



SAINT PETER SCHOOL BOARD
Regular Board Meeting
Wednesday, December 17, 2025
SPCC-Governor's Room, 600 S. 5th St., Saint Peter, MN
56082
6:00 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. Truth-In-Taxation Presentation	3
VI. Approval of Consent Agenda Items	34
VII. Student Spotlight / Student Council Report	
1. Student Spotlight - Jaxon Throldahl	
2. Student Council Report -	
VIII. Action Items	
1. Consider a Resolution of Certification of School District Levy for Taxes Payable in 2026	77
2. Consider Approval of Acceptance of 2024-2025 Audit	84
3. Consider Policies for Approval with a Second Reading	109
4. Consider Policies for Approval with a Single Reading	113
5. Consider a Resolution to Accept Gifts, Donations, and Grants	136
6. Consider Approval of Contract for Community and Family Education Graphic Designer	142
7. Consider Approval of 2026 Mileage and Meal Reimbursement Rates	144
IX. Information Items	
1. Building and Grounds Update	146
X. 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	

XI. Upcoming Meetings of the School Board

School Board Organizational Meeting

Monday, January 5, 2026

5:00 PM

SPCC — Governor's Room

HR/Negotiations Committee Meeting —

Paraprofessional Negotiations

Wednesday, January 7, 2026

5:00 PM

Saint Peter Middle School Conference Room

Education Committee Meeting

Thursday, January 8, 2026

1:00 PM

District Office

HR/Negotiations Committee Meeting —

Office Support Negotiations

Thursday, January 8, 2026

4:30 PM

Saint Peter Middle School Conference Room

HR/Negotiations Committee Meeting —

Teacher Negotiations

Monday, January 12, 2026

4:30 PM

Saint Peter Middle School Conference Room

Policy Review Committee Meeting

Tuesday, January 13, 2026

9:00 AM

District Office

Business Committee Meeting

Wednesday, January 14, 2026

10:00 AM

District Office

Regular School Board Meeting

Wednesday, January 21, 2026

5:00 PM

SPCC — Governor's Room

XII. Adjournment



ADDENDUM

**Regular School Board
Wednesday, December 17, 2025
SPCC-Governor's Room
6:00PM**

V. Truth In Taxation Presentation

Business Manager, Megan Gracia, will present information on the proposed tax levy for 2026. Her presentation will include a levy history, a levy spreadsheet showing various levy categories, and a review of the levy page to be considered for adoption at a later point in the meeting.



SAINT PETER PUBLIC SCHOOLS

ISD #508

TRUTH IN TAXATION PRESENTATION

2025 PAYABLE 2026

PROPOSED PROPERTY TAXES

AND 2025-2026 BUDGET

Requirements of the Truth in Taxation Law

- Truth in Taxation Law – passed in 1989
- Property Tax Statements
- Public Hearing
 - The 2025 Pay 2026 Proposed Property Tax Levy
 - Current Year Budget (Fiscal Year 2026)
 - Public Comment and Questions

School District Levy and Revenue

- Proposed levy certified in September
- Final levy certified in December
- 25 Pay 26 means:
 - Taxes are levied in the fall of 2025
 - Taxes are payable and collected in calendar year 2026
 - Taxes provide the District revenue for 2026-2027 (FY27) school year

Who determines your school property tax?



A) Legislature and Governor



B) County Assessor



C) School Board



D) Voters

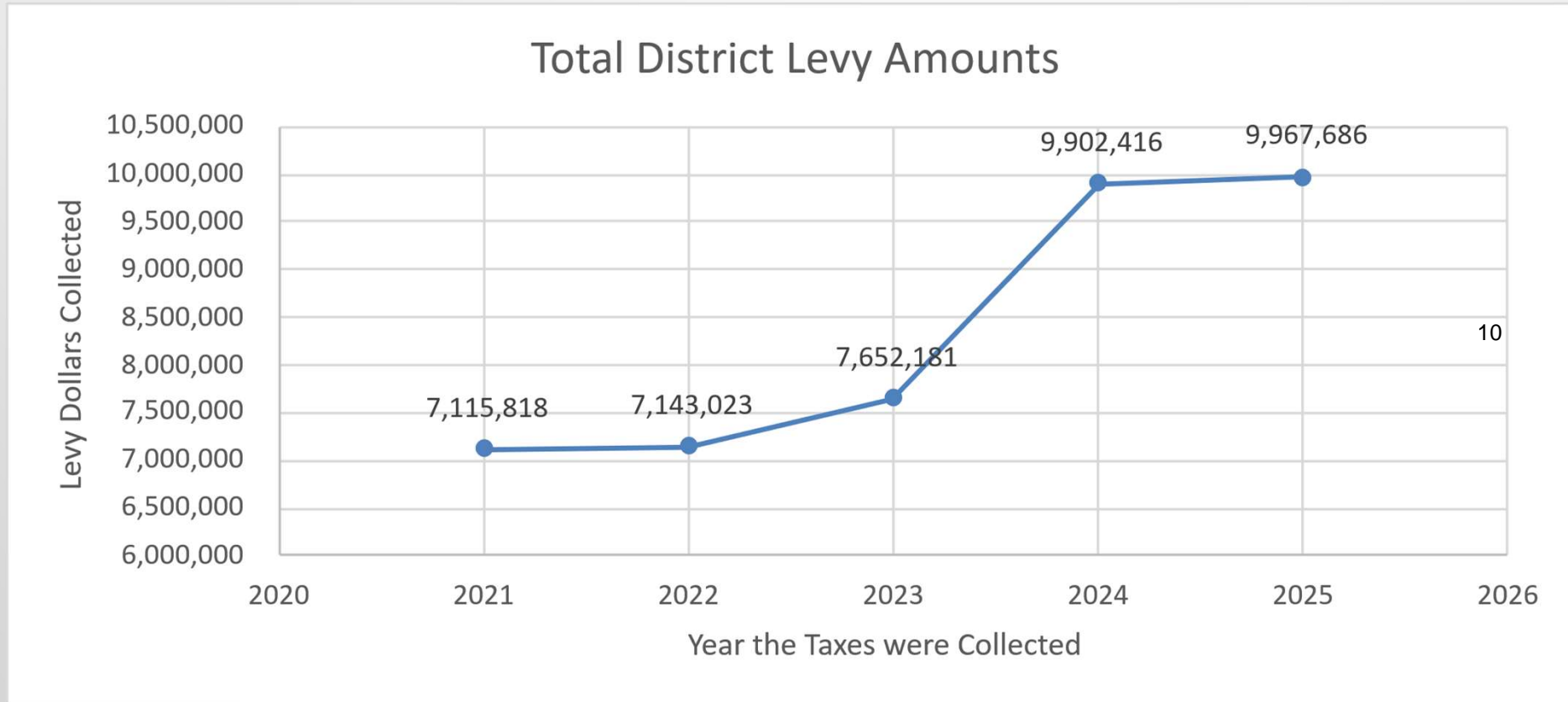
Complexity of MN School District Property Tax System

- 39 pages of levy calculations and data
- Over 50 different revenue (aid & levy) categories
- Calculations are based on two property tax bases
 - Referendum Market Value (RMV)
 - Net Tax Capacity (NTC)
- Separated into two categories on property tax statements
 - Voter Approved Levies
 - Other Local Levies

RMV vs. NTC

Referendum Market Value (RMV)	Net Tax Capacity (NTC)
Operating Referendum, LOR, Equity, Transition	Q Comp, Achievement & Integration, ⁹ LTFM, Reemployment, Safe Schools, OPEB
Not all properties pay (ag land & seasonal recreational)	Affects all parcels of property but at different rates based on classification

The school district levy is increasing by \$65,269.97 or 0.66%.



Multi-Year Levy Factors Comparison

Multi-Year Levy Factor Comparison

Levy Factors	21 Pay 22 Final	22 Pay 23 Final	23 Pay 24 Final	24 Pay 25 Final	25 Pay 26 Final	\$ Change Levy 26 to Levy 25	% Change Levy 26 to Levy 25
*1 Market Value	1,360,794,599	1,451,516,699	1,704,680,101	1,921,099,901	2,048,644,402	127,544,501	6.64%
*2 Referendum Market Value	1,038,825,750	1,096,432,750	1,263,332,175	1,380,537,350	1,412,969,950	32,432,600	2.35%
*3 Net Tax Capacity	13,463,118	14,348,427	16,896,722	18,705,002	19,514,172	809,170	4.33%
*4 Sales ratio	0.912	0.886	0.878	0.904	0.953	0	5.42%
*5 Adj. Net Tax Capacity	14,747,600	16,186,461	19,232,155	20,687,751	20,464,300	(223,451)	-1.08%
6 Total levy	7,115,818	7,143,023	7,652,181	9,902,416	9,967,686	65,270	0.66%
\$ Increase over PY		27,205	509,158	2,250,235	65,270		
% Increase over PY		0.38%	7.13%	29.41%	0.66%		

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

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

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

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

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



General Fund Levy

44%

Provides funding for district regular and special educational instructional programs including, but not limited to, support services, transportation, instructional, athletic, and operational equipment, technology, building maintenance, etc.

Based on student enrollment



Community Education Levy

1%

Funding for basic community education programs, youth services, after school programs, Early Childhood Family Education, ¹² and School Readiness

Based on population of the District. ECFE is based on children <5



Debt Service

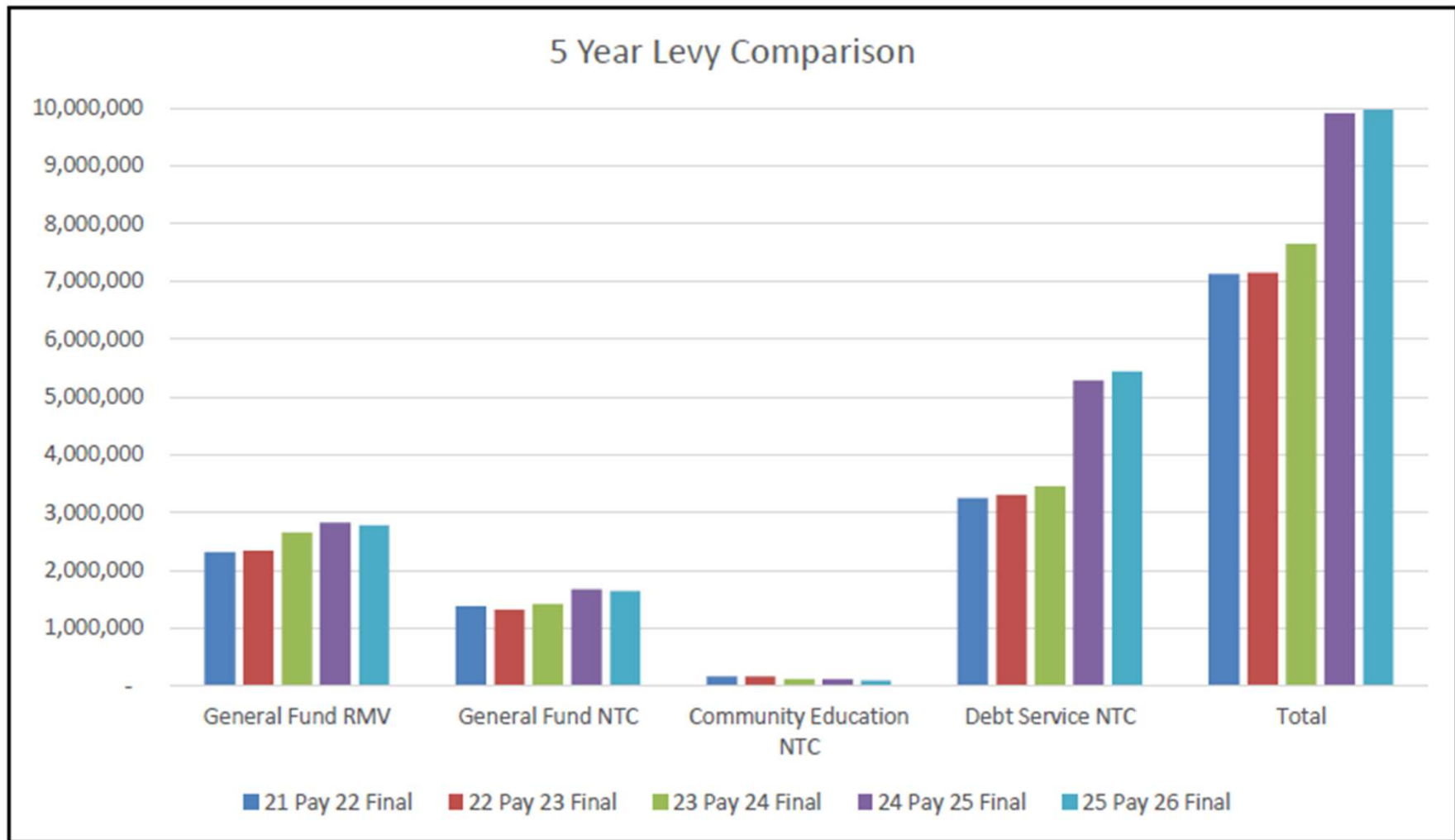
55%

Repayment of principal & interest of bonded debt plus 5%

Based on annual debt retirement schedules

5 Year Levy Comparison

	21 Pay 22 Final	22 Pay 23 Final	23 Pay 24 Final	24 Pay 25 Final	25 Pay 26 Final
General Fund RMV	2,315,978	2,342,205	2,657,557	2,825,865	2,777,739
General Fund NTC	1,381,153	1,324,483	1,424,306	1,672,441	1,644,859
Community Education NTC	166,194	168,913	118,290	119,848	104,785
Debt Service NTC	3,252,493	3,307,422	3,452,027	5,284,262	5,440,303
Total	7,115,818	7,143,023	7,652,181	9,902,416	9,967,686



Notable Levy Impacts

Debt Service

<u>Revenue</u>	<u>24 Pay 25</u>	<u>25 Pay 26</u>	<u>Inc/(Dec) from PY</u>
Voter Approved Bonds	4,350,845	4,526,582	175,737
LTFM Debt Service	986,379	1,077,031	90,652
Reduction for Debt Excess	-51,420	-153,254	-101,833
Other	-1,542	-10,056	-8,514

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Prior-year adjustments

<u>Revenue</u>	<u>24 Pay 25</u>	<u>25 Pay 26</u>	<u>Inc/(Dec) from PY</u>
Local Optional Revenue	21,321	-24,641	-45,962
Re-Employment	-71,820	6,048	77,868
OPEB	38,882	-35,515	-74,397
TIF	-16,645	-73,568	-56,923

Whereas, Pursuant to Minnesota Statutes the School Board of Independent School District No. 508, St. Peter, Minnesota, is authorized to make the following proposed tax levies for general purposes:

General Fund	\$ 4,422,598.13
Community Services	\$ 104,784.51
Debt	<u>\$ 5,440,303.33</u>
Total Proposed Tax Levy	\$ 9,967,685.97

Now Therefore, Be it resolved by the School Board of Independent School District No. 508, St. Peter, Minnesota, that the levy to be levied in 2025 to be collected in 2026 is set at \$9,967,685.97. The clerk of the ISD 508 School Board is authorized to certify the proposed levy to the County Auditors of Nicollet and Le Sueur County, Minnesota

SCHOOL DISTRICT BUDGET 2025-2026



FY26 Budget (without Building Projects or Insurance Fund)

REVENUES						
	GENERAL FUND	FOOD SERVICE FUND	COMM. ED. FUND	DEBT FUND	GIFTS / BEQUESTS	TOTALS
	FUND 01	FUND 02	FUND 04	FUND 07	FUND 08	
Levy	\$4,498,306	\$0	\$119,848	\$5,284,262	\$0	\$9,902,416
Misc. Local Rev.	1,551,536	164,105	547,785	0	22,000	2,285,426
State Aid	27,078,520	854,840	265,284	0	0	28,198,644
Federal Aid	674,656	868,829	0	0	0	1,543,485
Totals	\$33,803,018	\$1,887,774	\$932,916	\$5,284,262	\$22,000	\$41,929,971

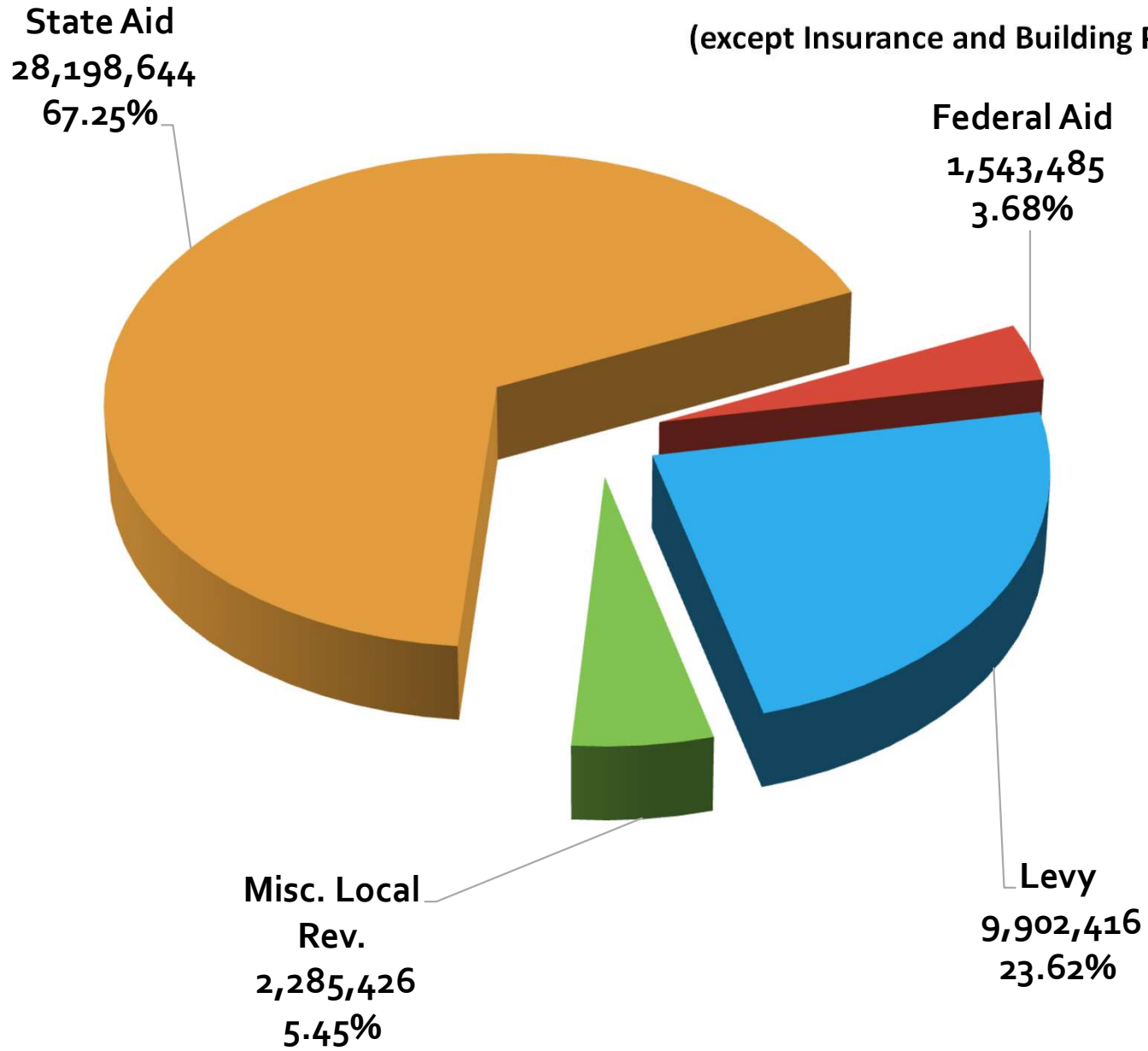
EXPENSES						
	GENERAL FUND	FOOD SERVICE FUND	COMM. ED. FUND	DEBT FUND	GIFTS / BEQUESTS	TOTALS
	FUND 01	FUND 02	FUND 04	FUND 07	FUND 08	
Salaries/Benefits	\$25,592,995	\$950,927	\$1,004,543	\$0	\$0	\$27,548,465
Utilities/Travel/Repairs/Consult	5,423,656	75,950	107,192	0	0	5,606,798
Supplies	1,437,930	1,023,960	55,905	0	0	2,517,795
Equipment / Bldg	1,350,226	30,500	2,550	0	0	1,383,276
Debt Service	0	0	0	5,509,611	0	5,509,611
Dues	61,371	3,920	4,075	0	0	69,366
Gifts/Bequests	100,152	0	0	0	22,000	122,152
Totals	\$33,966,330	\$2,085,257	\$1,174,265	\$5,509,611	\$22,000	\$42,757,463

Transfers	-300,000	0	300,000	0		0
Totals	-\$300,000	\$0	\$300,000	\$0	\$0	\$0

BUDGET BALANCE	(\$463,312)	(\$197,483)	\$58,652	(\$225,349)	\$0	(\$827,493)
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FY26 Revenue by Source

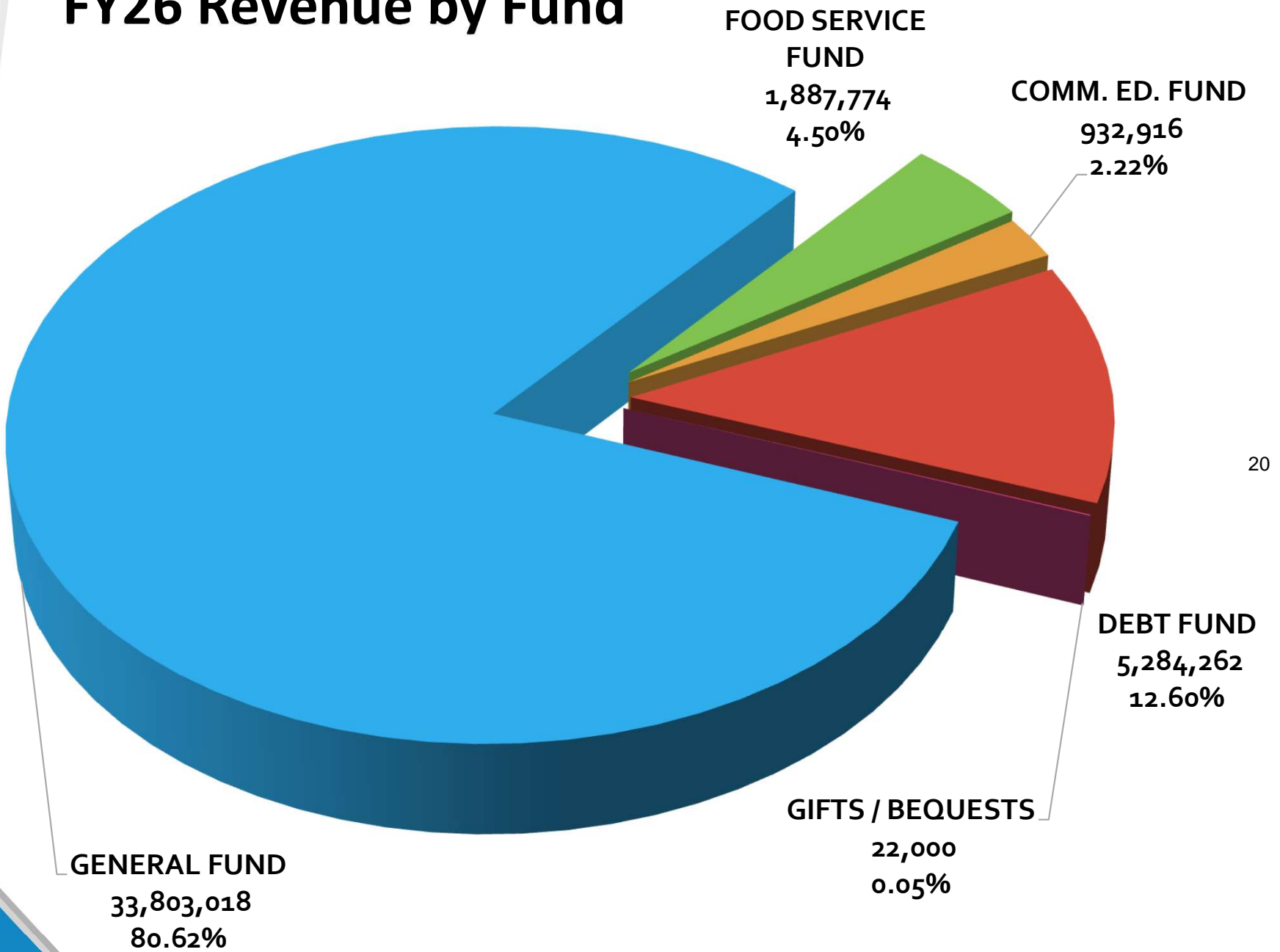
(except Insurance and Building Project Funds)



