



SAINT PETER SCHOOL BOARD
Regular Board Meeting
Wednesday, February 18, 2026
SPCC-Governor's Room, 600 S. 5th St., Saint Peter, MN
56082
5:00 PM

I. Call Meeting to Order	
II. Pledge of Allegiance	
III. Consideration and Adoption of the Agenda	
IV. Consider Requests to Speak on the Agenda	
V. Approval of Consent Agenda Items	3
VI. Student Spotlight / Student Council Report	
1. Student Spotlight - Vincent "Vinny" Wagner	17
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1.	
1. Building Principals	
2. Superintendent of Schools	
3. Board Members -	
a. Around the Table	
4. Board Committee Updates -	
a. Education Committee	
b. Business Committee	
c. Policy Committee	
d. HR Committee	
e. Ad Hoc Legislative Committee	
f. Shared Programs Committee	
X. Upcoming Meetings of the School Board	
HR/Negotiations Committee Meeting —	
Teacher Negotiations	
Monday, February 23, 2026	
4:30 PM	
SPMS Conference Room	

School Board Study Session
Wednesday, March 4, 2026
5:00 PM
SPMS Media Center

Business Committee Meeting
Wednesday, March 11, 2026
8:15 AM
District Office

Policy Review Committee Meeting
Wednesday, March 11, 2026
4:00 PM
District Office

Education Committee Meeting
Thursday, March 12, 2026
1:00 PM
District Office

Regular School Board Meeting
Wednesday, March 18, 2026
5:00 PM
SPCC - Governor's Room
XI. Adjournment



ADDENDUM

Regular Board Meeting Wednesday, February 18, 2026 SPCC-Governor's Room 5:00PM

V. CONSENT AGENDA

1. Approval of the Regular Board Meeting minutes of January 21, 2026.
2. Approval of the School Board Study Session minutes of February 4, 2026.
3. Approval of the Special Board Meeting minutes of February 4, 2026.
4. Approval of Bills and Wire Transfers (\$7,329,678.83) for January 2026.
5. Approval of 2025-2026 Second Quarter Overload Assignments for
 - a. South Elementary
 - b. North Elementary
6. Personnel Updates
 - a. Please see the attached document



Regular School Board Meeting Minutes Saint Peter Public Schools

A Regular Meeting of the School Board of Saint Peter Public Schools was held Wednesday, January 21, 2026, in the Saint Peter Community Center - Governor's Room. Board Chair Potts called the meeting to order at 5:06 PM. **Members Present:** Ken Rossow, Tracy Stuewe, Charlie Potts, Bill Kautt, Kate Martens and Drew Dixon (arrived at 5:53 pm).

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Members Absent: Rita Rassbach

Others Present: Jon Graff, Ytive Prafke, Jana Sykora, Darin Doherty, Annette Engeldinger, Megan Gracia, Kimberley Deming and members of the public.

A motion was made by Kautt, seconded by Stuewe, to adopt the agenda as presented. The motion carried unanimously amongst those present.

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

1. Approval of the Regular Board Meeting minutes of December 17, 2025.
2. Approval of the Organizational Board Meeting minutes of January 5, 2026.
3. Approval of Bills and Wire Transfers (\$3,819,349.40) for December 2025.
4. Personnel changes:
 - The acceptance of the resignations of Melinda Lexvold, Anna Goodman, Hailee Guth and James Lybeck.
 - The acceptance of the termination of Dolores Griffith
 - The approval of the hiring of Holly Hanson, Isaac Alger, Rachel Dauk, Bridget Campbell, Melic Thomas, Andrew Elofson and Megan Geraets.
 - The approval of the FMLA leave request for Abby Ramirez.

Action Items

A motion was made by Stuewe, seconded by Martens, to Consider a Resolution Accepting donations from Paul & Gayla Rodning and Sota Scoops, and grants from the Kristine Lindvall and Gene Biewen/Noel VanTol Funds. After a roll call vote, the resolution passed. Rossow, Stuewe, Potts, Kautt and Martens - 5 yes/2 absent (Rassbach and Dixon).

Principal Annette Engeldinger presented information on high school course/program changes for the 2026-2027 school year. The Education Committee reviewed these recommendations at their January 8, 2026 meeting and are in support of the changes. A motion was made by Martens, seconded by Stuewe, to approve the changes as presented. The motion carried unanimously amongst those present.

After further review of the 2026-2027 District Calendar, there was a desire to alter the November 11, 2026 workday so as to support Saint Peter High School's ability to continue offering its community wide Veterans Day program. A motion was made by Martens, seconded by Rossow, to approve the update to the 2026-2027 District Calendar. The motion carried unanimously amongst those present.

As part of the District's 2024-2025 audit, it was the recommendation of Abdo, our District auditor, to increase the District's Capitalization Threshold from \$2,500 to \$10,000 beginning with the 25-26 school year. The Business Committee reviewed this recommendation at their January 13th meeting and are in support of this recommendation. A motion was made by Rossow, seconded by Kautt, to approve the increase in the District's Capitalization Threshold. The motion carried unanimously amongst those present.

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

Information Items

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

As a part of the school district's Enrollment Options Annual Reporting process, Superintendent Graff shared information regarding the number of students enrolling into the district as well as leaving our district, including the variety of reasons these changes are taking place.

Business Manager Megan Gracia provided an update on the "Quarterly Fund Balance Tracker" which identifies major budget variations in terms of expenditures and revenues. These changes are shared monthly with the Business Committee and on a regular basis with the full School Board.

On an annual basis the School Board Chair works collaboratively with School Board Directors to decide on standing School Board Committees and other assignments. Assignments for 2026 were presented by Board Chair Potts.

On behalf of the Minnesota School Boards Association (MSBA), Superintendent Graff and Chair Potts congratulated Member Rossow for being the recipient of the President's Award, which he received at the MSBA Leadership Conference, and Dr. Graff presented Board Member Martens with the 2025-2026 MSBA Directors' Award. Member Rassbach was not present but was the recipient of the Leadership Development Certificate.

Oath of Office - Board Chair Charlie Potts led re-elected School Board Member Drew Dixon in the acceptance of the Oath of Office.

Reports

Updates were provided by the following Building Principals:

Early Childhood

- Teachers are continuing to make progress with the Frog Street Curriculum.
- Round two of Early Childhood Screening was held on January 22.
- An Early Childhood Open House is scheduled for February 12.

South Elementary

- Paraprofessional Recognition Week was January 19-23.
- The end of the second quarter was January 23.
- I Love to Read Month will take place in February.
- K-8 conferences will be held in February.
- Kindergarten registration has begun, with an open house planned for March 5.

North Elementary

- Passion Projects will take place to celebrate the end of the second quarter.
- The Kindness Retreat is scheduled for February 19 at Johnson Hall.
- The North School of Excellence Ceremony will be held on February 26.

Saint Peter High School

- The One Act Play hosted a festival for local schools on January 19.
- The One Act Play presented a free performance of "The Visitor" on January 22.
- Snow Week is scheduled for the week of January 26.

Superintendent of Schools - Superintendent Graff gave an update on the potential for a weather related closure on Friday, January 23.

Around the Table Updates - Members who attended the MSBA Leadership Conference stated that they were grateful for the opportunity to attend the event. Progress with contract negotiations was discussed and member Martens thanked district staff for the ongoing support that is continuously shown towards the district's students and families.

Board Committee Updates -

- a. *Education Committee* - nothing additional noted
- b. *Business Committee* - nothing additional noted
- c. *Policy Committee* - nothing additional noted
- d. *HR Committee* - nothing additional noted

e. *Shared Programs Committee* - nothing additional noted

Upcoming Meetings of the School Board

- HR/Negotiations Committee Meeting - Monday, January 26, 2026 at 4:30 PM in the SPMS Conference Room
- School Board Study Session - Wednesday, February 4, 2026 at 5:00 PM in the SPMS Media Center
- Business Committee Meeting - Wednesday, February 11, 2026 at 10:00 AM in the DO
- Policy Review Committee Meeting - Wednesday, February 11, 2026 at 4:00 PM in the DO
- Education Committee Meeting - Thursday, February 12, 2026 at 4:00 PM in the DO
- Regular School Board Meeting - Wednesday, February 18, 2026 at 5:00 PM in the SPCC - Governor's Room

Adjournment - A motion was made by Stuewe, seconded by Martens, to adjourn the meeting at 6:36 PM. The motion carried unanimously amongst those present.

Dated Approved: February 18, 2026

Kate Martens, Board Clerk

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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, February 4, 2026, in the Saint Peter Middle School Media Center. Vice Board Chair Dixon called the meeting to order at 5:04 PM. **Members Present:** Rita Rassbach, Ken Rossow, Tracy Stuewe, Bill Kautt, Drew Dixon, and Kate Martens. **Members Absent:** Charlie Potts

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Others Present: Jon Graff, Ytive Prafke, Jessi Buttell and Annette Engeldinger.

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

Update on District and Building Level Strategic Plans

The Administrative Team provided the board with an update on the district's progress toward initiatives identified in the district's strategic plan. The 2025-2026 initiatives include implementing Standard Response Protocol (SRP), improving delivery of the Multi-tiered System of Supports (MTSS), implementing the new curriculum improvement plan, Culturally Responsive Pedagogy, and Phase One of the Artificial Intelligence Pilot.

