



SAINT PETER SCHOOL BOARD
Regular Board Meeting
Monday, October 21, 2024
SPCC-Governor's Room, 600 S. 5th St., Saint Peter, MN
56082
6:30 PM

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|---|----------|
| I. Call Meeting to Order | |
| II. Pledge of Allegiance | |
| III. Consideration and Adoption of the Agenda | |
| IV. Consider Requests to Speak on the Agenda | |
| V. Approval of Consent Agenda Items | 3 |
| VI. Student Spotlight / Student Council Report | |
| 1. North Elementary Student Spotlight - Mohammed Salim | 57 |
| 2. Student Council Report - Isabell Mish and Emmy Remmert | |
| VII. Action Items | |
| 1. Consider Acceptance of Gifts, Donations and Grants | 58 |
| 2. Consider Approval of Compulsory Attendance Report | 64 |
| 3. Consider Approval of a Second/Final Reading of Revisions to the Policy Manual | 67 |
| 4. Consider Policies with Legislative Requirements for Approval with One Reading | 72 |
| 5. Consider Approval of Gymnastics Cooperative with LeSueur-Henderson Public Schools | 76 |
| 6. Consider Approval of a Resolution Supporting the District's Application for a Grant from the Minnesota State High School League (MSHSL) Foundation | 80 |
| 7. School Calendars: 25-26, 26-27 and 27-28 | 83 |
| VIII. Information Items | |
| 1. Report on Student Enrollment | 87 |
| 2. Fundraising Plan by Site for 2024-2025 | 89 |
| 3. Review of Policy Manual Revisions - First Reading | 94 |
| IX. Reports | |
| 1. | |
| 1. Building Principals | |
| 2. Superintendent of Schools | |
| 3. Board Members - Around the Table | |
| 4. Board Committee Updates - | |
| a. Education Committee | |
| b. Business Committee | |
| c. Policy Committee | |
| d. HR Committee | |

X. Upcoming Meetings of the School Board

Business Committee Meeting
Wednesday, November 13, 2024
10:00 AM
DO

Education Committee Meeting
Thursday, November 14, 2024
1:00 PM
DO

Policy Committee Meeting
Thursday, November 14, 2024
4:00 PM
DO

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

XI. Adjournment



ADDENDUM

REGULAR BOARD MEETING Monday, October 21, 2024 SPCC-Governor's Room 6:30PM

V. CONSENT AGENDA

1. Approval of the Regular Board Meeting minutes of September 16, 2024.
2. Approval of the Study Session Board Meeting minutes of October 7, 2024.
3. Approval of Bills (\$2,017,080.30) and Wire Transfers (\$3,529,508.17) for September 2024.
4. Personnel
 - a. The acceptance of the retirement of Monica Bresnahan, a Parent Educator and ECFE Teacher in the district since 1989. Monica has been a strong advocate for the ECFE program and has been a valuable asset to the children and families she was worked with during her 34 years with St. Peter Public Schools. This retirement is effective May 2024.
 - b. The acceptance of the resignation of Liliana Figueroa, Student Support Liaison, effective October 11, 2024.
 - c. The acceptance of the resignation of Heidi Mayo, an Early Childhood Special Education Paraprofessional, effective at the start of the 2024-2025 school year.
 - d. The acceptance of the resignation of Sara Bye, an Early Childhood Special Education Paraprofessional, effective September 19, 2024.
 - e. The acceptance of the resignation of Paige Claeys, a Food Service Substitute at Saint Peter High School, effective October 10, 2024.
 - f. The approval of the hiring of Keona Sisler, an Early Childhood Special Education / School Readiness Paraprofessional, starting September 24, 2024.
 - g. The approval of the hiring of Madeline LaJoy, an Early Childhood Special Education Paraprofessional, starting October 2, 2024.

- h. The approval of the re-hire of Heidi Mayo, an Early Childhood Special Education Paraprofessional, starting September 30, 2024.
- i. The approval of the re-hire of Heidi Johnson, a School Readiness Paraprofessional, starting October 2, 2024.
- j. The approval of the hiring of Julie Carlblom, an Early Childhood Special Education Paraprofessional, starting September 30, 2024.
- k. The approval of the hiring of Ashley Wills, a Paraprofessional at Saint Peter Middle School, effective September 30, 2024.
- l. The approval of the hiring of Kendra Skorr, a Special Education Paraprofessional at South Elementary, effective upon completion of onboarding paperwork.
- m. The approval of the hiring of Molly Moller, a Full-Time Night Custodian at Saint Peter Middle School, effective September 23, 2024.
- n. The approval of the hiring of David Zeiher, a Cook/Dishwasher at Saint Peter High School, effective September 25, 2024.
- o. The approval of the hiring of Olivia Nguyen, a Part-Time Housekeeper at MVED, effective October 7, 2024.
- p. The approval of the hiring of Lamontzrae Beamon, a Saints Overtime Assistant with Saint Peter Community & Family Education, effective during the 2024-2025 school year.
- q. The approval of the hiring of Natalie Hansson, a Saints Overtime Assistant with Saint Peter Community & Family Education, effective during the 2024-2025 school year.
- r. The approval of the hiring of Jaya Chang, a Saints Overtime Assistant with Saint Peter Community & Family Education, effective during the 2024-2025 school year.
- s. The approval of the hiring of Gretchen Geppert, an adult arts & crafts instructor at Community & Family Education, effective September 25, 2024.
- t. The approval of the hiring of Adela Madson, a High School Lifeguard with Saint Peter Community & Family Education, effective during the 2024-2025 school year.

- u. The approval of the reassignment of Janaye Rouillard to teach first grade due to enrollment numbers within first grade and kindergarten classes, effective at the start of the 2024-2025 school year.
- v. The approval of the request for family medical leave for Ms. Heidi Schultz, a first grade teacher at South Elementary, effective September 30, 2024 through December 1, 2024.
- w. The approval of the hiring of Elizabeth Orton, Communications Intern, effective for the 2024-2025 school year.
- x. The approval of the following individuals serving as Reading AmeriCorps tutors within the school district effective October 21, 2024.

Taylor Kanstrup – South Elementary
Tim Niederriter – North Elementary
- y. The approval of the hiring of coaches and Event / Activity workers for the fall 2024 season.

5. Business

- a. The recommendation for approval of two lease agreements with the Leo A. Hoffmann Center. The agreements are the same amounts as in 2023-2024 and have been reviewed by The Business Committee.
 - i. \$27.00 per hour for staff hours provided to the Oshawa Learning Academy by LAHC; and
 - ii. \$450.00 per month for leased classroom space and \$450.00 per month for leased gymnasium space.

Minutes of Regular Board Meeting

The School Board Saint Peter Public Schools

Members Present: Rita Rassbach, Tracy Stuewe, Charlie Potts, Bill Kautt and Kate Martens

Members Absent: Ken Rossow and Drew Dixon

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

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, September 16, 2024, beginning at 6:30 PM in the SPCC-Governor's Room.

- I. **Call Meeting to Order** – 6:32 PM (Potts)
- II. **Pledge of Allegiance**
- III. **Consideration and Adoption of the Agenda** - (Kautt/Martens, unanimous)
- IV. **Consider Requests to Speak on the Agenda** – None
- V. **Approval of Consent Agenda Items** - (Martens/Rassbach, unanimous)

Board Member Stuewe made mention of Joni Anderson's retirement. Ms. Anderson was an Early Childhood Teacher who had been with the school district since 1990. Ms. Stuewe gave thanks to Ms. Anderson for all her years of service.

Board Member Stuewe abstained from voting on the Consent Agenda due to a conflict of interest with the approval of teachers receiving overload pay during the 2024-2025 school year.

- 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 |
| Reese Portuguese | |

- 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.

VI. Student Spotlight

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

VII. Action Items

1. Consider Approval of Transportation Contract Addendum – (Kautt/Stuewe, unanimous)

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. 4.0 has agreed to restructure the Transportation Contract.

2. Consider Acceptance of Gifts, Donations and Grants – There were no gifts, donations or grants to report this month.
3. Consider Approval of Student Representatives to the School Board – (Kautt/Rassbach, unanimous)

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. Emmy Remmert and Isabelle Mish have been appointed as the student representatives to the School Board for the 2024-25 school year.

4. Consider Certification of Preliminary 24 Pay 25 Levy – (Kautt/Rassbach, unanimous)

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 were presented by Business Manager, Megan Gracia. Megan requested that the School Board certify the maximum allowable levy, with the option to under levy in December if the School Board wishes to do so.

5. Consider Approval of the 2023-2025 Principals Contract – (Kautt/Rassbach, unanimous)

The HR Committee has reached an agreement on the 2023-2025 Contract with the Saint Peter Principals' Association. Notable changes include a 3% & 3% on the salary schedule, a new option for a 403B Match, changes for additional stipends based on changes to duties that came about due to the budget adjustment plan, a change reflecting statutory requirements for Earned Safe and Sick Time and language clarification in certain sections of the Contract.

6. Consider Approval of Revised 2024-2025 Interim Superintendent Agreement – (Stuewe/Martens, unanimous) Clarification from the Business Office change

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 has been revised to provide health insurance at the VEBA 834 level for the Interim Superintendent. This change is cost neutral for the district.

7. Consider Approval of Policy Manual Review – (Martens/Rassbach, unanimous)

The following Policies were presented for approval.

- *713.1 Concession Stands* – language adjustments were made based on the updated budget process
- *406 Public and Private Personnel Data* – changes were made due to legislative updates
- *Policy 413 Harassment and Violence* – changes were made due to MSBA language updates
- *Policy 722 Public Data and Data Subject Requests* – changes were made due to updates to Data Practices Contacts

8. Consider Approval of Contracts and Payscale Updates –

The following contracts were presented for approval by Ytive Prafke, Human Resources Coordinator:

- The 2024-2025 Behavior Interventionist Contract (Kautt/Martens, unanimous)
- The 2024-2025 Native American Student Support Liaison Contract (Martens/Rassbach, unanimous)
- The 2024-2026 Community and Family Education Aquatics Coordinator Contract (Stuewe/Kautt, unanimous)
- The 2024-2025 Aquatics Pay Scale for Lifeguards, Lifeguards with WSI, Head Lifeguards and Lifeguards for Physical Education classes (Rassbach/Stuewe, unanimous)
- A Pay Scale increase for 2024-2025 Saints Overtime Assistant Staff (Martens/Rassbach, unanimous)
- The 2024-2025 Substitute Teacher and Substitute Paraprofessional Rates (Stuewe/Martens, unanimous)
 - No change has been made to the Substitute Teacher rates. They will remain as follows:
 - \$180/ full day
 - \$90/ half day
 - An increase of \$0.50/hour has been made to the Substitute Paraprofessional rates, making the pay \$15.00/hour.

9. Consider Approval of Office Support Contract for 2023-2025 – (Kautt/Rassbach, unanimous)

The HR Committee has reached an agreement on the 2023-2025 contract with the Office Support Unit. Notable changes include a 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 and additional levels to the Professional Standards Program.

10. Consider Approval of READ Act Memorandum of Understanding (MOU) with Saint Peter Education Association – (Stuewe/Kautt, unanimous)

In order for the district to access funding to pay for READ Act Training, we are required to have an MOU with the Teachers' Association. The MOU must 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 has been agreed to by the Executive Committee of the Saint Peter Education Association.

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.

- Policy 506 Student Discipline – changes were made to update the district’s policy so that it includes existing Model MSBA policy language that had been inadvertently omitted, as well as adding new updated language from the MSBA Model policy.
- Policy 806 Crisis Management Plan - Dr. Graff informed the School Board that Statute 121A.038, which was adopted in 2023, changed the requirements of emergency preparedness drills; specifically in relation to active shooter preparation. The school district’s current Policy 806 does not include the required provisions found in the statute. The Safety Committee recommends that the School Board add the “Active Shooter Drill” language to the district’s policy.

2. *Leadership Saints: Leadership Development Plan* – Superintendent Olson shared an update with the School Board on the “Leadership Saints: Leadership Development Plan”. He stated that currently the district has one staff member, Darin Doherty, in the Emerging Superintendents Component and one staff member, Jon Graff, in the Career Administrators Component.

3. *Interim Superintendent Focus Area and Goals: 2024-2025* – Superintendent Olson reminded the School Board that based on meetings with the School Board, Administrative Team and leadership of the Saint Peter Education Association, he has 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

IX. Reports

1. Building Principals

Early Childhood and Special Education -

- Principal Prafke stated that preschoolers are busy learning routines of the school day
- Early Childhood is up over 20 kids in school the School Readiness Program

- The Preschool Express Transit through the City of St. Peter is going well and has been a great partnership!
- Ms. Prafke stated that Preschool Programs are focusing on school bus and fire safety and have a field trip planned to the St. Peter Fire Station.
- The Early Childhood and Family Education (ECFE) Program had their kick off with "Play and Popsicles" on the playground! There were 27 kids and family members in attendance.

South Elementary -

- Principal Sykora mentioned that it was National Arts & Education Week and thanked all of the district's teachers in visual arts, music arts and the performing arts. Sykora also thanked Tami Skinner as she does a great job at integrating the arts into Community Education Programming as well.
- September 15th was the first day of Hispanic Heritage Month
- South Elementary students have been busy learning Star Pride!
- Fast Assessments have been completed in Reading and Math and South is starting Sabers Social Emotional Learning.

Alternative Programs - Rockbend/Oshawa

- Principal Sykora stated that students at Oshawa Learning Academy are settling into the routines of the school year.
- Due to transitions in some students' programming, the start of the school year brings a lot of changes and significant turnover with clients at the Leo A. Hoffmann Center.
- Ms. Sykora mentioned that Friday, September 20th, is the district's first Staff Development Day.

North Elementary -

- Principal Doherty indicated that a Fall and Spring Play will be taking place at North Elementary this year.
- Safety drills including bus safety, lockdown drills and fire drills have taken place at North.
- Students at North Elementary are almost done completing their fall screeners
- Mr. Doherty gave a shout out to the IT Department, thanking them for all of their hard work in the district!

Middle School -

- Dr. Graff stated that the Middle School has had a great start to the school year.
- Students attended a PBIS Assembly, setting the stage for the year by talking about expectations and Saints Pride.
- The Middle School Play was announced - "Puffs" is a play based on the Harry Potter series.
- Fast testing at the Middle School is almost complete

- Principal Graff stated that during the September 20th Professional Development Day, Middle School staff will be working on literacy goals.
- Mr. Graff gave a shout out to the maintenance crew for helping keep the Middle School as comfortable as possible during the October heat wave!

2. Superintendent of Schools –

Superintendent Olson also discussed the start of the school year and said that staff across the district are doing a great job! Dr. Olson mentioned that there will be a School Board Study Session on Monday, October 7, 2024. During this session, the School Board will discuss the Annual Report on Student Achievement and the Budget Adjustment Framework. Superintendent Olson formally announced that the Truth In Taxation Hearing and Presentation will be held on Monday, December 26, 2024 in the Governor’s Room at the Saint Peter Community Center.

3. Board Members – Around the Table

Rita Rassbach – exciting to hear about the start of the school year! It’s fun to see the kids out and about.

Tracy Stuewe – traffic flow up at the high school is busy! It’s fun to see all the high school students moving about campus.

Bill Kautt – gave recognition to Seth and said he’s doing an excellent job managing the buildings in the district. It’s impressive to see how Seth works with the staff. Board Member Kautt stated that there will be very few surprises when the Quarterly Fund Balance Tracker is presented next month. Mr. Kautt had a request to post results of athletic events on the School District’s Home Page. Superintendent Olson mentioned that the Administrative Team is actively discussing this topic.

Kate Martens – National Voter Registration Day is taking place at Saint Peter High School on October 18th. On October 11th the High School will be celebrating Hispanic/Latino Joy Day and on October 14th an Indigenous Day Walk will be taking place.

4. Board Committee updates –

- A. Education Committee – discussed the Curriculum Review Process and Student Achievement Data, which will be covered in more depth at the October 7, 2024 School Board Study Session.
- B. Business Committee – has been busy finalizing staff contracts, the budget is on track and the student count is up. Operations and Maintenance Supervisor, Seth Putz, and Superintendent Olson are keeping the architects on track with the Mend the Middle Project.
- C. Policy Committee – all of the policies being worked on were covered within the School Board Meeting Agenda.

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 – 8:00PM (Stuewe/Rassbach, unanimous)

Dated: October 21, 2024

Kate Martens, Board Clerk

Minutes of Study Session

The School Board Saint Peter Public Schools

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

Members Absent: Charlie Potts

Principals: Jon Graff, Darin Doherty, Jana Sykora and Ytve Prafke

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

Others Present: Administrative Assistant to the Superintendent, Kimberley Deming

A Study Session of the School Board of Saint Peter Public Schools was held Monday, October 7, 2024, beginning at 6:30 PM in the Saint Peter Middle School-Media Center.

I. **Call Meeting to Order** – 6:30PM (Dixon)

II. **Adoption of the Agenda** – (Martens/Rassbach, unanimous)

III. **Annual Report of Student Achievement**

Each year the school district engages in regular and ongoing data collection and reporting to stakeholders regarding student achievement. Principal Darin Doherty discussed details from The Annual Report on Student Achievement, which is a local report that identifies student performance on various assessments and measurements. Mr. Doherty provided a description of the assessments that are required by the state of Minnesota and he gave details from the North Star Report, a three-year rating system used by the state, which summarizes student achievement and growth within identified areas. Principal Doherty stated that the next rating year for Saint Peter Public Schools will be in 2025. A discussion was had regarding proficiency levels, academic achievement and cohort trends of students within the district. Even though Saint Peter Public Schools is ahead of the state average for the testing data, the district knows that there is room for improvement.

IV. Preliminary Academic Achievement Action Plans –

Based on our student achievement data, work continues on the goal of increasing district wide achievement, closing achievement gaps and providing support for all learners. Dr. Jon Graff shared information regarding the 5 step process of developing Building Level Strategic Action Plans. He outlined the importance of reviewing data, determining strategic priorities to ensure that plans align with building level and district level missions and visions, developing SMART (Strategic, Measurable, Attainable, Relevant and Timebound) goals, determining action steps and utilizing district and building level assessment data to monitor and adjust plans if needed.