Comparison of Revenue Sources for General Fund

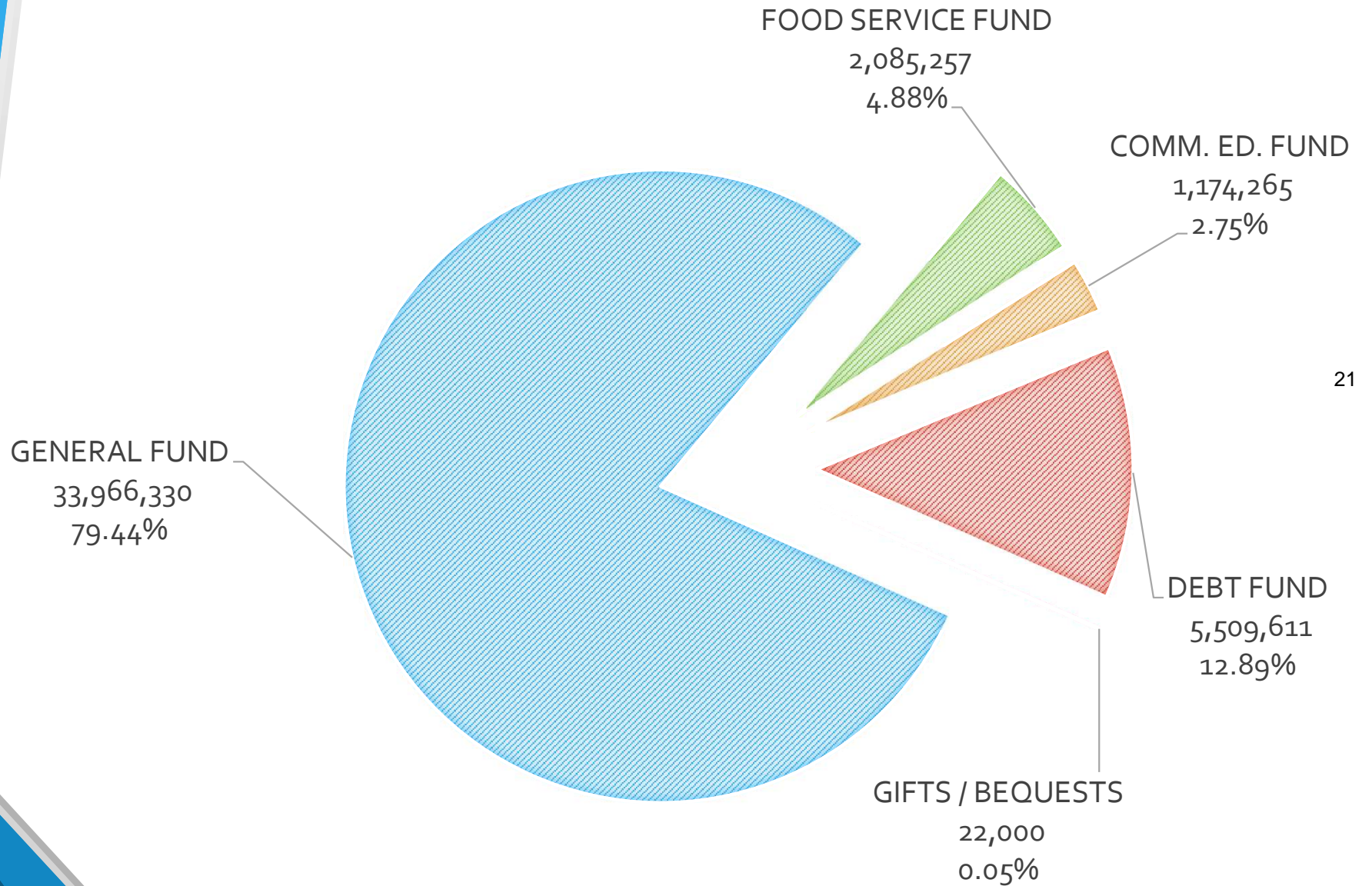
Sources of Revenue – General Fund	SPPS	Statewide Average
State Aid	67%	72%
Federal Sources	4%	7%
Property Taxes/Levy	24%	16%
Other Local Sources	5%	5%

FY26 Revenue by Fund



FY26 Expenditures by Fund

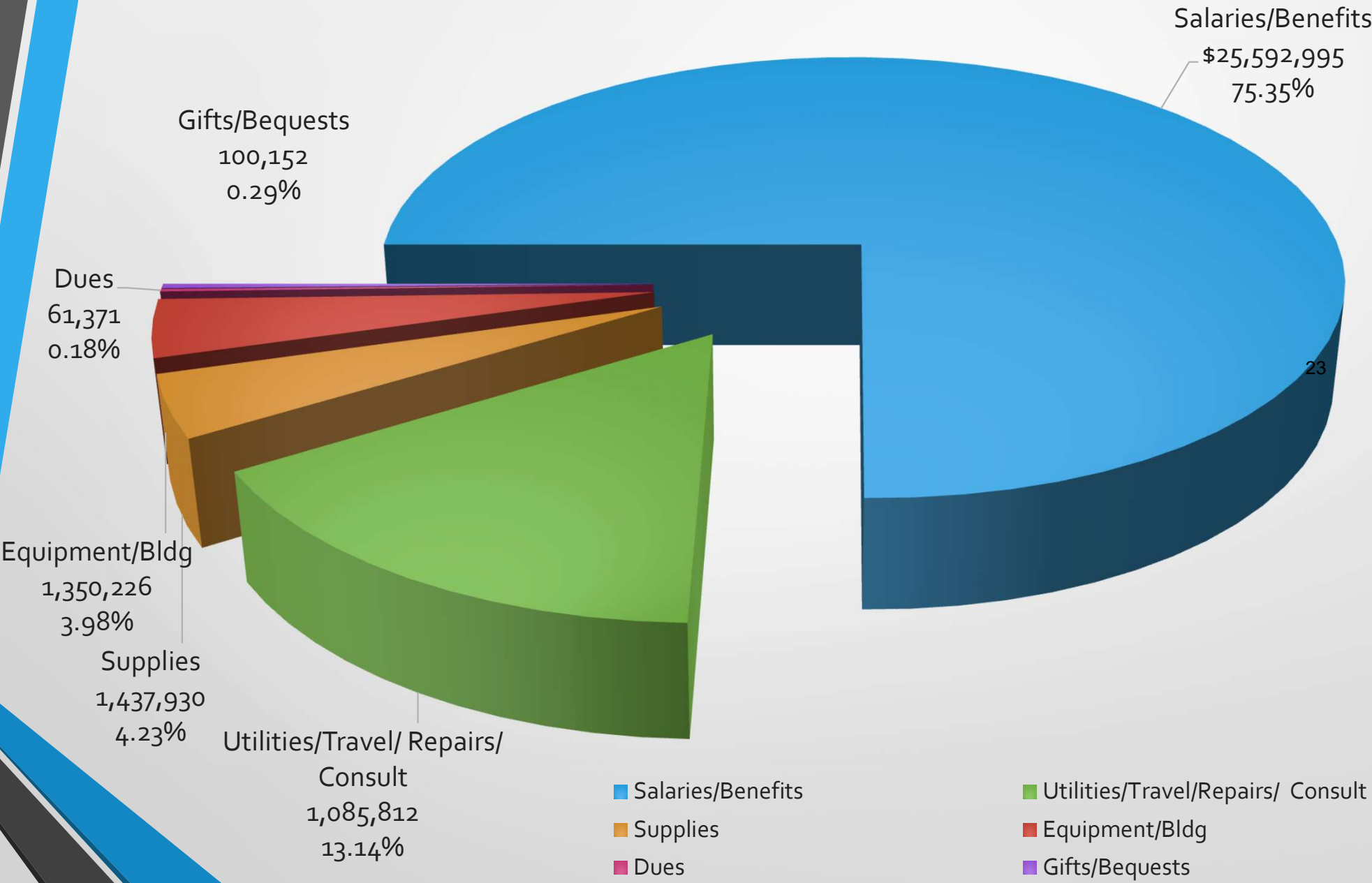
■ GENERAL FUND ■ FOOD SERVICE FUND ■ COMM. ED. FUND ■ DEBT FUND ■ GIFTS / BEQUESTS



FY26 General Fund Expenditures

Expenditures	General Fund Amount	%
Salaries/Benefits	\$25,592,995	75%
Utilities/Travel/Repairs	\$5,423,656	16%
Supplies	\$1,437,930	4%
Equip./Buildings	\$1,350,226	4%
Dues	\$61,371	<1%
Gifts/Bequests	\$100,152	<1%
Total Expenditures	\$33,966,330	

FY26 General Fund Expenditures



FY26 Preliminary Budget

	FB 7/1/25	Revenue	Expenses	Man. Adj.	FB 6/30/26	Diff \$	Diff %
General Fund							
General Fund Unassigned							
General Fund, Transportation, OLC	5,604,792.75	28,044,830.30	28,094,214.74	(100,000.00)	5,455,408.31	(149,384.44)	-3%
Concessions	(74,051.18)	15,000.00	14,270.00		(73,321.18)	730.00	-1%
General Fund Unassigned Total	5,530,741.57	28,059,830.30	28,108,484.74	(100,000.00)	5,382,087.13	(148,654.44)	-3%
Prepays/Nonspendable	114,848.00				114,848.00	-	0%
General Fund Restricted							
Achievement & Integration	-	261,630.00	261,630.00		(0.00)	(0.00)	NA
American Indian Education Aid	4,974.45	49,500.00	49,500.00		4,974.45	-	0%
Area Learning Center (ALC)	-	161,199.42	161,199.42		-	-	NA
Basic Skills/Compensatory	-	1,532,899.63	1,532,899.63		(0.00)	(0.00)	NA
English Learner	-	211,449.66	211,449.66		0.00	0.00	NA
Gifted and Talented	-	29,452.80	29,452.80		-	-	NA
Learning and Development	-	443,708.00	443,708.00		0.00	0.00	NA
Literacy Incentive Aid	-	93,327.69	93,327.69		-	-	NA
LTFM/Health & Safety	311,250.73	1,051,239.64	1,138,036.00		224,454.37	(86,796.36)	-28%
Medical Assistance	143,128.47	110,000.00	32,760.18		220,368.29	77,239.82	54%
Operating Capital	338,032.23	513,041.83	586,469.26		264,604.80	(73,427.43)	-22%
Perm. Inter. Transfer	9,063.00	-	-		9,063.00	-	0%
Q Comp	174,477.66	541,708.70	538,720.87		177,465.49	2,987.83	24%
READ Act - Literacy Aid	84,073.70	-	-		84,073.70	-	0%
READ Act - Teacher Training	13,360.30	-	13,360.00		0.30	(13,360.00)	-100%
Safe Schools	-	75,501.00	75,501.00		-	-	NA
Scholarships	149,968.63	20,950.00	40,151.65		130,766.98	(19,201.65)	-13%
School Library Aid	-	40,000.00	40,000.00		-	-	NA
Staff Development	-	338,979.07	338,979.07		-	-	NA
Student Activities (S, N, MS, HS)	168,798.14	226,500.00	216,200.00		179,098.14	10,300.00	6%
Student Support Personnel	-	40,000.00	40,000.00		-	-	NA
General Fund Restricted Total	1,397,127.31	5,741,087.44	5,843,345.23	-	1,294,869.52	(102,257.79)	(1.01)
General Fund Assigned							
AAA, South \$50K, NAPAC, Frank Fredlund, etc.	69,987.81	2,100.00	14,500.00		57,587.81	(12,400.00)	-18%
Fund the Depreciation	177,252.57	-	-		177,252.57	-	0%
Severance	364,171.00	-	-	(100,000.00)	264,171.00	(100,000.00)	-27%
VEBA Trust	402,650.00	-	-	(100,000.00)	302,650.00	(100,000.00)	-25%
General Fund Assigned Total	1,014,061.38	2,100.00	14,500.00	(200,000.00)	801,661.38	(212,400.00)	(0.70)
General Fund Total	8,056,778.26	33,803,017.74	33,966,329.97	(300,000.00)	7,593,466.03	(0.00)	(463,312.23) (1.73)
Unassigned General Fund Expenditures	28,108,484.7						
Unassigned General Fund Expenses/Day	77,009.6						
Unassigned General Fund Balance	5,382,087.1						
30 Day Expenditure Target	2,310,286.5						
Estimated Days of Operation	69.9						

FY26 Preliminary Budget

Food Service	FB 7/1/25	Revenue	Expenses	Man. Adj.	FB 6/30/26	Diff \$	Diff %
Food Service (Restricted)	871,758.27	1,887,774.40	2,085,257.42		674,275.25	(197,483.02)	-23%
Food Service Total	871,758.27	1,887,774.40	2,085,257.42	-	674,275.25	(197,483.02)	-23%
Community Service							
Community Service Unassigned							
Community Service	(12,735.58)	-	-		(12,735.58)	-	0%
Community Service Restricted							
Community Education	330,309.09	408,270.51	476,391.48	-	262,188.12	(68,120.97)	-21%
Early Childhood Family Education	74,438.22	128,870.96	107,263.00	-	96,046.18	21,607.96	29%
School Readiness	(1,253,150.60)	358,910.67	552,008.11	300,000.00	(1,146,248.04)	106,902.56	-9%
Non-Public	12,707.41	36,864.30	38,602.10	-	10,969.61	(1,737.80)	-14%
Community Service Total	(848,431.46)	932,916.44	1,174,264.69	300,000.00	(789,779.71)	58,651.75	-7%
Building Construction Fund							
Building Construction	29,628,300.53	1,384,500.00	11,027,425.98		19,985,374.55	(9,642,925.98)	-33%
Debt Redemption Total	29,628,300.53	1,384,500.00	11,027,425.98	-	19,985,374.55	(9,642,925.98)	-33%
Debt Redemption							
Debt Redemption	(61,741.48)	5,284,262.03	5,509,611.26		(287,090.71)	(225,349.23)	365%
Debt Redemption Total	(61,741.48)	5,284,262.03	5,509,611.26	-	(287,090.71)	(225,349.23)	365%
Trust Fund/Scholarships							
Scholarships	746,292.54	22,000.00	22,000.00		746,292.54	-	0%
Trust Fund/Scholarships Total	746,292.54	22,000.00	22,000.00	-	746,292.54	-	0%
Insurance Fund							
Dental Reserve	204,382.27	257,000.00	243,890.00		217,492.27	13,110.00	6%
Health Reserve	772,058.47	4,401,181.90	4,851,200.08		322,040.29	(450,018.18)	-58%
Insurance Fund Total	976,440.74	4,658,181.90	5,095,090.08	-	539,532.56	(436,908.18)	-45%
District Totals	39,369,397.42	47,972,652.51	58,879,979.40	-	28,462,070.53	(10,907,326.89)	-28%

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FY26 Preliminary Budget - Summary

General Fund

	<u>FY26 Preliminary Budget</u>					<u>Increase/(Decrease)</u>	
	<u>Fund Bal. 7/1/25</u>	<u>Revenue</u>	<u>Expenses</u>	<u>Man. Adj.</u>	<u>Fund Bal. 6/30/26</u>	<u>Inc/(Dec)</u>	<u>% Change</u>
<u>General Fund</u>							
General Fund Unassigned	5,530,741.57	28,059,830.30	28,108,484.74	(100,000.00)	5,382,087.13	(148,654.44)	-2.7%
Prepays/Nonspendable	114,848.00	-	-	-	114,848.00	-	0.0%
General Fund Restricted	1,397,127.31	5,741,087.44	5,843,345.23	-	1,294,869.52	(102,257.79)	-7.3%
General Fund Assigned	1,014,061.38	2,100.00	14,500.00	(200,000.00)	801,661.38	(212,400.00)	-20.9%
General Fund Total	8,056,778.26	33,803,017.74	33,966,329.97	(300,000.00)	7,593,466.03	(0.00) (463,312.23) (0.00)	-5.8%

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

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	<u>FY26 Preliminary Budget</u>					<u>Increase/(Decrease)</u>	
	<u>Fund Bal. 7/1/25</u>	<u>Revenue</u>	<u>Expenses</u>	<u>Man. Adj.</u>	<u>Fund Bal. 6/30/26</u>	<u>Inc/(Dec)</u>	<u>% Change</u>
<u>Food Service</u>	871,758.27	1,887,774.40	2,085,257.42	-	674,275.25	(197,483.02)	-22.7%
<u>Community Service</u>	(848,431.46)	932,916.44	1,174,264.69	300,000.00	(789,779.71)	58,651.75	-6.9%
<u>Building Construction Fund</u>	29,628,300.53	1,384,500.00	11,027,425.98	-	19,985,374.55	(9,642,925.98)	-32.5%
<u>Debt Redemption</u>	(61,741.48)	5,284,262.03	5,509,611.26	-	(287,090.71)	(225,349.23)	365.0%
<u>Trust Fund/Scholarships</u>	746,292.54	22,000.00	22,000.00	-	746,292.54	-	0.0%
<u>Insurance Fund</u>	976,440.74	4,658,181.90	5,095,090.08	-	539,532.56	(436,908.18)	-44.7%
District Totals	39,369,397.42	47,972,652.51	58,879,979.40	-	28,462,070.53	(10,907,326.89)	-27.7%

Unassigned General Fund Changes - Quarter 1

Revenue Adjustments

1	2025 Legislative Impacts (SPED Transportation Reimb.)	(36,796)
2	Habitat Grant Revenue	99,999
3	FY26 Budget Adjustments - True up to Actuals	628
4	Enrollment Adjustment - 29 Students Over Budget Estimates	290,000
Total Quarter 1 Revenue Adjustments		353,831

Expense Adjustments

1	ADSIS Positions - 2 Behavior & 1 Reading Interventionist	(107,283)
2	Oshawa Learning Academy - Behavior Interventionist	(35,761)
3	Literacy Aid - Shift funds to cover Jana Sykora (Literacy Lead)	5,000
4	<u>MA Funds - Shift funds to cover Nurses/Health Aides</u>	50,000
5	True North Consulting Partners	(7,200)
6	2025 Legislative Impacts (Compensatory, Student Support Personnel, School Library)	237,374
7	Habitat Grant Expenditures	(99,999)
8	FY26 Budget Adjustments - True up to Actuals	(3,911)
Total Quarter 1 Expense Adjustments		38,220

Total Net Quarter 1 Adjustments 392,051

Adjusted FY26 Anticipated Ending Unassigned General Fund Balance 5,774,138

Adjusted Unassigned General Fund Expenditures	28,146,704.7
Unassigned General Fund Expenses/Day	77,114.3
Unassigned General Fund Balance	5,774,138.1
30 Day Expenditure Target	2,313,427.8
Estimated Days of Operation	74.9

Quarterly Fund
Balance Tracker
– Unassigned
General Fund

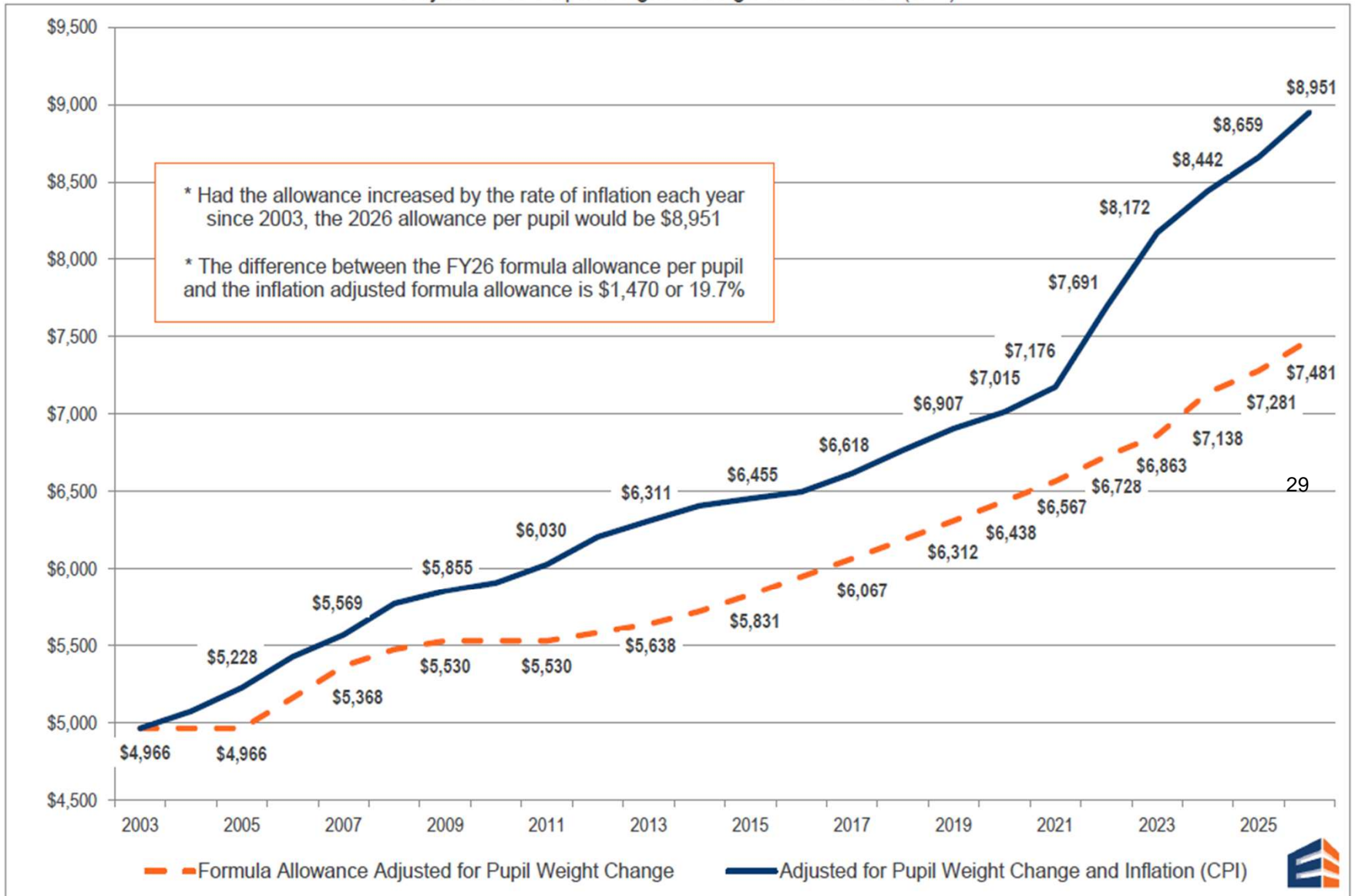


Miscellaneous Additional Info

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General Education Formula Allowance, 2003-2026

Adjusted for Pupil Weight Change and Inflation (CPI)



Source: MDE December 2024 CPI Inflation Estimates and Minnesota Laws 2023

Funding will trail inflation by \$1,470 per pupil in FY26.

Based on current enrollment (2,291 WADM), that would equate to \$3,367,770 in additional revenue in FY26 alone.

Referendum Picture FY25

How does our district compare
in Operating Referendum
Revenue?

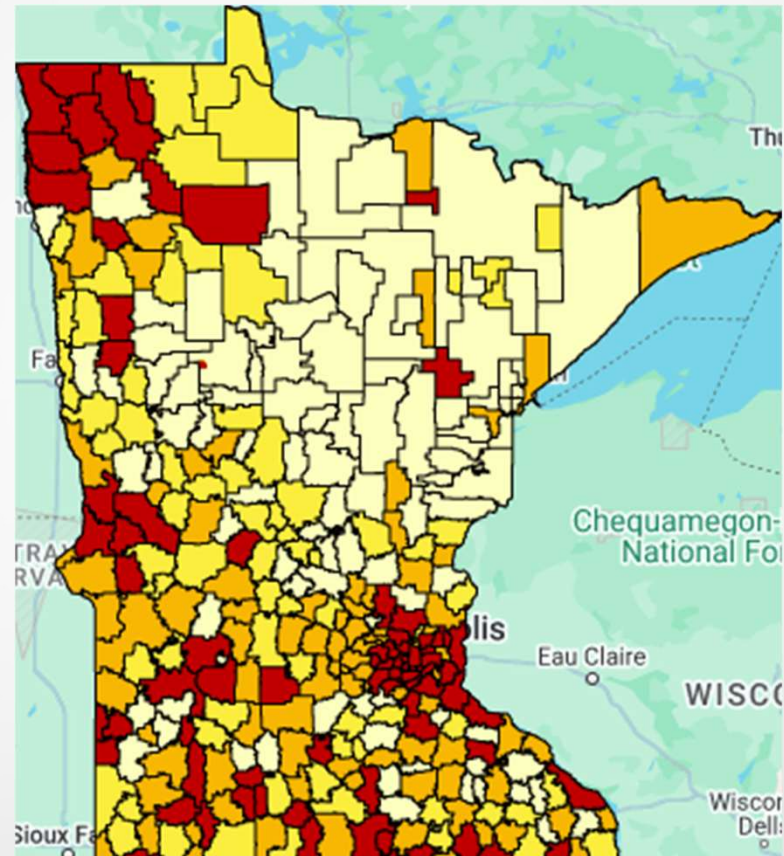
[MREA Maps \(mreavoice.org\)](http://mreavoice.org)

Our District:
\$410 per APU

Median district: \$513

**Upper Quartile of
Referendums** > \$1025

94 districts: \$0



District Operating Referendum per APU FY25

- No Operating Referendum
- Below District Median of \$513/Pupil
- Above District Median of \$513/Pupil
- Well Above Median/Pupil

Local Financial Reminders:

“Mend the Middle” Project Comprised of 3 Financing Components:

\$10,965,000 Voter-Approved School Building Bonds

\$20,840,000 School Board Approved Facilities Maintenance Bonds (Indoor Air Quality “IAQ” Portion)

\$2,485,000 School Board Approved Facilities Maintenance Bonds (Regular Deferred Maintenance Portion)

Successful April 9, 2024 Election

Funded Acquisition and betterment of school sites and facilities

Funded Indoor Air Quality Improvements at Saint Peter Middle School

Funded Costs of Deferred Maintenance Projects District Wide as included in the 10-Year Plan

Yes Votes: 911 or 58.14%
No Votes: 656 or 41.86%

Final Maturity: 2/1/2045

Final Maturity: 2/1/2045

Final Maturity: 2/1/2041

Local Financial Reminders

G.O. School Building Refunding Bonds, Series 2022A

- The bonds were issued in March of 2022 and advance refunded the Series 2015A G.O. School Building Bonds
- Refunding provided **\$8,027,887.19** in gross savings for the district
- Refunding also shortened the final maturity two years (2/1/2039 vs. 2/1/2041)

November 2, 2021 Operating Levy Referendum

- Voters approved the Question by a margin of 1,604 votes in favor (56.127%) and 1,254 votes opposed (43.88%)
- Increased general education revenue by \$410 per APU, commencing in taxes payable 2022 for 10 years
- Last year of collections is taxes payable 2031 / Fiscal Year 2032
- This authority generated \$931,265 in revenue for taxes payable 2026

32

March 10, 2015 Bond Referendum

- Voters approved the Question by a margin of 2,226 votes in favor (56.73%) and 1,698 votes opposed (43.27%)
- District sold \$55,325,000 G.O. School Building Bonds, Series 2015A in July of 2015
- Total Project Proceeds: \$57,073,352.27
- Final Maturity: 2/1/2041



Questions or comments?

