



SAINT PETER SCHOOL BOARD
Regular Board Meeting
Monday, March 17, 2025
SPCC-Governor's Room, 600 S. 5th St., Saint Peter, MN
56082
6:30 PM

I. Call Meeting to Order	
II. Pledge of Allegiance	
III. Consideration and Adoption of the Agenda	
IV. Consider Requests to Speak on the Agenda	
V. Approval of Consent Agenda Items	3
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a. Education Committee	
b. Business Committee	
c. Policy Committee	
d. HR Committee	
e. Ad Hoc Legislative Committee	
X. Upcoming Meetings of the School Board	

Special School Board Meeting -
Second Round of Superintendent Interviews
Thursday, March 20, 2025
3:30 PM
SPHS - Media Center

Business Committee Meeting
Wednesday, April 9, 2025
10:00 AM
DO

Policy Committee Meeting
Wednesday, April 9, 2025
4:00 PM
DO

Education Committee Meeting
Thursday, April 10, 2025
1:00 PM
DO

School Board Study Session -
Joint Meeting with the St. Peter City Council
Monday, April 14, 2025
5:30 PM
SPPC - Governor's Room

Regular School Board Meeting
Monday, April 21, 2025
6:30 PM
SPCC - Governor's Room
XI. Adjournment



ADDENDUM

REGULAR BOARD MEETING Monday, March 17, 2025 SPCC-Governor's Room 6:30PM

V. CONSENT AGENDA

1. Approval of the Regular Board Meeting minutes of February 20, 2025.
2. Approval of the Study Session minutes of March 3, 2025.
3. Approval of the Special Superintendent Search Planning Meeting minutes of March 7, 2025.
4. Approval of the Special Board Meeting minutes of March 11, 2025.
5. Approval of the Special Board Meeting minutes of March 13, 2025.
6. Approval of Bills and Wire Transfers (\$4,413,528.53) for February 2025.
7. Personnel
 - a. The acceptance of the retirement of Kris Glidden, a Physical Education Teacher at Saint Peter High School, effective at the end of the 2024-2025 school year. We sincerely thank her for her time and dedication to the students of Saint Peter High School as both a coach and a teacher. She will be missed, and we wish her a happy retirement!
 - b. The acceptance of the resignation of Hunter Jones, a Middle School Food Service staff member, effective March 6, 2025.
 - c. The acceptance of the resignation of Angelica Hernandez, a Middle School Food Service staff member, effective March 7, 2025.
 - d. The acceptance of the resignation of Allison Held, a Saints Overtime Assistant with Saint Peter Community & Family Education, effective January 6, 2025.
 - e. The acceptance of the resignation of Isabella Delwiche, a Saints Overtime Assistant with Saint Peter Community & Family Education, effective January 6, 2025.
 - f. The acceptance of the resignation of Amira Mallet, a Saints Overtime Assistant with Saint Peter Community & Family Education, effective January 6, 2025.

- g. The acceptance of the resignation of Alicia Hernandez, a Saints Overtime Assistant with Saint Peter Community & Family Education, effective January 31, 2025.
- h. The acceptance of the termination of Tonia Sonnek (Jimenez), a Day Shift Custodian at Saint Peter Middle School, effective March 4, 2025.
- i. The approval of the hiring of Josephina Rosenow, as a Paraprofessional at North Elementary, effective March 10, 2025.
- j. The approval of the hiring of Tom Leonhardt, as a Special Education Teacher at Saint Peter High School and Oshawa Learning Academy, effective March 6, 2025.
- k. The approval of the hiring of Desirae Rokosz, Principal's Secretary at North Elementary, effective March 24, 2025.
- l. The approval of the reassignment of Jennifer Kapernick, a Special Education Teacher at Saint Peter Middle School, to the Saint Peter Middle School Art Teacher position. This transfer is effective at the start of the 2025-2026 school year.
- m. The approval of the request from Malorie Kutil, a Speech Language Pathologist at Saint Peter Middle School, to transfer to the Speech Language Pathologist position at the Early Childhood Center. This transfer will be effective upon School Board approval.
- n. The approval of the FMLA leave request for Angela Krueger, a Paraprofessional at Saint Peter Middle School, effective February 24, 2025 through April 7, 2025.
- o. The approval of the extended leave request from Kim Osborne, a Kindergarten Teacher at South Elementary. This request is for an extended leave of absence per Minnesota Statute 122A.46. for the next five school years beginning with the 2025-2026 school year. Mrs. Osborne would inform Saint Peter Public Schools regarding her plans for the 2030-2031 school year by February 1, 2030 (as required in the statute).
- p. The approval of the hiring of coaches for the winter 2025 season.

Minutes of Regular Board Meeting

The School Board - Saint Peter Public Schools

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

Members Absent: Rita Rassbach

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

Administrative Team Members: Superintendent Jeff Olson, Seth Putz and Gus Sorbo

Others Present: Administrative Assistant Kimberley Deming, Charmayne Klah and Skyanne Walker

A Regular Board Meeting of the School Board of Saint Peter Public Schools was held Thursday, February 20, 2025, beginning at 5:00 PM in the SPCC-Governor's Room.

- I. **Call Meeting to Order** – 5:08 PM (Potts)
- II. **Pledge of Allegiance**
- III. **Consideration and Adoption of the Agenda** - (Kautt/Dixon, unanimous)
- IV. **Consider Requests to Speak on the Agenda** – None
- V. **Approval of Consent Agenda Items** - (Rossow/Martens, unanimous)
 1. Approval of the Regular Board Meeting minutes of January 23, 2025.
 2. Approval of the Study Session minutes of February 3, 2025.
 3. Approval of the Special Superintendent Search Planning Meeting minutes of February 18, 2025.
 4. Approval of Bills and Wire Transfers (\$5,330,796.59) for January 2025.
 5. Personnel
 - a. The acceptance of the resignation of Grace Tollefson.
 - b. The acceptance of the resignation of Heather Kusler.
 - c. The approval of the hiring of Kevin Durham.
 - d. The approval of the hiring of Eli Wolff.
 - e. The approval of the hiring of Nora Fredrick.
 - f. The approval of the hiring of Benjy VandeBerg.
 - g. The approval of the hiring of Alicia Andrews.
 - h. The approval of the hiring of Caitlyn Blackstad.
 - i. The approval of the hiring of Amy Brown.
 - j. The approval of the hiring of Lily McCargar.
 - k. The approval of the hiring of Rose Aldridge.
 - l. The approval of the hiring of Miranda Merrill.
 - m. The approval of the adjustment in dates of the unpaid leave for Mallory Hartfiel.
 - n. The approval of the end of overload pay for Khamprasong Chantharak.
 - o. The approval of the end of overload pay for Jen Koehler.
 - p. The approval of overload pay for Carmen Hanson.

- q. The approval of the following teachers from North Elementary receiving overload pay during the second quarter of the 2024-2025 school year: Mandy Kennedy, Alex Noble, Bri Landsteiner, Scott (John) Robinson, Kari Malz, Niki Zitur, Jennie Friedrich and Matthew Lewis.
- r. The approval of the adjustments made to Zoe Haugen's schedule.
- s. The approval of the hiring of coaches for the winter 2025 season.

VI. Student Spotlight -

Elsie Bienfang, a fourth grade student at North Elementary, was chosen as the Student Spotlight for February. Elsie enjoys playing softball and her favorite memory of the season is when her team won the state championship this year! Elsie loves math, is looking forward to the Kindness Retreat, and said when she moves to the Middle School she will miss her teachers the most.

Student Council Report - None

VII. Action Items

1. *Consider Acceptance of Gifts, Donations and Grants - (Kautt/Stuewe, unanimous)*

A \$5,000 donation was received from Bill and Deb Dixon. This donation will help cover the costs of the spring choir trip to Puerto Rico for several students, as well as pay for travel to music festivals and events.

2. *Consider Policies with Legislative Requirements for Approval with One Reading - (Martens/Dixon, unanimous)*

The following policies have been reviewed by the Policy Committee and due to statutory changes, are being presented for acceptance after a single reading.

- Policy 515 - Protection and Privacy of Pupil Records
- Policy 522 - Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process - *rescinded the 2024 version due to the court order vacating new Title IX rules and replaced it with the 2020 version of MSBA Model Policy.*
- Policy 601 - School District Curriculum and Instructional Goals
- Policy 602 - Organization of School Calendar and School Day
- Policy 603 - Curriculum Development
- Policy 604 - Instructional Curriculum
- Policy 606.2 - Selection of Library Media Materials

3. *Consider Change Order Authorization - (Stuewe/Rossow, unanimous)*

The School Board has provided Superintendent Olson the authority to approve change orders of up to \$50,000 for the "Mend the Middle" Construction Project. Change orders over \$50,000 will require School Board approval.

VIII. Information Items

1. *Annual Report on Mileage and Meal Reimbursement Rates*

An adjustment has been made from 67 cents/mile to 70 cents/mile. The meal reimbursement rate has also been adjusted based on rates provided from the US General Services Administration. For 2025, the adjustment to meal reimbursement is as follows: breakfast from \$13 to \$16, lunch from \$15 to \$19 and dinner from \$26 to \$28. There is a difference in rates while traveling within the State of Minnesota to the cities of Minneapolis/St. Paul (\$23, \$26, \$38); Rochester (\$20, \$22, \$33); and Duluth (\$22, \$23, \$36).

2. *Review of Policy Manual Revisions - First Reading*

Policy 804 - Information Security was presented for a first reading. This policy is designed to provide necessary access to District data while at the same time protecting the confidentiality of that data. The policy was recommended by Technology Director Gus Sorbo as a part of the District's risk assessment and cyber security practices.

3. *Presentation of MSBA's Leadership Development Certificate*

On behalf of the Minnesota School Boards Association (MSBA), Board Chair, Charlie Potts, presented Board Member Tracy Stuewe with the MSBA "Leadership Development Certificate."

4. *NAPAC Annual Compliance Update*

On an annual basis, the Native American Parent Advisory Council (NAPAC) has a duty to pass a resolution of concurrence or non-concurrence. This resolution is based on the school district's support of Native American students and families, and progress toward goals set by the committee. NAPAC has passed a resolution of concurrence. Charmayne Klah, NAPAC Liaison, and Skyanne Walker, NAPAC Chairperson, shared information regarding NAPAC and their resolution.

IX. Reports

1. *Building Principals*

Early Childhood

- A School Readiness Open House took place on February 13th
- Early Childhood Spring Conferences will take place on March 20th and 27th
- All Early Childhood registrations will now take place online

South Elementary

- The Read-A-Thon raised \$4000 which will be used to buy STAR Pride t-shirts
- The South Elementary Music Program took place on February 6th
- A Staff Development Day was held on February 18th

- Kindergarten registration is open for the Class of 2038
- A Kindergarten Open House will take place on March 4th
- Stars Academy for K-4 students will begin in March

North Elementary

- Spring Conferences wrapped up on February 20th
- The 4th grade Kindness Retreat will take place on February 27th
- The Young Writers Conference will take place on March 4th
- The Arts & Academic Night will take place on March 6th
- The planning process is taking place for new 2nd graders coming to North
- Presentations of the Spring Play, The Velveteen Rabbit, will take place in April

Saint Peter Middle School

- Hosted first Native American Joy Day on January 28th
- 7th grade History Day projects were presented on February 7th. 30 projects made it to Regionals.
- A Staff Development Day was held on February 18th
- Presentations of the Spring Play, Puffs, will take place on March 7th and 8th

Saint Peter High School

- The Spanish Department took students on a trip to the MN Zoo
- FACS teacher Courtney Shoemaker has been awarded a \$4000 Future Ready CTE Impact Award that will be used for a baking and pastries class.
- Conferences will be held on February 27th
- A meeting for the Minnesota Transfer Curriculum Pathway Program will be held on February 27th for 9th graders who are in the top 10% of their class.

1. *Superintendent of Schools -*

Superintendent Olson mentioned that a majority of the Middle School building will be under construction during Phase 1 of the Mend the Middle Construction Project this summer. He also reminded the School Board that the March 3rd Study Session will take place in the MVED Building which will give the School Board an opportunity to look at possible renovation needs.

2. *Board Members - Around the Table*

Rita Rassbach - N/A

Ken Rossow - N/A

Tracy Stuewe - N/A

Charlie Potts - provided an update on the Superintendent Search.

Bill Kautt - shared information gathered from the MSBA Negotiations Seminar.

Drew Dixon - stated he is looking forward to meeting at MVED in March.

Kate Martens - thanked NAPAC for putting together such useful reports and stated that it is great to see the support that the district is providing NAPAC.

3. Board Committee Updates

- a. Education Committee - Student Achievement will be discussed at the March 3rd Study Session
- b. Business Committee - Quarterly Budget information is being provided to the board
- c. Policy Committee - nothing noted
- d. HR Committee - nothing noted
- e. Ad Hoc Legislative Committee - will be attending the Day at the Capitol March 10th.

