receive, via mail, vacancy notices. Should the school district change the number of hours or the duties of a current position, the position need not be posted if the current employee chooses to accept the changes being made by the district.

8.2 The District will offer an interview to current employee applicants who meet the minimum qualifications for position vacancies.

8.3 When a qualified employee bids for a position, the employer will make every effort to fill the position with the most qualified employee from the unit. The district reserves the right to hire outside the unit if such an applicant is more qualified. Preference will be given to senior employees. An employee not given the position may request a written explanation.

ARTICLE IX REDUCTION OF STAFF

9.1 REDUCTION OF STAFF:

Bargaining unit support staff employees shall be notified of any decrease in staff for the next school year by June 1.

ARTICLE X NEW EMPLOYEE

10.1 NEW EMPLOYEE:

An individual being hired from the outside will serve a nine (9) month probationary period. During the probationary period, newly hired or rehired employees may be discharged at the sole discretion of the employer.

ARTICLE XI ADVANCING IN CLASSIFICATION

11.1 ADVANCING IN CLASSIFICATION:

Secretarial support staff employees transferred from one classification to another higher classification shall move to the same step presently occupied within the classification to which such support staff employee is transferred. In the event of unsatisfactory performance in the new position, the employee is eligible to return to the former classification. The employee may request moving back to the previous classification. The school district shall allow such a request provided the previous classification position has not been offered or hired, and the employee has been in the position for a minimum of two (2) weeks.

ARTICLE XII CHANGE OF CLASSIFICATION

12.1 CHANGE OF CLASSIFICATION PROCEDURES:

If either the support staff employee or the immediate supervisor should determine that the classification of a job no longer describes the requirement of that position the appeals process can be initiated by using the appropriate appeals process forms.

ARTICLE XIII PERSONNEL FILES

13.1 PERSONNEL FILES:

Members of this bargaining unit shall be notified whenever any statement, which is critical of them, is made a matter of record and placed in their personnel file. No derogatory information shall be placed in a member's file without that person's knowledge. When meetings between the employer and employee are scheduled that could lead to disciplinary action, employees will be notified of the option for representation.

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

ARTICLE XIV PAY DAY

14.1 PAY DAY:

The full-time support staff employees pay day shall be spread equally over a twelve (12) month period and such support staff employees will be paid on the 15th and last banking day of the month (when the 15th falls on a Saturday or Sunday, pay day is the preceding Friday). Working hours for 2023-24 are 2,080 hours and for 2024-25 are 2,080 hours.

Less than full-time support staff employees shall be paid at the same time as full-time support staff employees for work performed during the same period.

14.2 DEPOSIT OF CHECKS:

Payroll checks of support staff personnel will be deposited each payday by the district in a district bank designated by said office personnel, and the check stub will be available electronically. A request so made must be for the balance of the school year and shall continue from year to year until cancelled by said office personnel.

ARTICLE XV CALL BACK TIME

15.1 CALL BACK TIME:

There will be a minimum two-hour (2) pay for any support staff employee required to perform functions related to their job after regular working hours, or on weekends or holidays.

ARTICLE XVI COMPENSATION TIME/OVERTIME

16.1 COMPENSATION TIME/OVERTIME:

Support staff employees shall not be requested or required to take time off for overtime worked or to be worked. Employees may request and receive, time off as a method of paying for overtime hours when such hours have been pre-approved by their supervisor. The maximum number of compensation time hours that can be accumulated is eighty (80) hours. Compensation time shall be at the appropriate overtime rate at which it was earned. Compensation time off may be taken any time during the contract period with approval of the immediate supervisor, with a maximum carryover of twenty (20) hours to the next fiscal year.

ARTICLE XVII SUBSTITUTE SECRETARIAL SUPPORT STAFF PERSONNEL

17.1 SUBSTITUTE SECRETARIAL SUPPORT STAFF PERSONNEL

A non-union substitute employed to fill in for any support staff personnel will be paid at Level 1 step 1 rate of pay.

If an "in-house" employee is used to fill in for another position, that employee will be paid at the rate of the existing Step I of the classification for which they are substituting or their current job rate, whichever is greater.

ARTICLE XVIII EMERGENCY OR SCHOOL CLOSINGS

18.1 EMERGENCY OR SCHOOL CLOSINGS:

On days when school has been called off prior to the start of the day by the Governor or other State Representative, office support may work remotely. There shall be no loss in pay for time missed because of an emergency or Governor/State Representative closure.

On days when school has been called off prior to the start of the day by the superintendent and when the day is identified as a "Flexible Learning Day" or "Good Old Fashioned Snow Day", only emergency duty office support staff (as determined by their supervisor shall be required to report to work. Non-emergency duty office support staff

may choose to either report to work or work remotely. Staff required to work on these days will be provided with compensatory or overtime pay. On “flexible learning days” and “Good Old Fashioned Snow Days” office support will be paid for their regular number of hours.

On days when school begins late (i.e., two hour late start), office support staff shall report to work as soon as road and weather conditions allow for safe travel. There shall be no loss in pay for time missed because of a late start.

On days when school is dismissed early, office support staff shall maintain regular work hours until the time of the early dismissal. There shall be no loss in pay for time missed because of an early dismissal. Office Support required to stay beyond the early dismissal time or until dismissed by their supervisor shall be provided with compensatory or overtime pay. There shall be no loss in pay for time missed when dismissed by their supervisor. If an employee prefers to leave earlier than this, they shall be allowed to use accrued compensatory time, ESST, vacation time (if applicable), or personal leave.

ARTICLE XIX **VACATIONS**

19.1 VACATION:

All full-time support staff employees who work ten (10) months and were employed prior to January 1, 1988, shall earn vacation time with pay as follows:

- A. One (1) day of vacation for each month of employment for first five (5) years of continuous employment.
- B. One and one-fourth (1¼) days each month of employment after five (5) years and through the fourteenth (14) year of continuous employment.
- C. Four (4) weeks of vacation after fourteen (14) years of continuous employment.

If a holiday falls in the vacation period, the holiday shall not count as a day of vacation.

If hired after January 1, 1988, all support staff employed for a minimum of two hundred and sixty (260) days will earn vacation time.

- One (1) day of vacation for each month of employment for first five (5) years of continuous employment.
- One and one-fourth days (1¼) each month of employment after five (5) years and through the fourteenth (14) year of continuous employment.
- Four (4) weeks of vacation after fourteen (14) years of continuous employment.