33

Contact Information:
Megan Gracia
District Office
100 Lincoln Drive #229
St. Peter, MN 56082
507-934-5703



ADDENDUM

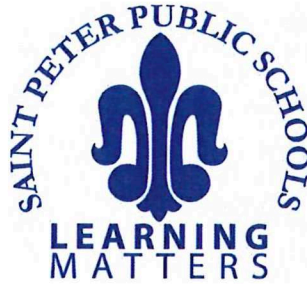
Regular Board Meeting Wednesday, December 17, 2025 SPCC-Governor's Room 6:00PM

V. CONSENT AGENDA

1. Approval of the Regular Board Meeting minutes of November 19, 2025.
2. Approval of the Study Session minutes of December 3, 2025.
3. Approval of Bills and Wire Transfers (\$3,564,370.78) for November 2025.
4. Personnel
 - a. The acceptance of the retirement of Cheryl Weisgerber, Accounts Payable Assistant in the District Office, effective December 31, 2025. Cheryl has been with the district for nearly 40 years and we appreciate her hard work and dedication. Cheryl will be missed and we wish her a wonderful retirement!
 - b. The acceptance of the retirement of Shannon Burg-O'Keefe, a Special Education Paraprofessional at North Elementary, effective December 18, 2025. We wish her the best in her future endeavors.
 - c. The acceptance of the resignation of Signe Jeremiason, a Paraprofessional at Saint Peter Middle School, effective December 22, 2025.
 - d. The acceptance of the resignation of Nora Fredrick, a Paraprofessional at Saint Peter Middle School, effective December 7, 2025.
 - e. The acceptance of the resignation of Aidan Sindelir, a Paraprofessional at South Elementary, effective at end of day on December 19, 2025.
 - f. The acceptance of the resignation of Korrina Haack, a Paraprofessional at South Elementary, effective at end of day on December 19, 2025.
 - g. The acceptance of the resignation of Eric Thiese, a Behavior Support Assistant at Saint Peter Middle School, effective December 19, 2025.
 - h. The acceptance of the resignation of Desirae Rokosz, Principal Secretary at North Elementary, effective January 9, 2026.
 - i. The acceptance of the termination of Ashley Pope, a Reading Interventionist at North Elementary, effective November 20, 2025.

- j. The acceptance of the transfer of Jonathan Smith from his Office Support Position at Oshawa Learning Academy, to the Principal's Secretary position at Saint Peter Middle School, effective January 5, 2026.
- k. The acceptance of the transfer of Micah Gilbertson from his position as Custodian at Saint Peter High School, to the position of Custodial Engineer at Saint Peter Middle School, effective November 24, 2025.
- l. The acceptance of the transfer of Evan Ryan from his position as Custodian at Saint Peter Middle School, to the position of Custodian at Saint Peter High School, effective November 24, 2025.
- m. The acceptance of the transfer of Jessica Vogt, a Food Service staff member at Saint Peter Middle School, to a Food Service Sub position at Saint Peter Middle School.
- n. The acceptance of the transfer of Nikki McClintock, a Food Service staff member at Saint Peter High School, to a Food Service Sub position at Saint Peter High School.
- o. The acceptance of the transfer of Alena Webster from her position as Community and Family Education Program Assistant to the position of Community and Family Education Graphic Designer, effective January 9, 2026.
- p. The approval of the hiring of Will Fischenich, as a Special Education Paraprofessional at South Elementary, with a start date to be determined.
- q. The approval of the hiring of Liliana Prunty, as a student lifeguard, a start date will be determined upon completion of onboarding payroll paperwork.
- r. The approval of the hiring of Abigail Flowers, as a student lifeguard, a start date will be determined upon completion of onboarding payroll paperwork.
- s. The approval of the hiring of Timothy Culuris, as a student lifeguard, effective October 23, 2025.
- t. The approval of the hiring of Vivian Hendrickson, as a student lifeguard, effective December 1, 2025.
- u. The approval of the hiring of Mia Trifeillette-Simons, as a lifeguard, a start date will be determined upon completion of onboarding payroll paperwork.

- v. The approval of the hiring of Sarah Sullivan, as an Attendance Clerk at Saint Peter Middle School, effective December 16, 2026.
- w. The approval of the hiring of Eric Thiese, as a Reading Intervention Teacher at North Elementary, effective January 5, 2026.
- x. The approval of the hiring of Jennifer Steele, as the Community and Family Education Program Assistant, effective January 5, 2025.
- y. The approval of the change in rate of pay for Micah Gilbertson, Custodial Engineer at Saint Peter Middle School, effective November 1, 2025. This rate change is due to a Custodial Engineer Special rate, a shift differential and pool stipend.
- z. The approval of the FMLA leave request for Jordyn Jarr, a K-8 DAPE teacher, effective March 23, 2026, through the end of the 2025-2026 school year.
- aa. The approval of the extension of Jacqueline Molitor's Reading Intervention long-term substitute assignment at North Elementary, through December 16, 2025.
- bb. The approval of overload pay for Andy Vander Linden, effective October 15, 2025, with an end date to be determined.
- cc. The approval of the South Elementary Quarterly Overload Assignments for First Quarter of the 2025-2026 school year.
- dd. The approval of the North Elementary Quarterly Overload Assignments for First Quarter of the 2025-2026 school year.
- ee. The approval of the hiring of coaches and event/activity workers.



Regular School Board Meeting Minutes Saint Peter Public Schools

A Regular Meeting of the School Board of Saint Peter Public Schools was held Wednesday, November 19, 2025, in the Saint Peter Community Center - Governor's Room. Board Chair Potts called the meeting to order at 5:05 PM. **Members Present:** Rita Rassbach, Ken Rossow, Tracy Stuewe, Charlie Potts, Bill Kautt, Drew Dixon and Kate Martens (joined at 5:22pm).

Others Present: Jon Graff, Jana Sykora, Darin Doherty, Jessi Buttell, Annette Engeldinger, Megan Gracia, Shea Roehrkasse, Kimberley Deming, Tami Skinner (joined at 5:48pm), Seth Putz (joined at 5:55pm), and members of the public.

A motion was made by Kautt, seconded by Rassbach, to adopt the agenda as presented. The motion carried unanimously.

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

1. Approval of the Regular Board Meeting minutes of October 15, 2025.
2. Approval of the Special Board Meeting minutes of November 13, 2025.
3. Approval of Bills and Wire Transfers (\$4,720,921.61) for October 2025.
4. Personnel
 - a. The acceptance of the resignation of Carol Metzler.
 - b. The acceptance of the resignation of Dmytro Hupalo.
 - c. The acceptance of the resignation of Kaylen Haack.
 - d. The acceptance of the coaching resignation of Bre Landsteiner.
 - e. The acceptance of the resignation of Lisa Orback.
 - f. The acceptance of the transfer of Joseph Delacruz.
 - g. The acceptance of the transfer of Jean Baca.
 - h. The acceptance of the transfer of Debra Weber.
 - i. The approval of the hiring of Danielle Nelson.
 - j. The approval of the hiring of Jared Anderberg.
 - k. The approval of the hiring of Evan Ryan.
 - l. The approval of the hiring of Sarah Cummings.
 - m. The approval of the hiring of Bethany Valentini.
 - n. The approval of the hiring of Karla Johnson.

- o. The approval of the hiring of Beatriz Villarreal.
- p. The approval of the hiring of Shannon Ziegler.
- q. The approval of the hiring of coaches and event/activity workers.
- r. The approval of the FMLA leave request for Kari Malz.
- s. The approval of the FMLA leave request for Bre Landsteiner.
- t. The approval of the FMLA leave request for Regina Sirianni.
- u. The approval of the FMLA leave request for Erica Walter.

Student Spotlight

South Elementary first grader, Odin Brewer, was the Student Spotlight. Odin has a bright smile, kind heart, and he is helpful when he sees the need. Odin is an engaged learner, loves recess, playing with his friends and he loves to read! In school Odin is learning about gratitude and he shared that he is thankful for his friends and family.

Action Items

A motion was made by Kautt, seconded by Rassbach to accept a grant from MASMS, a donation in memory of Amanda Nusser, and donations from Steve and Yvonne Neils, Bill and Deb Dixon, Ken and Patsy Rossow, the Saint Peter Booster Club and Premier Partners. The motion carried unanimously.

Superintendent Graff provided a summary of notable changes to the Food Service Master Agreement. Updates made are in line with budget goals set by the School Board Negotiations Committee and have been ratified by Food Service personnel. A motion was made by Kautt, seconded by Rossow to approve the Food Service Master Agreement. The motion carried unanimously.

Activities Director, Shea Roehrkas, presented information to the School Board regarding the school district's application for a grant from the Minnesota State High School League (MSHSL) Foundation. A motion was made by Kautt, seconded by Stuewe to approve the resolution and after a roll call vote, the resolution passed. Rassbach, Rossow, Stuewe, Potts, Kautt, and Dixon - 6 yes/1 absent.

High School Principal, Annette Engeldinger, provided the School Board with a summary of progress towards the district's goals outlined in the Comprehensive Achievement and Civic Readiness (CACR) plan. A motion was made by Rossow, seconded by Kautt to approve the CACR Report. The motion carried unanimously.

Superintendent Graff shared information about the 2026-2027 and 2027-2028 School Calendars. The calendars were presented and discussed at the October Study Session, October and November Education Committee Meetings, and November SPEA meetings. A motion was made by Dixon, seconded by Martens to approve Draft #2 of the School District Calendars for 2026-2027 and 2027-2028. The motion carried unanimously.

A motion was made by Martens, seconded by Rassbach, to approve Policies 517, 518, 519, 520, 526, 528, 529, and 531 with a single reading. Superintendent Graff informed

the School Board that these policies have been reviewed as part of the district's regular review cycle and include minor or no changes at all. The motion carried unanimously.

Information Items

Review of Policy Manual Revisions – First Reading - Revisions to Policy 527: Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches was presented by Superintendent Graff. Policy 527 includes updates to language allowing students to access their vehicles with parent permission during Junior and Senior Privilege, as well as a legal update to match MSBA's model policy.

Community and Family Education Report and Update - Community Education Director, Tami Skinner, provided an annual update on the Community and Family Education Program. She stated that Community Education is designed to meet the needs of the community and that the programs and services are driven by community needs and interests.

Activities Director Update - Activities Director, Shea Roehrkas, provided the School Board with an update on details related to activities participation numbers, activities fees collected, event ticket sales and scholarships offered to students. Roehrkas also shared information about awards earned by fall activities participants.

Update on Madison National as the District's Paid Leave Administrator - Minnesota Paid Leave (MPL) goes into effect on January 1, 2026. In administering MPL, employers can opt to utilize the State of Minnesota or a private equivalent plan provider. Business Manager, Megan Gracia, provided information regarding the district's plan to utilize Madison National as the plan provider.

Reports

Updates were provided by the following Building Principals:

South Elementary

- The Native American "Cultural Trunk" was on display.
- National School Psychology week was November 3rd-7th.
- National Substitute Appreciation Day was November 21st.
- Students and staff are focusing on gratitude as part of the SEL curriculum.
- Art and STEM classes are collaborating to put on the Balloons Over Broadway Parade.

North Elementary

- There was a great turnout for Fall Conferences.
- 3rd and 4th graders are participating in an academic enrichment program called Skill Fire.
- The 8th Annual Quinn's Closet at North (formerly North's Clothes Closet) event took place on November 21st.

Saint Peter Middle School

- Sixth graders took part in BizTown interviews on November 11th and will participate in the BizTown experience on November 25th.
- Turkey BINGO will take place on November 26th.
- Celebration Day will be held on December 5th.
- Student Council is hosting a Fall Dance on December 5th.

Saint Peter High School

- Congratulations to Shea Roehrkaase for being named the Section 2A Activities Director of the Year!
- The High School Musical, The Little Mermaid, was presented on November 21st, 22nd and 23rd.

Superintendent of Schools - Superintendent Graff discussed the district's flexible learning day procedures and he reminded board members to connect with Kimberley regarding the MSBA Leadership Conference.

Around the Table Updates - Board member Rassbach said she's excited that there will be students to carry on Quinn's Closet at North Elementary. Member Rossow thanked Principal Buttell for her hospitality during parent/teacher conferences. Stuewe congratulated fall sports athletes on a successful season and thanked teachers for all their hard work. Board member Kautt congratulated fall athletes, acknowledged Seth for receiving his grant from MASMS, and he informed the board that he will be attending the Delegate Assembly on December 5th in Minneapolis.

Board Committee Updates -

- a. *Education Committee* - nothing additional noted
- b. *Business Committee* - nothing additional noted
- c. *Policy Committee* - nothing additional noted
- d. *HR Committee* - negotiations with Teacher, Office Support and Paraprofessional Units are in process.
- e. *Ad Hoc Legislative Committee* - nothing additional noted
- f. *Shared Programs Committee* - nothing additional noted

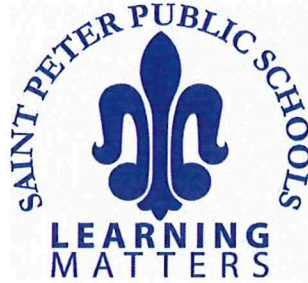
Upcoming Meetings of the School Board

- HR/Negotiations Committee Meeting - Monday, November 24, 2025 at 4:30 PM in the SPMS Conference Room
- HR/Negotiations Committee Meeting - Monday, December 1, 2025 at 4:30 PM in the SPMS Conference Room
- School Board Study Session - Wednesday, December 3, 2025 at 5:00 PM in the SPMS Media Center
- HR/Negotiations Committee Meeting - Thursday, December 4, 2025 at 5:00 PM in the SPMS Conference Room
- Policy Review Committee Meeting - Tuesday, December 9, 2025 at 4:00 PM in the DO
- Business Committee Meeting - Thursday, December 11, 2025 at 10:00 AM in the DO
- Education Committee Meeting - Thursday, December 11, 2025 at 1:00 PM in the DO
- Regular School Board Meeting - Wednesday, December 17, 2025 at 6:00 PM in the SPCC - Governor's Room

Adjournment - A motion was made by Stuewe, seconded by Potts, to adjourn the meeting at 6:44 PM. The motion carried unanimously.

Dated Approved: December 17, 2026

Kate Martens, Board Clerk



Minutes of School Board Study Session Saint Peter Public Schools

A Study Session of the School Board of Saint Peter Public Schools was held Wednesday, December 3, 2025, in the Saint Peter Middle School Media Center. Board Chair Potts called the meeting to order at 5:00 PM. **Members Present:** Ken Rossow, Charlie Potts, Bill Kautt, Drew Dixon and Kate Martens. **Members Absent:** Rita Rassbach and Tracy Stuewe

Others Present: Jon Graff, Kimberley Deming and Amy Jordan from the Minnesota School Boards Association.

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

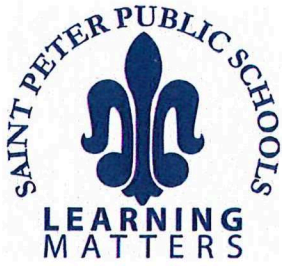
Superintendent Transition Workshop

Amy Jordan, Associate Director of Leadership Development and Executive Searches, from the Minnesota School Boards Association led the Superintendent Transition Workshop. Amy conducted a presentation on developing first-year goals and expectations for the School Board and Superintendent. Topics included establishing goals, scheduling evaluations, maintaining clear communication, collaboration between the School Board and Superintendent, and clarity regarding expectations between both parties.

Adjournment - A motion was made by Kautt, seconded by Martens, to adjourn the meeting at 6:33 PM. The motion carried unanimously.

Dated Approved: December 17, 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: December 8, 2025
To: Dr. Jon Graff - Superintendent
From: Bee Ong - Finance Accountant

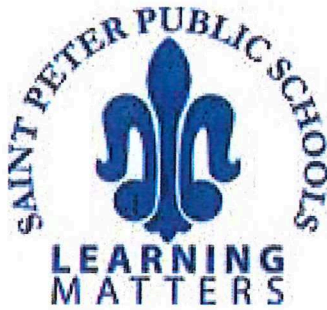
Monthly Business Office bills & Payroll Amounts:

Nov 2025 - Business Office checks	\$1,475,185.18
Nov 2025 - Business Office wire payments	\$995,487.50
Nov 2025 - Payroll	\$1,093,698.10
	<hr/>
	\$3,564,370.78
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Monthly Student Activity Amounts:

Oct 2025 - South Elementary	\$1,260.67
Oct 2025 - North Elementary	\$564.74
Oct 2025 - Middle School	\$1,446.32
Oct 2025 - High School	\$36,451.92
	<hr/>
	\$39,723.65
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St. Peter Public Schools	Nov-25	
Outgoing Wire Payments		
MSDLAF to USBank (Feb/Aug bond pymt)		
BCBS - medicare health	11/21/2025	826.00
BCBS - medicare health	11/21/2025	12,039.60
Medicare Blue RX	11/3/2025	7,955.00
Life	11/3/2025	3,165.00
LTD	11/4/2025	4,181.23
FNB BO to VISA	Nov	17,698.63
Wire of federal payroll taxes	11/6/2025	138.02
Wire of federal payroll taxes	11/14/2025	169,086.55
Wire of federal payroll taxes	11/19/2025	584.10
Wire of federal payroll taxes	11/28/2025	175,612.20
Wire of state payroll taxes	11/3/2025	29,879.72
Wire of state payroll taxes	11/17/2025	28,517.87
Wire of state payroll taxes	11/20/2025	42.34
Wire of state payroll taxes		
PERA payments	11/6/2025	126.30
PERA payments	11/19/2025	27,205.65
TRA payments	11/19/2025	103,782.15
Horace Mann	11/3/2025	1,860.00
Horace Mann	11/20/2025	1,860.00
Ameriprise/NBSGroup Bill	11/3/2025	2,275.00
Ameriprise/NBSGroup Bill	11/20/2025	2,275.00
Colonial Life	11/25, 11/26	16,734.03
EyeMed	11/5/2025	1,266.57
Arbiter-Pre fund	11/19/2025	10,000.00
HomeTown - Dental direct debits	11/3/2025	3,977.03
HomeTown - Dental direct debits	11/10/2025	2,605.89
HomeTown - Dental direct debits	11/17/2025	3,046.96
HomeTown - Dental direct debits	11/21/2025	1,972.88
HomeTown - Dental direct debits	11/24/2025	3,140.22
HomeTown - BCBS debits	11/6/2025	143,490.89
HomeTown - BCBS debits	11/13/2025	42,437.43
HomeTown - BCBS debits	11/20/2025	79,594.00
HomeTown - BCBS debits	11/28/2025	73,354.69
HomeTown - BCBS debits		
HomeTown - Healthiest You	11/4/2025	2,585.00
FNB HSA/VEBA-Medsurety/Matrix Trust	Nov	22,171.55
Total Outgoing Wire Payments		995,487.50



MEMO TO: Members of the School Board
Superintendent Graff

FROM: Megan Gracia

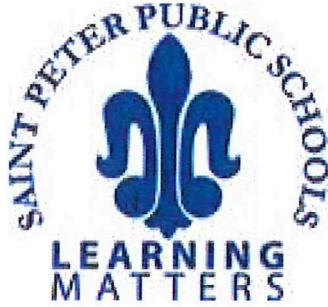
DATE: December 2nd, 2025

SUBJECT: Retirement Memo for Cheryl
Weisgerber

I am writing to recommend the acceptance of the retirement of Cheryl Weisgerber, Accounts Payable Assistant, effective December 31st, 2025.

Cheryl has been serving the District for nearly 40 years. She has been very dedicated in working to ensure that the District's bills get paid. We appreciate her hard work and dedication to the District Office. Cheryl will be missed and we wish her a blissful retirement.

CC: Cheryl Weisgerber
grp_hire_office



MEMO TO: Superintendent Dr. Jon Graff
School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: November 24, 2025

SUBJECT: Paraprofessional Resignation

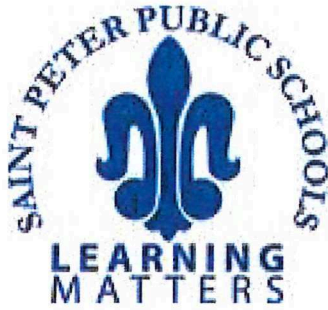
I recommend approving Shannon Burg-O'Keefe's resignation, effective December 18, 2025. She is a special education paraprofessional at North Elementary School and will be retiring.

We wish her the best in her future endeavors.

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

CC: Shannon Burg O'keefe <sburgokeefe@stpeterschools.org>

HR <grp_hire_para@stpeterschools.org>



MEMO TO: Dr. Jon Graff, Superintendent
School Board

FROM: Jessi Buttell

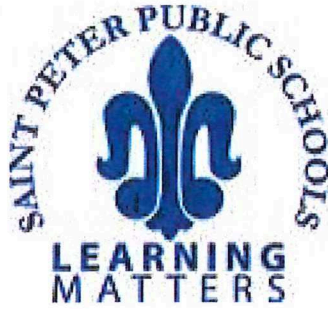
DATE: 11/20/25

SUBJECT: Paraprofessional Resignation

I recommend approving the resignation of Signe Jeremiason, effective December 22, 2025. Signe is currently a paraprofessional at Saint Peter Middle School. Signe has been a valued member of the SPMS community and their contributions to our special education students have made a meaningful impact. We wish Signe all the best in their future endeavors.

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

CC: grp_hire_para
sjeremiason@stpeterschools.org



MEMO TO: Dr. Jon Graff, Superintendent
School Board

FROM: Jessi Buttell

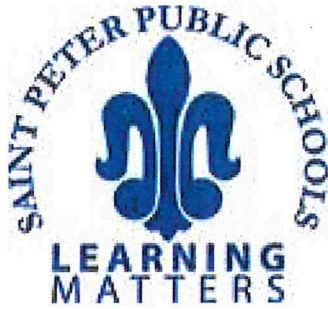
DATE: 12/1/25

SUBJECT: Paraprofessional Resignation

I recommend approving the resignation of Nora Fredrick, effective December 7, 2025. Nora is currently a paraprofessional at Saint Peter Middle School. Nora has been a valued member of the SPMS community and her contributions to our special education students have made a meaningful impact. We wish Nora all the best in her future endeavors.

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

CC: grp_hire_para
nora.fredrick@icloud.com



MEMO TO: Members of the School Board
Dr. Jon Graff

FROM: Jana Sykora

DATE: December 4, 2025

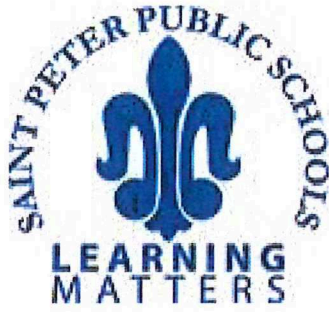
SUBJECT: Paraprofessional Resignation

Please accept the resignation of Aidan Sindelir, South Elementary Paraprofessional. Aidan has been a dedicated part-time paraprofessional while studying elementary education at Gustavus Adolphus College. As Aidan gets into his more advanced coursework, his schedule does not allow him time during the school day to work at South Elementary. We are grateful for the time that Aidan has spent with our students. His patience and ability to connect so well with students will be missed!