Principal Graff also covered information regarding the Phases of Saint Peter Public Schools Curricular Review process. He stated that the district uses MDE's Standard Review Timeline as a guide.

V. Budget Update –

Business Manager, Megan Gracia presented information regarding revisions to the FY 25 budget and how those changes affect the FY 26 and FY 27 budget projections. Superintendent Olson shared a "Budget Adjustment Framework" with School Board Members that outlined a way of thinking about the budget for the next three years. School Board Members participated in an activity to help them focus on the things they would most like to protect, "non-negotiables", when thinking about potential future budget adjustments.

VI. Draft School Calendars: 2025-26, 2026-27 and 2027-28 –

The School Board was presented with "draft" calendars for the 2025-2026, 2026-2027 and 2027-2028 school years. There is a need to finalize these calendars for our Mend The Middle Project construction team to develop a construction schedule for the next three summers. The calendars have been designed to provide maximum summertime for construction purposes. Continued discussion regarding the proposed calendars will take place during the Education Committee Meeting on October 10, 2024.

VII. Upcoming Meetings of the School Board –

1. Business Committee Meeting
Wednesday, October 9, 2024
10:00 AM
DO

2. Policy Committee Meeting
Wednesday, October 9, 2024
4:00 PM
DO
3. Education Committee Meeting
Thursday, October 10, 2024
1:00 PM
DO
4. Regular Board Meeting
Monday, October 21, 2024
6:30 PM
SPCC-Governor's Room

VIII. Adjournment – 8:20PM (Stuewe/Rassbach, unanimous)

Dated: October 21, 2024

Kate Martens, Board Clerk

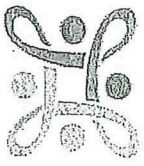


DISTRICT OFFICE
100 Lincoln Drive, Suite 229
Saint Peter, MN 56082-1351
507-934-5703 (Office)
507-934-2805 (Fax)
www.stpeterschools.org

Date: 10/8/2024
To: Dr. Jeff Olson - Superintendent
From: Bee Ong - Finance Accountant
Re: **Monthly Board Bills, Payroll &
Student Activity Amounts:**

| | |
|------------------------------|-----------------------|
| Sept 2024 - Board Bills | \$918,552.90 |
| Sept 2024 - Payroll | \$1,074,993.98 |
| Sept 2024 - Student Activity | \$23,533.42 |
| | <hr/> |
| | <u>\$2,017,080.30</u> |

| St. Peter Public Schools | Sep-24 | |
|---|---|---------------------|
| Outgoing Wire Payments | | |
| MSDLAF to USBank (Feb/Aug bond pymt) | | |
| FNB BO to BCBS - medicare health | 9/23/2024 | 1,445.00 |
| FNB BO to BCBS - medicare health | 9/23/2024 | 12,884.00 |
| FNB BO to VISA | Sept | 25,963.74 |
| Wire of federal payroll taxes | 9/13/2024 | 173,687.70 |
| Wire of federal payroll taxes | 9/16/2024 | 464.75 |
| Wire of state payroll taxes | 9/3/2024 | 26,658.11 |
| Wire of state payroll taxes | 9/16/2024 | 29,981.50 |
| Wire of state payroll taxes | 9/17/2024 | 72.04 |
| PERA payments | 9/5/2024 | 20,464.20 |
| PERA payments | 9/19/2024 | 24,596.06 |
| TRA payments | 9/5/2024 | 92,967.82 |
| TRA payments | 9/19/2024 | 95,771.23 |
| Horace Mann | 9/6/2024 | 1,945.00 |
| Horace Mann | 9/20/2024 | 1,475.00 |
| Ameriprise/NBSGroup Bill | 9/6/2024 | 2,800.00 |
| Ameriprise/NBSGroup Bill | 9/20/2024 | 1,775.00 |
| Colonial Life | | |
| Colonial Life | | |
| HomeTown - Dental direct debits | 9/3/2024 | 5,123.04 |
| HomeTown - Dental direct debits | 9/9/2024 | 4,229.76 |
| HomeTown - Dental direct debits | 9/16/2024 | 1,091.36 |
| HomeTown - Dental direct debits | 9/23/2024 | 4,487.97 |
| HomeTown - Dental direct debits | 9/30/2024 | 5,153.20 |
| HomeTown - BCBS debits | 9/5/2024 | 90,990.63 |
| HomeTown - BCBS debits | 9/12/2024 | 59,778.29 |
| HomeTown - BCBS debits | 9/19/2024 | 66,041.30 |
| HomeTown - BCBS debits | 9/26/2024 | 41,328.35 |
| FNB HSA/VEBA-Medsurety/Matrix Trust | Sept | 20,333.12 |
| | | |
| | Total Outgoing Wire Payments | 811,508.17 |
| Wire Transfers between SPPS Accounts | | |
| MSDLAF-Max class to FNB Payroll | 9/12/2024 | 750,000.00 |
| MSDLAF-Max class to FNB Payroll | 9/27/2024 | 700,000.00 |
| MSDLAF-Max class to FNB BO | 9/6/2024 | 400,000.00 |
| MSDLAF-Max class to FNB BO | 9/11/2024 | 300,000.00 |
| MSDLAF-Max class to HTB Health & Dental | 9/12/2024 | 200,000.00 |
| MSDLAF-Liquid class to HTB Health & Denta | 9/26/2024 | 150,000.00 |
| FNB BO to FNB HSA/VEBA | | |
| FNB BO to FNB HSA/VEBA | | |
| FNB Payroll to FNB BO | 9/16/2024 | 218,000.00 |
| FNB Activities Acct to FNB BO | | |
| | | |
| | Total Transfers Between Accounts | 2,718,000.00 |



HOFFMANN CENTER

Hope. Opportunity. Change.

1715 Sheppard Drive, PO Box 60

Saint Peter, Minnesota 56082

Phone | (507) 934-6122

Website | leohoffmanncenter.org

It is agreed that Leo A. Hoffmann Center and St. Peter School District #508 will share the cost of Leo A. Hoffmann's employees during school hours in an even split. The school district agrees to reimburse Leo A. Hoffmann Center \$27.00 per hour for half of the staff hours provided by Leo A. Hoffmann Center.

St. Peter School District will track the hours the Leo A. Hoffmann Center staff are working at the school. In the event that staff are called away from the school for emergency, they will only be charged for the number of hours that staff were present.

This agreement will commence on 8/26/2024, 2024 and be effective until the end of the 2024-25 school year.

LEO A. HOFFMANN CENTER

ST. PETER SCHOOL DISTRICT #508

Lucia Johnson

Jeffrey D. Olson

9.30.24

9.30.24

Date

Date

COMMERCIAL LEASE AGREEMENT

THIS LEASE, made this 30 day of September 2024, by and between Leo A. Hoffman Center, sometimes hereinafter called "Landlord", and St. Peter Public School District hereinafter call "Tenant".

1. PREMISES AND TERM

Landlord hereby leases to Tenant, and Tenant hereby Leases from Landlord, One (1) classroom from 8/26/2024, 2024, ("hereinafter called classroom"), including access to the associated restroom area, and the gymnasium ("hereinafter called gymnasium"), located in the Leo A. Hoffmann building located at 1715 Sheppard drive, St. Peter, Minnesota, with ingress and egress related thereto (hereafter called the "leased premises"). The classroom can be relocated within the building upon a 30 days' notice to the tenant.

2. PREPARATION OF LEASED PREMISES

Tenant takes and accepts the leased premises in their "as is" condition. Taking of possession of the leased premises by Tenant shall be conclusive evidence that the leased premises were, on that date, in good, clean and tenantable condition as represented by landlord. Tenant acknowledges that no representation as to the repair of the leased premise or promises to alter, remodel or improve the leased premises have been made by the landlord.

3. RENT

The rent shall be payable by Tenant in equal monthly installments, on or before the first day of each month in advance, at the office of the Landlord or at such other place designated by Landlord without prior demand therefor. The rent to be paid shall be as follows:

Classroom: \$450 per month

Gymnasium: \$450 per month

Rent for any partial month at the beginning of the lease term shall be prorated and is payable on the commencement date of the lease term.

4. USE OF PREMISES AND EMPLOYEES

The leased premises may be used by Tenant as an educational facility of the school district and for no other purpose without the written consent of the Landlord. Tenant shall promptly comply with all laws, ordinances and regulations affecting the leased premises or Tenant's use therein, plus insurance company requirements affecting the cleanliness, safety, use and occupation of the leased premises.

The landlord shall be responsible for cleaning the classroom, restroom area and gymnasium.

9. INSURANCE

The Landlord shall insure the premises against fire, hazard or other peril. It shall be the responsibility of the Tenant to assure that the tenant is covered by liability insurance. The policies shall insure the Tenant against loss at a minimum of \$1,500,000 per wrongful act or occurrence and \$3,000,000 annual aggregate. The Tenant shall list the Landlord as an additional insured under the said insurance policies and provide proof to the Landlord yearly upon renewal or as requested. The Tenant shall be responsible for insuring all personal and business property on site and providing business insurance for its operation.

10. FIRE OR OTHER CASUALTY

In the case the real estate shall be partially or totally destroyed by fire or other casualty covered by insurance so as to become partially or totally untenable, the same shall be repaired at the expense of the Landlord, unless the Landlord shall elect not to rebuild, as hereinafter provided, and the rent shall abate until the leased premises are repaired and the extent to which the leased premises are untenable.

11. EMINENT DOMAIN

If the whole of the leased premises shall be taken under the power of eminent domain, then the terms of this lease shall cease as of the day possession shall be taken and the rent shall be paid up to the date.

All damages awarded for such taking under the power of eminent domain, whether for the whole or a part of the leased premises, shall be the property of the Landlord.

12. ASSIGNMENT AND SUBLETTING

The Tenant shall not assign or in any manner transfer this lease or any interest herein without the prior written consent of the Landlord. Consent by the Landlord to one or more assignments of this lease shall not operate as a waiver of the Landlord's rights under this article.

13. ACCESS TO PREMISES

The Landlord shall have the right to enter upon the leased premises during all business hours for the purpose of inspecting the same or of making repairs, additions or alterations thereto or to the buildings in the same are located, or for the purpose of exhibiting the same to prospective tenants, purchasers or others. The Landlord shall not be liable to the Tenant in any manner for any expenses, loss or damage by reason thereof, nor shall the exercise of such right be deemed an eviction or disturbance of the Tenant's use of possession.

14. RENT ABATEMENT

No abatement, diminution, or reduction of rent shall be claimed or allowed to the Landlord or any person claiming under it under any circumstances, whether for inconvenience, discomfort, interruption of business or otherwise, arising from the making of alterations, improvements, or repairs to the premises, because of any governmental laws or arising from and during the

the property of the Landlord. No act contained in this subparagraph shall be construed as a termination of this lease, nor as a waiver of any of the Landlord's right to exercise other alternatives. The Landlord acknowledges an affirmative duty of mitigate damages, and or,

5. The Landlord or Landlord's agents, may take and hold any of the Tenant's property found upon the leased premises, and in the Landlord's sole discretion, dispose of such property in a commercially reasonable manner and apply the net proceeds, after the costs of disposal and seizure, toward the reduction of any obligation by the Tenant to the Landlord under the terms of this lease. The landlord agrees to subordinate this lien to any lien on equipment within the premises.
6. All rights and remedies of the Landlord herein enumerated shall be cumulative and none shall exclude any other right or remedy allowed by law, and said rights and remedies may be exercised and enforced concurrently and wherever and as often as the occasion arises.

17. SURRENDER OF POSSESSION

At the expiration of the lease term, whether by lapse of time or otherwise, the Tenant shall surrender the leased premises in good condition and repair, reasonable wear and tear and loss by fire or unavoidable, insured casualty excepted. The Tenant shall promptly surrender all keys for the leased premises to the Landlord at the place then fixed for payment of rent.

Upon the expiration of the tenancy hereby created, if the Landlord so requires in writing, the Tenant shall promptly remove any alterations, additions, improvements and fixtures other than trade fixtures placed in the leased premises by the Tenant and designated in said request, and repair any damage occasioned by such removals at the Tenant's expenses, and in default thereof.

18. SUBORDINATION

The Tenant agrees that this lease shall be subordinate to any mortgages or trust deeds that may hereafter be placed upon said leased premises and to any and all advances to be made thereunder, and to the interest thereon, and all renewals, replacements and extensions thereof provided that the mortgagee or trustee thereunder shall agree to recognize the Tenant's right hereunder as long as the Tenant is not in default hereunder. The Tenant shall, in the event of the sale or assignment of the Landlord's interest in the building of which the leased premises form a part, or in the event of any proceedings brought for the foreclosure of, or in the event of exercise the power of sale under any mortgage made by the Landlord covering the leased premises, adorn to the purchases and recognize such purchaser as the Landlord under the lease.

19. AMENDMENTS AND NOTICES

This agreement may be amended upon mutual written agreement of the Landlord and the Tenant. Changes to any terms and conditions of this agreement shall be upon 30 days' notice.

Whenever under this lease provision is made for notice of any kind, such notice shall be in writing and shall be deemed sufficient to the Tenant if actually delivered to the Tenant or sent

No payment by the Tenant or receipt by the Land or a lesser amount than the amount then due under this lease shall be deemed to be other than on account of the earliest portion thereof due, not shall any endorsement or statement on any check or any letter accompanying any check or payment to be deemed an accord and satisfaction, and the Landlord may accept such check or payment without prejudice to the Landlord's right to recover the balance due or pursue any other remedy in this lease provided.

Unenforceability of any provision contained in this lease shall not affect or impair the validity of any other provision of this lease.

The laws of Minnesota shall govern the validity, performance and enforcement of this lease.

Anything in this lease to the contrary notwithstanding, to the extent of insurance proceeds recoverable, the Landlord and the Tenant each hereby waive any and all rights of recover, claim, action or cause of action against the other, its agents (including partners, both general and limited), officer, directors, shareholders or employees, for any loss or damage that may occur to be leased premises, or any improvements thereto, or any property of such party therein, by reason of fire, the elements, or any other cause which could be insured against under the terms of standard fire and extended overage insurance policies, regardless of cause or origin, including negligence of the other party hereto, its agents, officers or employees, and covenants that no insurer shall hold any right of subrogation against such other party.

IN WITNESS WHEREOF, the Landlord and the Tenant have signed and sealed this lease as of the day and year first above written.

LANDLORD

9-30-24

Date

LEO A. HOFFMANN CENTER

Lucia Johnson

Executive Director

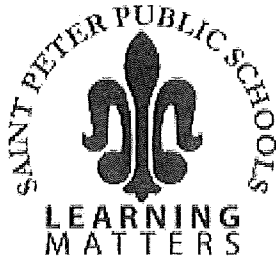
TENANT

9-30-24

Date

ST. PETER SCHOOL DISTRICT #508

Gregory J. Olson



MEMO TO: Superintendent Jeff Olson
School Board

FROM: Ytve Prafke

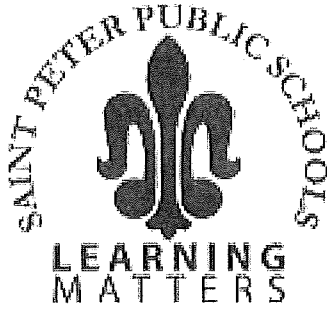
DATE: September 25, 2024

SUBJECT: Retirement-Monica Bresnahan

Please accept the retirement of Ms. Monica Bresnahan. Monica served as a Parent educator and ECFE teacher in the District from February 1989 until May of 2023 and worked periodically in the program through December 2023.

Monica has been a strong advocate for the ECFE program and has been a valuable asset to the children and families she has worked with during her 34 years with St. Peter Public Schools. We wish Monica all the best in her retirement.

Cc: grp_hire_certified
Monica Bresnahan



MEMO TO: Dr. Jeffrey Olson-Superintendent
School Board

FROM: Ytive Prafke

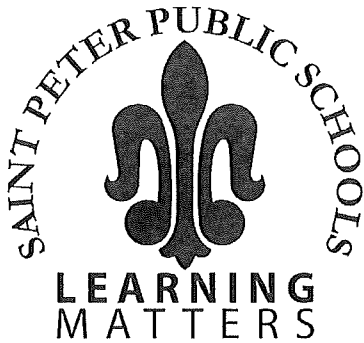
DATE: September 26, 2024

SUBJECT: Student Support Liaison Resignation

Please accept the resignation of Liliana Figueroa, Student Support Liaison effective at the end of the workday on October 11, 2024.

Liliana has been a tremendous asset to the school district and her student support work has been integral to the success of many of our students and staff. Liliana will be missed, and we wish her the best as she expands her work to community wide efforts with the City of St. Peter.

CC: Liliana Figueroa
grp_hire_misc



MEMO TO: Dr. Jeffrey Olson-Superintendent
School Board

FROM: Ytive Prafke

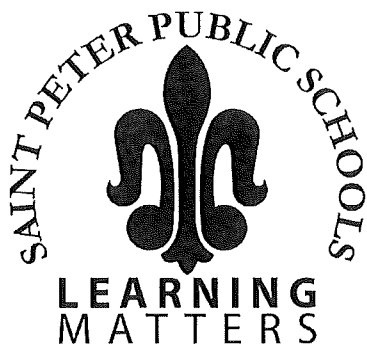
DATE: September 17, 2024

SUBJECT: ECSE Paraprofessional Resignation

I am writing to recommend that you accept the resignation of Heidi Mayo from her position as an ECSE Paraprofessional as of the start of the 2024-2025 school year. We thank Heidi for her work and are excited that she will join us as an EC paraprofessional substitute.

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

Cc: grp_hire_para
Heidi Mayo



MEMO TO: Dr. Jeffrey Olson-Superintendent
School Board

FROM: Ytve Prafke

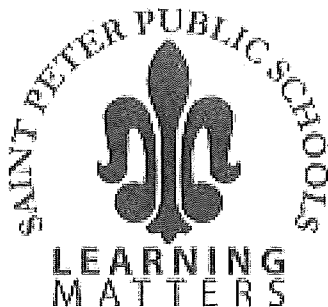
DATE: September 25, 2024

SUBJECT: ECSE Paraprofessional Resignation

I am writing to recommend that you accept the resignation of Sara Bye from her position as an ECSE Paraprofessional. Sara's last day of employment was September 19, 2024. We thank Sara for her work and wish her well on her next employment adventure.