Update on Superintendent Focus Areas and Goals: 2025-2026

Given time constraints created by the Special Board Meeting scheduled for 6:00 PM, this agenda item was tabled for a future date.

Legislative Planning:

This agenda item was also tabled for a future date.

Upcoming Meetings of the School Board

- Business Committee Meeting - Wednesday, February 11, 2026 at 10:00 AM in the District Office
- Policy Review Committee Meeting - Wednesday, February 11, 2026 at 4:00 PM in the District Office

- HR/Negotiations Committee Meeting - Wednesday, February 11, 2026 at 5:00 PM in the Middle School Conference Room A/B.
- Education Committee Meeting - Friday, February 13, 2026 at 11:00 AM in the District Office
- Regular School Board Meeting - Wednesday, February 18, 2026 at 5:00 PM in the SPCC - Governor's Room

Adjournment - A motion was made by Stuewe, seconded by Martens, to adjourn the meeting at 6:05 PM. The motion carried unanimously.

Dated Approved: February 18, 2026

Kate Martens, Board Clerk



Minutes of Special School Board Meeting Saint Peter Public Schools

A Special Board Meeting of the School Board of Saint Peter Public Schools was held Wednesday, February 4, 2026, beginning at 6:00 PM in the Saint Peter Middle School Conference Room.

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

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Others Present: Jon Graff, Megan Gracia and Ytive Prafke

Call Meeting to Order - The meeting was called to order at 6:13 PM by Vice Board Chair Dixon.

Consideration and Adoption of the Agenda - A motion was made by Kautt, seconded by Rassbach to adopt the agenda as presented. The motion carried unanimously.

Close Meeting to Discuss Labor Negotiations Strategies - At 6:14 PM, in the Saint Peter Middle School Conference Room, a motion was made by Kautt, seconded by Rossow, to close the meeting for the purpose of a Labor Negotiations Strategies discussion. The motion carried unanimously.

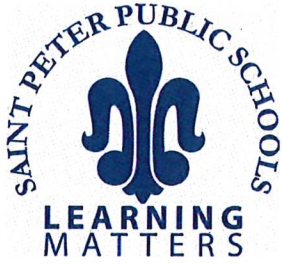
Roll Call: Tracy Stuewe, Kate Martens, Drew Dixon, Ken Rossow, Bill Kautt, Jon Graff, Mega Gracia, and Ytive Prafke (left the meeting at 7:03 PM)

Reopen the Meeting - At 7:14 PM a motion to reopen the meeting was made by Martens, seconded by Rassbach. The motion carried unanimously.

Adjournment - A motion was made by Martens, seconded by Rassbach, to adjourn the Saint Peter Public Schools Special School Board Meeting at 7:15 PM. The motion carried unanimously.

Date Approved: February 18, 2026

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: February 9, 2026
To: Dr. Jon Graff - Superintendent
From: Bee Ong - Finance Accountant

Monthly Business Office bills & Payroll Amounts:

Jan 2026 - Business Office checks	\$862,300.11
Jan 2026 - Business Office wire payments	\$5,433,241.57
Jan 2026 - Payroll	\$1,034,137.15
	<hr/>
	\$7,329,678.83
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Monthly Student Activity Amounts:

Dec 2025 - South Elementary	\$1,823.82
Dec 2025 - North Elementary	\$3,874.74
Dec 2025 - Middle School	\$1,675.49
Dec 2025 - High School	\$6,357.88
	<hr/>
	\$13,731.93
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St. Peter Public Schools	Jan-26	
Outgoing Wire Payments		
MSDLAF to USBank - 2022 Refunded Bond	1/29/2026	3,012,305.65
MSDLAF to USBank - 2024 Bond	1/29/2026	1,145,000.00
BCBS - medicare health	1/21/2026	1,615.50
BCBS - medicare health	1/21/2026	6,104.50
Medicare Blue RX	1/2/2026	7,585.00
Life	1/2/2026	3,121.71
LTD	1/6/2026	4,193.21
FNB BO to VISA	Jan	14,226.25
Wire of federal payroll taxes	1/5/2026	90.74
Wire of federal payroll taxes	1/14/2026	1,918.92
Wire of federal payroll taxes	1/15/2026	158,927.25
Wire of federal payroll taxes	1/30/2026	169,277.34
Wire of state payroll taxes	1/2/2026	29,625.37
Wire of state payroll taxes	1/7/2026	46.91
Wire of state payroll taxes	1/16/2026	26,721.52
Wire of state payroll taxes	1/21/2026	186.00
Wire of MN UI Fund		
PERA payments	1/5/2026	28,727.00
PERA payments	1/16/2026	22,948.83
PERA payments		
TRA payments	1/5/2026	103,645.93
TRA payments	1/16/2026	100,280.08
Education MN/ESI	1/6/2026	2,802.50
Education MN/ESI	1/14/2026	2,802.50
Education MN/ESI	1/16/2026	2,692.50
Horace Mann	1/6/2026	1,860.00
Horace Mann	1/20/2026	1,880.83
Ameriprise/NBSGroup Bill	1/5/2026	2,532.14
Ameriprise/NBSGroup Bill	1/20/2026	2,532.14
Colonial Life	1/9/2026	16,700.68
EyeMed	1/5/2026	1,257.62
Arbiter-Pre fund	1/13/2026	15,000.00
HomeTown - Dental direct debits	1/6/2026	2,176.49
HomeTown - Dental direct debits	1/12/2026	4,493.72
HomeTown - Dental direct debits	1/20/2026	5,193.75
HomeTown - Dental direct debits	1/21/2026	1,980.16
HomeTown - Dental direct debits	1/26/2026	4,409.05
HomeTown - BCBS debits	1/2/2026	200,402.62
HomeTown - BCBS debits	1/8/2026	46,981.12
HomeTown - BCBS debits	1/15/2026	93,356.57
HomeTown - BCBS debits	1/22/2026	64,268.12
HomeTown - BCBS debits	1/29/2026	96,480.50
HomeTown - Healthiest You	1/5/2026	2,549.75
FNB HSA/VEBA-Medsurety/Matrix Trust	Jan	24,341.10
Total Outgoing Wire Payments		5,433,241.57



Date: January 29, 2026
Updated February 9, 2026

To: Dr. Jon Graff, Superintendent

From: Jana Sykora, Principal
South Elementary School

Re: Overload Assignment
Quarter 2, 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." 13

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

Second Quarter 11/10/25 - 1/26/26 (41 instructional days + 2 Conference Days + 1 work day)

- Sarah Hartfiel more than 21 students for 38 days 11/17/25-1/26/26
- Karissa Minks more than 21 students for 44 days 11/10/25-1/26/26
- Joyce Harvey more than 21 students for 44 days 11/10/25-1/26/26
- Bridget Powell more than 21 students for 16 days 11/10/25-11/30/25 & 12/18/25-1/4/26
- Tressa Gruenzner more than 21 students for 44 days 11/10/25-1/26/26
- Janaye Rouillard more than 21 students for 41 days 11/10/25-1/21/26

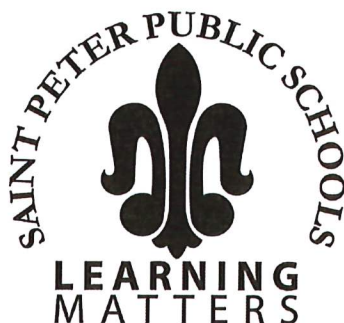
The following teachers should get overload pay for two (2) additional days for Q1 because I did not originally count the Sept. 19 PD day or the Nov. 7 work day.

- Karissa Minks
- Joyce Harvey
- Bridget Powell
- Tressa Gruenzner
- Janaye Rouillard

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: January 27, 2026

To: Dr. Jon Graff, Superintendent

From: Darin Doherty, Principal
North Elementary School

Re: Q2 - Overload Assignment
2025-26 School Year

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

SECTION 8. NORMAL TEACHING LOAD: A kindergarten teacher will have no more than 21 students in his/her class; a 1-3 grade classroom teacher 25 students; 4th grade classroom teacher 27 students. If a classroom teacher is asked to teach a class that exceeds this number, he/she will be compensated using the overload assignment rate.

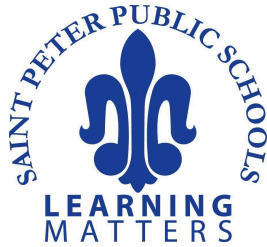
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Quarter 2 (11/10/2025-01/26/2026)

- Corie Walters - 2nd Grade Teacher: Had 26 students for 41 days
- Bridget Schmidtke - 2nd Grade Teacher; Had 26 students for 13 days
- Alex Noble 3rd Grade Teacher: Had 26 students for 41 days
- Ethan Sindelir 3rd Grade Teacher: Had 26 students for 41 days
- Amanda (Mandy) Kennedy School Social Worker: Taught through her prep period for 41 days (took on all PK, 2, 3, 4 grade students while Dave Ribar is on leave).