Aidan would like to remain on our paraprofessional substitute list in case he is able to work for us during a college break.

Aidan's last day will be December 19, 2025.

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



MEMO TO: Members of the School Board
Dr. Jon Graff

FROM: Jana Sykora

DATE: December 4, 2025

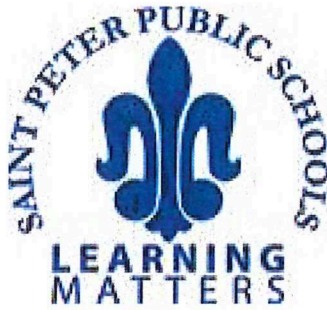
SUBJECT: Paraprofessional Resignation

Please accept the resignation of Korrina Haack from her special education paraprofessional position. Korrina has been an integral member of the South Elementary family, She has served as a long-term substitute teacher, short-term substitute teacher, and is a very skilled paraprofessional. We are excited for Korrina's next adventure and wish her the very best.

Korrina would like to remain on our teacher substitute list.

Korrina's last day will be December 19, 2025.

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



MEMO TO: Dr. Jon Graff, Superintendent
School Board

FROM: Jessi Buttell

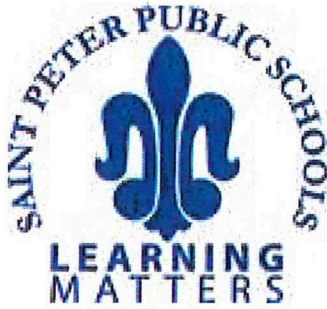
DATE: 12/5/25

SUBJECT: Behavior Support Assistant (ADSIS)
Resignation

I recommend approving the resignation of Eric Thiese, effective December 19, 2025. Eric is currently a Behavior Support Assistant at Saint Peter Middle School. Eric has been an integral part of starting our ADSIS position at SPMS. We wish Eric all the best in his future endeavors.

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

CC: grp_hire_para
ethiese@stpeterschools.org



MEMO TO: Dr. Jon Graff
District 508 School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: December 10, 2025

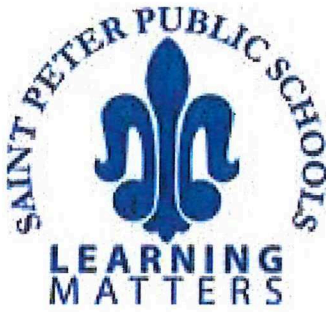
SUBJECT: North Principal's Secretary
Resignation

I am recommending that the Saint Peter School Board accept the resignation submitted by Desirae Rokosz, effective January 9, 2026. Ms. Rokosz submitted her formal resignation letter on December 10, 2025, citing the need to pursue an opportunity that provides stronger financial stability for her family.

Desirae has been a valued member of the North Elementary team. We are grateful for her contributions to our school community and appreciate her commitment to supporting students, families, and colleagues during her time with us. She has expressed her willingness to support a smooth transition over the coming weeks.

Please contact me with any questions.

CC: grp_hire_office@stpeterschools.org
drokosz@stpeterschools.org



MEMO TO: Dr Jon Graff, Superintendent
School Board

FROM: Darin Doherty
Principal

DATE: November 26, 2025

SUBJECT: Recommendation to Terminate
Employment

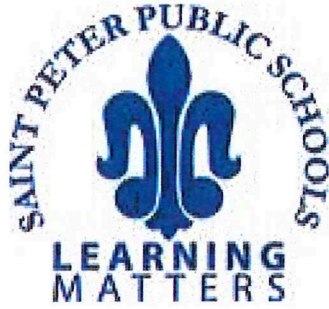
Please consider the following recommendation regarding the termination of Ashley Pope from a reading intervention position at North Elementary School.

Termination of Employee Summary

- Ashley Pope
 - Reading Intervention
 - Last day of employment- November 20, 2025

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

CC: Ashley Pope
grp_hire_certified



MEMO TO: Members of the School Board
Superintendent Graff

FROM: Jessi Buttell

DATE: 12/10/25

SUBJECT: Transfer Memo-Jonathan Smith

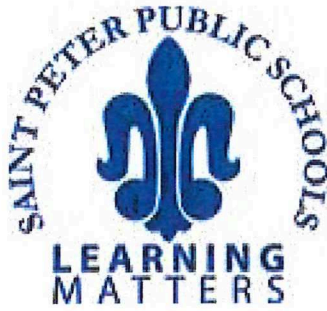
I am pleased to recommend the transfer of Jonathan Smith from his Office Support position at Oshawa Learning Academy to the Principal Secretary position at Saint Peter Middle School. We are excited to have Jonathan join the team.

NEW EMPLOYEE SUMMARY

- **Jonathan Smith**
 - Level 4, Step 1 (until contract negotiations are settled)
 - 8 hours/day, 215 seat days (plus contracted holidays)
 - Start Date: January 5, 2026
 - Replacement position

Thank you for your consideration.

CC: Jonathan Smith
grp_hire_office



MEMO TO: Dr. Jon Graff, Superintendent
School Board

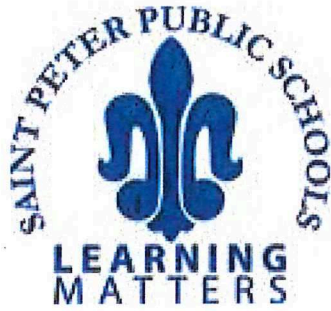
FROM: Seth Putz

DATE: November 19, 2025

SUBJECT: Location change

After much discussion and deliberation, I have decided to move Micah Gilbertson from the High School to the Middle School. This will take place starting Monday the 24th, 2025. This is a consensual agreement. Micah has his CPO certification and would be able to test the pool nightly at the middle school to maintain a safe environment.

Cc: Evan Ryan
Nathan Hughes
Jessica Buttell
Annette Engeldinger
Jerry Doyle
Robert Ploog



MEMO TO: Dr. Jon Graff, Superintendent
School Board

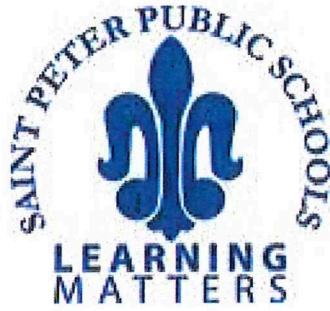
FROM: Seth Putz

DATE: November 19, 2025

SUBJECT: Location change

After much discussion and deliberation, I have decided to move Evan Ryan from the Middle School to the Highschool. This will take place starting Monday the 24th, 2025. This is a consensual agreement. This school will be a good fit for Evan.

Cc: Evan Ryan
Nathan Hughes
Jessica Buttell
Annette Engeldinger
Jerry Doyle
Robert Ploog



MEMO TO: Members of the School Board
Dr. Graff

FROM: Emily Craig

DATE: Dec. 4th, 2025

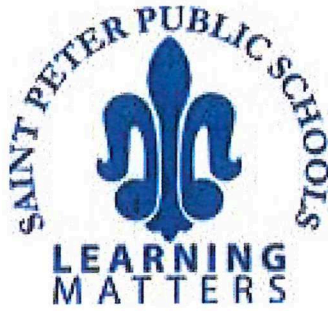
SUBJECT: Food Service Memo

Jessica Vogt will move to the position of sub Cook/Dishwasher in the Food Service Department at St. Peter Middle school.

EMPLOYEE SUMMARY

- Jessica Vogt
 - Sub Cook/Dishwasher St. Peter Middle School
 - Pay rate 2025-2026 20 hours training rate
 - Jessica will be paid hourly for her time

Cc: Jessica Vogt



MEMO TO: Members of the School Board
Dr. Graff

FROM: Emily Craig

DATE: Dec. 4th, 2025

SUBJECT: Food Service Memo

Nikki McClintock will move to the position of sub Cook/Dishwasher in the Food Service Department at St. Peter Highschool.

EMPLOYEE SUMMARY

- Nikki McClintock
 - Sub Cook/Dishwasher St. Peter Highschool
 - Pay rate 2025-2026 90 hours training rate
 - Nikki McClintock will be paid hourly for her time

Cc: Nikki McClintock



MEMO TO: Jon Graff, Superintendent and School Board Members
FROM: Tami Skinner
DATE: Dec. 16, 2025
SUBJECT: A. Webster Position Transfer

Please accept the transfer of Alena Webster from her position as Community & Family Education Program Assistant to the role of Community & Family Education Graphic Designer, effective January 9, 2026.

EMPLOYEE SUMMARY

- **Alena Webster**
 - \$19.18 per hour
 - Hours submitted on a timesheet
 - 2025-26 contract of approx. 85 hours
 - 2026-27 contract of approx. 180 hours
 - Start Date of Jan. 9, 2026
 - New Position

Feel free to contact me with any questions.

CC: A. Webster



MEMO TO: Dr. Graff, Superintendent
School Board

FROM: Jana Sykora

DATE: November 18, 2025

SUBJECT: Special Education Para Hire

I am very excited to recommend the hiring of Will Fischenich as a special education paraprofessional at South Elementary. Will has volunteered some time in our building, and I am certain he will do a great job with our students!

EMPLOYEE SUMMARY

- **Will Fischenich**
 - Start Date: TBD (maybe Nov. 24)
 - STEP 1B: \$16.95/hour
 - 6.75 hours daily, Monday-Friday
 - 7:55 am - 3:10 pm (afternoon loop supervision)

CC: Will Fischenich
Tara Johnson (union rep)
Stacy Abel (case facilitator)
South Office Staff
grp_hire_para



**TO: Dr. Jon Graff,
Superintendent,
School Board Members**

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

SUBJECT: High School Aquatics Staff

DATE: Dec. 1, 2025

I am pleased to recommend hiring Liliana Prunty as a Lifeguard for the Middle School Physical Education swimming units and other lifeguard staffing needs. Liliana is a high school student and has worked at the City of St. Peter Outdoor Pool for the past two summers.

NEW EMPLOYEE SUMMARY

Liliana Prunty

- \$19 per hour for PE Swim Units (This rate accounts for the atypical scheduling and limited time required.)
- \$16.25 per hour for regular staff hours (\$17.25 per hour for pool rentals). Based on experience and certifications.
- Schedule based on weekly program needs
- Hours submitted on a timesheet
- 2025-26 School Year



**TO: Dr. Jon Graff,
Superintendent,
School Board Members**

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

SUBJECT: High School Aquatics Staff

DATE: Dec. 1, 2025

I am pleased to recommend hiring Abigail Flowers as a Lifeguard for the Middle School Physical Education swimming units and other lifeguard staffing needs. Abigail is a high school student and received her lifeguard certification last spring.

NEW EMPLOYEE SUMMARY

Abigail Flowers

- \$19 per hour for PE Swim Units (This rate accounts for the atypical scheduling and limited time required.)
- \$15.25 per hour for regular staff hours (\$16.25 per hour for pool rentals). Based on experience and certifications.
- Schedule based on weekly program needs
- Hours submitted on a timesheet
- 2025-26 School Year



TO: Dr. Jon Graff,
Superintendent,
School Board Members

FROM: Tami Skinner, Community &
Family Education Director

SUBJECT: PE Lifeguard Rate

DATE: Dec. 1, 2025

Timothy Culuris is working as a lifeguard for the Middle School PE Swim Lesson units. His rate of pay for these units is \$19 per hour. This rate accounts for the atypical scheduling and limited time required.

His rate of pay for all other aquatic activities will remain the same.



TO: Dr. Jon Graff,
Superintendent,
School Board Members

FROM: Tami Skinner, Community &
Family Education Director

SUBJECT: PE Lifeguard Rate

DATE: Dec. 1, 2025

Vivian Hendrickson is working as a lifeguard for the Middle School PE Swim Lesson units. Her rate of pay for these units is \$19 per hour. This rate accounts for the atypical scheduling and limited time required.

Vivian's rate of pay for all other aquatic activities will remain the same.



TO: Dr. Jon Graff,
Superintendent,
School Board Members

FROM: Tami Skinner, Community &
Family Education Director

SUBJECT: Aquatics Staff hire

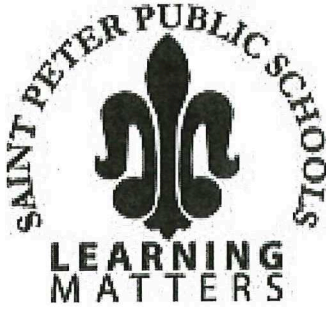
DATE: Dec. 5, 2025

I am pleased to recommend hiring Mia Trifeillette-Simons as a Lifeguard for the Middle School Physical Education swimming units and other lifeguard staffing needs. Mia, a Gustavus Adolphus College student, has four years of experience guarding for St. Paul Community Education.

NEW EMPLOYEE SUMMARY

Trifeillette-Simons, Mia

- \$19 per hour for PE Swim Units (based on certifications and years of experience)
- \$17.25 per hour for regular staff hours (\$18.25 per hour for pool rentals)
- Schedule based on weekly program needs
- Hours submitted on a timesheet
- 2025-26 School Year



MEMO TO: Members of the School Board
Superintendent Graff

FROM: Jessi Buttell

DATE: 12/11/25

SUBJECT: Attendance Clerk

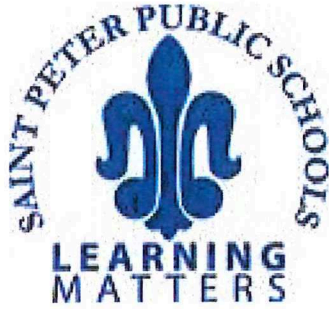
I am pleased to recommend the hiring of Sarah Sullivan for the Saint Peter Middle School Attendance Clerk position. We are excited to have Sarah join the team.

NEW EMPLOYEE SUMMARY

- **Sarah Sullivan**
 - Level 3, Step 1 (until contract negotiations are settled)
 - 8 hours/day, 187 seat days (plus contracted holidays)
 - Start Date: December 16, 2025
 - Replacement position

Thank you for your consideration.

CC: Sarah Sullivan
grp_hire_office



MEMO TO: Jon Graff, Superintendent
School Board

FROM: Darin Doherty

DATE: December 11, 2025

SUBJECT: Reading Intervention Teacher
Hire

I recommend hiring the following individual for a full-time Reading Intervention teaching position at North Elementary School for the remainder of the 2025–2026 school year:

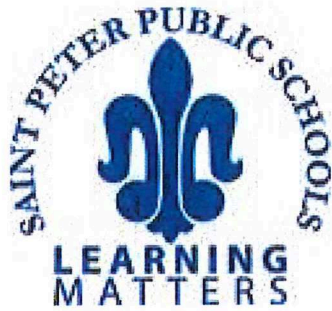
Eric Thiese – Eric is a currently licensed Tier 4 K-6 Elementary Education teacher. He holds a Master of Arts in Interdisciplinary Science and a Bachelor of Arts in Elementary Education. Eric will serve as North Elementary’s full-time reading interventionist beginning January 5, 2026, and continuing through the end of the school year. Consistent with the current teacher master agreement, he will be placed at Lane BA, Step 7, 1.0 FTE.

This position was vacated during the current contract year and will be reposted in the spring for the 2026–2027 school year in accordance with past district hiring procedures.

We look forward to welcoming Eric to the North Elementary team and supporting his work with our students.

If you have any questions, please contact me.

CC: Eric Thiese
grp_hire_certified



MEMO TO: Jon Graff
Members of the School Board

FROM: Tami Skinner

DATE: December 16, 2025

SUBJECT: Community & Family Education
Program Assistant Hire

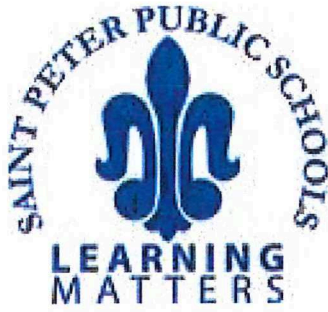
I am pleased to recommend Jennifer Steele for the Community & Family Education Program Assistant position. Her education, professional experience, work history, and references make her an ideal candidate for this position.

NEW EMPLOYEE SUMMARY

- **Jennifer Steele**
 - \$19.18 per hour
 - 2025-26 contract of 101 days
 - 2026-27 contract of 198 days
 - Monday - Thursday, 5.5 hours per day
 - Start Date of Jan. 5, 2026
 - Replacement Position

Thank you for your consideration.

CC: Jennifer Steele



MEMO TO: Lisa Pierson, HR/Payroll
FROM: Seth Putz
DATE: November 20, 2025
SUBJECT: Wage Change for Pool Stipend

The Rate of pay for Micah Gilbertson has changed. His new wage will be \$20.47 (CE Special) + \$1.14 shift differential + \$.60 (pool stipend). This is effective from 11-01-2025.

Cc: Micah Gilbertson
Nathan Hughes



MEMO TO: Dr. Jon Graff
District 508 School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: November 24, 2025

SUBJECT: Family and Medical Leave of Absence
– Jordyn Jarr

I am recommending approval of the following maternity leave request submitted by North Elementary and K–8 DAPE teacher Jordyn Jarr, in accordance with district policy, Minnesota Paid Leave Program guidance, and applicable FMLA provisions.

She intends to begin her leave on March 23, 2026, and continue through the remainder of the 2025–2026 school year, for an estimated 12–18 weeks, with final duration dependent on guidance from the Minnesota Paid Leave Program. Ms. Jarr has expressed her clear intent to return to her DAPE teaching position at the start of the 2026–2027 school year.

During her leave, North Elementary and Saint Peter Middle School will hire a long-term substitute to ensure continuity of services for students receiving Developmental Adapted Physical Education and regular P.E, while maintaining communication with families.

If you have questions, please contact me.

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



MEMO TO: Dr. Jon Graff
District 508 School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: December 5, 2025

SUBJECT: North Elementary Reading
Intervention – Long-Term Substitute
Extension

I am recommending the extension of Jacqueline Molitor’s long-term substitute assignment to continue providing reading intervention services at North Elementary School through December 16, 2025.

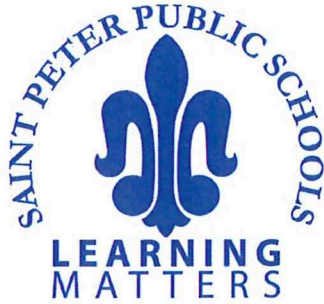
The licensed faculty member previously assigned to this position did not return to work following her approved leave and subsequently submitted a letter of resignation. Because she remained under contract at the time of her resignation, this resulted in a contract termination. Due to this unexpected mid-year vacancy, Ms. Molitor agreed to extend her long-term substitute assignment to ensure uninterrupted support for our students receiving reading intervention.

Ms. Molitor has been serving in this role since August 25, 2025, and has demonstrated a high level of professionalism and instructional skill. Consistent with ARTICLE 34, SECTION 5 of the Master Agreement, she continues at her placement on the teacher salary schedule at Lane BA+30, Step 1.

Jacqueline has been a steady and effective presence for our students, and we appreciate her willingness to extend her service until December 16, 2025, to provide continuity during this transition.

Please let me know if any further information is needed.

CC: grp_hire_certified <grp_hire_certified@stpetersschools.org>
Jacqueline Molitor <rjmolitor@frontiernet.net>



TO: Dr. Jon Graff
Lisa Pierson
Megan Gracia

FROM: Annette Engeldinger

DATE: November 19, 2025

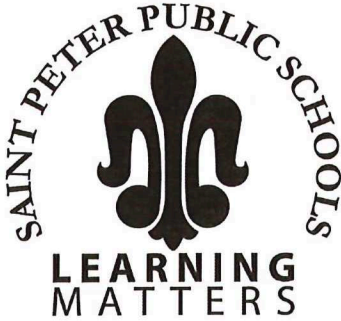
RE: Overload assignment

I am requesting overload pay for Andy Vander Linden while Regina Sirianni is out on maternity leave. The overload will end if we are able to find a qualified long-term substitute for Ms. Siriani.

- Start Date: October 15, 2025

Please let me know if you have any questions.

Cc: Andy Vander Linden



Date: November 17, 2025
To: Dr. Jon Graff, Superintendent
From: Jana Sykora, Principal
South Elementary School
Re: Overload Assignment
Quarter 1, 2025-2026 School Year

Our kindergarten enrollment numbers have resulted in all of our kindergarten teachers being on overload for all or part of the first quarter.

The 23-25 teacher contract states, "A kindergarten teacher will have no more than 21 students in his/her class. [...] If a classroom teacher is asked to teach a class that exceeds this number, he/she will be compensated using the overload assignment rate. [...] An elementary teacher will be paid \$44 per day."

I anticipate our kindergarten teachers will continue to have more than 21 students in class and will submit memos quarters for overload assignments.

First Quarter 9/4/25-11/6/25 (43 instructional days + 2 Conference Days)

- Sarah Hartfiel more than 21 students for 24 days (9/2/25-10/6/25)
- Karissa Minks more than 21 students for 41 days (9/8/25-11/6/25)
- Joyce Harvey more than 21 students for 45 days (9/2/25-11/6/25)
- Bridget Powell more than 21 students for 45 days (9/2/25-11/6/25)
- Tressa Gruenzner more than 21 students for 41 days (9/8/25-11/6/25)
- Janaye Rouillard more than 21 students for 45 days (9/2/25-11/6/25)

I will submit a memo quarterly for overload continuation or expiration. If you have questions, please contact me.

CC:
Lisa Pierson
Sarah Hartfiel
Karissa Minks
Joyce Harvey
Bridget Powell
Tressa Gruenzner
Janaye Rouillard



Date: November 25, 2025

To: Dr. Jon Graff, Superintendent

From: Darin Doherty, Principal
North Elementary School

Re: Q1 - Overload Assignment
2025-26 School Year

The following overload assignments have been assigned for the first quarter of the 2025-26 school year. We will continue to use this document to update the overload each quarter.

First Quarter (9/2/2025-11/7/2025)

- Corie Walters - 2nd Grade Teacher: Had 26 students for 45 days
- Alex Noble 3rd Grade Teacher: Had 26 students for 45 days
- Brenda Guappone 3rd Grade Teacher: Had 26 students for 13 days
- Breanna Landsteiner 3rd Grade Teacher: Had 26 students for 20 days
- Ethan Sindelir 3rd Grade Teacher: Had 26 students for 45 days

If you have questions, please contact me.

CC: Dr. Jon Graff jgraff@stpeterschools.org
Kimberley Deming kdeming2@stpeterschools.org
Lisa Pierson lperson@stpeterschools.org
Megan Gracia mgracia@stpeterschools.org



MEMO TO: Superintendent, Dr. Jon Graff
Members of the School Board

FROM: Shea Roehrkasse, Activities Director

DATE: 11/19/2025

SUBJECT: OAP Director Hire

I am pleased to recommend the hiring of Seth Rausch as the Director for One Act Play. Seth is a 2011 SPHS Graduate and has a lot of experience acting and directing. We are excited to have Seth back with SPHS and working with our OAP Crew. This is a replacement position, please let me know if you have any questions

NEW EMPLOYEE SUMMARY

- **Seth Rausch**
 - 1.10 Co-Curricular
 - 10+ Years experience
 - \$2,201

CC: grp_hire_misc
Seth Rausch

Thank you,

Shea Roehrkasse
Activities Director



MEMO TO: Superintendent, Dr. Jon Graff
Members of the School Board

FROM: Shea Roehrkasse, Activities Director

DATE: 12/5/2025

SUBJECT: Asst. Track/Throwing Coach Hire

I am pleased to recommend the hiring of Aaron Smith as an assistant coach for the Boys & Girls Track & Field teams, most specifically Mr. Smith will be coaching the Shot Put and Discus. This is a replacement position. Please let me know if you have any questions

NEW EMPLOYEE SUMMARY

- **Aaron Smith**
 - 1.02 Co-Curricular
 - Non-Staff
 - Non licensure
 - 6+ years of coaching
 - \$2929

CC: grp_hire_misc
Aaron Smith

Thank you,

Shea Roehrkasse
Activities Director



ADDENDUM

**Regular Board Meeting
Wednesday, December 17, 2025
SPCC-Governor's Room
6:00PM**

VIII. ACTION ITEMS

1. AGENDA ITEM #1

Subject: Consider a Resolution of Certification of School District Levy for Taxes Payable in 2026.

Action: Requires a Resolution

Background: In September, the School Board approved a preliminary levy for the taxes payable in 2026. The levy was reviewed at a Business Committee meeting on December 11th. At that meeting, the Business Committee recommended the passage of a levy of \$9,967,685.97. An opportunity for citizen input was held through the Truth In Taxation Presentation completed earlier tonight.

Presentation: Business Manager, Megan Gracia
Business Committee

Options/Recommendation: I recommend approval of the certification of the school district levy in the amount of \$9,967,685.97.