X. Upcoming Meetings of the School Board

School Board Study Session
Monday, March 3, 2025
6:30 PM
MVED Building

Special School Board Meeting -
Determination of Superintendent Interview Finalists
Friday, March 7, 2025
8:00 AM
DO

Special School Board Meeting -
First Round of Superintendent Interviews
Tuesday, March 11, 2025
3:30 PM
SPHS Media Center

Business Committee Meeting
Wednesday, March 12, 2025
10:00 AM
DO

Policy Committee Meeting
Wednesday, March 12, 2025
4:00 PM
DO

Education Committee Meeting
Thursday, March 13, 2025
1:00 PM
DO

Special School Board Meeting -
First Round of Superintendent Interviews
Thursday, March 13, 2025
3:30 PM
SPHS Media Center

Regular School Board Meeting
Monday, March 17, 2025
6:30 PM
SPCC - Governor's Room

Special School Board Meeting -
Second Round of Superintendent Interviews
Thursday, March 20, 2025
3:30 PM
SPHS - Media Center

XI. **Adjournment** - 6:02 PM (Stuewe/Martens, unanimous)

Dated: March 17, 2025

Kate Martens, Board Clerk

Minutes of Study Session

The School Board Saint Peter Public Schools

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

Members Absent: None

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

Administrative Team Members: Superintendent of Schools, Jeff Olson and Operations and Maintenance Supervisor, Seth Putz

Others Present: Administrative Assistant, Kimberley Deming and Special Education Director, Sara Kral

A Study Session of the School Board of Saint Peter Public Schools was held Monday, March 3, 2025, beginning at 6:30 PM in the MVED Building.

- I. **Call Meeting to Order – 6:30PM (Potts)**
- II. **Adoption of the Agenda – (Stuewe/Rassbach, unanimous)**
- III. **MVED Facilities Discussion and Building Tour**
Sara Kral, Special Education Director, gave School Board Members and the Administrative Team a tour of the MVED Building focusing on the current condition of the building, along with the use of space. The tour included a walk through of both elementary and high school classrooms, as well as the Rock Bend Program. Superintendent Olson led a discussion regarding the possible relocation of Rock Bend and plans to address immediate, short-term and long-term needs of the building.
- IV. **District-Wide Efforts to Increase Student Achievement**
Dr. Graff and the Administrative Team presented information on district-wide initiatives being implemented to increase student achievement. Details were provided on the areas of Multi-Tiered System and Supports (MTSS), eduClimber, Alignment of Initiatives, Culturally Responsive Teaching, Artificial Intelligence Plans, PLC Plans, READ Act progress and the District's Curriculum Development Plan.
- V. **Draft FY25 - FY28 Budget Plan**
Superintendent Olson gave a brief overview of the current budget plan. He informed the School Board of the opportunities they will have to learn about budget plan details and to provide feedback on the plan. He stated that the plan

will be shared with staff at each site in the District. Dr. Olson said the goal will be to have a final version of the plan shared with the Business Committee in April and presented to the School Board for adoption at the April 21st School Board Meeting.

VI. Discussion on Day, Time and Place of School Board Meetings

Superintendent Olson led a discussion regarding the opportunity for the School Board to adjust the meeting calendar due to the relocation of the City Hall Chambers. Monday School Board meetings will no longer be an option as the City will be using the City Hall Chambers for their meetings every Monday. It was agreed that the School Board would like to continue to use the City Hall Chambers for meetings due to recording capabilities that space provides. School Board Members were in agreement that meeting on Wednesdays, at an earlier time, would be recommended. Superintendent Olson will draft a School Board Meeting Calendar indicating this adjustment to meetings beginning in May 2025.

VII. Other

Superintendent Olson briefly talked about the plan for the Board Members who will be attending the Joint Day at the Capitol on March 10, 2025.

VIII. Upcoming Meetings of the School Board –

Special School Board Meeting -
Determination of Superintendent Interview Finalists
Friday, March 7, 2025
8:00 AM
DO

Special School Board Meeting -
First Round of Superintendent Interviews
Tuesday, March 11, 2025
3:30 PM
SPHS - Media Center

Business Committee Meeting
Wednesday, March 12, 2025
10:00 AM
DO

Policy Committee Meeting
Wednesday, March 12, 2025
4:00 PM
DO

Education Committee Meeting
Thursday, March 13, 2025
1:00 PM
DO

Special School Board Meeting -
First Round of Superintendent Interviews
Thursday, March 13, 2025
3:30 PM
SPHS - Media Center

Regular School Board Meeting
Monday, March 17, 2025
6:30 PM
SPCC - Governor's Room

Special School Board Meeting -
Second Round of Superintendent Interviews
Thursday, March 20, 2025
3:30 PM
SPHS - Media Center

IX. **Adjournment** – 8:50PM (Kautt/Martens, unanimous)

Dated: March 17, 2025

Kate Martens, Board Clerk

Minutes of Special Superintendent Search Planning Meeting

The School Board of Saint Peter Public Schools

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

Members Absent: None

Administrative Team Members: Superintendent Jeff Olson

Others Present: Administrative Assistant Kimberley Deming

A Special Superintendent Search Planning Meeting was held with the School Board of Saint Peter Public Schools and the Minnesota School Boards Association (MSBA) on Friday, March 7, 2025, beginning at 8:00 AM in the District Office at Saint Peter Public Schools.

- I. **Call Meeting to Order** – 8:00 AM (Potts)
- II. **Consideration and Adoption of the Agenda** - (Dixon/Martens, unanimous)
- III. **Consider Requests to Speak on the Agenda** – None

- IV. **Action Items**
 - 1. *Finalize Round 1 Interview Schedule and Minnesota School Boards Association Interview Training*
Interview Training related to the upcoming Superintendent of Schools Interviews was conducted by Amy Jordan from the MSBA. Guidelines for School Board introductions to the candidates, as well as steps for the deliberation process were reviewed. The MSBA vetting of candidates for presentation to the School Board was presented and sample motions for use during the interviews were discussed.
 - 2. The MSBA provided a short presentation on each of the recommended candidates identified during their vetting process.
 - 3. *Consider Acceptance of First Round Interview Questions* -
The School Board approved the First Round of Superintendent of Schools Interview Questions.
 - 4. *Consider Naming Superintendent Finalists for First Round of Interviews* -
(Martens/Rassbach, unanimous)

The MSBA recommended finalists to be interviewed during the first round of interviews. School Board members discussed applicants and formally approved five finalists to be interviewed during the first round of interviews scheduled for March 11 and March 13, 2025.

- Dr. Khuzana DeVaan, Elementary Principal, Waconia Public Schools, MN
- Dr. Daniel Edwards, Executive Director of Academic Services, Prior Lake – Savage Area Schools, MN
- Dr. Jonathon Graff, Middle School Principal, Saint Peter Public Schools, MN
- Jeff Pawlicki, Principal, Shakopee High School, MN
- Barry Schmidt, Superintendent, Jackson County Central, MN

V. **Adjournment** - 9:10AM (Martens/Dixon, unanimous)

Dated: March 17, 2025

Kate Martens, Board Clerk

Special School Board Meeting - First Round of Superintendent Interviews

The School Board of Saint Peter Public Schools

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

Members Absent: None

Administrative Team Members: Annette Engeldinger, Jana Sykora, Ytve Prafke and Tami Skinner

Others Present: Administrative Assistant Kimberley Deming, MSBA Representative Amy Jordan, SPEA Representative Jodi Nixon, MVED Special Education Director Sara Kral and members of the public.

A Special Board Meeting was held with the School Board of Saint Peter Public Schools on Tuesday, March 11, 2025, beginning at 3:30 PM in the Saint Peter High School Media Center.

- I. **Call Meeting to Order** – 3:30 PM (Potts)
- II. **Consideration and Adoption of the Agenda** - (Stuewe/Rassbach, unanimous)
- III. **Interview Semi-Finalists for Superintendent Position**
The School Board conducted interviews with the following candidates:
 - Jeff Pawlicki, Principal, Shakopee High School, MN
 - Barry Schmidt, Superintendent, Jackson County Central, MN
 - Khuzana DeVaun, Elementary Principal, Waconia Public Schools, MN
- IV. **Recess** - 7:23PM (Martens/Rassbach, unanimous)

Dated: March 17, 2025

Kate Martens, Board Clerk

Minutes of Special Superintendent Search Planning Meeting

The School Board of Saint Peter Public Schools

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

Members Absent: None

Administrative Team Members: Annette Engeldinger, Darin Doherty, Jana Sykora and Ytve Prafke

Others Present: Administrative Assistant Kimberley Deming, MSBA Representative Amy Jordan, SPEA Representative Jodi Nixon and Jake Malz, and members of the public.

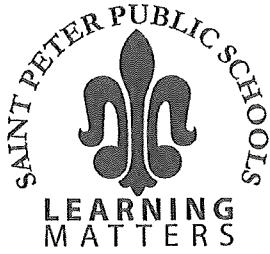
A Special Board Meeting was held with the School Board of Saint Peter Public Schools on Thursday, March 13, 2025, beginning at 3:30 PM in the Saint Peter High School Media Center.

- I. **Reconvene Meeting** – 3:30 PM (Potts)
- II. **Consideration and Adoption of the Agenda** - (Stuewe/Rassbach, unanimous)
- III. **Interview Semi-Finalists for Superintendent Position**
The School Board conducted interviews with the following candidates:
 - Daniel Edwards, Executive Director of Academic Services, Prior Lake – Savage Area Schools, MN
 - Jonathon Graff, Middle School Principal, Saint Peter Public Schools, MN
- IV. **Consider a Motion to Recess the Meeting Until Approximately 6:20 PM** - (Kautt/Rassbach, unanimous)
- V. **Reconvene the Meeting to Consider Candidates for Second Round Interviews for Thursday, March 20, 2025**
The meeting was reconvened at 6:30 P.M.
- VI. **Consider a Motion to Name Candidates for Second Round Interviews on Thursday, March 20, 2025** - (Dixon/Rossow, unanimous)
Dixon moved to extend an offer for second round interviews for the Saint Peter Public Schools Superintendency to the following candidates: Khuzana DeVaan, Dan Edwards and Jon Graff.
- VII. **The School Board Deliberated and Decided on Round 2 Interview Questions and Schedule**

VIII. **Adjournment** - 8:00PM (Rossow/Dixon, unanimous)

Dated: March 17, 2025

Kate Martens, Board Clerk

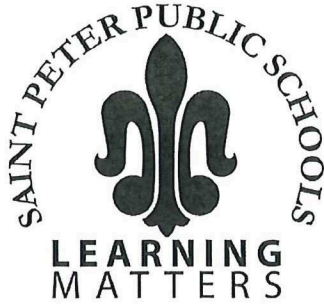


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Saint Peter, MN 56082-1351
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Date: March 10, 2025
To: Dr. Jeff Olson - Superintendent
From: Bee Ong - Finance Accountant
Re: **Monthly Board Bills, Payroll &
Student Activity Amounts:**

Feb 2025 - Business Office checks	\$811,021.28
Feb 2025 - Business Office wire payments	\$2,490,629.32
Feb 2025 - Payroll	\$1,094,766.79
Feb 2025 - Student Activity	\$17,111.14
	<hr/> <hr/> \$4,413,528.53

St. Peter Public Schools	Feb-25	
Outgoing Wire Payments		
MSDLAF to USBank (Feb/Aug bond pymt)		1,413,938.00
BCBS - medicare health	2/21/2025	826.00
BCBS - medicare health	2/21/2025	12,039.60
Medicare Blue RX	2/3/2025	7,770.00
Life	2/3/2025	2,934.10
LTD	2/4/2025	4,026.90
FNB BO to VISA	Feb	16,051.45
Wire of federal payroll taxes	2/4/2025	1,854.79
Wire of federal payroll taxes	2/14/2025	173,483.48
Wire of federal payroll taxes	2/28/2025	171,535.92
Wire of state payroll taxes	2/3/2025	29,075.07
Wire of state payroll taxes	2/5/2025	95.91
Wire of state payroll taxes	2/18/2025	29,350.66
PERA payments	2/3/2025	25,349.28
PERA payments	2/4/2025	136.66
PERA payments	2/18/2025	26,986.71
TRA payments	2/3/2025	94,830.31
TRA payments	2/4/2025	704.48
TRA payments	2/18/2025	93,826.25
Horace Mann	2/4/2025	1,935.00
Horace Mann	2/19/2025	1,935.00
Ameriprise/NBSGroup Bill	2/4/2025	2,275.00
Ameriprise/NBSGroup Bill	2/19/2025	2,275.00
Colonial Life	2/5/2025	13,279.36
HomeTown - Dental direct debits	2/3/2025	3,137.75
HomeTown - Dental direct debits	2/10/2025	4,021.32
HomeTown - Dental direct debits	2/18/2025	4,699.93
HomeTown - Dental direct debits	2/21/2025	1,742.40
HomeTown - Dental direct debits	2/24/2025	2,726.19
HomeTown - BCBS debits	2/6/2025	131,610.41
HomeTown - BCBS debits	2/13/2025	74,986.37
HomeTown - BCBS debits	2/20/2025	68,686.06
HomeTown - BCBS debits	2/27/2025	54,510.17
FNB HSA/VEBA-Medsurety/Matrix Trust	Feb	17,993.79
Total Outgoing Wire Payments		2,490,629.32



TO: Members of the School Board
Dr. Olson

FROM: Annette Engeldinger

DATE: March 13, 2025

RE: Dean of Students Retirement

I am writing to recommend that you accept the retirement of Kris Glidden as a physical education teacher at Saint Peter High School. Her last day of employment with Saint Peter Schools will be May 30, 2025.