Employees who work a minimum of two hundred and sixty (260) days shall be allowed to carry over five (5) days of earned vacation to the next year, to be used by the end of the current calendar year. These five (5) days cannot be used on student contact days. When vacation time is granted, employees shall not be required to provide explanation for accrued time.

ARTICLE XX **HOLIDAYS**

20.1 HOLIDAYS:

The following days are recognized as holidays with regular pay for full time clerical employees working during the period the holiday occurs:

Independence Day (July 4)
Labor Day (1st Monday of September)
Thanksgiving Day (3rd Thursday of November)
Day after Thanksgiving (3rd Friday of November)
Christmas Eve Day (December 24)
Christmas Day (December 25)
New Year's Eve Day (December 31)
New Year's Day (January 1)
President's Day (3rd Monday of February)
Good Friday (According to Lunar Calendar)
Martin Luther King Day (third Monday of January) (if school is not in session)
Memorial Day (Last Monday of May)
Juneteenth (June 19)

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

If school is scheduled on a holiday, employees will be given a floating holiday which would be agreed upon by the employee and supervisor.

20.2 Less than full-time employees to receive holiday pay on a pro-rated basis.

ARTICLE XXI **EARNED SAFE & SICK LEAVE**

21.1 Approved earned safe & sick leave as provided in this section shall be granted with pay.

21.2 All full-time and full-time school year support staff employees shall receive one day of earned safe & sick leave for each month of employment in the school district. Any

part-time clerical employee shall receive earned safe & sick leave on a pro-rated basis.

21.3 Earned safe & sick leave benefits shall accumulate to one hundred and eighty (180) working days.

21.4 Earned safe & sick leave, with pay, shall be allowed by the school district whenever a support staff employee's absence is due to any type of illness, including illness or disability caused or contributed to pregnancy or childbirth, which has prevented the attendance at school and performance of duties on that day or days.

21.5 The superintendent may require an employee to furnish a medical certificate from the school health officer or from a qualified physician as evidence of illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave as reserved to the school board.

21.6 In the event that a medical certificate will be required, the employee will be so advised.

21.7 Earned safe & sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

21.8 A support staff may use sick leave to cover absences, as defined in MN Statute 181.9447 USE OF EARNED SAFE & SICK TIME, Such family health care leave shall be limited to the amount of accrued sick leave of the employee.

21.9 Sick leave pay shall be approved only upon submission of signed request upon the authorized sick leave form.

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

21.11 An unpaid leave of absence may be granted for health reasons if recommended by the attending physician in writing and approved by the administration and the school board. Time period may be renewable, upon review, up to one (1) year.

21.12 Should an unpaid leave of absence be granted to an employee, upon returning

from the leave, the employee shall be placed on the same step and will retain the original seniority date as when they left.

21.13 In September and January of each year, employees who earn vacation time shall be allowed to trade three (3) sick leave days for one (1) additional vacation day. A maximum of six (6) sick leave days shall be allowed to be converted to two (2) vacation days per year (September 1 to August 31).

Employees who do not earn vacation time shall be allowed to trade three (3) sick leave days for one (1) additional personal day. A maximum of six (6) sick leave days shall be allowed to be converted to two (2) personal days per year (September 1 to August 31).

ARTICLE XXII LEAVES OF ABSENCE

22.1 UNRELATED LEAVES OF ABSENCE:

An unpaid leave of absence may be granted for other reasons, if approved by the school board, such as higher education.

22.2 SERIOUS ILLNESS OR BEREAVEMENT LEAVE:

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

22.3 CHILD CARE LEAVE:

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

Employees on child care leave, for the period not covered under sick leave, shall continue the insurance programs of the district by paying the full premiums regularly.

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

22.4 LEAVES OF JOB RELATED INJURIES:

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

22.5 JURY DUTY:

Section 1. Support staff employees of Independent School District 508 shall continue to receive their regular compensation when called for jury duty. The employee shall submit a copy of their jury duty check to the school district and that compensation, except for mileage reimbursement and any meal allowance, shall be deducted from their check.

Section 2. Any Support staff summoned or subpoenaed to provide testimony or information to any agency, commission, boards, legislative committee, arbitrator, or court, during the regular workday, shall be provided leave with pay for each day or part thereof which the clerical worker is required to be absent. The employee shall provide the school district with a copy of any compensation and this amount, except for mileage reimbursement and any meal allowance, shall be deducted from their check.

22.6 PERSONAL LEAVE:

All support staff who are employed full time or who have been employed at least one (1) year by the school district, shall be entitled to one (1) personal leave day per year accumulative to three (3) per year. All support staff who have been employed at least five (5) years by the school district shall be entitled to one (1) additional personal leave day per year accumulative to a maximum of four (4) per year. Part-time employees are pro-rated.

Employees shall not be required to give reasons for personal leave.

ARTICLE XXIII **CONTRACT PERIOD**

23.1 CONTRACT PERIOD:

July 1, 2023, to June 30, 2025

ARTICLE XXIV **DISSEMINATION OF POLICIES**

24.1 DISSEMINATION OF POLICIES:

Each support staff employee shall be given a copy of this AGREEMENT. At the time a new employee is placed on the payroll that employee shall be given a copy of this AGREEMENT, at which time the AGREEMENT shall be reviewed with the new employee. Employees shall also be given copies of the staff handbook.

24.2 BENEFIT DOCUMENTATION

The school district will supply each employee with a list by the end of September each year itemizing the following:

- Hourly wage
- Work days for the year
- Hours per day
- Vacation time accrued and expected accrual
- Sick days accrued and expected accrual
- Personal days accrued and expected accrual

ARTICLE XXV **MILEAGE**

25.1 MILEAGE:

If support staff persons are required to use their car for school business, mileage will be paid at the rate established by the IRS. The district will pay a minimum of one dollar and fifty cents (\$1.50) for any school travel for each start-up.

ARTICLE XXVI **GROUP INSURANCE**

26.1 SELECTION OF CARRIER:

The selection of the insurance carrier and policy shall be made by the school board in accordance with state statute.

26.2 HEALTH AND HOSPITALIZATION INSURANCE:

For 2023-24 and 2024-25, the school district will pay full single insurance at the VEBA 834, including the \$1,200 deductible, for employees contracted to work thirty-five (35) hours per week and above. The above represents the total agreement for health and hospitalization insurance and no monetary rebate shall be made to any employee should premiums be less than the amount the school district agrees to contribute. The employee may credit the amount towards the premium for family insurance coverage with the remaining premium being paid at the employee's expense.