Board Member _____ introduced the following Resolution and Member _____ moved its adoption:

Resolution Certifying School District Levy for Taxes Payable in 2026

Whereas, Pursuant to Minnesota Statutes the School Board of Independent School District No. 508, St. Peter, Minnesota, is authorized to make the following proposed tax levies for general purposes:

General Fund	\$ 4,422,598.13
Community Services	\$ 104,784.51
Debt	<u>\$ 5,440,303.33</u>
Total Proposed Tax Levy	\$ 9,967,685.97

Now Therefore, Be it resolved by the School Board of Independent School District No. 508, St. Peter, Minnesota, that the levy to be levied in 2025 to be collected in 2026 is set at \$9,967,685.97. The clerk of the ISD 508 School Board is authorized to certify the proposed levy to the County Auditors of Nicollet and Le Sueur County, Minnesota.

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

and the following voted against the same:

whereupon said Resolution was declared duly

Dated: December 17, 2025

Kate Martens, Board Clerk



TO: Superintendent Graff
 ISD #0508 School Board Members

FROM: Megan Gracia

DATE: December 2nd, 2025

RE: 25 Pay 26 Levy – December Certification

After reviewing the final levy limitation numbers run by MDE, below is an overview of our final levy data as of November 25th, 2025:

Levy 25, Pay 26 Final, Certified Levy	\$9,967,685.97
Levy 24, Pay 25 Final, Certified Levy	\$9,902,416.00
\$ Difference	\$65,269.97
% Difference	0.66%

Attached are three documents related to the levy:

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

As noted, we are seeing a final increase to our levy of \$65,270 or 0.66%. This increase is most impacted by the following items:

- 1) Our bond payments for the HS and MS are all calculated into these numbers, increasing the levy by \$156,000 based on the bond payment schedules.

Revenue	24 Pay 25	25 Pay 26	Inc/(Dec) from PY
Voter Approved Bonds	4,350,845	4,526,582	175,737
LTFM Debt Service	986,379	1,077,031	90,652
Reduction for Debt Excess	-51,420	-153,254	-101,833
Other	-1,542	-10,056	-8,514

- 2) Each levy cycle has adjustments for the prior three years as student data and expenses are finalized. Some of our larger adjustments include:

Revenue	24 Pay 25	25 Pay 26	Inc/(Dec) from PY
Local Optional Revenue	21,321	-24,641	-45,962
Re-Employment	-71,820	6,048	77,868
OPEB	38,882	-35,515	-74,397
TIF	-16,645	-73,568	-56,923

With this, I recommend that we certify the 25 Pay 26 levy for the full amount of \$9,967,685.97.

Multi-Year Levy Factor Comparison

Levy Factors	21 Pay 22 Final	22 Pay 23 Final	23 Pay 24 Final	24 Pay 25 Final	25 Pay 26 Final
*1 Market Value	1,360,794,599	1,451,516,699	1,704,680,101	1,921,099,901	2,048,644,402
*2 Referendum Market Value	1,038,825,750	1,096,432,750	1,263,332,175	1,380,537,350	1,412,969,950
*3 Net Tax Capacity	13,463,118	14,348,427	16,896,722	18,705,002	19,514,172
*4 Sales ratio	0.912	0.886	0.878	0.904	0.953
*5 Adj. Net Tax Capacity	14,747,600	16,186,461	19,232,155	20,687,751	20,464,300
6 Total levy	7,115,818	7,143,023	7,652,181	9,902,416	9,967,686
\$ Increase over PY		27,205	509,158	2,250,235	65,270
% Increase over PY		0.38%	7.13%	29.41%	0.66%

\$ Change Levy 26 to Levy 25	% Change Levy 26 to Levy 25
127,544,501	6.64%
32,432,600	2.35%
809,170	4.33%
0	5.42%
(223,451)	-1.08%
65,270	0.66%

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

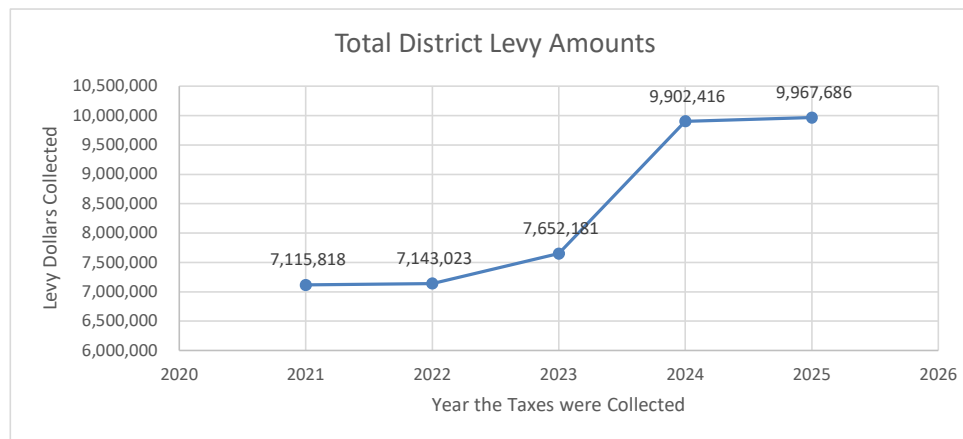
*2 "Referendum Market Value" represents the combined valuation of all taxable properties within the district boundaries excluding seasonal recreational properties (cabins) and agricultural land (over house, garage, and one acre of land).

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

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

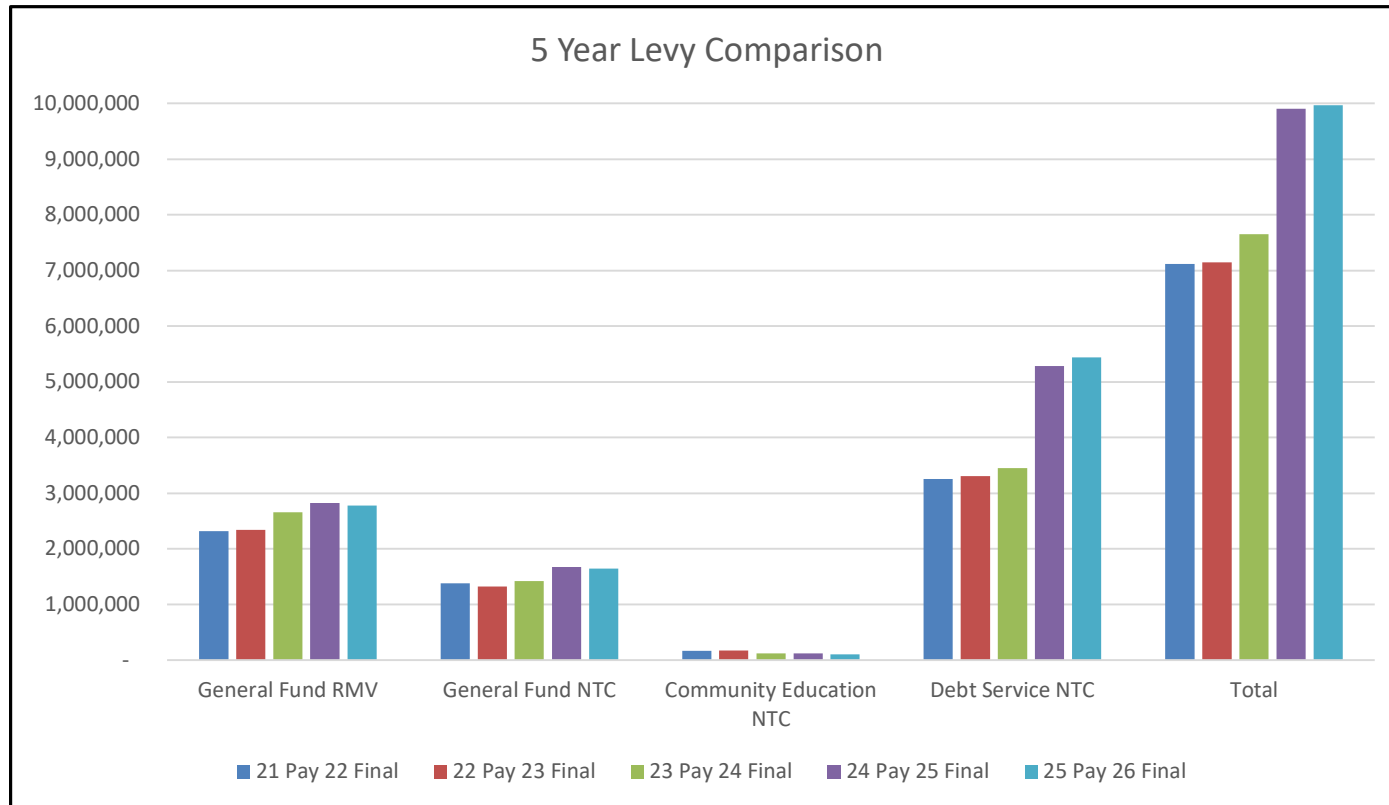
*5 "Adjusted Net Tax Capacity" is computed by dividing the net tax capacity by the sales ratio and is used for calculating most school taxes.

80



5 Year Levy Comparison

	21 Pay 22 Final	22 Pay 23 Final	23 Pay 24 Final	24 Pay 25 Final	25 Pay 26 Final
General Fund RMV	2,315,978	2,342,205	2,657,557	2,825,865	2,777,739
General Fund NTC	1,381,153	1,324,483	1,424,306	1,672,441	1,644,859
Community Education NTC	166,194	168,913	118,290	119,848	104,785
Debt Service NTC	3,252,493	3,307,422	3,452,027	5,284,262	5,440,303
Total	7,115,818	7,143,023	7,652,181	9,902,416	9,967,686



Saint Peter Public Schools
 Levy 25, Pay 26, Fiscal Year 27
 Final Levy Limitation and Certification Report - run 11.25.25

FY23 Final	FY24 Final	FY25 Final	FY26 Final	FY27 Final	Difference
Levy 21	Levy 22	Levy 23	Levy 24	Levy 25	from Prior
Pay 22	Pay 23	Pay 24	Pay 25	Pay 26	Year Levy

General Fund										
Initial Levy Entries										
Operating Referendum (Voter Approved)	rmv		768,039.45	786,343.76	896,178.00	910,528.00	917,908.00		7,380.00	1
Prior-Year Adjustments										
Operating Referendum (Voter Approved)			6,724.09	(27,069.84)	11,418.19	20,533.19	13,357.27		(7,175.92)	2
Subtotal of Voter-Approved Referendum Levies			774,763.54	759,273.92	907,596.19	931,061.19	931,265.27		204.08	3

levy/aid

Initial Levy Entries										
Local Optional Revenue - Tier 1	rmv		362,093.98	370,723.60	447,000.69	512,098.13	526,262.55		14,164.42	6
Local Optional Revenue - Tier 2	rmv		820,542.81	904,080.97	926,779.20	941,619.20	949,251.20		7,632.00	7
Equity Levy	rmv		279,037.77	310,537.95	321,066.70	329,455.67	334,644.62		5,188.95	8
Transition Levy	rmv		48,787.46	53,754.43	55,104.01	55,986.36	56,440.14		453.78	9
Prior-Year Adjustments										
Board-Approved Referendum			2,774.51	-	-	-	-		-	10
Local Optional Revenue			13,936.64	(46,956.45)	(1,912.92)	21,320.90	(24,641.43)		(45,962.33)	11
Equity Levy			6,285.58	(7,375.37)	2,004.23	29,410.48	3,749.86		(25,660.62)	12
Location Equity			6,766.17	-	-	-	-		-	13
Transition Levy			989.97	(1,833.76)	(80.65)	4,913.36	767.16		(4,146.20)	14
Subtotal of Other Referendum Levies			1,541,214.89	1,582,931.37	1,749,961.26	1,894,804.10	1,846,474.10		(48,330.00)	15

levy/aid

levy/aid

levy/aid

levy/aid

Initial Levy Entries										
Operating Capital	ntc		143,600.04	157,368.43	187,117.32	202,074.74	200,400.85		(1,673.89)	16
Q Comp	ntc		204,609.44	196,092.92	185,885.70	188,621.16	190,362.90		1,741.74	17
Achievement and Integration	ntc		86,954.87	78,616.67	74,092.34	75,595.17	77,115.88		1,520.71	18
Re-Employment	ntc		25,000.00	75,000.00	10,000.00	16,000.00	10,000.00		(6,000.00)	19
Safe Schools	ntc		86,587.20	81,115.20	78,688.80	79,948.80	80,596.80		648.00	20
Career & Technical Education	ntc		110,633.30	115,779.56	153,506.97	186,199.60	186,199.60		-	21
Other Post-Employment Benefits (OPEB)	ntc		350,000.00	310,000.00	310,000.00	310,000.00	309,908.63		(91.37)	22
LTFM	ntc		415,482.56	402,136.63	411,689.29	600,847.91	611,504.60		10,656.69	23
Building Lease	ntc		40,167.82	42,512.25	42,512.21	43,787.68	55,959.78		12,172.10	24
Prior-Year Adjustments										
Operating Capital			6,700.95	292.66	879.45	(790.78)	844.04		1,634.82	25
Q Comp			(15,255.74)	(1,272.54)	(5,921.65)	(2,314.26)	3,115.84		5,430.10	26
Achievement and Integration			(17,635.28)	(9,326.11)	(3,359.19)	(97.64)	970.26		1,067.90	27
Re-Employment			(7,437.28)	(25,000.00)	(11,839.88)	(71,820.00)	6,048.28		77,868.28	28
Safe Schools			903.96	(3,472.56)	(5,004.72)	(4,447.80)	1,036.80		5,484.60	29
Career & Technical Education			(4,328.85)	(7,472.87)	2,096.60	6,241.59	(19,601.36)		(25,842.95)	30
Other Post-Employment Benefits (OPEB)			(40,000.00)	(40,000.00)	-	38,881.93	(35,514.96)		(74,396.89)	31
LTFM			(13,971.19)	(45,327.96)	(7,735.05)	9,786.53	39,257.66		29,471.13	32
Building Lease			757.08	772.12	-	1,106.14			(1,106.14)	33
Other Adjustments (TIF, General, etc.)			-	-	-	(16,645.41)	(73,568.17)		(56,922.76)	34
Abatement Adjustments			8,383.74	(3,331.61)	1,698.01	9,465.51	221.33		(9,244.18)	35
Subtotal of General Fund NTC			1,381,152.62	1,324,482.79	1,424,306.20	1,672,440.87	1,644,858.76		(27,582.11)	36

82

levy/aid

levy/aid

levy/aid

all levy

all levy

levy/aid

all levy

levy/aid

all levy

Total of General Fund Categories

3,697,131.05	3,666,688.08	4,081,863.65	4,498,306.16	4,422,598.13
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(75,708.03)

43

Saint Peter Public Schools
 Levy 25, Pay 26, Fiscal Year 27
 Final Levy Limitation and Certification Report - run 11.25.25

FY23 Final	FY24 Final	FY25 Final	FY26 Final	FY27 Final	Difference
Levy 21	Levy 22	Levy 23	Levy 24	Levy 25	from Prior
Pay 22	Pay 23	Pay 24	Pay 25	Pay 26	Year Levy

Community Education Levy									45
Initial Levy Entries									46
Basic Community Education	ntc		119,772.20	119,772.20	72,120.58	68,227.61	64,012.33	(4,215.28)	47
ECFE	ntc		36,557.83	39,979.43	38,516.62	41,355.90	36,241.87	(5,114.03)	48
Home Visits	ntc		638.75	784.59	1,109.40	1,158.35	-	(1,158.35)	49
School Age Care	ntc		8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	-	50
Prior-Year Adjustments									51
ECFE			243.40	(7.73)	(1,952.25)	(70.06)	(4,098.68)	(4,028.62)	52
Home Visits			28.70	(27.89)	(85.37)	67.18	109.76	42.58	53
Abatement Adjustments			452.71	(87.38)	81.23	608.83	19.23	(589.60)	54
Total of Community Education Categories			166,193.59	168,913.22	118,290.21	119,847.81	104,784.51	(15,063.30)	55
Debt Service Levy									56
Voter Approved Bond	ntc		3,412,080.00	3,459,068.00	3,616,305.00	4,350,845.00	4,526,582.00	175,737.00	58
LTFM Debt Service	ntc		-	-	-	986,379.19	1,077,030.81	90,651.62	59
Reduction for Debt Excess	ntc		(168,820.92)	(151,719.81)	(165,963.52)	(51,420.33)	(153,253.71)	(101,833.38)	60
Abatement Adjustments	ntc		9,234.40	73.89	1,685.91	(1,541.83)	554.01	2,095.84	61
GDS Voter Net Offset Adjustment	ntc		-	-	-	-	-	-	62
LTFM PY Adjustments	ntc		-	-	-	-	(10,609.78)	(10,609.78)	63
Total of Debt Service Categories			3,252,493.48	3,307,422.08	3,452,027.39	5,284,262.03	5,440,303.33	156,041.30	64
Levy Totals			7,115,818.12	7,143,023.38	7,652,181.25	9,902,416.00	9,967,685.97	65,269.97	65
								(0.00)	0.65%

levy/aid
 levy/aid
 levy/aid
 all levy

83



ADDENDUM

**Regular Board Meeting
Wednesday, December 17, 2025
SPCC-Governor's Room
6:00PM**

VIII. ACTION ITEMS

2. AGENDA ITEM #2

Subject: Consider Approval of Acceptance of the 2024-2025 Audit

Action: Requires a Motion

Background: A representative from Abdo will present a report updating the School Board on the school district's fund balances as of June 30, 2025. Megan Gracia and Abdo will also provide you with an analysis of various parts of the audit and answer any questions you may have.

Members of the Business Committee reviewed a detailed audit report at their December 11th meeting. At that meeting, the committee recommended that the 2024-2025 audit be approved by the full School Board.

Presentation: Representative, Abdo
Business Manager, Megan Gracia
Business Committee

Options/Recommendation: I recommend that you approve and accept the audit report for Fiscal Year 25.



2024 - 2025 Financial Statement Audit

Independent School District No. 508 St. Peter



Introduction

- Audit Opinion and Responsibility
- General Fund Results
- Other Governmental Funds
- Key Performance Indicators



Audit Results

Auditor's Opinion

unmodified opinion

Minnesota Legal Compliance

*No instances of
noncompliance*

Single Audit Report

*No instances of
noncompliance*

AUDIT RESULTS

Fiscal Year 2025 Findings

- Preparation of Financial Statements
 - *Internal Control Finding*
- Year-end Audit Adjustments
 - *Internal Control Finding*

PRIOR YEAR AUDIT RESULTS

Fiscal Year 2024 Findings

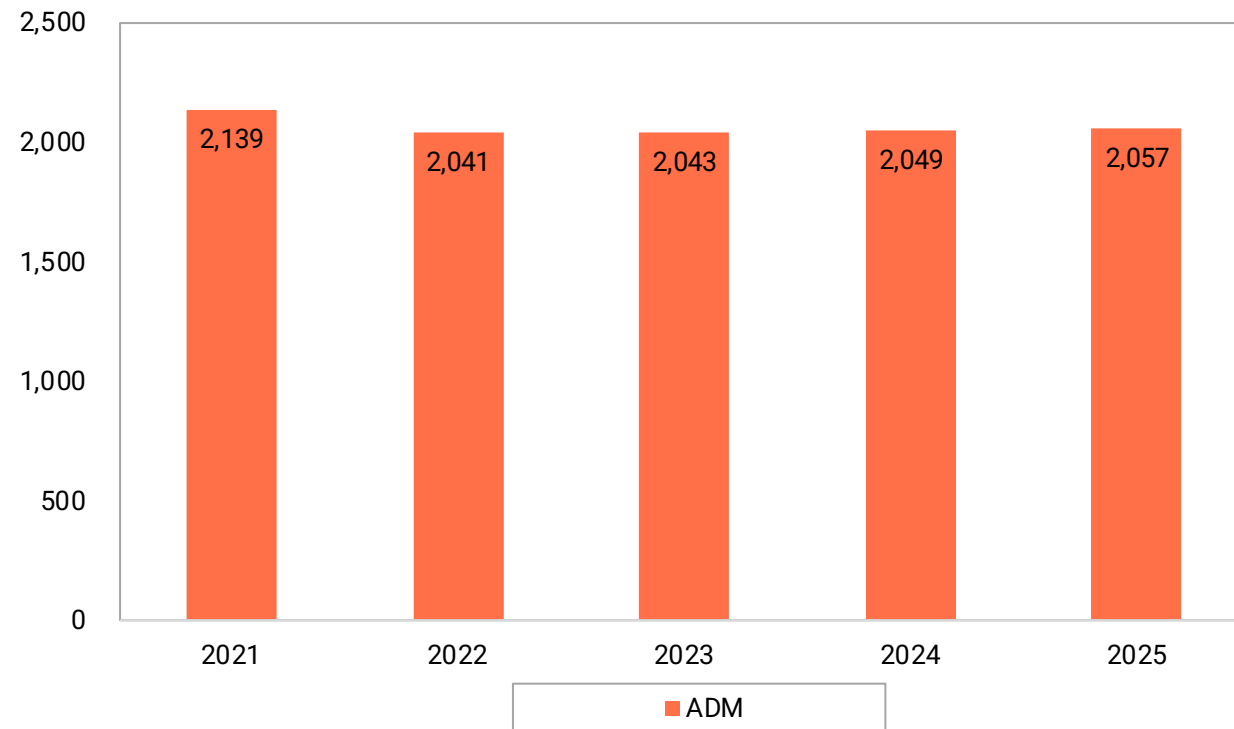
- Preparation of Financial Statements
 - *Internal Control Finding*
- Limited Segregation of Duties - Food Service
 - *Internal Control Finding*
 - *Removed in FY25*
- Year-end Audit Adjustments
 - *Internal Control Finding*
- Student Activities
 - *Compliance Finding*
 - *Removed in FY25*
- Internal Control Over Financial System
 - *Internal Control Finding*
 - *Removed in FY25*



Auditor Recommendations

- Increase Capital Asset Threshold
 - *Current Policy is \$2,500*
 - *Suggested Policy is \$10,000*