We sincerely thank her for her time and dedication to the students of Saint Peter High School as both a coach and a teacher. She will be missed, and we wish her a happy retirement!

Please let me know if you have any questions.



MEMO TO: Members of the School Board
Dr. Olson

FROM: Emily Craig

DATE: 3/6/2025

SUBJECT: Food Service resignation

Hunter Jones is resigning from his middle school food service position. His resignation will take effect 3/6/2025

We wish him all the best in his future endeavors.

CC: Hunter Jones



MEMO TO: Members of the School Board
Dr. Olson

FROM: Emily Craig

DATE: 3/6/2025

SUBJECT: Food Service resignation

Angelica Hernandez is resigning from his middle school food service position. Her resignation will take effect 3/7/2025

Angelica is moving to South Dakota, and she will be missed very much.
We wish her all the best in her future endeavors!

CC: Angelica Hernandez



MEMO TO: Jeff Olson, Interim
Superintendent and
School Board Members

FROM: Tami Skinner

DATE: February 18, 2025

SUBJECT: Saints Overtime Assistant
Resignation

Please accept Allison Held's resignation as a Saints Overtime Assistant. Her last day of employment was January 6, 2025. Ms. Held is student teaching during this semester of classes at Gustavus.

She has done a great job working with the children at Saints Overtime and will be missed by students, staff, and parents. We wish her the very best in her teaching career.

Please contact me if you have any questions regarding this resignation.



MEMO TO: Jeff Olson, Interim
Superintendent and
School Board Members

FROM: Tami Skinner

DATE: February 18, 2025

SUBJECT: Saints Overtime Assistant
Resignation

Please accept Isabella Delwiche's resignation as a Saints Overtime Assistant. Her last day of employment was January 6, 2025. Ms. Delwiche is student teaching during this semester of classes at Gustavus.

She has done a great job working with the children at Saints Overtime and will be missed by students, staff, and parents. We wish her the very best in her teaching career.

Please contact me if you have any questions regarding this resignation.



MEMO TO: Jeff Olson, Interim
Superintendent and
School Board Members

FROM: Tami Skinner

DATE: February 18, 2025

SUBJECT: Saints Overtime Assistant
Resignation

Please accept the resignation of Amira Mallet, a Saints Overtime Assistant. Her last day of employment was January 6, 2025. As a student at Gustavus Adolphus College, her current semester class schedule conflicts with the hours of the Saints Overtime program.

Ms. Mallet has done a great job working with the children at Saints Overtime and will be missed by students, staff, and parents. We wish her the very best in her future endeavors.

Please contact me if you have any questions regarding this resignation.



MEMO TO: Jeff Olson, Interim
Superintendent and
School Board Members

FROM: Tami Skinner

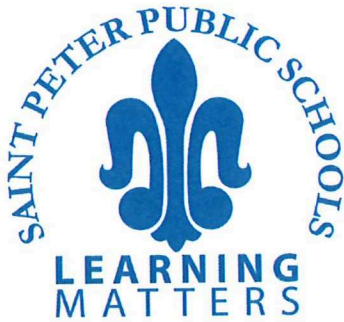
DATE: February 18, 2025

SUBJECT: Saints Overtime Assistant
Resignation

Please accept the resignation of Alicia Hernandez as a Saints Overtime Assistant. Her last day of employment was January 31, 2025. Ms. Hernandez will continue to work at her other position in the district.

She has done a great job working with the children at Saints Overtime and will be missed by students, staff, and parents. We wish her the very best in her future endeavors.

Please contact me if you have any questions regarding this resignation.



March 4th, 2025

To: Jeff Olson

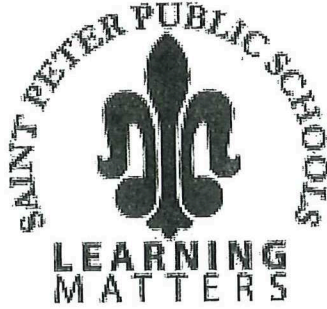
From: Seth Putz
Operations and Maintenance Supervisor

RE: Separation of Employment

Tonia Sonnek's employment has ended from her position at the St. Peter Middle School as a dayshift custodian. She was not able to maintain the level needed to align with the district's expectations or policies. Tonia's last day of employment is March 4, 2025.

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

Cc: Ytive Prafke
Jerry Doyle
Jon Graff



MEMO TO: Dr. Jeff Olson
District 508 School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: February 21, 2025

SUBJECT: Special Education Paraprofessional
Hire

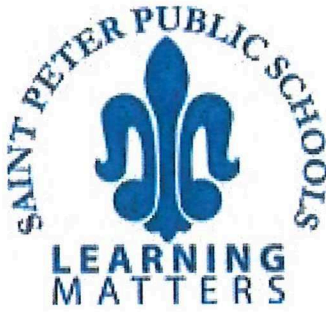
Applications were received, and interviews took place for JobID 593: Special Education Paraprofessional. This position is a replacement position. I am recommending the following candidate:

- **Josephina Rosenow**—AppNo: 11393 - 6.75 hours/student contact day at a rate of \$16.95/hour (Step 1/Lane A). Pending her background check, Josephina's first day will be March 10, 2025. She will work approximately from 7:45 AM to 3:00 PM and have a 30-minute unpaid lunch.

Josephina has prior experience in retail and is eager to transition into an educational support role. She is excited to join North Elementary as a special education paraprofessional and looks forward to contributing to our school community.

If you have any questions, please contact me.

CC: District Office <grp_hire_para@stpeterschools.org>
Josephina Rosenow <josie.rosenow@yahoo.com>



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

FROM: Annette Engeldinger

DATE: March 5, 2025

SUBJECT: Special Education teacher hire

Applications were received, and interviews took place for a high school/Oshawa special education teaching position. This position is a result of the resignation of Will Bennett.

I am pleased to recommend Tom Leonhardt for the position. Tom has been working as a paraprofessional with Saint Peter High School students since 2017, and we are thrilled that he is staying with us now that he has earned his teaching license!

NEW EMPLOYEE SUMMARY

- **Tom Leonhardt**
 - 1.0 (.33 Oshawa/.67 high school)
 - Step 1/BA
 - \$48,872
 - Start Date: March 6, 2025



MEMO TO: Dr. Jeff Olson
District 508 School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: March 14, 2025

SUBJECT: Office Support Position (Secretary to
the Principal)

Applications were received and interviews took place for the principal's secretary position at North Elementary. This is a replacement position. I am recommending the following candidate:

AppNo: 11403 Desirae Rokosz – Principal's Secretary starting at \$18.53/hour with 225 contract days per year.

Start Date: March 24, 2025

Ms. Rokosz most recently worked as a QA Coordinator at Agropur in Le Sueur. She also has experience working with children as a Preschool Teacher at Memories and Milestones in Belle Plaine. Her office coordination and early childhood education background make her an excellent fit for our school community.

We are excited to have Desirae join the North Elementary staff!

If you have any questions, please contact me.

CC: Desirae.r.0113@gmail.com
grp_hire_office@stpeterschools.org



MEMO TO: Jeff Olson, Superintendent
School Board

FROM: Jon Graff

DATE: February 21, 2025

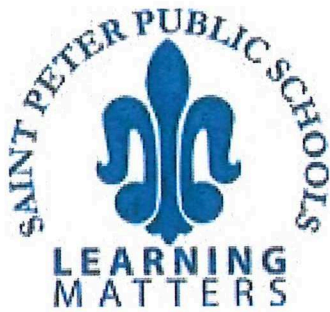
SUBJECT: Teacher Reassignment

Internal letters of interest were accepted for the SPMS art teacher position, which became available as a result of a recent resignation. I recommend that Jennifer Kapernick be reassigned from her current special education position to the SPMS art position beginning in the 2025-2026 school year.

The art position will be covered by a tier 1, long term substitute for the remainder of the 2024-2025 school year.

The Middle School Special Education teacher position will be posted for applications.

Cc:
Grp_hire_certified
Jennifer Kapernick



MEMO TO: School Board

FROM: Jeff Olson
Superintendent of Schools

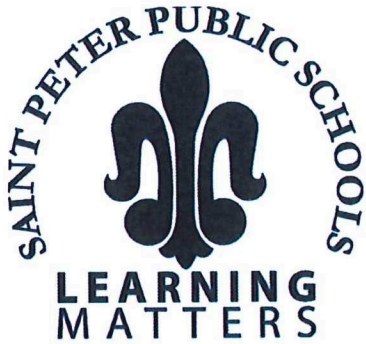
DATE: March 6, 2025

SUBJECT: Speech Language Pathologist
Transfer

Malorie Kutil, the Speech-Language Pathologist (SLP) at Saint Peter Middle School, has requested a transfer to the open SLP position at the Early Childhood Center. Malorie is excited for the opportunity this transfer offers as it will allow her room for professional growth, additional collaborative opportunities with a diverse team of professionals, and working with the unique developmental stages of younger children will provide her the opportunity to grow on her professional journey.

Please accept my recommendation for Malorie Kutil to transfer to the open Early Childhood SLP position.

CC: grp_hire_certified@stpeterschools.org
mkutil@stpeterschools.org



MEMO TO: Dr. Olson, Superintendent &
School Board

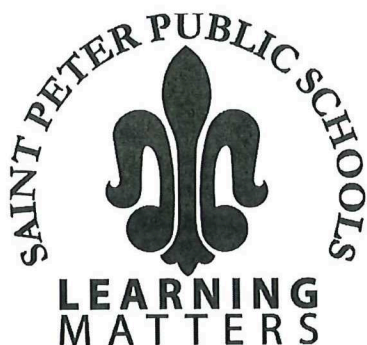
FROM: Jon Graff, Principal

DATE: February 26, 2025

SUBJECT: Leave Request

I recommend that you accept the FMLA leave request of Angela Krueger, paraprofessional at SPMS. The requested leave is planned to begin on February 24, 2025 and run through April 7, 2025.

Cc: Angela Krueger
grp_hire_para



MEMO TO: Dr. Jeff Olson, Superintendent
School Board

FROM: Jana Sykora, South Elementary Principal

DATE: March 7, 2025

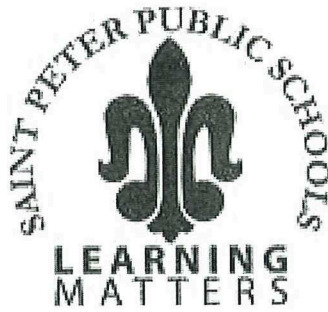
SUBJECT: Maternity Leave Request

Mrs. Kim Osborne, kindergarten teacher at South Elementary school, has requested an extended leave of absence per Minnesota Statute 122A.46. This request is for an extended leave for the next five school years beginning with the 2025-2026 school year. Mrs. Osborne would inform Saint Peter Public Schools regarding her plans for the 2030-2031 school year by February 1, 2030 (as required in the statute).

I recommend approving this request for an extended leave. Mrs. Osborne is an excellent teacher and a valuable member of the South Elementary team. Her contributions to curriculum development, her kindness and structured approach in the classroom, and her instructional leadership are deeply valued. We look forward to her potential return and the positive impact she would continue to have on our students and staff.

Please let me know if you have any questions.

Cc: Kim Osborne
Grp_hire_certified



MEMO TO: Members of the School Board
Superintendent Olson

FROM: Shea Roehrkasse

DATE: February 26, 2025

SUBJECT: Assistant/C Squad Softball
Coach Hire

I am pleased to recommend Brielle Bushaw for the position of Assistant/C Squad Softball Coach. This is a replacement position due to a coach moving into a volunteer role. Brielle is a 2020 Graduate of SPHS and we look forward to having her back working in our program!

NEW EMPLOYEE SUMMARY

- **Brielle Bushaw**
 - Asst/C Squad Coach
 - 3/10/2025
 - Replacement Position
 - \$2461

Thank you for your consideration.

CC: Brielle Bushaw
Grp_hire_misc



MEMO TO: Members of the School Board
Superintendent Olson

FROM: Shea Roehrkasse, Activities
Director

DATE: March 12, 2025

SUBJECT: MS Track & Field Coach

I am pleased to recommend Joseph Stauffer for the position of MS Track & Field Coach beginning for the 2025 season. This is a replacement position from a coach that is not able to do it again this year.

NEW EMPLOYEE SUMMARY

- **Joseph Stauffer**
 - First Year Coaching
 - MS Coach
 - \$1,872
 - Replacement Position

Thank you for your consideration.

CC: Joseph Stauffer
grp_hire_certified

South Elementary
1405 S. 7th Street
Saint Peter, MN 56082
(507) 934-2754



Dear Akoni,

Congratulations! We're thrilled to announce that you've been chosen as a recipient of the "Student Spotlight" award at South Elementary School for March 2025. This recognition is a testament to your outstanding efforts in academics and in your efforts to show good character and star pride. Your dedication to learning and your positive attitude have not only impressed your teachers but have also earned admiration from your peers.

Akoni demonstrates STAR Pride daily, both in the classroom, on the playground and in the halls at school. He consistently shows respect, responsibility, and safe choices while also putting forth great effort in his academics. His positive attitude and sense of humor brighten the school day for both peers and staff. Akoni is a role model for his classmates, contributing to a supportive and engaging learning environment.

