



SAINT PETER SCHOOL BOARD
Regular Board Meeting
Wednesday, July 16, 2025
SPCC-Governor's Room, 600 S. 5th St., Saint Peter, MN
56082
5:00 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
VI. Student Spotlight / Student Council Report	
1. Student Spotlight - N/A	
2. Student Council Report - N/A	
VII. Action Items	
1. Consider Acceptance of Gifts, Donations and Grants	30
2. Consider a Resolution Approving the 10-Year LTFM Revenue Plan for FY27	31
3. Consider a Resolution Authorizing the Superintendent to be the Identified Official with Authority (IOWA) for Saint Peter Public Schools	35
4. Consider Approval of Community Center Lease for Rock Bend Relocation	37
5. Consider Approval of Mend the Middle Construction Change Order in Excess of \$100,000	44
6. Consider Policies for Approval with a Third Reading	45
7. Consider Policies for Approval with a Second Reading	50
8. Consider Policies for Approval with a Single Reading	58
VIII. Information Items	
1. Emergency Action Plan Update - Standard Response Protocol	65
IX. Reports	
1.	
1. Building Principals	
2. Superintendent of Schools	
3. Board Members -	
a. Around the Table	
4. Board Committee Updates -	
a. Education Committee	
b. Business Committee	
c. Policy Committee	
d. HR Committee	
e. Ad Hoc Legislative Committee	
f. Shared Programs Committee	

X. Upcoming Meetings of the School Board

HR/Negotiations Committee Meeting
Wednesday, July 16, 2025
Immediately following the Regular Board Meeting
SPCC - Governor's Room
HR/Negotiations Committee Meeting
Thursday, July 17, 2025
4:30 PM
Saint Peter High School -
Superintendent's Office (D127)

HR/Negotiations Committee Meeting
Thursday, August 5, 2025
4:00 PM
Saint Peter High School -
Media Center (D200)

Business Committee Meeting
Wednesday, August 13, 2025
10:00 AM
Saint Peter High School -
Superintendent's Office (D127)

Policy Review Committee Meeting
Wednesday, August 13, 2025
4:00 PM
Saint Peter High School -
Superintendent's Office (D127)

HR/Negotiations Committee Meeting
Wednesday, August 13, 2025
5:15 PM
Saint Peter High School -
Media Center (D200)

Education Committee Meeting
Thursday, August 14, 2025
1:00 PM
Saint Peter High School -
Superintendent's Office (D127)

Regular School Board Meeting
Wednesday, August 20, 2025
5:00 PM
SPCC - Governor's Room

XI. Adjournment



ADDENDUM

Regular Board Meeting Wednesday, July 16, 2025 SPCC-Governor's Room 5:00PM

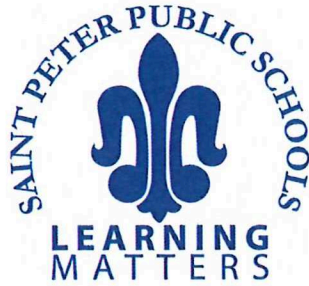
V. CONSENT AGENDA

1. Approval of the Regular Board Meeting minutes of June 18, 2025.
2. Approval of Bills and Wire Transfers (\$4,031,092.39) for June 2025.
3. Personnel
 - a. The acceptance of the retirement of Carol Glass, a Special Education Paraprofessional at South Elementary, effective July 31, 2025. Carol has been part of the South Elementary team for 30 years. She's known for her patience, warmth, and steady presence. Carol has a lovely sense of humor and a special way of connecting with students; it's clear they know how much she cares. Teachers count on her, and so often, she's the one quietly making sure things run smoothly. We're so thankful for everything Carol has brought to South over the years. She will be deeply missed, and we wish her nothing but the best as she steps into a well-earned retirement.
 - b. The acceptance of the retirement of Nikki McClintock, Head Cook at Saint Peter High School, effective June 4, 2025. Nikki will be greatly missed by the staff and students at the high school. We wish Nikki all the best in her retirement.
 - c. The approval of the termination of Molly Moller from her position as an afternoon custodian at Saint Peter High School, effective June 30, 2025.
 - d. The approval of Michelle Leonard stepping down as Head Cook at South Elementary to a 6.5 hour position, effective June 30, 2025.
 - e. The approval of the hiring of Kailee Byrd, as a Long-Term Substitute Teacher providing Reading Intervention Services at North Elementary, effective August 25, 2025 through November 20, 2025.
 - f. The approval of the hiring of Kara Nagle, as a Health Assistant Paraprofessional to support student needs across both South

Elementary and North Elementary, effective at the beginning of the 2025-2026 school year.

- g. The approval of the hiring of Evelin Canil Aguilar, as a Title I Paraprofessional at South Elementary, effective August 25, 2025.
- h. The approval of the hiring of Naomi Wolf, as a Title I Paraprofessional at South Elementary, effective August 25, 2025.
- i. The approval of the hiring of Diana Jennings, as a 6th Grade ELA Teacher at Saint Peter Middle School, effective at the beginning of the 2025-2026 school year.
- j. The approval of the hiring of Hannah Johnson, as an ESY Paraprofessional at North Elementary, effective July 7, 2025 through July 31, 2025.
- k. The approval of the hiring of Lauren Stueber, as an ESY Paraprofessional at North Elementary, effective June 2025 through July 2025.
- l. The approval of the hiring of Nick Rozsa, as a Targeted Services Paraprofessional at North Elementary, effective June 2025 through July 2025.
- m. The approval of the hiring of Ellie Guimond, as a Targeted Services Paraprofessional at North Elementary, effective June 2025 through July 2025.
- n. The approval of the hiring of Keira Friedrich, as a Targeted Services Paraprofessional at North Elementary, effective June 2025 through July 2025.
- o. The approval of the hiring of Shyla Burg, as a Saints Overtime Assistant, effective for summer 2025 and the 2025-2026 school year.
- p. The approval of a change in pay rate for Adam Marsh, as he has successfully passed his Second Class Boiler Operator Test. This change in pay will take effect on July 1, 2025.
- q. The approval of the following teachers from North Elementary receiving overload pay during the fourth quarter of the 2024-2025 school year:

Alex Noble - 3rd Grade Teacher
Breanna Landsteiner - 3rd Grade Teacher
Scott (John) Robinson - 3rd Grade Teacher
Kari Malz - 3rd Grade Teacher
Nicole (Niki) Zitur - 3rd Grade Teacher
Jennifer (Jennie) Friedrich - 4th Grade Teacher
Matthew Lewis - 4th Grade Teacher



Minutes of Regular School Board Meeting Saint Peter Public Schools

A Regular Board Meeting of the School Board of Saint Peter Public Schools was held Wednesday, June 18, 2025, in the Saint Peter Community Center - Governor's Room. Board Chair Potts called the meeting to order at 5:03 PM. **Members Present:** Ken Rossow, Tracy Stuewe, Charlie Potts, Bill Kautt, Drew Dixon and Kate Martens. **Members Absent:** Rita Rassbach

Others Present: Jeff Olson, Megan Gracia, Seth Putz, Ytive Prafke, Darin Doherty, Jon Graff, Annette Engeldinger, Kimberley Deming and members of the public.

A motion was made by Stuewe, seconded by Kautt, to Adopt the Agenda as presented. The motion carried unanimously.

The Consent Agenda items listed below were approved on a motion by Martens, seconded by Rossow. The motion carried unanimously.

1. Approval of the Regular Board Meeting minutes of May 21, 2025.
2. Approval of Bills and Wire Transfers (\$4,091,812.64) for May 2025.
3. Personnel
 - a. The acceptance of the retirement of Stella Meixner.
 - b. The approval of the re-assignment of Niki Zitur.
 - c. The approval of the re-assignment of John (Scott) Robinson.
 - d. The approval of the re-assignment of Marisa Woitas.
 - e. The approval of the re-assignment of Brittney Walters.
 - f. The approval of the re-assignment of Joey Brown.
 - g. The approval of the transfer of Ethan Sindelir.
 - h. The acceptance of the resignation of Jake Malz.
 - i. The acceptance of the resignation of Lily McCargar.
 - j. The acceptance of the resignation of Anna Leafblad.
 - k. The acceptance of the resignation of Ellie (Ellen) Fischenich.
 - l. The acceptance of the resignation of Melanie Attenberger.
 - m. The acceptance of the end of employment for Marcia Wenner.

- n. The approval of the hiring of Shannon Nimps.
- o. The approval of the hiring of Cole Petersen.
- p. The approval of the hiring of Lisa Senear.
- q. The approval of the hiring of Chelsey Crary.
- r. The approval of the hiring of Emmelyn King.
- s. The approval of the hiring of Michelle Javens.
- t. The approval of the hiring of Jodi Helder.
- u. The approval of the hiring of Molly Moller.
- v. The approval of the hiring of Jonathan Smith.
- w. The approval of the hiring of Andrew Sorbo.
- x. The approval of the hiring of Emma Bohmer.
- y. The approval of the hiring of Miah Castillo.
- z. The approval of the hiring of Olivia Seys.
- aa. The approval of the hiring of Hailee Guth.
- bb. The approval of the hiring of Devyn Welp.
- cc. The approval of the hiring of Gretta Baker.
- dd. The approval of the return of Summer Saints Overtime Assistants.
- ee. The approval of the FMLA leave request for Christina Kienlen.

Action Items

A motion was made by Kautt, seconded by Dixon to Accept Donations from the St. Peter Booster Club, the Osceola Council #30 Degree of Pocahontas and Saint Peter local area businesses. The motion carried unanimously.