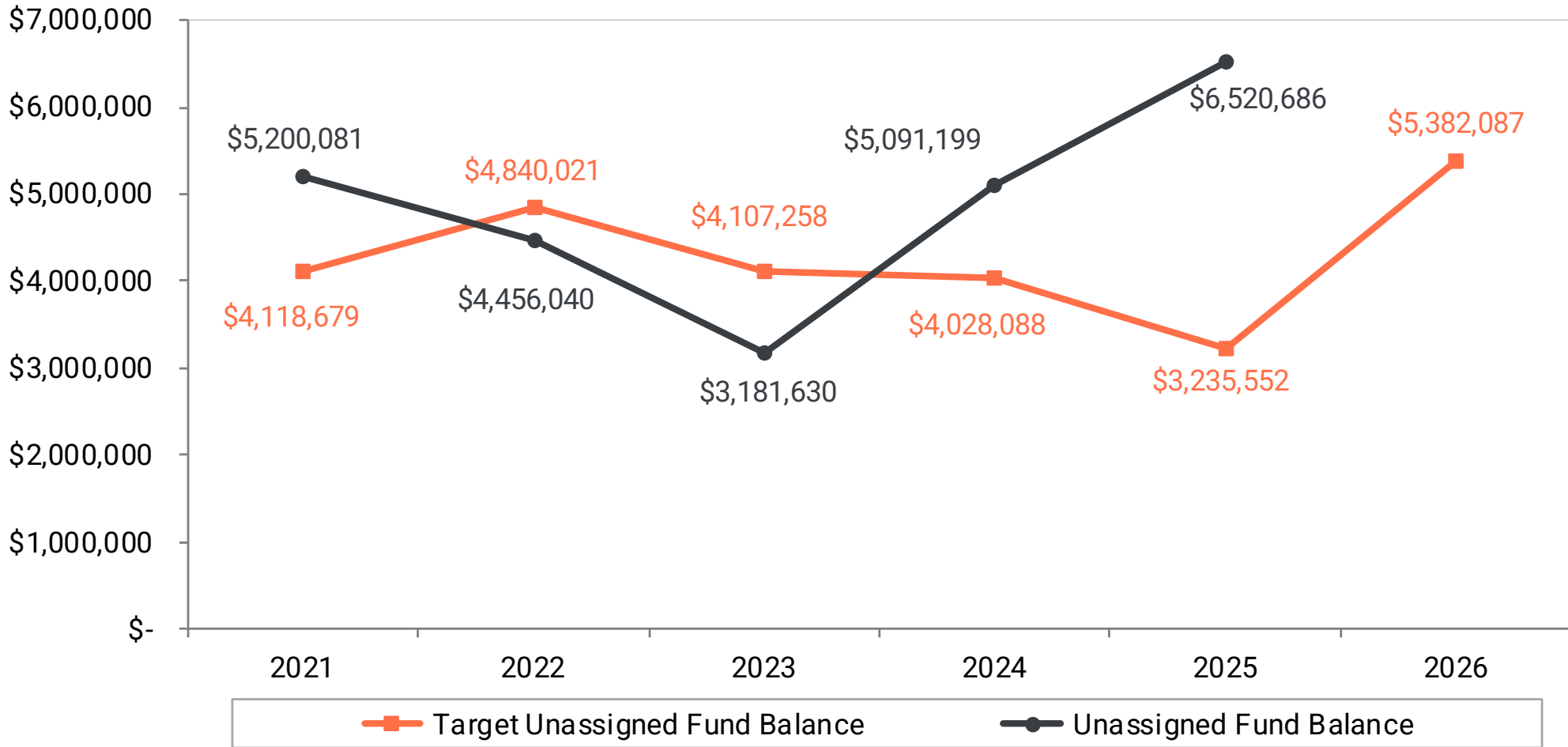
Average Daily Membership



General Fund Budget to Actual

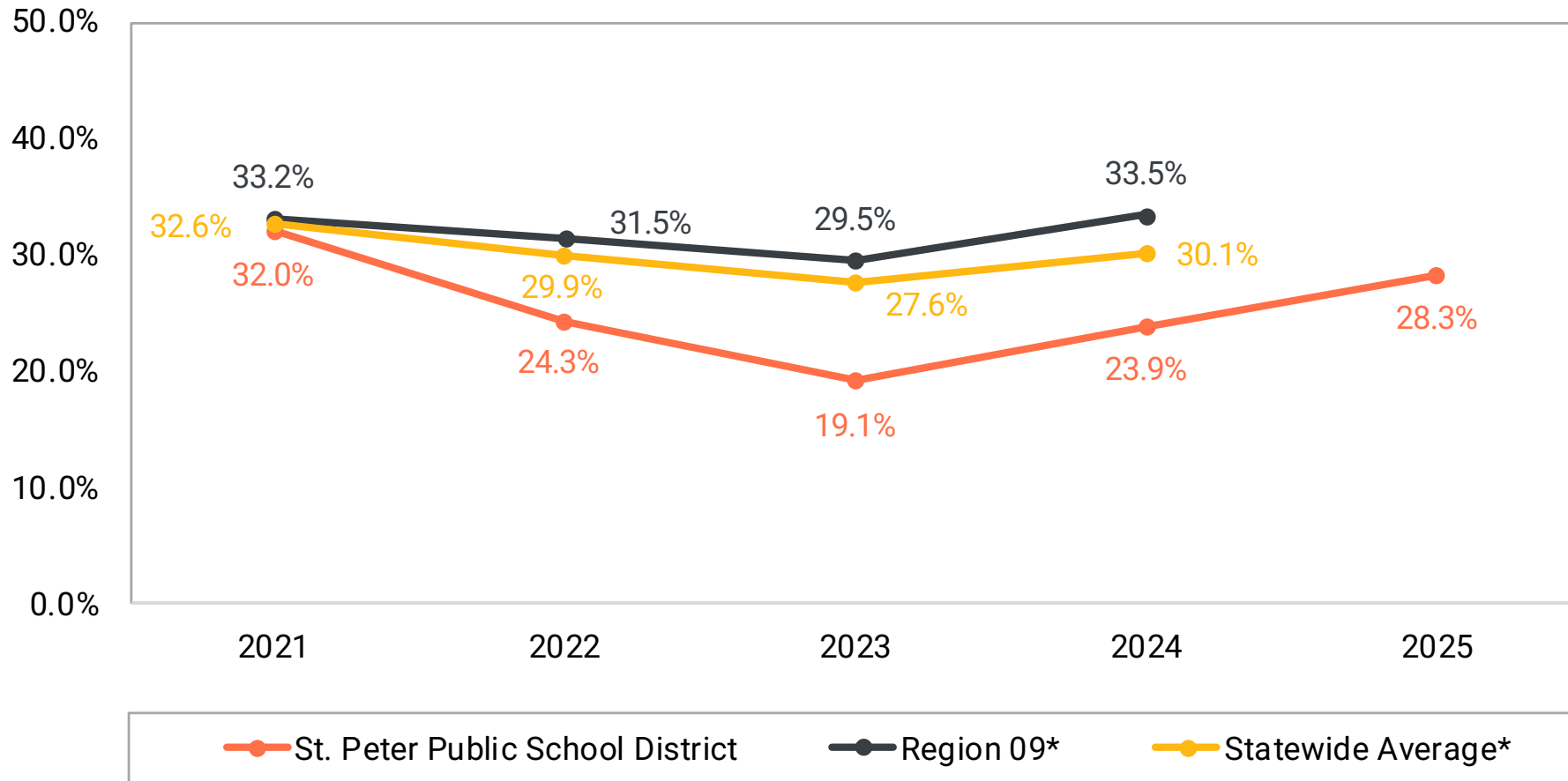
	Final Budget	Actual Amounts	Variance with Final Budget
Revenues	\$ 33,463,964	\$ 34,284,740	\$ 820,776
Expenditures	<u>33,292,435</u>	<u>32,761,416</u>	<u>531,019</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>171,529</u>	<u>1,523,324</u>	<u>1,351,795</u>
Other Financing Sources (Uses)			
Leases issued	275,384	174,928	(100,456)
Sale of capital assets	27,576	7	(27,569)
Transfers out	-	(100,000)	(100,000)
Total Other Financing Sources (Uses)	<u>302,960</u>	<u>74,935</u>	<u>(228,025)</u>
Net Change in Fund Balances	474,489	1,598,259	1,123,770
Fund Balances, July 1	<u>7,682,283</u>	<u>7,682,283</u>	<u>-</u>
Fund Balances, June 30	<u>\$ 8,156,772</u>	<u>\$ 9,280,542</u>	<u>\$ 1,123,770</u>

General Fund Balances

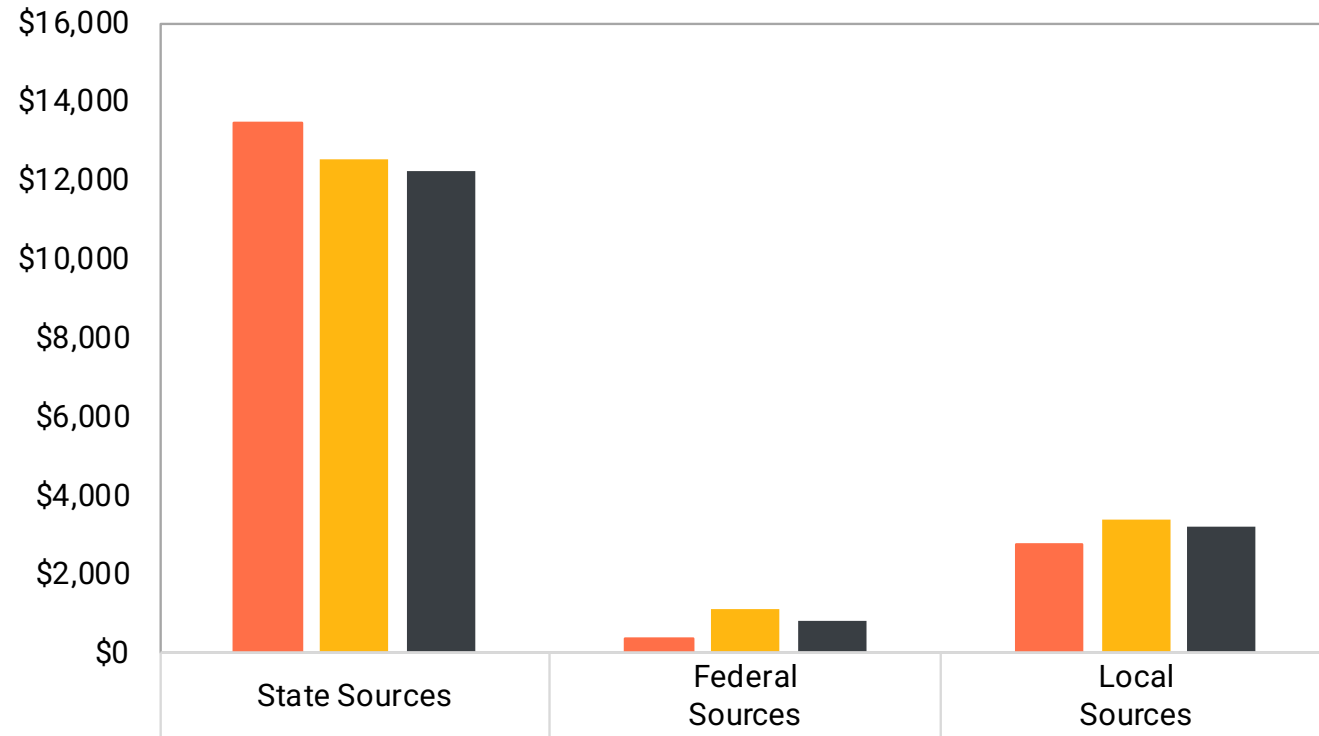


KEY PERFORMANCE INDICATORS

General Fund Balances as a Percentage of Expenditures



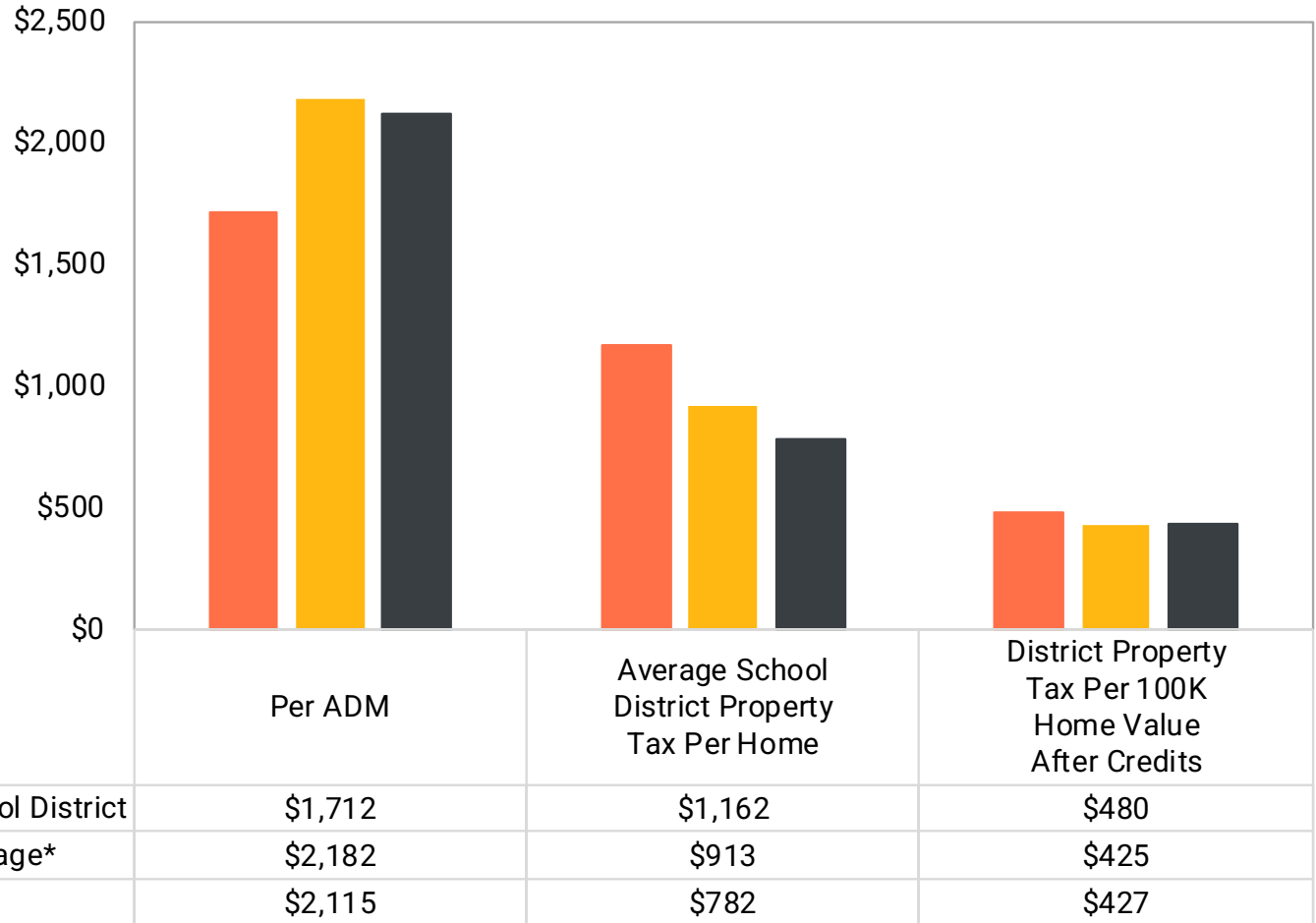
General Fund Revenues per ADM



■ 2025 St. Peter Public School District	\$13,456	\$335	\$2,733
■ 2024 Statewide Average*	\$12,521	\$1,092	\$3,400
■ 2024 Region 09*	\$12,216	\$808	\$3,221

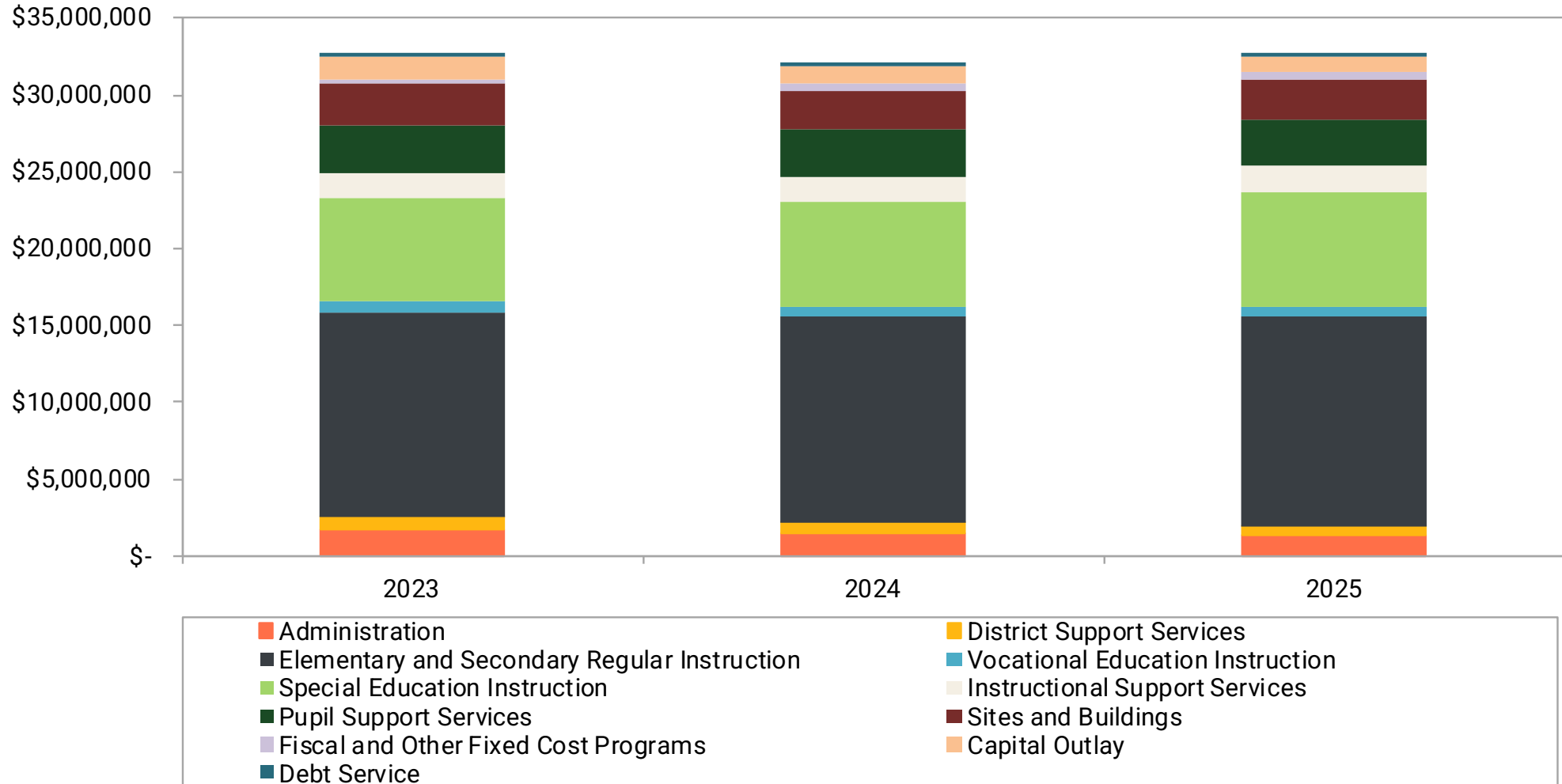
KEY PERFORMANCE INDICATORS

Property Taxes

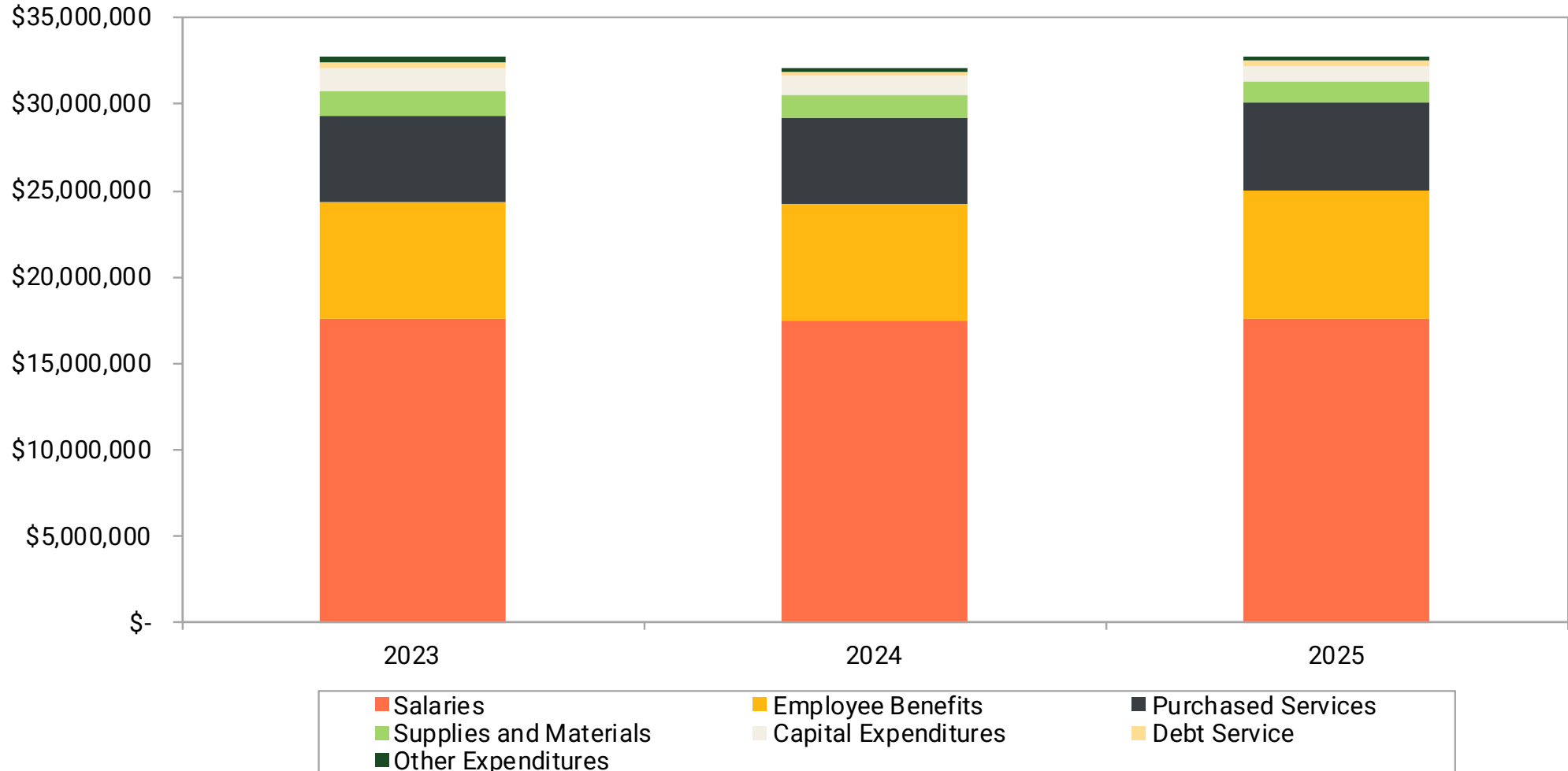


* Percentile data and state average obtained from School District Profile reports published by the MDE

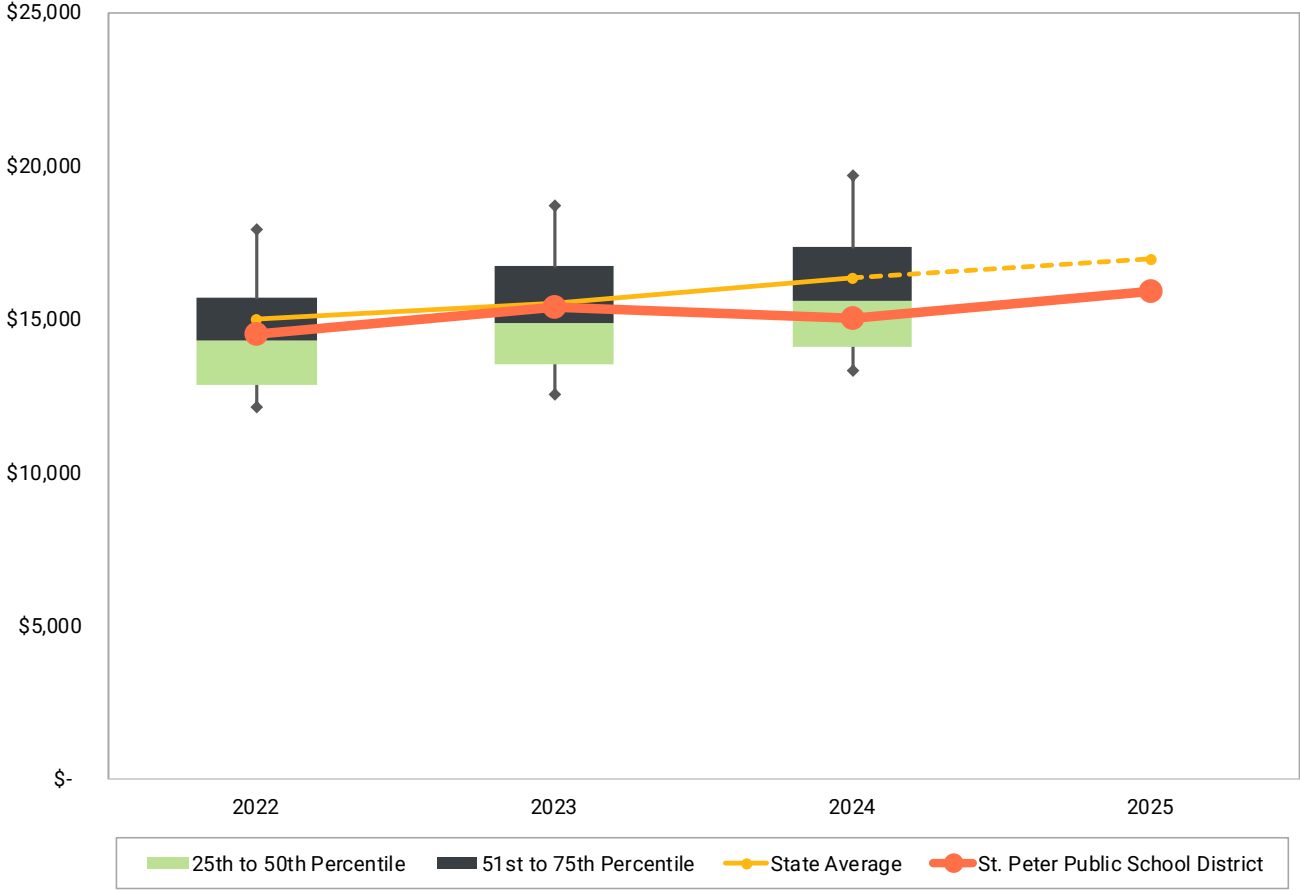
General Fund Expenditures



General Fund Expenditures by Object Code



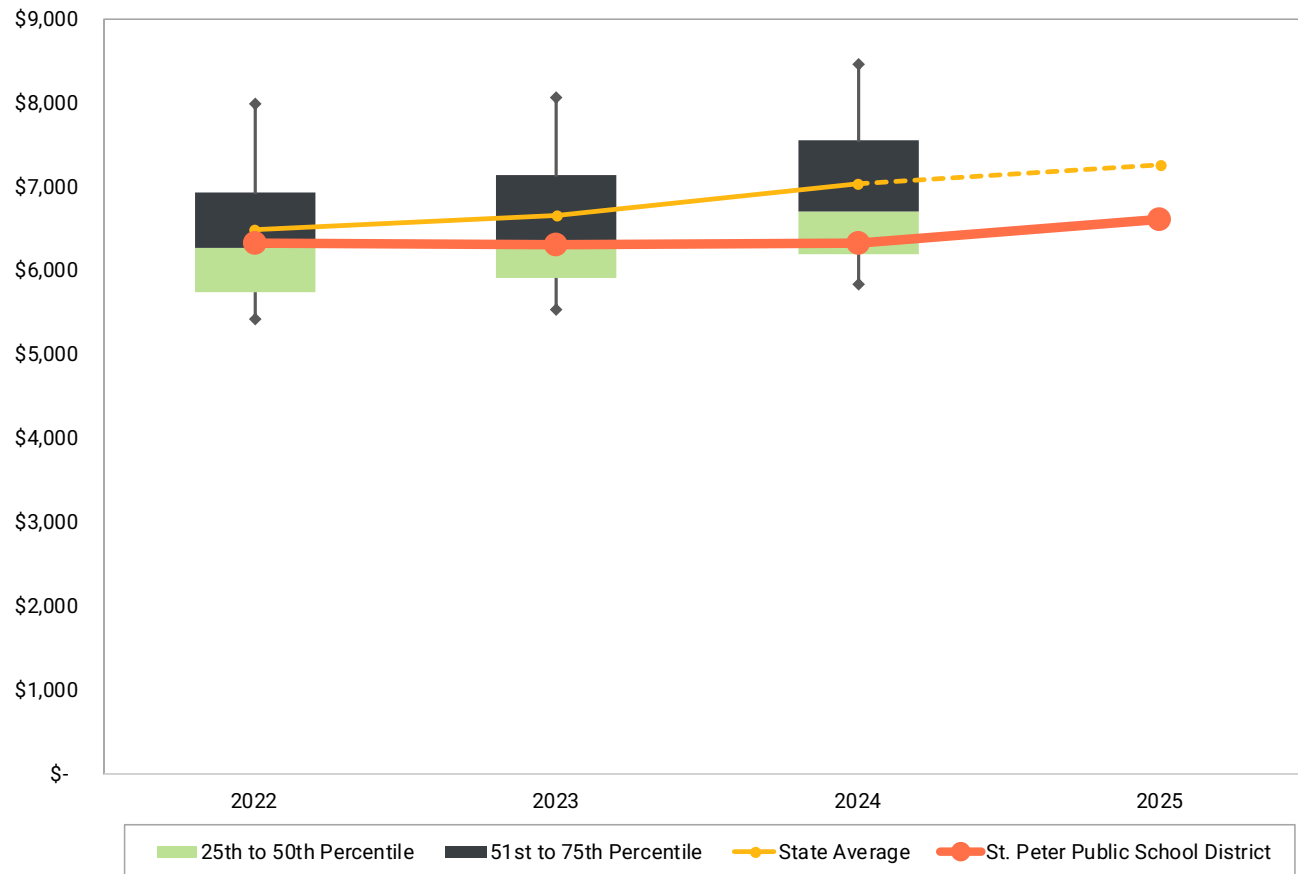
General Fund Expenditures per ADM



* Percentile data and state average obtained from School District Profile reports published by the MDE