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

Cc: grp_hire_para
Sara Bye



MEMO TO: Members of the School Board
Dr. Olson

FROM: Emily Craig

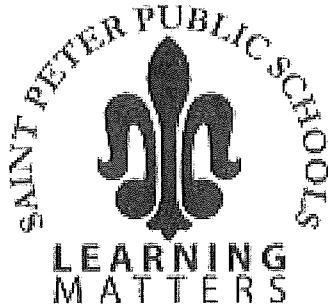
DATE: 10/10/2024

SUBJECT: Food Service resignation

Paige Claeys is resigning from the High school food service sub position. She has taken a full time position elsewhere.

- Paige has not worked in more than 6 months, and does not plan on returning to become a sub.
- We wish her well on all her adventures.

CC: Paige Claeys



MEMO TO: Dr. Jeff Olson, Superintendent
School Board

FROM: Ytive Prafke, EC Administrator

DATE: September 17, 2024

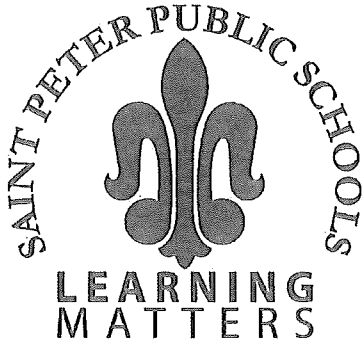
SUBJECT: ECSE Paraprofessional Hire
Recommendation

Please consider the following recommendation:

NEW EMPLOYEE SUMMARY

- **Keona Sisler**
 - Step 1 Lane A- \$16.65 per hour
 - 6.75 hours per day-ECSE student contact days (4 days per week)
 - Keona will work in School Readiness on Fridays
 - Start date: September 24, 2024
 - Replacement Position
 - Keona's employment will be covered under the Paraprofessional Agreement
 - Keona will fill out timesheets for her hours

CC: Keona Sisler
grp_hire_para



MEMO TO: Dr. Jeffrey Olson-Superintendent
School Board

FROM: Ytive Prafke

DATE: October 1, 2024

SUBJECT: ECSE Paraprofessional Hire

I am writing to recommend that you accept the hire of Madeline LaJoy as an ECSE Paraprofessional as of October 2, 2024. We are excited that Maddy will be working part time with us as she completes her coursework at Gustavus.

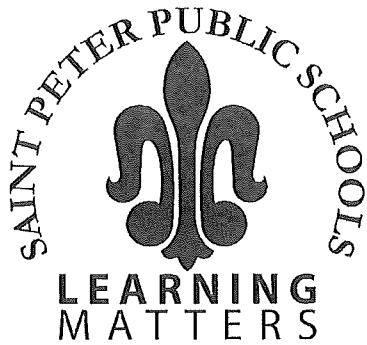
Thank you and please let me know if you have any questions.

Please consider the following recommendation:

NEW EMPLOYEE SUMMARY

- **Madeline LaJoy**
 - Lane A Step 1- \$16.65 per hour
 - 4 hours per day-ECSE M-W&F
 - Start date: October 2, 2024
 - Replacement Position
 - Madeline's employment will be covered under the Paraprofessional Agreement
 - Madeline will fill out timesheets for her hours

Cc: grp_hire_para
Madeline LaJoy



MEMO TO: Dr. Jeffrey Olson-Superintendent
School Board

FROM: Ytive Prafke

DATE: September 30, 2024

SUBJECT: ECSE Paraprofessional Hire

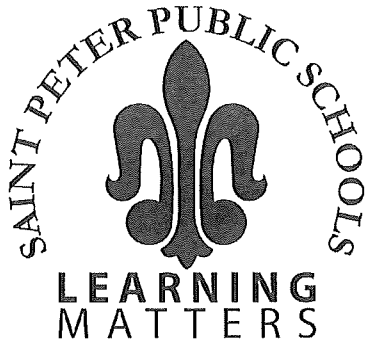
I am writing to recommend that you accept the rehire of Heidi Mayo as an ECSE Paraprofessional as of September 30, 2024. We are excited that Heidi will be rejoining us in the position.
Thank you and please let me know if you have any questions.

Please consider the following recommendation:

NEW EMPLOYEE SUMMARY

- **Heidi Mayo**
 - Step 5 Lane A- \$18.25 per hour
 - 2.5-6.0 hours per day-ECSE student contact days
 - Start date: September 30, 2024
 - Replacement Position
 - Heidi's employment will be covered under the Paraprofessional Agreement
 - Heidi will fill out timesheets for her hours

Cc: grp_hire_para
Heidi Mayo



MEMO TO: Dr. Jeffrey Olson-Superintendent
School Board

FROM: Ytive Prafke

DATE: October 1, 2024

SUBJECT: School Readiness Paraprofessional
Hire

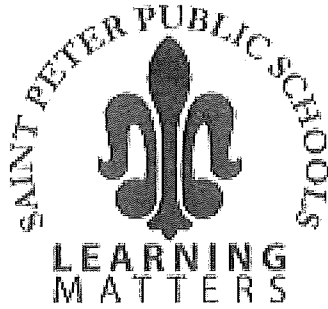
I am writing to recommend that you accept the rehire of Heidi Johnson as a School Readiness Paraprofessional as of October 2, 2024. We are happy that Heidi will be rejoining us in the position.
Thank you and please let me know if you have any questions.

Please consider the following recommendation:

NEW EMPLOYEE SUMMARY

- **Heidi Johnson**
 - \$17.05 per hour (Lane 1 Year 4 SR Pay Schedule)
 - Start date: October 2, 2024
 - Replacement Position
 - Heidi's employment is not covered under the Paraprofessional Agreement
 - Heidi will fill out timesheets for her hours

Cc: grp_hire_para
Heidi Johnson



MEMO TO: Dr. Jeff Olson, Superintendent
School Board

FROM: Ytve Prafke, EC Administrator

DATE: September 30, 2024

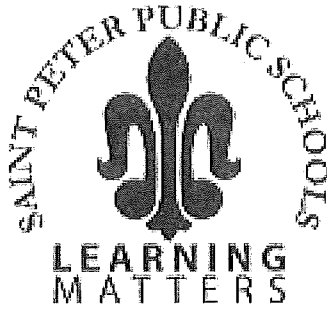
SUBJECT: Recommendation to Hire

Please consider the following recommendation:

NEW EMPLOYEE SUMMARY

- **Julie Carlblom**
 - ECSE Paraprofessional
 - Highly Qualified
 - 2.5-6.0 hours per day-student contact days
 - \$18.95/hour
 - Start date: September 30, 2024
 - Replacement Position
 - Julie will complete timesheets for her hours.
 - Julie may also be teaching or consulting in our program and when this is the case she will receive the rate of \$58.89 per hour (MA 30 Step 11)

CC: Julie Carlblom
grp_hire_para



MEMO TO: Dr. Olson, Superintendent
School Board

FROM: Jon Graff

DATE: September 26, 2024

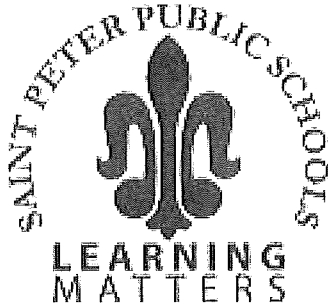
SUBJECT: Para Hire

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

EMPLOYEE SUMMARY

- **Ashley Wills**
 - Step 6 lane B at a rate of \$18.95/hour
 - 6.75 hours/student contact day
 - Start Date: Monday, September 30, 2024

CC: Ashley Wills (ashleyannq@gmail.com)
grp_hire_para



MEMO TO: Dr. Olson, Superintendent
School Board

FROM: Jana Sykora

DATE: September 30, 2024

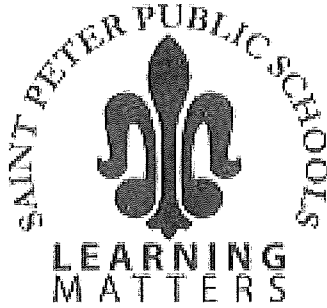
SUBJECT: Special Education Para Hire

Applications were received and interviews were conducted for a South Elementary Special Education paraprofessional position. This is a replacement position due to summer resignations. I am pleased to recommend Kendra Skorr for the position. Kendra has exceptional experience working with children with special needs.

EMPLOYEE SUMMARY

- **Kendra Skorr**
 - Start Date: As soon as paperwork is complete
 - STEP 1B: \$16.95
 - 6.75 hours daily

CC: Kendra Skorr
grp_hire_para



MEMO TO: Jeff Olson, Superintendent
School Board

FROM: Seth Putz

DATE: September 16, 2024

SUBJECT: Recommendation for hire

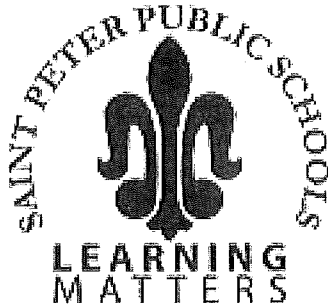
The Operations and Maintenance Department has a second shift Custodial position open at Saint Peter Middle School. The position has been posted internally and via the district website.

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

EMPLOYMENT HIRING SUMMARY

- **Molly Moller**
 - Custodian: \$18.96/hour (based on the 2023-2025 contract)
 - Night Differential: 1566 hours/year of \$1.14
 - Start Date: September 23 , 2024
 - 9 month probationary period ending June 23, 2025

Cc: Jerry Doyle
Dave Eiyndk
Mike Keller
Jon Graff
Molly Moller



MEMO TO: Members of the School Board
Dr. Olson

FROM: Emily Craig

DATE: 9/24/2024

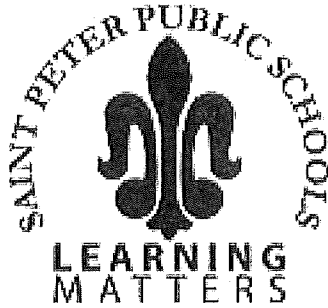
SUBJECT: Food Service Hire

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

NEW EMPLOYEE SUMMARY

- **David Zeiher**
 - St. Peter High school
 - Lane-Unassigned
 - 2024-2025 Rate-\$17.48 per hour
 - David will clock in and clock out for his hours
 - Start Date:9/25/2024
 - 10:30-2:30

Cc: David Zeiher



MEMO TO: Jeff Olson, Superintendent
School Board

FROM: Seth Putz

DATE: September 24, 2024

SUBJECT: Recommendation for hire

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

I recommend the hiring of Olivia Nguyen to serve as Part time Housekeeper at Saint Peter MVED School. Olivia is currently working as a kitchen supervisor at a state building. She is bringing a great attention to detail along with a thinking outside the box problem solving skills. She will be filling the afternoon Housekeeper position at the MVED school building. We look forward to adding Olivia to the custodial team.

EMPLOYMENT HIRING SUMMARY

- **Olivia Nguyen**
 - Housekeeper: \$18.67/hour (based on the 2023-2025 contract)
 - The position will be 3 hours per night, 5 days a week
 - Start Date: October 7th, 2024
 - 9 month probationary period ending August 7th, 2025

Cc: Allison Ahlman
Dave Eiyneck
Mike Keller
Sara Krall
Olivia Nguyen



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

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

SUBJECT: Saints Overtime Staff

DATE: Sept. 25, 2024

Interviews were conducted, and I am pleased to recommend hiring Lamontzrae Beamon as a Saints Overtime Assistant. His work experiences make him a great candidate.

NEW EMPLOYEE SUMMARY

- **Lamontzrae Beamon**
- 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: Lamontzrae Beamon



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

FROM: Tami Skinner, Community & Family
Education Director

SUBJECT: Saints Overtime Staff

DATE: Sept. 19, 2024

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

NEW EMPLOYEE SUMMARY

- **Natalie Hansson**
- 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: Natalie Hansson



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

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

SUBJECT: Saints Overtime Staff

DATE: Sept. 20, 2024

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

NEW EMPLOYEE SUMMARY

- **Jaya Chang**
- 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: Jaya Chang



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

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

SUBJECT: Community Education Instructor

DATE: Sept. 25, 2024

Gretchen Geppert has been hired as an adult arts & crafts instructor for Community & Family Education.

EMPLOYEE SUMMARY

- **Gretchen Geppert**
- Adult Arts & Crafts Instructor
- Contracted per student in each class.
- Instructor contract to be submitted at the end of each class.



TO: Dr. Jeff Olson, Interim
Superintendent

FROM: Tami Skinner, Community &
Family Education Director

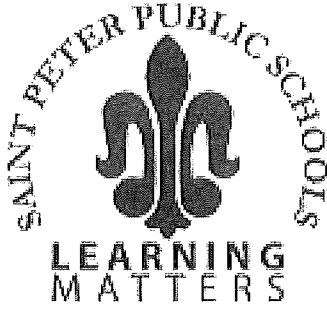
SUBJECT: High School Aquatics Staff

DATE: Sept. 16, 2024

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

NEW EMPLOYEE SUMMARY

- **Adela Madson**
- \$12.75 per hour - Lifeguard
- Schedule based on weekly program needs
- Hours submitted on a timesheet
- 2024-25 School Year



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

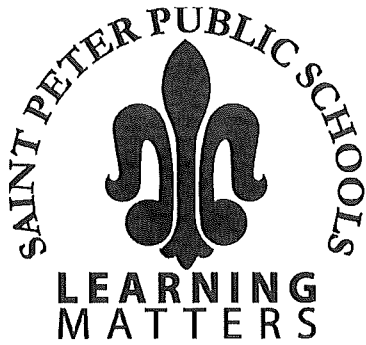
FROM: Jana Sykora

DATE: September 19, 2024

SUBJECT: Teacher Change of Assignment

Janaye Rouillard was reassigned to teach first grade due to enrollment numbers in first grade and kindergarten. This change went into effect at the start of the 2024 school year.

CC: Janaye Rouillard
grp_hire_certified



MEMO TO: Dr. Jeff Olson, Superintendent
School Board

FROM: Jana Sykora, South Elementary Principal

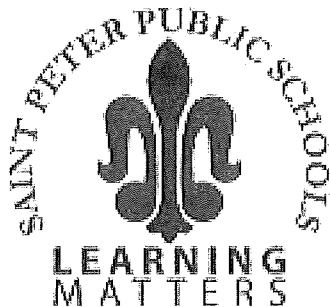
DATE: October 16, 2024

SUBJECT: FMLA Leave Request

I recommend that you approve the request for family medical leave for Mrs. Heidi Schultz. first grade teacher at South Elementary School. This unexpected medical leave will be September 30 through December 1, 2024.

Thank you,

Cc: Heidi Schultz
Grp_hire_certified



MEMO TO: Saint Peter School Board
Dr. Jeff Olson

FROM: Darin Doherty

DATE: October 9, 2024

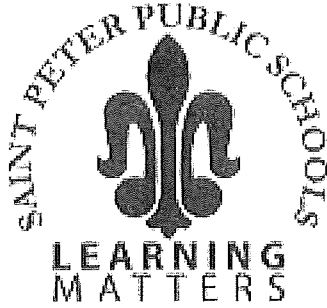
SUBJECT: Communications Intern

I recommend hiring Elizabeth Orton as a communications intern for the 2024-2025 school year.

NEW EMPLOYEE SUMMARY

- **Elizabeth Orton**
 - 10 hours per week
 - \$2,400 stipend per semester
 - Dates of Employment October 7, 2024-May 31, 2025

CC: Elizabeth Orton <elizorton@gmail.com>
Kurt Hildebrandt <kuhildebrandt@stpeterschools.org>
grp_hire_misc@stpeterschools.org



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

FROM: Jana Sykora

DATE: September 30, 2024

SUBJECT: Reading AmeriCorps Hire

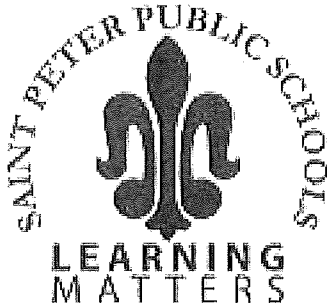
I am pleased to announce Taylor Kanstrup will serve as a Reading AmeriCorps tutor at South Elementary this school year.

NEW TUTOR SUMMARY

- **Taylor Kanstrup - AmeriCorps Tutor**
 - Volunteer dates: October 21, 2024, through May 31, 2025

Taylor 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_misc@stpeterschools.org



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

FROM: Darin Doherty

DATE: September 18, 2024

SUBJECT: Reading AmeriCorps Hire

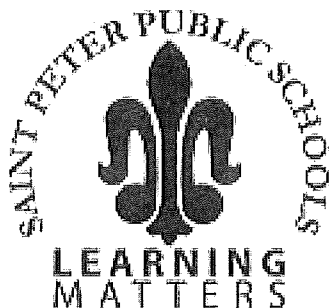
I am pleased to announce Tim Niederriter will serve as our Reading AmeriCorps tutor at North Elementary this school year.

NEW TUTOR SUMMARY

- **Tim Niederriter - AmeriCorps Tutor**
 - Volunteer days begin on 10/21/2024 and end on 6/14/2025

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

CC: Tim Niederriter <niederritertimothy@gmail.com>
Ashley Pop <apope@stpetersschools.org>
grp_hire_para@stpetersschools.org



MEMO TO: Members of the School Board
Superintendent Olson

FROM: Shea Roehrkasse

DATE: September 25, 2024

SUBJECT: Event Worker

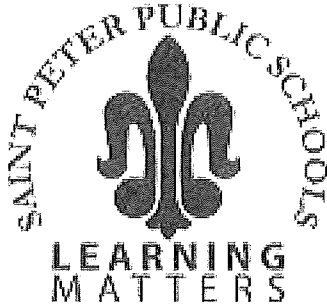
I am pleased to recommend Lena Coe for the position of Event Worker to help with various duties.