We're excited to share that there will be a special acknowledgement for you at the School Board meeting on Monday, March 17 at 6:30 pm. 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 South Elementary's "Student Spotlight." If you have any questions, feel free to contact me at 507-934-2754 ext. 3031.

Sincerely,

A handwritten signature in black ink that reads "Jana Sykora". The signature is written in a cursive style.

Jana Sykora
Principal
South Elementary School

CC: Ms. Alderman, Mrs. Wenner, and Dr. Olson



ADDENDUM

REGULAR BOARD MEETING Monday, March 17, 2025 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 donation has been generously offered to Saint Peter Public Schools:

1. A donation of \$6,000 was made to the School District in memory of Edward Schultz. This donation is to go towards six annual scholarships. Four of the scholarships are in the amount of \$1,250 and are awarded to students who are active participants in co-curricular activities or involved in community service. The remaining two scholarships are in the amount of \$500 and are awarded to students who plan to attend a career, technical, or vocational college program. We are grateful for the continued support and assistance given to our SPPS students!
2. The donation of a Zing Multi-Position Stander, high-quality piece of adaptive equipment, was given to the district for use at South Elementary or within the Early Childhood Program. This donation was made by Bailey and Justin Theis and provides an opportunity to enhance the accessibility and mobility support available to our students with physical needs.

Presentation: Superintendent of Schools, Jeff Olson

Options/Recommendation: I recommend accepting this donation as presented.



TO: Superintendent Jeff Olson
School Board Members

FROM: Megan Gracia, Business Manager

DATE: March 3rd, 2025

RE: Donation – Edward Schultz Scholarship

A donation of \$6,000 was made to the School District in memory of Edward Schultz. This donation is to go towards six annual scholarships. Four of the scholarships are in the amount of \$1,250 and are awarded to students who are active participants in co-curricular activities or involved in community service. Two of the scholarships are in the amount of \$500 and are awarded to students who plan to attend a career, technical, or vocational college program.

We are grateful for the continued support and assistance given to our SPPS students looking to further their education.

We request that you accept this donation.



MEMO TO: Dr. Olson, Superintendent
School Board

FROM: Jana Sykora

DATE: March 15, 2025

SUBJECT: Donation of Stander

I am writing to formally recommend that the district accept the donation of a Zing Multi-Position Stander, Size 1, from Bailey and Justin Theis. The family would like to donate this high-quality piece of adaptive equipment to the school district for use at South Elementary or within the early childhood program.

The Zing Stander, valued at approximately \$7,000 when new, has been well maintained and remains in excellent condition. The stander was originally gifted to their son for his participation in modeling for the manufacturer, ActiveAid, and the company encouraged the family to donate it when no longer needed. This donation provides an opportunity to enhance the accessibility and mobility support available to our students with physical needs.

Given its potential to benefit students at South Elementary and within our early childhood program, I recommend that the district accept this generous donation.

Thank you to the Theis family!

CC: Bailey & Justin Theis
Ytve Prafke
Jen Stenzel



ADDENDUM

REGULAR BOARD MEETING Monday, March 17, 2025 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

2. AGENDA ITEM #2

Subject: Consider Policy for Approval with a Second Reading

Action: Requires a Motion

Background: Policy **804** - Information Security is designed to provide necessary access to District data while at the same time protecting the confidentiality of that data. The policy is recommended by Technology Director Gus Sorbo as a part of the district's risk assessment and cyber security practices. The policy is modeled after a policy that has been adopted by the Minnetonka Public Schools. The policy was reviewed by the Policy Review Committee at their meeting on March 12th. It is being presented as a second reading at tonight's meeting.

Presentation: Policy Review Committee
Superintendent of Schools, Jeff Olson

Options/Recommendation: I recommend your approval of Policy 804 - Information Security.

804 INFORMATION SECURITY

I. PURPOSE

The purpose of the policy is to authorize and direct the Superintendent to maintain an information security and student data privacy practice for the District.

II. GENERAL INFORMATION

The District has a cybersecurity and student data privacy program which maintains appropriate levels of access to District information through technological systems and practices. Data security practices apply to all District employees and for all District operations and activities. Unauthorized access, use, transfer, distribution, compromise or change of District data by any employee, student, or any other individual, may result in disciplinary action, which may include recommendation for termination and other legal action.

III. REQUIREMENT

In order to effectively implement this policy, the Superintendent, or designee, will:

1. Implement standards and procedures to effectively manage and provide necessary access to District data, while at the same time ensuring the confidentiality, integrity, and availability of the information. This policy relates to the use of and access to St. Peter Public Schools' computing, network resources and data. All relevant elements in the District's Acceptable Electronic Use Policy and other related policies apply.
2. Maintain an information security and student data privacy program based on risk assessment that follows relevant best practices in the field of information security. This includes having developed an incident response plan (IRP) in the case it may be needed. Included in the IRP will be procedures for the appropriate notification of individuals should the District experience a data incident.
3. Provide a structured and consistent process for employees, students and guardians to obtain necessary data access for conducting St. Peter Public Schools operations.
4. Provide processes for evaluating and vetting software that interfaces with District data, including processes for evaluating third parties and their security practices.
5. Establish a District Data Security Officer role appointed by the Superintendent with responsibilities and authority to enforce the Information Security Policy and procedures.

IV. SCOPE

1. These security processes and procedures apply to information found in or converted to a digital format.
2. Security processes and procedures apply to all employees, contract workers, volunteers, and visitors to the St. Peter Public Schools and all data used to conduct operations of the District.
3. Security processes and procedures apply to District data accessed from any location, internal, external, or remote.

4. Security processes and procedures apply to the transfer of any District data inside or outside the District for any purpose.

V. GUIDING PRINCIPLES

1. The Superintendent or designee shall determine appropriate access permissions.
2. Data users are granted data access privileges commensurate with their role and work responsibilities and are responsible for their actions while using these privileges. That is, all schools or other facilities are responsible for the District data they access, create, modify, and/or delete.
3. Any individual granted access to District data is responsible for the ethical use of that data. Access will be granted only in accordance with authority delegated to the individual to conduct St. Peter Public Schools functions.
4. It is the express responsibility of authorized users to safeguard the data they are entrusted with, their credentials, and comply with all aspects of this policy and additional related District policies and/or procedures.
5. These security measures apply to District data regardless of location. Users who transfer or transport District data "off-campus" for any reason must ensure that they are able to comply with appropriate data security measures prior to transporting or transferring the data.

Legal References: 20 United States Code Sec. 1232g et. Seq. (Family Educational Rights and Privacy Act)
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References: Policy #406 - Public and Private Personnel Data
Policy #515 - Protection and Privacy of Pupil Records
Policy #524 - Electronic Technologies Acceptable Use



ADDENDUM

REGULAR BOARD MEETING Monday, March 17, 2025 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

3. AGENDA ITEM #3

Subject: Consider Policies with Legislative Requirements or Edits 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 or changed due to statutory changes can be adopted in one reading.

Policies Presented for Updates Due to Legislative Changes or Edits:

- **Policy 607** - Organization of Grade Levels
 - Adds Forensic Mental Health Program
- **Policy 608** - Instructional Services - Special Education
 - Adds "child with a disability" provisions
- **Policy 609** - Religion and Religious and Cultural Observations
 - Adds Cultural Observance provision
- **Policy 613** - Graduation Requirements
 - Updates graduation requirements, updates references
- **Policy 616** - School District System Accountability
 - Removes WBWF

❖ The Policy Committee was in consensus that the School Board adopt the following policies in a single reading at the March 17, 2025 School Board Meeting:

- Adopt Policies 607, 608, 609, 613 and 616 in a single reading

A complete copy of the policies can be found in BoardBook.

Presentation: Policy Review Committee
Superintendent of Schools, Jeff Olson

Options/Recommendation: I recommend your approval of revisions to 607, 608, 609, 613 and 616 in a single reading.

607 ORGANIZATION OF GRADE LEVELS

I. PURPOSE

The purpose of this policy is to address the grade level organization of schools within the school district.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to address the groupings of grade levels as recognized in Minn. Stat. § 120A.05, as follows:

[Note: Each school district should identify within the groupings as defined in Minn. Stat. § 120A.05, how grade levels shall be organized within the school district from the options listed below:

Early Childhood	Early Childhood Special Education, Early Childhood Family Education, School Readiness, K-Ready
South Elementary	Grade levels kindergarten through grade one
North Elementary	Grade levels two through four
Middle School	Grade levels five through eight
High School	Grade levels nine through twelve
Oshawa Learning Center	A program serving the residential clients of the Hoffmann Center
<u>FORENSIC MENTAL HEALTH PROGRAM</u> (Young Adult Adolescent Program)	Programs serving eligible students of the Regional Treatment Center
Rock Bend High School	An alternative program serving grades nine through twelve
Area Learning Center	A program providing extended day and extended year services to grades kindergarten through twelve

B. The superintendent may seek school board approval to administer certain programs on a nongraded basis or a design different from that indicated. Program proposals that seek school board approval must meet all state requirements and reflect the rationale for the modification.

C. The school district may request documentation that verifies a student falls within the school's minimum and maximum age requirements for admission to publicly funded prekindergarten, preschool, kindergarten, or grades 1 through 12. Documentation may include a passport, a hospital birth record or physician's certificate, a baptismal or religious certificate, an adoption record, health records, immunization records, immigration records, previously verified school records, early childhood screening records, Minnesota Immunization Information Connection records, or an affidavit from

a parent.

III. DEFINITIONS

- A. "Kindergarten" means a program designed for students five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter first grade the following school year.
- B. "Prekindergarten" means a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter kindergarten the following school year.

Legal References: Minn. Stat. § 120A.05, Subds. 9, 10a, 11, 13, 17 (Public Schools)
Minn. Stat. § 120A.20, Subd. 4 (Verification of Age for Admission to Public School)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)

Cross References:

608 INSTRUCTIONAL SERVICES – SPECIAL EDUCATION

I. PURPOSE

The purpose of this policy is to set forth the position of the school board on the need to provide special educational services to some students in the school district.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that some students need special education services and further recognizes the importance of providing a free appropriate public education and delivery system for students in need of special education.

III. CHILDREN BIRTH THROUGH AGE SIX EXPERIENCING DEVELOPMENTAL DELAYS

- A. "Child with a disability" means a child identified under federal and state special education law as deaf or hard-of-hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of the Minnesota Department of Children, Youth, and Families for children from birth through age two and by the rules of the Commissioner of the Minnesota Department of Education for all other children. A licensed physician, an advanced practice registered nurse, a physician assistant, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability.
- B. In addition to Paragraph A, every child under age three and, at local district discretion, every child from age three through age six, who needs special instruction and services, as determined by the rules of the Commissioner of the Minnesota Department of Children, Youth, and Families for children under age three and by the rules of the Commissioner of the Minnesota Department of Education for children ages three through six, because the child has a substantial delay or has a diagnosed physical or mental condition or disorder with a high probability of resulting in developmental delay is a child with a disability.
- C. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner of the Minnesota Department of Children, Youth, and Families for children from birth through age two and by the rules of the Commissioner of the Minnesota Department of Education for all other children, is not a child with a disability.

[NOTE: The 2024 Minnesota legislature revised these provisions in part to account for the responsibilities of the new Department of Children, Youth, and Families. The provisions quote Minnesota Statutes, section 125A.02.]

IVIII. RESPONSIBILITIES

- A. The school board accepts its responsibility to identify, evaluate, and provide special education and related services for children with a disabilityies who are properly the responsibility of the school district and who meet the criteria to qualify for special education and related services as set forth in Minnesota and federal law.

- B. The school district shall ensure that all qualified disabled children are provided special education and related services which are appropriate to their educational needs.
- C. When such services require or result from interagency cooperation, the school district shall participate in such interagency activities in compliance with applicable federal and state law.
- D. The school district may conduct an assessment for developmental adapted physical education, as defined in Minnesota Rules, part 3525.1352, as a stand-alone evaluation without conducting a comprehensive evaluation of the student in accordance with prior written notice provisions in Minnesota Statutes, section 125A.091, subdivision 3a. A parent or guardian may request that the school district conduct a comprehensive evaluation of the parent's or guardian's student.

[NOTE: The 2024 Minnesota legislature enacted paragraph D. This provision is permissive, not mandatory. A school board can decide whether to add it to a policy.]

Legal References: Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 125A.02 (Definition of Child with a Disability)
Minn. Stat. §§ 125A.027, 125A.03, 125A.08, 125A.15, and 125A.29 (District Obligations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

Cross References: Policy 402 (Disability Nondiscrimination Policy)
Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
Policy 509 (Enrollment of Nonresident Students)
Policy 521 (Student Disability Nondiscrimination)

609 RELIGION AND RELIGIOUS AND CULTURAL OBSERVANCES

I. PURPOSE

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall neither promote nor disparage any religious belief or nonbelief. Instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views.
- B. The school district also recognizes that religion has had and is having a significant role in the social, cultural, political, and historical development of civilization.
- C. The school district recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature which may have had a religious basis or origin as well as a secular importance.
- D. The school district supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.
- E. The historical and contemporary values and the origin of various religions, holidays, customs, and beliefs may be explained in an unbiased and nonsectarian manner.