KEY PERFORMANCE INDICATORS

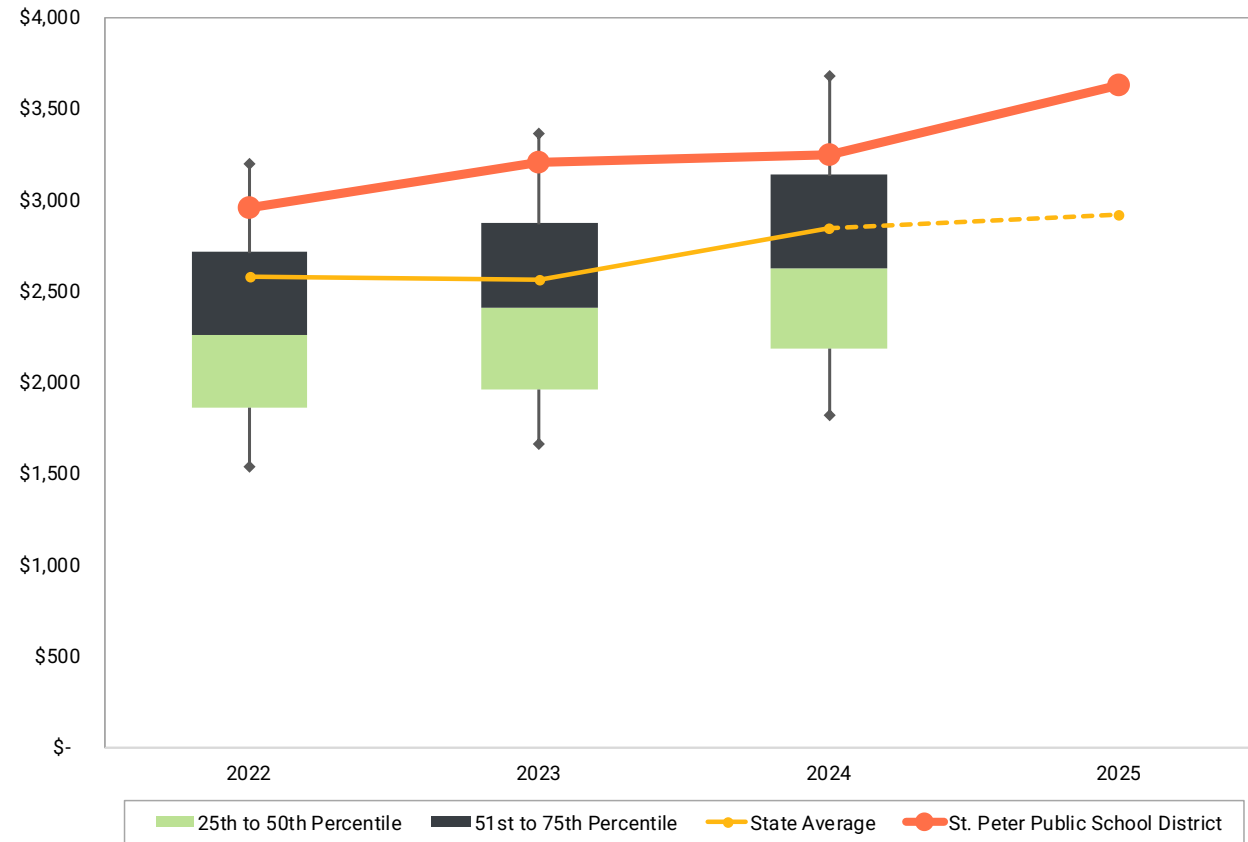
Elementary and Secondary Regular Instruction per ADM



* Percentile data and state average obtained from School District Profile reports published by the MDE

KEY PERFORMANCE INDICATORS

Special Education Expenditures per ADM

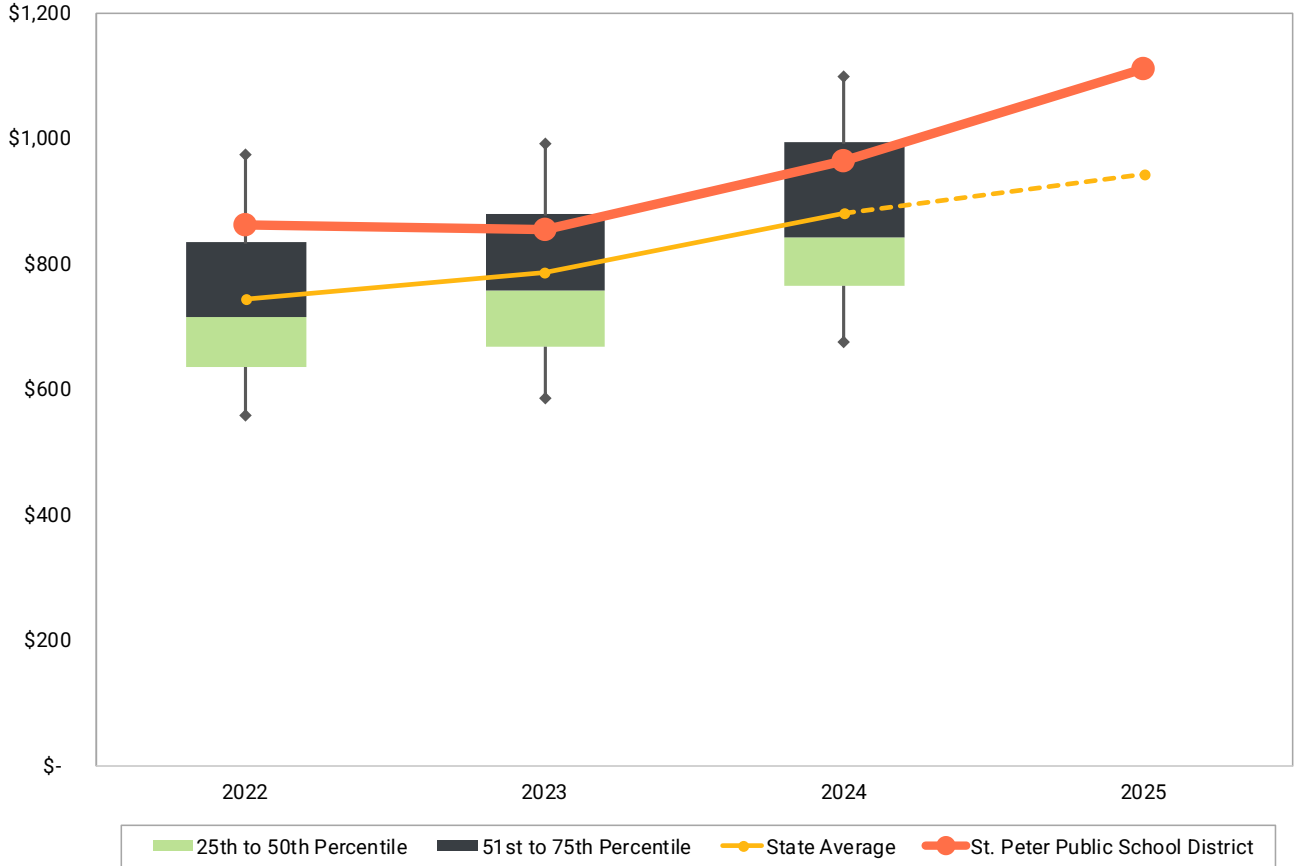


* Percentile data and state average obtained from School District Profile reports published by the MDE

Food Service Fund Budget to Actual

	Final Budget	Actual Amounts	Variance with Final Budget
Revenues	\$ 1,870,984	\$ 1,983,277	\$ 112,293
Expenditures	2,050,374	2,286,277	(235,903)
Net Change in Fund Balances	(179,390)	(303,000)	(123,610)
Fund Balances, July 1	1,051,149	1,051,149	-
Fund Balances, June 30	<u>\$ 871,759</u>	<u>\$ 748,149</u>	<u>\$ (123,610)</u>

Food Service Fund Expenditures per ADM Comparison

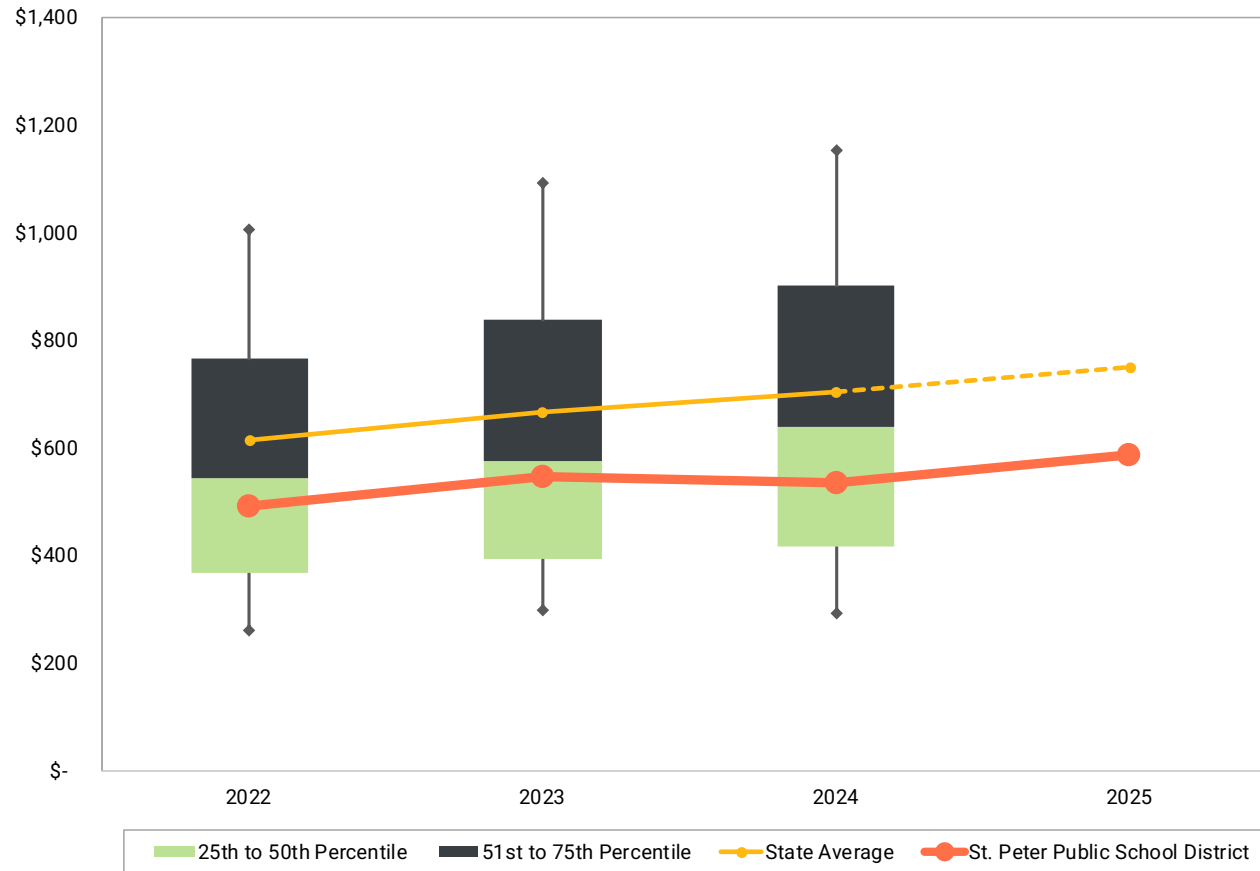


* Percentile data and state average obtained from School District Profile reports published by the MDE

Community Service Fund Budget to Actual

	Final Budget	Actual Amounts	Variance with Final Budget
Revenues	\$ 936,836	\$ 1,044,853	\$ 108,017
Expenditures	1,148,842	1,209,902	(61,060)
Excess (Deficiency) of Revenues Over (Under) Expenditures	(212,006)	(165,049)	46,957
Other Financing Sources (Uses) Transfers in	-	100,000	100,000
Net Change in Fund Balances	(212,006)	(65,049)	146,957
Fund Balances, July 1	(736,425)	(736,425)	-
Fund Balances, June 30	\$ (948,431)	\$ (801,474)	\$ 146,957

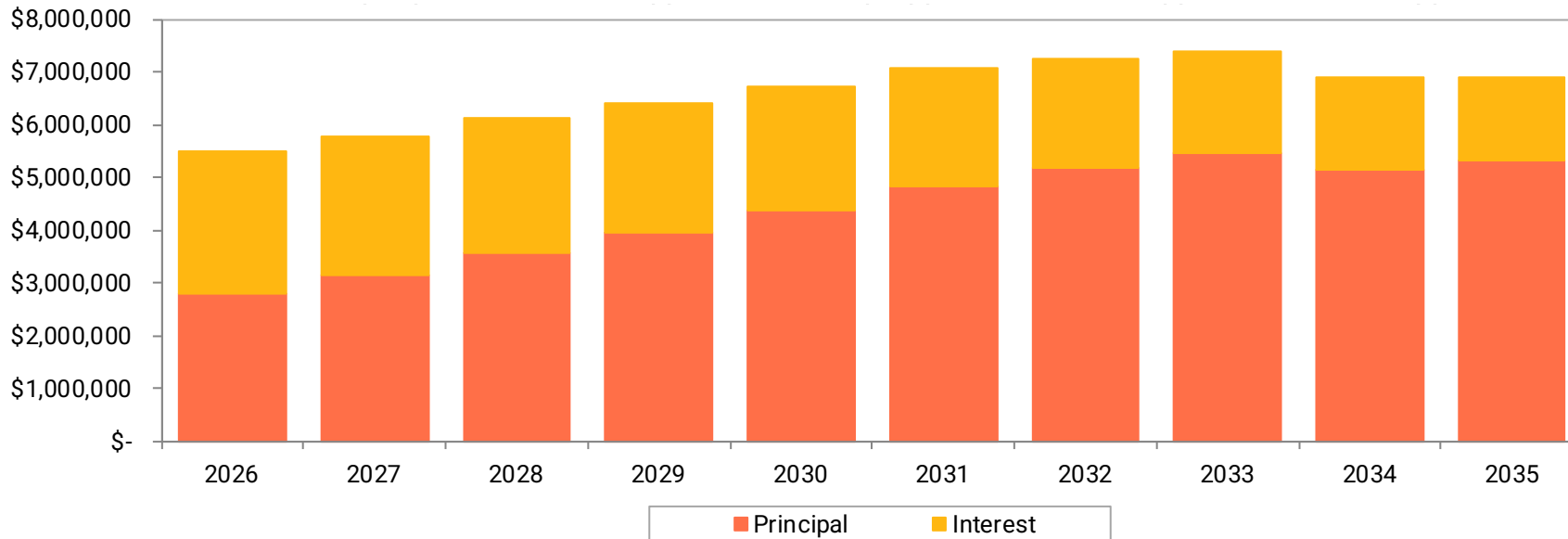
Community Service Fund Expenditures per ADM Comparison



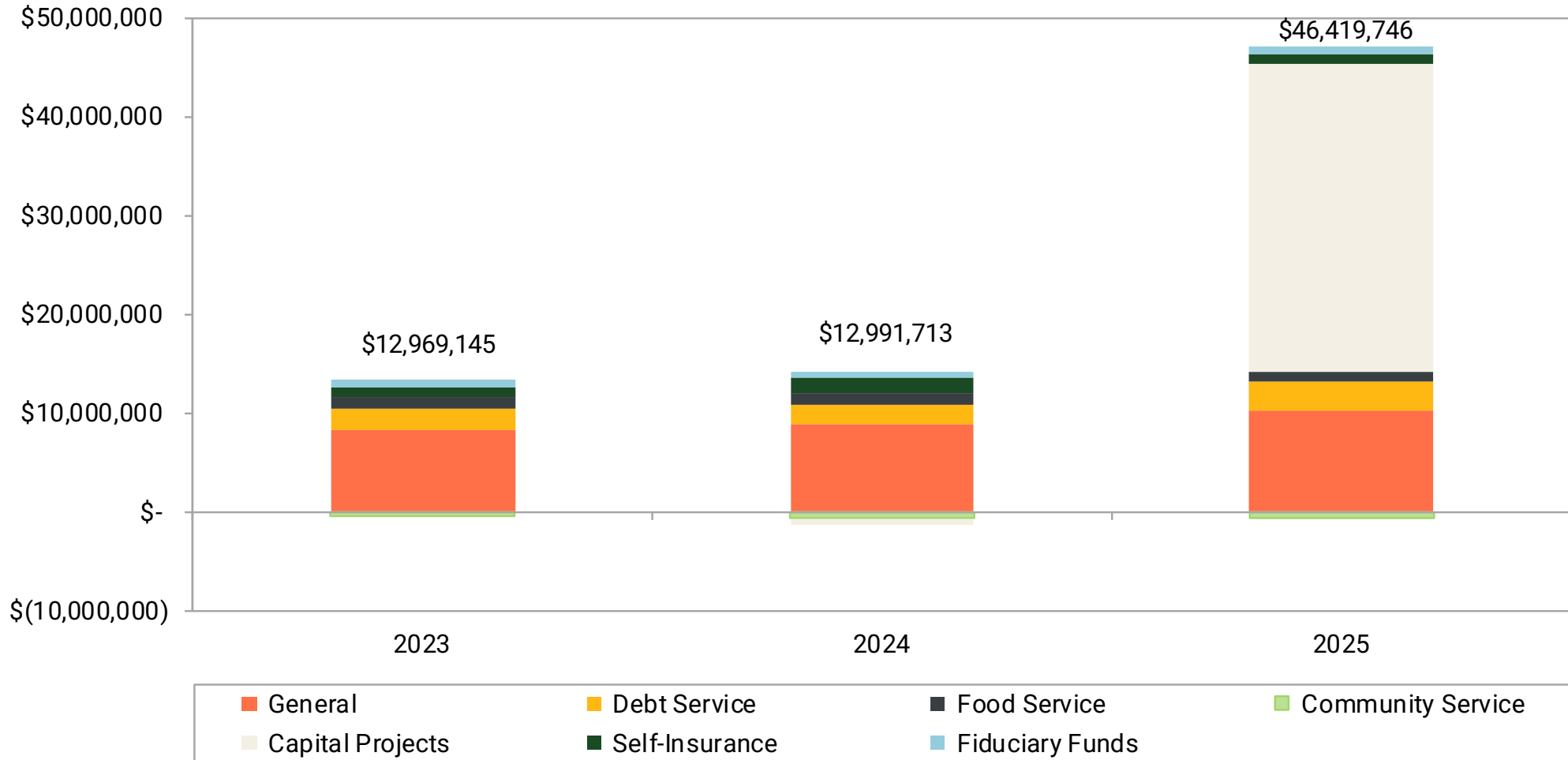
* Percentile data and state average obtained from School District Profile reports published by the MDE

Debt Service Fund

Description	Authorized and Issued	Interest Rate	Maturity Date	Balance at Year End	Due Within One Year
G.O School Building Refunding Bonds of 2022A	\$ 48,620,000	2.48 - 2.78 %	06/30/39	\$ 48,620,000	\$ 2,475,000
G.O School Building Bonds of 2024A	34,920,000	5.00	02/01/45	34,290,000	330,000
Total General Obligation Bonds				\$ 82,910,000	\$ 2,805,000



Cash and Investments Balances by Fund



Your Abdo Team



Tom
OLINGER
CPA - Partner



Kelsey
LARSON
CPA - Manager



Chad
GUSE
CPA – Senior Associate



Ellie
FREDRICKSON
Senior Associate



Luke
MULDER
Associate



ADDENDUM

**Regular Board Meeting
Wednesday, December 17, 2025
SPCC-Governor's Room
6:00PM**

VIII. ACTION ITEMS

3. AGENDA ITEM #3

Subject: Consider Policies for Approval with a Second Reading

Action: Requires a Motion

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

Policy 527: Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches.

This policy was reviewed by the Policy Committee at their December 9th meeting and the committee recommends its approval.

Presentation: Superintendent of Schools, Jon Graff
Policy Review Committee

Options/Recommendation: I recommend your approval of revisions to Policy 527.

527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES

I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety, and welfare of students and school personnel. This policy applies to all students in the school district.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent, or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm, or destruction of evidence), and the age of the student.
- D. "School district location" means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include 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.

IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus[es] during the school day only if there is a school related purpose such as an off site class, PSEO course;

~~have been given permission by a parent/guardian as part of Junior or Senior Privilege; they have been excused by a parent/guardian; or an emergency and permission has been granted to the student by a school official to use a motor vehicle. Students are permitted to use motor vehicles in school district locations outside of the school day only on the high school campus.[es].~~

~~*[Note: This portion of the policy may need to be modified depending upon the designation of the high school campus as open or closed. For example, the school district may choose to adopt language for an open campus in the second sentence such as "Students may use motor vehicles on the high school campus[es] during the school day only during the student's designated lunch period or if there is an emergency and permission has been granted to the student by (designated school official) to use a motor vehicle during the school day."*~~

V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in ~~[other designated areas, e.g., parking lots designated for use only by staff or by the general public].~~
- B. When there are unauthorized vehicles parked on school district property, school officials may:
 - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property.

VI. PATROLS, INSPECTIONS, AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

A. Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

B. Search of Interior of Student Motor Vehicle

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches, and/or Seizures

A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches, and/or seizures as provided by this policy.

D. Seizure of Contraband

If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

E. Dissemination of Policy

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

VII. DIRECTIVES AND GUIDELINES

The superintendent is granted authority to develop and present for school board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations.

VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, §10
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)
[Minn. Stat. § 123B.38 \(Hearing\)](#)
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)

Cross References: Policy 417 (Chemical Use and Abuse)
Policy 418 (Drug-Free Workplace/Drug-Free School)
Policy 501 (School Weapons Policy)
Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
Policy 506 (Student Discipline)
Policy 712 (Video Surveillance Other Than on Buses)



ADDENDUM

Regular Board Meeting Wednesday, December 17, 2025 SPCC-Governor's Room 6:00 PM

VIII. ACTION ITEMS

4. AGENDA ITEM #4

Subject: Consider Policies for Approval with a Single Reading

Action: Requires a Motion

Background: The following policies were reviewed by the Policy Committee as a part of the district's regular review cycle. Because they have minor or no changes recommended, the committee is recommending their approval with a single reading.