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



Personnel Changes Summary for School Board Review - February 18, 2026

Staff Hires

Employee Name	Staff Replacing	Position	Location	Start Date	Lane/Level/Step	Salary
Whitney McCabe	Melinda Lexvold	SPED Para	North Elementary	2/4/2026	Lane A/Step 6	\$20.65/hr
Elliana Heisinger	Joseph Stauffer	Track & Field Coach	Saint Peter High School & Saint Peter Middle School	3/30/2026	N/A	\$1847.00 15 stipend
Heather Hoernemann	Lisa Orback	Paraprofessional	Saint Peter Middle School	2/17/2026	Lane A/Step 6	\$20.65/hr
Barb Moeller	N/A	ECSE Para	Early Childhood Center	1/27/2026	Lane A/Step 6	\$20.65/hr
Laura Mendoza	Hailee Guth	ECSE Para	Early Childhood Center	2/5/2026	Lane A/Step 1	\$18.65/hr
Sarah Sickler	Dave Ribar (while on leave)	Long-term Sub for Social Worker	North Elementary	2/6/2026	N/A / N/A	\$25/hr until LSSW license is obtained
Dominic Jannette	James Lybeck	SPED Para	Saint Peter High School	2/12/2026	Lane A/ Step 1	\$18.65/hr
Rebecca Thurston	Dolores Griffith	Part-time Registered Nurse	North Elementary	2/17/2026	Step 4/Lane BA	\$36.51/hr
Magdeline Anderson	Breanna Landsteiner	Head Girls Soccer Coach	Saint Peter High School	8/1/2026	N/A	\$5333.00 stipend

Staff Retirements/Resignations/Terminations

Employee Name	Position	Location	Last Date of Employment	Reason for Separation	Will this position be replaced?
Megan Geraets	Paraprofessional	Saint Peter High School	2/6/2026	Resignation	Yes
Micah Gilbertson	Custodian	Saint Peter Middle School	2/13/2026	Resignation	Yes

Staff Transfers

Employee Name	New position	New Location	Former Position	Former Location	Effective Date of Transfer	Will this position be replaced?

Leave Requests

The acknowledgement of the FMLA leave request for Caitlin Galagan, a Teacher at Oshawa Learning Academy, effective February 17, 2026, through May 12, 2026.



February 9, 2026

Dear Brown/Wagner Families,

I am excited to share some wonderful news with you! Vincent "Vinny" Wagner has been selected as North Elementary School's **Spotlight Student** for the month of February and will be recognized at an upcoming Saint Peter Public Schools School Board meeting.

Vinny is a standout member of Ms. Zitur's fourth-grade class and is truly a joy to have at North Elementary. He is a talented student who is well-liked by peers and adults alike and consistently demonstrates strong friendship skills, kindness, and a positive presence in our school community. Vinny has a natural ability to connect with others, and his sense of humor and creativity bring smiles wherever he goes.

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We are especially proud of Vinny's talents in the arts. This year, he will be performing for the second time at our Arts and Academics Night, sharing his stand-up comedy and joke-telling with our school community. His confidence, courage, and willingness to share his talents are admirable and speak volumes about the support he receives at home.

Your family is warmly invited to attend the **regular School Board meeting on Wednesday , February 18, 2026, at 5:00 PM** in the **Governor's Room at the Saint Peter Community Center**. The Spotlight Student recognition occurs right away on the agenda and is expected to conclude by approximately **5:20 PM**.

Congratulations to your family on this well-deserved recognition, and thank you for bringing Vinny to be part of this special event. We are proud to celebrate him and look forward to highlighting him as a shining example of what it means to be a North Elementary student.

With appreciation and congratulations,

Darin Doherty
Principal
North Elementary School

CC: Ms. Zitur
Dr. Graff



ADDENDUM

**Regular Board Meeting
Wednesday, February 18, 2026
SPCC-Governor's Room
5:00PM**

VII. ACTION ITEMS

1. AGENDA ITEM #1

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 donation of \$500 was made to the School District by Paul and Avis McDaniel and Paul and Diane Huso. This donation is to go towards the Emily Kracht Scholarship. Emily was a beloved EL teacher within the District and we appreciate the commitment her family and friends have in continuing to support her love for education.
2. A donation from the Saint Peter Booster Club for \$10,889.76. This is to reimburse the district for items purchased on behalf of the Booster Club during the Fall/Winter season.
3. A grant in the amount of \$4,000 was received from the Carl and Verna Schmidt Foundation. Saint Peter Community & Family Education will use this grant to support the Saint Peter Community Choir.

Presentation: Superintendent of Schools, Jon Graff

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



TO: Superintendent Jon Graff
School Board Members

FROM: Megan Gracia, Business Manager

DATE: January 26th, 2026

RE: Donation – Emily Kracht Scholarship

A donation of \$500 was made to the District by Paul and Avis McDaniel and Paul and Diane Huso. This donation is to go towards the annual Emily Kracht Scholarship. Emily was a beloved EL teacher within the District and we appreciate the commitment her family and friends have in continuing to support her love for education.

We request that you accept this donation.



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

MEMO TO: Superintendent, Dr. Jon Graff,
Members of the School Board
FROM: Shea Roehrkaske
DATE: 2.2.26
SUBJECT: 1.20.26 Booster Donation

Please accept this donation from the Saint Peter Booster Club for \$10,889.76. This is for items throughout the Fall/Winter season that our Booster club approved to reimburse the school. Please let me know if you have any questions.

Thank you,

Shea Roehrkaske
Activities Director



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

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

**SUBJECT: Carl and Verna Schmidt
Foundation Grant**

DATE: February 2, 2026

Saint Peter Community & Family Education recently applied for and received a \$4,000 grant from the Carl and Verna Schmidt Foundation. Funds from this grant will support the Saint Peter Community Choir, directed by Emily Bruflat.

I recommend that you accept these grant funds.

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)
Paul and Avis McDaniel & Paul and Diane Huso	\$500 donation	This donation will go towards the Emily Kracht Scholarship fund.
Saint Peter Booster Club	\$10,889.76 donation	Reimbursement for Fall/Winter season purchases on behalf of the Booster Club.
Carl and Verna Schmidt Foundation	\$4,000 grant	Saint Peter Community & Family Education will use these funds to support the Saint Peter Community Choir.

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly

Dated: February 18, 2026

Kate Martens, Board Clerk



ADDENDUM

**Regular Board Meeting
Wednesday, February 18, 2026
SPCC-Governor's Room
5:00PM**

VII. ACTION ITEMS

2. AGENDA ITEM #2

Subject: Consider Approval of Master Agreement with Principals

Action: Requires a Motion

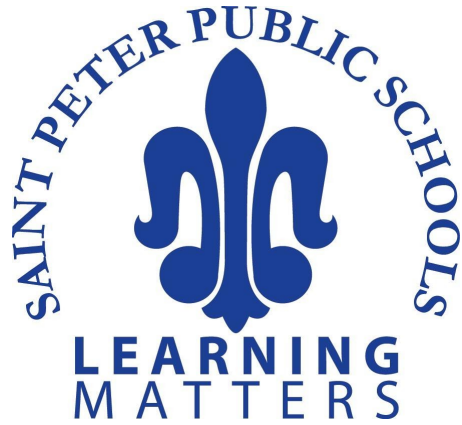
Background: The School Board Negotiations Team has reached a 2025-2027 contract agreement with the Principal group of Saint Peter Public Schools. The Principal group has ratified this agreement.

Notable changes include:

- The addition of one personal day.
- A 3% and 3% increase in salary.
- Creation of the Principal on Special Assignment (POSA) Position

Presentation: HR/Negotiations Committee
Superintendent of Schools, Jon Graff

Options/Recommendation: I recommend your approval of the Master Agreement with the Principals for 2025-2027.



SAINT PETER PUBLIC SCHOOLS

Master Agreement

With

PrincipalsPRINCIPALS

2025-20262023-2024

2026-20272024-2025

PRINCIPAL MASTER CONTRACT
2025-2026~~2023-2024~~ and 2026-2027~~2024-2025~~

ARTICLE I - PURPOSE

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

ARTICLE II - RECOGNITION OF EXCLUSIVE REPRESENTATIVE

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

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

ARTICLE III - DEFINITIONS

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

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

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

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

ARTICLE IV - SCHOOL DISTRICT RIGHTS

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

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

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

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

ARTICLE V - PRINCIPAL RIGHTS

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

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

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

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

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

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

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

ARTICLE VI - COMPENSATION

SECTION 1. SALARIES: See Appendix A.

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

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

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

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

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

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

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

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

ARTICLE VII - GROUP INSURANCE

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

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

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

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

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

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

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

ARTICLE VIII – LEAVES OF ABSENCE

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

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

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

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

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

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

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

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

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

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

SECTION 4. PERSONAL LEAVE: All principals will be allowed ~~three (3) two (2)~~ days per year for personal leave. This leave may accumulate to ~~six five (65)~~ days.