For 2023-2024 school year, an amount not to exceed \$14,500. Beginning in 2024-2025, this amount is increased to \$16,000.

It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier. In accordance with federal law, the school district shall make health insurance available to all employees contracted to work between thirty (30) and thirty-four (34) hours/per week. For these employees, there shall be no school district contribution.

26.3 INCOME PROTECTION INSURANCE:

The school district shall contribute a sum necessary to pay the premium of income protection insurance for all full-time or full-time for a school year support staff employee. Such insurance shall begin sixty (60) calendar days after the injury or illness and extend to age sixty-five (65).

26.4 LIFE INSURANCE:

The school district shall contribute a sum equal to the premium for a \$50,000 group life insurance policy for each full-time or full-time for a school year support staff employee of the school district for the term of this contract. The school district shall contribute a sum equal to the premium for a \$25,000 group life insurance policy for each part-time support staff employee of the school district for the term of this contract.

26.5 DURATION:

An employee is eligible for school district contributions, as provided by this article, as long as the employee is employed by the school district and meets the qualifications as outlined in this article. Upon termination of employment, and effective on the last working day, all school district participation and contributions shall cease unless the employee is entitled to the benefits as provided in Article XXVII under RETIREMENT.

26.6 REDUCTION OF HOURS:

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

ARTICLE XXVII RETIREMENT

27.1 Any full-time support staff employee who has been employed ten (10) consecutive years by the school district may retire at the end of the school year in which he or she reaches the age of fifty-six (56) years. Upon retirement at the age of fifty-six (56) or

thereafter, and with ten (10) years of full-time employment, the district will set aside \$15,000 that may be used for both district-provided and non-district provided medical insurance plans, including Medicare supplemental coverage. This amount is for continuing coverage of medical insurance. In the event of the death of the employee, this benefit ceases.

27.2 Upon retirement at the end of the year in which a support staff employee reaches the age of fifty-six (56) years, and with ten (10) consecutive years of service, the support staff employee may remain in the district's insurance plans.

- With regard to life insurance in effect at the time of retirement, the district will continue to pay life insurance premiums for each full-time, or full-time for a school year, support staff employee for seven (7) years after retirement or to the age of sixty-five (65) years, whichever comes first.

27.3 Upon retirement at the age of fifty-six (56) or thereafter, and with ten (10) years of continuous employment in District 508, support staff employees shall be paid twenty-five (\$25.00) dollars per day for each eight (8) hour day of accumulated sick leave up to a maximum of one hundred and sixty (160) days.

ARTICLE XXVIII **GRIEVANCE PROCEDURE**

28.1 DEFINITION OF TERMS AND INTERPRETATIONS:

SUBD. 1. GRIEVANCE: A "Grievance" shall mean a dispute or disagreement as to the interpretation or application of any term or terms and conditions of any contract required by the PELRA between Independent School District 508 and the authorized representative

SUBD. 2. AGGRIEVED: A person or group of persons within the appropriate unit having a grievance.

SUBD. 3. ADMINISTRATIVE SUPERVISOR: The immediate supervisor to whom the aggrieved is responsible.

SUBD. 4. GRIEVANCE COMMITTEE: The committee appointed by the exclusive representative.

SUBD. 5. DISPOSED: A settlement of a grievance to the satisfaction of both parties that has been reduced to writing.

SUBD. 6. EXTENSION: Time limits specified in this procedure may be extended by mutual agreement.

SUBD. 7. DAYS: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays not designated as holidays by state law.

SUBD. 8. COMPUTATION OF TIME: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

SUBD. 9. FILING AND POSTMARK: The filing of services of any notice or document herein shall be timely if it bears a postmark of the United States Mail within the time period or as an attachment to an email.

28.2 REPRESENTATIVE:

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

28.3 TIME LIMITATIONS AND WAIVER:

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

28.4 INFORMAL DISCUSSION:

In the event that an individual or group of individuals believes that there is a basis for a grievance, he/she or they may first discuss the alleged grievance with his/her or their administrative supervisor either privately or accompanied by a representative of the grievance committee, having reduced the grievance to writing.

28.5 ADJUSTMENT OF GRIEVANCE:

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

SUBD. 1. LEVEL I: The aggrieved shall file a grievance, with his/her administrative supervisor within twenty (20) days of knowledge of the event giving rise to the grievance. If the grievance is not disposed of, the administrative supervisor shall give a written decision on the grievance to the parties involved

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

SUBD. 2. LEVEL II: In the event the grievance is not disposed of in Level I, the decision rendered may be appealed to the superintendent of schools, provided such appeal is made in writing, within five (5) days after receipt of the decision in Level I. If a grievance is so appealed to the superintendent, the superintendent shall set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within ten (10) days after the meeting, the superintendent shall issue a decision in writing to the parties involved.

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

28.6 SCHOOL BOARD REVIEW:

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

28.7 DENIAL OF GRIEVANCE:

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

28.8 LEVEL II INITIATION:

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

28.9 ARBITRATION PROCEDURES:

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

SUBD. 1. REQUEST: A request to submit a grievance to arbitration must be in writing, signed by the aggrieved, and such request must be filed in the office of

the superintendent within ten (10) days following the decision in Level III of the grievance procedure.

SUBD. 2. PRIOR PROCEDURE REQUIRED: No grievance shall be considered by the arbitrator who has not been first duly processed in accordance with the grievance procedure and appeal provisions.

SUBD. 3. SELECTION OF ARBITRATORS: Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to select an arbitrator. The grievance shall be heard by a single arbitrator if such an arbitrator can be selected. In the event no agreement between the parties can be reached within the ten (10) day period, either party may request to proceed according to the rules and regulations of the Public Employees Labor Relations Board of the State of Minnesota.

The parties shall request that the appointment pursuant to the Public Employees Labor Relations Act shall be made within thirty (30) days following the receipt of such request.

SUBD. 4. HEARING: Either party may be represented by such person or persons as they may choose at the arbitration hearing and each party shall have the opportunity to submit evidence, offer testimony and to make oral and written arguments pursuant to the rules of the Public Employees Labor Relations Act. Neither party shall be permitted to assert any ground or to rely on evidence not previously disclosed to the other party at the time of the arbitration procedures.

SUBD. 5. DECISION: The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided in PELRA.

SUBD. 6. EXPENSES: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses, which the parties mutually agree are necessary for the conduct of arbitration.