NEW EMPLOYEE SUMMARY

- **Lena Coe**
 - Pay is per event
 - 9/25/24

Thank you for your consideration.

CC: Lena Coe
grp_hire_certified



MEMO TO: Members of the School Board
Superintendent Olson

FROM: Shea Roehrkasse

DATE: September 22, 2024

SUBJECT: Event Worker

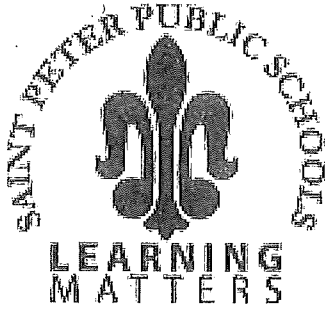
I am pleased to recommend Heather Dale for the position of Event Worker to help with various duties starting the Fall of 2024.

NEW EMPLOYEE SUMMARY

- **Heather Dale**
 - Pay is per event
 - 9/22/24

Thank you for your consideration.

CC: Heather Dale
grp_hire_certified



MEMO TO: Members of the School Board
Superintendent Olson

FROM: Shea Roehrkasse

DATE: October 8, 2024

SUBJECT: Assistant/JV Gymnastics Coach
Hire

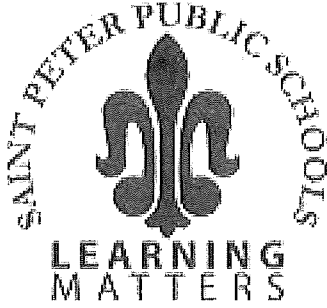
I am pleased to recommend Brooke Aschenbrenner for the position of Assistant/JV Gymnastics Coach. This is a replacement position due to a coach stepping down. Brooke has a lot of experience as a gymnast and as a coach and we are excited to have her join our program!

NEW EMPLOYEE SUMMARY

- **Brooke Aschenbrenner**
 - Asst/JV Coach
 - 11/11/24
 - Replacement Position
 - \$2789

Thank you for your consideration.

CC: Brooke Aschenbrenner
Grp_hire_misc



MEMO TO: Members of the School Board
Superintendent Olson

FROM: Shea Roehrkasse

DATE: October 9, 2024

SUBJECT: Assistant/JV Gymnastics Coach
Hire

I am pleased to recommend Lisa Landsom for the position of Assistant/JV Gymnastics Coach. This is a replacement position due to a coach stepping down. Lisa has a lot of experience to bring to the program and we are excited to have her join our program!

NEW EMPLOYEE SUMMARY

- **Lisa Landsom**
 - Asst/JV Coach
 - 11/11/24
 - Replacement Position
 - \$2789

Thank you for your consideration.

CC: Lisa Landsom
Grp_hire_misc

October 9, 2024

Mohammed Salim
1805 Vista View Drive
St. Peter, MN 56082

Dear Mohammed,

Congratulations! We're thrilled to announce that you've been chosen as the recipient of the "Student Spotlight" award at North Elementary School for October 2024. This recognition is a testament to your outstanding efforts in both academics and your exceptional contributions beyond the classroom. Your dedication to learning and your positive attitude have not only impressed your teachers but have also earned admiration from your peers.

We're excited to share that there will be a special acknowledgment for you at the School Board meeting on Monday, October 21, 2024, at 6:30 p.m. The meeting will take place in the Governor's Room at the St. Peter Community Center. We extend a warm invitation to you and your family to join us for this event, where the School Board will celebrate you as North Elementary's "Student Spotlight" for October 2024. If you have any questions, feel free to contact us at 507-934-3260 ext. 4005.

Sincerely,

Darin Doherty
Principal
North Elementary School

CC: Mrs. Friedrich
CC: Dr. Jeff Olson



ADDENDUM

REGULAR BOARD MEETING Monday, October 21, 2024 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

| |
|--------------------------|
| 1. AGENDA ITEM #1 |
|--------------------------|

Subject: Consider Acceptance of Gifts, Donations and Grants

Action: Requires a Motion

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

1. A \$10,788.72 donation from the St. Peter Booster Club was received to reimburse St. Peter Public Schools for purchases the district made on behalf of the Booster Club.
2. A \$35,000 donation was received on behalf of the Estate of Frank Fredlund and is to be used to support the athletic programs at St. Peter High School.

Mr. Fredlund was a long-time teacher and coach for the St. Peter School District. This is an incredibly generous donation and Activities Director, Shea Roehrkas, is working on finding a way to make the donation be part of something special that Mr. Fredlund would be proud of.

3. The St. Peter Tourism and Visitors Bureau has approved a grant in the amount of \$1,000 to be put towards the Indigenous Day Walk that was held in October 2024. They have presented the District with a check for

\$900 and will pay the remaining \$100 once the final report of the walk has been submitted and approved.

Presentation: Superintendent of Schools, Jeff Olson

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



MEMO TO: Superintendent, Jeff Olson
Members of the School Board

FROM: Shea Roehrkasse

DATE: 10/4/2024

SUBJECT: 10/2 Booster Reimbursement
Donation

Please accept this donation from the St. Peter Booster Club of \$10,788.72. I met with the treasurer of the Booster Club on Wednesday 10/2 to review transactions from August & September. This donation is to reimburse St. Peter Public Schools for purchases the district made on behalf of the Booster Club.

Thank you,

Shea Roehrkasse
Activities Director

| # | Sport | Coach | Item Description | Amount |
|----|-----------------|-----------------|--------------------------------|-------------|
| 1 | Football | Helget | KB 8.12.24 (Shirt) | \$25.00 |
| 2 | Football | Helget | KM 8.12.24 (Shirt) | \$25.00 |
| 3 | Track | Hanson/Portugue | Reading #15866 | \$1,080.00 |
| 4 | Girls Soccer | Landsteiner | MM 8.28.24 (Yard Signs) | \$375.00 |
| 5 | Volleyball | Hanson | CH 8.5.24 (Coach Gear) | \$192.93 |
| 6 | Boys Soccer | Nadeau | DS 8.30.24 (Worthington Meals) | \$313.25 |
| 7 | Boys Basketball | Keating | BSN #926735197 (Coach Gear) | \$781.28 |
| 8 | Girls Tennis | Rothenberger | Minnesota Motor Bus #6719 | \$1,146.32 |
| 9 | Girls Soccer | Landsteiner | Minnesota Motor Bus #6723 | \$1,033.29 |
| 10 | Boys Soccer | Nadeau | Reading Bus Line #16013 | \$1,200.00 |
| 11 | Volleyball | C. Hanson | MMB #6733 (VB - Byron) | \$1,010.35 |
| 12 | Girls Golf | Voeltz | KV 9.20.24 (Coach Membership) | \$65.00 |
| 13 | Gymnastics | Kurtenbach | CK 9.20.24 (Coach Membership) | \$55.00 |
| 14 | Boys Soccer | Nadeau | TN 9.20.24 (Coach Membership) | \$65.00 |
| 15 | Wrestling | Timmerman | RT 9.20.24 (Coach Membership) | \$35.00 |
| 16 | Wrestling/Track | K. Hanson | KH 9.20.24 (Coach Membership) | \$95.00 |
| 17 | Baseball | Moelter | KM 9.20.24 (Coach Membership) | \$70.00 |
| 18 | Softball | Niemeyer | HN 9.20.24 (Coach Membership) | \$60.00 |
| 19 | Girls Soccer | Landsteiner | BL 9.20.24 (Coach Membership) | \$65.00 |
| 20 | B/G Tennis | Rothenberger | AR 9.20.24 (Coach Membership) | \$80.00 |
| 21 | AD Office | Roehrkasse | SPX #240744 (Spring Photos) | \$120.00 |
| 22 | AD Office | Roehrkasse | SPX #240778 (Awards Wall) | \$365.00 |
| 23 | Girls Soccer | Landsteiner | BL 9.20.24 (Senior Gifts) | \$53.93 |
| 24 | Football | Helget | BH 8.13.24 (Decals) | \$420.00 |
| 25 | Football | Helget | DB 8.20.24 (Shirt) | \$25.00 |
| 26 | Volleyball | C. Hanson | AmericInn Burnsville | \$939.60 |
| 27 | Boys Soccer | Nadeau | MNUFC (tickets) | \$960.00 |
| 28 | Football | Helget | JH 9.26.24 (Coach Membership) | \$80.00 |
| 29 | Girls Soccer | Landsteiner | HW 9.26.24 (Senior Programs) | \$52.77 |
| | | | Met with Bob on 10/2/24 | \$10,788.72 |



MEMO TO: Superintendent, Jeff Olson
Members of the School Board

FROM: Shea Roehrkasse

DATE: 10/8/2028

SUBJECT: Frank Fredlund Estate Donation

Please accept this donation of \$35,000 on behalf of the Estate of Frank Fredlund. As many of you know, Mr. Fredlund was a long time teacher and coach for the St. Peter School District, and an even longer supporter of St. Peter and our programs. There is a limited restriction that the bequest be used to support the athletic programs at St. Peter High School of St. Peter, Minnesota.

This is an incredibly generous donation and we are working on finding a way to make the donation be part of something special that Mr. Fredlund would be proud of.

Thank you,

Shea Roehrkasse
Activities Director



TO: Superintendent Jeff Olson
School Board Members

FROM: Megan Gracia, Business Manager

DATE: October 18th, 2024

RE: Grant Acceptance – Indigenous Day Walk

The St. Peter Tourism and Visitors Bureau have approved a grant in the amount of \$1,000 to be put towards the Indigenous Day Walk that was held in October 2024. They have already presented the District with a check for \$900 and will pay the remaining \$100 once the final report of the walk has been submitted and approved.

We wouldn't be able to host such a wonderful event such as the Indigenous Day Walk without grants or donations. We appreciate the Bureau's generosity and recommend that you accept the grant funds for this event.



ADDENDUM

REGULAR BOARD MEETING Monday, October 21, 2024 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

2. AGENDA ITEM #2

Subject: Consider Approval of Compulsory Attendance Report

Action: Requires a Motion

Background: The Compulsory Attendance Report is presented on an annual basis. The report indicates the number of students in our district who are homeschooled or who attend a parochial school. A ten-year history of the report is included in your packet.

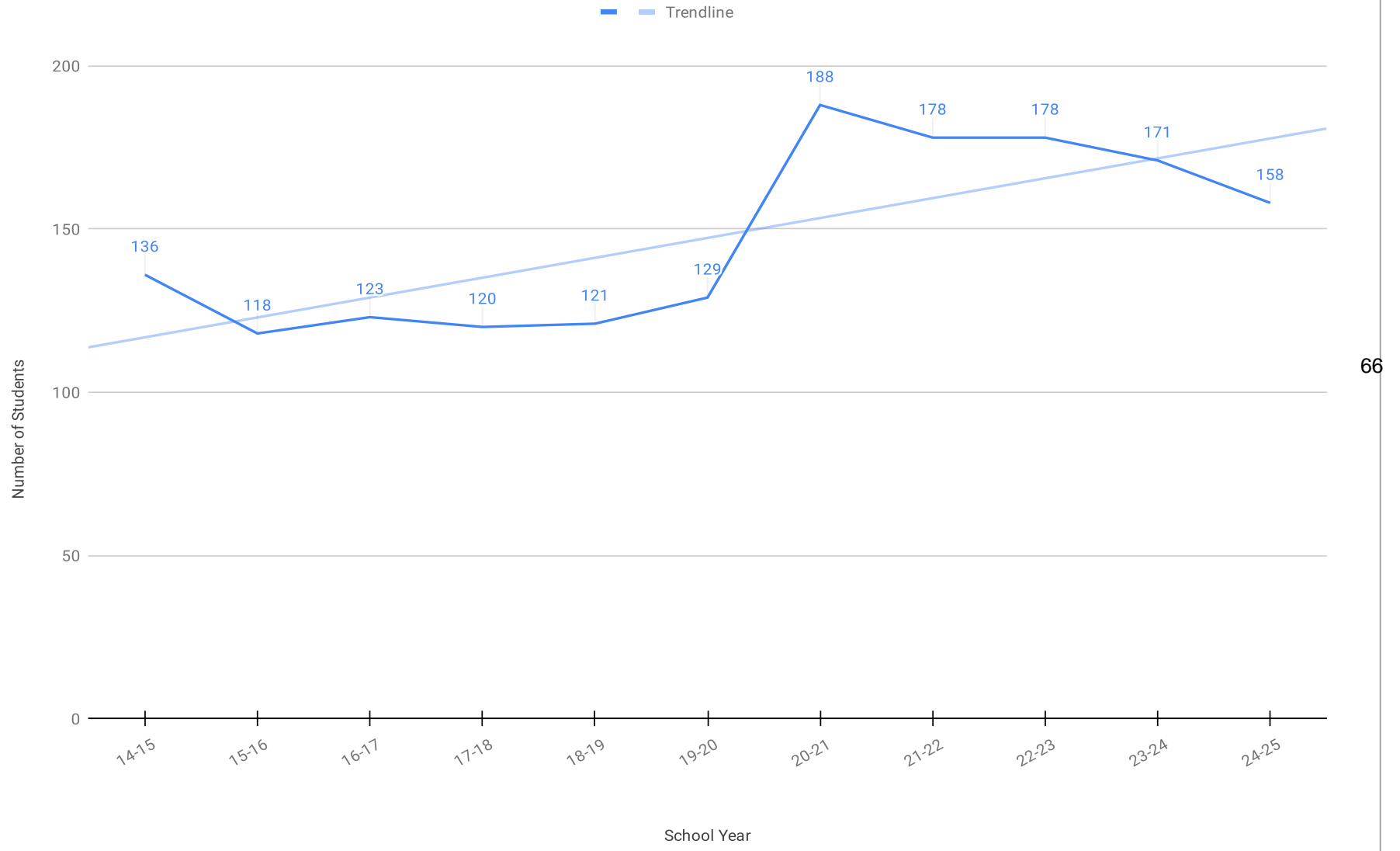
Presentation: Superintendent of Schools, Jeff Olson
Darin Doherty

Recommendation: I recommend approval of the report.