SECTION 5. WORKERS' COMPENSATION:

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

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

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

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

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

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

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

SECTION 8. MEDICAL LEAVE:

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

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

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

SECTION 10: CHILD CARE LEAVE:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE IX – RETIREMENT

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

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

provide documentation to the district of the plans cost or to the cost of the school districts Veba 834 plan. The contribution to be made monthly in the amount of 1/12th of the annual amount until the eligible School District funds have been exhausted. If an eligible principal chooses to go on their own plan they may not return to any of the School District plans. In the event of the employee's death, this benefit ceases.

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

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

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

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

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

ARTICLE X - DUTY YEAR

SECTION 1. DUTY DAYS:

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

authorized to conduct school, and pursuant to such authority as determined to conduct school.

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

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

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

SECTION 2. HOLIDAYS:

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

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

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

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

ARTICLE XI - GRIEVANCE PROCEDURE

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

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

SECTION 3. DEFINITIONS AND INTERPRETATIONS:

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

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

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

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

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

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

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

SUBD. 2. LEVEL II. In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the school board, provided such appeal is made in writing within five (5) days after receipt of the decision in Level I. If a grievance is properly appealed to the school board, the school board shall set a time to hear the grievance within ten (10) days after receipt of the appeal. Within five (5) days after the meeting, the school board shall issue its decision in writing to the parties involved. At the option of the school board, a committee or representative(s) of the board may be designated by the board to hear the appeal at this level, and report its findings and recommendations to the school board. The school board shall then render its decision.

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

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

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

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

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

SUBD. 3. SELECTION OF ARBITRATOR: The principal and the school district shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the principal and the school district are unable to agree on an arbitrator within five (5)

days, they shall request from the PERB, state of Minnesota, a list of five (5) qualified arbitrators. The parties shall alternately strike names from the list of five (5) arbitrators until only one name remains. The remaining arbitrator shall hear and decide the grievance. If the parties are unable to agree on whom shall strike the first name, the question shall be decided by the flip of a coin.

SUBD. 4. SUBMISSION OF GRIEVANCE INFORMATION:

- a. Upon appointment of the arbitrator, the appealing party shall, within five (5) days after notice of appointment, forward to the arbitrator, with a copy to the superintendent, the submission of the grievance which shall include the following:
 1. The issues involved
 2. Statement of the facts
 3. Position of the grievant
 4. The written documents relating to Article XI, Section 5, of the grievance procedure
- b. The school district may make a similar submission of information relating to the grievance either before or at the time of the hearing.

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

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

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

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

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

ARTICLE XII - PUBLIC OBLIGATION

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

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

ARTICLE XIII - DURATION

SECTION 1. DATES: This contract shall be effective as of July 1, 2023~~5~~, and shall continue in effect until June 30, 2025~~7~~. If a new and substitute contract has not been duly entered into prior to June 30, 2025~~7~~, the terms of this contract shall continue in full force and effect until such substitute contract is adopted, which shall be fully retroactive to July 1, 2025~~7~~.

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

policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

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

SECTION 4. CONFORMITY OF LAW: If any provision of this contract or any application of the contract to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

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

IN TESTIMONY WHEREOF, the parties have executed this Master Contract this _____, 20264.

SAINT PETER PRINCIPALS' ASSOCIATION

INDEPENDENT SCHOOL DISTRICT NO.
508

BY _____
President SPPA

BY _____
Board Chair

BY _____
Secretary SPPA

BY _____
Board Clerk

APPENDIX A
SAINT PETER PRINCIPALS' ASSOCIATION
20253-20275 SALARY SCHEDULE

1. Base Salary

	20253-20264	20264-20275
High School	\$126,600 <u>\$119,333</u>	\$130,398 <u>\$122,913</u>
Middle School	\$125,124 <u>\$117,942</u>	\$128,878 <u>\$121,480</u>
Elementary North	\$123,649 <u>\$116,552</u>	\$127,359 <u>\$120,048</u>
Elementary South	\$123,649 <u>\$116,552</u>	\$127,359 <u>\$120,048</u>
Principal on Special Assignment (POSA)	<u>\$113,798</u>	<u>\$117,211.94</u>
High School Assistant	\$108,040 <u>\$101,838</u>	\$111,281 <u>\$104,893</u>
Alternative Programs*	\$108,040 <u>\$101,838</u>	\$111,281 <u>\$104,893</u>

2. Additional Salary Factors:

a. Administrative Educational Level

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

b. Experience Factor as Principal:

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

3. Additional Compensation

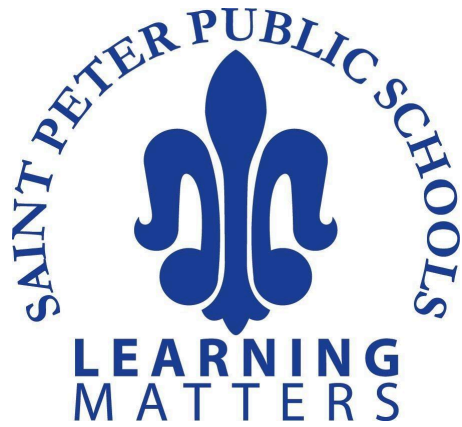
- i. Staff Development Director \$2,750
- ii. District Assessment Director \$2,750
- iii. WBWF/CACR Coordinator \$2,750
- iv. Curriculum Coordinator \$5,000
- v. Multi-site Principal \$2,500
- vi. Career Leader District Level \$7,500
- vii. Q-Comp Advisory Committee \$1,200

APPENDIX B

SAINT PETER PRINCIPALS' ASSOCIATION PROFESSIONAL DEVELOPMENT REIMBURSEMENT PLAN

In addition to the salary/benefit package contained in the Master Contract, a building principal may be reimbursed for approved coursework related to earning a Doctor of Philosophy or Educational Doctorate degree. All reimbursable expenses must be for a doctoral program at an accredited college or university and shall have received prior approval from the Superintendent of Schools. Expense verification will be required and will be limited to \$4,800 for 2025-2027. This plan shall expire on June 30, 2027, and shall have no force or effect thereafter.

In the event that a principal (1) leaves the employment of Independent School District #508 on his/her own volition prior to June 30, 2027; or (2) withdraws from active pursuit of a doctoral degree, he/she will be obligated to return to the district 100 percent of the money reimbursed as a part of this plan. The withdrawal from program provision will be waived should the principal earn a doctoral degree prior to June 30, 2027.



SAINT PETER PUBLIC SCHOOLS

Master Agreement

With

Principals

2025-2026

2026-2027

PRINCIPAL MASTER CONTRACT 2025-2026 and 2026-2027

ARTICLE I - PURPOSE

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

ARTICLE II - RECOGNITION OF EXCLUSIVE REPRESENTATIVE

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

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

ARTICLE III - DEFINITIONS

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

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

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

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

ARTICLE IV - SCHOOL DISTRICT RIGHTS

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

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

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

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

ARTICLE V - PRINCIPAL RIGHTS

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

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

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

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

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

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

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

ARTICLE VI - COMPENSATION

SECTION 1. SALARIES: See Appendix A.

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

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

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

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

SECTION 6. ADDITIONAL VEBA/HEALTH AND HOSPITALIZATION INSURANCE COMPENSATION: Principals will receive an additional annual \$7,500 contribution to either: (1) the individual VEBA account; or (2) the cost of family health and

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

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

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

ARTICLE VII - GROUP INSURANCE

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

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

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

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

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

SECTION 5. DURATION OF COVERAGE: A principal is eligible for school district contribution as provided in Article VII as long as the principal is employed by the school

district. Upon termination of employment, all district contributions shall cease unless otherwise provided under Article IX, RETIREMENT.

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

ARTICLE VIII – LEAVES OF ABSENCE

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

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

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

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

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

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

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

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

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

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

SECTION 4. PERSONAL LEAVE: All principals will be allowed three (3) days per year for personal leave. This leave may accumulate to six (6) days.

SECTION 5. WORKERS' COMPENSATION:

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

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

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

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

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

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

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

SECTION 8. MEDICAL LEAVE:

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

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

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

SECTION 10: CHILD CARE LEAVE:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE IX – RETIREMENT

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

- With regard to medical insurance the District will provide \$60,000 that may be used for medical insurance related expenses. This money is for continuing medical insurance coverage in any of the District's medical insurance plans, an insurance carrier of the employee's choosing, or any other Medicare supplemental insurance if eligible. After the District's contribution has been depleted, the retiree may remain in the group insurance indefinitely at his/her own expense. If the eligible principal chooses to go on their own plan, the district will contribute eligible funds into a district sponsored retiree Health Reimbursement Arrangement (HRA) on behalf of the employee annually in the amount equal to the lesser of plan chosen by the eligible principal who will provide documentation to the district of the plans cost or to the cost of the school districts Veba 834 plan. The contribution to be made monthly in the amount of 1/12th of the annual amount until the eligible School District funds have been exhausted. If an eligible principal chooses to go on their own plan they may not return to any of the School District plans. In the event of the employee's death, this benefit ceases.