III. RESPONSIBILITY

- A. The superintendent shall be responsible for ensuring that the study of religious materials, customs, beliefs, and holidays in the school district is in keeping with the following guidelines:
 - 1. The proposed activity must have a secular purpose.
 - 2. The primary objective of the activity must be one that neither advances nor inhibits religion.
 - 3. The activity must not foster excessive governmental relationships with religion.
 - 4. Notwithstanding the foregoing guidelines, reasonable efforts must be made to accommodate any student who wishes to be excused from a curricular activity for a religious observance or American Indian cultural practice, observance, or ceremony. The school district must provide annual notice to parents of this policy.

~~Notwithstanding the foregoing guidelines, reasonable efforts will be made to accommodate any student who wishes to be excused from attendance at school for the purpose of religious instruction or observance of religious holidays.~~

- B. The superintendent is granted authority to develop and present for school board review and approval directives and guidelines for the purpose of providing further

guidance relative to the teaching of materials related to religion. Approved directives and guidelines shall be attached as an addendum to this policy.

- Legal References:** U. S. Const., amend. I
Minn. Stat. § 120A.22, Subd. 12~~(3)~~ (Compulsory Instruction)
Minn. Stat. § 120A.35 (Absence From School for Religious and Cultural Observances)
Minn. Stat. § 121A.10 (Moment of Silence)
Good News Club v. Milford Central School, 533 U.S. 98, 121 S.Ct. 2093, 150 L.Ed.2d 151 (2001)
Santa Fe Indep. Sch. Dist. v. Doe, 530 U.S. 290, 120 S.Ct. 2266 (2000)
Tangipahoa Parish Bd. of Educ. v. Freiler, 530 U.S. 1251, 120 S.Ct. 2706 (2000)
Lemon v. Kurtzman, 403 U.S.602, 91 S.Ct. 2105, 29 L.Ed.2d 745 (1971)
Child Evangelism Fellowship v. Minneapolis Special Sch. Dist. No. 1, 690 F.3d 996 (8th Cir. 2012)
Wigg v. Sioux Falls Sch. Dist., 382 F.3d 807 (8th Cir. 2004)
Doe v. School Dist. of City of Norfolk, 340 F.3d 605 (8th Cir. 2003)
Stark v. Independent Sch. Dist. No. 640, 123 F.3d 1068 (8th Cir. 1997)
Florey v. Sioux Falls Sch. Dist. 49-5, 619 F.2d 1311 (8th Cir. 1980)
Roark v. South Iron R-1 Sch. Dist., 573 F.3d 556 (8th Cir. 2009)
Child Evangelism Fellowship v. Elk River Area Sch. Dist. No. 728, 599 F.Supp.2d 1136 (D. Minn. 2009)
LeVake v. Independent Sch. Dist. No. 656, 625 N.W.2d 502 (Minn. App. 2001)
Minn. Op. Atty. Gen. 169-J (Feb. 14, 1968)
Minn. Op. Atty. Gen. 169-K (Oct. 21, 1949)
Minn. Op. Atty. Gen. 63 (1940)
Minn. Op. Atty. Gen. 120 (1924)
Minn. Op. Atty. Gen. 121 (1924)
- Cross References:** Policy 801 (Equal Access to School Facilities)

613 GRADUATION REQUIREMENTS

[Note: The requirements set forth in this policy govern the graduation standards that Minnesota public schools must require for a high school diploma for all students.]

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

A. "Required standard" means a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, health, and the arts. Locally developed academic standards in health apply until statewide rules implementing statewide health standards under Minnesota Statutes, section 120B.021, subdivision 3, are required to be implemented in the classroom.

~~_____ "Academic standard" means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, or the arts, or (2) a locally adopted expectation for student learning in health, the arts, career and technical education, or world languages.~~

B. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.

C. "English language learners" or "ELL" student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

D. "Individualized Education Program" or "IEP" means a written statement developed for a student eligible by law for special education and services.

~~CE.~~ "Section 504 Accommodation" means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.

IV. DISTRICT ASSESSMENT COORDINATOR

Darin Doherty shall be named the District Assessment Coordinator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

V. GRADUATION ASSESSMENT REQUIREMENTS

A. Graduation Requirements

Students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

- A.1. Achievement and career and college readiness in mathematics, reading, and writing, as measured against a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation and which facilitates the monitoring of students' continuous development of and growth in requisite knowledge and skills; analysis of students' progress and performance levels, identification of students' academic strengths and diagnosis of areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and determination of students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student based on analysis of students' progress and performance data; and
- B.2. Consistent with this paragraph and Minn. Stat. § 120B.125 (see *Policy 604, Section II.H.*), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
- C.3. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.

B. Targeted Instruction Plan

- 1. A student must receive targeted, relevant, academically rigorous, and resourced instruction, which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
- 2. Consistent with Minnesota Statutes, sections 120B.13, 124D.09, 124D.091, 124D.49, and related sections, an enrolling school or district must actively encourage a student in grade 11 or 12 who is identified as academically ready for a career or college to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment under this subdivision to graduate from high school.
- 3. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.

[NOTE: The revisions in Paragraphs A and B align the model policy language with Minnesota Statutes 120B.303.]

- ~~D. Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.~~
- ~~E. Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college are actively encouraged by the school district to participate in courses and~~

~~programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment to graduate from high school.~~

- ~~FC.~~ A student's progress toward career and college readiness must be recorded on the student's high school transcript.

VI. GRADUATION CREDIT REQUIREMENTS

Students must successfully complete, as determined by the school district, the following high school level credits for graduation:

- ~~A. Four credits of language arts sufficient to satisfy all academic standards in English language arts;~~
- ~~B. Four credits of mathematics, including an algebra II credit or its equivalent, sufficient to satisfy all of the academic standards in mathematics;~~
- ~~A. Four credits of language arts sufficient to satisfy all academic standards in English language arts;~~
- ~~B. Four credits of mathematics sufficient to satisfy all of the academic standards in mathematics;~~
- ~~C. An algebra I credit by the end of 8th grade sufficient to satisfy all of the 8th grade standards in mathematics;~~
- ~~D. Four credits of science, including at least: (a) one credit of biology; (b) one credit of chemistry or physics; and (c) one elective credit of science. The combination of credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science;~~
- ~~C. Four credits of science, including one credit to satisfy all the earth and space science standards for grades 9 through 12, one credit to satisfy all the life science standards for grades 9 through 12, and one credit to satisfy all the chemistry or physics standards for grades 9 through 12;~~
- ~~DE. Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship in either grade 11 or 12 for students beginning in grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship under Minnesota Statutes, section 120B.21, subdivision 1a, and a combination of other credits encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;~~
- ~~Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;~~
- FE. One credit in the arts sufficient to satisfy all of the state or local academic standards in the arts;
- GF. One credit of Physical Education sufficient to satisfy all of the state or local academic standards in Physical Education;
- HG. One-half credit of Health sufficient to satisfy all of the state or local academic standards in Health; and
- IH. A minimum of nine elective credits.

I. Students who begin grade 9 in the 2024-2025 school year and later must successfully complete a course for credit in personal finance in grade 10, 11, or 12. A teacher of a personal finance course that satisfies the graduation requirement must have a field license or out-of-field permission in agricultural education, business, family and consumer science, social studies, or math.

JJ. Credit equivalencies

1. A one-half credit of economics taught in a school's agriculture education or business department may fulfill a one-half credit in social studies under Paragraph E., above, if the credit is sufficient to satisfy all of the academic standards in economics.
2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph D., above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph D., above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph D., above.

KK. Students that earn a minimum of 2.0 credits in a state approved alternative program including Rock Bend ALC program, Credit Recovery, or ABE are eligible to waive the following credits and meet the requirements of graduation.

1. One math credit may be waived. The state requirements are three credits of mathematics, including an algebra II credit or its equivalent, sufficient to satisfy all of the academic standards in mathematics.
2. One science credit may be waived. The state requirements are three credits of science, including at least: (1) one credit of biology; (b) one credit of chemistry or physics, and (c) one elective credit of science. The combination of credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science;
3. Two elective credits may be waived; a minimum of seven elective credits must be earned.

[NOTE: The revisions above align the policy language with Minnesota law, including changes enacted by the 2024 Minnesota legislature concerning physical education credit and state standards in health. Paragraph 8 was enacted in 2023; it affects students who begin grade 9 in the 2024-25 school year.]

VII. GRADUATION STANDARDS REQUIREMENTS

- A. All students must demonstrate their understanding of the following academic standards:
1. School District Standards, Health (K-12);
 2. School District Standards, Career and Technical Education (K-12); and
 3. School District Standards, World Languages (K-12).

- B. Academic standards in health, world languages, and career and technical education will be reviewed on an annual basis.* A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.
 - * Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.
- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
 - 1. Minnesota Academic Standards, English Language Arts K-12;
 - 2. Minnesota Academic Standards, Mathematics K-12;
 - 3. Minnesota Academic Standards, Science K-12;
 - 4. Minnesota Academic Standards, Social Studies K-12; and
 - 5. Minnesota Academic Standards, Physical Education K-12.
- D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.
- E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

VIII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minn. Stat. § 120B.07, upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal’s decision shall be in writing and may be subject to review by the superintendent and school board.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota’s Students)
 Minn. Stat. § 120B.018 (Definitions)
 Minn. Stat. § 120B.021 (Required Academic Standards)
 Minn. Stat. § 120B.023 (Benchmarks)
 Minn. Stat. § 120B.024 (Graduation Requirements; Course Credits)
 Minn. Stat. § 120B.07 (Early Graduation)
 Minn. Stat. § 120B.11 (School District Process)
 Minn. Stat. § 120B.125 (Planning for Students’ Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)
 Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
 Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
 Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for

Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: Policy 104 (School District Mission Statement)
Policy 601 (School District Curriculum and Instruction Goals)
Policy 614 (School District Testing Plan and Procedure)
Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
Policy 616 (School District System Accountability)

Adopted:

Policy 616

Revised: ~~June 2024~~ March 2025

Orig. 1997

Rev. 2024

616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.

~~B. "World's best workforce" means striving to: meet school readiness goals; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.~~

B. "Comprehensive achievement and civic readiness" means striving to: meet school readiness goals; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school; and prepare students to be lifelong learners.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

A. School District Goals

1. The school board has established school district-wide goals that provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota K-12 Academic Standards and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the school district's Advisory Committee.
2. The District Advisory Committee created under Policy 603 (Curriculum Development) is established by the school board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
3. The school district-wide improvement goals should address recommendations

identified through the District Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may also be developed through an education effectiveness program, ~~an evaluation of student progress committee~~, or through some other locally determined process.

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

[Insert Local Cycle in this space]

C. Implementation of Graduation Requirements

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

D. Comprehensive Continuous Improvement of Student Achievement

1. By [~~date~~] **December 1** of each year, the District Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The District Advisory Committee, working in cooperation with other committees of the school district [*such as the Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.*], will provide active community participation in:
 - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota K-12 Academic Standards;

- b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
 - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals; and,
 - d. Advising the school board about development of the annual budget.
3. The District Advisory Committee shall meet the following criteria:
- a. The District Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
 - b. The District Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
 - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
 - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the District Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.

54. Translation services should be provided to the extent appropriate and practicable.

65. The District Advisory Committee shall meet the following timeline each year:

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

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

~~November: Month(s): Review evaluation results and prepare make recommendations to the school board for its input and approval.~~

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

FE. Reporting

- 1. Consistent with Minnesota Statutes, section 120B.36, subdivision. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website.

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

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

Legal References:

Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for the ~~World's Best Workforce~~CACR)
Minn. Stat. § 120B.35 (Student Academic Achievement and Growth)
Minn. Stat. § 120B.36 (School Accountability)
Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making; Individualized Learning Agreement; Other Agreements)
Minn. Stat. § 123B.147 (Principals)
Minn. Stat. § 126C.12 (Learning and Development Revenue Amount and Use)
Minn. Rules Parts ~~3501.0640-3501.0655~~ (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.09~~5560~~ (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)



ADDENDUM

REGULAR BOARD MEETING Monday, March 17, 2025 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

4. AGENDA ITEM #4

Subject: Consider Approval of Achievement and Integration Plan

Action: Requires a Motion

Background: Over the past few weeks work has been completed on the Achievement and Integration Plan for July 1, 2025 to June 30, 2028. The plan has been reviewed by a Multi-district Collaborative Council and NAPAC district representative Char Klah. The plan contains goals, strategies for achieving the goals and Key Indicators of Progress for reaching the goals. The plan was reviewed by the Education Committee and has been submitted by the March 15, 2025 due date. With MDE permission, we are allowed to have School Board approval after the due date. Ytive will review the plan at the meeting.

Presentation: Superintendent of Schools, Jeff Olson
Special Programs Administrator, Ytive Prafke

Options/Recommendation: I recommend your approval of the Achievement and Integration Plan as presented.



Achievement and Integration Plan Form July 1, 2025 to June 30, 2028

Submissions are due by **March 15, 2025**.

District ISD# and Name: **ISD#508 St. Peter Public Schools**

Phone: **507 934-4211 ext 1010**

District Integration Status: _____

Email: yprafke@stpeterschools.org

Superintendent Name: **Jeffrey Olson**

Superintendent Phone Number: **507 934-5703**

Superintendent Email: jolson@stpeterschools.org

Title of Person Submitting Report: **Ytive Prafke**

Racially Identifiable Schools within District

If you have been notified by the Minnesota Department of Education (MDE) that your [district has a racially identifiable school](#), please list each of those schools below. Add additional lines as needed.