| | 6yrs-K | 7yrs-1st | 8yrs-2nd | 9yrs-3rd | 10yrs-4th | 11yrs-5th | 12yrs-6th | 13yrs-7th | 14yrs-8th | 15yrs-9th | 16yrs-10th | 17yrs-11th | 18yrs-12th | TOTAL |
|------------------------------------|--------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|------------|------------|-------|
| Home School | | | | | | | | | | | | | | |
| 14-15 | | | 1 | 2 | 1 | 2 | 1 | | | | 2 | 1 | | 10 |
| 15-16 | 1 | 1 | 1 | 3 | 1 | 1 | 2 | 2 | | | | 2 | 1 | 15 |
| 16-17 | | 1 | 1 | 1 | 3 | | 1 | 1 | 2 | | | | 2 | 12 |
| 17-18 | | 1 | 2 | 1 | 2 | 3 | | 1 | 2 | 1 | | | | 13 |
| 18-19 | | 1 | | | | 1 | | 1 | 2 | 1 | | 1 | 1 | 8 |
| 19-20 | | 1 | 2 | 2 | 1 | 1 | | 3 | 2 | 3 | 3 | | 1 | 17 |
| 20-21 | 1 | 4 | 5 | 4 | 1 | 4 | 1 | 3 | 3 | 2 | 6 | 1 | | 35 |
| 21-22 | 2 | 1 | 6 | 2 | | 3 | 2 | 2 | 2 | 2 | 3 | 2 | | 27 |
| 22-23 | 1 | 4 | 1 | 4 | 2 | 2 | 2 | | 2 | 2 | 2 | 3 | 1 | 26 |
| 23-24 | 1 | 1 | 3 | 1 | 3 | 2 | 2 | 2 | 3 | 2 | 2 | 4 | 1 | 27 |
| 24-25 | | | 3 | 3 | 1 | 2 | 4 | 5 | 2 | 1 | 2 | | 1 | 21 |
| John Ireland | | | | | | | | | | | | | | |
| 14-15 | 9 | 7 | 10 | 8 | 8 | 4 | 17 | | | | | | | 63 |
| 15-16 | 5 | 9 | 9 | 7 | 8 | 9 | 4 | | | | | | | 51 |
| 16-17 | 7 | 5 | 9 | 9 | 8 | 7 | 7 | | | | | | | 52 |
| 17-18 | 9 | 5 | 5 | 8 | 10 | 8 | 5 | | | | | | | 50 |
| 18-19 | 6 | 8 | 6 | 5 | 8 | 9 | 6 | | | | | | | 48 |
| 19-20 | 10 | 5 | 8 | 5 | 5 | 8 | 7 | | | | | | | 48 |
| 20-21 | 11 | 12 | 8 | 9 | 6 | 6 | 9 | | | | | | | 61 |
| 21-22 | 15 | 8 | 15 | 6 | 11 | 5 | 5 | | | | | | | 65 |
| 22-23 | 6 | 16 | 6 | 14 | 6 | 9 | 11 | | 4 | | | | | 72 |
| 23-24 | 12 | 5 | 16 | 7 | 13 | 4 | 7 | 4 | | | | | | 68 |
| 24-25 | 9 | 10 | 5 | 9 | 6 | 8 | 3 | 5 | 5 | | | | | 60 |
| Imm. Lutheran Mankato | | | | | | | | | | | | | | |
| 14-15 | | | | | | | | | | | | | 2 | 2 |
| 15-16 | 1 | | | | | 1 | | | | | | | | 2 |
| 16-17 | | 1 | | | | | 1 | | | | | | | 2 |
| 17-18 | | 1 | | | | | | 1 | | | | | | 3 |
| 18-19 | | | 1 | 1 | | | | | 1 | | | | | 3 |
| 19-20 | | | | 1 | 1 | | | | | 2 | | | | 4 |
| 20-21 | | | | | 1 | 1 | | | | | 2 | | | 4 |
| 21-22 | | | | | | | | | | | | 1 | | 1 |
| 22-23 | | | | | | | | | | | | | 2 | 2 |
| 23-24 | | | | | | | | | | | | | | 0 |
| 24-25 | | | | | | | | | | | | | | 0 |
| MN Valley Lutheran | | | | | | | | | | | | | | |
| 14-15 | | | | | | | | | | | 2 | 1 | 1 | 4 |
| 15-16 | | | | | | | | | | 1 | | 1 | 1 | 3 |
| 16-17 | | | | | | | | | | 2 | | | | 2 |
| 17-18 | | | | | | | | | | | 2 | | | 2 |
| 18-19 | | | | | | | | | | 1 | | 3 | 1 | 5 |
| 19-20 | | | | | | | | | | 2 | | | 2 | 4 |
| 20-21 | | | | | | | | | | 3 | 2 | 1 | | 6 |
| 21-22 | | | | | | | | | | 4 | 3 | 1 | 1 | 9 |
| 22-23 | | | | | | | | | | 2 | 4 | 3 | 1 | 10 |
| 23-24 | | | | | | | | | | 1 | 2 | 4 | 3 | 10 |
| 24-25 | | | | | | | | | | 1 | 2 | 2 | 4 | 9 |
| Loyola Catholic Schools | | | | | | | | | | | | | | |
| 14-15 | | | | | | | | 1 | 2 | 2 | 1 | 1 | 1 | 7 |
| 15-16 | | 1 | 1 | | | | | | 1 | 2 | 1 | 1 | 1 | 7 |
| 16-17 | | | 1 | 1 | | | | | | 1 | 2 | 1 | 1 | 6 |
| 17-18 | | | | | 1 | | | | 1 | | 1 | 2 | 2 | 5 |
| 18-19 | | 1 | 1 | | | | | | | 1 | | 1 | 1 | 5 |
| 19-20 | | | | | | | | | | | | | 1 | 1 |
| 20-21 | 1 | 1 | | | | 1 | | 1 | 2 | 1 | | 1 | | 8 |
| 21-22 | 2 | 1 | | 1 | | | 1 | | | 3 | | 2 | 1 | 11 |
| 22-23 | 1 | 3 | 1 | 1 | | | | 1 | | | 3 | | 2 | 12 |
| 23-24 | 3 | 1 | 3 | | 1 | | | | | | | 3 | 1 | 12 |
| 24-25 | | | 1 | 1 | | 1 | | | | 1 | | | 3 | 7 |
| St Peter Lutheran | | | | | | | | | | | | | | |
| 14-15 | 3 | 5 | 7 | 4 | 5 | 2 | 3 | 4 | 2 | | | | | 32 |
| 15-16 | 4 | 3 | 5 | 10 | 4 | 5 | 2 | 1 | 3 | | | | | 33 |
| 16-17 | 10 | 4 | 6 | 5 | 10 | 4 | 5 | 2 | 2 | | | | | 38 |
| 17-18 | 4 | 11 | 4 | 3 | 4 | 6 | 4 | 4 | 2 | | | | | 38 |
| 18-19 | 7 | 4 | 11 | 4 | 5 | 3 | 6 | 4 | 5 | | | | | 42 |
| 19-20 | 7 | 7 | 4 | 9 | 4 | 5 | 6 | 5 | 4 | | | | | 44 |
| 20-21 | 16 | 7 | 9 | 5 | 8 | 5 | 6 | 9 | 5 | | | | | 70 |
| 21-22 | 8 | 10 | 5 | 7 | 7 | 6 | 3 | 9 | 8 | | | | | 63 |
| 22-23 | 7 | 7 | 9 | 4 | 5 | 7 | 6 | 3 | 6 | | | | | 54 |
| 23-24 | 5 | 7 | 6 | 10 | 4 | 4 | 8 | 7 | 2 | | | | | 53 |
| 24-25 | 7 | 8 | 6 | 7 | 10 | 4 | 4 | 6 | 7 | | | | | 59 |
| Trinity Lutheran - Nicollet | | | | | | | | | | | | | | |
| 14-15 | 1 | 1 | 1 | 1 | | | | | | | | | | 3 |
| 15-16 | | 1 | | 1 | 1 | 1 | | | | | | | | 4 |
| 16-17 | | | 1 | | 1 | 1 | | 1 | | | | | | 4 |
| 17-18 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | | | | 4 |
| 18-19 | | 1 | | | 1 | | 1 | | | | | | | 3 |
| 19-20 | | | 1 | | | 1 | | | | | | | | 2 |
| 20-21 | 2 | 1 | | 1 | | | | | | | | | | 4 |
| 21-22 | | 1 | | | 1 | | | | | | | | | 2 |
| 22-23 | | | 1 | | | 1 | | | | | | | | 2 |
| 23-24 | | | | 1 | | | | | | | | | | 1 |
| 24-25 | | | | | 1 | | | 1 | | | | | | 2 |
| 10 YEAR TOTALS | | | | | | | | | | | | | | |
| 14-15 | 14 | 15 | 22 | 16 | 15 | 8 | 21 | 5 | 3 | 3 | 6 | 4 | 4 | 136 |
| 15-16 | 11 | 15 | 16 | 21 | 14 | 17 | 8 | 2 | 3 | 2 | 2 | 4 | 3 | 118 |
| 16-17 | 17 | 18 | 12 | 13 | 17 | 18 | 10 | 7 | 5 | 1 | 3 | 0 | 2 | 123 |
| 17-18 | 14 | 18 | 12 | 13 | 17 | 18 | 10 | 7 | 5 | 1 | 3 | | 2 | 120 |
| 18-19 | 13 | 15 | 19 | 10 | 14 | 13 | 13 | 5 | 8 | 3 | | 5 | 3 | 121 |
| 19-20 | 17 | 13 | 15 | 17 | 11 | 15 | 13 | 8 | 6 | 7 | 3 | | 4 | 129 |
| 20-21 | 31 | 25 | 22 | 19 | 16 | 17 | 16 | 13 | 10 | 6 | 10 | 3 | 0 | 188 |
| 21-22 | 27 | 21 | 26 | 16 | 19 | 14 | 11 | 11 | 10 | 9 | 6 | 6 | 2 | 178 |
| 22-23 | 15 | 30 | 18 | 23 | 13 | 19 | 19 | 4 | 12 | 4 | 9 | 6 | 6 | 178 |
| 23-24 | 21 | 14 | 28 | 19 | 21 | 10 | 17 | 13 | 5 | 3 | 4 | 11 | 5 | 171 |
| 24-25 | 16 | 18 | 12 | 20 | 18 | 15 | 11 | 17 | 14 | 3 | 4 | 2 | 8 | 158 |

Unaccredited and Homeschooled

10 Year Trendline





ADDENDUM

REGULAR BOARD MEETING Monday, October 21, 2024 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

| |
|--------------------------|
| 3. AGENDA ITEM #3 |
|--------------------------|

Subject: Consider Second / Final Reading of Revisions to the Policy Manual

Action: Requires a Motion

Background: The Policy Committee reviewed the following policies and have brought them forward for a second 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. accessible;

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

Options/Recommendation: I recommend approving these policies revisions.



ADDENDUM

REGULAR BOARD MEETING Monday, October 21, 2024 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

| |
|--------------------------|
| 4. AGENDA ITEM #4 |
|--------------------------|

Subject: Consider Policies with Legislative Requirements for Approval with One Reading

Action: Requires a Motion

Background: The following policies were reviewed by the Policy Committee and brought forward for a single reading. Policies being adopted due to statutory changes can be adopted in one reading.

[Policy 102 - Equal Educational Opportunity](#)

- Adds legislative change to “discrimination” definition.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of one or more of the following: race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for students with disabilities.

[Policy 207 - Public Hearings](#)

- Removes address requirement

III. PROCEDURES

C. Public Participation

1. Format of Request: If required by the school board, a written request of an individual or a group to address the school board shall contain the name ~~and address~~ of the person or group seeking to address the school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.

Policy 419 - Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction

- Adds a section prohibiting the school district from doing business with companies associated with tobacco products or from promoting tobacco products.

II. GENERAL STATEMENT OF POLICY

D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote tobacco products or electronic delivery devices on school property or at school-sponsored events.

- Adds carrying a medicine pouch as a permissible activity, clarifies language under “Exceptions”

IV. EXCEPTIONS

A. violation of this policy does not occur when an American Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian adult or student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An American Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

B. A violation of this policy does not occur when an adult non student possesses a tobacco or nicotine product that has been approved by the United States Food and Drug

Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

~~It shall not be a violation of this policy for an Indian adult or student to carry loose tobacco in a tobacco pouch intended for spiritual or cultural ceremonial support with the permission of the student's parent or guardian and the written or verbal notice to the site administrator.~~

- Adds smudging as a permissible activity, clarifies language under “Exceptions”

IV. EXCEPTIONS

C. An American Indian student or staff member may use tobacco, sage, sweetgrass, and cedar to conduct individual or group smudging in a public school. The process for conducting smudging is determined by the building or site administrator. Smudging must be conducted under the direct supervision of an appropriate staff member, as determined by the building or site administrator.

Policy 425 - Staff Development and Mentoring

- Adds Professional Training Provisions
- Removes language on the World’s Best Workforce and replaces it with Comprehensive Achievement and Civic Readiness

VII. PARAPROFESSIONALS, TITLE I AIDES, AND OTHER INSTRUCTIONAL SUPPORT STAFF

A. The school district must provide a minimum of eight hours of paid orientation or professional development annually to all paraprofessionals, Title I aides, and other instructional support staff. Six of the eight hours must be completed before the first instructional day of the school year or within 30 days of hire. The school district must consult the exclusive representative for employees receiving this training before creating or planning the training required under this section.

E. For the 2024-2025 school year only, a school may reduce the hours of training required in paragraphs (b) to (e) to a minimum of six hours and must pay for paraprofessional test materials and testing fees for any paraprofessional employed by the school district during the 2023-2024 school year who has not yet successfully completed the paraprofessional assessment or met the requirements of the paraprofessional competency grid.

VIII. REPORTING

A. The school district and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures as part of the school district's world's best workforce comprehensive achievement and civic readiness report.

Presentation: Superintendent of Schools, Jeff Olson
Policy Committee

Options/Recommendation: I recommend approving these policies.



ADDENDUM

REGULAR BOARD MEETING Monday, October 21, 2024 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

5. AGENDA ITEM #5

Subject: Consider Approval of Gymnastics Cooperative with LeSueur-Henderson Public Schools

Action: Requires a Motion

Background: The LeSueur – Henderson school district has made a formal request to form a Gymnastics Cooperative with our school district. The process for forming a Cooperative is governed by the Minnesota State High School League (MSHSL). This process is covered in the "Application for Cooperative Sponsorship" which is included in your materials for the meeting. In addition, our district has developed a checklist to aid in the process of considering a cooperative sponsorship of athletic teams with another school. This checklist is also included in your materials for the meeting. This request has been reviewed by the district's MSHSL Advisory Committee and The Education Committee of the School Board. Both of these Committees recommend your approval of a Gymnastics Cooperative with the LeSueur-Henderson Public Schools.

Presentation: Superintendent of Schools, Jeff Olson
Activities Director, Shea Roehrkas

Options/Recommendation: I recommend your approval of a Gymnastics Cooperative with the LeSueur-Henderson Public Schools.

Application for Cooperative Sponsorship

Deadline: Not later than 30 days prior to the first day of practice for that sport season.
 PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Girls Gymnastics
 beginning with the 2024 - 2025 school year. (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

| | School | Enrollment (9-12)* | City | Administrative Region** | Competitive Section** |
|-----------------|-------------------------|--------------------|-----------|-------------------------|-----------------------|
| High School #1: | Saint Peter High School | 711 | St. Peter | 2AA | 2A |
| High School #2: | Le Sueur-Henderson | 281 | Le Sueur | 2A | |
| High School #3: | | | | | |
| High School #4: | | | | | |

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?
 Yes This application must include a review and comments from the conference(s) of which the schools are members.
 No
- Do any of the above schools currently have a cooperative agreement in this activity?
 Yes An application for dissolution must be submitted for the existing agreement.
 No
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About_MSHSL/Membership_Information:_A_History_&_Model_Resolution_for_School_Boards))
Participation numbers for St. Peter have been trending down. This will help sustain our program.
- List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

| | 7th | 8th | 9th | 10th | 11th | 12th |
|----------------|-----|-----|-----|------|------|------|
| High School #1 | 4 | 1 | 43 | 5 | 2 | 3 |
| High School #2 | | | | | 1 | |
| High School #3 | | | | | | |
| High School #4 | | | | | | |

5. Team Identification: (Indicate how cooped schools should be identified in tournament programs): Saint Peter Saints

6. Team Colors: Navy & White Team Mascot: Saints

7. Host School (school that will receive revenue share check): _____

| Board of Education (or designee) | School | Date |
|----------------------------------|--------|-------|
| Signed _____ | _____ | _____ |
| Signed _____ | _____ | _____ |
| Signed _____ | _____ | _____ |
| Signed _____ | _____ | _____ |

Official Action of the MSHSL Board of Directors

Approved Not Approved

Signature: _____ 77 Date: _____
 MSHSL Executive Director



This document is designed to be a checklist to aid in the process of considering a cooperative sponsorship of Athletic Teams with another MSHSL Sanctioned school. All steps must be completed and/or answered before a cooperative can be formed.

1. Is there a need for a cooperative sponsorship in order for Saint Peter to field competitive teams at the Varsity and Junior Varsity levels?
 - a. Answer: Yes, numbers are at a point now where there would be girls that are not prepared to compete at a varsity level asked to do so.
2. Will a cooperative sponsorship increase opportunities for Saint Peter students to participate in the activity (Varsity, Junior Varsity, lower levels)?
 - a. Answer: It will not decrease as all would still have plenty of opportunities to compete
3. Does the district have the necessary facilities to handle the number of students expected to participate in the cooperative activity?
 - a. Answer: Yes would still be at GAC
4. Will the expenses for the cooperative be “cost neutral” or lower for the Saint Peter School District?
 - a. Answer: Cost Neutral, will not increase or change anything on our end.
5. Will the cooperative place the activity in a higher level of classification at the Section level?
 - a. Yes or No: _NO_ If yes, explain:
6. Have Saint Peter coaches in the proposed activity been given an opportunity to “weigh” in on a possible cooperative?
 - a. Answer: Yes, they would like this to happen to help with numbers and hopefully increase size of the program.
7. Has the MSHSL Advisory Committee been given an opportunity to provide input on the proposed cooperative?
 - a. Answer: Yes, we met on 10/8 and all were in favor.



SPHS ACTIVITIES OFFICE | 2121 West Broadway Avenue | Saint Peter, MN 56082 | 507-934-4212 (Office) | www.stpetersschools.org

8. Will the Big South Conference, Section, and/or Region give their approval for the cooperative? (Must have approval to move forward to step 9.) Yes.

9. Has the Education Committee of the Saint Peter School Board been presented with the information on the cooperative sponsorship and been given the opportunity to provide input and ask questions? (Must have approval to bring the sponsorship to the full school board to move on to step 10.)
 - a. Answer: Yes on 10/10/24 and will be sent to the 10/21/24 school board meeting.

10. Has the cooperative sponsorship application been brought in front of the full school board for approval? (Must have approval and signatures to move forward to step 11.)
 - a. Answer:

11. Complete the MSHSL Application for Cooperative Sponsorship form and send it to the other school(s) to complete their portion.
 - a. Date Sent: _____

 - b. Date Returned: _____

12. Send completed application to the MSHSL for approval.
 - a. Date Sent: _____

 - b. Approved or Denied by MSHSL: _____



ADDENDUM

REGULAR BOARD MEETING Monday, October 21, 2024 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

6. AGENDA ITEM #6

Subject: Consider Approval of a Resolution Supporting the District's Application for a Grant from the Minnesota State High School League (MSHSL) Foundation

Action: Requires a Resolution

Background: The Minnesota State High School League Foundation awards grants to school districts to help in lowering the cost for students whose family income may be limited to participate in athletic and fine arts programs. The application has been submitted but will not be finalized until a formal resolution is adopted by the School Board.

Presentation: Superintendent of Schools, Jeff Olson

Options/Recommendation: I recommend you pass the resolution supporting the district's application to the MSHSL Foundation.

FORM A WORKSHEET

ASSISTING WITH FILLING OUT **FORM A** APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

This is for your assistance only and does not need to be submitted with the Application Form

STEP 1

List the number of free and reduced lunch students identified in the October 1, 2023 report submitted by your school to the Minnesota Department of Education. Enter these numbers on FORM A

Grade 9: 119 _____
Grade 10: 114 _____
Grade 11: 107 _____
Grade 12: 150 _____

TOTAL:

Enter these numbers on FORM A

STEP 2

Identify the **UNDUPLICATED** number of free or reduced lunch students who participated in your activities program during the 2023-2024 school year.

- Unduplicated: Only count each student participant one time.
- In calculating your unduplicated number, count each student once regardless of the number of activities in which the student might participate. **The total unduplicated count below must not be more than the total number in Step 1.**

*Example: Sally Smith: Fall-volleyball; Winter-dance; Spring-golf.
Sally counts as one student regardless of the number of activities in which she participates.*

*Bill Johnson: Winter-wrestling.
Bill counts as one student and only participated in one activity.*

TOTAL UNDUPLICATED COUNT
of free/reduced lunch students

Enter this number on FORM A

STEP 3: NOT LATER THAN NOVEMBER 15, 2024

Complete the online Form A application at mshslfoundation.org

Contact your school administrator and have the MSHSL Foundation Form A Resolution approved by the Governing Board of your school.

Once approved, the Governing Board Chair and Governing Board Clerk/Treasurer shall sign the Resolution.

Upload the PDF of the Resolution on the Form A application or email MSHSL Foundation Resolution to mshslfoundation@gmail.com.