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

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

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

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

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

ARTICLE X - DUTY YEAR

SECTION 1. DUTY DAYS:

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

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

High School Principal	240 days
Middle School Principal	240 days
Elementary Principals	240 days

Assistant High School Principal	240 days
Alternative Programs	240 days
POSA	240 days

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

SECTION 2. HOLIDAYS:

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

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

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

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

ARTICLE XI - GRIEVANCE PROCEDURE

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

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

SECTION 3. DEFINITIONS AND INTERPRETATIONS:

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

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

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

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

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

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

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

SUBD. 2. LEVEL II. In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the school board, provided such appeal is made in writing within five (5) days after receipt of the decision in Level I. If a grievance is properly appealed to the school board, the school board shall set a time to hear the grievance within ten (10) days after receipt of the appeal. Within five (5) days after the meeting, the school board shall issue its decision in writing to the parties involved. At the option of the school board, a committee or representative(s) of the board may be designated

by the board to hear the appeal at this level, and report its findings and recommendations to the school board. The school board shall then render its decision.

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

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

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

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

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

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

SUBD. 4. SUBMISSION OF GRIEVANCE INFORMATION:

a. Upon appointment of the arbitrator, the appealing party shall, within five (5) days after notice of appointment, forward to the arbitrator, with a copy to the superintendent, the submission of the grievance which shall include the following:

1. The issues involved
2. Statement of the facts

3. Position of the grievant
4. The written documents relating to Article XI, Section 5, of the grievance procedure

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

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

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

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

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

In considering any issue in dispute, in its order, the arbitrator shall give due consideration to the statutory rights and obligation of the public school district to

efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

ARTICLE XII - PUBLIC OBLIGATION

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

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

ARTICLE XIII - DURATION

SECTION 1. DATES: This contract shall be effective as of July 1, 2025, and shall continue in effect until June 30, 2027. If a new and substitute contract has not been duly entered into prior to June 30, 2027, the terms of this contract shall continue in full force and effect until such substitute contract is adopted, which shall be fully retroactive to July 1, 2027.

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

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

SECTION 4. CONFORMITY OF LAW: If any provision of this contract or any application of the contract to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

SECTION 5. SEVERABILITY: The provisions of this master contract shall be severable, and if any provision thereof or the application of any such provision under any

circumstances is held invalid, it shall not affect any other provisions of this master contract or the application of any provision thereof.

IN TESTIMONY WHEREOF, the parties have executed this Master Contract on _____, 2026.

SAINT PETER PRINCIPALS' ASSOCIATION

INDEPENDENT SCHOOL DISTRICT NO.
508

BY _____
President SPPA

BY _____
Board Chair

BY _____
Secretary SPPA

BY _____
Board Clerk

APPENDIX A
SAINT PETER PRINCIPALS' ASSOCIATION
2025-2027 SALARY SCHEDULE

1. Base Salary

	2025-2026	2026-2027
High School	\$126,600	\$130,398
Middle School	\$125,124	\$128,878
Elementary North	\$123,649	\$127,359
Elementary South	\$123,649	\$127,359
Principal on Special Assignment (POSA)	\$113,798	\$117,211.94
High School Assistant	\$108,040	\$111,281
Alternative Programs*	\$108,040	\$111,281

2. Additional Salary Factors:

a. Administrative Educational Level

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

b. Experience Factor as Principal:

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

3. Additional Compensation

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

APPENDIX B

SAINT PETER PRINCIPALS' ASSOCIATION PROFESSIONAL DEVELOPMENT REIMBURSEMENT PLAN

In addition to the salary/benefit package contained in the Master Contract, a building principal may be reimbursed for approved coursework related to earning a Doctor of Philosophy or Educational Doctorate degree. All reimbursable expenses must be for a doctoral program at an accredited college or university and shall have received prior approval from the Superintendent of Schools. Expense verification will be required and will be limited to \$4,800 for 2025-2027. This plan shall expire on June 30, 2027, and shall have no force or effect thereafter.

In the event that a principal (1) leaves the employment of Independent School District #508 on his/her own volition prior to June 30, 2027; or (2) withdraws from active pursuit of a doctoral degree, he/she will be obligated to return to the district 100 percent of the money reimbursed as a part of this plan. The withdrawal from program provision will be waived should the principal earn a doctoral degree prior to June 30, 2027.



ADDENDUM

**Regular Board Meeting
Wednesday, February 18, 2026
SPCC-Governor's Room
5:00PM**

VII. ACTION ITEMS

3. AGENDA ITEM #3

Subject: Consider Approval of Substitute Rates

Action: Requires a Motion

Background: On a periodic basis, the Administrative Team makes a recommendation to the board to set the substitute rates with the goal of remaining competitive and in alignment with updated employment agreements.

A table with recommended substitute rates is included in your board packet. The Business Committee reviewed and discussed these rates at its February 11th meeting and recommends approval.

Presentation: Superintendent of Schools, Jon Graff
Business Committee

Options/Recommendation: I recommend the approval of setting the substitute rates as outlined in the Substitute Rate document found in the board packet.



**SAINT PETER PUBLIC SCHOOLS
ISD 0508**

**Rates for Substitute Employees
2025-26 Fiscal Year**

Job Title	2025-2026	2026-2027
Teacher	\$200-full day \$100-.5 day	\$200-full day \$100-.5 day
Paraprofessional -Title/SPED	\$18.00	\$20.00
Paraprofessional-Health Asst.	\$19.80	\$21.80
Teacher as Paraprofessional (ESY, Extended Day, etc)	\$20.95 Top of para scale	\$22.95 Top of para scale
Custodial	\$19.82	\$20.32
Food Service	Article 6 SECTION 2: Substitutes shall be paid at the rate for which they are licensed or certified.	Article 6 SECTION 2: Substitutes shall be paid at the rate for which they are licensed or certified.
Licensed School Nurse	Step and Lane of Teacher Pay Scale	Step and Lane of Teacher Pay Scale
RN	Step and Lane of Teacher Pay Scale	Step and Lane of Teacher Pay Scale
LPN	\$27.35	\$27.35

Short call substitutes becoming licensed for a long-term substitute position will receive long-term pay once appropriate licensure is secured and 30 days have been worked.



ADDENDUM

**Regular Board Meeting
Wednesday, February 18, 2026
SPCC-Governor's Room
5:00PM**

VII. ACTION ITEMS

4. AGENDA ITEM #4

Subject: Consider Approval of Budget Adjustment Target for FY27

Action: Requires a Motion

Background: As a part of the ongoing Three-Year "Budget Stabilization Plan", the School Board is being asked to set a Budget Adjustment Target for Fiscal Year 27. The Business Committee was presented with a target adjustment of \$100,000 for FY27 at their February 11th meeting. The plan, inclusive of additional adjustments of \$100,000 in both FY28 and FY29, designated funds to address the Community Service Fund deficit, and assigning \$500,000 to support a future HVAC project at North Elementary projects a FY29 fund balance of \$2,667,687. This fund balance is 31.1 days and meets the district's fund balance goal.
The Business Committee recommends your approval of a \$100,000 Budget Adjustment Target for FY27.

Presentation: Superintendent of Schools, Jon Graff
Business Manager, Megan Gracia

Options/Recommendation: I recommend your approval of the FY27 Budget Adjustment Target of \$100,000.

FY26- FY29 Fund Balance Estimates

Scenario 3 - \$100,000 Adjustments for FY27-FY29, Assigning \$500,000 in FY26
Data as of 2.3.26

Starting Fund Balance - FY26 Actual	6,520,684.4
Estimated Revenue	28,370,803.5
Estimated Expenditures	28,565,401.5
Transfers to Restricted Funds	200,000.0
Ending Fund Balance - FY26 Estimate	<u>6,526,086.4</u>
Unassigned General Fund Expenditures	28,565,401.5
Unassigned General Fund Expenditures/Day	78,261.4
Unassigned General Fund Balance - Ending	6,526,086.4
Estimated Days of Operation	83.4

	FY26 Adj.
Revenue Adj.	
Expense Adj.	
Transfer Adj.	(500,000.0)

Starting Fund Balance - FY26 Actual	6,520,684.4
Estimated Revenue	28,370,803.5
Estimated Expenditures	28,565,401.5
Transfers to Restricted Funds	(300,000.0)
Ending Fund Balance - FY26 Estimate	<u>6,026,086.4</u>
Unassigned General Fund Expenditures	28,565,401.5
Unassigned General Fund Expenditures/Day	78,261.4
Unassigned General Fund Balance - Ending	6,026,086.4
Estimated Days of Operation	77.0

	FY26	
Rev over Exp		(194,598.0)
Transfers		(300,000.0)
Inc/(Dec) of FB		(494,598.0)

Starting Fund Balance - FY27 Estimate	6,526,086.4
Estimated Revenue	28,942,917.7
Estimated Expenditures	29,513,927.5
Transfers to Restricted Funds	-
Ending Fund Balance - FY27 Estimate	<u>5,955,076.6</u>
Unassigned General Fund Expenditures	29,513,927.5
Unassigned General Fund Expenditures/Day	80,860.1
Unassigned General Fund Balance - Ending	5,955,076.6
Estimated Days of Operation	73.6