1. N/A

Plans for racially identifiable schools should include the same information and follow the same format as districtwide plans. Provide that information in the [Racially Identifiable School section](#) of this document.

Partnering Districts Racially isolated districts must partner with adjoining districts on student integration strategies (Minn. R. 3535.0170). List the districts you will partner with, adding additional lines as needed.

Provide the name of your integration collaborative if you have one:

1. ISD 77 Mankato Public Schools
2. JWP Janesville Waldorf Pemberton

School Board Approval

X We certify that we have approved this Achievement and Integration plan and will implement it as part of our district's World's Best Workforce plan ([Minn. Stat. § 124D.861, subd. 4](#)).

X We certify that we sought and received input on integration goals and strategies from councils as described on page 2. The council(s) included representation and meaningful input from our American Indian Parent Advisory Committee as required by [Minnesota Rules 3535.0160, subpart 2](#), and [Minnesota Rules 3535.0170, subparts 2-5](#).

Superintendent (enter name) Jeffrey Olson

Signature: _____ Date Signed: _____

School Board Chair (enter name) _____

School Board Chair Signature: _____ Date Signed: _____

Plan Input

Minnesota School Desegregation/Integration Rule, part 3535.0170, subpart 2, requires racially isolated and adjoining districts to establish a multidistrict collaboration council to provide input on integration goals and to identify cross-district strategies to improve student integration.

Districts with racially identifiable schools are required to convene a community collaboration council to assist in developing integration goals and to identify ways of creating increased opportunities for integration at the racially identifiable schools (Minn. R. 3535.0160, subp. 2).

American Indian Parent Advisory Committee Districts with an American Indian parent advisory committee must include representation from this committee on the councils described above ([Minn. R. 3535.0160, subp. 2](#), and [3535.0170, subp. 3](#)).

For stakeholder input to be meaningful, it should be based on open communication and coordination that acknowledges and considers the views of all participants. For steps to ensure that input from your council is meaningful, see the Facilitation Guide in the [Achievement and Integration Plan Guide](#), and see the [Tribal Consultation Guidance](#)

Below, list your council members and identify American Indian parent committee members. Briefly describe council members' recommendations for your district-wide plan and for your racially identifiable school plans, as applicable. You may also include meeting dates and describe the process you used to ensure meaningful input from council members.

Multidistrict Collaboration Council Member Details

Name	Position/Role	Email/Phone Number
Annette Engeldinger	Principal St. Peter Public Schools	aengeldinger@stpeterschools.org 507 934-4212
Jon Graff	Principal St. Peter Middle Schools	jgraff@stpeterschools.org 507 934-4210
Ytve Prafke	Special Programs Administrator St. Peter Public Schools	yprafke@stpeterschools.org 507 934-4211 Ext. 1010
John Warren	Equity Coordinator St. Peter Public Schools	jwarren@stpeteschools.org 507 934-4212
Jeremy Eler	Superintendent Janesville-Waldorf-Pemberton Schools (JWP)	jerler@isd283.org 507 231-7778
Jodi Ritmiller	Principal Bridges Community School Mankato Public Schools	JRittm1@isd77.org 507 387-2800
Char Klah	Native American Parent Advisory Council St. Peter Public Schools	CKlah@stpeterschools.org 507 934-4211

Community Collaboration Council Member Details (for Racially Identifiable School(s))

Name	Position/Role	Email/Phone Number
N/A		

AIPAC Member Signature (if applicable): _____ Date Signed: _____

Submitting this Plan

Submit your completed plan as a Word document to MDE for review and approval ([Minn. Stat. § 124D.861, subd. 4](#)). Once it's signed, scan the signature page and save it as a separate PDF. Email your plan and signature page to MDE.integration@state.mn.us.

Detailed directions and support for completing this plan can be found in the [Achievement and Integration Plan Guide](#).

Achievement and Integration Goals

This plan must contain **three types of goals**, at least one for each of the following:

1. Reducing the disparities in academic achievement among all students and specific categories of students excluding the categories of gender, disability, and English learners.
2. Reducing the disparities in equitable access to effective and more diverse teachers among all students and specific categories of students excluding the categories of gender, disability, and English learners.
3. Increasing racial and economic integration (Minn. Stat. § 124D.861, subd. 2 (a)).

Goal #1: All students in St. Peter Public Schools will increase their reading proficiency from 68.48% in Spring 2024 to 76.8 % in Spring 2028 according to FAST Bridge aReading.

Aligns with WBWF/CACR area: All racial and economic achievement gaps between students are closed.

Goal Type:

- Achievement Disparity
- Integration
- Teacher Equity

Strategy #1-Academic Enrichment and Support

Type of Strategy-Integrated Learning Environments

Narrative: Uses policies, curriculum, or trained instructors and other advocates to support differentiated instruction and targeted interventions.

The District will ensure the FRL and non white students showing slower growth receive targeted reading instruction and interventions and academic supports.

Location of Services: St. Peter Public Schools

Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	2026 Target	2027 Target	2028 Target
The achievement gap between students receiving Free or Reduced Lunch and non Free or Reduced Lunch who attend St. Peter schools will decrease from 27% in the spring 2024 to 21% in the spring 2028 according to fastbridge aReading.	KIP 2026 25%	KIP 2027 23%	KIP 2028 21%
The achievement gap between white and non white students who attend St. Peter Public Schools will decrease from 27.1% in the spring of 2024 to 21.1% in the spring 2028 according to Fastbridge aReading.	KIP 2026 25.1%	KIP 2027 23.1%	KIP 2028 21.1%

Goal #2: Increase the number of students graduating with college credit, industry certification, or workforce ready experience from 144 in the spring of 2024 to 153 in the spring of 2028.

Aligns with WBWF/CACR area: All students are ready for career and college.

Goal Type:

- Achievement Disparity
- Integration
- Teacher Equity

Strategy #2- Increasing Family Engagement Initiatives

Type of Strategy-Family engagement initiatives to increase student achievement.

Narrative- The District will conduct workshops for students and families on the benefits of concurrent enrollment and CTE and workforce programs.

Location of Services: St. Peter Public Schools

Strategy #3-Career/college readiness and rigorous coursework for underserved students, including students enrolled in ALC.

Narrative- The District will collaborate with colleges, trade schools and employers to increase concurrent enrollment, CTE and Workforce programs.

Location of Services: St. Peter Public Schools

Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	2026 Target	2027 Target	2028 Target
The number of economically and racially diverse students who earned college credit will increase from 59 in the spring of 2024 to 68 in the spring of 2028.	KIP 2026 62	KIP 2027 65	KIP 2028 68
The number of economically and racially diverse students who earned industry certifications will increase from 12 in the spring of 2024 to 15 in the spring of 2028.	KIP 2026 13	KIP 2027 14	KIP 2028 15
The number of economically and racially diverse students who participated in workforce ready experiences will increase from 12 in the spring of 2024 to 15 in the spring of 2028.	KIP 2026 13	KIP 2027 14	KIP 2028 15

Goal #3: The number of teachers in St. Peter Public Schools completing **at least one** professional development workshop on creating inclusive classrooms will increase from 121 in the 2024-2025 school year to 121 teachers completing **two or more** workshops on creating inclusive classrooms by the completion of the 2027-2028 school year.

Aligns with WBWF/CACR area: All students graduate from high school.

Goal Type:

- Achievement Disparity
- Integration
- Teacher Equity

Strategy #4- Culturally Responsive Teacher Training

Type of Strategy-Professional development opportunities focused on academic achievement of all students.

Narrative: The District will implement teacher training on the use of relationship based and culturally affirming behavioral approaches and respectful cross cultural communication.

Location of Services: St. Peter Public Schools

Strategy #5-Equitable Access to Effective and Diverse Teachers

Type of Strategy -Integrated Learning Environments

Narrative: Increases cultural fluency, competency, and interaction

The District will hold programming such as Black Joy Day, Indigenous Peoples day, Hispanic Latino Joy Day, etc. These celebrations will increase the opportunities and diverse experience for students and staff to learn about appreciation and respect for a better understanding of racial and cultural diversity. These days will also be open to groups from neighboring districts such as Mankato and JWP.

Location of Services: St. Peter Public Schools

Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	2026 Target	2027 Target	2028 Target
Increase the percentage of racially diverse students who graduate from Saint Peter High School from 83.8 % in Spring of 2023 to 88.8% in Spring 2028 as measured by graduation rates reported by MDE.	KIP 2026 86.8%	KIP 2027 87.8%	KIP 2028 88.8%

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	2026 Target	2027 Target	2028 Target
Increase the percentage of economically diverse students who graduate from Saint Peter High School from 78.9% in Spring of 2023 to 82.9% in Spring 2028 as measured by graduation rates reported by MDE.	KIP 2026 80.9%	KIP 2027 81.9%	KIP 2028 82.9%
Increase the attendance of racially diverse students from 92.1% 2023-2024 to 95.1% in 2027-2028.	KIP 2026 93.1%	KIP 2027 94.1%	KIP 2028 95.1%
Increase the attendance of economically diverse students from 91.6% in 2023-2024 to 94.6% in 2027-2028	KIP 2026 92.6%	KIP 2027 93.6%	KIP 2028 94.6%

Creating Efficiencies and Eliminating Duplicative Programs

Briefly explain how this plan will create efficiencies and eliminate duplicative programs and services (Minn. Stat. § 124D.861, subd. 2 (c)). **Enter text.**

The strategies and action items included in the Saint Peter plan will provide the necessary structure to support our overarching commitment to ensure high levels of learning and support for ALL students. We have held, sponsored and/or organized several initiatives and projects over many years, each housed within a specific school and/or system within the school district. The implementation of our Achievement and Integration plan will allow us to see how various elements of our equity commitment fit together to support our vision and mission.

Examples:

- *Alignment of the PreK-12 staff development plan
- *Alignment of intervention programs such as Title 1, Targeted Services, English Language, ALC, etc.
- *Alignment of curricular and co-curricular efforts to engage all community stakeholders
- *Alignment of school-community advisory, planning and support groups, including World’s Best Workforce, and Native American Parent Advisory Committee.



ADDENDUM

REGULAR BOARD MEETING Monday, March 17, 2025 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

5. AGENDA ITEM #5

Subject: Consider a Change to the 2024-2025 School Calendar

Action: Requires a Motion

Background: Due to the need to move out of the Middle School building beginning on May 29, 2025, I am requesting an adjustment to the 2024-2025 School Calendar. The requested change is to end the school year one day early for Middle School and Early Childhood students. This results in a last day of school for these students on May 28th, a Teacher Workday on May 29th and a Packing Day on May 30th for Middle School and Early Childhood staff.

Presentation: Superintendent of Schools, Jeff Olson

Options/Recommendation: I recommend your approval of the adjustment to the school calendars as presented.

2024-2025 Saint Peter Public Schools

		August 2024							September 2024									
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
14-15	New Teacher Workshop								1	2	3					2	Labor Day	
19-22	Teacher Workshop					1	2	3	1	2	3	4	5	6	7	20	No School-Staff Development	
21	9th grade Orientation	4	5	6	7	8	9	10	8	9	10	11	12	13	14			
26	First Day of School SPHS & OLA	11	12	13	14	15	16	17	15	16	17	18	19	20	21			
26-27	K-8 & Rock Bend P/T Conferences	18	19	20	21	22	23	24	22	23	24	25	26	27	28			
28	First Day of School K-8 & Rock Bend	25	26	27	28	29	30	31	29	30								
		October 2024							November 2024									
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
2	Oshawa P/T Conferences PM			1	2	3	4	5						1	2	1	Teacher Workday-No School	
17-18	MEA Break															7	K-8 P/T Conferences PM	
31	Early Release	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	K-8 No School - P/T Conferences	
31	End of 1st Qtr/K-8: 43 days 9-12: 45 days	13	14	15	16	17	18	19	10	11	12	13	14	15	16	12	K-8 P/T Conferences PM	
		20	21	22	23	24	25	26	17	18	19	20	21	22	23	14	9-12 P/T Conferences PM	
		27	28	29	30	31			24	25	26	27	28	29	30	22	Early Release	
28-29	Thanksgiving Break															28-29	Thanksgiving Break	
		December 2024							January 2025									
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
		1	2	3	4	5	6	7				1	2	3	4	1-3	Winter Break	
		8	9	10	11	12	13	14	5	6	7	8	9	10	11	16	Early Release Day	
11	Oshawa P/T Conferences PM	15	16	17	18	19	20	21	12	13	14	15	16	17	18	16	End of 2nd Qtr/K-8: 41 days 9-12: 42days	
23-31	Winter Break	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	Teacher Workday-No School	
		29	30	31					26	27	28	29	30	31		20	MLK DAY	
		February 2025							March 2025									
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
13	K-8 P/T Conferences PM							1							1	21	Early Release Day	
14	K-8 No School - P/T Conferences															21	End of 3rd Qtr/K-8: 41 days 9-12: 42 days	
17	President's Day	2	3	4	5	6	7	8	2	3	4	5	6	7	8	24	Teacher Workday-No School	
18	No School-Staff Development	9	10	11	12	13	14	15	9	10	11	12	13	14	15	31	No School	
19	Oshawa P/T Conferences PM	16	17	18	19	20	21	22	16	17	18	19	20	21	22			
20	K-8 P/T Conferences PM	23	24	25	26	27	28		23	24	25	26	27	28	29			
27	9-12 P/T Conferences PM								30	31								
		April 2025							May 2025									
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
17	Early Release			1	2	3	4	5						1	2	3	9	Early Release Day
18	No School	6	7	8	9	10	11	12	4	5	6	7	8	9	10	26	Memorial Day	
21	No School	13	14	15	16	17	18	19	11	12	13	14	15	16	17	28	End of 4th Qtr/EC & 5-8: Students 43 Days	
23	Oshawa P/T Conferences PM	20	21	22	23	24	25	26	18	19	20	21	22	23	24	29	Teacher Workday for EC & 5-8 Staff	
30	9-12 P/T Conferences PM	27	28	29	30				25	26	27	28	29	30	31	30	Teacher Packing Day for EC & 5-8 Staff	
																29	End of 4th Qtr/ K-4 & 9-12: 44 days	
																30	Teacher Workday: K-4 & 9-12 / Graduation	

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



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

modified: 03.06.25



ADDENDUM

REGULAR BOARD MEETING Monday, March 17, 2025 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

6. AGENDA ITEM #6

Subject: Consider a Change to the Day and Time of School Board Meetings for the Period of May 2025 to June 2026

Action: Requires a Motion

Background: At the March 3, 2025 Study Session, you discussed the possibility of changing the day and time of School Board Meetings to Wednesday nights at 5:00 PM. In your packet, you will find a revised listing of School Board Meetings and Study Sessions that reflects this change starting on Wednesday, May 7, 2025 and continuing through Wednesday, June 17, 2026.