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

Teamster Union Local 320
Business Representative

Chair of the School Board

Union Steward

Clerk of the School Board

Union Steward

Union Steward

DATE: _____

DATE: _____

Board Approved:

LEVEL	CLASSIFICATION
LEVEL II	<ul style="list-style-type: none"> • Media/Library • Clerical in School Offices • ECFE Coordinator • AV/Computer Office • Curriculum Director's Office
LEVEL III	<ul style="list-style-type: none"> • Attendance • Guidance Counselors • Community Education Office • Athletic Office • Middle School Office • Technology Department Assistant/Secretary • Accounts Payable Assistant
LEVEL IV	<ul style="list-style-type: none"> • Secretary for Principal (K-3; 4-6; 7-12)
Career Increment Schedule (Cumulative to \$1.50) (beginning 2021-2023)	<ul style="list-style-type: none"> • Years 11-14 \$0.50/hour • Years 15-19 \$0.50/hour • Years 20+ \$0.50/hour

- All office support employees will be provided at least 30 minutes for a duty-free, unpaid lunch as assigned by their supervisor.

- Saint Peter Public Schools Office Support Staff Professional Standards Program (Addendum A)

- Retroactive Pay: Upon signatures of the new contract, employees who worked with the new contract terms, retired, or otherwise severed employment, will receive back pay for hours worked in the new contract term prior to their separation, for the contract term 2023-2025

- For the 2023-2025 Contract, new hires will be placed at step one of the appropriate classification.

- Regarding the calculation of career increment increases, increases will be given on July 1 of the fiscal year the employee becomes eligible based on their anniversary date. (example: hire date of April 26, 2014 would receive an increment July 1, 2023)

Office Support: Salary Schedule: 2023-2024

Step	II	III	IV
1	16.26	17.41	17.82
2	16.48	17.65	18.06
3	16.72	17.88	18.29
4	17.08	18.23	18.63
5	17.28	18.46	18.87
6	17.51	18.69	19.10
7	17.74	18.93	19.34
8	17.96	19.19	19.59
9	18.21	19.43	19.84
10	18.51	19.76	20.19

Office Support: Salary Schedule: 2024-2025

Step	II	III	IV
1	16.91	18.11	18.53
2	17.14	18.36	18.78
3	17.39	18.60	19.02
4	17.76	18.96	19.38
5	17.97	19.20	19.62
6	18.21	19.44	19.86
7	18.45	19.69	20.11
8	18.68	19.96	20.37
9	18.94	20.21	20.63
10	19.25	20.55	21.00

ADDENDUM A

SAINT PETER PUBLIC SCHOOLS Office Support Staff

PROFESSIONAL STANDARDS PROGRAM

EDUCATION CERTIFICATE

In order to meet the education requirements for the Basic, Advanced Level I, or Advanced Level II, Advanced Level III, Advanced Level IV, Advanced Level V, Advanced Level VI and Advanced Level VII certificates, the following will apply:

- Education courses must be a minimum of 10 classroom hours. Courses may be combined to equal required 10 classroom clock hours. Education credit is cumulative from one certificate to another.
- Upon completion of every pre-approved 10 classroom hours an employee will receive an additional \$.15 per hour to their base rate of pay.
- Courses must be documented by a college transcript or a signed certificate of completion from the granting institution. For other than transcripts, the certificates must include authorized signature, name of course, date(s) and total number of clock hours completed, or an official course description stating such attached to the certificate.
- All education courses must have the pre-approval of the building principal.

REQUIREMENTS FOR THE PROFESSIONAL STANDARDS CERTIFICATES	
Certificate Level	Education
Basic	1 Education Credit Certificate
Advanced I	2 Education Credit Certificates
Advanced II	3 Education Credit Certificates
Advanced III	4 Education Credit Certificates
Advanced IV	5 Education Credit Certificates
Advanced V	6 Education Credit Certificates
Advanced VI	7 Education Credit Certificates
Advanced VII	8 Educational Credit Certificates
Advanced VIII	9 Educational Credit Certificates
Advanced VIV	10 Educational Credit Certificates
Advanced X (begins 2023-24)	11 Educational Credit Certificates
Advanced XI (begins 2024-2025)	12 Educational Credit Certificates

A payment of \$.15 cents per hour will be made to individual members of the unit for each certificate level earned.



ADDENDUM

REGULAR BOARD MEETING Monday, September 16, 2024 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

9. AGENDA ITEM #9

Subject: Consider Approval of the READ Act Memorandum of Understanding (MOU) with the Saint Peter Education Association

Action: Requires a Motion

Background: In order for us to receive funding to pay for READ Act Training, we are required to have an MOU with the Teachers' Association. The MOU Needs to outline:

- Teachers who need the required training;
- Compensation for Training; and
- Procedures outlining Compliance with Minnesota Statute 120B.123 governing READ Act requirements

The MOU is enclosed for your consideration. It has been reviewed by the HR Committee and is agreed to by the Executive Committee of the Saint Peter Education Association.

Presentation: Superintendent of Schools, Jeff Olson

Options/Recommendation: I recommend your approval of the READ Act Memorandum of Understanding



MEMORANDUM OF UNDERSTANDING BETWEEN
Independent School District #508 (hereinafter referred to as
“District”)
AND
SAINT PETER EDUCATION ASSOCIATION (hereinafter
referred to as “SPEA”)

WHEREAS the District and SPEA are parties to a collective bargaining agreement (CBA) for the period from July 1, 2023, through June 30, 2025; and,

WHEREAS the District and SPEA desire to address the time commitment, compensation, schedule, location of training, and deadlines for teachers required to complete the state of Minnesota mandated READ Act training; and,

WHEREAS the District and SPEA have agreed that teachers will participate in READ Act Training; and,

WHEREAS the total anticipated number of hours of training required for Read Act Training is 50-55 hours;

NOW THEREFORE, be it resolved that the parties agree to the following:

1. Eligibility

The SPEA and District will establish a list of eligible teachers, who must:

- a. Hold a license issued by the Professional Educator Licensing and Standards Board; and,
- b. Be employed by the District between August 2024 and June 2027; and,
- c. Be required by the District to complete approved training described under Minn. Stat. § 120B.123, subdivision 5.

2. Compensation earned for READ Act training

Teachers will earn compensation as follows:

- a. Teachers will be paid the hourly rate as determined by the Extra Compensation Schedule of the Master Agreement for required training outside of paid contract time.