	FY26 Adj.	FY27 Adj.
Revenue Adj.	-	
Expense Adj.	-	(100,000.0)
Transfer Adj.		-

Starting Fund Balance - FY27 Estimate	6,026,086.4
Estimated Revenue	28,942,917.7
Estimated Expenditures	29,413,927.5
Transfers to Restricted Funds	-
Ending Fund Balance - FY27 Estimate	<u>5,555,076.6</u>
Unassigned General Fund Expenditures	29,413,927.5
Unassigned General Fund Expenditures/Day	80,886.1
Unassigned General Fund Balance - Ending	5,555,076.6
Estimated Days of Operation	68.9

	FY27	
Rev over Exp		(471,009.8)
Transfers		-
Inc/(Dec) of FB		(471,009.8)

Starting Fund Balance - FY28 Estimate	5,955,076.6
Estimated Revenue	29,144,550.5
Estimated Expenditures	30,563,679.5
Transfers to Restricted Funds	-
Ending Fund Balance - FY28 Estimate	<u>4,535,947.6</u>
Unassigned General Fund Expenditures	30,563,679.5
Unassigned General Fund Expenditures/Day	83,736.1
Unassigned General Fund Balance - Ending	4,535,947.6
Estimated Days of Operation	54.2

	FY26 Adj.	FY27 Adj.	FY28 Adj.
Revenue Adj.	-	-	
Expense Adj.	-	(100,000.0)	(100,000.0)
Transfer Adj.			-

Starting Fund Balance - FY28 Estimate	5,555,076.6
Estimated Revenue	29,144,550.5
Estimated Expenditures	30,363,679.5
Transfers to Restricted Funds	-
Ending Fund Balance - FY28 Estimate	<u>4,335,947.6</u>
Unassigned General Fund Expenditures	30,363,679.5
Unassigned General Fund Expenditures/Day	83,188.2
Unassigned General Fund Balance - Ending	4,335,947.6
Estimated Days of Operation	52.1

	FY28	
Rev over Exp		(1,219,129.0)
Transfers		-
Inc/(Dec) of FB		(1,219,129.0)

Starting Fund Balance - FY29 Estimate	4,535,947.6
Estimated Revenue	29,658,147.9
Estimated Expenditures	31,626,408.5
Transfers to Restricted Funds	-
Ending Fund Balance - FY29 Estimate	<u>2,567,687.1</u>
Unassigned General Fund Expenditures	31,626,408.5
Unassigned General Fund Expenditures/Day	86,647.7
Unassigned General Fund Balance - Ending	2,567,687.1
Estimated Days of Operation	29.6

	FY26 Adj.	FY27 Adj.	FY28 Adj.	FY29 Adj.
Revenue Adj.	-	-	-	
Expense Adj.	-	(100,000.0)	(100,000.0)	(100,000.0)
Transfer Adj.				-

Starting Fund Balance - FY29 Estimate	4,335,947.6
Estimated Revenue	29,658,147.9
Estimated Expenditures	31,326,408.5
Transfers to Restricted Funds	-
Ending Fund Balance - FY29 Estimate	<u>2,667,687.1</u>
Unassigned General Fund Expenditures	31,326,408.5
Unassigned General Fund Expenditures/Day	85,825.8
Unassigned General Fund Balance - Ending	2,667,687.1
Estimated Days of Operation	31.1

	FY29	
Rev over Exp		(1,668,260.6)
Transfers		-
Inc/(Dec) of FB		(1,668,260.6)

Adjustments:

- FY26 - Assigning of \$500,000 for North HVAC
- FY27 - Shift of \$200,000 to Fund 04 for Deficit
- FY27 - Shift of \$100,000 to Fund 04 for Deficit (9 year plan)
- FY27 - \$100,000 in Budget Adjustments
- FY28 - Shift of \$200,000 to Fund 04 for Deficit
- FY28 - Shift of \$100,000 to Fund 04 for Deficit (9 year plan)
- FY28 - \$100,000 in Budget Adjustments
- FY29 - Shift of \$200,000 to Fund 04 for Deficit
- FY29 - Shift of \$100,000 to Fund 04 for Deficit (9 year plan)
- FY28 - \$100,000 in Budget Adjustments



ADDENDUM

Regular Board Meeting Wednesday, February 18, 2026 SPCC-Governor's Room 5:00 PM

VII. ACTION ITEMS

5. AGENDA ITEM #5

- 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.
- 701: Establishment and Adoption of School District Budget
- Minor change in wording including the addition of a sentence which references the board's ability to use available fund balance reserves to balance the budget.
- 701.1: Modifications of School District Budget
- Minor change in cross reference section.
- 701.2: Financial Management Goals
- No changes recommended
- 702: Accounting
- Minor change to legal references
- 703: Annual Audit
- Minor change to legal references
- 705: Investments
- No change recommended
- 706.1: Naming Rights
- No change recommended

720: Vending Machines

- Minor change to legal references

723: School District General Records Retention Schedule

- No change recommended

Presentation: Superintendent of Schools, Jon Graff
Policy Review Committee

Options/Recommendation: I recommend your approval of Policies 701, 701.1,
701.2, 702, 703, 705, 706.1, 720, 723

Adopted: _____

MSBA/MASA Model Policy 701
Orig. 1995
Rev. 2024 (Nov.)

Revised: *February 2026* _____

701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

[NOTE: The provisions of this policy substantially reflect the requirements of Minnesota Statutes.]

I. PURPOSE

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

III. REQUIREMENT

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected. [When projected expenditures exceed projected revenues, the school board may consider use of an available fund balance, if one exists.](#)
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minnesota Statutes, section 123B.76.
- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.
- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the ~~Minnesota~~ Commissioner of [the Minnesota Department of Education \(Commissioner\)](#) within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minnesota Statutes section, 123B.10.

- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

IV. IMPLEMENTATION

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but the superintendent maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.
- E. The school district shall make such reports to the [Minnesota Commissioner of Education](#) as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

Legal References: Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirements)

Cross References: MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)

Adopted: _____

MSBA/MASA Model Policy 701.1

Orig. 1996

Revised: *February 2026* _____

Rev. 202200

701.1 MODIFICATION OF SCHOOL DISTRICT BUDGET

[Note: The provisions of this policy substantially reflect the requirements of Minnesota Statutes.]

I. PURPOSE

The purpose of this policy is to establish procedures for the modification of the school district's adopted revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to modify its revenue and expenditure budgets in accordance with the applicable provisions of law.

III. REQUIREMENT

- A. The school district's adopted expenditure budget shall be considered the school board's expenditure authorization for that school year.
- B. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent shall recommend the proposed changes to the school board. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the school board to make an informed decision. A school board member may also propose modifications on that board member's own motion, provided, however, the school board member is encouraged to review the proposed modifications with the superintendent prior to their being proposed so that the administration may prepare necessary background materials for the school board prior to its consideration of those proposed modifications.
- C. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the school board to authorize that expenditure for that school year. An amended expenditure shall not exceed the projected revenues available for that purpose in that fund.
- D. The school district's revenue budget shall be amended from time to time during a fiscal year to reflect updated or revised revenue estimates. The superintendent shall make recommendations to the school board for appropriate revisions. If necessary, the school board shall also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.

Legal References: Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)

Cross References: MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
[MSBA Service Manual, Chapter 7](#)

701.2 FINANCIAL MANAGEMENT GOALS

I. PURPOSE

The purpose of this policy is to provide a financial management framework for financial planning and decision making by the School Board, Business Committee, and District staff.

II. GENERAL STATEMENT OF POLICY

It is the School District’s policy that financial goals are broad statements of board philosophy intended to guide the District in its financial matters.

III. FINANCIAL MANAGEMENT GOALS

- A. The District will establish a financial base sufficient to support high quality and innovative educational programs that meet community needs.
- B. The District will follow prudent and professional financial management practices in order to achieve and maintain long-term financial stability.
- C. The District will demonstrate to the taxpayers of the District due diligence in the procuring and awarding of financial contracts.
- D. The District will examine ways to provide cost-effective services to citizens by cooperating with other educational, government, and nonprofit agencies.
- E. The District will actively pursue revenue opportunities above and beyond state and federal funding resources.
- F. The District will have an adequate capital improvement program that maintains existing District assets, provides for student and employee safety, maintains a quality instructional environment, and allows for enhancements that are necessary to meet changes in enrollment.
- G. The District will continually review and improve its formal budget document and other financial information so that it clearly and openly communicates its resources, expenditures, and financial position.

Adopted: _____

MSBA/MASA Model Policy 702
Orig. 1995
Rev. 202206

Revised: February 2026

702 ACCOUNTING

[Note: The provisions of this policy reflect the applicable statutes and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts ([UFARS](#)) provided for in guidelines adopted by the Minnesota Department of Education.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

III. MAINTENANCE OF BOOKS AND ACCOUNTS

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

IV. PERMANENT FUND TRANSFERS

Unless otherwise authorized pursuant to [Minn. Stat. § Minnesota Statutes section 123B.80](#), as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with [Minnesota Statutes section Minn. Stat. §123B.79](#), as amended, or other applicable statute.

V. REPORTING

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year, the school district shall also provide for the publication of the financial information specified in [Minnesota Statutes section Minn. Stat. §123B.10](#) in the manner specified therein.