FORM A

RESOLUTION OF GOVERNING BOARD SUPPORTING FORM A APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota’s high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of Saint Peter Public Schools recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of Saint Peter Public Schools supports the school’s application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

10.21.2024
Date

Board Chair/Head of School

10.21.2024
Date

Board Clerk – Treasurer/ Finance Director



ADDENDUM

REGULAR BOARD MEETING Monday, October 21, 2024 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

7. AGENDA ITEM #7

Subject: School Calendars: 25-26, 26-27 and 27-28

Action: Requires a Motion

Background: As you are aware, there is a need to finalize the 2025-2026 school calendar in order for our construction team (ICS) to develop a construction schedule for next summer. As you will note, the calendar is designed to provide a twelve (12) week construction window in the summer of 2025. The timing of a decision on the calendar is critical since end and start of school dates need to be included in the bid documents for the Middle School project. You were presented with the calendars at the October 7th Study Session, the calendars were reviewed at the October 10th Education Committee Meeting and with SPEA Leadership on October 14th. The 2026-2027 and 2027-2028 calendars are being presented as "draft" calendars. No formal action will need to be taken on these calendars at this point in time.

Presentation: Superintendent of Schools, Jeff Olson

Options/Recommendation: I recommend that you adopt the 2025-2026 school calendar as presented.

2025-2026 Saint Peter Public Schools

| | | August 2025 | | | | | | | September 2025 | | | | | | | | |
|-------|--|---------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|-------|--|
| | | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | | |
| 20-21 | New Teacher Workshop | | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 | 1 | Labor Day |
| 25-28 | Teacher Workshop | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 2 | First Day of School SPHS |
| | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | Date | First Day of School K-8 & Rock Bend |
| | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | Staff Development Day - No School |
| | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | | | |
| | | 31 | | | | | | | | | | | | | | | |
| | | October 2025 | | | | | | | November 2025 | | | | | | | | |
| | | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | | |
| 16-17 | MEA Break | | | | 1 | 2 | 3 | 4 | | | | | | | 1 | 6 | End of 1st Qtr/K-8: 43 days 9-12: 45 days |
| 31 | Early Release | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | Teacher Workday - No School |
| | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 21 | Early Release |
| | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 27-28 | Thanksgiving Break |
| | | 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | |
| | | | | | | | | | 30 | | | | | | | | |
| | | December 2025 | | | | | | | January 2026 | | | | | | | | |
| | | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | | |
| 22-31 | Winter Break | | 1 | 2 | 3 | 4 | 5 | 6 | | | | | 1 | 2 | 3 | 1-2 | Winter Break |
| | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 16 | Early Release Day |
| | | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 23 | End of 2nd Qtr/K-8: 41 days 9-12: 42 days |
| | | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 19 | MLK DAY |
| | | 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 26 | Teacher Workday - No School |
| | | February 2026 | | | | | | | March 2026 | | | | | | | | |
| | | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | | |
| 16 | President's Day | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 6 | Early Release Day |
| | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 20 | No School |
| | | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 27 | End of 3rd Qtr/K-8: 41 days 9-12: 42 days |
| | | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 30 | Teacher Workday - No School |
| | | | | | | | | | 29 | 30 | 31 | | | | | | |
| | | April 2026 | | | | | | | May 2026 | | | | | | | | |
| | | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | | |
| 2 | Early Release | | | | 1 | 2 | 3 | 4 | | | | | | 1 | 2 | 8 | Early Release Day |
| 3-6 | No School | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 25 | Memorial Day |
| 24 | Staff Development Day - No School | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | |
| | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | |
| | | 26 | 27 | 28 | 29 | 30 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | |
| | | | | | | | | | 31 | | | | | | | | |
| | | June 2026 | | | | | | | | | | | | | | | |
| | | S | M | T | W | Th | F | S | | | | | | | | | |
| 4 | End of 4th Qtr/K-8: 42 days 9-12: 44 days | | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | | | | |
| 5 | Teacher Workday/Graduation | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | | | | | | | | |
| | | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | | | | | | | | |
| | | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | | | | | | | | |
| | | 28 | 29 | 30 | | | | | | | | | | | | | |



SOUTH: 934-2754
 NORTH: 934-3260
 MIDDLE SCHOOL: 934-4210
 HIGH SCHOOL: 934-4212
 DISTRICT OFFICE: 934-5703
 SAINTS BUS SERVICE: 934-4690
www.stpeterschools.org

modified: 10.11.24

THE SCHOOL BOARD RESERVES THE RIGHT TO CHANGE OR MODIFY THE CALENDAR.

2026-2027 Saint Peter Public Schools

DRAFT = FALL 2024

| | | August 2026 | | | | | | | September 2026 | | | | | | | | |
|-------|--|---------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|-------|--|
| | | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | | |
| 26-27 | New Teacher Workshop | | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | 1-3 | Teacher Workshop |
| 31 | Teacher Workshop | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 7 | Labor Day |
| | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 8 | First Day of School SPHS |
| | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | Date | First Day of School K-8 & Rock Bend |
| | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | | | | 25 | No School-Staff Development |
| | | 30 | 31 | | | | | | | | | | | | | | |
| | | October 2026 | | | | | | | November 2026 | | | | | | | | |
| | | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | | |
| | | | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 12 | End of 1st Qtr/K-8: 43 days 9-12: 45 days |
| 15-16 | MEA Break | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 13 | Teacher Workday-No School |
| 30 | Early Release | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 25 | Early Release |
| | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 26-27 | Thanksgiving Break |
| | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | | | | | | | |
| | | December 2026 | | | | | | | January 2027 | | | | | | | | |
| | | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | | |
| | | | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | 1 | Winter Break |
| | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 15 | Early Release Day |
| | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 18 | MLK DAY |
| 21-31 | Winter Break | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 29 | End of 2nd Qtr/K-8: 41 days 9-12: 42 days |
| | | 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | |
| | | | | | | | | | 31 | | | | | | | | |
| | | February 2027 | | | | | | | March 2027 | | | | | | | | |
| | | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | | |
| | | | 1 | 2 | 3 | 4 | 5 | 6 | | 1 | 2 | 3 | 4 | 5 | 6 | 10 | No School |
| 1 | Teacher Workday-No School | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 24 | Early Release Day |
| 12 | No School-Staff Development | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 25-26 | No School |
| 15 | President's Day | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | |
| | | 28 | | | | | | | 28 | 29 | 30 | 31 | | | | | |
| | | April 2027 | | | | | | | May 2027 | | | | | | | | |
| | | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | | |
| | | | | | | 1 | 2 | 3 | | | | | | | 1 | | |
| 9 | End of 3rd Qtr/K-8: 41 days 9-12: 44 days | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 14 | Early Release Day |
| 12 | Teacher Workday-No School | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 24 | Memorial Day |
| 23 | Early Release | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | |
| | | 25 | 26 | 27 | 28 | 29 | 30 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | |
| | | | | | | | | | 30 | 31 | | | | | | | |
| | | June 2027 | | | | | | | | | | | | | | | |
| | | S | M | T | W | Th | F | S | | | | | | | | | |
| | | | | 1 | 2 | 3 | 4 | 5 | | | | | | | | | |
| 10 | End of 4th Qtr/K-8: 44 days 9-12: 42 days | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | | | | | | | | |
| 11 | Teacher Workday/Graduation | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | | | | | | | | |
| | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | | | | | | | |
| | | 27 | 28 | 29 | 30 | | | | | | | | | | | | |



SOUTH: 934-2754
 NORTH: 934-3260
 MIDDLE SCHOOL: 934-4210
 HIGH SCHOOL: 934-4212
 DISTRICT OFFICE: 934-5703
 SAINTS BUS SERVICE: 934-4690
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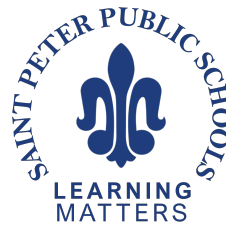
DRAFT = FALL 2024 / modified: 10.11.24

THE SCHOOL BOARD RESERVES THE RIGHT TO CHANGE OR MODIFY THE CALENDAR.

2027-2028 Saint Peter Public Schools

DRAFT = FALL 2024

| | | August 2027 | | | | | | | September 2027 | | | | | | | | |
|-------|--|---------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|-------|--|
| | | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | | |
| 25-26 | New Teacher Workshop | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 | 1-2 | Teacher Workshop |
| 30-31 | Teacher Workshop | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 6 | Labor Day |
| | | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 7 | First Day of School SPSHS |
| | | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | Date | First Day of School K-8 & Rock Bend |
| | | 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | | | 24 | No School-Staff Development |
| | | October 2027 | | | | | | | November 2027 | | | | | | | | |
| | | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | | |
| 21-22 | MEA Break | | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 | 11 | End of 1st Qtr/K-8: 43 days 9-12: 45 days |
| 29 | Early Release | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 12 | Teacher Workday-No School |
| | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 19 | Early Release |
| | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 25-26 | Thanksgiving Break |
| | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | | | |
| | | 31 | | | | | | | | | | | | | | | |
| | | December 2027 | | | | | | | January 2028 | | | | | | | | |
| | | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | | |
| | | | | | 1 | 2 | 3 | 4 | | | | | | | 1 | 14 | Early Release Day |
| | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 17 | MLK DAY |
| 20-31 | Winter Break | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 28 | End of 2nd Qtr/K-8: 41 days 9-12: 42 days |
| | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 31 | Teacher Workday-No School |
| | | 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | |
| | | | | | | | | | 30 | 31 | | | | | | | |
| | | February 2028 | | | | | | | March 2028 | | | | | | | | |
| | | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | | |
| | | | | 1 | 2 | 3 | 4 | 5 | | | | 1 | 2 | 3 | 4 | | |
| 21 | President's Day | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 24 | Early Release Day |
| 28 | No School | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 31 | End of 3rd Qtr/K-8: 41 days 9-12: 42 days |
| | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | |
| | | 27 | 28 | 29 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | | | |
| | | | | | | | | | | | | | | | | | |
| | | April 2028 | | | | | | | May 2028 | | | | | | | | |
| | | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | | |
| 3 | Teacher Workday-No School | | | | | | | 1 | | 1 | 2 | 3 | 4 | 5 | 6 | 5 | No School - Staff Development |
| 13 | Early Release | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 12 | Early Release Day |
| 14 | No School | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 29 | Memorial Day |
| 17 | No School | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | |
| | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 | | | | | |
| | | 30 | | | | | | | | | | | | | | | |
| | | June 2028 | | | | | | | | | | | | | | | |
| | | S | M | T | W | Th | F | S | | | | | | | | | |
| 8 | End of 4th Qtr/K-8: 44 days 9-12: 44 days | | | | | 1 | 2 | 3 | | | | | | | | | |
| 9 | Teacher Workday/Graduation | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | | | | | | |
| | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | | | | | | | | |
| | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | | | | | | |
| | | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | |



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DRAFT = FALL 2024 / modified: 10.11.24

THE SCHOOL BOARD RESERVES THE RIGHT TO CHANGE OR MODIFY THE CALENDAR.



ADDENDUM

REGULAR BOARD MEETING Monday, October 21, 2024 SPCC-Governor's Room 6:30PM

VIII. INFORMATION ITEMS

| |
|--------------------------|
| 1. AGENDA ITEM #1 |
|--------------------------|

Subject: Report on Student Enrollment

Background: At tonight's meeting, you will be presented with the enrollment numbers and other enrollment data as of October 14, 2024. Enrollment numbers are important to monitor on an ongoing basis.

Presentation: Superintendent of Schools, Jeff Olson
Business Manager, Megan Gracia

**2024-2025 Saint Peter Schools
Enrollment**

Enrollment

| Grade Level | October 1, 2024 | October 14, 2024 |
|--------------------|------------------------|-------------------------|
| ECSE | 57 | 59 |
| K | 121 | 123 |
| 1 | 148 | 150 |
| 2 | 148 | 148 |
| 3 | 150 | 153 |
| 4 | 133 | 133 |
| 5 | 152 | 152 |
| 6 | 144 | 143 |
| 7 | 159 | 159 |
| 8 | 164 | 163 |
| 9 | 162 | 161 |
| 10 | 183 | 185 |
| 11 | 186 | 186 |
| 12 | 161 | 161 |
| RB | 14 | 14 |
| Total | 2082 | 2090 |

Adjusted Pupil Units (APU)

| Grade Level | Count | Weighting | Total |
|--------------------|--------------|------------------|---------------|
| ECSE | 59 | x .6 | 35.4 |
| K | 123 | x 1 | 123 |
| 1 | 150 | x 1 | 150 |
| 2 | 148 | x 1 | 148 |
| 3 | 153 | x 1 | 153 |
| 4 | 133 | x 1 | 133 |
| 5 | 152 | x 1 | 152 |
| 6 | 143 | x 1 | 143 |
| 7 | 159 | x 1.2 | 190.8 |
| 8 | 163 | x 1.2 | 195.6 |
| 9 | 161 | x 1.2 | 193.2 |
| 10 | 185 | x 1.2 | 222 |
| 11 | 186 | x 1.2 | 223.2 |
| 12 | 161 | x 1.2 | 193.2 |
| RB | 14 | x 1.2 | 16.8 |
| Total | 2090 | | 2272.2 |



ADDENDUM

REGULAR BOARD MEETING Monday, October 21, 2024 SPCC-Governor's Room 6:30PM

VIII. INFORMATION ITEMS

| |
|--------------------------|
| 2. AGENDA ITEM #2 |
|--------------------------|

Subject: Fundraising Plans by Site for 2024-2025

Background: School Board Policy 511 - Student Fundraising requires that the superintendent shares annual fundraising plans with the School Board and the public. Attached are the approved fundraising plans for the 2024 - 2025 school year. Building principals will be prepared to answer any questions you may have about the plans.

Presentation: Building Principals



MEMO TO: Dr. Jeff Olson, Superintendent
Saint Peter School Board

FROM: Jana Sykora, Principal
South Elementary

DATE: October 6, 2024

SUBJECT: Fundraisers at South Elementary

| Activity | Recipient |
|---|---|
| Scholastic Book Fair | Media Center and Classroom Libraries |
| Yearbook | Building Initiatives |
| Food Sales at Parent Council Events STAR Pride/Saints Clothing Sales | Parent Council |
| South Read-a-Thon | PBIS Team for Star Pride T-shirts Staff & student appreciation |
| Box Tops | South Activity Account |



MEMO TO: Dr. Jeff Olson
FROM: Darin Doherty
DATE: October 3, 2024
RE: Building Fundraising

The following activities occur at North Elementary to help raise funds for various groups and programs. Some are fundraisers for our building, and some raise funds for charitable organizations outside our district. For the 2024-2025 school year, the following plans are in place:

| Funds Raised Through | Fund Use | Time of Year |
|-----------------------------|--------------------|---------------------|
| Boxtops for Education | Playground Updates | All-Year |
| Club's Choice Fundraising | Playground Updates | Oct. 11 - Oct. 25 |
| Scholastic Book Fair | Media Center Books | Fall and Spring |
| Strawbridge Yearbooks | Saints Funds | Spring |
| Math-A-Thon | PBIS | Spring |
| Sticker Machine | Student Council | All Year |
| School Store | | |



TO: Members of the School Board
Dr. Jeff Olson, superintendent

FROM: Jon Graff

DATE: October 7 , 2024

RE: Middle School Fundraising
2024-2025

The following are fundraisers occurring at Saint Peter Middle School in 2024-2025:

| | | |
|-----------------|---------------------------|---|
| Band | Fruit Sales (Optional) | Oct/Dec. |
| PBIS | Box Tops/Grocery Receipts | All-Year |
| Student Council | Dances | 2 to 3 per year as determined by student council |
| Media Center | Scholastic Book Fair | Two times/year: 1st date in December 2nd date TBD |



TO: Members of the School Board
Dr. Jeff Olson

FROM: Annette Engeldinger

DATE: August 30, 2024

RE: High School Fundraising
2024-2025

Following are the 2023-2024 fundraisers, as well as any known timelines, for Saint Peter High School:

| | | |
|--------------------|---|-------------|
| Band | Fruit Sales/other food products | Oct. - Dec. |
| | Kwik Trip card | |
| | Pizza Ranch - TBD - Monday night in Mankato | |
| | Concessions at Twins games | Spring |
| Choir | Kwik Trip Car Wash | Nov. |
| | Coffee Sales - Driven Coffee | |
| | Pops Concert Silent Auction | Spring |
| FFA | Snack sticks sales | School year |
| | Farm Field (not a fundraiser, but a source of income) | |
| | FFA Week Farm2School Meal | Feb. |
| | Fruit Sales | Spring |
| | Classic Car Roll-In (for memorial scholarship) | Spring |
| | Greenhouse Produce/Plants | Spring |
| World Language | Chocolate/Food sales | Winter |
| | Online Coffee Sales | Ongoing |
| Prom/Class Dues | Heggies pizza Fundraiser | Spring |
| Theater Department | Selling ads for performance programs | Fall/Spring |
| | Selling theater "stars"(notes for performers) | |



ADDENDUM

REGULAR BOARD MEETING Monday, October 21, 2024 SPCC-Governor's Room 6:30PM

VIII. INFORMATION ITEMS

3. AGENDA ITEM #3

Subject: Review of Policy Manual Revisions – First Reading

Background: The following policy was reviewed by the Policy Committee and brought forward for a first reading:

- Policy 522 - Title IX Sex Discrimination Policy, Grievance Procedure and Process
 - Due to significant changes to Title IX, MSBA recommends adoption of a new version of the policy. The new policy, in its entirety, has been uploaded to BoardBook for review.

Presentation: Policy Committee

522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

[NOTE: In 2024, the U.S. Department of Education, Office of Civil Rights (OCR), released the latest version of the Final Rule amending Title IX regulations at 34 Code of Federal Regulations, part 106. These regulations have an effective date of August 1, 2024.]

I. GENERAL STATEMENT OF POLICY

- A. The school district does not discriminate on the basis of sex, including discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, in any education program or activity that it operates, including in admission and employment. The school district does not discriminate in such a manner in its implementing regulations. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. Except as provided elsewhere under Title IX or its regulations, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the school district.
- C. The school district prohibits sex-based discrimination or sexual harassment that occurs within its education programs and activities. The school district shall promptly respond in a manner that is prompt and effective.
- D. Except as provided therein, Title IX and its regulations apply to all sex discrimination occurring under a school district's education program or activity in the United States. For the purpose of this paragraph, conduct that occurs under the school district's education program or activity includes but is not limited to conduct that is subject to the school district's disciplinary authority. The school district has an obligation to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the school district's education program or activity or outside the United States.
- E. The school district has adopted, published, and implemented grievance procedures consistent with the requirements of 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46, that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in the school district's education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or its regulations.
- F. The school district's obligation to comply with Title IX and its regulations is not obviated or alleviated by the Federal Educational Rights and Privacy Act (FERPA), 20 United States Code, section 1232g, or its implementing regulations, 34 Code of Federal Regulations, part 99, or any state law or local law. The obligation to comply is not obviated or alleviated by any rule or regulation of any organization, club, athletic or other league, or association which would render any applicant or student ineligible to participate or limit the eligibility or participation of any applicant or student, on the basis of sex, in any education program or activity operated by the school district and

which receives Federal financial assistance.