- b. Teachers will receive additional compensation for successfully meeting Q-Comp Goals tied to Read Act Training.

3. Continuing Education Units (CEUs)

Teachers will receive 50 CEU's to use toward licensure renewal.

4. Proof of completion and payment timeline

In all cases, teachers shall submit proof of training completion to the District designated READ Act administrator.

5. Failure to comply with the READ Act

Compliance with the Minnesota READ Act (Minn. Stat. § 120B.123) is mandatory for both the District and eligible teachers. Failure by the District to comply with these requirements may result in action taken by the Minnesota Department of Education. Failure by an eligible teacher to comply with the training requirements may result in a teacher being out of compliance with READ Act requirements related to reading instruction in accordance with state statute and could result in discipline pursuant to district procedures.

6. Effective Date and Duration

This MOU shall continue in effect until June 30, 2027.

NOW THEREFORE, be it further resolved that the parties agree to the following:

Impact on Precedent. Nothing in this MOU may be deemed to establish a precedent or practice or to alter any established precedent or practice arising out of or relating to the CBA between the District and the SPEA. Neither the District nor the SPEA may refer to this MOU or submit it in any proceeding or case as evidence of a precedent or practice.

Entire Agreement. This MOU constitutes the entire agreement between the parties related to compensation for teachers for completing READ Act training. Neither party has relied on any statements, promises, or representations that are not stated in this MOU. The terms of this MOU constitute the entire agreement between the parties and supersede any prior written or oral, or other agreement, statement, or practice between the parties relating to the subject matter of this MOU. No changes to this MOU will be valid unless they are in writing and signed by both parties. A copy of this MOU will have the same legal effect as the original.

IN WITNESS WHEREOF, the parties have voluntarily entered into this MOU on the dates shown by their signatures. This MOU will not become effective unless and until it is approved by the District's School Board and is signed by both parties.

For the District:

Dated:

For the SPEA:

Dated:



ADDENDUM

REGULAR BOARD MEETING Monday, September 16, 2024 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

10. AGENDA ITEM #10

Subject: Consider Approval of Transportation Contract Addendum

Action: Requires a Motion

Background: The school district contracts transportation services with 4.0. Our agreement includes before and after school bus routes, co-curricular travel and related services.

Over the past month, the school district has discussed revisions to the contract in order to ensure consistency in service and a reduction in our overall transportation costs. The Business Committee reviewed the proposed addendum at its meeting on September 13, 2024, and recommended its approval.

Presentation: Superintendent of Schools, Jeff Olson
Business Committee

Options/Recommendation: I recommend approval of the contract addendum.



ADDENDUM TO
SCHOOL BUS TRANSPORTATION CONTRACT
SAINT PETER PUBLIC SCHOOLS: ISD 508
SEPTEMBER 2024

2024 ADDENDUM

This 2024 Addendum Dated: September 16, 2024 is in reference to the Contract between Independent School District No. 508 (“District”) and 4 Point O School Services of St. Peter, Inc. a Minnesota Corporation D/B/A Saints Bus Service (“Contractor”) entered into an executed on August 21, 2008 (the “Contract”) and attached hereto. The 2024 Addendum is also in reference to the Addendum between the District and Contractor Dated 2/23/2017 and attached hereto.

This 2024 Addendum modifies, suspends or replaces certain terms of the Contract and Previous Addendum. In the event any of this Addendum conflicts in whole or in part with the Contract dated 8/21/2008 or Addendum dated 2/23/2017 and 2/28/2017, the provisions of this 2024 Addendum shall continue. No other terms of the Contract shall be negotiated or modified as a result of this 2024 Addendum.

The parties agree to the following modification of the Contract and Addendum.

A. General terms

4. Extension Options. In the District’s sole discretion, the terms of this Agreement may be extended as follows: unless the District gives written notice to the Contractor of its intention to not extend this Agreement by May 1, 2028, this Agreement will automatically extend to include the 2028-2029 and 2029-2030 school years, including summer sessions, if any. If this Agreement is extended through the 2029-2030 school year, it will automatically extend for terms of two school years, including summer sessions, through the 2034-2035 school year, unless the District gives written notice to the Contractor by May 1 of any year proceeding a Two-Year Term (2030, 2032) that circumstances warrant soliciting proposals for Transportation Services and that the Agreement will terminate at the end of the current school year, including summer sessions, or this Agreement is terminated pursuant to Section 13 of the Contract.

The Contractor will be compensated for Transportation Services pursuant to the schedule set forth in Exhibit A of the Addendum. Rates for services will be negotiated for the 2030-2035 school years no later than March 1, 2029.

Exhibit A	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030- 2035
15 Regular Buses	\$ 777,595.00	\$ 777,595.00	\$ 800,922.85	\$ 831,758.38	\$ 863,781.08	\$ 897,036.65	TBN
New Routes							
2 Special Ed Buses (AM & PM run)	\$ 108,864.00	\$ 108,864.00	\$ 112,129.92	\$ 116,446.92	\$ 120,930.13	\$ 125,585.94	TBN
ECSE Bus Route - AM after regular route, PM before regular route	\$ 25,402.00	\$ 25,402.00	\$ 26,164.06	\$ 27,171.38	\$ 28,217.47	\$ 29,303.85	TBN
ECSE Bus Route - midday AM take home or PM pickup (single run)	\$ 25,402.00	\$ 25,402.00	\$ 26,164.06	\$ 27,171.38	\$ 28,217.47	\$ 29,303.85	TBN
ECSE Bus Route - midday AM take home or PM pickup (combined run)	\$ 21,773.00	\$ 21,773.00	\$ 22,426.19	\$ 23,289.60	\$ 24,186.25	\$ 25,117.42	TBN
Total Daily Services	\$ 959,036.00	\$ 959,036.00	\$ 987,807.08	\$ 1,025,837.65	\$ 1,065,332.40	\$ 1,106,347.70	
3 Hoffman Learning Center and HS Runs per day	\$ 7,887.21	\$ 7,887.21	\$ 8,123.83	\$ 8,436.59	\$ 8,761.40	\$ 9,098.72	TBN
Mankato Alt School/Alternative Work Program and High School	\$ 5,258.14	\$ 5,258.14	\$ 5,415.88	\$ 5,624.40	\$ 5,840.93	\$ 6,065.81	TBN
2 Alternative School And High School Runs/day	\$ 5,258.14	\$ 5,258.14	\$ 5,415.88	\$ 5,624.40	\$ 5,840.93	\$ 6,065.81	TBN
Day Treatment between schools (as needed) per run	\$ 14.52	\$ 14.52	\$ 14.96	\$ 15.53	\$ 16.13	\$ 16.75	TBN
Shuttles to athletic practices (as needed) per run	\$ 14.52	\$ 14.52	\$ 14.96	\$ 15.53	\$ 16.13	\$ 16.75	TBN
Van (Type III) per hour	\$ 62.59	\$ 62.59	\$ 64.47	\$ 66.95	\$ 69.53	\$ 72.20	TBN
Charter/Field Trips/Sports							
Minimum outside city limits	\$ 68.17	\$ 68.17	\$ 70.22	\$ 72.92	\$ 75.73	\$ 78.64	TBN
Minimum inside city limits	\$ 40.17	\$ 40.17	\$ 41.38	\$ 42.97	\$ 44.62	\$ 46.34	TBN
Amount per mile	\$ 1.32	\$ 1.32	\$ 1.36	\$ 1.41	\$ 1.47	\$ 1.52	TBN
Driver expense per hour	\$ 7.27	\$ 7.27	\$ 7.49	\$ 7.78	\$ 8.08	\$ 8.39	TBN