Legal References: Minn. Stat. § 123B.02 ([General Powers of Independent School Districts](#))~~School District Powers~~
Minn. Stat. § 123B.09 ([Boards of Independent School Districts](#))~~School Board Powers~~
Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.14, Subd. 7 ([Officers of Independent School Districts](#))~~Duties of School Board Clerk~~
Minn. Stat. § 123B.75 (Revenue; [Reporting](#))
Minn. Stat. § 123B.76 (Expenditures; [Reporting](#))
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
Minn. Stat. § 123B.78 (Cash Flow; [School District Revenues](#); [Borrowing for Current Operating Costs](#); [Capital Expenditure](#); Deficits)
Minn. Stat. § 123B.79 (Permanent Fund Transfers)
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)
~~MSBA Service Manual, Chapter 7, Education Funding~~

Adopted: _____

MSBA/MASA Model Policy 703
Orig. 1995
Rev. 2019-2022

Revised: February 2026

703 ANNUAL AUDIT

[Note: The provisions of this policy reflect the applicable statutes and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all laws relating to the annual audit of the books and records of the school district.

III. REQUIREMENT

- A. The school board shall appoint independent certified public accountants to audit, examine, and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records, and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the [Minnesota](#) Commissioner of Education (Commissioner) on forms prescribed by the Commissioner. The report shall also include those items required by ~~Minn. Stat. §~~[Minnesota Statutes section](#) 123B.14, ~~subdivision~~[Subd.](#) 7.
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.
- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act, and the Minnesota Legal Compliance Audit Guide [for School Districts](#) issued by the Office of the State Auditor.
- F. The school board must approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in [Minnesota Statutes chapter](#)~~Minn. Stat. Ch.~~ 6.

Legal References: Minn. Stat. Ch. 6 (State Auditor)
Minn. Stat. § 123B.02 ([General Powers of Independent School Districts](#)~~School District Powers~~)
Minn. Stat. § 123B.09 ([Boards of Independent School Districts](#)~~School Board Powers~~)
Minn. Stat. § 123B.14, Subd. 7 ([Officers of Independent School Districts](#)~~Duties of School Board Clerk~~)
Minn. Stat. § 123B.77, Subds. 2 and 3 ([Audited Financial Statements; Statement for Comparison and Correction](#)~~Accounting, Budgeting, and Reporting Requirement~~)

Cross References: MSBA/MASA Model Policy 702 (Accounting)
[MSBA Service Manual, Chapter 7, Education Funding](#)

705 INVESTMENTS

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

I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of school district funds.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

III. SCOPE

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

IV. AUTHORITY; OBJECTIVES

- A. The funds of the school district shall be deposited or invested in accordance with this policy, ~~Minn. Stat.~~ [Minnesota Statutes chapter Ch. 118A](#) and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows
 - 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
 - 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.
 - 3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

V. DELEGATION OF AUTHORITY

- A. The Business Manager of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.
- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment

program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

VII. MONITORING AND ADJUSTING INVESTMENTS

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets, and the relative value of competing investment instruments.

VIII. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

The school district may invest its available funds in those instruments specified in [Minn. Stat. §§Minnesota Statutes sections 118A.04 and 118A.05](#), as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of an other postemployment benefits (OPEB) trust or trust account established pursuant to [Minn. Stat. §Minnesota Statutes section 471.6175](#) to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under [Minn. Stat. Ch. Minnesota Statutes chapter 118A](#) or [Minnesota Statutes section § 356A.06, subdivision Subd. 7](#). Investment of funds in an OPEB trust account under [Minn. Stat. § Minnesota Statutes section 356A.06, subdivision Subd. 7](#), as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed _____ herein, and the trust administrator.

X. PORTFOLIO DIVERSIFICATION; MATURITIES

A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.

- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.
 2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.
 3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally, all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual

written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

XIII. SAFEKEEPING AND COLLATERALIZATION

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in [Minn. Stat. § Minnesota Statutes section 118A.06](#). The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.
- B. Deposit-type securities shall be collateralized as required by [Minn. Stat. § Minnesota Statutes section 118A.03](#) for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

XIV. REPORTING REQUIREMENTS

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. The investment officer shall prepare and submit to the school board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.
- C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.
- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

XV. DEPOSITORIES

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of [Minn. Stat. § Minnesota Statutes section 118A.03](#) and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic fund transfers for investments of excess funds upon compliance with [Minn. Stat. § Minnesota Statutes section 471.38](#).

Legal References:

- Minn. Stat. § 118A.01 (~~Definitions Public Funds; Depositories and Investments~~)
- Minn. Stat. § 118A.02 (~~Depositories; Investing; Sales, Proceeds, Immunity Authorization for Deposit and Investment~~)
- Minn. Stat. § 118A.03 (~~When and What Collateral Required Depositories and Collateral~~)
- Minn. Stat. § 118A.04 (Investments)
- Minn. Stat. § 118A.05 (Contracts and Agreements)
- Minn. Stat. § 118A.06 (~~Delivery and Safekeeping; Acknowledgements~~)
- Minn. Stat. § 356A.06, Subd. 7 (~~Investments; Additional Duties Authorized Investment Securities~~)
- Minn. Stat. § 471.38 (Claims)
- Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

Cross References:

- MSBA/MASA Model Policy 703 (Annual Audit)
- [MSBA Service Manual, Chapter 7, Education Funding](#)
- Minnesota Legal Compliance Audit Guide [for School Districts](#) Prepared by the Office of the State Auditor

706.1 NAMING RIGHTS

I. PURPOSE

The purpose of this policy is to provide guidelines for having a building or a portion of a building or grounds named after an individual(s), an entity, or a business.

II. GENERAL STATEMENT OF POLICY

The school district may grant naming rights under two circumstances: a building, portion of a building, grounds, or school program may be named after an individual(s), an entity, or a business based on the payment of a set fee, sponsorship or the provision of equipment, materials, land, or services. The school district may grant naming rights to recognize outstanding service to the district, recognition of the achievement of distinguished alumni, or recognition of individuals who have made significant contributions or accomplishments in their careers, community, nation, and/or world.

III. GRANTING NAMING RIGHTS

- A. In granting naming rights, due regard should be taken of the need to maintain an appropriate balance between commercial considerations and the role which names of buildings and spaces contribute to the school district's sense of identity as well as their role in assisting staff, students, and visitors to orient themselves within a campus.
- B. The granting of naming rights must always be consistent with the school district's mission and vision. The long-term effects of the naming rights must be considered. The department/school affected by the naming right to be granted may be consulted before any decision is made.
- C. Each granting of naming rights is bound by a written agreement defined by this policy and all other applicable board policies and the administrative rules and regulations pertinent to this policy.
 - 1. The school board must approve named facilities and/or grounds. Any approval will state precisely where such naming rights may occur, the manner and type of signage associated with the name, and the length of time for which the naming rights will be in place.
 - 2. The school district may not grant a naming right without consulting the named party, if possible.
 - 3. Monetary valuations may be assigned to proposed naming rights on a case-by-case basis to aid with making decisions about granting naming rights. Payment for naming rights must be in place prior to the naming occurs.
 - 4. The superintendent will recommend the monetary valuation of each naming right after consulting with the appropriate Board committee. Each case should take into account market comparisons for naming rights for which professional advice may be sought.
 - 5. Naming rights may be revoked based on justifiable reason as

determined by the school board.

IV. ACCOUNTING

- A. Naming revenues must be accounted for and reported in compliance with UFARS.
- B. All funds generated through naming rights shall be deposited in the appropriate fund based on its intended purpose.

Adopted: _____

MSBA/MASA Model Policy 720
Orig. 1996
Rev. 202219

Revised: *February 2026* _____

720 VENDING MACHINES

I. PURPOSE

The purpose of this policy is to establish procedures to govern vending machines installed in school facilities in the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to contract for, supervise, maintain, and account for the proceeds from vending machines located in school facilities in a manner that is fair, that maximizes the revenues from those machines, that allows those revenues to be included in the budget of the facility in which they are generated, and that establishes controls to avoid fraud, theft, or the appearance of impropriety.

III. AUTHORIZATION

Automatic vending machines for the dispensing of food, beverages, or other approved items are authorized in any school facility in the school district provided that all contracts for such vending machines must be approved by the school board as provided in this policy.

[Note: This provision can be narrowed to apply only to specific facilities.]

IV. SUPERVISION; APPROVAL; LOCATION

- A. All vending machines shall be under the supervision of the school principal or other person in charge of the facility in which the machine is located. That administrator shall be responsible to supervise the machine in compliance with this policy and any applicable laws.
- B. The items to be dispensed from a vending machine located in a school facility shall be approved by the principal or other person in charge of that facility. All food, beverages, or other items approved shall be appropriate to the school setting. Machines dispensing cigarettes or tobacco products are not authorized under any circumstances. In the event a written complaint is filed with the superintendent regarding the approval or disapproval of any item, the school board, after proper review, shall make the final determination.
- C. Vending machines may be approved that will dispense items only during certain hours, through the use of timers or otherwise. Vending machines should not be operated in competition with the school cafeteria or food service. The principal or other person in charge of the school facility may regulate the hours of operation of any machine.
- D. Vending machines shall be located to meet any applicable building, fire, or life/safety codes and to provide convenience of operation, accessibility, and ease of maintenance. The principal or other person in charge of the facility shall review the location of each machine with appropriate maintenance and food service staff.