- G. The school district has an obligation to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the school district's education program or activity or outside the United States.
- H. Nothing in Title IX or its regulations may be read in derogation of any legal right of a parent, guardian, or other authorized legal representative to act on behalf of a complainant, respondent, or other person, subject to Paragraph F of this section, including but not limited to making a complaint through the school district's grievance procedures for complaints of sex discrimination.
- I. In the limited circumstances in which Title IX or its regulations permits different treatment or separation on the basis of sex, the school district must not carry out such different treatment or separation in a manner that discriminates on the basis of sex by subjecting a person to more than de minimis harm, except as permitted by 20 United States Code, section 1681(a)(1) through (9) and the corresponding regulations sections 106.12 through 106.15, 20 United States Code, section 1686 and its corresponding regulation section 106.32(b)(1), or section 106.41(b). Adopting a policy or engaging in a practice that prevents a person from participating in an education program or activity consistent with the person's gender identity subjects a person to more than de minimis harm on the basis of sex.
- J. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator(s) is:

Ytve Prafke: Title IX Coordinator
Phone: 507-934-4211 Ext. 1010
Address: Saint Peter Public Schools
100 Lincoln Drive, Suite 229
St. Peter, MN 56082
Email: yprafke@stpeterschools.org

Inquiries about Title IX and its regulations may be referred to the Title IX Coordinator, the United States Department of Education's Office for Civil Rights, or both.

- K. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to: <https://www.stpeterschools.org/>
- L. The effective date of this policy is August 1, 2024, and applies to alleged violations of this policy occurring on or after August 1, 2024.

II. DEFINITIONS

- A. "Admission" means selection for part-time, full-time, special, associate, transfer, exchange or any other enrollment, membership, or matriculation in or at an education program or activity operated by the school district.
- B. "Complainant" means
 - 1. a student or employee of the school district who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or
 - 2. a person other than a student or employee of the school district who is alleged to have been subjected to conduct that could constitute sex

discrimination under Title IX and who was participating or attempting to participate in a school district education program or activity at the time of the alleged sex discrimination.

C. "Complaint" means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged discrimination under Title IX or its regulations.

1. A person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 Code of Federal Regulations, section 106.44(f)(1)(v).
2. The following individuals have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that the school district investigate and make a determination about alleged discrimination under Title IX:
 - a. a complainant;
 - b. a parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
 - c. the school district's Title IX Coordinator.

[NOTE: When the Title IX Coordinator is notified of conduct that reasonably may constitute sex discrimination under Title IX (and in the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process), the Title IX Coordinator must determine whether to initiate a complaint of sex discrimination as required under Title IX. The requirements for such a fact-specific determination are set forth in 34 Code of Federal Regulations, section 106.44(f)(1)(v).]

3. With respect to complaints of sex discrimination other than sex-based harassment, in addition to the persons listed above, the following persons have a right to make a complaint:
 - a. any school district student or employee; or
 - b. any person other than a school district student or employee who was participating or attempting to participate in a school district education program or activity at the time of the alleged sex discrimination.

D. "Confidential employee" means

1. A school district employee whose communications are privileged or confidential under Federal or Minnesota law. The employee's confidential status, for purposes of this part, is only with respect to information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies; or
2. A school district employee whom the school district has designated as confidential under this part for the purpose of providing services to persons related to sex discrimination. If the employee also has a duty not associated with providing those services, the employee's confidential status is only with

respect to information received about sex discrimination in connection with providing those services.

- E. "Day" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- F. "Disciplinary sanctions" means consequences imposed on a respondent following a determination under Title IX that the respondent violated the school district's prohibition on sex discrimination.
- G. "Parental status" as used in Title IX and its regulations means the status of a person who, with respect to another person who is under the age of 18 or who is 18 or older but is incapable of self-care because of a physical or mental disability, is:
 - 1. A biological parent;
 - 2. An adoptive parent;
 - 3. A foster parent;
 - 4. A stepparent;
 - 5. A legal custodian or guardian;
 - 6. In loco parentis with respect to such a person; or
 - 7. Actively seeking legal custody, guardianship, visitation, or adoption of such a person.
- H. "Party" means a complainant or respondent.
- I. "Peer retaliation" means retaliation by a student against another student.
- J. "Pregnancy or related conditions" means:
 - 1. Pregnancy, childbirth, termination of pregnancy, or lactation;
 - 2. Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
 - 3. Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.
- K. "Program or activity" and "program" means all of the operations of a local education agency as defined in 20 United States Code, section 8801, a special purpose district, a system of vocational education, or other school system.
- L. "Relevant" means related to the allegations of sex discrimination under investigation as part of the grievance procedures under Title IX and 34 Code of Federal Regulations, section 106.44. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.
- M. "Remedies" means measures provided, as appropriate, to a complainant or any other person the school district identifies as having had their equal access to the school district's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the school

district's education program or activity after a school district determines that sex discrimination occurred.

- N. "Respondent" means a person who is alleged to have violated the school district's prohibition on sex discrimination.
- O. "Retaliation" means intimidation, threats, coercion, or discrimination against any person by the school district, a student, or an employee or other person authorized by the school district to provide aid, benefit, or service under the school district's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.
- P. "Sex-based harassment" prohibited by Title IX and its regulations is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

- 1. *Quid pro quo harassment.*

An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

- 2. *Hostile environment harassment.*

Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (*i.e.*, creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- a. The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
- b. The type, frequency, and duration of the conduct;
- c. The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- d. The location of the conduct and the context in which the conduct occurred; and
- e. Other sex-based harassment in the school district's education program or activity; or

- 3. *Specific offenses.*

- a. Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
- b. Dating violence meaning violence committed by a person:

- i. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - ii. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (a) The length of the relationship;
 - (b) The type of relationship; and
 - (c) The frequency of interaction between the persons involved in the relationship;
 - c. Domestic violence meaning felony or misdemeanor crimes committed by a person who:
 - i. is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the state of Minnesota, or a person similarly situated to a spouse of the victim;
 - ii. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
 - iii. shares a child in common with the victim; or
 - iv. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
 - d. Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - i. Fear for the person’s safety or the safety of others; or
 - ii. Suffer substantial emotional distress.
- Q. “Student” means a person who has gained admission.
- R. “Student with a disability” means a student who is an individual with a disability as defined in the Rehabilitation Act of 1973, as amended, or a child with a disability as defined in the Individuals with Disabilities Education Act.
- S. “Supportive measures” means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:
 - 1. Restore or preserve that party’s access to the school district’s education program or activity, including measures that are designed to protect the safety of the parties or the school district’s educational environment; or
 - 2. Provide support during the school district’s grievance procedures or during the informal resolution process.

The school district will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person’s access to the school district’s education program or activity or provide support during the school district’s Title IX grievance procedures or during the informal resolution process.

T. "Title IX" means Title IX of the Education Amendments of 1972, as amended.

III. DESIGNATION OF TITLE IX COORDINATOR AND DESIGNEES

- A. The school district must designate and authorize at least one employee, referred to as a Title IX Coordinator, to coordinate its efforts to comply with its obligations under Title IX and its regulations.
- B. As appropriate, the school district may delegate, or permit a Title IX Coordinator to delegate, specific duties to one or more designees.

IV. PARENTAL, FAMILY, OR MARITAL STATUS; PREGNANCY OR RELATED CONDITIONS

A. Status Generally

The school district must not adopt or implement any policy, practice, or procedure concerning a student's current, potential, or past parental, family, or marital status that treats students differently on the basis of sex.

B. Pregnancy or Related Conditions

1. Nondiscrimination

The school district must not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy or related conditions. The school district does not engage in prohibited discrimination when it allows a student, based on pregnancy or related conditions, to voluntarily participate in a separate portion of its education program or activity provided the school district ensures that the separate portion is comparable to that offered to students who are not pregnant and do not have related conditions.

2. Responsibility to Provide Title IX Coordinator Contact and Other Information

The school district must ensure that when a student, or a person who has a legal right to act on behalf of the student, informs any employee of the student's pregnancy or related conditions, unless the employee reasonably believes that the Title IX Coordinator has been notified, the employee promptly provides that person with the Title IX Coordinator's contact information and informs that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the school district's education program or activity.

3. Specific Actions to Prevent Discrimination and Ensure Equal Access

The school district must take specific actions below to promptly and effectively prevent sex discrimination and ensure equal access to the school district's education program or activity once the student, or a person who has a legal right to act on behalf of the student, notifies the Title IX Coordinator of the student's pregnancy or related conditions. The Title IX Coordinator must coordinate these actions.

a. Responsibility to provide information about school district obligations.

The school district must inform the student, and if applicable, the person who notified the Title IX Coordinator of the student's pregnancy or related conditions and has a legal right to act on behalf of the student, of the school district's obligations under 34 Code of

Federal Regulations, section 106.31, paragraphs (b)(1) through (5) and section 106.44(j) and provide the school district's notice of nondiscrimination under section 106.8(c)(1)

b. Reasonable modifications

- i. The school district must make reasonable modifications to the school district's policies, practices, or procedures as necessary to prevent sex discrimination and ensure equal access to the school district's education program or activity. Each reasonable modification must be based on the student's individualized needs. In determining what modifications are required under this paragraph, the school district must consult with the student. A modification that a school district can demonstrate would fundamentally alter the nature of its education program or activity is not a reasonable modification.
- ii. The student has discretion to accept or decline each reasonable modification offered by the school district. If a student accepts the school district's offered reasonable modification, the school district must implement it.
- iii. Reasonable modifications may include, but are not limited to, breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom; intermittent absences to attend medical appointments; access to online or homebound education; changes in schedule or course sequence; extensions of time for coursework and rescheduling of tests and examinations; allowing a student to sit or stand, or carry or keep water nearby; counseling; changes in physical space or supplies (for example, access to a larger desk or a footrest); elevator access; or other changes to policies, practices, or procedures.

c. Voluntary access to separate and comparable portion of program or activity

The school district must allow the student to voluntarily access any separate and comparable portion of the school district's education program or activity under Paragraph A. above.

d. Voluntary leaves of absence

The school district must allow the student to voluntarily take a leave of absence from the school district's education program or activity to cover, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. To the extent that a student qualifies for leave under a leave policy maintained by the school district that allows a greater period of time than the medically necessary period, the school district must permit the student to take voluntary leave under that policy instead if the student so chooses. When the student returns to the school district's education program or activity, the student must be reinstated to the academic status and, as practicable, to the extracurricular status that the student held when the voluntary leave began.

e. Lactation space

The school district must ensure that the student can access a lactation space, which must be a space other than a bathroom, that is clean, shielded from view, free from intrusion from others, and may be used by a student for expressing breast milk or breastfeeding as needed.

f. Limitation on supporting documentation

The school district must not require supporting documentation under Paragraph B.3, subparagraphs b. through e. unless the documentation is necessary and reasonable for the school district to determine the reasonable modifications to make or whether to take additional specific actions. Examples of situations when requiring supporting documentation is not necessary and reasonable include, but are not limited to, when the student's need for a specific action under Paragraph C. subparagraphs 3 through 5 is obvious, such as when a student who is pregnant needs a bigger uniform; when the student has previously provided the school district with sufficient supporting documentation; when the reasonable modification because of pregnancy or related conditions at issue is allowing a student to carry or keep water nearby and drink, use a bigger desk, sit or stand, or take breaks to eat, drink, or use the restroom; when the student has lactation needs; or when the specific action under Paragraph C. subparagraphs 3 through 5 is available to students for reasons other than pregnancy or related conditions without submitting supporting documentation.

4. Comparable Treatment to Other Temporary Medical Conditions

To the extent consistent with Paragraph B.3 above, the school district must treat pregnancy or related conditions in the same manner and under the same policies as any other temporary medical conditions with respect to any medical or hospital benefit, service, plan, or policy the school district administers, operates, offers, or participates in with respect to students admitted to the school district's education program or activity.

5. Certification to Participate

The school district must not require a student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person that the student is physically able to participate in the school district's class, program, or extracurricular activity unless:

- a. The certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;
- b. The school district requires such certification of all students participating in the class, program, or extracurricular activity; and
- c. The information obtained is not used as a basis for discrimination prohibited by this part.

V. REPORTING PROHIBITED CONDUCT

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual

harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.

- B. The school district requires all employees who are not confidential employees to notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations. This requirement does not apply to an employee who has personally been subject to conduct that reasonably may constitute sex discrimination under Title IX or its regulations.
- C. Confidential Employee Requirements
 - 1. The school district must notify all participants in the school district's education program or activity of how to contact its confidential employees, if any.
 - 2. The school district must require a confidential employee to explain to any person who informs the confidential employee of conduct that reasonably may constitute sex discrimination under Title IX or its regulations:
 - a. The employee's status as confidential for purposes of this part, including the circumstances in which the employee is not required to notify the Title IX Coordinator about conduct that reasonably may constitute sex discrimination;
 - b. How to contact the school district's Title IX Coordinator and how to make a complaint of sex discrimination; and
 - c. That the Title IX Coordinator may be able to offer and coordinate supportive measures, as well as initiate an informal resolution process or an investigation under the grievance procedures.
- D. Any employee of the school district who has experienced, has knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- E. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during nonbusiness hours, and may be made in person, by mail, by telephone, or by email using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- F. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the school district may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

VI. SCHOOL DISTRICT'S RESPONSE TO SEXUAL HARASSMENT

A. General

Upon knowledge of conduct that reasonably may constitute sex discrimination in its education program or activity, the school district must respond promptly and effectively. The school district must also comply with 34 Code of Federal Regulations, section 106.44 to address sex discrimination in its education program or activity.

B. Barriers to Reporting

The school district must require its Title IX Coordinator to:

1. Monitor the school district's education program or activity for barriers to reporting information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations; and
2. Take steps reasonably calculated to address such barriers.

C. Title IX Coordinator Requirements

1. The Title IX Coordinator is responsible for coordinating the school district's compliance with its obligations under Title IX and its regulations. The school district must require its Title IX Coordinator, when notified of conduct that reasonably may constitute sex discrimination under Title IX or its regulations, to take the following actions to promptly and effectively end any sex discrimination in its education program or activity, prevent its recurrence, and remedy its effects:
 - a. Treat the complainant and respondent equitably;
 - b. Offer and coordinate supportive measures, as appropriate, for the complainant. In addition, if the school district has initiated grievance procedures or offered an informal resolution process to the respondent, offer and coordinate supportive measures, as appropriate, for the respondent;
 - c. Notify the complainant or, if the complainant is unknown, the individual who reported the conduct, of the grievance procedures and if applicable and the informal resolution process, if available and appropriate. If a complaint is made, notify the respondent of the grievance procedures and the informal resolution process, if available and appropriate;
 - d. In response to a complaint, initiate the grievance procedures or the informal resolution process, if available and appropriate and requested by all parties;
 - e. In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, determine whether to initiate a complaint of sex discrimination that complies with the grievance procedures.
 - i. To make this fact-specific determination, the Title IX Coordinator must consider, at a minimum, the following factors:
 - [a] The complainant's request not to proceed with initiation of a complaint;
 - [b] The complainant's reasonable safety concerns regarding initiation of a complaint;
 - [c] The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
 - [d] The severity of the alleged sex discrimination, including whether the discrimination, if established,

would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;

[e] The age and relationship of the parties, including whether the respondent is an employee of the school district;

[f] The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;

[g] The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and

[h] Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

ii. If, after considering these and other relevant factors, the Title IX Coordinator determines that the conduct as alleged presents an imminent and serious threat to the health or safety of the complainant or other person, or that the conduct as alleged prevents the school district from ensuring equal access on the basis of sex to its education program or activity, the Title IX Coordinator may initiate a complaint

f. If initiating a complaint under Subparagraph e. above, notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures; and

g. Regardless of whether a complaint is initiated, take other appropriate prompt and effective steps, in addition to steps necessary to effectuate the remedies provided to an individual complainant, if any, to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

2. The Title IX Coordinator is not required to comply with Paragraph C.1, subparagraphs a. through g. above upon being notified of conduct that may constitute sex discrimination if the Title IX Coordinator reasonably determines that the conduct as alleged could not constitute sex discrimination under Title IX or its regulations.

D. Supportive Measures

Under the *Title IX Coordinator Requirements* above, the school district must offer and coordinate supportive measures, as appropriate, as described below. For allegations of sex discrimination other than sex-based harassment or retaliation, the school district's provision of supportive measures does not require the school district, its employee, or any other person authorized to provide aid, benefit, or service on the school district's behalf to alter the alleged discriminatory conduct for the purpose of providing a supportive measure.

1. Supportive measures may vary depending on what the school district deems to be reasonably available. These measures may include but are not limited to: counseling; extensions of deadlines and other course-related

adjustments; campus escort services; increased security and monitoring of certain areas of the campus; restrictions on contact applied to one or more parties; leaves of absence; changes in class, work, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and training and education programs related to sex-based harassment.