Business Manager Megan Gracia presented information regarding the Preliminary 2025-2026 Budget. A motion was made by Rossow, seconded by Kautt to Approve the budget as presented. The motion carried unanimously.

A motion was made by Kautt, seconded by Stuewe, to Approve the District's Individual Employment Agreements. All of the agreements are within salary/benefit parameters set by the Board. The motion carried unanimously.

A motion was made by Kautt seconded by Rossow, to Approve the District's Membership in the Minnesota State High School League (MSHSL). After a roll call vote, the resolution passed. Rossow, Stuewe, Potts, Dixon, Kautt and Martens - yes/0 no/1 absent.

A motion was made by Martens, seconded by Dixon, to Approve the District's Membership in the Minnesota School Boards Association (MSBA) for 2025-2026. The motion carried unanimously.

Business Manager Megan Gracia presented information on the Yearly Governmental Lease. A motion was made by Stuewe, seconded by Kautt, to Consider the Resolution

Approving the Lease through HomeTown Bank. After a roll call vote, the resolution passed. Rossow, Stuewe, Potts, Dixon, Kautt and Martens - yes/0 no/1 absent.

A motion was made by Dixon, seconded by Martens, to Consider Approval of the New "Three-Tiered Approval Approach" for Mend the Middle Project Change Orders. The motion carried unanimously.

Dr. Graff presented the final version of the District's Culturally Responsive Teacher Development and Evaluation Rubric. A motion was made by Dixon, seconded by Martens, to Consider the Approval of the Rubric. The motion carried unanimously.

A motion was made by Stuewe, seconded by Rossow, to Consider Approval of a True North Consulting Partnership (TNCP) Contract with the District. The motion carried unanimously.

A motion was made by Martens, seconded by Stuewe, to Consider Approval of Tenure Action for Probationary Teachers within the District. The motion carried unanimously.

A motion was made by Martens, seconded by Kautt, to Consider Approval of Policy 412.1 after a Second Reading. The motion carried unanimously. A discussion was had regarding non-school sponsored related field trips within Policy 610. Rossow made a motion, seconded by Stuewe to table discussion regarding Policy 610 to conduct further research. The motion carried unanimously.

Information Items

School Board Election Filing Dates - There are three School Board Members with Terms expiring in 2025. The State of Minnesota has timelines and guidance that must be followed in filling these three positions. The required public notification was discussed.

A First Reading of Revisions to Policy 417 - Chemical Use and Abuse was presented. The policy has numerous changes to conform with recommended modifications from the Minnesota School Boards Association.

Reports

Updates were provided by the following Building Principals:

Early Childhood

- 28 preschoolers are attending the ECSE Summer School Program
- Read and Fee started on June 4th. On average, 60 meals for breakfast and 220 meals for lunch are being served daily.
- ADSIS Grant was approved for \$141,673

South

- Kindergarten registration is up to 120 students
- Oshawa is busy filling open positions
- Summer School is running through June 22nd

North Elementary

- North is "The Hub" of summer activity
- Summer School Programming for K-8 begins July 7th
- North Elementary turned in a School of Excellence application
- Stella Meixner is retiring after 31 years of dedication to the district

Saint Peter Middle School

- The Master Schedule has been completed for 2025-26
- Student schedules are being created
- On June 18th Dr. Graff attended the MEP Conference in Owatonna
- The Mend the Middle Project is on schedule
- Dr. Graff is working on the transition of Jessica Buttell stepping into the role of SPMS Principal.

Saint Peter High School

- Principal Engeldinger thanked School Board Members for attending the graduation ceremony
- Spring sports were very successful with lots of athletes going to state
- Discussions are taking place about using Frank Fredlund donations towards a new Press Box
- A grant has been awarded through MN Housing for \$99,999 through partnership with Habitat for Humanity.
- 31 kids attending Credit Recovery

Superintendent of Schools - Superintendent Olson discussed the District's Comprehensive Communication Plan, gave an update on the search of a location for the Rock Bend program, and he thanked the School Board for the opportunity to serve the community and the District.

Around the Table Updates - Board Members thanked Dr. Olson for his service, guidance and for helping the District out during a time of need. Mr. Rossow congratulated spring sports participants. Ms. Stuewe thanked the teachers for their hard work on grant writing and students for their hard work at summer school. Chair Potts stated that he's excited about all that is happening within the District and the transitions that are to come. Mr. Kautt congratulated the spring athletes on their successes and asked for the School Boards permission on creating a resolution regarding funding for K-Ready programs.

Board Committee Updates -

- a. *Education Committee* - nothing additional noted
- b. *Business Committee* - nothing additional noted
- c. *Policy Committee* - there is a lot to be determined with policy changes and the committee will be busy with upcoming revisions.
- d. *HR Committee* - nothing additional noted
- e. *Ad Hoc Legislative Committee* - nothing additional noted

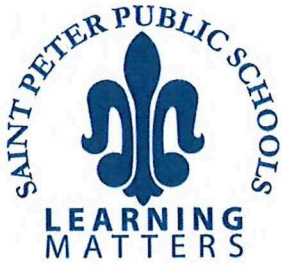
Upcoming Meetings of the School Board

- Business Committee Meeting - Wednesday, July 9, 2025 at 10:00 AM at the HS
- Policy Review Committee Meeting - Wednesday, July 9, 2025 at 4:00 PM at the HS
- Education Committee Meeting - Thursday, July 10, 2025 at 1:00 PM at the HS
- Regular School Board Meeting - Wednesday, July 16, 2025 at 5:00 PM in the SPCC - Governor's Room

Adjournment - A motion was made by Stuewe, seconded by Dixon, to adjourn the meeting at 6:46 PM. The motion carried unanimously.

Dated Approved: July 16, 2025

Kate Martens, Board Clerk

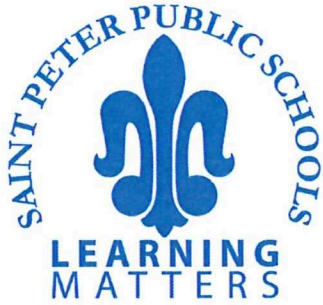


DISTRICT OFFICE
100 Lincoln Drive, Suite 229
Saint Peter, MN 56082-1351
507-934-5703 (Office)
507-934-2805 (Fax)
www.stpeterschools.org

Date: July 3, 2025
To: Dr. Jon Graff - Superintendent
From: Bee Ong - Finance Accountant
Re: **Monthly Board Bills, Payroll &
Student Activity Amounts:**

June 2025 - Business Office checks	\$1,666,636.04
June 2025 - Business Office wire payments	\$1,128,990.05
June 2025 - Payroll	\$1,196,679.80
June 2025 - Student Activity	\$38,786.50
	<hr/>
	<u>\$4,031,092.39</u>

St. Peter Public Schools	Jun-25	
Outgoing Wire Payments		
MSDLAF to USBank (Feb/Aug bond pymt)		
BCBS - medicare health	6/23/2025	826.00
BCBS - medicare health	6/23/2025	12,039.60
Medicare Blue RX	6/2/2025	7,955.00
Life	6/2/2025	2,909.63
LTD	6/2/2025	4,174.14
FNB BO to VISA	June	17,900.39
Wire of federal payroll taxes	6/13/2025	170,752.39
Wire of federal payroll taxes	6/18/2025	47.52
Wire of federal payroll taxes	6/30/2025	242,607.96
Wire of state payroll taxes	6/2/2025	0.58
Wire of state payroll taxes	6/2/2025	33,854.76
Wire of state payroll taxes	6/16/2025	29,131.09
PERA payments	6/13/2025	26,666.54
PERA payments	6/18/2025	25.18
PERA payments	6/30/2025	21,454.29
TRA payments	6/13/2025	91,148.50
TRA payments	6/30/2025	135,583.38
Horace Mann	6/16/2025	2,185.00
Ameriprise/NBSGroup Bill	6/16/2025	2,275.00
Colonial Life	6/12/2025	13,447.09
EyeMed		
HomeTown - Dental direct debits	6/2/2025	2,797.26
HomeTown - Dental direct debits	6/9/2025	1,554.18
HomeTown - Dental direct debits	6/16/2025	4,383.80
HomeTown - Dental direct debits	6/23/2025	5,875.20
HomeTown - Dental direct debits	6/30/2025	2,991.72
HomeTown - BCBS debits	6/5/2025	82,406.36
HomeTown - BCBS debits	6/12/2025	65,952.34
HomeTown - BCBS debits	6/20/2025	65,637.49
HomeTown - BCBS debits	6/26/2025	63,560.84
HomeTown - Healthiest You	6/10/2025	2,668.00
FNB HSA/VEBA-Medsurety/Matrix Trust	June	16,178.82
Total Outgoing Wire Payments		1,128,990.05



TO: Members of the School Board
Dr. Jeff Olson

FROM: Jana Sykora

DATE: June 25, 2025

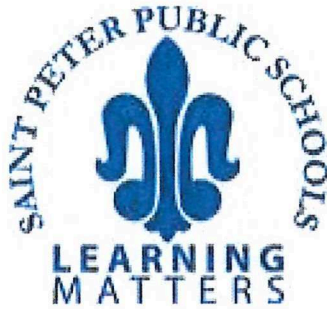
RE: Carol Glass Retirement

I'm writing to recommend acceptance of the retirement of Carol Class, special education paraprofessional at South Elementary, effective July 31, 2025.

Carol has been part of the South Elementary team for 30 years, and it's hard to imagine our building without her. She's known for her patience, warmth, and steady presence—someone who brings calm to any situation. Carol has a lovely sense of humor and a special way of connecting with students; it's clear they know how much she cares. Teachers count on her, and so often, she's the one quietly making sure things run smoothly.