Policy 706: Acceptance of Gifts

- No changes recommended

Policy 710: Extracurricular Transportation

- No changes recommended

Policy 711: Video Recording on School Buses

- Minor legislative changes recommended

Policy 712: Video Surveillance Other Than on Buses

- Minor legislative changes recommended

Policy 721: Uniform Grant Guidance Policy Regarding Federal Revenue Sources

- Minor formatting, legal references and dollar amount changes.

Presentation: Superintendent of Schools, Jon Graff
Policy Review Committee

Options/Recommendation: I recommend your approval of Policies 706, 710, 711, 712, 721 in a single reading.

706 ACCEPTANCE OF GIFTS

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

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

[Note: This voting requirement and gift use provision is specified by Minnesota Statutes section, ~~Stat. § 465.03.~~

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

Legal References: Minn. Stat. § 123B.02, Subd. 6 ([General Powers of Independent School Boards](#))
Bequests, Donations, Gifts
Minn. Stat. § 465.03 ([Gifts to Municipalities](#))

Cross References: None

710 EXTRACURRICULAR TRANSPORTATION

I. PURPOSE

The purpose of this policy is to make clear to students, parents, and staff the school district's policy regarding extracurricular transportation.

II. GENERAL STATEMENT OF POLICY

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION

School district employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by the school district administration. All transportation arrangements made by a school district employee must be approved by a building administrator. If the school district makes no arrangements for extracurricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation.

IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

All vehicles used to transport students shall be properly registered and insured.

[Note: This policy provides that employees may use a personal vehicle to transport students in an emergency or other unforeseeable circumstance. An "emergency or other unforeseeable circumstance" does not include situations where regular transportation is available or scheduled.]

For example, if a scheduled extracurricular event occurs outside of the school district and the school district transports a team or group of students to and from the event, an employee would be prohibited by law from using a personal vehicle to transport some students to the event. In contrast, if a student attending this same event became ill or injured and required

immediate transportation home or to a health care facility, the exigent need to transport one student would not constitute regular or scheduled transportation. An employee would have authority to transport the student in a personal vehicle under these circumstances, if using a vehicle that is properly registered and insured. The expectation of the school district is that the employee would immediately contact administration about these circumstances to ensure oversight of the employee's use of this exception.

Nonregular and nonscheduled transportation also would include situations where some notice may be provided of the need for transportation to a nonscheduled event for which transportation generally is not provided by the school district. For example, a group of students may participate in a scheduled debate competition for which regular school district transportation is provided. Two students advance to a regional competition the following day. Transportation would not have been scheduled to the regional competition as the students' advancement was not predicted. These circumstances may justify an employee's use of a personal vehicle to transport the two students to the regional competition, if the vehicle is properly registered and insured. Because the employee has sufficient time to contact an administrator, advance written permission by an administrator would be expected for the purpose of overseeing that the reasons for an employee using a personal vehicle comply with the requirements of the law.]

V. FEES

In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

Legal References:

Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 169.011, Subd. 71(a) (Definitions [of a School Bus](#))
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards [Exemption](#))

Cross References:

MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
[MSBA Service Manual, Chapter 2, Transportation](#)

711 VIDEO RECORDING ON SCHOOL BUSES

I. PURPOSE

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Student and employee misbehavior increases the potential risks of injury. Therefore, the school district believes that video recording student passengers and employees on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus video recording system.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. Each and every school bus owned, leased, contracted, and/or operated by the school district shall be equipped with a fully enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded.
2. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted, and/or operated by the school district, but cameras may be rotated from bus to bus without prior notice to students.
3. Video cameras will be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

B. Use of Video Recordings

1. A video recording of the actions of student passengers and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct on the bus.
2. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, [Minnesota Statutes chapter Minn. Stat. Ch. 13](#) and the Family Educational Rights and Privacy Act, 20 [United States Code section U.S.C. §1232g](#) and the rules and/or regulations promulgated thereunder.
3. Video recordings will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.
4. A video recording will be retained by the school district until relooped or until the conclusion of disciplinary proceedings in which the video recording is used for evidence.

[Note: School districts should review their record retention policies/schedules as to the stated retention period for school bus video recordings. The retention time period in the retention schedule should be consistent with the retention time period set forth in this policy. The January 2000 School District General Records Retention Schedule,

adopted by many school districts, provides that building security/transportation video recordings are to be retained until relooped.]

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records, Administration)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
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 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)
[MSBA Service Manual, Chapter 2, Transportation](#)

712 VIDEO SURVEILLANCERECORDING OTHER THAN ON BUSES

[NOTE: See MSBA/MASA Model Policy 711 for Video Recording on School Buses.]

I. PURPOSE

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video/electronic surveillancerecording systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. School district buildings and grounds may be equipped with video cameras.
2. Video surveillancerecording may occur in any school district building or on any school district property.

B. Use of Video Recordings

1. Video recordings will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.
2. A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds.
3. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code, section 1232g, and the rules and/or regulations promulgated thereunder.

C. Security and Maintenance

1. The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code, section 1232g, and the rules and/or regulations promulgated thereunder.
2. The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
~~Minn. Stat. § 121A.585 (Notice of Recording Device)~~
Minn. Stat. § 138.17 (Government Records; Administration)
Minn. Stat. § 609.746 (Interference with Privacy)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

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 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 711 (Video Recording on School Buses)

Resources:

[U.S. Department of Education: FAQs on Photos and Videos under FERPA \(Accessed 10/12/25\)](#)

721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

[NOTE: School districts are required by the federal Uniform Grant Guidance ([UGG](#)) regulations, 2 Code of Federal Regulations, Part 200, to have the policies that establish uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities including school districts. In June 2018, the United States Office of Management and Budget increased the threshold dollar amounts for both simplified acquisition costs (\$250,000) and micro-purchases (\$10,000).]

I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

II. DEFINITIONS

[NOTE: In October 2024, MSBA updated Article II to ensure that the definitions are presented in alphabetical order. School districts may choose whether to adopt this change.]

- A. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 Code of Federal Regulations, section 200.431 (Compensation - Fringe Benefits).
- B. "Contract" means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 Code of Federal Regulations, Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- C. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- D. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$10,000.
- E. "Federal award" has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:
 - 1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, section 200.101 (Applicability); or

- b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, section 200.101 (Applicability).
 - 2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 Code of Federal Regulations, section 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
 - 3. "Federal award" does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- F. Grants
 - 1. "State-administered grants" are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
 - 2. "Direct grants" are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

[NOTE: All of the requirements outlined in this policy apply to both direct grants and state-administered grants.]

- G. "Non-federal entity" means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.
- H. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 Code of Federal Regulations, section 200.431(g) for retirees and their spouses, dependents, and survivors.
- I. Procurement Methods
 - 1. "Procurement by micro-purchase" is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$150,000, except as otherwise discussed in 48 Code of Federal Regulations, Subpart 2.1 or as periodically adjusted for inflation).

[NOTE: Minnesota school districts may choose to increase their federal micro-purchase threshold to \$25,000, which would align with the Minnesota limit. School districts choosing to adopt this increase must annually certify the higher threshold and the justification for using the higher threshold. Acceptable reasons for justification must meet one of the following criteria: (1) a qualification as a low-risk auditee, in accordance with the criteria established in 2 Code of Federal Regulations, section 200.520; (2) an annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or (3) a higher threshold consistent with state law.]

- 2. "Procurement by small purchase procedures" are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than ~~\$175,000~~\$250,000 (periodically adjusted for inflation).

[NOTE: Despite the federal government’s increase in the dollar cap for small purchases, Minnesota law limits the cap to \$175,000.]

3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
5. “Procurement by noncompetitive proposals” is procurement through solicitation of a proposal from only one source.
- J. “Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- K. “Severance pay” is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- L. “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. CONFLICT OF INTEREST

A. Employee Conflict of Interest

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.

B. Organizational Conflicts of Interest

The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.

C. Disclosing Conflicts of Interest

The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policies.

IV. ACCEPTABLE METHODS OF PROCUREMENT

A. General Procurement Standards

The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.

- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.
- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, [veteran-owned businesses](#), and labor surplus area firms are ~~considered~~ [when possible](#).

[\[NOTE: This change appears in the 2024 amended UGG.\]](#)

H. Methods of Procurement

The school district must use one of the following methods of procurement:

1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
3. Procurement by sealed bids (formal advertising).
4. Procurement by competitive proposals. If this method is used, the following requirements apply:
 - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

- b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
- a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
 - d. After solicitation of a number of sources, competition is determined inadequate.

I. Competition

The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

- 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
 - 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough

qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.

- K. Non-federal entities are prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$5025,000.
- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 Code of Federal Regulations, section 180.215.

V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS

A. Property Standards

The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award. The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 Code of Federal Regulations, sections 200.311, 200.314, and 200.315.

B. Equipment

Management requirements.

Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

C. Cybersecurity

[The school district must take reasonable cybersecurity and other measures to safeguard](#)

1. [Personally identifiable information;](#)
2. [Information that the federal agency or pass-through entity designates as sensitive; and](#)
3. [other information that the school district considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.](#)

[\[NOTE: See 2 CFR 200.303, which establishes internal controls that the school district must implement.\]](#)

VI. FINANCIAL MANAGEMENT REQUIREMENTS

A. [Financial Management.](#)

The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.

B. [Payment](#)

The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

C. [Internal Controls](#)

The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should ~~align~~[be in compliance](#) with guidance in "Standards for Internal Control in the Federal Government," issued by the Comptroller General of the United States, or the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with [the United States Constitution](#), federal statutes, regulations, and the terms and conditions of the federal award.

The school district must ~~also~~ evaluate and monitor the school district's compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must ~~also~~ take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

A. Allowable Use of Funds

The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.

B. Definitions

1. "Allowable cost" means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
2. "Education Department General Administrative Regulations (EDGAR)" means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
3. "Omni Circular" or "2 Code of Federal Regulations, Part 200s" or "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
4. "Advance payment" means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

C. Allowable Costs

The following items are costs that may be allowable under the 2 Code of Federal Regulations, Part 200s under specific conditions:

1. Advisory councils;
2. Audit costs and related services;
3. Bonding costs;
4. Communication costs;
5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;

10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law

2 Code of Federal Regulations, Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 Code of Federal Regulations, Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 Code of Federal Regulations, section 200.441 as allowable;
13. Religious use;

14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
 - a. Necessary for the proper and efficient performance or administration of the program.
 - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
 - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
 - d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
 - e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules

The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the "supplement, not supplant" provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
3. Auditors generally presume supplanting has occurred in three situations:
 - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
 - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
 - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

J. Employee Sanctions

Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

K. Mandatory Disclosures

The school district must promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of

[interest, bribery, or gratuity violations found in 18 United States Code or a violation of the civil False Claims Act \(31 United States Code, sections 3729–3733\).](#)

[The disclosure must be made in writing to the Federal agency, the agency’s Office of Inspector General, and pass-through entity \(if applicable\). School districts are also required to report matters related to recipient integrity and performance in accordance with Appendix XII of this part. Failure to make required disclosures can result in any of the remedies described in 2 Code of Federal Regulations, section 200.339.](#)

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district’s written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entity-wide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
 - b. The costs are equitably allocated to all related activities, including federal awards; and
 - c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker’s compensation insurance (except as indicated in 2 Code of Federal Regulations, section 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district’s accounting practices.
 3. Actual claims paid to or on behalf of employees or former employees for workers’ compensation, unemployment compensation, severance pay, and

similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.

4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.

C. Insurance and Indemnification

Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.

D. Recruiting Costs

Short-term travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:

1. Critical and necessary for the conduct of the project;
2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
3. Consistent with the school district's cost accounting practices and school district policy; and
4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.

E. Relocation Costs of Employees

Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.

F. Travel Costs

Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

[NOTE: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 Code of Federal Regulations, section 200.208 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 Code of Federal Regulations, Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.]

Legal References: [2 C.F.R. § 200.1](#) (Definitions: Capital Assets)
[2 C.F.R. § 200.112](#) (Conflict of Interest)
[2 C.F.R. § 200.113](#) (Mandatory Disclosures)
[2 C.F.R. § 200.205\(d\)](#) (Federal Awarding Agency Review of [Merit of Proposals Risk Posed by Applicants](#))
[2 C.F.R. § 200.214](#) (Suspension and Debarment)
[2 C.F.R. § 200.300\(b\)](#) (Statutory and National Policy Requirements)
[2 C.F.R. § 200.302](#) (Financial Management)
[2 C.F.R. § 200.303](#) (Internal Controls)
[2 C.F.R. § 200.305\(b\)\(1\)](#) (Federal Payment)
[2 C.F.R. § 200.310](#) (Insurance Coverage)
[2 C.F.R. § 200.311](#) (~~Federally-owned and Exempt~~Real Property)
[2 C.F.R. § 200.312](#) (~~Federally-owned and Exempt~~ Property)
[2 C.F.R. § 200.313\(d\)](#) (Equipment)
[2 C.F.R. § 200.314](#) (Supplies)
[2 C.F.R. § 200.315](#) (Intangible Property)
[2 C.F.R. § 200.318](#) (General Procurement Standards)
[2 C.F.R. § 200.319\(c\)](#) (Competition)
[2 C.F.R. § 200.320](#) (Methods of Procurement to be Followed)
[2 C.F.R. § 200.321](#) (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
[2 C.F.R. § 200.328](#) (Financial Reporting)
[2 C.F.R. § 200.339](#) (Remedies for Noncompliance)
[2 C.F.R. § 200.403\(c\)](#) (Factors Affecting Allowability of Costs)

[2 C.F.R. § 200.430](#) (Compensation – Personal Services)
[2 C.F.R. § 200.431](#) (Compensation – Fringe Benefits)
[2 C.F.R. § 200.447](#) (Insurance and Indemnification)
[2 C.F.R. § 200.463](#) (Recruiting Costs)
[2 C.F.R. § 200.464](#) (Relocation Costs of Employees)
[2 C.F.R. § 200.474](#) (Transportation Costs)
[2 C.F.R. § 200.475](#) (Travel Costs)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
[MSBA/MASA Model Policy 210.1 \(Conflict of Interest – Charter School Board Members\)](#)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA/MASA Model Policy 703 (Annual Audit)



ADDENDUM

**Regular Board Meeting
Wednesday, December 17, 2025
SPCC-Governor's Room
6:00PM**

VIII. ACTION ITEMS

5. AGENDA ITEM #5

Subject: Consider a Resolution to Accept Gifts, Donations and Grants

Action: Requires a Resolution

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

1. A \$5,000 grant from Prairie Lakes Regional Arts Council. Funds from this grant will help support the sPARK Mobile Art Studio program. This grant will play an instrumental role in supporting and enhancing art education initiatives through Community and Family Education.
2. A donation in the amount of \$150 from Paul and Gayla Rodning to help support families in need during the upcoming holiday season.
3. Donations totaling \$495 from various donors that will be used to enhance the playground at North Elementary and create an improved environment for the community.
4. A \$2,000 donation from the Good Neighbor Diversity Council. This donation will help cover costs of the Unity is Joy Day celebration, which was held on December 12, 2025.

Presentation: Superintendent of Schools, Jon Graff

Options/Recommendation: I recommend your acceptance of these gifts, donations and grants as presented.

The following resolution was moved by _____ and seconded by _____:

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated.

In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Saint Peter Public Schools, ISD 508, gratefully accepts the following gifts, donations and grants as identified below:

Donor	Item	Designated Purpose (if any)
Prairie Lakes Regional Arts Council	\$5,000 grant	Support the sPARK Mobile Art Studio
Paul and Gayla Rodning	\$150 donation	Support families in need during the holidays
Gwen and Kasyn Winters Kennard and Patsy Rossow Mary Wagner Ronald and Maureen Widiner Olivia Ries Maggie Weideman Pamela and Douglas Karels Steven and Lauri Twining	\$40.00 donation \$40.00 donation \$100.00 donation \$40.00 donation \$100.00 donation \$50.00 donation \$25.00 donation \$100.00 donation	North Elementary playground equipment improvements
Good Neighbor Diversity Council	\$2,000 donation	Support costs associated with the Unity is Joy Day celebration

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly

Dated: December 17, 2025

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Kate Martens, Board Clerk



**TO: Jon Graff, Superintendent
School Board**

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

**SUBJECT: Prairie Lakes Regional Arts
Council Grant**

DATE: Nov. 25, 2025

Saint Peter Community & Family Education has successfully secured a \$5,000 grant from Prairie Lakes Regional Arts Council, a significant and welcome boost for our sPARK Mobile Art Studio program. This grant, active from November to June, will be instrumental in supporting and enhancing our art education initiatives.

This year, we are collaborating with a class of MSU Mankato Art Education majors to develop the take-home art kit lessons that introduce artists as role models. By using works from culturally diverse artists for inspiration, we ensure our program reflects our students' diversity, which is key to fostering a sense of inclusivity and belonging.

Focusing on engagement and learning, the program will use these funds to provide 125 monthly take-home art kits to North and South Elementary students from families facing economic hardship. Additionally, during June, we will offer a free weekly art program for students attending Read and Feed, ensuring art remains accessible and enjoyable for all.

I recommend that you accept these grant funds.



MEMO TO: Dr. Jon Graff
ISD 508 School Board

FROM: Darin Doherty

DATE: 11/25/25

RE: North Donation - Support Families
During Holiday Season

I am pleased to inform you that our organization has received a \$150.00 donation from Paul & Gayla Rodning, intended to support families in need during the upcoming holiday season.

I request the Board's approval to officially accept this donation.



MEMO TO: Dr. Jon Graff
ISD 508 School Board

FROM: Darin Doherty

DATE: 11/25/25

RE: North Donation - Playground
Equipment

I am pleased to provide an overview of the contributions received for the new playground equipment. The generosity of our donors has been crucial to making this project possible. Below is a summary of each individual who contributed, along with their donation amounts:

- Gwen & Kasyn Winters — \$40.00
- Kennard & Patsy Rossow — \$40.00
- Mary Wagner — \$100.00
- Ronald & Maureen Widiner — \$40.00
- Olivia Ries — \$100.00
- Maggie Weideman — \$50.00
- Pamela & Douglas Karels — \$25.00
- Steven & Lauri Twining — \$100.00

These contributions will significantly support our efforts to enhance the playground and create an improved environment for the community. We extend our sincere appreciation to everyone who participated.

I recommend accepting this donation.



MEMO TO: Dr. Jon Graff
School Board

FROM: Annette Engeldinger

DATE: December 9, 2025

RE: Unity is Joy Day Donation

The Good Neighbor Diversity Council has presented the high school with a donation of \$2,000.00. This donation will help cover the costs of our Unity is Joy Day celebration, which will be held on December 12, 2025. We are incredibly thankful for the Council's continued generous support of these important events!

I recommend the acceptance of this donation.

If you have any questions, please feel free to contact me.



ADDENDUM

REGULAR BOARD MEETING Wednesday, December 17, 2025 SPCC-Governor's Room 6:00 PM

VIII. ACTION ITEMS

6. AGENDA ITEM #6

Subject: Consider Approval of Community and Family Education Graphic Designer Contract

Action: Requires a Motion

Background: The planned retirement of the current Community and Family Education Program Assistant has resulted in the desire to reconfigure duties at the Community Education Office. The reconfiguration creates the new position of Community and Family Education Graphic Designer and ultimately separates the Highlights and Community Education Brochure duties and stipend from the Program Assistant Position.

Duties include approximately 180 hours per year broken down as follows:

- Monthly Highlights Publication 105 hours
- Community and Family Education Brochure 75 hours

The Business Committee discussed the position, job description, and contract at its December 11th meeting and recommended approval by the full board.

Presentation: Superintendent of Schools, Jon Graff

Options/Recommendation: I recommend that you approve the proposed job description and contract.



**AGREEMENT WITH THE SAINT PETER PUBLIC SCHOOLS
Community and Family Education Graphic Designer
2025-2027**

Independent School District 508, Saint Peter Public Schools, enters into this agreement with _____, who agrees to perform the duties of Community and Family Education Graphic Designer for Saint Peter Public Schools, ISD 508.

ASSIGNMENT: Community and Family Education Graphic Designer

SALARY:

2025-2026	2026-2027
\$19.18	\$19.75

TIME: The Community and Family Education Director will establish the work schedule for the Community and Family Education Graphic Designer for up to 142 hours annually. Additional hours may be allocated upon approval by the Community and Family Education Director and Superintendent of Schools. A timesheet will be submitted for work completed.

NOTIFICATION: The district may discontinue this position or terminate the employee at any time during the term of this agreement pursuant to MS 123B.02, Subd. 14. The employee may terminate this employment at any time during the term of this agreement.

Employee Signature

Date

Superintendent Signature

Date

School Board Chair Signature

Date



ADDENDUM

Regular Board Meeting Wednesday, December 17, 2025 SPCC-Governor's Room 6:00 PM

VIII. ACTION ITEMS

7. AGENDA ITEM #7

Subject: Consider Approval of 2026 Mileage and Meal Reimbursement Rates

Background: Each year, the school district reviews the reimbursement rate for travel by employees. Traditionally, the district has reimbursed at the IRS mileage reimbursement rate. At this time, the 2026 IRS rate has not been announced, but the district is requesting that the school board pre-approve the use of the IRS rate for 2026 once it is released. The district would have the option to pay more than the IRS rate if desired, but anything above and beyond the established IRS rate will be considered taxable. The current reimbursement rate is 70 cents/mile.

In addition, the meal reimbursement rate is also adjusted based on rates provided from the US General Services Administration. The recommended rates for 2026, have remained unchanged from what was approved in 2025.

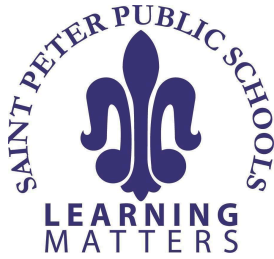
- Breakfast = \$16, Lunch = \$19 and Dinner = \$28

The rates for traveling within the State of Minnesota to the cities of Minneapolis/St. Paul (\$23, \$26, \$38); Rochester (\$20, \$22, \$33); and Duluth (\$22, \$23, \$36) will also remain unchanged from what was approved in 2025.

The Business Committee reviewed this information at their December 11th meeting and voted in favor of moving the recommendation forward for full board approval.

Presentation: Business Manager, Megan Gracia

Recommendation: I recommend your approval of Mileage and Meal Reimbursement Rates for 2026 to be set at the current rate and give the district the authority to set at the IRS rate when the information becomes available.



TO: Superintendent Jon Graff
School Board Members

FROM: Megan Gracia, Business Manager

DATE: December 11th, 2025

RE: 2026 Calendar Year Mileage and Meal Reimbursement Rates

Mileage Reimbursement Rate

Each year, the school district reviews the reimbursement rate for travel by employees. Traditionally, the district has reimbursed at the IRS mileage reimbursement rate. At this time, the 2026 IRS rate has not been announced, but we are requesting that the school board pre-approve the use of the IRS rate for 2026 once it is released. The school would have the option to pay more than the IRS rate if desired, but anything above and beyond the established IRS rate is considered taxable.

Calendar Year	IRS Reimbursement Rate
2024	67 cents/mile
2025	70 cents/mile
2026	est. 71-73 cents/mile

Meal Reimbursement Rates

When employees are outside of the district, commonly for professional development, the district’s practice is that they must return their itemized receipts, along with a check request, to their supervisor for approval and reimbursement. It is our recommendation, as we did last year, to use the suggestions from the US General Services Administration to establish our rates. As can be seen on the table below, the recommended rates have not changed from last year.

The rates listed below are the suggested rates for all locations in Minnesota other than cities of the first-class.

Meal	Current Reimbursement Rate	Recommended Reimbursement Rate
Breakfast	\$16	\$16
Lunch	\$19	\$19
Dinner	\$28	\$28

The rates listed below are the suggested rates for Duluth, Minneapolis/St. Paul, and Rochester

	Breakfast		Lunch		Dinner	
	Current	Recomm.	Current	Recomm.	Current	Recomm.
Duluth	\$22	\$22	\$23	\$23	\$36	\$36
Minneapolis/St. Paul	\$23	\$23	\$26	\$26	\$38	\$38
Rochester	\$20	\$20	\$22	\$22	\$33	\$33

Lastly, we wanted to note that per the approved SPPS policy 412, we will reimburse up to 15% gratuity paid on a restaurant receipt that is submitted for reimbursement. Anything over that threshold would be the responsibility of the employee.



ADDENDUM

**Regular Board Meeting
Wednesday, December 17, 2025
SPCC-Governor's Room
6:00PM**

VIII. INFORMATION ITEMS

1. AGENDA ITEM 1

Subject: Building and Grounds Update

Background: Seth Putz, Operations and Maintenance Supervisor will present an update on summer Operations and Maintenance projects that have been completed on our buildings and grounds.

Presentation: Operations and Maintenance Supervisor, Seth Putz