2. Supportive measures must not unreasonably burden either party and must be designed to protect the safety of the parties or the school district's educational environment, or to provide support during the school district's grievance procedures, or during the informal resolution process. The school district must not impose such measures for punitive or disciplinary reasons.
3. The school district may, as appropriate, modify or terminate supportive measures at the conclusion of the grievance procedures or at the conclusion of the informal resolution process, or the school district may continue them beyond that point.
4. The school district must provide a complainant or respondent with a timely opportunity to seek, from an appropriate and impartial employee, modification or reversal of the school district's decision to provide, deny, modify, or terminate supportive measures applicable to them. The impartial employee must be someone other than the employee who made the challenged decision and must have authority to modify or reverse the decision, if the impartial employee determines that the decision to provide, deny, modify, or terminate the supportive measure was inconsistent with the definition of supportive measures. The school district must also provide a party with the opportunity to seek additional modification or termination of a supportive measure applicable to them if circumstances change materially.
5. The school district must not disclose information about any supportive measures to persons other than the person to whom they apply, including informing one party of supportive measures provided to another party, unless necessary to provide the supportive measure or restore or preserve a party's access to the education program or activity, or when an exception in 34 Code of Federal Regulations section 106.44(j)(1) through (5) applies.
6. The school district must require the Title IX Coordinator to consult with one or more members, as appropriate, of the student's Individualized Education Program (IEP) team, if any, or one or more members, as appropriate, of the group of persons responsible for the student's placement decision under 34 Code of Federal Regulations, section 104.35(c), if any, to determine how to comply with the requirements of the Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act of 1973 in the implementation of supportive measures.

E. Students with Disabilities

If a complainant or respondent is an elementary or secondary student with a disability, the school district must require the Title IX Coordinator to consult with one or more members, as appropriate, of the student's Individualized Education Program (IEP) team, if any, or one or more members, as appropriate, of the group of persons responsible for the student's placement decision under 34 Code of Federal Regulations, section 104.35(c), if any, to determine how to comply with the requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973 throughout the school district's implementation of grievance procedures under 34 Code of Federal Regulations, section 106.45.

F. Emergency Removal

Nothing in Title IX or its regulations precludes the school district from removing a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis, determines that an imminent and serious threat to the health or safety of a complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision must not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990.

G. Administrative Leave

Nothing in Title IX or its regulations precludes the school district from placing an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures. This provision must not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990.

H. Prohibited Disclosures of Personally Identifiable Information

The school district must not disclose personally identifiable information obtained in the course of complying with this part, except in the following circumstances:

1. When the school district has obtained prior written consent from a person with the legal right to consent to the disclosure;
2. When the information is disclosed to a parent, guardian, or other authorized legal representative with the legal right to receive disclosures on behalf of the person whose personally identifiable information is at issue;
3. To carry out the purposes of 34 Code of Federal Regulations, section 106, including action taken to address conduct that reasonably may constitute sex discrimination under Title IX in the school district's education program or activity;
4. As required by federal law, federal regulations, or the terms and conditions of a Federal award, including a grant award or
5. To the extent such disclosures are not otherwise in conflict with Title IX or its regulations, when required by Minnesota or local law or when permitted under FERPA or its implementing regulations.

VII. GRIEVANCE PROCEDURES FOR THE PROMPT AND EQUITABLE RESOLUTION OF COMPLAINTS OF SEX DISCRIMINATION

A. General

The school district's grievance procedures for the prompt and equitable resolution of complaints of sex discrimination must be in writing and include provisions that incorporate the requirements of this section. The requirements related to a respondent apply only to sex discrimination complaints alleging that a person violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that a school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

B. Basic Requirements for Grievance Procedures

The school district's grievance procedures must:

1. Treat complainants and respondents equitably;
2. Require that any person designated as a Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The decisionmaker may be the same person as the Title IX Coordinator or investigator;
3. Include a presumption that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of the school district's grievance procedures for complaints of sex discrimination;
4. Establish reasonably prompt timeframes for the major stages of the grievance procedures, including a process that allows for the reasonable extension of time frames on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay. Major stages include, for example, evaluation (i.e., the school district's decision whether to dismiss or investigate a complaint of sex discrimination); investigation; determination; and appeal, if any;
 - a. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
 - b. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
 - c. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the school district.
 - d. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the school district.
 - e. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.
 - f. The school district may grant a reasonable extension of time frames on a case-by-case basis for good cause as set forth above. The process includes notice to the parties and the reason for the delay.
5. Require the school district to take reasonable steps to protect the privacy of the parties and witnesses during the pendency of the school district's

grievance procedures, provided that the steps do not restrict the ability of the parties to: obtain and present evidence, including by speaking to witnesses, subject to the prohibition against retaliation; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures;

6. Require an objective evaluation of all evidence that is relevant, as defined in Article II, and not otherwise impermissible—including both inculpatory and exculpatory evidence—and provide that credibility determinations must not be based on a person’s status as a complainant, respondent, or witness;
7. Exclude the following types of evidence, and questions seeking that evidence, as impermissible (i.e., must not be accessed or considered, except by the school district to determine whether an exception in subparagraphs (a) through (c) applies; must not be disclosed; and must not otherwise be used), regardless of whether they are relevant:
 - a. Evidence that is protected under a privilege as recognized by federal or Minnesota law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
 - b. A party’s or witness’s records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the school district obtains that party’s or witness’s voluntary, written consent for use in the school district’s grievance procedures; and
 - c. Evidence that relates to the complainant’s sexual interests or prior sexual conduct, unless evidence about the complainant’s prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant’s prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant’s consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred; and
8. If the school district adopts grievance procedures that apply to the resolution of some, but not all, complaints articulate consistent principles for how the school district will determine which procedures apply.

C. Notice of Allegations

Upon initiation of the school district’s grievance procedures, the school district must provide notice of the allegations to the parties whose identities are known.

1. The notice must include:
 - a. The school district’s grievance procedures, and if applicable, any informal resolution process;
 - b. Sufficient information available at the time to allow the parties to respond to the allegations. Sufficient information includes the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination under Title IX or this part, and the date(s) and location(s) of the alleged incident(s), to the extent

that information is available to the school district;

- c. A statement that retaliation is prohibited; and
 - d. A statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence; and if the school district provides a description of the evidence, the parties are entitled to an equal opportunity to access to the relevant and not otherwise impermissible evidence upon the request of any party.
2. If, in the course of an investigation, the school district decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice or that are included in a complaint that is consolidated, the school district must provide notice of the additional allegations to the parties whose identities are known.

[NOTE: If the school district provides a description of the evidence, the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.]

If, in the course of an investigation, the school district decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the school district will notify the parties of the additional allegations.

D. Consolidation

The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

E. Complaint Investigation

- A. The school district must provide for adequate, reliable, and impartial investigation of complaints. To do so, the school district must:
 1. Ensure that the burden is on the school district – not on the parties – to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred;
 2. Provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible;
 3. Review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance, consistent with § 106.2 and with paragraph (b)(7) of this section; and
 4. Provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible in the following manner:
 - a. The school district must provide an equal opportunity to

access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. If the school district provides a description of the evidence, it must further provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party;

- b. The school district must provide a reasonable opportunity to respond to the evidence or to the accurate description of the evidence; and
- c. The school district must take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

F. Questioning Parties and Witnesses to Aid in Evaluating Allegations and Assessing Credibility

The school district must provide a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination.

G. Determination Whether Sex Discrimination Occurred

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the school district must:

1. Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred, unless the school district uses the clear and convincing evidence standard of proof in all other comparable proceedings, including proceedings relating to other discrimination complaints, in which case the school district may elect to use that standard of proof in determining whether sex discrimination occurred. Both standards of proof require the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness; if the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker must not determine that sex discrimination occurred.
2. Notify the parties in writing of the determination whether sex discrimination occurred under Title IX or its regulations including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
3. If there is a determination that sex discrimination occurred, as appropriate, require the Title IX Coordinator to coordinate the provision and implementation of remedies to a complainant and other persons the school district identifies as having had equal access to the school district's education program or activity limited or denied by sex discrimination, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity. The school district may not impose discipline

on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the school district's grievance procedures that the respondent engaged in prohibited sex discrimination;

4. Comply with 34 Code of Federal Regulations, section 106.45, before the imposition of any disciplinary sanctions against a respondent; and
5. Not discipline a party, witness, or others participating in school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

H. Additional Provisions

If the school district adopts additional provisions as part of its grievance procedures for handling complaints of sex discrimination, including sex-based harassment, such additional provisions must apply equally to the parties.

I. Informal Resolution

In lieu of resolving a complaint through the school district's grievance procedures, the parties may instead elect to participate in an informal resolution process under 34 Code of Federal Regulations, section 106.44(k) if provided by the school district consistent with that paragraph.

J. Provisions Limited to Sex-Based Harassment Complaints

For complaints alleging sex-based harassment, the grievance procedures must:

1. Describe the range of supportive measures available to complainants and respondents; and
2. List, or describe the range of, the possible disciplinary sanctions that the school district may impose and remedies that the school district may provide following a determination that sex-based harassment occurred.

VIII. INFORMAL RESOLUTION OF A COMPLAINT

[NOTE: The 2024 Title IX amendments do not require a school district to offer an informal resolution process. However, a school district is free to provide such a process in some circumstances, as long as it complies with certain regulatory requirements. Requirements related to informal resolution are set forth in 34 Code of Federal Regulations, section 106.44(k).]

- A. At any time prior to determining whether sex discrimination occurred, the school district may offer to a complainant and respondent an informal resolution process, unless the complaint includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student or such a process would conflict with federal, Minnesota, or local law. A school district that provides the parties an informal resolution process must, to the extent necessary, also require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.
1. Subject to the limitations in Paragraph A. above, the school district has discretion to determine whether it is appropriate to offer an informal resolution process when it receives information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations or when a complaint of sex discrimination is made, and may decline to offer informal

resolution despite one or more of the parties' wishes.

2. In addition to the limitations in Paragraph A. above, circumstances when the school district may decline to allow informal resolution include but are not limited to when the school district determines that the alleged conduct would present a future risk of harm to others.
- B. The school district must not require or pressure the parties to participate in an informal resolution process. The school district must obtain the parties' voluntary consent to the informal resolution process and must not require waiver of the right to an investigation and determination of a complaint as a condition of enrollment or continuing enrollment, or employment or continuing employment, or exercise of any other right.
- C. Before initiation of an informal resolution process, the school district must provide to the parties notice that explains:
1. The allegations;
 2. The requirements of the informal resolution process;
 3. That, prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and to initiate or resume the school district's grievance procedures;
 4. That the parties' agreement to a resolution at the conclusion of the informal resolution process would preclude the parties from initiating or resuming grievance procedures arising from the same allegations;
 5. The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
 6. What information the school district will maintain and whether and how the school district could disclose such information for use in grievance procedures, if grievance procedures are initiated or resumed.
- D. The facilitator for the informal resolution process must not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Any person designated by the school district to facilitate an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. Any person facilitating informal resolution must receive training as provided under this policy.
- E. Potential terms that may be included in an informal resolution agreement include but are not limited to:
1. Restrictions on contact; and
 2. Restrictions on the respondent's participation in one or more of the school district's programs or activities or attendance at specific events, including restrictions the school district could have imposed as remedies or disciplinary sanctions had the school district determined at the conclusion of the school district's grievance procedures that sex discrimination occurred.

IX. DISMISSAL OF A COMPLAINT

- A. The school district may dismiss a complaint of sex discrimination made through its grievance procedures under this policy for any of the following reasons:

1. The school district is unable to identify the respondent after taking reasonable steps to do so;
 2. The respondent is not participating in a school district education program or activity and is not employed by the school district;
 3. The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or,
 4. The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the school district will make reasonable efforts to clarify the allegations with the complainant.
- B. Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.
- C. The school district must notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint on the bases set out in 34 Code of Federal Regulations, section 106.46(i)(1). If the dismissal occurs after the respondent has been notified of the allegations, then the school district will also notify the respondent that the dismissal may be appealed on the bases set out in 34 Code of Federal Regulations, section 106.46(i)(1). If the dismissal is appealed, the school district must:
1. Notify the parties of any appeal, including notice of the allegations consistent with paragraph (c) of this section if notice was not previously provided to the respondent;
 2. Implement appeal procedures equally for the parties;
 3. Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
 4. Ensure that the decisionmaker for the appeal has been trained as set out in this policy;
 5. Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
 6. Notify the parties of the result of the appeal and the rationale for the result.
- D. When the school district dismisses a complaint, it must, at a minimum:
1. Offer supportive measures to the complainant as appropriate;
 2. For dismissals under Paragraph A. 3 and 4 above in which the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate under 34 Code of Federal Regulations, section 106.44(g); and
 3. Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

- E. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

[NOTE: For example, school districts are reminded of the obligation under Minnesota Statutes, section 122A.20, subdivision 2, to make a mandatory report to the Minnesota Professional Educator Licensing and Standards Board concerning any teacher who resigns during the course of an investigation of misconduct.]

XI. APPEAL OF DETERMINATION

[NOTE: Regarding an appeal of a determination, the 2024 Title IX Final Rule states that the school district must offer the parties an appeal process that, at a minimum, is the same as it offers in all other comparable proceedings, if any, including proceedings relating to other discrimination complaints.]

- A. The school district offers the following process for appeals from a determination whether sex discrimination occurred. This appeal process will be, at a minimum, the same as the school district offers in all other comparable proceedings, including proceedings relating to other discrimination complaints.
- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the appellate decisionmaker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the appellate decisionmaker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the appellate decisionmaker is final. No further review beyond the appeal is permitted.

XII. SANCTIONS AND REMEDIES

Following a determination that sex-based harassment occurred, the school district may impose disciplinary sanctions and may also provide remedies.

- 1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.**
- 2. If the decisionmaker determines a respondent is responsible for violating this policy, the decisionmaker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title**

IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

XIII. RETALIATION

The school district must prohibit retaliation, including peer retaliation, in its education program or activity. When the school district has information about conduct that reasonably may constitute retaliation under Title IX or its regulations, the school district is obliged to comply with 34 Code of Federal Regulations, section 106.44. Upon receiving a complaint alleging retaliation, the school district must initiate its grievance procedures or, as appropriate, an informal resolution process.

XIV. TRAINING

[NOTE: Training requirements are set forth in 34 Code of Federal Regulations, section 106.8(d).]

A. The school district must ensure that the following persons receive training related to their duties under Title IX promptly upon hiring or change of positions that alters their duties under Title IX or its regulations, and annually thereafter. This training must not rely upon sex stereotypes.

1. *All employees* must be trained on:
 - a. The school district's obligation to address sex discrimination in its education program or activity;
 - b. The scope of conduct that constitutes sex discrimination under Title IX and its regulations, including the definition of sex-based harassment; and
 - c. All applicable notification and information requirements under 34 Code of Federal Regulations, sections 106.40(b)(2) and 106.44.
2. *Investigators, decisionmakers, and other persons who are responsible for implementing the school district's grievance procedures or have the authority to modify or terminate supportive measures.*

In addition to the training requirements for all employees described in Paragraphs 1 and 2 above, all investigators, decisionmakers, and other persons who are responsible for implementing the school district's grievance procedures or have the authority to modify or terminate supportive measures under 34 Code of Federal Regulations, section 106.44(g)(4) must be trained on the following topics to the extent related to their responsibilities:

- a. The school district's obligations under 34 Code of Federal Regulations, section 106.44;
- b. The school district's grievance procedures under 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46;
- c. How to serve impartially, including by avoiding prejudgment of the

facts at issue, conflicts of interest, and bias; and

- d. The meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance under 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46.

3. *Facilitators of informal resolution process*

In addition to the training requirements for all employees described in Paragraph 1 above, all facilitators of an informal resolution process under 34 Code of Federal Regulations, section 106.44(k) must be trained on the rules and practices associated with the school district's informal resolution process and on how to serve impartially, including by avoiding conflicts of interest and bias.

4. *Title IX Coordinator and Title IX Personnel*

In addition to the training requirements in Paragraphs 1 through 3 above, the Title IX Coordinator and Title IX Personnel must be trained on their specific responsibilities under 34 Code of Federal Regulations, section 106.8(a), section 106.40(b)(3), section 106.44(f) and (g), the school district's recordkeeping system and the requirements of 34 Code of Federal Regulations, section 106.8 (f), and any other training necessary to coordinate the school district's compliance with Title IX. "Title IX Personnel" means any person who addresses, works on, or assists with the school district's response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions.

XV. DISSEMINATION OF POLICY

- A. This policy shall be made available to all students, parents/guardians of students, school district employees, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. Notice of Nondiscrimination
 1. The school district must provide notice of nondiscrimination to applicants for admission and employment, students, parents, guardians, or other authorized legal representatives of elementary and secondary school students, employees, and all unions holding collective bargaining agreements with the school district.
 2. Contents of Notice of Nondiscrimination

The notice of nondiscrimination must include the following elements:

- a. A statement that the school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment;
- b. A statement that inquiries about the application of Title IX and its regulations to the school district may be referred to the school district's Title IX Coordinator, the federal Office for Civil Rights, or

both;

- c. The name or title, office address, email address, and telephone number of the Title IX Coordinator;
 - d. How to locate the school district's nondiscrimination policy and the school district's grievance procedures; and
 - e. How to report information about conduct that may constitute sex discrimination under Title IX; and how to make a complaint of sex discrimination under the regulations.
3. The school district must prominently include all elements of its notice of nondiscrimination on its website and in each handbook, catalog, announcement, bulletin, and application form that it makes available to people entitled to notice, or which are otherwise used in connection with the recruitment of students or employees.
 4. If necessary, due to the format or size of any publication, the school district may instead include in those publications the information covered in the following statement: "Saint Peter Public Schools: ISD No. 508 prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located at <https://www.stpeterschools.org/>."
 5. The school district must not use or distribute a publication stating that the school district treats applicants, students, or employees differently on the basis of sex, except as such treatment is permitted by Title IX or its regulations.

XVI. RECORDKEEPING

The school district must create, and maintain for a period of seven years:

- A. For each complaint of sex discrimination, records documenting the informal resolution process under 34 Code of Federal Regulations, section 106.44(k) or the grievance procedures under section 106.45, and if applicable section 106.46, and the resulting outcome.
- B. For each notification the Title IX Coordinator receives of information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations, including notifications under 34 Code of Federal Regulations, section 106.44(c)(1) or (2), records documenting the actions the school district took to meet its obligations under section 106.44
- C. All materials used to provide training under this policy. The school district must make these training materials available upon request for inspection by members of the public.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. §§ 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act)
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and

Campus Crime Statistics Act ("Clery Act")

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status
Nondiscrimination)