We're so thankful for everything Carol has brought to South over the years. She'll be deeply missed, and we wish her nothing but the best as she steps into a well-earned retirement.

CC: Carol Glass, grp_hire_para



MEMO TO: Members of the School Board
Dr. Olson

FROM: Emily Craig

DATE: 6/17/2025

SUBJECT: Food Service resignation

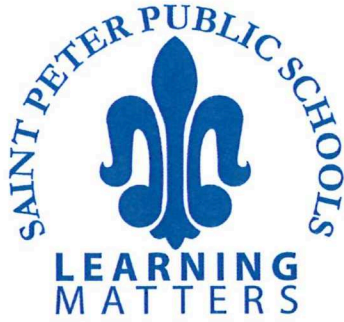
Nikki McClintock is resigning from Head Cook at St. Peter High School.

June 4rd, 2025

Nikki has been a staple of this kitchen for many years and it is with a heavy heart that we let her go into retirement. She will be greatly missed by me, the staff and the students.

We wish Nikki all the best in her retirement. The school will not be the same without her.

CC: Nikki McClintock



June 30th, 2025

To: Jon Graff

From: Seth Putz
Operations and Maintenance Supervisor

RE: Termination of Employment

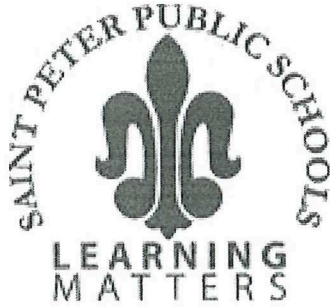
Please consider the following recommendation regarding the termination of Molly Moller's employment from her position at the St. Peter High School as an afternoon custodian.

Termination of Employee Summary

- Highschool School Afternoon Custodian
- Last day of employment- June 30, 2025

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

Cc: Ytive Prafke
Bob Ploog
Eric Andreska



MEMO TO: Members of the School Board
Dr. Olson

FROM: Emily Craig

DATE: 6/17/2025

SUBJECT: Food Service Step down

Michelle Leonard is stepping down from Head Cook at South Elementary. This position change will take effect June 30th. Last day of the contract.

Michelle will stay with the district food service in a 6.5 hour position location to be determined.

CC: Michelle Leonard



MEMO TO: Dr. Jeff Olson
District 508 School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: June 16, 2025

SUBJECT: FMLA and Long-term Substitute

I am recommending the hire of **Kailee Byrd - AppNo: 7865** as a long-term substitute teacher to provide reading intervention services at North Elementary School during **Ashley Pope's** approved leave of absence.

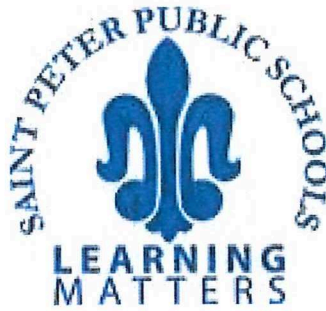
Ms. Pope will begin an intermittent leave starting August 25, 2025, through September 8, 2025. During this time, Ms. Byrd will serve as a substitute teacher and will be paid the regular substitute rate of \$180 per day.

Ms. Pope's leave will then continue in full from September 15, 2025, through November 20, 2025, during which Ms. Byrd will provide consistent reading intervention instruction in her absence. Per ARTICLE 34, SECTION 5 of the Master Agreement, teachers who substitute for the same classroom teacher for a period of 30 consecutive days or longer shall be placed on the salary schedule retroactively to the beginning of the assignment. Therefore, Ms. Byrd may be compensated retroactively from September 15, 2025, at Lane BA, Step 1 of the teacher salary schedule.

Ms. Pope is scheduled to return to her position on November 21, 2025, which will also be Kailee Byrd's last day of employment, allowing them to coordinate on services for student continuity of learning.

Please let me know if you need any additional information to process this assignment.

CC: grp_hire_certified <grp_hire_certified@stpetersschools.org>
Kailee Byrd <ktgirl1996@gmail.com>
Ashley Pope <apope@stpetersschools.org>



MEMO TO: Dr. Jeff Olson
District 508 School Board

FROM: Darin Doherty, Principal
North Elementary School
Jana Sykora, Principal
South Elementary School

DATE: June 25, 2025

SUBJECT: Health Office Paraprofessional Hire

A new health assistant paraprofessional position has been created to support student needs across both South Elementary and North Elementary. This position will be split between the two buildings, with approximately half of yearly scheduled hours served at each school on student contact days. We are recommending the following candidate:

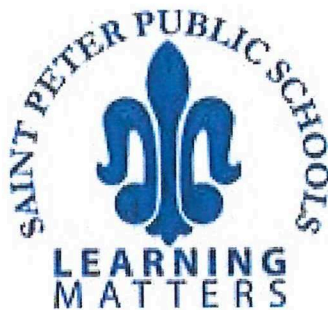
Kara Nagle – 6.75 hours/student contact day at a rate of \$19.95/hour (Step 6, Health Assistant Lane). Kara will begin her duties on the first student day of the 2025–26 school year.

Kara brings multiple years of experience in both healthcare and childcare settings, which makes her well-suited for this role. She will be jointly supported by myself at North Elementary and Jana Sykora, Principal at South Elementary, who will also serve as Kara's evaluating supervisor.

Kara is enthusiastic about joining our team and supporting student wellness and safety across both school communities.

If you have any questions, please contact us.

CC: District Office <grp_hire_para@stpetersschools.org>
Kara Nagle <hellokaraolson@gmail.com>



MEMO TO: Dr. Graff, Superintendent
School Board

FROM: Jana Sykora

DATE: July 9, 2025

SUBJECT: Title I Para Hire

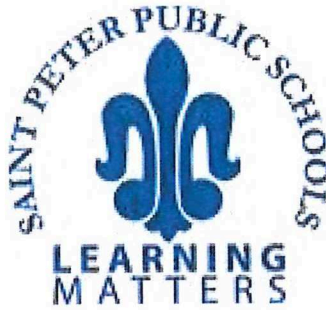
Applications were received and interviews were conducted for South Elementary Title I paraprofessional positions. There were two vacancies in the department due to retirements.

I am pleased to recommend the hiring of Evelin Canil Aguilar. Evelin has one year of second grade teaching experience, and she is very excited about providing reading intervention services to the students at South Elementary.

EMPLOYEE SUMMARY

- **Evelin Canil Aguilar**
 - Start Date August 25, 2025
 - STEP 2B: \$17.35
 - 6.75 hours daily
 - 6.5 hours daily Title I
 - .25 hours daily Supervision
 -

CC: Evelin Canil Aguilar
grp_hire_para



MEMO TO: Dr. Graff, Superintendent
School Board

FROM: Jana Sykora

DATE: July 9, 2025

SUBJECT: Title I Para Hire

Applications were received and interviews were conducted for South Elementary Title I paraprofessional positions. There were two vacancies in the department due to retirements.

I am pleased to recommend the hiring of Naomi Wolf. Naomi has worked with reading and math corp for a combined four years and has also worked short-term as a special education paraprofessional in Mankato. Naomi is very excited to join the South Title team and continue helping kids learn to read.

EMPLOYEE SUMMARY

- **Naomi Wolf**
 - Start Date August 25, 2025
 - STEP 5A: \$18.25
 - 6.75 hours daily
 - 6.5 hours daily Title I
 - .25 hours daily Supervision
 -

CC: Naomi Wolf
grp_hire_para



Date: July 9, 2025
To: Dr. Jon Graff, Superintendent
Saint Peter School Board
From: Jessica Buttell, Principal
Re: Middle School ELA Teacher

I recommend hiring the following individual for a replacement ELA teaching position with an assignment as 6th grade ELA position:

- Diana Jennings– ELA teacher with four years of experience contracted with public school districts to be placed at **Lane BA, Step 4, 1.0 FTE (\$54,029)** of the current teacher master agreement.

Diana taught English to grades 9 and 12 at LeSueur-Henderson MS/HS from 2022 to 2025, where she also served as Yearbook Advisor. Prior to 2022, she worked as an associate editor and columnist for the Free Press of Mankato, served as a paraprofessional at MVED, and taught ESL for LeSueur Henderson Community Education

We are excited to welcome Ms. Jennings to our ELA team for the 2025-26 school year at St. Peter Middle School.

CC: Diana Jennings <dianakjennings@gmail.com>
grp_hire_certified@stpeterschools.org



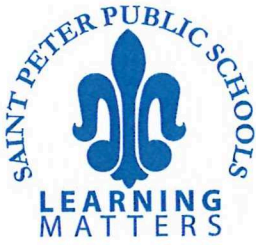
TO: Dr. Jeff Olson
FROM: Jana Sykora
DATE: June 18, 2025
RE: Summer School Para Hire
CC: Hannah Johnson (para)

This memo is to recommend rehiring Hannah Johnson as a paraprofessional to assist in our summer ESY program. Hannah was previously a special education paraprofessional at South Elementary and did a wonderful job. We are excited to have Hannah back for the summer.

Location: North Elementary

Dates: July 7-31, Monday-Thursday

Hannah should be paid her hourly rate from the immediately preceding school year prior to her resignation in December 2024 (step 3).



**TO: Superintendent Olson
School Board Members**

FROM: Darin Doherty

SUBJECT: ESY Paraprofessional Hire

DATE: June 25, 2025

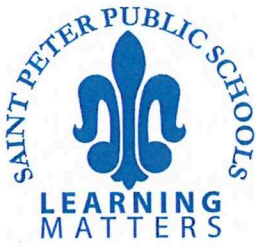
Please consider the following paraprofessional hire for the North Extended School Year (ESY) program.