V. CONTRACT APPROVAL

- A. All contracts for the purchase or rental of vending machines shall be considered by the school board on a facility-by-facility basis.

[Note: These provisions may need to be amended if the school board determines to contract for vending machine services on an exclusive and district-wide basis.]

- B. If the estimated aggregate receipts from all vending machines located in a school facility will be \$10,000 or more in a fiscal year, the contract for any vending machine in that facility must be awarded after the receipt of sealed bids and compliance with [Minnesota Statutes section Minn. Stat. § 123B.52](#).

[Note: This dollar figure is lower than the \$175,000 statutory requirement for sealed bids but is recommended to protect the interests of the public.]

- C. If the estimated aggregate receipts from all vending machines located in a school facility will be less than \$10,000 in a fiscal year, the contract for any vending machine in that facility may be awarded after the receipt of two or more quotations after taking into consideration conformity with the specifications, terms of delivery, other conditions imposed in the call for quotations, and compliance with [Minnesota Statutes section Minn. Stat. § 123B.52](#).

[Note: This dollar figure is lower than the \$25,000 statutory requirement for quotations but is recommended to protect the interests of the public.]

- D. The contracting process shall be conducted in compliance with [Minnesota Statutes section Minn. Stat. § 123B.52](#). A copy of this policy shall be included in any specifications or request for proposals or quotations. A record shall be kept of all bids or quotations received with the names, amounts, and successful bidder indicated. All bids and quotations shall be kept on file as a public record for a period of at least one year after their receipt.
- E. Any bid or quotation must specify all commissions to be paid from the machine and any other noncommission amounts to be paid as a result of the award of the contract. The noncommission amounts include, but are not limited to, cash payments, in-kind payments, equipment donations, scholarship contributions, bonus payments, or other payments or contributions of any kind or nature. The noncommission amounts shall be reduced to a cash equivalency and shall be specified on the bid or quotation as an additional amount to be paid for the award of the contract.
- F. If a contract contains a provision allowing exclusivity, such as all machines in the building carrying only a certain manufacturer's brand of pop, that provision must be reviewed by the administration prior to requesting bids or quotations to ensure that it does not conflict with other contracts of the school district.
- G. All contracts for vending machines must be approved by the school board. Any contract not made in compliance with this policy shall be void. Any district employee signing an unauthorized contract may be subject to personal liability thereon and may be disciplined for said action.
- H. All vending machines are to be installed at the expense of the facility in which located. All financial responsibility for the maintenance and repair of machines shall remain with the individual facility in which located to the extent not addressed in the contract.
- I. No teacher, administrator, school district employee, or school board member shall be interested, directly or indirectly, in a vending machine contract with the school district or personally benefit financially therefrom.

VI. ACCOUNTING

- A. Proceeds from vending machine sales and contracts shall be under the control of the school board, shall be accounted for in one of the regular school district funds, and must be accounted for and reported in compliance with UFARS.

- B. An amount equal to the amount of the proceeds from the machines in each facility shall be included in the budget of the facility in which the proceeds are generated. That amount may be expended in accordance with established expenditure procedures.
- C. Pursuant to the vending machine contract or otherwise, proper auditing and inventory control procedures shall be established to ensure that commissions are being correctly calculated and paid. These controls must include daily, weekly, or other periodic inventories and written reconciliations of variances between inventory and cash. Each time cash is removed from, or inventory is added to a machine, a written reconciliation between cash and inventory must be performed by the person taking the cash from the machine and must be signed by the principal or other person in charge of the facility. The original written reconciliation reports shall be filed with the business office monthly and a copy shall be retained by the principal's office.

Legal References: Minn. Stat. § 123B.20 (Dealing in [School Supplies](#))
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 ([Uniform Municipal Contracting Law](#)[Contracts](#))
Minn. Stat. § 471.87 ([Public Officers, Interest in Contract; Penalty](#)[Conflict of Interest](#))

Cross References: MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 702 (Accounting)

723 SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE

I. PURPOSE

The purpose of the records retention schedule is to provide a plan for managing governmental records by giving continuing authority to dispose of records under Minnesota Statutes 138.17. The School District General Records Retention Schedule establishes minimum retention periods for school district records based on their administrative, fiscal, legal and historical value. It lists record series common to school districts and states how long to keep them.

II. ADOPTION OF GENERAL SCHEDULE OF RECORDS RETENTION

A. Official Notification

The Minnesota Historical Society has been notified that ISD 508, Saint Peter Public Schools officially adopted the original retention schedule on July 18, 2022.

B. Scope of Adoption

The entire schedule was adopted.

C. Adoption of Revisions to Retention Schedule

The Minnesota Historical Society has signed and returned the Notification form. This provides continuing authority for record retention based on the most current revision of the retention schedule. The district now has the authority to dispose of government records as indicated on the schedule.

D. Minimum Retention Periods

Retention periods listed on the schedule represent the minimum amount of time that records must be retained. Once that retention period has been reached, records may either be destroyed or transferred to the State Archives, as indicated on the schedule. If some records series needs to be retained longer than the listed retention, then a building or department policy should be established for those records.

E. Transfer of Records

Records identified on the schedule as archival may not be transferred to a local historical society, museum, public library, or interested individual without the specific, written permission of the State Archivist, Minnesota Historical Society.

F. Changing Form of Records

The retention stated on the schedule applies to any form of the record (paper, computer tape or disk, microfilm, etc.). However, if the decision is made to change the form of the record (for instance, microfilming a paper record), the original record MAY not be authorized to dispose of. If changing the form of a record is being considered, contact the Division of Archives and Manuscripts for procedures.

G. Destruction Reporting

Records that are destroyed according to the general schedule should be reported to the Minnesota Department of Administration and the Minnesota Historical Society (M.S. 138.17, subd. 7). Use a copy of the report, "Records Destruction Report" (RM-00065) for this purpose.

H. Records not on the General Schedule

Records not listed on the schedule cannot be destroyed without submitting either an "Application for Authority to Dispose of Records" (PR-1) or a "Minnesota Records Retention Schedule" (RM-00058). The PR-1 form is used to request one-time authority to dispose of records. Since an approved PR-1 gives authority to dispose of only those records listed on the form, it is recommended that PR-1 be only used for obsolete records (records no longer being created). For ongoing authority to dispose of records not listed on the general schedule, complete a "Minnesota Records Retention Schedule". This form can be obtained from the Information Policy Office.

References: This schedule was developed by the Department of Administration and the Minnesota Historical Society in cooperation with the Department of CFL and officials from Minnesota school districts. It was funded by a grant from the National Historical Publications and Records Commission.

Questions about the schedule:

Department of Administration State Archives Department
305A Centennial Office Building
658 Cedar Street
St. Paul, MN 55155
651-296-6733

Questions about archival records:

Minnesota Historical Society Information Policy Office
345 Kellogg Blvd West
St. Paul, MN 55102-1906
651-297-4502

Policy 724 – School District General Records Retention Schedule (formerly EHA)



ADDENDUM

**Regular Board Meeting
Wednesday, February 18, 2026
SPCC-Governor's Room
5:00PM**

VIII. INFORMATION ITEMS

1. AGENDA ITEM 1

Subject: First Reading of Revisions to the Policy Manual

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

Policy 702.1: Procurement Practices. The information contained in this policy can be found, in greater detail, in policy 721. Because of the duplicative nature of the policy, the Policy Committee recommends dropping the policy from the district's policy manual.

Presentation: Superintendent of Schools, Jon Graff
Policy Review Committee

702.1 PROCUREMENT PRACTICES

I. PURPOSE

The purpose of this policy is to outline the purchasing practices followed by the school district.

II. GENERAL STATEMENT OF POLICY

This policy defines the process for purchasing supplies, equipment, materials and services that will be used to meet the educational needs of the school district. Purchasing processes follow the guidance of state statutes, federal OMB uniform guidance, the directives of the Minnesota Department of Education and the district auditor, and business best practices.

III. PURCHASING PRACTICES

1. The Business Office shall perform the administrative functions necessary to the procurement of goods and services for the School Board and maintain accurate records of all transactions for documentation and audit purposes.
2. All purchases will follow the District's requisition and purchase order process established by the business manager. In the case of an emergency or urgency of time, the process may be modified with the pre-approval of the superintendent. Payments to vendors will not be approved or paid until the item or service has been received.
3. All purchase orders will be reviewed by the appropriate administrative staff to ensure the item is necessary and appropriate in relation to the strategic goals of the District.
4. In the instances where applicable and advantageous, administrative staff will review local government intergovernmental agreements for consideration.
5. All contracts are to be awarded to only those businesses or contractors with the ability to perform the specified contract terms successfully.
6. All solicitations sought by the District will provide clear and accurate descriptions of the technical requirements for the material, product, or service to be procured.
7. The District shall seek business and/or bids from all eligible vendors and consultants, regardless of race, creed, sex, marital status, national origin, age, color, religion, ancestry, status with regard to public assistance, sexual or affectional orientation, familial status or disability.