4 Point O School Services of St. Peter, Inc. a Minnesota Corporation D/B/A Saints Bus Service.

Michael M. Hennek
President

Date

Independent School District No. 508

Charlie Potts
Board Chair

Date

Kate Martens
Board Clerk

Date



ADDENDUM

REGULAR BOARD MEETING Monday, September 16, 2024 SPCC – Governor’s Room 6:30PM

VIII. INFORMATION ITEMS

1. AGENDA ITEM A

Subject: First Reading of Revisions to the Policy Manual

Background: The following Policies were reviewed by the Policy Committee and brought forward for a first reading.

- Policy 506 Student Discipline

E. Other School District Personnel A school employee, which does not include a school resource officer, shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

For the purpose of Minnesota Statutes, section 121A.582 (Student Discipline; Reasonable Force), a school resource officer, as defined in Minnesota Statutes, section 626.8482, subdivision 1, paragraph (c) is not a school employee or agent of the district.

- Policy 806 Crisis Management Plan

III. ACTIVE SHOOTER DRILL

A. Definitions

1. "Active shooter drill" means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school. An active shooter drill is not an active shooter simulation, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real life shooting.

2. "Active shooter simulation" means an emergency exercise including full-scale or functional exercises, designed to teach adult school personnel and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school which also incorporates sensorial components, activities, or elements mimicking a real life shooting. Activities or elements mimicking a real life shooting include, but are not limited to, simulation of tactical response by law enforcement. An active shooter simulation is not an active shooter drill.

3. "Evidence-based" means a program or practice that demonstrates any of the following:

a. a statistically significant effect on relevant outcomes based on any of the following:

i. strong evidence from one or more well designed and well implemented experimental studies;

ii. moderate evidence from one or more well designed and well implemented quasi-experimental studies; or

iii. promising evidence from one or more well designed and well implemented correlational studies with statistical controls for selection bias; or

b. a rationale based on high-quality research findings or positive evaluations that the program or practice is likely to improve relevant outcomes, including the ongoing efforts to examine the effects of the program or practice.

4. "Full-scale exercise" means an operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions, organizations, and real-time movement of resources.

5. "Functional exercises" means an operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment, however, movement of resources is usually simulated.

B. Criteria

An active shooter drill conducted according to Minnesota Statutes, section 121A.037 with students in early childhood through grade 12 must be:

1. accessible¹⁷⁴

2. developmentally appropriate and age appropriate, including using appropriate safety language and vocabulary;

3. culturally aware;

4. trauma-informed; and

5. inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

C. Student Mental Health and Wellness

Active shooter drill protocols must include a reasonable amount of time immediately following the drill for teachers to debrief with their students. The opportunity to debrief must be provided to students before regular classroom activity may resume. During the debrief period, students must be allowed to access any mental health services available on campus, including counselors, school psychologists, social workers, or cultural liaisons. An active shooter drill must not be combined or conducted consecutively with any other type of emergency preparedness drill. An active shooter drill must be accompanied by an announcement prior to commencing. The announcement must use concise and age-appropriate language and, at a minimum, inform students there is no immediate danger to life and safety.

D. Notice

1. The school district must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating.

2. If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record nor may nonparticipation alone make a student ineligible to participate in or attend school activities.

3. The Commissioner of the Minnesota Department of Education must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be appropriate for students with mobility

restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

E. Participation in Active Shooter Drills

Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above.

F. Active Shooter Simulations

A student must not be required to participate in an active shooter simulation. An active shooter simulation must not take place during regular school hours if a majority of students are present, or expected to be present, at the school. A parent or legal guardian of a student in grades 9 through 12 must have the opportunity to opt their student into participating in an active shooter simulation.

G. Violence Prevention

1. A school district or charter school conducting an active shooter drill must provide students in middle school and high school at least one hour, or one standard class period, of violence prevention training annually.

2. The violence prevention training must be evidence-based and may be delivered in-person, virtually, or digitally. Training must, at a minimum, teach students the following:

- a. how to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;*
- b. the importance of taking threats seriously and seeking help; and*
- c. the steps to report dangerous, violent, threatening, harmful, or potentially harmful activity.*

3. A school district or charter school must ensure that students have the opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multihazard planning for schools, including but not limited to:

- a. student opportunities for leadership related to prevention and safety;*
- b. encouragement and support to students in establishing clubs and programs focused on safety; and*

c. providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.

H. Board Meeting

At a regularly scheduled school board meeting, a school board of a district that has conducted an active shooter drill must consider the following:

1. the effect of active shooter drills on the safety of students and staff; and

2. the effect of active shooter drills on the mental health and wellness of students and staff.

Presentation: Superintendent of Schools, Jeff Olson
Policy Committee
Middle School Principal



ADDENDUM

REGULAR BOARD MEETING Monday, September 16, 2024 SPCC – Governor’s Room 6:30PM

VIII. INFORMATION ITEMS

2. AGENDA ITEM B

Subject: Leadership Saints: Leadership Development Plan

Background: The “Leadership Saints: Leadership Development Plan” was designed to provide a formal program to provide leadership training for staff members that will be useful in their jobs and provide a basis for becoming fully licensed administrators and/or enhance their readiness to assume positions for which they are licensed. To date, we have one staff member, Darin Doherty, in the Emerging Superintendents Component and one staff member, Jon Graff, in the Career Administrators Component. The plan was reviewed by the HR Committee at their August Meeting. I will be happy to answer any questions you have about the plan.