NEW EMPLOYEE SUMMARY

- **Lauren Stueber**
 - North ESY Paraprofessional
 - June 2025- July 2025
 - Rate of pay- \$ 16.65 per hour
 - Timesheets will be completed

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

CC: Lauren Stueber <lauren.e.stueber@gmail.com>
grp_hire_para@stpeterschools.org



**TO: Superintendent Olson
School Board Members**

FROM: Darin Doherty

**SUBJECT: Stars Academy Paraprofessional
Hire**

DATE: June 25, 2025

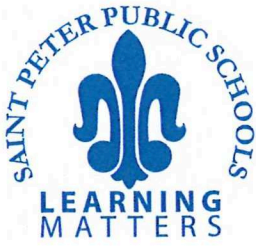
Please consider the following paraprofessional hire for the North Stars Academy (Targeted Services) program.

NEW EMPLOYEE SUMMARY

- **Nick Rozsa**
 - North Targeted Services Paraprofessional
 - June 2025- July 2025
 - Rate of pay- \$ 18.65 per hour
 - Timesheets will be completed

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

CC: Nick Rozsa <nrozsa@stpeterschools.org>
grp_hire_para@stpeterschools.org



**TO: Superintendent Olson
School Board Members**

FROM: Darin Doherty

**SUBJECT: Stars Academy Paraprofessional
Hire**

DATE: June 25, 2025

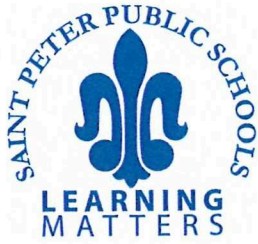
Please consider the following paraprofessional hire for the North Stars Academy (Targeted Services) program.

NEW EMPLOYEE SUMMARY

- **Ellie Guimond**
 - North Targeted Services Paraprofessional
 - June 2025- July 2025
 - Rate of pay- \$ 16.65 per hour
 - Timesheets will be completed

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

CC: Ellie Guimond <ellieguimond35@gmail.com>
grp_hire_para@stpeterschools.org



**TO: Superintendent Graff
School Board Members**

FROM: Darin Doherty

**SUBJECT: Targeted Services Paraprofessional
Hire**

DATE: June 30, 2025

Please consider the following paraprofessional hire for the North Targeted Services (Stars Academy) program.

NEW EMPLOYEE SUMMARY

- **Keira Friedrich**
 - North Targeted Services Paraprofessional
 - June 2025- July 2025
 - Rate of pay- \$ 16.65 per hour
 - Timesheets will be completed

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

CC: Keira Friedrich <keira.friedrich@gmail.com>
grp_hire_para@stpetersschools.org



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

FROM: Tami Skinner, Community & Family
Education Director

SUBJECT: Saints Overtime Staff

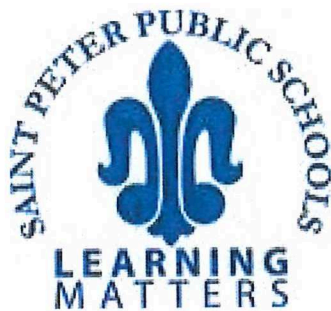
DATE: June 26, 2025

Interviews were conducted, and I am happy to recommend hiring Shyla Burg as a Saints Overtime Assistant. Her work experience makes her a great candidate.

NEW EMPLOYEE SUMMARY

- **Shyla Burg**
- Rate of pay - \$15.75/hr.
- Part-time hours submitted on a timesheet
- 2025 Summer and 25-26 School Year
- This is a replacement position.

Thank you for your consideration.



MEMO TO: Jeff Olson, Jon Graff,
School Board
Lisa Pierson, HR/Payroll

FROM: Seth Putz

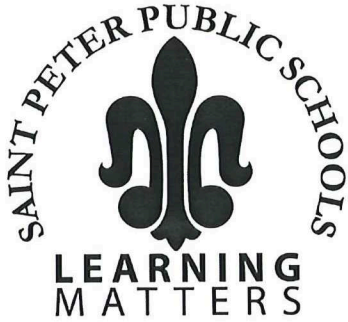
DATE: June, 26, 2025

SUBJECT: Pay rate change

The Operations and Maintenance Department is changing Adam Marsh's rate of pay accordingly. He successfully passed his Second Class Boiler Operator Test. His rate of pay will be changing from \$20.11 to \$21.01 per hour. The change in pay will take effect July 1st, 2025.

Congratulations Adam for taking the next step towards a building lead position in the future. Thank you for your hard work.

Cc: Mike Keller
Ytive Prafke
Adam Marsh
Jana Sykora



Date: June 16, 2025

To: Dr. Jeff Olson, Superintendent

From: Darin Doherty, Principal
North Elementary School

Re: Q4 - Overload Assignment
2024-25 School Year

The following overload assignments have been assigned for the fourth quarter of the 2024-25 school year. We will continue to use this document to update overload each quarter.

Fourth Quarter (3/25/2025-5/30/2025)

- Alex Noble 3rd Grade Teacher: Had 26 students for 44 days.
- Breanna Landsteiner 3rd Grade Teacher: Had 26 students for 44 days.
- Scott (John) Robinson 3rd Grade Teacher: Had 26 students for 44 days.
- Kari Malz 3rd Grade Teacher: Had 26 students for 44 days.
- Nicole (Niki) Zitur 3rd Grade Teacher: Had 26 students for 44 days.
- Jennifer (Jennie) Friedrich 4th Grade Teacher: Had 28 students for 44 days.
- Matthew Lewis 4th Grade Teacher: Had 28 students for 44 days

If you have any questions, please don't hesitate to contact me.

CC: Kimberley Deming
Lisa Pierson
Megan Gracia
Teachers



ADDENDUM

REGULAR BOARD MEETING Wednesday, July 16, 2025 SPCC-Governor's Room 5:00 PM

VII. ACTION ITEMS

1. AGENDA ITEM #1

Subject: Consider Acceptance of Gifts, Donations and Grants

Action: Requires a Motion

Background: There are no gifts or donations to report this month.

Presentation: Superintendent of Schools, Jon Graff

Options/Recommendation: N/A



ADDENDUM

REGULAR BOARD MEETING Wednesday, July 16, 2025 SPCC-Governor's Room 5:00 PM

VII. ACTION ITEMS

2. AGENDA ITEM #2


Subject: Consider a Resolution Approving a 10-Year Long-Term Facilities Maintenance Revenue Plan for FY27

Action: Requires a Resolution

Background: The Long-term Facilities Maintenance (LTFM) Revenue Program provides funding for ongoing maintenance replacement or refurbishing needs. On an annual basis, school districts are required to pass and submit a 10-year Facilities Maintenance Plan to the Minnesota Department of Education. The plan was reviewed by the Business Committee and was recommended for presentation to the School Board for acceptance.

Presentation: Business Manager, Megan Gracia
Operations and Maintenance Supervisor, Seth Putz
Superintendent of Schools, Jon Graff

Options/Recommendation: We recommend that the School Board passes the Resolution Approving the 10-Year Long-Term Facilities Maintenance Revenue Plan for FY27.

 Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413		Long-Term Facility Maintenance Ten-Year Expenditure				
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2024, section 123B.595, subd. 10. Enter by Uniform Financial						
District Info.		(REQUIRED) Enter Information		District Info.		
District Name: Saint Peter Public Schools District Number: 0508-01 District Contact Name: Megan Gracia Contact Phone #: 507-934-5703 x1035		Date: July 1st, 2025 Email: mgracia@stpeterschools.org				
Expenditure Categories					Fiscal Year	
		2025 (base year)	2026	2027	2028	2029
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.						
Finance Code	Category (1)					
347	Physical Hazards	\$40,777	\$32,733	\$33,388	\$34,055	\$34,737
349	Other Hazardous Materials	\$19,233	\$10,416	\$10,624	\$10,837	\$11,054
352	Environmental Health and Safety Management	\$42,404	\$33,214	\$33,878	\$34,555	\$35,247
358	Asbestos Removal and Encapsulation	\$12,664	\$6,662	\$96,795	\$98,731	\$6,931
363	Fire Safety	\$33,629	\$34,743	\$35,438	\$36,147	\$36,870
366	Indoor Air Quality	\$0	\$9,408	\$9,596	\$9,788	\$9,983
Total Health and Safety Capital Projects - Category (1)		\$148,707	\$127,176	\$219,719	\$224,113	\$134,822
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year - Additional Revenue						
Finance Code	Category (2)					
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$2,534,917	\$6,657,969	\$6,391,665	\$4,442,620	\$0
Total Health and Safety Capital Projects \$100,000 or More - Category (2)		\$2,534,917	\$6,657,969	\$6,391,665	\$4,442,620	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151						
Finance Code	Category 3 (a)					
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.					
Total Remodeling for Approved Voluntary Pre-K Projects - Category 3(a)		\$0	\$0	\$0	\$0	\$0
Remodeling for Gender-Neutral Single-User Restrooms						
Finance/Course Codes	Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025					
Finance Code 384 and Course Code 684 MUST USE BOTH	Remodeling for gender-neutral single user restroom per site.					
Total Remodeling for Gender-Neutral Single User Projects - Category 3(b)		\$0	\$0	\$0	\$0	\$0
Accessibility						
Finance Code	Category (4)					
367	Accessibility					
Total Accessibility Projects - Category (4)		\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects						
Finance Code	Category (5)					
368	Building Envelope	\$14,000	\$25,500	\$54,500	\$81,000	\$70,500
369	Building Hardware and Equipment	\$20,700	\$18,700	\$19,500	\$19,500	\$21,500
370	Electrical	\$93,682	\$285,566	\$219,983	\$157,256	\$12,000
379	Interior Surfaces	\$84,750	\$315,160	\$75,312	\$47,929	\$29,450
380	Mechanical Systems	\$257,281	\$620,716	\$522,552	\$382,515	\$60,900
381	Plumbing	\$82,200	\$85,200	\$69,200	\$69,800	\$84,800
382	Professional Services and Salary	\$133,696	\$157,049	\$142,020	\$114,874	\$53,000
383	Roof Systems (normally below \$100,000 unless the school chooses not to receive additional revenue for \$100K or more roofing project/site/year - pending 2025 Legislation)	\$159,296	\$14,500	\$14,500	\$11,900	\$0
384	Site Projects	\$136,750	\$213,800	\$201,650	\$267,150	\$221,550
Total Deferred Capital Expenditures and Maintenance Projects - Category (5)		\$982,355	\$1,736,192	\$1,319,216	\$1,151,925	\$553,700
Deferred Capital Expenditures for Roofing Projects - Additional Revenue for \$100,000 or more project/site/year						
Finance Code	Category (6)			EFFECTIVE FY 2027		
383	Roofing Systems -pending 2025 Legislation and if passed effective FY 2027			\$0	\$0	\$1,903,878
Total Deferred Capital Expense and Maintenance - Category (6)		\$0	\$0	\$0	\$0	\$1,903,878
Total Annual 10-Year Plan Expenditures		\$3,665,979	\$8,521,336	\$7,930,600	\$5,818,658	\$2,592,400
Fund Balance Section						
Fund 01		FY 25 and 26 Revenue Projection Model Revenue			FY 27	
Beginning Fund Balance 01-467-XX		\$295,485	\$311,251	-\$41,082	-\$209,286	-\$446,214
LTFM Fiscal Year Revenue - Levy		\$403,954	\$620,203	\$608,577	\$609,364	\$610,414
LTFM Fiscal Year Revenue - AID if Applicable		\$440,605	\$0	\$0	\$0	\$0
LTFM Estimated Fiscal Year Expenditures		\$828,794	\$972,536	\$776,781	\$846,292	\$2,592,400
Ending Fiscal Year Fund Balance 01-467-XX		\$311,251	-\$41,082	-\$209,286	-\$446,214	-\$2,428,200
Fund 06		2025 (base year)	2026	2027	2028	2029
Beginning Fund Balance 06-467-XX		(\$812,829)	\$19,674,985	\$12,126,185	\$4,972,366	(\$0)
LTFM Fiscal Year Bonded Revenue		\$23,325,000	\$0	\$0	\$0	\$0
LTFM Estimated Fiscal Year Expenditures		\$2,837,185	\$7,548,800	\$7,153,819	\$4,972,366	\$0
Ending Fiscal Year Fund Balance 06-467-XX		\$19,674,985	\$12,126,185	\$4,972,366	(\$0)	(\$0)

Independent School District No. 0508
Saint Peter Public Schools

Pursuant to due call and notice thereof, a School Board meeting of Independent School District 0508, State of Minnesota, was held on July 16, 2025 at 5:00 PM for the purpose in part, of approving the District's Fiscal Year (FY) 27 Long-Term Facility Maintenance Ten-Year Plan as established in Minnesota Statutes, section 123B.595.

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

Resolution Adopting Independent School District No. FY27 Long-Term Facilities Maintenance Ten-Year Plan

Be it resolved that the School Board of Independent School District No. 0508, State of Minnesota, approves the attached FY27 Long-Term Facilities Maintenance Ten-Year Plan.

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

And the following voted against:

Whereupon the resolution was declared duly passed and adopted on the 16th day of July 2025.

Date: July 16, 2025

Kate Martens, School Board Clerk



ADDENDUM

REGULAR BOARD MEETING Wednesday, July 16, 2025 SPCC-Governor's Room 5:00 PM

VII. ACTION ITEMS

3. AGENDA ITEM #3

- Subject:** Consider a Resolution Authorizing the Superintendent to be the Identified Official with Authority (IOWA) for Saint Peter Public Schools.
- Action:** Requires a Resolution
- Background:** The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOWA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOWA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually.
- Presentation:** School Board Chair, Charlie Potts
- Options/Recommendation:** I recommend that the School Board pass a resolution authorizing Superintendent Jon Graff to act as the Identified Official with Authority (IOWA) for Saint Peter Public Schools.

Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: Saint Peter Public Schools

Organization Number: 0508-01

Superintendent Name: Jon Graff

Will act as the IOwA? Yes No

If no, identify below the individual who will act as the IOwA for your organization.

The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: _____

Title: _____

Board Clerk Signature:

Name: _____

Date: _____



ADDENDUM

REGULAR BOARD MEETING Wednesday, July 16, 2025 SPCC-Governor's Room 5:00PM

VII. ACTION ITEMS

4. AGENDA ITEM #4

Subject: Consider Approval of Community Center Lease for Rock Bend Relocation

Action: Requires a Motion

Background: Moving Rock Bend ALC from its current location within the MVED building will be mutually beneficial for both Rock Bend and MVED programming. Administration has been exploring options for Rock Bend's new location and an agreement has been reached with the City of Saint Peter to lease space on the first floor at the Community Center. The agreement includes 1,270 feet of classroom space at \$12.00/square foot. Beyond meeting Rock Bend's needs, the Community Center location has the additional benefit of proximity to walking track, gym space, library, and park.

Presentation: Superintendent of Schools, Jon Graff

Options/Recommendation: I recommend your approval of the lease agreement with the City of Saint Peter for space at the Community Center to house Rock Bend ALC.

**SUBLEASE BY AND BETWEEN SAINT PETER PUBLIC SCHOOLS AND THE CITY OF
SAINT PETER, MINNESOTA**

This Sublease is made and entered into this 15th day of July, 2025, by and between the City of Saint Peter, a Minnesota municipal corporation (**CITY**), and Saint Peter Public Schools, a Minnesota (**TENANT**).

WHEREAS, the **CITY** has space within the Community Center to lease to various non-profit organizations;

WHEREAS, **TENANT** is engaged in the business of Education and Community Service provision and is a Minnesota non-profit corporation;

WHEREAS, **TENANT** wishes to lease space from the **CITY** under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises and agreements, the parties make the following:

1. Description of Premises.

A. Rented premises include Room #114 of the Community Center located at 600 South Fifth Street, Saint Peter, Minnesota.

B. Common areas include rest rooms, hallways, and kitchen facilities.

C. **TENANT** shall have the right of ingress and egress through the halls and corridors of the building.

D. **TENANT** acquires no other right in any other part of the building than the parts herein specified.

E. **TENANT** shall have the right to use one, 4 hour block of meeting room time each month of the lease. This use must be scheduled through the designated party at the City of Saint Peter.

F. Tenant shall have the right to scheduled limited use of the gymnasium and Governor's Room at no charge.

2. Restrictions on Use. **TENANT** shall not use or permit the premises, or any part of the premises, to be used for any purposes other than those set forth in this lease. **TENANT** shall neither permit on the premises any act, sale, or storage that may be prohibited under standard forms of fire insurance policies, nor use the premises for any such purpose. In addition, no use shall be made or permitted to be made that result in:

A. Waste on the premises;

B. A public or private nuisance that may disturb the quiet enjoyment of other tenants in the building;

C. Improper, unlawful or objectionable use, including sale, storage or preparation of food, alcoholic beverages, or materials generating an odor on the premises; or

D. Noises or vibrations that may disturb other tenants.

E. Installation of signage within the facility without the express written approval of **CITY**.

TENANT shall comply with all governmental regulations and statutes affecting the premises either now or in the future.

3. Responsibility of **CITY**.

- A. General maintenance of the building.
- B. General maintenance of the grounds for all seasons.
- C. General maintenance of restrooms and hallways.
- D. Provide utility services of heat, electricity, garbage, water and sewer.
- E. Provide general supervision of the building.
- F. Provide locks for building entrance and office entrance, and keys to tenants for the tenant's space.
- G. Provide phone lines to the building.
- H. Provide initial floor covering, wall construction, ceiling and overhead lighting.

4. Responsibility of **TENANT**.

- A. General maintenance of area leased by **TENANT**.
- B. **TENANT** agrees that **CITY** has no liability for property lost, stolen or damaged on the common or leased premises.
- C. General supervision and responsibility for securing the rented space and users.
- D. General supervision and responsibility for securing the building at all times other than 7:00 a.m. to 9:00 p.m., Monday through Friday -- or other such times as subsequently indicated by **CITY** upon written notice -- unless otherwise arranged with the Building Supervisor.

5. Term and Rent.

- A. Term. This lease shall start on August 22, 2025 until June 02, 2026.
- B. Rental. **TENANT** shall pay, in advance, on the first day of each and every month, the sum of (Proposed \$12.00 per square foot) \$1,270.00.
- C. Payments. Payments shall be made to the **CITY** at 227 South Front Street, Saint Peter, Minnesota.
- D. Late Payments. A payment shall be delinquent if not paid by the 15th day of each month. A late charge of \$5.00 per day thereafter will be added to the amount due until paid. Failure to declare default on any particular payment that becomes delinquent shall not constitute a waiver of the rights to exercise the same at any subsequent time. If expenses are

incurred or suit is commenced on this lease because of delinquent payments, **TENANT** agrees to pay all costs of collection, including reasonable attorney fees.