Presentation: Superintendent of Schools, Jeff Olson

Options/Recommendation: I recommend your approval of the change to the day and time of School Board Meetings and Study Sessions.



INDEPENDENT SCHOOL DISTRICT #508
School Board Meetings
July 2024 to June 2025

	TYPE	DATE	TIME	PLACE
JULY	Regular Meeting	Monday, July 15	6:30 PM	Governors' Room/CC
AUGUST	Regular Meeting	Monday, August 19	6:30 PM	Governors' Room/CC
SEPTEMBER	Regular Meeting	Monday, September 16	6:30 PM	Governors' Room/CC
OCTOBER	Study Session	Monday, October 7	6:30 PM	MS Media Center
	Regular Meeting	Monday, October 21	6:30 PM	Governors' Room/CC
NOVEMBER	Regular Meeting	Monday, November 18	6:30 PM	Governors' Room/CC
DECEMBER	Study Session	Monday, December 2	6:30 PM	MS Media Center
	Regular Meeting	Monday, December 16	6:30 PM	Governors' Room/CC
JANUARY	Organizational Meeting	Monday, January 6	6:00 PM	Governors' Room/CC
	Regular Meeting*	Thursday, January 23	6:30 PM	Governors' Room/CC
	MSBA Winter Conference	January 16 & 17	TBD	Minneapolis
FEBRUARY	Study Session	Monday, February 3	6:30 PM	MS Media Center
	Regular Meeting**	Thursday, February 20	5:00 PM	Governors' Room/CC
MARCH	Study Session	Monday, March 3	6:30 PM	MVED Building
	Regular Meeting	Monday, March 17	6:30 PM	Governors' Room/CC
APRIL	Special Board Meeting	Monday, April 21	5:30 PM	Community Education Office/CC
	Regular Meeting	Monday, April 21	6:30 PM	Governors' Room/CC
MAY	Study Session	Wednesday, May 7	5:00 PM	MS Media Center
	Regular Meeting	Wednesday, May 21	5:00 PM	Governors' Room/CC
	Graduation	Friday, May 30	8:00 PM	HS Campus
JUNE	Regular Meeting	Wednesday, June 18	5:00 PM	Governors' Room/CC

*Changed due to Martin Luther King Jr. Holiday

**Changed due to Presidents' Day Holiday

Note: The School Board reserves the right to change or modify the meeting calendar based on the needs of the School Board or the School District.



INDEPENDENT SCHOOL DISTRICT #508
School Board Meetings
July 2025 to June 2026

	TYPE	DATE	TIME	PLACE
JULY	Regular Meeting	Wednesday, July 16	5:00 PM	Governors' Room/CC
AUGUST	Regular Meeting	Wednesday, August 20	5:00 PM	Governors' Room/CC
SEPTEMBER	Regular Meeting	Wednesday, September 17	5:00 PM	Governors' Room/CC
OCTOBER	Study Session	Wednesday, October 8	5:00 PM	MS Media Center
	Regular Meeting	Wednesday, October 15	5:00 PM	Governors' Room/CC
NOVEMBER	Regular Meeting	Wednesday, November 19	5:00 PM	Governors' Room/CC
DECEMBER	Study Session	Wednesday, December 3	5:00 PM	MS Media Center
	Regular Meeting	Wednesday, December 17	5:00 PM	Governors' Room/CC
JANUARY	Organizational Meeting	Wednesday, January 7	5:00 PM	City Hall Chambers
	Regular Meeting	Wednesday, January 21	5:00 PM	City Hall Chambers
	MSBA Winter Conference	TBD	TBD	Minneapolis
FEBRUARY	Study Session	Wednesday, February 4	5:00 PM	MS Media Center
	Regular Meeting	Wednesday, February 18	5:00 PM	City Hall Chambers
MARCH	Study Session	Wednesday, March 4	5:00 PM	MS Media Center
	Regular Meeting	Wednesday, March 18	5:00 PM	City Hall Chambers
APRIL	Regular Meeting	Wednesday, April 15	5:00 PM	City Hall Chambers
MAY	Study Session	Wednesday, May 6	5:00 PM	MS Media Center
	Regular Meeting	Wednesday, May 20	5:00 PM	City Hall Chambers
	Graduation	Friday, June 5	8:00 PM	HS Campus
JUNE	Special Board Meeting	Wednesday, June 17	?	City Hall Chambers
	Regular Meeting	Wednesday, June 17	5:00 PM	City Hall Chambers

Note: The School Board reserves the right to change or modify the meeting calendar based on the needs of the School Board or the School District.



ADDENDUM

REGULAR BOARD MEETING Monday, March 17, 2025 SPCC-Governor's Room 6:30 PM

VIII. INFORMATION ITEMS

1. AGENDA ITEM #1

Subject: Superintendent Search Update

Background: Board Chair Charlie Potts will provide an update on the Superintendent Search Timeline and process.

Presentation: School Board Chair, Charlie Potts

Saint Peter – Superintendent Search Timeline

December 16, 2024 <i>(5:00 pm, Special Meeting)</i>	Planning meeting – Board adopts search timeline, reviews hiring criteria, search procedures, market positioning, and public involvement
December 23 – January 12, 2025	Public Input survey open online and in hard copy
December 23, 2024 – February 18, 2025	MSBA posts opening on local, regional, and national websites, advertises position vacancy, receives applications, and responds to applicants' inquiries
January 6, 2025 <i>(4:00 pm – will be recorded)</i>	MSBA hosts informational Q&A session on Zoom – will be recorded for viewing throughout the search
January 7, 2025	MSBA holds Search Preview mtgs w/ district leadership
February 18, 2025 <i>(6:00 pm, Special Meeting)</i>	Board meets for interview training, and to discuss public input report, interview questions and procedures
February 18, 2025	Application Deadline
February 19 – March 7, 2025	MSBA conducts screening, preliminary verification of references, pre-interviews of recommended applicants
February 20 – March 7, 2025	Board members review applications
March 7, 2025 <i>(8:00 am, Special Meeting)</i>	Board meets to determine finalists, interview questions and procedures; MSBA reviews interview training
March 11 and 13, 2025 <i>(3:30 pm and 3:30 pm, Special Meeting)</i>	Board conducts first round of interviews
March 20, 2025 <i>(3:30 pm, Special Meeting)</i>	Board conducts reference checks and holds second round of interviews; Board selects lone finalist and sets negotiations process
March 21, 2025	Board designee begins negotiations of employment contract
March 27, 2025 <i>(8:00 am, Special Meeting)</i>	Board meets to approve employment contract
July 1, 2025	New superintendent reports to work
August 1 – December 31, 2025	New Board Team attends MSBA Transition Workshop



ADDENDUM

REGULAR BOARD MEETING Monday, March 17, 2025 SPCC-Governor's Room 6:30 PM

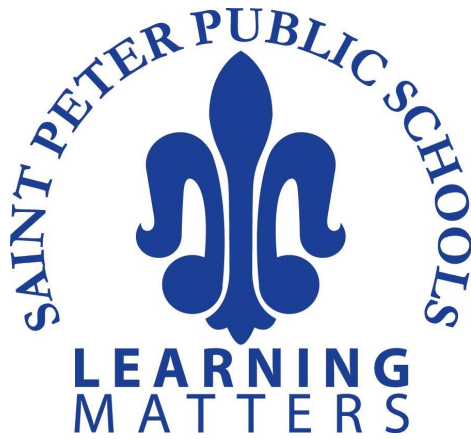
VIII. INFORMATION ITEMS

2. AGENDA ITEM #2

Subject: 2025-2028 Budget Adjustment Plan

Background: As a part of the development of the Budget Adjustment Plan, there are a number of opportunities for the School Board to learn about plan details and to provide feedback on the plan. The plan was shared with the Board at the March 3rd Study Session and with the Business Committee at their March 12th Meeting. Some slight adjustments have been made to the plan and they will be reviewed at the meeting. Prior to the end of the month, the plan will be shared with staff at each site in the district. The goal will be to have the plan presented to the School Board on April 21st.

Presentation: Superintendent of Schools, Jeff Olson



SAINT PETER PUBLIC SCHOOLS FY25 - FY28 Budget Plan

Fiscal Year 25 Budget Adjustment Plan

Budget adjustments have been made for the FY25 school year. The administrative team has revised the plan to include:

- The actual FY25 Budget Adjustments;
- The October 1st enrollment numbers;
- The FY24 audit numbers; and
- The Quarterly Fund Balance Tracker for the first three quarters of the Fiscal Year.

The adjusted FY25 anticipated ending Unassigned General Fund Balance is \$5,828,301. This equals 79.2 estimated days of operation for the school district. (See [Attachment A](#) & [Attachment B](#))

Fiscal Year 26 Budget Adjustment Plan

The Budget Adjustment Target for FY26 is \$500,000 based on the assumption that the state legislature will provide additional funding to school districts for the 2025-2026 school year. Because we will likely not know the impact of this legislative session until early summer, we are recommending that a “Soft Freeze” be enacted with the possibility of an additional \$250,000 added to the Budget Adjustment Target. The additional adjustment covers the possible loss of compensatory revenue, Q-Comp funding and no inflationary increase to per pupil funding. (For the recommended FY26 adjustment see [Attachment C](#))

Budget Adjustment Plan for FY26-FY28

There are a number of factors that impact the budget including the high rate of inflation, State funding, not keeping pace with inflation, the Special Education cross subsidy, declining enrollment and increases to all contracts. While we continue to try to find ways to address each of these areas, a plan must be put in place to stabilize the budget.

We continue the practice of developing a three-year plan to meet the budget stabilization goal. The focus is on a balanced approach of budget reductions, increased revenue, and use of the unassigned fund balance. (See Three-Year Roll-Out [Attachment D](#))

These plans have been developed with a high priority on: maintaining comprehensive High School electives and reasonable elementary class sizes; not disproportionately affecting students of color and students of poverty (equity); and social emotional health and supports. Attention was also given to: maintaining a Middle School philosophy; Comprehensive Co-Curricular and Fine Arts offerings; professional development for Teachers; and Multi-Tiered Academic Supports for students.

The plan includes a \$500,000 adjustment for FY26, a \$200,000 adjustment for FY27, and a plan to address and correct the 04 Community Service Fund deficit. At the end of FY28, we project an ending Unassigned General Fund balance of \$3,142,772 or 38.6 estimated days of operation. It is recommended that the school district continues to use the Quarterly Fund Balance Tracker and the practice of using a Three-Year Budget Roll-Out. Based on actions from the federal and state governments, enrollment and contract settlements, there may be a need for additional budget adjustments or going to the voters for an Operating Levy increase.