Presentation: Superintendent of Schools, Jeff Olson



Leadership Saints

Saint Peter Public Schools

LEADERSHIP DEVELOPMENT PLAN

2024 - 2025

Quality Program Indicators:

1. A formal program is in place to provide leadership training for staff members that will be useful in their jobs and provide a basis for becoming fully licensed school administrators and/or enhance their readiness to assume positions for which they are licensed.

Tasks:

- Selection of program participants
 - Providing training opportunities; and
 - Mentoring and coaching leaders.
-
2. A component of the program provides leadership training for individuals that will be useful in their jobs and will provide a basis for becoming fully licensed principals. **Emerging Principals**

Tasks:

- Identify leadership training programs;
- Identify, train, and assign principal mentor/coaches; and
- Measure program effectiveness.

3. A component of the program provides leadership training for individuals that will be useful in their jobs and will provide a basis for becoming fully licensed superintendents. **Emerging Superintendents**

Tasks:

- Identify leadership training programs;
- Identify administrative seminar training topics; and
- Measure program effectiveness.

4. A component of the program provides leadership training for individuals that will be useful in their jobs and will provide a basis for enhancing their readiness to assume positions for which they are licensed. **Career Administrators**

Tasks:

- Identify leadership training programs;
- Identified administrative training goals; and
- Measure program effectiveness.

Costs: \$7,500 Stipend for Career Leader



**Saint Peter Public Schools
LEADERSHIP DEVELOPMENT PLAN
2024-2025 TO 2025-2026**

GOAL:	Develop and implement a plan to “Leader-Proof” the school district		
ACTIONS	TASKS	RESPONSIBLE	TARGET
1. Continue with integrated administrative team meetings (superintendent, principals, business manager, Activities Director, Building/Grounds, Community Education, Special Programs, Tech Director)	<ul style="list-style-type: none"> • Meet on a monthly basis with the team • Focus on leadership development in each meeting 	Superintendent of Schools	11 x year beginning in August 2024 and continuing through June 2025
2. Create and implement a two-deep responsibility chart	<ul style="list-style-type: none"> • Plan for backup for all administrative positions • Plan for exposure of leadership responsibilities for backup for positions 	Superintendent of Schools	10-1-24
3. Implement a comprehensive Leadership Development Plan	Develop a Three-Tiered Plan: <ol style="list-style-type: none"> 1. Emerging Principals 2. Emerging Superintendent 3. Career Leaders 	Administrative Team Principals Superintendent of Schools	9-15-24
4. Develop and Implement An Individual Leadership Development Plan	<ul style="list-style-type: none"> • Emerging Principals • Emerging Superintendent • Career Leaders 	Principals Superintendent of Schools	10-1-24

Individual Leadership Development Plan

Name of Leader: _____

Current Assignment: _____

Name of Mentor/Administrator: _____

Organizational Objectives	Personal Objectives	Professional Learning	Monitoring & Mentoring	Target Date

Brief guidance for content of columns:

Organizational Objectives:

Outcomes dictated by broad school district issues, strategies, not usually in your immediate control. The Board of Education and Superintendent of Schools will have contributed to determining strategic plans, etc.

Are you absolutely clear about what the school district wants you to deliver?

Personal Objectives:

Translation of column one into immediate concerns for your role, plus any objectives you need to add for your own reasons.

Are you absolutely clear about what broad organizational changes mean for you in your leadership role?

Professional Learning Needs:

The skills, knowledge, behavior that you do not currently possess and that you are going to be required to achieve desired organizational objectives

Are you absolutely clear how you are going to develop and grow in your role so that you can lead the required changes? Are you competent and confident?

Monitoring and Measuring:

Indicators that provide feedback for you about your own performance. What did you intend to do differently? Are you leading competently? How do you know? Do you feel different in your role?

Are you and your mentor coach actively monitoring your personal performance? Can you articulate the development of your leadership skills? Are performance indicators in place to measure your progress?

Target Date:

If outcomes are relatively circumscribed; otherwise, time scales might be more general.

Are you time-limited? Are you on target?



ADDENDUM

REGULAR BOARD MEETING Monday, September 16, 2024 SPCC – Governor’s Room 6:30PM

VIII. INFORMATION ITEMS

3. AGENDA ITEM C

Subject: Interim Superintendent Focus Areas and Goals: 2024-2025

Background: Based on meetings with the School Board, Administrative Team and leadership of the Saint Peter Education Association, I have developed focus areas and goals in the following areas for the 2024-2025 school year:

- Budget
- Mend the Middle Building Project
- Communication
- Student Achievement
- Leadership Development

The focus areas and goals were shared with the HR Committee at their August Meeting. I will be happy to answer any questions you have about these focus areas and goals.

Presentation: Superintendent of Schools, Jeff Olson



Saint Peter Public Schools

Interim Superintendent Focus Areas & Goals 2024-2025

Focus Area: Budget

Goal: Develop the annual school district budget, administer the budget and evaluate the effectiveness and efficiency of programs funded by the budget.

Tasks:

1. Routinely provide current year budget updates to analyze the school districts financial condition (FY 2024 audit; Three-Year Budget Roll-Out; Quarterly Fund Balance Tracker; Revised Budget for FY25, Preliminary Budget for FY25).
2. Make recommendations to the School Board regarding actions needed to protect the financial stability of the district and meet the School Board's established fund balance goal.

Focus Area: Mend the Middle Building Project

Goal: Supervise and maintain the Mend the Middle Building Project

Tasks:

1. Attend regular meetings on the project.
2. Work with the School Board, appropriate School Board Committees and Administrators assigned to the project to review, monitor and adjust the construction budget and construction timeline.
3. Provide regular reports to the School Board on progress in meeting the established timelines and budget for the project.

Focus Area: Communication

Goal: Develop and Implement strategies to communicate effectively with all stakeholders in order to promote a positive and supportive view of the Saint Peter Public Schools.

Tasks:

1. Plan, develop and implement communication strategies for target audiences both internally and externally.
2. Work in conjunction with the Communications Coordinator to continue and expand a Comprehensive Communication plan for the district.
3. Identify strategies for keeping staff, families and the community updated on the Mend the Middle Project and plans to stabilize the budget.

Focus Area: Student Achievement

Goal: Increase the overall level of student achievement from all students in the district.

Tasks:

1. Evaluate student performance and collaboration with principals and staff.
2. Provide a report to the School Board on measures of student achievement and the effectiveness of efforts to improve student achievement.
3. Make recommendations to the Education Committee of the School Board and the School Board regarding changes in curriculum, instructional approaches and Staffing patterns designed to enhance or improve student performance.

Focus Area: Leadership Development

Goal: Develop and implement a formal program to provide leadership training for staff members that will be useful in their jobs and provide a basis for becoming fully

licensed school administrators and/or enhance their readiness to assume positions for which they are licensed.

Tasks:

1. Hold monthly integrated Administrative Team Meetings (Superintendent, Principals, Business Manager, Buildings & Grounds, Community Education, Tech Director, Special Programs, Activities Director) with a focus on leadership development.
2. Recruit and identify participants for participation in the program at three levels: Emerging Principals, Emerging Superintendents and Career Administrators.
3. Work with program participants to identify leadership training programs, establish individual assignments/goals for the program and create action plans to meet the established assignment/goals.
4. Identify and assign Mentor Administrators for each program participant.



TO: Education Committee
Tracy Stuewe
Kate Martens
Drew Dixon

FROM: Jeff Olson

DATE: September 16, 2024

RE: Education Committee Minutes: 09.12.24

The Education Committee met at 1:00 PM on Thursday, September 12, 2024 in the District Office. Present were: Tracy Stuewe, Kate Martens, Drew Dixon, Jeff Olson, Darin Doherty, Jana Sykora and Jon Graff.

1. The meeting was called to order at 1:00 PM
2. Adoption of the Agenda (Dixon/Martens, unanimous)
3. Update on Curriculum Review Process
 - Jon Graff provided an overview of the four phases of the Saint Peter Public Schools Curriculum Review Cycle. The four phases occur over a two year period.
 - Jon Graff shared the Science Implementation Plan. The Science Standards are now in place K-12 with a “new” Earth Science Course for all 9th grade students in 2024-2025.
 - Jana Sykora shared the status of the Social Studies Curriculum Review. Social Studies is finalizing their curriculum improvement plan. The goal is to have all Minnesota Social Studies standards in place K-12 by 2026-2027.
 - Darin Doherty provided an update on the K-12 Math Curriculum Review. The new Minnesota Math standards will be implemented K-12 by 2027-2028.
4. Review of Annual Report on Student Achievement

Darin Doherty shared the initial draft of the “Annual Report of Student Achievement.” Focus areas included:

- Results of the spring 2024 MCA Tests;
- Saint Peter 4-year and 7-year Graduation Rates;
- Saint Peter Attendance Rates;
- Saint Peter test results across time;
- Saint Peter test results compared to other districts; and

- Test results for English Language Learner students

This information will be shared with the full School Board at the October Study Session.

5. The meeting was adjourned at 2:04 PM (Martens/Dixon, unanimous)

XC: School Board
Administrative Team



TO: Business Committee
Bill Kautt
Ken Rossow
Rita Rassback

FROM: Jeff Olson

DATE: September 16, 2024

RE: Business Committee Minutes: 9.13.24

The Business Committee met at 10:00 AM on Friday, September 13, 2024 in the District Office. Present were: Bill Kautt, Rita Rassbach, Ken Rossow, Jon Graff, Megan Gracia, Bee Ong, Seth Putz, and Jeff Olson.

1. The meeting was called to order at 10:02 AM
2. Adoption of the Agenda (Rossow/Rassbach, unanimous)
3. Levy Presentation
Megan Gracia presented information on the Levy 24 Pay 25 Preliminary Levy. The Preliminary Levy shows a \$2,381,326 or 31.12% increase over the Levy 23 Pay 24 Final Certified Levy. Megan pointed out three factors impacting one levy increase: 1. The impact of the \$33 million dollar Mend the Middle project; 2. The increase in Market Values of property in the district and the decrease in the number of students enrolled in the district; and 3. Levy adjustments for the prior three years as student data and expenses are finalized. After discussion the Committee recommended that the full School Board certify the maximum allowable levy at the September 16, 2024 School Board Meeting.
(Rassbach/Rossow, unanimous)
4. Current Enrollment Numbers vs. Budgeted Enrollment
Megan Gracia shared a report showing that our student enrollment as of September 9, 2024 is up 58 students over our budgeted enrollment for fiscal year 25. The final calculation on the impact of enrollment on budget will occur with our student count on October 1, 2024.
5. Monthly Budget Review
Megan Gracia shared a report on the budget for the period ending August 31, 2024. The report shows that we are where we expect to be at this point in the budget cycle.
6. Quarterly Fund Balance Tracker
Megan Gracia presented the Quarterly Fund Balance Tracker for the July-September time frame. The report showed a comparison of “Actual Adjustments to planned Adjustments” from the April 2024 budget adjustment plan. The report also showed “Unassigned General Fund Changes” for Quarter 1

of Fiscal Year 25. The result is an “Adjusted FY Anticipated Ending Unassigned General Fund Balance of \$3,343,898 which is an increase of \$108,347. Bill Kautt and Megan Gracia will share the Quarterly Fund Balance Tracker with the full School Board at the September 16, 2024 School Board Meeting.

7. Mend the Middle Project Update

Jon Graff and Seth Putz provided an update on the Mend the Middle Project. The project is on time, on budget and meets the promises made to the voters on the bond buy vote. It was pointed out that there are some potential additions to the project, such as a second elevator, that could be added if the bids for the rest of the project come in under budget.

8. Transportation Contract

Jeff Olson presented a proposal for an Addendum to the School Bus Transportation Contract with Four Point O School Services of Saint Peter. The Addendum would change the rate increase to the contract for the next two years, extend the contract with specified rates through 2029-2030 and provide for a contract extension through 2034-2035 with rates to be negotiated. In addition, the Addendum provides for an “out clause” for the district to end the agreement in two year increments beginning 2028. The revised contract results in a cumulative savings of \$488,162 for the period 2024-2025 through 2029-2030. After discussion, the Committee recommended that the full School Board approve the Addendum at the September 16, 2024 School Board Meeting.

9. Other

- Discussion occurred on the timing of a possible Operating Levy given the levy increase due to the Mend the Middle Project.
- Discussion centered on procedures for payment of bills. Jon Graff proposed adding the Approval Form to Check Requests.

10. The meeting was adjourned at 11:18 AM (Rassbach/Rossow, unanimous)

XC: School Board
Administrative Team