6. Default.

A. Events of Default. If **TENANT** does not pay the full amount of each monthly rental payment on the date it is due or violates any agreement contained in this lease, **TENANT** will be in default.

B. Right to Cancel. Upon evidence of default, **CITY** shall have the right to cancel and terminate this lease, as well as all of the right, title and interest of **TENANT** under this lease.

C. Notice of Default. If **TENANT** is in default, **CITY** may give **TENANT** 30 days' notice of the cancellation and termination.

D. Remedies on Default. On expiration of the time fixed in the notice and **TENANT**'s failure to cure the default within the time allowed in the notice, this lease and the right, title and interest of **TENANT** shall terminate.

CITY shall have the right to obtain reimbursement from **TENANT** of all expenses incurred in regaining possession of the premises and the right to recover all additional rental required under the lease term if **CITY** re-enters and re-lets the premises for the benefit of **TENANT**.

On expiration of the time fixed in the notice and **TENANT**'s failure to cure the default within the time allowed in the notice, **CITY** may enter immediately and remove the property and personnel of **TENANT**, and store the property in a public warehouse or at a place selected by **CITY**, at the expense of **TENANT**. **CITY** may resort to any legal proceedings to obtain the possession of the premises and disposal of **TENANT**'s property.

CITY may elect, but shall not be obligated to make any payment required of **TENANT** or comply with any agreement, term or condition required to be performed by **TENANT**, for the purpose of correcting or remedying any such default at the expense of **TENANT**. Any expenditure for the correction by **CITY** shall not be deemed to waive or release **TENANT**'s default or **CITY**'s right to take any action as may be otherwise permissible hereunder in the case of any default.

7. Modifications. There shall be no modifications or materials affixed to the interior or exterior walls, doors, windows, floors or other inner structure of the leased premises without the express written approval of the **CITY**.

8. Damage. If the premises or any portion of the building or any equipment contained therein during the term of this lease shall be damaged by the act, default or negligence of **TENANT**, or of **TENANT**'s agents, employees, patrons, guests or any person admitted to the premises by **TENANT**, **TENANT** will pay to the **CITY** upon demand such sum as shall be necessary to restore the premises or equipment contained therein to their present condition.

TENANT hereby assumes full responsibility for the character, acts, and conduct of all person or persons admitted to the premises or any portion of said building by the consent of **TENANT** or by or with the consent of any person acting for or on behalf of **TENANT**.

9. Insurance. It shall be the responsibility of **TENANT** to assure that its leased premises and personal property are covered by hazard and public liability insurance policies. The public liability insurance policy shall provide coverage at least in the amount of the **CITY**'s maximum

liability limits as set by statute. **TENANT** shall at the request of the **CITY** provide proof of insurance coverage required by this section.

10. Indemnification. **TENANT** covenants and agrees to save **CITY** harmless and to indemnify **CITY** against any claims or liabilities for compensation which may arise or accrue by reason of the use of **TENANT**, **TENANT**'s agents, employees, patrons, guests or any person admitted to the premises by **TENANT**.

11. Casualty. In case said building or any part thereof shall be destroyed or damaged by fire or any other cause, or if any other casualty or unforeseen occurrence renders the fulfillment of this lease by **CITY** impossible, the **CITY** may terminate the lease, and **TENANT** shall pay rent for said premises only up to the time of such termination, at the rate set in this lease. **CITY** waives any claims or damages or compensation from **TENANT** should this lease be so terminated.

12. Option to Renew. **TENANT** shall have the option to renew this lease before **CITY** offers the premises to any other party. Written notice of intention to renew must be furnished to the **CITY** 120 days prior to the expiration of the lease or any renewal hereunder. The terms of the lease shall be subject to renegotiation at the time of any renewal with the proposed rental price furnished to **TENANT** 90 days prior to the expiration of the lease.

13. Mail Distribution. All tenant mail shall be distributed from the central mail facility. Each tenant will be assigned a Post Office Box. No tenant mail will be delivered directly to the tenant's leased space. There shall be a nominal Post Office box key rental fee.

14. Election Regulation Compliance. **TENANT** shall be required to comply with all State election regulations including removal of any and all campaign materials from the leased property and/or parking lot when the building is being used as a polling place and/or as directed by City officials.

15. Termination Prior To End Of Lease Term. In the event the **TENANT** completes or reasonably anticipates completion of construction of its own building, then **TENANT** may terminate this lease without penalty by giving **CITY** one hundred and twenty (120) days written notice.

16. Waivers. The failure of the **CITY** to insist on a strict performance of any of the terms and conditions of this Lease shall not be deemed a waiver of any subsequent breach or default of any terms or conditions of this Lease.

17. Notice. All notices to be given with respect to this Lease shall be in writing. Each notice shall be sent by registered or certified mail, postage pre-paid and return receipt requested to the parties as follows:

CITY OF SAINT PETER
227 South Front Street
Saint Peter, MN 56082

SAINT PETER PUBLIC SCHOOLS
Attn: Supt of Schools
100 Lincoln Drive
Saint Peter MN 56082

18. Surrender of Possession. **TENANT** shall, on the last day of the term or renewal, or on earlier termination or forfeiture of the lease, peaceably and quietly surrender and deliver the lease premises to the **CITY** free of any encumbrance placed on it by **TENANT**, except movable trade fixtures, all in good condition and repair. In the event **TENANT** does not remove its personal property at the termination or default of the Lease, the **CITY** may elect to consider the property abandoned and the property of the **CITY** without any further payment or offset.

19. Assignment. This Lease may not be assigned by either party without the written consent of the other party. The written consent shall not be unreasonably withheld.
20. Total Agreement. This Lease contains the entire agreement between the parties and cannot be changed or terminated except by a written instrument executed by all parties. This Lease and terms and conditions of the Lease apply to and are binding on the legal representatives, successors and assigns of both parties.
21. **APPLICABLE LAW. THIS AGREEMENT SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF MINNESOTA.**
22. **TIME OF THE ESSENCE. TIME IS OF THE ESSENCE AND ALL TERMS OF THIS LICENSE.**
23. Further Assurances. Each of the parties agree to execute all documents and instruments and to take or to cause to be taken all action which are necessary or appropriate to comply with the terms of this Agreement.
24. Amendments, Supplements, etc.. This Agreement may be amended or supplemented at any time by additional written agreements as may mutually be determined by the parties to be necessary, desirable, or expedient to further the purpose of this Agreement or to clarify the intention of the parties.
25. Rights Cumulative. All rights and remedies of each of the parties under this Agreement will be cumulative, and the exercise of one or more rights or remedies will not preclude the exercise of any other right or remedy available under this Agreement or applicable law.
26. Severability. Any term or provision of this Agreement that is invalid or unenforceable will not be ineffective to the extent of such invalidity or unenforceability without rendering invalid or unenforceable but remaining rights of the party benefiting from the provision or any other provisions of this Agreement.
27. Execution of Counter-Parts. This Agreement may be executed by one or more counterparts, each of which will be deemed an original, but all of which together shall constitute one and the same agreement.
28. No Reliance. **CITY** and **TENANT** represent to one another that each has read this Agreement and has obtained such advice from counsel as deemed appropriate under the circumstances. Except as clearly indicated, **CITY** and **TENANT** have not relieve any promises or representations of the other.
29. Interpretation. This Agreement and any other documents related to it will be interpreted in a fair and neutral manner, without favoring one party over the other. No provision of this Agreement or any other document related to it will be interpreted for or against any party because that party or its legal representatives drafted the provision.
30. Titles and Headings. Titles and headings to sections are inserted for convenience of reference only, and are not intended to be a part of or to affect the meaning or interpretation of this Agreement.

IN WITNESS WHEREOF the parties have executed this Lease at Saint Peter, Minnesota, on the day and year first written above.

CITY OF SAINT PETER

SAINT PETER PUBLIC SCHOOLS

By: _____
Shanon A. Nowell
Mayor

Jon Graff
Supt of Schools, District 508

By: _____
Todd Prafke
City Administrator

STATE OF MINNESOTA)
) SS
COUNTY OF NICOLLET)

The foregoing instrument was acknowledged before me this _____ day _____, 2025, by Shanon Nowell and Todd Prafke, the Mayor and City Administrator of the City of Saint Peter, Minnesota.

Notary Public

STATE OF MINNESOTA)
) SS
COUNTY OF NICOLLET)

The foregoing instrument was acknowledged before me this _____ day of _____, 2025, by Jon Graff, the _____ of _____.

Notary Public



ADDENDUM

REGULAR BOARD MEETING Wednesday, July 16, 2025 SPCC-Governor's Room 5:00PM

VII. ACTION ITEMS

5. AGENDA ITEM #5

Subject: Consider Approval of a Mend the Middle Change Order Exceeding \$100,000

Action: Requires a Motion

Background: The Board approved change order approval process includes three tiers. Recent developments in the Mend the Middle Project require a change order estimated at \$122,768.10, thus exceeding the \$100,000 mark requiring full board approval. The change order authorizes a change in finished surfaces (classroom walls) due to unexpected circumstances discovered during demolition.

Presentation: Superintendent of Schools, Jon Graff

Options/Recommendation: I recommend the board approve the change order.



ADDENDUM

**Regular Board Meeting
Wednesday, July 16, 2025
SPCC-Governor's Room
5:00PM**

VII. ACTION ITEMS

6. AGENDA ITEM #6

Subject: Consider Policies for Approval with a Third Reading

Action: Requires a Motion

Background: The following policy is being brought forward for a third reading:

Policy 610 - Field Trips

- Clarifies approval process for field trips, adds a category for "Supplementary Trips," and requires a report to the School Board on field trips at least biannually.