FY25 Quarterly Fund Balance Tracker
Adjustments Identified in Quarter 3 - January-March
Updated 2.10.25

FY25 Beginning Unassigned General Fund Balance	5,092,272
FY25 Budgeted Unassigned General Fund Revenue	27,129,142
FY25 Budgeted Unassigned General Fund Expenses	27,145,354
FY25 Budgeted Unassigned General Fund Transfers	(176,923)
FY25 Budgeted Ending Unassigned General Fund Balance	<u>4,899,137</u>

Unassigned General Fund Changes - Quarter 1

FY25 Budget Adjustment Proposals - Spring 2024 - Actuals Realized	(97,662)
Adjustments due to Supt. Resignation/Interim Supt.	8,631
Shift in Employee Time - Code to Construction Fund	35,257
Changes due to Natural Attrition	162,121
Total Quarter 1 Adjustments	<u>108,347</u>

Unassigned General Fund Changes - Quarter 2

Transportation Costs - New Contract	41,742
10/21/24 Enrollment Adjustments - Increase of 67 Students	670,000
Q Comp Shift - Professional Development	7,950
Q Comp Shift - Interventionists	74,703
Nurses' Assistant - North - 2 Days/Week	(8,751)
PT Nurse - North - Increased Hours?	(13,021)
New Leaves Identified	43,553
Temporary District Office Assistant	(1,610)
ELA Curriculum Writing (School Year Catch-Up)	(7,640)
New Curriculum Study Plan	(1,000)
Total Quarter 2 Adjustments	<u>805,925</u>

Unassigned General Fund Changes - Quarter 3

New Leaves Identified	(10,162)
Art Teacher Resignation	8,093
SPED/Social Studies Resignation - Revised Calculations	5,252
Business Office/Food Service/Maintenance Position (01 Portion Only)	(7,689)
MVED MARSS Support	2,500
Additional 06 Fund Shifts	8,942
Activities Admin Assistant Shift	352
Third Party Billing Revenue	25,000
Revised A&I	29,334
Operations - Additional Shift Differential	(2,056)
South iPads - Return from 6/class to 1:1 Devices	(7,424)
FY25 Budget Adjustments Proposals - Spring 2024 - Actuals Realized (Student Activities/Passes)	(37,250)
Total Quarter 3 Adjustments	<u>14,893</u>

Adjusted FY25 Anticipated Ending Unassigned General Fund Balance 5,828,301

FY25 (2024-2025) Estimates

Revenue	FY24 Estimated Revenue (General Fund, Unassigned)	26,771,624
	FY25 Estimated Changes to Revenue (General Fund, Unassigned)	
	Levy - General, OPEB, CTE, Lease	362,520
	Local Tuition Billing - OLA Summer, MVED	(9,274)
	Activities Increase to Fees from Patrons	30,000
	Admission to Student Activities/Passes	52,500
	Interest Earnings	(30,000)
	Donations/Gifts	(19,225)
	Miscellaneous Revenue	(42,477)
	General Education Revenue	(27,795)
	Special Education Aid / Oshawa Reimbursement	396,951
	Concessions	15,000
	Unemployment Revenue	46,731
	Federal COVID Funds - Extended Day, ESSER III, Homeless	(161,512)
	Sale of Equipment (iPads)	25,000
	Sale of Land	(184,260)
	Solar & Safety Grant Revenue	(96,640)
	10/21/24 Enrollment Adjustment - Increase of 67 Students	670,000
	FY25 Budget Adjustments Proposals - Spring 2024 - Actuals Realized (Student Activities/Passes)	(37,250)
	MVED MARSS Support	2,500
	Third Party Billing Revenue	25,000
FY25 Estimated Revenue (General Fund, Unassigned)	27,789,392	

Expenses	FY24 Estimated Expenses (General Fund, Unassigned)	27,875,289
	FY25 Estimated Changes to Expenses (General Fund, Unassigned)	
	Federal COVID Funds - Extended Day, ESSER III, Homeless	(156,004)
	Staff Salary/Fringe Expense Increases, Decreases, Shifts	(108,817)
	Consulting Fees/Contracted Services	(44,348)
	MVED Expense Estimates	(60,408)
	Rock Bend Classroom Reduction	(153,442)
	Travel/Staff Development	(10,000)
	Miscellaneous Increases	169
	Districtwide Supplies and Materials	(90,668)
	Electricity, Water, Sewer, Garbage, Fuels	19,914
	Maintenance & Repairs Costs	(20,750)
	Transportation Costs	41,742
	Technology Devices, Subscriptions	(19,993)
	Equipment Purchases (PY - Solar Project, Safety Grant, etc.)	(113,630)
	Dues, Fees, Memberships	(13,700)
	FY25 Budget Adjustments Proposals - Spring 2024 - Actuals Realized	97,662
	Adjustments due to Supt. Resignation/Interim Supt.	(8,631)
	Shift in Employee Time - Code to Construction Fund	(35,257)
	Changes due to Natural Attrition	(162,121)
	Transportation Costs - New Contract	(41,742)
	Q Comp Shift - Additional for PD Days	(7,950)
	Q Comp Shift - Additional for Interventionists	(74,703)
	Nurses' Assistant - North - 2 Days/Week	8,751
	PT Nurse - North - Increased Hours?	13,021
	New Leaves Identified	(43,553)
	District Office Help Time	1,610
	Curriculum Writing School Year Catch-Up	7,640
	New Curriculum Study Plan	1,000
	New Leaves Identified	10,162
	Art Teacher Resignation	(8,093)
	SPED/Social Studies Resignation - Revised Calculations	(5,252)
	Business Office/Food Service/Maintenance Position (01 Portion Only)	7,689
	Additional 06 Fund Shifts	(8,942)
	Activities Admin. Assistant Shift	(352)
	Revised A&I Budget	(29,334)
	Operations - Additional Shift Differential	2,056
	South iPads - Return from 6/class to 1:1 Devices	7,424
	FY25 Estimated Expenses (General Fund, Unassigned)	26,876,440

FY25 Beginning General Fund, Unassigned Balance	5,092,272
FY25 Estimated Revenue	27,789,392
FY25 Estimated Expenses	26,876,440
FY25 Estimated Transfers to Cover Negative Restricted Fund	
Balances	(176,923)
FY25 Ending General Fund, Unassigned Balance	5,828,301
Unassigned General Fund Expenditures	26,876,440.0
Unassigned General Fund Expenses/Day	73,634.1
Unassigned General Fund Balance	5,828,301.0
60 Day Expenditure Target	4,418,044.9
Estimated Days of Operation	79.2

FY26 Budget Adjustment Plan

Budget adjustments will be necessary for the Fiscal year 26 school year. The list below reflects planning that prioritizes direct services to students. There are a number of unknowns as we move forward in the planning process, including actions that may be taken by the Minnesota Legislature during the 2025 Legislative Session. This list will continue to be refined over the next months.

Adjustments	Amount
Activities Revenue Increase: Increase Adult Ticket Prices by \$1 and Activity Passes by \$5	\$7,875
\$8 and \$5 Admission to Pops Concert x2	\$10,200
Social Worker Shift to MVED (MA 7 MVED/Ma Tops SPPS)	\$26,480
Reduction in Utility Expenses - Middle School HVAC Upgrades	\$20,000
School Nurse: 3rd Party Billing Revenue Increase - South Nurse Assumes ECSE/SR Duties	\$50,000
Rock Bend Moved: Increase in Member District Lease of MVED	\$25,000
MVED Student Support Personnel Aid Accessed	\$40,000
Reduce .33 HS Social Studies Position	\$18,978
Flex Period (Full Year Implementation with Para Support)	\$12,454
Natural Attrition	\$90,000
School Resource Officer Shift 6% of Total Package to MVED	\$6,750
Shift from VEBA/Severance Assigned Funds	\$200,000
** City of St. Peter Contribution to Cultural Liaison	\$5,000
Goal Adjustments	\$500,000
Draft Adjustments	\$512,737

* "Soft Freeze" in place March 1 - June 30, 2025. A "Soft Freeze" is a temporary period where the district limits or restricts spending while allowing for necessary or essential spending to occur.

** Pending

*** 01 Building expenditures end April 15, 2025 unless there are necessary or essential purchases that need to be made.

FY25 - FY28 Fund Balance Estimates

Data as of 3.12.2025

Starting Fund Balance - FY25 Estimate	5,092,272.2
Estimated Revenue	27,789,392.0
Estimated Expenditures	26,876,440.0
Transfers to Restricted Funds	(176,923.3)
Ending Fund Balance - FY25 Estimate	<u>5,828,301.0</u>
Unassigned General Fund Expenditures	26,876,440.0
Unassigned General Fund Expenditures/Day	73,634.1
Unassigned General Fund Balance - Ending	5,828,301.0
Estimated Days of Operation	79.2

	FY25 Adj.
Revenue Adj.	
Expense Adj.	
Transfer Adj.	(100,000.0)

Starting Fund Balance - FY26 Estimate	5,828,301.0
Estimated Revenue	28,192,343.6
Estimated Expenditures	27,965,056.9
Transfers to Restricted Funds	(200,024.3)
Ending Fund Balance - FY26 Estimate	<u>5,855,563.4</u>
Unassigned General Fund Expenditures	27,965,056.9
Unassigned General Fund Expenditures/Day	76,616.6
Unassigned General Fund Balance - Ending	5,855,563.4
Estimated Days of Operation	76.4

	FY25 Adj.	FY26 Adj.
Revenue Adj.	-	
Expense Adj.	-	(300,000.0)
Transfer Adj.		(100,000.0)

Starting Fund Balance - FY27 Estimate	5,855,563.4
Estimated Revenue	28,407,059.8
Estimated Expenditures	29,072,935.9
Transfers to Restricted Funds	(200,024.3)
Ending Fund Balance - FY27 Estimate	<u>4,989,663.0</u>
Unassigned General Fund Expenditures	29,072,935.9
Unassigned General Fund Expenditures/Day	79,651.9
Unassigned General Fund Balance - Ending	4,989,663.0
Estimated Days of Operation	62.6

	FY25 Adj.	FY26 Adj.	FY27 Adj.
Revenue Adj.	-	-	
Expense Adj.	-	(300,000.0)	(200,000.0)
Transfer Adj.			(300,000.0)

Starting Fund Balance - FY28 Estimate	4,989,663.0
Estimated Revenue	28,644,188.6
Estimated Expenditures	30,249,606.9
Transfers to Restricted Funds	(200,024.3)
Ending Fund Balance - FY28 Estimate	<u>3,184,220.4</u>
Unassigned General Fund Expenditures	30,249,606.9
Unassigned General Fund Expenditures/Day	82,875.6
Unassigned General Fund Balance - Ending	3,184,220.4
Estimated Days of Operation	38.4

	FY25 Adj.	FY26 Adj.	FY27 Adj.	FY28 Adj.
Revenue Adj.	-	-	-	
Expense Adj.	-	(300,000.0)	(200,000.0)	
Transfer Adj.				(300,000.0)

Starting Fund Balance - FY25 Estimate	5,092,272.2
Estimated Revenue	27,789,392.0
Estimated Expenditures	26,876,440.0
Transfers to Restricted Funds	(276,923.3)
Ending Fund Balance - FY25 Estimate	<u>5,728,301.0</u>
Unassigned General Fund Expenditures	26,876,440.0
Unassigned General Fund Expenditures/Day	73,634.1
Unassigned General Fund Balance - Ending	5,728,301.0
Estimated Days of Operation	77.8

FY25	
Rev over Exp	912,952.0
Transfers	(276,923.3)
Inc/(Dec) of FB	636,028.7

Starting Fund Balance - FY26 Estimate	5,728,301.0
Estimated Revenue	28,192,343.6
Estimated Expenditures	27,665,056.9
Transfers to Restricted Funds	(300,024.3)
Ending Fund Balance - FY26 Estimate	<u>5,955,563.4</u>
Unassigned General Fund Expenditures	27,665,056.9
Unassigned General Fund Expenditures/Day	75,794.7
Unassigned General Fund Balance - Ending	5,955,563.4
Estimated Days of Operation	78.6

FY26	
Rev over Exp	527,286.7
Transfers	(300,024.3)
Inc/(Dec) of FB	227,262.4

Starting Fund Balance - FY27 Estimate	5,955,563.4
Estimated Revenue	28,407,059.8
Estimated Expenditures	28,572,935.9
Transfers to Restricted Funds	(500,024.3)
Ending Fund Balance - FY27 Estimate	<u>5,289,663.0</u>
Unassigned General Fund Expenditures	28,572,935.9
Unassigned General Fund Expenditures/Day	78,282.0
Unassigned General Fund Balance - Ending	5,289,663.0
Estimated Days of Operation	67.6

FY27	
Rev over Exp	(165,876.1)
Transfers	(500,024.3)
Inc/(Dec) of FB	(665,900.4)

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Starting Fund Balance - FY28 Estimate	5,289,663.0
Estimated Revenue	28,644,188.6
Estimated Expenditures	29,749,606.9
Transfers to Restricted Funds	(500,024.3)
Ending Fund Balance - FY28 Estimate	<u>3,684,220.4</u>
Unassigned General Fund Expenditures	29,749,606.9
Unassigned General Fund Expenditures/Day	81,505.8
Unassigned General Fund Balance - Ending	3,684,220.4
Estimated Days of Operation	45.2

FY28	
Rev over Exp	(1,105,418.3)
Transfers	(500,024.3)
Inc/(Dec) of FB	(1,605,442.6)

Option 1 Adjustments:

- FY25 - Shift of \$100,000 to Fund 04 for Deficit (9 year plan)
- FY26 - Shift of \$200,000 from VEBA/Severance Assigned Funds
- FY26 - Shift of \$200,000 to Fund 04 for Deficit
- FY26 - Shift of \$100,000 to Fund 04 for Deficit (9 year plan)
- FY26 - \$300,000 in Budget Adjustments
- FY27 - Shift of \$200,000 to Fund 04 for Deficit
- FY27 - \$200,000 in Budget Adjustments
- FY27 - Shift of \$100,000 to Fund 04 for Deficit (9 year plan)
- FY28 - Shift of \$200,000 to Fund 04 for Deficit
- FY28 - Shift of \$100,000 to Fund 04 for Deficit (9 year plan)