The policy was reviewed by the Policy Committee at their July 8th meeting and the committee recommends its approval.

Presentation: Superintendent of Schools, Jon Graff
Policy Review Committee

Options/Recommendation: I recommend your approval of Policy 610.

610 FIELD TRIPS

I. PURPOSE

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

II. GENERAL STATEMENT OF POLICY

The general expectation of the school board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

A. Instructional Trips

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day or are an annual activity of a school organization or group. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

C. Extended Trips

1. Trips that involve one or more overnight stops out of state or out of country travel fall into this category. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student/teacher/advisor, principal, and superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g., tournament competition).
2. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.
3. General Guidelines
 - a. All extended field trips are optional for students.
4. Preliminary Approval
 - a. Preliminary approval must be granted prior to announcement of the trip to students or parents/guardians. It must include the education/activity objectives for the proposed extended field trip.

- b. Preliminary approval requires the principal and superintendent signature.
- c. Preliminary approval authorizes the teacher/advisor to determine student and parent/guardian interest, acquire cost information, and generally access the feasibility of the trip.

5. Formal Approval

- a. The School Board acknowledges and appreciates the financial contributions of organizations in providing extended trip opportunities for students.
- b. After securing preliminary approval, an extended trip request form must be completed and approved at each level: teacher/advisor, principal, and superintendent.
- c. It must be approved before any contracted arrangements are made or any trip specific fundraising occurs.
- d. The contract(s) with providers and agents must be approved by the Business Manager in consultation with the teacher/advisor.
- e. Upon receipt of formal approval by the principal and superintendent, parents and guardians will be asked to sign a permission form authorizing their child's participation and accepting the conditions under which the trip was approved.
- f. A detailed itinerary and complete roster of participants and chaperones including the home addresses, phone number, and emergency contacts, shall be filed with the Principal before trip departure.

6. Additional Rules

- a. All costs will be assumed by participants. Donations and approved fundraisers will be accepted.
- b. Student participation or lack thereof shall not be subject to, or affect, the classroom grade.
- c. Trips will have prior approval. Typically, no group or organization will be allowed more than one trip every two years.

D. Trips not sponsored by the School District

This category includes trips that involve district students and staff, but are organized and financed entirely by ~~booster organizations~~, fundraising, and/or participants. Individuals occasionally organize and fund trips that the School District does not sponsor. The School District encourages such trips for the purpose of enhancing the educational opportunities of students, subject to the following:

- 1. Since such trips are not sponsored by the School District, the School District will not be involved in funding or managing funds for the trip, nor will it assume any liability or responsibility for the participants.
- 2. Organizers of such trips shall clearly inform students and parents/guardians that the trip is not sponsored by the School District.

3. Other than incidental time and supplies, the organizers shall not use school time or resources for preparation, communications, or organization of fund-raising.
4. If any school time is to be missed by student participants, parents/guardians must arrange to have their child excused according to normal building procedures.
5. If any work time is to be missed by staff, it shall be unpaid; however, personal leave days may be used if available, in accordance with the applicable labor agreement.

III. REGULATIONS

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle.
- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
 1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
 2. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

IV. SCHOOL BOARD REVIEW

The superintendent, or the superintendent's designee, shall at least bi-annually report to the school board upon the utilization of trips under this policy.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
 Minn. Stat. § 123B.37 (Prohibited Fees)
 Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities; Insurance)
 Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)
 Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)
Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721, 327 F.3d 675 (8th Cir. 2003)
Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)

Cross References: Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

Policy 423 (Employee – Student Relationships)
Policy 506 (Student Discipline)
Policy 707 (Transportation of Public School Students)
Policy 709 (Student Transportation Safety Policy)
Policy 710 (Extracurricular Transportation)



ADDENDUM

**Regular Board Meeting
Wednesday, July 16, 2025
SPCC-Governor's Room
5:00PM**

VII. ACTION ITEMS

7. AGENDA ITEM #7

Subject: Consider Policies for Approval with a Second Reading

Action: Requires a Motion

Background: The following policy is being brought forward for a second reading:

Policy 417 - Chemical Use and Abuse

- The policy has numerous changes to conform with recommended modifications from the Minnesota School Boards Association.

The policy was reviewed by the Policy Committee at their July 8th meeting and the committee recommends its approval.

Presentation: Superintendent of Schools, Jon Graff
Policy Review Committee

Options/Recommendation: I recommend your approval of Policy 417.

417 CHEMICAL USE AND ABUSE

[Note: This policy reflects mandatory provisions of state and federal law and is not discretionary.]

I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substance, medical cannabis, ~~toxic substances~~, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited in ~~the school setting in~~ accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The ~~policy of this~~ school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement. ~~is to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.~~
- C. ~~Every~~The school ~~district that participates in a school district chemical abuse program~~ shall establish and maintain in every school a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- ~~D. The superintendent, with the advice of the school board, shall be responsible for establishing a school and community advisory team to address chemical abuse problems in the district.~~
- ~~ED.~~ The school district shall establish and maintain a drug-free awareness program ~~to for~~ educate ~~and assist its~~ employees. ~~and may establish a students,~~ and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

[Note: School districts are required to establish a drug-free awareness program for school district employees pursuant to the Drug-Free Workplace Act. In addition, state law requires that the written districtwide school discipline policy must include procedures for detecting and addressing chemical abuse problems of a student while on the school premises. Further, school districts are required to develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement if receiving funding under the federal Student Support and Academic Enrichment Grants law. Comprehensive drug prevention programs are required to be adopted and carried out by school districts pursuant to the Safe and Drug-Free Schools and Communities Act. In addition, school districts are required by the Drug-Free Workplace Act to establish drug-free awareness programs for school district employees. Further, state law authorizes school districts to provide instructional programs in chemical abuse and the prevention of chemical dependency.]

III. DEFINITIONS

- A. ~~"Chemical abuse," as applied to students,~~ means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the ~~minor's student's~~ normal function in academic, school, or social activities is chronically impaired.
- ~~B. "Chemicals" includes, but is not limited to, alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district's Drug-Free Workplace/Drug-Free School policy.~~
- ~~B. "Controlled substances," as applied to the chemical abuse assessment of students, means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes section 152.02 and "marijuana" as defined in Minnesota Statutes section 152.01, subdivision 9, but not distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. As otherwise defined in this policy, "controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.~~
- ~~C. "Drug prevention" means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence based.~~
- ~~C. "Use" includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.~~
- ~~D. "School location" includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.~~
- ~~D. "Teacher" means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including superintendents, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists.~~

IV. STUDENTS

A. Districtwide School Discipline Policy

Procedures for detecting and addressing chemical abuse problems of a student while on school premises are included in the districtwide school student discipline policy.

AB. Programs and ActivitiesInstruction

11. EveryThe school district shall develop, implement, and evaluate comprehensive provide an instructional programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that may be evidence based, including programs to educate students against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes. in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state

department staff, and members of the community in developing the curriculum.

[Note: The Safe and Drug-Free Schools and Communities Act requires school districts to adopt and carry out a comprehensive drug and violence prevention program with funds received. Since a comprehensive drug prevention program is required and a school district is specifically authorized by state law to provide instructional programs in chemical abuse and the prevention of chemical dependency, this should be a component of each school district's mandatory program. In addition, the Safe and Drug-Free Schools and Communities Act specifies additional items which that may be included as part of the mandatory comprehensive drug prevention program. Some of the suggested items relating to instruction or training are detailed in Paragraphs 2, Through 6. Below and a school district may wish to adopt one or all of the listed components as part of its mandatory program.]

2. As part of its drug-free programs, the school district may implement the drug abuse resistance education program (DARE) that enables peace officers to undergo the training to teach a curriculum on drug abuse resistance in schools.

2. — Each school shall have age-appropriate and developmentally-based activities that:
 - a. — address the consequences of violence and the illegal use of drugs, as appropriate;
 - b. — promote a sense of individual responsibility;
 - c. — teach students that most people do not illegally use drugs;
 - d. — teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
 - e. — teach students about the dangers of emerging drugs;
 - f. — engage students in the learning process; and
 - g. — incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
3. — Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.
4. — Each school shall disseminate drug and violence prevention information within the school and to the community.
5. — Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
6. — Each school shall have drug and violence prevention activities that may include the following:
 - a. — Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
 - b. — The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.

c. — Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.

d. — Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.

e. — Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

CB. Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance Chemical Use and Abuse

1. — In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing, or selling chemicals in a school location:

a. — The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.

b. — The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.

c. — The administrator will notify law enforcement officials, the student's counselor, and the chemical preassessment team.

d. — The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.

e. — The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.

2. — If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing, or selling chemicals:

a. — The employee shall notify the building administrator or a member of the preassessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.

b. — The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.

1. 1. — A teacher in a nonpublic school participating in a school district chemical use program, or a public school teacher, who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify the school's chemical abuse preassessment team, or staff member assigned duties similar to those of such a team, of this information.

[Note: School districts are not required to participate in a chemical abuse program or establish a chemical abuse preassessment team pursuant to state law. Schools are required to have procedures for detecting student chemical abuse and can obtain federal funding if they establish drug prevention, detection, intervention, and recovery support services. Thus, it is recommended that schools establish these programs and activities. For those schools that do not establish a chemical abuse preassessment team, those obligations could be assigned to a specified staff member such a school counselor or administrator.]

32. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals ~~shall~~may be suspended and proposed for expulsion in compliance with the student discipline policy and the Pupil Fair Dismissal Act, ~~Minnesota Statutes section §~~ 121A.40-121A.56, and proposed for expulsion.
43. Searches by school district officials in connection with the ~~abuse, possession, or transfer, distribution, or sale of~~ alcohol or a controlled substance chemicals will be conducted in accordance with school board policies related to search and seizure.
4. Nothing in paragraph IV.B.1. prevents a teacher or any other school employee from reporting to a law enforcement agency any violation of law occurring on school premises or at school sponsored events.

DC. Preassessment Team

1. Every school that participates in a school district chemical abuse program shall ~~establish~~have a chemical abuse preassessment team designated by the superintendent or designee. The team ~~must~~will be composed of classroom teachers, administrators, and to the extent they exist in the school, school nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff ~~to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others. For schools that do not have a chemical abuse program and team, the superintendent or designee will assign these duties to a designated school district employee.~~
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

ED. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes section § 13.32 and applicable federal law and regulations.
2. Destruction of Records
 - a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or

community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.

- b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with ~~such~~ information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
- c. ~~This section shall govern d~~Destruction of records identifying individual students shall be governed by paragraph IV.E.2. notwithstanding provisions of the Records Management Act, Minnesota Statutes section § 138.163 (Preservation and Disposal of Public Records).

FE. **Consent**

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

[Note: State law permits schools to provide these services to minor students without the consent of a parent. If, however, a school district provides these or other services pursuant to a grant received under the Student Support and Academic Enrichment Grants law, this funding could be jeopardized if the requirements of federal law, to obtain prior written, informed consent from the parent of each child who is under 18 years of age is not obtained.]

F. **School and Community Advisory Team**

~~1. The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school preassessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.~~

~~2. The advisory team shall:~~

~~a. build awareness of the problem within the community, identify available treatment and counseling programs for students, and develop good working relationships and enhance communication between the schools and other community agencies; and~~

~~b. develop a written procedure clarifying the notification process to be used by the chemical abuse preassessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.~~

V. EMPLOYEES

A. The ~~school district shall establish superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students, and others~~ about:

1. The dangers ~~and health risks of chemical~~of drug abuse in the workplace/school.

2. The school district's ~~drug-free workplace/drug-free school policy~~ of maintaining

[a drug-free workplace.](#)

3. ~~Any available drug or alcohol counseling, treatment, rehabilitation, re-entry, and/or employee assistance programs available to employees and/or students.~~
 4. The penalties that may be imposed on employees for drug abuse violations.
- B. The ~~school district superintendent or designee~~ shall notify ~~any~~ federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice ~~from the employee or otherwise receiving actual notice~~ of ~~any criminal drug statute~~ conviction ~~of an employee for a criminal drug statute violation~~ occurring in the workplace. ~~To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.~~

[Note: Notification to the federal granting agency within ten (10) days is required by the Drug-Free Workplace Act. 41 U.S.C. § 8103.]

Legal References:

Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
[Minn. Stat. § 121A.61 \(Discipline and Removal of Students from Class\)](#)
[Minn. Stat. § 124D.695 \(Approved Recovery Program Funding\)](#)
[Minn. Stat. § 126C.44 \(Safe Schools Levy\)](#)
Minn. Stat. § 138.163 ([Preservation and Disposal of Public Records](#)) [Records Management Act](#))
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
[Minn. Stat. § 152.01 \(Definitions\)](#)
[Minn. Stat. § 152.02 \(Schedules of Controlled Substances; Administration of Chapter\)](#)
Minn. Stat. § 152.22 ([Medical Cannabis](#); Definitions; [Medical Cannabis](#))
Minn. Stat. § 152.23 ([Medical Cannabis](#); Limitations; [Medical Cannabis](#))
[Minn. Stat. § 299A.33 \(DARE Program\)](#)
[Minn. Stat. § 466.07, subd. 1 \(Indemnification Required\)](#)
[Minn. Stat. § 609.101, subd. 3\(e\) \(Controlled Substance Offenses; Minimum Fines\)](#)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. §§ 7101-716522 ([Student Support and Academic Enrichment Grants](#))~~Safe and Drug-Free Schools and Communities Act~~)
[20 U.S.C. § 5812 \(National Education Goals\)](#)
[20 U.S.C. § 7175 \(Local Activities\)](#)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
34 C.F.R. Part 84 (Government-~~w~~[W](#)ide Requirements for Drug-Free Workplace)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)
[MSBA/MASA Model Policy 419 \(Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction\)](#)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)



ADDENDUM

**Regular Board Meeting
Wednesday, July 16, 2025
SPCC-Governor's Room
5:00PM**

VII. ACTION ITEMS

8. AGENDA ITEM #8

Subject: Consider Policies for Approval with a Single Reading

Action: Requires a Motion

Background: The following policies are being brought forward for approval with a single reading:

Policy 423 - Employee Student Relationships

- Changes to legal references only.

Policy 424 - License Status

- Changes to legal references only.

Policy 427 - Workload Limits for Certain Special Education Teachers

- No changes from current policy

These policies were reviewed by the Policy Committee at their July 8th meeting and the committee recommends their approval.

Presentation: Superintendent of Schools, Jon Graff
Policy Review Committee

Options/Recommendation: I recommend your approval of Policies 423, 424, and 427.

423 EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 - 1. Dating students.
 - 2. Having any interaction/activity of a sexual nature with a student.
 - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
 - 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.

[Note: Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.]
- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.

- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References: Minn. Stat. § 13.43, Subd. 16 (~~School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact Personnel Data~~)
Minn. Stat. § 122A.20, Subd. 2 (~~Mandatory Reporting to Professional Educator Licensing and Standards Board or Board of School Administrators Suspension or Revocation of Licenses~~)
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (~~Employment; Contracts; Termination Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions~~)
Minn. Stat. §§ 609.341-609.352 (~~Defining “intimate parts” and “position of authority” as well as detailing various sex offenses Definitions~~)
Minn. Stat. ~~Ch. 260E § 626.556~~ (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
Minn. Rules Part 8710.2100 (Code of Ethics for Minnesota Teachers)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)
MSBA/MASA Model Policy 507 (Corporal Punishment)

424 LICENSE STATUS

[Note: The provisions of this policy substantially reflect legal requirements.]

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until the school district verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.
- D. [The school district must annually report to the Professional Educator Licensing and Standards Board: \(1\) all new teacher hires and terminations, including layoffs, by race and ethnicity; and \(2\) the reasons for all teacher resignations and requested leaves of absence. The report must not include data that would personally identify individuals.](#)

III. PROCEDURE

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.
- C. If it is discovered that a teacher's license has expired, the superintendent will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.
- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or

license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References: Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)
Minn. Stat. § 122A.40, ~~Subd. 13~~ (Employment; Contracts; Termination – Immediate Discharge)
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

Cross References: None

427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

[Note: School districts are required by Minnesota Rules 3525.2340, subpart 4.B., to have a policy for determining the workload limits of special education staff who provide services to students who receive direct special education services 60 percent or less of the instructional day.]

[Note: Minnesota Statutes, section 179A.07, subdivision 1, of the Public Employment Labor Relations Act (PELRA) provides that a public employer is not required to meet and negotiate on matters of inherent managerial policy. Matters of inherent managerial policy include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, selection of personnel, and direction and number of personnel. MSBA's position is that this policy is not a mandatory subject of bargaining. School districts, therefore, are cautioned to not relinquish their inherent managerial right to determine workload limits for special education teachers.]

I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

II. DEFINITIONS

A. Special Education Staff; Special Education Teacher

"Special education staff" and "special education teacher" both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Professional Educator Licensing and Standards Board to instruct children with specific disabling conditions.

B. Direct Services

"Direct services" means special education services provided by a special education teacher or a related service professional when the services are related to instruction, including cooperative teaching.

C. Indirect Services

"Indirect services" means special education services provided by a special education teacher or a related service professional which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with the pupil to monitor and observe.

D. Workload

"Workload" means a special education teacher's total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employment Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

Legal References: Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions)
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

Cross References: MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)



ADDENDUM

REGULAR BOARD MEETING Wednesday, July 16, 2025 SPCC-Governor's Room 5:00PM

VIII. INFORMATION ITEMS

1. AGENDA ITEM #1

Subject: Emergency Action Plan Update, Standard Response Protocol

Background: The district's safety and security team has been exploring implementation of The Standard Response Protocol (SRP) as part of its emergency action planning. The SRP utilizes five core actions: Hold, Secure, Lockdown, Evacuate, and Shelter, and standardizes language, signage, and responses across settings. An overview of SRP and a proposed implementation timeline will be shared with the board. Official approval of SRP would be requested of the board in August at its annual approval of the district's emergency action plans.

Presentation: Superintendent of Schools, Jon Graff

Standard Response Protocol Implementation Timeline:

1. Safety and Security Team Meeting
 - a. Team expressed desire to implement SRP (May 20, 2025)
2. Review Plan with SPPD Representative John Hughes (June 25)
3. Present desire to move to Standard Response Protocol with the board at July meetings
 - a. July 9 Policy Committee Meeting
 - b. July 10 Education Committee Meeting
 - c. July 16 Regular Meeting
4. Attend “I love you Guys” training in Mankato
 - a. August 6 & 7
5. Formal Board Approval
 - a. Board formally approves emergency action plans at August 20th meeting
6. Implement 5 procedures, language, and visuals
 - a. Fall 25-26
7. Develop reunification plan
 - a. 25-26 school year
8. Implement reunification plan
 - a. 26-27 school year

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults