



SAINT PETER SCHOOL BOARD
Regular Board Meeting
Wednesday, April 15, 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 - Adrian January	
2. Student Council Report -	
VII. Action Items	
1. Consider a Resolution to Accept Gifts, Donations, and Grants	13
2. Consider Approval of Revised FY26 Budget	16
3. Consider Approval of a New Position - TOSA, North Elementary Dean of Students	25
4. Consider Approval of Teacher Sabbatical Leave	28
5. Consider Approval of Adult Basic Education (ABE) Consortium Agreement	39
6. Consider Approval of Policies with a Second Reading	42
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8. Non-Renewal of Probationary Teacher	51
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1. First Reading of Revisions to the Policy Manual	55
2. Buildings and Grounds Update	61
IX. Reports	
1.	
1. Building Principals	
2. Superintendent of Schools	
3. Board Members -	
a. Around the Table	
4. Board Committee Updates -	
a. Education Committee	
b. Business Committee	
c. Policy Committee	
d. HR Committee	
e. Shared Programs Committee	
X. Upcoming Meetings of the School Board	
School Board Study Session	

Wednesday, May 6, 2026
5:00 PM
SPMS - Media Center

Business Committee Meeting
Wednesday, May 13, 2026
2:45 PM
District Office

Policy Review Committee Meeting
Wednesday, May 13, 2026
4:00 PM
District Office

Education Committee Meeting
Thursday, May 14, 2026
1:00 PM
District Office

Regular School Board Meeting
Wednesday, May 20, 2026
5:00 PM
SPCC - Governor's Room

XI. Adjournment

XII. "In the event that this meeting is canceled due to inclement weather, it will be held on the next business day at the same time and place, unless a quorum of the board is not available."



ADDENDUM

Regular Board Meeting Wednesday, April 15, 2026 SPCC-Governor's Room 5:00 PM

V. CONSENT AGENDA

1. Approval of the Regular Board Meeting minutes of March 18, 2026.
2. Approval of Bills and Wire Transfers (\$3,785,744.52) for March 2026.
3. Approval of 2025-2026 Third Quarter Overload Assignments for
 - a. South Elementary
 - b. North Elementary
4. 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, March 18, 2026, in the Saint Peter Community Center - Governor's Room. Board Chair Charlie Potts called the meeting to order at 5:00 PM. **Members Present:** Rita Rassbach, Ken Rossow, Tracy₄ Stuewe, Charlie Potts, Bill Kautt, Drew Dixon and Kate Martens.

Others Present: Jon Graff, Ytve Prafke, Jana Sykora, Megan Gracia, Seth Putz, 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.

The Consent Agenda items listed below were approved on a motion by Rossow, seconded by Rassbach. Member Rossow requested to remove bill and wire transfer information for further discussion. Dixon made a motion, seconded by Martens to approve the amended Consent Agenda. The motion carried unanimously.

1. Approval of the Regular Board Meeting minutes of February 18, 2026.
2. Approval of the School Board Study Session minutes of March 4, 2026.
3. Approval of Bills and Wire Transfers (\$3,545,506.20) for February 2026.
4. Personnel changes:
 - The acceptance of the resignations of Felicity LeBlanc, Kendra Skorr, Rachel Stuewe and David Ribar.
 - The approval of the hiring of Cole Petersen, Ashlyn Rosenberg, Ainsley Thode, Eleanor Grinnell, Olivia Denzer, Kia Williams, David KelseyBassett and Jodi Helder.
 - The approval of the transfer of Ytve Prafke.

Due to Member Rossow being unable to review the February bills and wire transfers prior to the March Board meeting, a request was made to review the information and report back any findings at the April Board meeting. Rossow moved to approve the request, seconded by Dixon. The motion carried unanimously.

Student Spotlight

South Elementary first grader, Brianna Marquez, was the Student Spotlight. Brianna is a very dedicated learner, has a positive attitude towards her teachers and peers, and does an amazing job at showing Star Pride! She enjoys learning about phonemic awareness and her favorite activity at school is recess!

Action Items

A motion was made by Stuewe, seconded by Rassbach, to consider a resolution accepting a \$7,500 donation towards the Edward Schultz Scholarship, a \$2,000 donation from the Kley family, a \$5,000 grant from the Prairie Lakes Regional Arts Council and donations totaling \$2,915 towards the FFA Activities Account. After a roll call vote, the resolution passed. Rassbach, Rossow, Stuewe, Potts, Kautt, Dixon and Martens - 7 yes/0 no.

Superintendent Graff provided a summary of notable changes to the Master Agreement with SPEA. Updates to the contract are in line with budget goals set by the School Board Negotiations Committee and include changes to the co-curricular salary schedule, paid time off, teacher salary schedule and insurance caps. A motion was made by Kautt, seconded by Rassbach, to approve the Master Agreement with SPEA as presented. The motion carried unanimously.

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A motion was made by Martens, seconded by Dixon, to approve the removal of Policy 702.1, Procurement Practices, from the district's policy manual. Superintendent Graff informed the board that the information contained in this policy can also be found, in greater detail, in Policy 721. The motion carried unanimously.

Rassbach made a motion, seconded by Stuewe, to approve Policies 801, 805, 807, 901, 902, and 905 with a single reading. Superintendent Graff informed the School Board that these policies have been reviewed as part of the district's regular review cycle and include minor or no changes at all. The motion carried unanimously.

Information Items

After review by the Policy Committee at its March 11 meeting, revisions to Policy 903, Visitors to School District Building Sites, and Policy 904, Distribution of Materials on School District Property by Nonschool Persons, were presented for a first reading. The updates include minor revisions to legal references and the addition of language indicating that related guidelines and procedures will be outlined in the Parent/Student Handbooks rather than within the policies themselves.

Seth Putz, Operations and Maintenance Supervisor, provided the School Board with an update on several district projects. The Board was informed that the planning process for Phase 2 of the Mend the Middle Project is currently underway. Putz also updated the Board on the anticipated need for repairs to the boiler system at North Elementary. In addition, he provided information about the Long-Term Facilities Maintenance (LTFM) planning process that he is currently working on with Superintendent Graff and Business Manager Megan Gracia.

Reports

Early Childhood

- Implementation of the new Frog Street Curriculum is going well.
- Low cost, high impact field trips are taking place with Early Childhood students.
- K-4 Stars Academy is in full swing with 100 students participating.
- The ECFE Vehicle Fair will be taking place on April 30 from 5:30-7:00 pm.
- Read and Feed will be held at North Elementary this summer! Details to follow.

South Elementary

- A Kindergarten Open House was held on March 5.
- First graders took a field trip to the Ney Nature Center.
- Kindergarten students will be taking a field trip to the Children's Museum.
- South Elementary is partnering with the Mankato Moon Dogs for I Love to Read Month.

Superintendent of Schools - Superintendent Graff shared that the March 9, 2026, School of Excellence event was incredibly powerful. He also provided the Board with details about the Great Start Cohort he attended on March 18. Additionally, Dr. Graff informed the Board that Principal Engeldinger was attending the Minnesota Indian Education Association Conference, while Principals Doherty and Buttell were attending a Greater Mankato Growth conference focused on aligning education and workforce opportunities.

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Around the Table Updates - Board Member Stuewe gave an MVED update. Chair Potts said the School of Excellence program was amazing. Member Kautt shared his takeaways from the Day at the Capitol. Vice Chair Dixon thanked SPEA and the Negotiations Committee for their hard work in coming to a contract agreement. Board Member Martens thanked the Negotiations Committee for keeping the Board informed during the negotiations process and provided highlights from her Day at the Capitol.

Board Committee Updates -

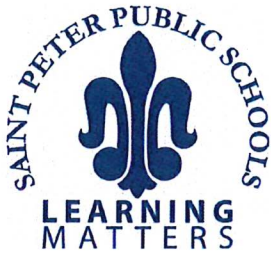
- a. Education Committee - nothing additional noted
- b. Business Committee - nothing additional noted
- c. Policy Committee - nothing additional noted
- d. HR Committee - nothing additional noted
- e. Shared Programs Committee - nothing additional noted

Upcoming Meetings of the School Board

- Business Committee Meeting - April 8, 2026 at 10:00 AM in the DO
- Education Committee Meeting - April 9, 2026 at 1:00 PM in the DO
- Policy Review Committee Meeting - April 10, 2026 at 7:45 AM in the DO
- Regular School Board Meeting - April 15, 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: April 15, 2026



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

Date: April 6, 2026

To: Dr. Jon Graff - Superintendent

From: Bee Ong - Finance Accountant

Monthly Business Office bills & Payroll Amounts:

March 2026 - Business Office checks	\$1,385,975.69
March 2026 - Business Office wire payments	\$1,191,680.71
March 2026 - Payroll	\$1,208,088.12
	<hr/>
	\$3,785,744.52
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Monthly Student Activity Amounts:

Feb 2025 - South Elementary	\$2,072.07
Feb 2025 - North Elementary	\$819.30
Feb 2025 - Middle School	\$9,033.40
Feb 2025 - High School	\$8,686.48
	<hr/>
	\$20,611.25
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St. Peter Public Schools	Mar-26	
Outgoing Wire Payments		
MSDLAF to USBank - 2022 Refunded Bond		
MSDLAF to USBank - 2024 Bond		
BCBS - medicare health	3/23/2026	3,051.50
BCBS - medicare health	3/23/2026	5,683.50
Medicare Blue RX	3/2/2026	7,585.00
Life	3/2/2026	3,076.72
LTD	3/4/2026	4,169.77
VISA	March	14,844.61
IRS federal payroll taxes	3/3/2026	20,328.83
IRS federal payroll taxes	3/6/2026	410.86
IRS federal payroll taxes	3/13/2026	165,695.74
IRS federal payroll taxes	3/16/2026	3,535.20
IRS federal payroll taxes	3/31/2026	184,104.35
MN state payroll taxes	3/2/2026	28,584.28
MN state payroll taxes	3/4/2026	3,340.60
MN state payroll taxes	3/16/2026	28,214.79
MN state payroll taxes	3/17/2026	541.82
MN UI Fund		
PERA payments	3/2/2026	28,225.10
PERA payments	3/3/2026	14,192.92
PERA payments	3/16/2026	190.81
PERA payments	3/16/2026	27,698.16
TRA payments	3/2/2026	102,080.43
TRA payments	3/3/2026	186.62
TRA payments	3/16/2026	2,600.59
TRA payments	3/16/2026	101,889.54
Education MN/ESI	3/4/2026	2,622.50
Education MN/ESI	3/16/2026	2,822.50
Horace Mann	3/4/2026	1,880.83
Horace Mann	3/17/2026	1,880.83
Ameriprise/NBSGroup Bill	3/3/2026	2,532.14
Ameriprise/NBSGroup Bill	3/17/2026	2,532.14
Colonial Life	3/10/2026	15,823.96
EyeMed	3/3/2026	1,253.45
Arbiter-Pre fund	3/16/2026	15,000.00
HomeTown - Dental direct debits	3/2/2026	4,710.02
HomeTown - Dental direct debits	3/9/2026	5,125.32
HomeTown - Dental direct debits	3/17/2026	2,863.78
HomeTown - Dental direct debits	3/23/2026	5,100.35
HomeTown - Dental direct debits	3/30/2026	3,218.66
HomeTown - BCBS debits	3/5/2026	141,262.47
HomeTown - BCBS debits	3/12/2026	127,632.24
HomeTown - BCBS debits	3/19/2026	41,396.41
HomeTown - BCBS debits	3/26/2026	32,113.49
HomeTown - Healthiest You	3/3/2026	2,620.25
FNB HSA/VEBA-Medsurety/Matrix Trust	March	29,057.63
Total Outgoing Wire Payments		1,191,680.71



Date: April 1, 2026
To: Dr. Jon Graff, Superintendent
From: Jana Sykora, Principal
South Elementary School
Re: Overload Assignment
Quarter 3, 2025-2026 School Year

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

The 25-27 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." ⁹

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.

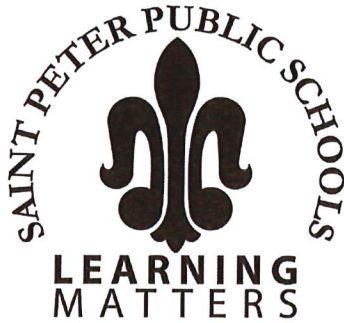
Third Quarter 1/27/26-3/30/26 (41 instructional days + 2 Conference Days + 1 work day)

- Sarah Hartfiel more than 21 students Jan. 27-March 12 and March 18-30 41 days
- Karissa Minks more than 21 students 1/27/26-3/30/26 44 days
- Joyce Harvey more than 21 students 1/27/26-3/30/26 44 days
- Tressa Gruenzner more than 21 students 1/27/26-3/30/26 44 days
- Janaye Rouillard No overload Quarter 3 0 days
- Bridget Powell No overload Quarter 3 0 days

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: April 7, 2026
To: Dr. Jon Graff, Superintendent
From: Darin Doherty, Principal
North Elementary School
Re: Q3 - Overload Assignment
2025-26 School Year

The following overload assignments have been assigned for the third 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.

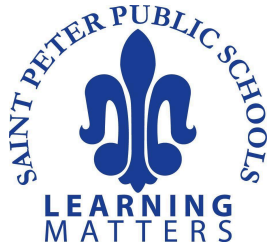
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Quarter 3 (1/27/2026-03/31/2026)

- Corie Walters - 2nd Grade Teacher: Had 26 students for **44 days**
- Bridget Schmidtke - 2nd Grade Teacher; Had 26 students for **44 days**
- Dustin Lenhoff - 2nd Grade Teacher; Had 27 students for **2 days**
- Alex Noble - 3rd Grade Teacher: Had 26 students for **4 days**
- Ethan Sindelir - 3rd Grade Teacher: Had 26 students for **4 days**
- Amanda (Mandy) Kennedy - School Social Worker: Taught through her prep period for **44 days** (took on all PK, 2, 3, 4 grade students while Dave Ribar is on leave).
- Shannon Nimps - Special Education Case Facilitator: Taught through her prep period for **20 days** (took on progress reporting/IEP meetings for 2, 3, and 4 grade EBD students while Abby Ramirez 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 - April 15, 2026

Staff Hires

Employee Name	Staff Replacing	Position	Location	Start Date	Lane/Level/Step	Salary
Cameron Estes	Dmytro Hupalo	District Maintenance	All buildings	3/23/26	Step 1	\$26.10/hr
Bethany Valentini	Elizabeth Wenner (while on leave)	First Grade Long-Term Sub	South Elementary	4/21/26	Step 1/Lane BA	\$264.16/day
Andrew Flowers	Bill Stuewe (while on leave)	Long-Term Sub	Saint Peter Middle School	3/30/26	Step 1/Lane BA	\$264.17/day
Samantha Flores	Micah Gilbertson	Afternoon Custodial	Saint Peter Middle School	4/1/26	Step 1	\$19.66/hr
Samantha Funk	N/A	Speech Language Pathologist	SPHS & North Elementary	8/31/26	Step 2/Lane MA	\$57,764/yr
Nakiye Mercado	Wyatt Olson	8th Grade Baseball Coach	Saint Peter High School	4/7/26	N/A	\$1,847 stipend
Sarah Sickler	Dave Ribar	Extended Long-Term Sub for Social Worker	North Elementary	3/31/26	N/A	\$25/hr until LSSW license is obtained
Martha Turner	Helena Satterness (while on leave)	Long-Term Sub	Saint Peter Middle School	4/13/26	Step 1/Lane MA	\$2,944.31/ check
Olivia Denzer	Lisa Battcher	SPED Paraprofessional	Saint Peter Middle School	4/8/26	Lane A/Step 1	\$18.65/hr

Isabella Shelton	Shannon Burg-O'Keefe	SPED Paraprofessional	North Elementary	4/15/26	Lane A/Step 1	\$18.65/hr
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Staff Retirements/Resignations/Terminations

Employee Name	Position	Location	Last Date of Employment	Reason for Separation	Will this position be replaced?
Sally Pelant	Food Service	Saint Peter Middle School	3/19/26	Termination	TBD
Lily McCargar	Saints Overtime Assistant	Community Education	3/9/26	Resignation	Yes
Lisa Battcher	SPED Paraprofessional	Saint Peter Middle School	3/19/26	Resignation	Yes
Olivia Denzer	Lifeguard	Community Education	4/20/26	Resignation	Yes
Wesley Heiser	Special Education Teacher	Saint Peter Middle School	6/5/26	Resignation	Yes
Sean Keating	Head Boys Basketball Coach	High School	3/23/26	Resignation	Yes

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Staff Transfers

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



ADDENDUM

**Regular Board Meeting
Wednesday, April 15, 2026
SPCC-Governor's Room
5:00 PM**

VII. ACTION ITEMS

1. AGENDA ITEM #1

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

Action: Requires a Resolution

Background: The following donation has been generously offered to Saint Peter Public Schools:

1. A donation in the amount of \$500 was made to the FFA program by Ken and Patsy Rossow. This donation will help cover a portion of the costs associated with the organization's trip to Italy.

Presentation: Superintendent of Schools, Jon Graff

Options/Recommendation: I recommend your acceptance of this donation as presented.

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

RESOLUTION ACCEPTING DONATIONS

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

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

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

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

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

Donor	Item	Designated Purpose (if any)
Ken and Patsy Rossow	\$500 donation	FFA trip to Italy

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly

Dated:

Kate Martens, Board Clerk



MEMO TO: Dr. Jon Graff
School Board

FROM: Annette Engeldinger

DATE: April 9, 2026

RE: FFA Donation

Ken and Patsy Rossow have presented the high school FFA program with a generous \$500 donation. This donation will help cover the costs of the organization's trip to Italy this summer. We are incredibly thankful for the Rossows' support of our FFA program!

I recommend the acceptance of this donation.

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



ADDENDUM

**Regular Board Meeting
Wednesday, April 15, 2026
SPCC-Governor's Room
5:00 PM**

VII. ACTION ITEMS

2. AGENDA ITEM #2

Subject: Consider Approval of Revised FY26 Budget

Action: Requires a Motion

Background: The preliminary budget for Fiscal Year 26 was approved by the School Board on June 18, 2025. Throughout the school year, the Business Committee and School Board have been provided updates and revisions to the budget, including the Quarterly Fund Balance Tracker, the Three-Year Budget Roll-Out and ongoing review of school district expenditures and revenues.

At their April 8, 2026 meeting, the Business Committee reviewed the revised budget for Fiscal Year 26 and made a recommendation for approval at tonight's meeting.

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

Options/Recommendation: I recommend approval of the revised budget for Fiscal Year 2026.

FY26 Revised Budget

	<u>FB 7/1/25</u>	<u>Revenue</u>	<u>Expenses</u>	<u>Man. Adj.</u>	<u>FB 6/30/26</u>	<u>Diff \$</u>	<u>Diff %</u>
General Fund							
General Fund Unassigned							
General Fund, Transportation, OLC, Concessions	6,520,684.44	28,270,855.92	28,574,144.96	(300,000.00)	5,917,395.40	(603,289.04)	-9%
General Fund Unassigned Total	6,520,684.44	28,270,855.92	28,574,144.96	(300,000.00)	5,917,395.40	(603,289.04)	-9%
Prepays/Nonspendable	-				-	-	0%
General Fund Restricted							
Achievement & Integration	-	261,630.00	261,630.00		-	-	NA
American Indian Education Aid	1,008.64	49,500.00	49,500.00		1,008.64	-	0%
Area Learning Center (ALC)	-	192,978.61	192,978.61		(0.00)	(0.00)	NA
Basic Skills/Compensatory	-	1,758,868.02	1,758,868.02		-	-	NA
English Learner	-	417,532.00	417,532.00		-	-	NA
Gifted and Talented	-	29,677.70	29,677.70		-	-	NA
Learning and Development	-	443,504.70	443,504.70		-	-	NA
Literacy Incentive Aid	-	92,288.69	92,288.69		-	-	NA
LTFM/Health & Safety	402,696.35	610,634.44	972,536.00		40,794.79	(361,901.56)	-90%
Medical Assistance	192,787.86	110,000.00	33,760.50		269,027.36	76,239.50	40%
Operating Capital	389,252.02	516,270.01	630,472.45		275,049.58	(114,202.44)	-29%
Q Comp	242,798.67	542,389.90	546,971.67		238,216.90	(4,581.77)	-2%
READ Act - Literacy Aid	84,074.18	-	16,579.33		67,494.85	(16,579.33)	-20%
READ Act - Teacher Training	13,237.05	-	13,237.05		(0.00)	(13,237.05)	-100%
Safe Schools	-	75,501.00	75,501.00		-	-	NA
Scholarships	174,458.06	14,866.00	47,201.65		142,122.41	(32,335.65)	-19%
School Library Aid	-	23,112.24	23,112.24		-	-	NA
Staff Development	-	341,567.50	341,567.50		-	-	NA
Student Activities (S, N, MS, HS)	175,920.49	242,150.00	238,955.00		179,115.49	3,195.00	2%
Student Support Personnel	-	68,291.63	68,291.63		-	-	NA
General Fund Restricted Total	1,676,233.32	5,790,762.44	6,254,165.74	-	1,212,830.02	(463,403.30)	-218%
General Fund Assigned							
AAA, South \$50K, NAPAC, Frank Fredlund, etc.	149,121.90	3,350.00	12,750.00		139,721.90	(9,400.00)	-6%
Fund the Depreciation	167,684.57	-	-		167,684.57	-	0%
North HVAC & Districtwide Roofing Projects	-			500,000.00	500,000.00	500,000.00	NA
Severance	364,171.00	-	-	(100,000.00)	264,171.00	(100,000.00)	-27%
VEBA Trust	402,650.00	-	-	(100,000.00)	302,650.00	(100,000.00)	-25%
General Fund Assigned Total	1,083,627.47	3,350.00	12,750.00	300,000.00	1,374,227.47	290,600.00	-59%
General Fund Total	9,280,545.23	34,064,968.36	34,841,060.70	-	8,504,452.89	(776,092.34)	-286%
Unassigned General Fund Expenditures	28,574,145.0						
Unassigned General Fund Expenses/Day	78,285.3						
Unassigned General Fund Balance	5,917,395.4						
30 Day Expenditure Target	2,348,559.9						
Estimated Days of Operation	75.6						

FY26 Revised Budget

Food Service	FB 7/1/25	Revenue	Expenses	Man. Adj.	FB 6/30/26	Diff \$	Diff %
Food Service (Restricted)	748,148.06	2,182,968.75	2,197,377.55		733,739.26	(14,408.80)	-2%
Food Service Total	748,148.06	2,182,968.75	2,197,377.55	-	733,739.26	(14,408.80)	-2%
Community Service							
Community Service Unassigned							
Community Service	(12,735.58)	-	-		(12,735.58)	-	0%
Community Service Restricted							
Community Education	328,860.46	413,113.11	469,597.00	-	272,376.57	(56,483.89)	-17%
Early Childhood Family Education	83,530.13	128,753.57	104,437.00	-	107,846.70	24,316.57	29%
School Readiness	(1,208,278.78)	713,322.05	579,658.00	-	(1,074,614.73)	133,664.05	-11%
Non-Public	7,148.65	34,853.59	36,350.32	-	5,651.92	(1,496.73)	-21%
Community Service Total	(801,475.12)	1,290,042.32	1,190,042.32	-	(701,475.12)	100,000.00	-12%
Building Construction Fund							
Building Construction	28,423,959.89	600,000.00	14,683,994.00		14,339,965.89	(14,083,994.00)	-50%
Debt Redemption Total	28,423,959.89	600,000.00	14,683,994.00	-	14,339,965.89	(14,083,994.00)	-50%
Debt Redemption							
Debt Redemption	760,084.57	5,742,579.28	5,509,611.26		993,052.59	232,968.02	31%
Debt Redemption Total	760,084.57	5,742,579.28	5,509,611.26	-	993,052.59	232,968.02	31%
Trust Fund/Scholarships							
Scholarships	746,862.22	24,500.00	22,000.00		749,362.22	2,500.00	0%
Trust Fund/Scholarships Total	746,862.22	24,500.00	22,000.00	-	749,362.22	2,500.00	0%
Insurance Fund							
Dental Reserve	217,404.83	254,896.00	223,668.00		248,632.83	31,228.00	14%
Health Reserve	693,528.45	4,379,263.00	4,223,845.58		848,945.87	155,417.42	22%
Insurance Fund Total	910,933.28	4,634,159.00	4,447,513.58	-	1,097,578.70	186,645.42	20%
District Totals	40,069,058.15	48,539,217.71	62,891,599.41	-	25,716,676.45	(14,352,381.70)	-36%

FY26 Revised Budget - Summary

General Fund

	<u>FY26 Revised Budget</u>					<u>Increase/(Decrease)</u>		
	<u>Fund Bal. 7/1/25</u>	<u>Revenue</u>	<u>Expenses</u>	<u>Man. Adj.</u>	<u>Fund Bal. 6/30/26</u>	<u>Inc/(Dec)</u>	<u>% Change</u>	
<u>General Fund</u>								
General Fund Unassigned	6,520,684.44	28,270,855.92	28,574,144.96	(300,000.00)	5,917,395.40	(603,289.04)	-9.3%	
Prepays/Nonspendable	-	-	-	-	-	-	NA	
General Fund Restricted	1,676,233.32	5,790,762.44	6,254,165.74	-	1,212,830.02	(463,403.30)	-27.6%	
General Fund Assigned	1,083,627.47	3,350.00	12,750.00	300,000.00	1,374,227.47	290,600.00	26.8%	
General Fund Total	9,280,545.23	34,064,968.36	34,841,060.70	-	8,504,452.89	0.00	(776,092.34)	-8.4%

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

	<u>FY26 Revised Budget</u>					<u>Increase/(Decrease)</u>		
	<u>Fund Bal. 7/1/25</u>	<u>Revenue</u>	<u>Expenses</u>	<u>Man. Adj.</u>	<u>Fund Bal. 6/30/26</u>	<u>Inc/(Dec)</u>	<u>% Change</u>	
<u>Food Service</u>	748,148.06	2,182,968.75	2,197,377.55	-	733,739.26	(14,408.80)	-1.9%	
<u>Community Service</u>	(801,475.12)	1,290,042.32	1,190,042.32	-	(701,475.12)	100,000.00	-12.5%	
<u>Building Construction Fund</u>	28,423,959.89	600,000.00	14,683,994.00	-	14,339,965.89	(14,083,994.00)	-49.5%	
<u>Debt Redemption</u>	760,084.57	5,742,579.28	5,509,611.26	-	993,052.59	232,968.02	30.7%	
<u>Trust Fund/Scholarships</u>	746,862.22	24,500.00	22,000.00	-	749,362.22	2,500.00	0.3%	
<u>Insurance Fund</u>	910,933.28	4,634,159.00	4,447,513.58	-	1,097,578.70	186,645.42	20.5%	
District Totals	40,069,058.15	48,539,217.71	62,891,599.41	-	25,716,676.45	0.00	(14,352,381.70)	-35.8%

FY26 Budget Revisions
Grade Progression Ratio Model
Updated 3.13.26

		FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29
Grade	Pupil Unit Weight	Total Students	Total Students	Total Students	Total Students	Total Students	Total Students	Total Students	Total Students	Total Students
EC	1	45.32	39.75	42.33	37.40	42.54	38.00	38.00	38.00	38.00
HK	1	31.16	28.47	30.83	-	-	-	-	-	-
KG	1	82.77	115.07	101.54	137.19	124.18	130.41	130.00	130.00	130.00
1	1	144.13	119.84	141.22	135.80	152.14	127.29	135.97	135.54	135.54
2	1	134.74	137.62	124.50	148.20	147.89	149.62	131.50	140.46	140.02
3	1	161.65	124.61	138.88	129.99	154.64	150.17	150.43	132.20	141.22
4	1	169.65	149.47	132.27	146.33	137.72	154.36	153.90	154.16	135.48
5	1	140.93	158.69	156.96	139.17	151.04	141.82	157.06	156.58	156.85
6	1	178.24	133.53	153.30	153.90	142.41	158.03	138.89	153.81	153.35
7	1.2	176.61	175.73	149.41	160.74	160.31	153.26	165.73	145.66	161.31
8	1.2	174.37	177.76	164.85	149.23	161.66	161.62	151.31	163.63	143.81
9	1.2	188.22	177.95	191.03	184.34	168.25	183.13	175.39	164.20	177.57
10	1.2	189.14	190.59	174.26	186.35	184.79	164.73	181.75	174.07	162.96
11	1.2	158.75	183.23	188.99	172.67	187.30	181.82	162.93	179.76	172.17
12	1.2	186.69	155.69	181.31	191.69	168.96	183.11	180.14	161.43	178.10
EC		45.32	39.75	42.33	37.40	42.54	38.00	38.00	38.00	38.00
HK		31.16	28.47	30.83	-	-	-	-	-	-
KG		82.77	115.07	101.54	137.19	124.18	130.41	130.00	130.00	130.00
GR 1-3		440.52	382.07	404.60	413.99	454.67	427.08	417.89	408.21	416.79
GR 4-6		488.82	441.69	442.53	439.40	431.17	454.21	449.84	464.55	445.68
GR 7-8		350.98	353.49	314.26	309.97	321.97	314.88	317.05	309.29	305.12
GR 9-12		722.80	707.46	735.59	735.05	709.30	712.79	700.21	679.46	690.81
Total/ADM		2,162.37	2,068.00	2,071.68	2,073.00	2,083.83	2,077.37	2,052.99	2,029.51	2,026.39
Total WADM		2,377.13	2,280.19	2,281.65	2,282.00	2,290.08	2,282.90	2,256.44	2,227.26	2,225.57
		-	-	-	-	-	-	-	-	-
ADM Difference over PY			(94.37)	3.68	1.32	10.83	(6.46)	(24.38)	(23.48)	(3.12)
WADM Difference over PY			(96.94)	1.46	0.35	8.08	(7.18)	(26.46)	(29.18)	(1.69)

FY26- FY29 Fund Balance Estimates
\$100,000 Adjustments for FY27-FY29, Assigning \$500,000 in FY26
Data as of 3.24.26

Starting Fund Balance - FY26 Actual	6,520,684.4
Estimated Revenue	28,270,855.9
Estimated Expenditures	28,574,145.0
Transfers to Restricted Funds	(300,000.0)
Ending Fund Balance - FY26 Estimate	5,917,395.4
Unassigned General Fund Expenditures	28,574,145.0
Unassigned General Fund Expenditures/Day	78,285.3
Unassigned General Fund Balance - Ending	5,917,395.4
Estimated Days of Operation	75.6

FY26 Adj.	
Revenue Adj.	
Expense Adj.	
Transfer Adj.	

FY26	
Rev over Exp	(303,289.0)
Transfers	(300,000.0)
Inc/(Dec) of FB	(603,289.0)

Starting Fund Balance - FY27 Estimate	5,917,395.4
Estimated Revenue	28,843,813.2
Estimated Expenditures	29,551,402.6
Transfers to Restricted Funds	-
Ending Fund Balance - FY27 Estimate	5,209,805.9
Unassigned General Fund Expenditures	29,551,402.6
Unassigned General Fund Expenditures/Day	80,962.7
Unassigned General Fund Balance - Ending	5,209,805.9
Estimated Days of Operation	64.3

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

FY27	
Rev over Exp	(607,589.5)
Transfers	-
Inc/(Dec) of FB	(607,589.5)

Starting Fund Balance - FY28 Estimate	5,209,805.9
Estimated Revenue	29,023,222.0
Estimated Expenditures	30,632,278.6
Transfers to Restricted Funds	-
Ending Fund Balance - FY28 Estimate	3,600,749.3
Unassigned General Fund Expenditures	30,632,278.6
Unassigned General Fund Expenditures/Day	83,924.1
Unassigned General Fund Balance - Ending	3,600,749.3
Estimated Days of Operation	42.9

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

FY28	
Rev over Exp	(1,409,056.6)
Transfers	-
Inc/(Dec) of FB	(1,409,056.6)

Starting Fund Balance - FY29 Estimate	3,600,749.3
Estimated Revenue	29,555,370.4
Estimated Expenditures	31,728,684.6
Transfers to Restricted Funds	-
Ending Fund Balance - FY29 Estimate	1,427,435.1
Unassigned General Fund Expenditures	31,728,684.6
Unassigned General Fund Expenditures/Day	86,927.9
Unassigned General Fund Balance - Ending	1,427,435.1
Estimated Days of Operation	16.4

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

FY29	
Rev over Exp	(1,873,314.2)
Transfers	-
Inc/(Dec) of FB	(1,873,314.2)

Adjustments:

- FY27 - \$100,000 in Budget Adjustments
- FY28 - \$100,000 in Budget Adjustments
- FY29 - \$100,000 in Budget Adjustments

\$300,000 Annual Adjustment for Fund 04 Built into Rev/Exp

FY27 (2026-2027) Estimates

Revenue	FY26 Estimated Revenue (General Fund, Unassigned)	28,270,856
	FY27 Estimated Changes to Revenue (General Fund, Unassigned)	
	Basic Aid Adjustment Adjustment (2.69% Basic Formula or \$202 x 2,256 APU)	455,712
	Less Aid for 26 Students	(260,000)
	Compensatory (without Hold Harmless)	(148,616)
	SPED Aid (50% Cross Subsidy in FY27)	562,261
	EL Cross Subsidy (25% Cross Subsidy starts in FY27)	19,734
	Levy Increases (or Decreases) Related to Unassigned General Fund	(56,134)
	FY27 Estimated Revenue (General Fund, Unassigned)	28,843,813

Expenses	FY26 Estimated Expenses (General Fund, Unassigned)	28,574,145
	FY27 Estimated Changes to Expenses (General Fund, Unassigned)	
	Staff Salary/Fringe Expense Increases, Decreases, Shifts	842,600
	Consulting Fees/Contracted Services	4,484
	MVED Expense Estimates (4% Increase)	22,282
	Electricity, Water, Sewer, Garbage, Fuels (3% Increase)	18,601
	Property Insurance	14,627
	Transportation Costs (3% Increase)	51,293
	Interfund Transfer	23,371
	FY27 Estimated Expenses (General Fund, Unassigned)	29,551,403

FY27 Beginning General Fund, Unassigned Balance	5,917,395
FY27 Estimated Revenue	28,843,813
FY27 Estimated Expenses	29,551,403
FY27 Estimated Transfers	-
FY27 Ending General Fund, Unassigned Balance	5,209,806
Unassigned General Fund Expenditures	29,551,402.6
Unassigned General Fund Expenses/Day	80,962.7
Unassigned General Fund Balance	5,209,805.9
30 Day Expenditure Target	2,428,882.4
Estimated Days of Operation	64.3

FY28 (2027-2028) Estimates

	FY27 Estimated Revenue (General Fund, Unassigned)	28,843,813
Revenue	FY28 Estimated Changes to Revenue (General Fund, Unassigned)	
	Basic Aid Adjustment Adjustment (2.0% Basic Formula or \$154 x 2,227 APU)	342,958
	Less Aid for 29 Students	(290,000)
	Unemployment Aid Potentially Runs Out	(76,000)
	Student Support Personnel Aid (Increase from \$30.05/APU to \$34.32/APU)	9,509
	SPED Aid (50% Cross Subsidy started in FY27)	192,942
	FY28 Estimated Revenue (General Fund, Unassigned)	29,023,222

	FY27 Estimated Expenses (General Fund, Unassigned)	29,551,403
Expenses	FY28 Estimated Changes to Expenses (General Fund, Unassigned)	
	Staff Salary/Fringe Expense Increases, Decreases, Shifts	887,818
	Consulting Fees/Contracted Services	4,619
	MVED Expense Estimates (4% Increase)	23,173
	Electricity, Water, Sewer, Garbage, Fuels (3% Increase)	19,159
	Shift in Employee Time - Bond/Construction Funds Depleted	38,526
	Property Insurance	15,359
	Transportation Costs (3.85% Increase)	67,800
	Interfund Transfer	24,422
	FY28 Estimated Expenses (General Fund, Unassigned)	30,632,279

FY28 Beginning General Fund, Unassigned Balance	5,209,806
FY28 Estimated Revenue	29,023,222
FY28 Estimated Expenses	30,632,279
FY28 Estimated Transfers	-
FY28 Ending General Fund, Unassigned Balance	3,600,749
Unassigned General Fund Expenditures	30,632,278.6
Unassigned General Fund Expenses/Day	83,924.1
Unassigned General Fund Balance	3,600,749.3
30 Day Expenditure Target	2,517,721.5
Estimated Days of Operation	42.9

FY29 (2028-2029) Estimates

Revenue	FY28 Estimated Revenue (General Fund, Unassigned)	29,023,222
	FY29 Estimated Changes to Revenue (General Fund, Unassigned)	
	Basic Aid Adjustment Adjustment (2% Basic Formula or \$157 x 2,226 APU)	349,482
	Less Aid for 2 Students	(20,000)
	SPED Aid (50% Cross Subsidy started in FY27)	202,666
	FY29 Estimated Revenue (General Fund, Unassigned)	29,555,370

Expenses	FY28 Estimated Expenses (General Fund, Unassigned)	30,632,279
	FY29 Estimated Changes to Expenses (General Fund, Unassigned)	
	Staff Salary/Fringe Expense Increases, Decreases, Shifts	935,757
	Consulting Fees/Contracted Services/Miscellaneous	4,757
	MVED Expense Estimates (4% increase)	24,100
	Electricity, Water, Sewer, Garbage, Fuels (3% increase)	19,734
	Property Insurance	16,126
	Transportation Costs (3.85% increase)	70,411
	Interfund Transfer	25,521
	FY29 Estimated Expenses (General Fund, Unassigned)	31,728,685

FY29 Beginning General Fund, Unassigned Balance	3,600,749
FY29 Estimated Revenue	29,555,370
FY29 Estimated Expenses	31,728,685
FY29 Estimated Transfers	-
FY29 Ending General Fund, Unassigned Balance	1,427,435
Unassigned General Fund Expenditures	31,728,684.6
Unassigned General Fund Expenses/Day	86,927.9
Unassigned General Fund Balance	1,427,435.1
30 Day Expenditure Target	2,607,837.1
Estimated Days of Operation	16.4



ADDENDUM

**Regular Board Meeting
Wednesday, April 15, 2026
SPCC-Governor's Room
5:00 PM**

VII. ACTION ITEMS

3. AGENDA ITEM #3

Subject: Consider Approval of a New Position - TOSA, North Elementary Dean of Students

Action: Requires a Motion

Background: With the anticipated implementation of new curricula in three major disciplines (social studies, English language arts, and Math) in the next two years, administration sees the need to devote additional leadership in the area of curriculum and instruction.

As a result, the Administrative Team is proposing the addition of a Dean of Students (TOSA) at North Elementary. The additional support provided by the Dean would award Darin Doherty, North Elementary Principal and District Curriculum Coordinator, additional time to serve in his role as Curriculum Coordinator. The proposed position would serve for a period of two years (2026-2027 and 2027-2028).

The Human Resource Committee reviewed the proposal at its April 2nd meeting and recommended approval.

Presentation: Superintendent of Schools, Jon Graff
Human Resource Committee

Options/Recommendation: I recommend that you approve the proposed North Elementary Dean of Students - TOSA Position.



DATE WRITTEN/REVISED: April 1, 2026

TITLE: North Elementary Dean of Students (TOSA)

REPORTS TO: North Elementary Principal

Duration: 2 Year Assignment

QUALIFICATIONS:

Education and Experience

A current teaching license issued by the Minnesota Department of Education.

Knowledge/Skills/Abilities

1. Knowledge of the elementary learner and curriculum (2nd - 4th grades)
2. Knowledge of Positive Behavioral Interventions and Supports
3. Knowledge of the MTSS Process
4. Knowledge of professional code of ethics;
5. Skill in working collaboratively
6. Ability to handle confidential information appropriately;
7. Ability to work and communicate with individuals from diverse backgrounds;
8. Strong organizational skills.

Job Goal:

Provide support to North Elementary Principal for the 2026-2027 and 2027-2028 school years so that the Principal can focus additional time on the district's curriculum development/curriculum implementation process.

Support to the principal will be provided through:

Provided leadership to students and programs under the supervision of the North Elementary Principal in accordance with the Policies, Rules, and Regulations of the Board of Education, for planning, management, operation, and evaluation of the educational program for which he or she is assigned for the 2026-2027 and 2027-2028 school years.

Performance Responsibilities:

1. Assists the building principal in supervising North Elementary programs as related to standards of achievement, student welfare and safety, student records and reporting, student discipline and attendance, and the general progress of the school.
2. Assumes responsibility for general operations, supervision, and management of the school, including, but not limited to, student supervision and management, building drill schedules, bus safety organization, etc.
3. Assist in the planning, development, and implementation of PBIS and MTSS.
4. Attends IEP, 504, and Student Assistance Team meetings
5. Attends staff meetings and in-service training sessions

6. Reviews and completes documentation in compliance with federal and state rules and regulations, as well as with District policies and procedures;
7. Other duties as assigned.

PHYSICAL EFFORT:

Ability to perform the following actions: Sitting, using hands dexterously, talking, hearing, reaching, bending, crouching.

WORKING CONDITIONS:

Must be willing and able to work in the following conditions: one to one, small group, classroom, and office settings, at times busy, fast-paced, noisy and with occasional interruptions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs and requirements of the position change.

TERMS OF EMPLOYMENT:

SUPERVISOR: _____

AGREED TO: _____

REVIEWED ON: _____



ADDENDUM

**Regular Board Meeting
Wednesday, April 15, 2026
SPCC-Governor's Room
5:00 PM**

VII. ACTION ITEMS

4. AGENDA ITEM #4

Subject: Consider Approval of Teacher Sabbatical Leave

Action: Requires a Motion

Background: Article 17 of the Teachers' Master Agreement allows for teachers to apply for a Sabbatical Leave for the purpose of professional growth.

Paulette Topel, Saint Peter High School English Teacher, has applied for a half year, part-time leave, and meets all requirements of the provision. The proposed leave would commence in the 2026-2027 school year and is for ½ day leave for one semester.

While on leave Ms. Topel plans to take courses, attend training from The National Writing Project, and serve as a graduate assistant at Minnesota State University, Mankato. Additionally, she will support the University's efforts in setting up the River Valley Writing Project, a project focused on supporting teacher professional development in writing.

The Human Resource Committee reviewed the proposal at its April 2nd meeting and recommended approval.

Presentation: Superintendent of Schools, Jon Graff
Human Resource Committee

Options/Recommendation: I recommend approval of the request for Sabbatical Leave.

March 30, 2026

Dear Dr. Graff and the St. Peter School Board,

I am requesting consideration for a half-day, half-year sabbatical leave for the 2026-2027 school year. I have been given the opportunity to work as a graduate assistant to Dr. Stephanie Rollang Yoon at Minnesota State University, Mankato. Our work will center around The National Writing Project, specifically, getting southern Minnesota's site, the River Valley Writing Project established during its first year.

As a teacher, I believe in constant evolution and growth. While I have never felt the call to transition into an administrative position, I have never stopped improving my craft, exploring new methodology, and deepening my impact in the classroom. Last spring, as our ELA department began our curriculum review, we started by "bundling" the new standards. I had been working with and therefore, had "bundled" my standards several summers before our review started. Call me a nerd, but I am a lifelong learner, and am motivated by new challenges. As long as my teaching is moving forward, I feel as if I am moving forward.

29

No doubt this experience will benefit me, personally and professionally, but I feel as if the work I will be engaged in will also benefit the district, especially as AI continues to be a challenge and as the ELA department continues to revise curriculum based on the 2020 standards. The professional development I will help to create could definitely be of use to teachers in District #508, so this is a symbiotic opportunity. Thank you in advance for considering my proposal.

Sincerely,

Paulette Topel, English Teacher

Paulette Topel

English Department

2025-2026 Courseload: MSU Literature 110, a concurrent enrollment course (11th grade), Creative Writing (9-12th grade)

Sabbatical Leave Request Proposal

March 30, 2026

OVERVIEW

This year I am celebrating my 25th year of teaching in the district. I have never been on a sabbatical leave, but I did serve as a Teacher on Special Assignment (TOSA) from 2017-2020. Because I have accepted a graduate assistant position at Minnesota State University, Mankato for the 2026-2027 school year, I am requesting a part time, half-year sabbatical leave.

30

As a graduate assistant I will work with Dr. Stephanie Rollag Yoon to establish The River Valley Writing Project (RVWP) at Minnesota State University, Mankato as it begins its first year. The RVWP is a local site of the National Writing Project, a nonprofit committed to providing teachers with professional development to improve writing outcomes for students.

The semester of leave, for me, can be flexible; I would defer to the counseling office and whatever would be easiest for them to accommodate and schedule, and what would put the least amount of pressure on my colleagues. This year, I taught four sections of MSU Literature 110 and two sections of Creative Writing. If my course load were similar, it's possible that a substitute may not be needed.

DESCRIPTION OF PREPARATION FOR LEAVE

June 2026

I will be attending the River Valley Launch event (attached). The event and the course will allow me to network with other teachers in southern Minnesota to share curriculum and instructional strategy.

I have registered for a related summer course, ENG 555: Advanced Writing Workshop. The course itself will be modeled after tenets used by the National Writing Project. As a student, I will participate in interdisciplinary writing, critical reading and thinking,

argumentative writing, library research, and rhetorics of inquiry. Not only will this course help to refine my teaching, but experiencing the learning struggle that my students experience has and will continue to make me a more empathetic teacher.

July 2026

I will attend the *Fragile Freedoms: Regional Perspectives on US WWII Confinement Sites Education Project* training in San Francisco. The River Valley Writing Project was one of ten National Writing Project sites in the United States to be selected for this opportunity. According to the National Writing Project, "This project is specifically designed to engage a new generation of teachers to model and develop creative and thought-provoking lesson plans to ensure our constitutional freedoms are protected for all." This training will be instrumental in designing professional development for teachers in southern Minnesota during the fall of 2026 (see below).

DESCRIPTION OF LEAVE

31

As a graduate assistant, I will be helping Dr. Stephanie Rollag Yoon establish the River Valley Writing Project as it starts its first year at MSU, Mankato, and taking graduate courses.

Courses

Fall 2026: ENG 501: Topics in Writing Studies- Digital Media Literacies

Spring 2027: TBD

Activities

I expect to gain training and experience in grant writing, something that is completely new to me.

Projects

After attending the *Fragile Freedoms: Regional Perspectives on US WWII Confinement Sites Education Project* training in July, Dr. Rollag Yoon and I will develop professional development for 20 teachers in our region. Because of our area's history with the Dakota people and our proximity to the Nicollet County Historical Society Treaty Site History Center and Fort Snelling, I imagine our professional development might be more locally positioned.

Additionally, Dr. Rollag Yoon proposed using the existing National Writing Project curriculum for narrative writing to support pre-service and beginning teachers.

The National Writing Project's predominant philosophy is teachers teaching teachers. As a teacher myself, I know my colleagues and I have been struggling with our students' use of AI. We know that AI is not going away. We also don't think that AI should replace students' ability to think and write for themselves. I do not think that this issue will be solved in a year, but I believe some solutions to this problem lie in the types of writing assessments we engage our students in and the scaffolds to instruction that we provide. I hope to utilize this time to work with my colleagues on meaningful professional development to address the issue of AI in the classroom.

EXPECTED OUTCOMES OF LEAVE

Personal Outcomes

This leave will allow me to gain skills and experience that will help me be more effective for my students. First of all, as a graduate assistant I will be expected to take classes. In addition to gaining new knowledge, I will be able to earn enough credits (or close to it) to have my 18 credit endorsement to teach concurrent enrollment as well as be qualified to be an adjunct faculty, if the opportunity arises. Concurrent enrollment courses also offer a benefit to the district, ultimately saving money that can be lost to our Post Secondary Education Option. Additionally, our students have benefited from the additional rigor and challenge that so many concurrent enrollment classes have provided. Ironically, it was when Advanced English 11 became MSU Literature 110 that I began the process of taking classes to meet MNSUM's requirements to be qualified to teach, that I met Dr. Rollag Yoon, which ultimately led to this opportunity.

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District Outcomes

The most basic answer is to have learned more in order to improve the writing instruction in my own classroom and that of other teachers, hopefully many within our own district. Improving reading scores has been a primary focus for our district, as it should be, but writing instruction goes hand-in-hand with reading instruction. Writing of all genres should be interdisciplinary and embedded at every level. If I can support even a few teachers at a few grade levels, empowering them in their own classrooms to make our students better writers (who refrain from feeling the need for AI), I will have made a positive impact.

Fragile Freedoms: Regional Perspectives on US WWII Confinement Sites Education Project

Overview

This project, titled *Fragile Freedoms: Regional Perspectives on US WWII Confinement Sites Education Project*, was awarded to The National Japanese American Historical Society, in partnership with the National Writing Project, the National Park Service, and Japanese American community organizations. *Fragile Freedoms* seeks to increase and improve teaching about Japanese-American Confinement during World War II in grades 4-12 and will span six National Park Service Regions and 13 states. The period of performance for the overall *Fragile Freedoms* grant is September 2025 to August 2028.

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The project will address the Essential Question “*How did the WWII exclusion and incarceration experiences of Japanese Americans affect their responses to the loss of their human and Constitutional rights?*”

This project is specifically designed to engage a new generation of teachers to model and develop creative and thought-provoking lesson plans to ensure our constitutional freedoms are protected for all.

As a partner in *Fragile Freedoms*, the National Writing Project will engage a set of writing project sites to take the lead on local professional development in their service area. Local sites will designate 2 project leaders who will be supported to lead workshops and classroom-based inquiry for at least 40 colleagues over the course of the grants’ period of performance. This work will be supported through a launch event in the summer 2026, two years of site grants ending in August 2028, and monthly national meetings.

A detailed overview of the NWP grant years include:

Year One (Now-August 2026): Writing project sites will send two project leaders to San Francisco for a launch event in the summer 2026. This learning experience will be led by BAWP TCs Stan Pesick and Grace Morizawa in collaboration with the NWP and SF-based National Japanese-American Historical Society.

Year Two (Sept ‘26- Aug ‘27): In September 2026, participating sites will be eligible for a \$16,000 grant from the NWP. This grant is meant to support the Year 1 leaders to design and implement a professional learning experience for 20 of their colleagues in their writing project’s service area. Regular national project leader meetings will support these local efforts; interim grant reports will be collected.

Year Three (Sept '27 - Aug '28): In September 2027, participating sites will be eligible for a second \$16,000 grant from the NWP. This grant is meant to support the sites' leaders to refine and implement the professional learning experience for 20 additional colleagues. Regular national project leader meetings will support these local efforts.

Also in the final year of the grant, local project leaders will be asked to contribute to the development of shared curricula, professional development agendas, and other materials to be disseminated across and beyond the Writing Project Network. Final grant reports will be collected.

THE MINNESOTA RIVER VALLEY WRITING PROJECT LAUNCH EVENT
HOSTED BY MINNESOTA STATE UNIVERSITY, MANKATO ENGLISH DEPT

BUILDING CONNECTIONS

IMAGINGING FUTURES

Join teachers from across Minnesota to:

- Write
- Connect and recharge
- Be inspired

MONDAY, JUNE 22

WHEN: 1:00 – 4:00 PM

WHERE: CSU at Minnesota State University, Mankato

REGISTER \$25/person: <https://link.mnsu.edu/buildingconnections>



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GUEST SPEAKER DR. NICOLE MIRRA

Nicole Mirra, Ph.D. is an Associate Professor of Education and Faculty Director of the Teacher Education Program at the University of California, Los Angeles. She uses participatory design methods in classroom, community, and digital spaces to collaboratively create learning environments with teachers and youth that disrupt structures of injustice and creatively compose liberatory social futures. She previously taught secondary literacy and debate in Brooklyn, New York and Los Angeles, California, and is a proud member of the National Writing Project network.



minnesota
river valley
writing
project



MINNESOTA STATE UNIVERSITY, MANKATO
DEPARTMENT OF ENGLISH

Dear Dr. Graff and the St. Peter School Board,

Recently, I've been offered an amazing professional opportunity- a graduate assistant position for the 2026-2027 school year at Minnesota State University Mankato. In order to best fulfill my obligations and commitments both in St. Peter and beyond, I would very much like to be granted a part-time, half year sabbatical for the 2026-2027 school year.

The National Writing Project (NWP) is a nonprofit group centered around improving student writing outcomes by providing support and professional development to teachers. Minnesota State University Mankato (MNSUM) will launch The River Valley Writing Project in June, when they become the official local project site for the NWP in southern Minnesota. My position as a graduate assistant will help Dr. Stephanie Rollag Yoon, who teaches preservice English teachers and other classes in the English department, to establish The River Valley Writing Project at MNSUM. What exactly this position will entail is difficult to say. At the core of the NWP's philosophy is the belief that teachers should guide their learning, so much of the professional development provided is tailored to teachers' needs. In this position, I will help plan professional development and events, including a youth writing workshop during the summer of 2027, and I will work with teachers to improve their writing instruction, which ultimately helps students. With the timing of the district in a curriculum review cycle, I am hoping I can be of service to my own department and assist teachers in the district as a whole.

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As a graduate assistant, I would be expected to take college courses. This summer I will finish the last of my nine credits MSUM insisted I take to be qualified to teach Literature 110, the concurrent enrollment course I am teaching now. (I believe these credits will put me at the top of the pay scale). A complete certification is 18 credits, which I would be able to complete during the 2026-2027 school year if I were granted this sabbatical. I have found the two courses I've taken so far to be incredibly helpful in my teaching, and while the full certification will not help me financially, I believe it would benefit my future teaching, and therefore my future students. Having some time off to complete these courses would be incredibly helpful and appreciated.

I have worked in the St. Peter School District since 2001, when Mrs. Engeldinger went on maternity leave. What was only supposed to be a year turned into a lifetime, and I couldn't feel more blessed to be a part of this district. I love my job, my colleagues, and my students. And I also love learning. I am a hard worker and will uphold all of my responsibilities and commitments. A short sabbatical will really help me be my best while I have this opportunity to expand my professional learning. Thank you for considering my request.

Sincerely,

Paulette Topel
ptopel@stpeterschools.org
507.995.6816



College of Humanities & Social Sciences
English Department
230 Armstrong Hall, Mankato MN 56001
507.389.2117 | 800.627.3529 or 711 (MRS/TTY)
mnsu.edu

March 24, 2026

Dr. Jon Graff
Superintendent
Saint Peter Public Schools

Dear Dr. Graff,

It is my pleasure to write a letter of endorsement for Paulette Topel to receive a sabbatical for the 2026-2027 school year. I have been fortunate to work with Paulette as her faculty advisor for Concurrent Enrollment courses at Minnesota State University, Mankato, and as a co-presenter at the National Council of Teachers of English conference. Paulette's strong teaching and enthusiasm for learning make her the ideal teacher-leader to help us shape the [Minnesota River Valley Writing Project](#), housed at MSU, Mankato, over the next year.

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During the 2026-2027 school year, Paulette will serve as the Graduate Assistant for the Minnesota River Valley Writing Project (MRVWP). In this capacity, she will attend trainings from the [National Writing Project](#) on the teaching of writing across grade-levels and content areas. From there, she will help develop and implement professional development for K12 teachers on the teaching of writing. The National Writing Project emphasizes the importance of teachers teaching teachers, which makes Paulette an ideal person for this role. After her experience with the MRVWP, Paulette will be able to share her new knowledge with colleagues and the students she teaches in St. Peter. Additionally, she will work on grants, which have the potential to provide funding and other professional development opportunities for herself and her colleagues.

While Paulette is serving in this role, she will also continue her studies in the MA in English Education program. She will take courses around digital and media literacies, teaching college-level literature, and research around English Education. This course work will benefit her own teaching, as she continues to learn new strategies and curriculum, which she can bring back to her colleagues and students.

It is an honor to have the opportunity to work with Paulette. Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink that reads 'Stephanie Rollag Yoon'.

Stephanie Rollag Yoon, Ph.D.
Assistant Professor of English Education
College of Humanities and Social Sciences
Minnesota State University, Mankato
Email: stephanie.rollag@mnsu.edu
Phone: 612-210-8284

To Whom It May Concern:

My name is Jennifer Maldonado, and I am an English teacher and PLC Leader at St Peter High School. I am writing a strong endorsement for my English colleague Paulette Topel's request for a part-time sabbatical at Minnesota State University, Mankato, working on professional development in the area of writing. I believe her sabbatical will have numerous benefits for the St Peter School District.

If you have met Paulette, you know that she has a passion for lifelong learning. She is constantly discussing, creating, and improving curriculum and pedagogy. This is also evidenced by her years as an Instructional Coach and numerous presentations at conferences and for staff development in our own district. This opportunity at MNSU Mankato will allow her to deepen her expertise in writing pedagogy, ultimately enhancing the quality of instruction she provides to her students.

In addition, Paulette's work will support the English department at the high school as she develops new units aligned with current writing standards. During her sabbatical she will be putting together professional development for teachers with a writing focus. As we develop our new standards and units in many types of writing, it would be extremely helpful to have Paulette's knowledge and utilization of her professional development for our department.

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Beyond her own classroom and department, Paulette's impact has the potential to reach educators across the district. By sharing the professional development she creates on a broader scale, she can support teachers in multiple content areas in integrating effective writing instruction into their courses. I believe that granting her sabbatical would benefit students, our English department, and teachers throughout our district. Her sabbatical would be helpful to many.

Sincerely,

Jennifer Maldonado

jmaldonado@stpeterschools.org

651-283-5844



ADDENDUM

**Regular Board Meeting
Wednesday, April 15, 2026
SPCC-Governor's Room
5:00 PM**

VII. ACTION ITEMS

5. AGENDA ITEM #5

Subject: Consider Approval of Adult Basic Education Consortium Agreement

Action: Requires a Resolution

Background: On an annual basis, the School Board is asked to pass a resolution continuing our ongoing agreement with surrounding school districts to provide Adult Basic Education (ABE) in a consortium model. Tami Skinner will be present to provide an update on ABE and our agreement.

Presentation: Community Education Director, Tami Skinner

Options/Recommendation: I recommend passing the resolution.

PARTICIPATING SCHOOL DISTRICTS AGREEMENT

WHEREAS, the School Board accepts the responsibility of providing Adult Basic Education (ABE) opportunities to its adult residents 17 years of age and older who are not currently enrolled in public school regular classes; and

WHEREAS, the School Board understands that programs funded through PL230 (Adult Education Act of 1965 as amended) and MS Chapter 123.35 Subd. 1, 2 and 4, Education program for Adults needs to be part of a cooperative ABE delivery system established by a written agreement among/between two or more school districts; and

WHEREAS, the Minnesota Department of Education, through state and federal laws, makes funds available for ABE services; and

WHEREAS, the purpose of the laws are to enable all adults to acquire basic skills necessary to function in society and also enable adults who so desire to continue their education to at least the level of completion of secondary school; and

WHEREAS, the participating public school districts include but are not limited to:

Gibbon Fairfax Winthrop	District 2365
Le Sueur-Henderson	District 2397
St. Peter	District 508
Tri-City United	District 2905
Sibley East	District 310
Nicollet	District 507
Cleveland	District 391
Waseca	District 829
Janesville-Waldorf-Pemberton	District 2835
New Richland-Hartland-Ellendale-Geneva	District 2168
Waterville-Elysian-Morristown	District 2143

WHEREAS, the participating agencies may include but are not limited to:

Nicollet County Law Enforcement Center
Le Sueur County Law Enforcement Center

WHEREAS, the participating school district will:

- Provide the services of their Community Education Director as a representative of the ABE Management team
- Provide as needed: space, equipment, evening building supervision, CE catalog advertising

- Submit appropriate financial data required by the State to qualify for program approval which makes them eligible for State and Federal grants as well as local levy authority to support ABE programming
- Have the responsibility at the direction of the ABE Management Team to employ ABE staff working in multiple school districts; and

WHEREAS, the management team will:

- Develop and monitor the program budget
- Develop formulas, both revenues and expenditures, for distribution of consortium dollars
- Make organizational structure and staffing recommendations to implement the program
- Develop operational guidelines and procedures
- Evaluate the overall program; and

WHEREAS, The Le Sueur-Henderson School Board, serving as the fiscal agent, will:

- Submit application materials for State and Federal and other grants
- Submit all applicable State and Federal reports
- Provide assurances to State and Federal reports
- Provide the services of their Community Education Director as the chairperson of the ABE Management Team
- Approve and administer the annual budget
- Employ consortium-wide ABE staff working on behalf of the consortium; and

WHEREAS, the length of this agreement is from July 1, 2026 to June 30, 2027;

NOW THEREFORE BE IT RESOLVED that Independent School District #2397 Le Sueur-Henderson Schools, agrees to work with the above named schools districts and agencies in continuing a cooperative ABE program. The Area Adult Learning Cooperative is not a legal entity. All authority and liability rests with the local School Boards of the participating school districts.

Adopted this _____ day of _____, 2026.

District Number

Superintendent

School Board Chairperson

School Board Clerk



ADDENDUM

**Regular Board Meeting
Wednesday, April 15, 2026
SPCC-Governor's Room
5:00 PM**

VII. ACTION ITEMS

6. AGENDA ITEM #6

Subject: Consider Policies for Approval with a Second Reading

Action: Requires a Motion

Background: The following policies are being brought forward for a second and final reading:

Policy 903: Visitors to School District Buildings and Sites

- The Policy Committee recommends accepting the following:
 - Minor changes to legal references.
 - Striking mention of an addendum in section IV and placing the words, "Upon approval by the School Board, such procedures and requirements shall be included in Parent/Student Handbooks."

Policy 904: Distribution of Materials on School District Property by Nonschool Persons

- The Policy Committee recommends accepting the following:
 - Reordering of Section III.
 - Striking mention of an addendum in section VIII and adding the following, "Additional guidelines will be included in Parent/Student Handbooks."

These policies were reviewed by the Policy Committee at their April 10th meeting and the committee recommends their approval.

Presentation: Policy Review Committee
Superintendent of Schools, Jon Graff

Options/Recommendation: I recommend your approval of Policies 903 and 904.

903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

I. PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

II. GENERAL STATEMENT OF POLICY

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS

- A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.
- B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

IV. RESPONSIBILITY

- A. The school district administration shall present recommended visitor and post-secondary enrollment options student procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public. Upon approval by the school board, such procedures and requirements shall be ~~included in Parent/Student Handbooks, an addendum to this policy.~~
- B. The superintendent shall be responsible for providing coordination that may be needed throughout the process and providing for periodic school board review and approval of the procedures.

V. VISITOR LIMITATIONS

- A. An individual, post-secondary enrollment options student, or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.
- B. Visitors, including post-secondary enrollment options students, are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are

parked on school property, school officials may:

1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual, post-secondary enrollment options student, or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options [Act Program](#))
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
Minn. Stat. § 609.605, Subd. 4 (Trespasses [on School Property](#))

Cross References: [None](#)

904 DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY NONSCHOOL PERSONS

I. PURPOSE

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by nonstaff and nonstudents on school district property in a reasonable time, place, and manner which does not disrupt the educational program nor interfere with the educational objectives of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district intends to provide a method for nonschool persons and organizations to distribute materials appropriate to the school setting within the limitations and provisions of this policy.
- B. To provide for orderly and nondisruptive distribution of materials, the school board adopts the following regulations and procedures.

III. DEFINITIONS

~~[NOTE: MSBA rearranged these definitions to place them in alphabetical order in 2024.]~~

- A. "Distribution" means circulation or dissemination of materials by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying materials, or placing materials in internal staff or student mailboxes.
- B. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him or her in the esteem of the community.
- C. "Material and substantial disruption" of a normal school activity means:
 - 1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- D. "Materials" includes all materials and objects intended by nonschool persons or nonschool organizations for distribution. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, underground newspapers whether written by students, employees or others, and tangible objects.

- E. "Minor" means any person under the age of eighteen (18).
- F. "Nonschool person" means any person who is not currently enrolled as a student in or employed by the school district.
- G. "Obscene to minors" means:
 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- H. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, other theatrical productions, and in-school lunch periods.

IV. GUIDELINES

- A. Nonschool persons and organizations may, within the provisions of this policy, be granted permission to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, materials and objects which are appropriate to the school setting.
- B. Requests for distribution of materials will be reviewed by the administration on a case-by-case basis. However, distribution of the following materials is always prohibited. Material is prohibited that:
 1. is obscene to minors;
 2. is libelous;
 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 4. advertises any product or service not permitted to minors by law;
 5. advocates violence or other illegal conduct;
 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin);
 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Permission for nonschool persons to distribute materials on school district property is a

privilege and not a right. In making decisions regarding permission for such distribution, the administration will consider factors including, but not limited to, the following:

1. whether the material is educationally related;
2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

If permission is granted pursuant to this policy for the distribution of any materials, the time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any nonschool person wishing to distribute materials must first submit for approval a copy of the materials to the administration at least five days in advance of desired distribution time, together with the following information:
 1. Name and phone number of the person submitting the request.
 2. Date(s) and time(s) of day of requested distribution.
 3. If material is intended for students, the grade(s) of students to whom the distribution is intended.
 4. The proposed method of distribution.
- B. The administration will review the request and render a decision. The administration will assign a location and method of distribution and will inform the persons submitting the request whether nonschool persons may be present to distribute the materials. In the event that permission to distribute the materials is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.
- D. In the event that permission to distribute materials is denied, the nonschool person or organization may request reconsideration of the decision by the superintendent. The request for reconsideration must be in writing and must set forth the reasons why distribution is desirable and in the interest of the school community.

VII. VIOLATION OF POLICY

Any party violating this policy or distributing materials without permission will be directed to leave the school property immediately and, if necessary, the police will be called.

VIII. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Additional guidelines will be included in Parent/Student Handbooks. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

[NOTE: School districts are encouraged to consider additional guidelines which reflect varied local practices relating to this subject matter including addressing the subject of consistency and uniformity for approving or disapproving practices under this policy.]

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)
Doe v. South Iron R-1 School District, 498 F.3d 878 (8th Cir. 2007)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Cornelius v. NAACP Legal Defense and Educational Fund, Inc., 473 U.S. 788 (1985)
Perry Education Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37 (1983)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied 565 U.S. 1036 (2011)

Cross References: MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)



ADDENDUM

**Regular Board Meeting
Wednesday, April 15, 2026
SPCC-Governor's Room
5:00 PM**

VII. ACTION ITEMS

7. AGENDA ITEM #7

Subject: Consider Policies for Approval with a Single Reading

Action: Requires a Motion

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

- **Policy 907:** Rewards
 - MSBA Model Policy includes adjustments to the legal reference section.

Presentation: Policy Review Committee
Superintendent of Schools, Jon Graff

Options/Recommendation: I recommend your approval of Policy 907 as presented.

Adopted: _____

MSBA/MASA Model Policy 907

Orig. 2005

Revised: April 2026

Rev. 2022

907 REWARDS

[Note: A school board must formally adopt a policy authorizing rewards for information leading to the conviction of the person committing or conspiring to commit the specified crimes before a reward may be offered.]

I. PURPOSE

The purpose of this policy is to authorize the school board to offer rewards to persons who provide accurate and reliable information leading to the conviction of a person who has committed or conspired to commit a crime against students or school employees, volunteers, or school board members as a result of their affiliation with the school district, or against school district property.

II. GENERAL STATEMENT OF POLICY

The school board believes that, in certain circumstances, the offering of a reward may lead to the receipt of information that would solve or prevent a crime against students, school employees, volunteers, school board members, or school district property. The school board also believes that the fact that the school board may offer a reward may have a deterrent effect on the commission of such crimes.

III. APPROVAL OF OFFERING OF REWARDS

The school board shall approve the offering of any rewards by the school district. The approval shall specify the amount of the reward and the crime to which it is applicable. The approval may relate to a specific incident or to a continuing category of crime, i.e., assault of a teacher, damage to school property, etc.

IV. ESTABLISHMENT OF PROCEDURES

The superintendent shall develop directives and procedures to address the timing and method of payment of any reward earned by an information provider. The information provided must have led to the conviction of the person who committed or conspired to commit the crime for which the reward was offered.

Legal References: Minn. Stat. § 123B.02, Subd. 22 ([General Powers of Independent School DistrictsReward](#))

Cross References: None



ADDENDUM

**Regular School Board Meeting
Wednesday, April 15, 2026
SPCC-Governor's Room
5:00 PM**

VII. ACTION ITEMS

8. AGENDA ITEM #8

Subject: Non-renewal of Probationary Teacher

Action: Resolution

Background: "The first three consecutive years of a Teacher's first Teaching experience in Minnesota in a single district is deemed to be a probationary period of employment, and the probationary period in each district in which the Teacher is thereafter employed shall be one year." During the probationary period, a contract with a Teacher may be non-renewed as the school board determines. There is one probationary teacher in the district teaching with an Out of Field Permission (OFP). The OFP is good for one year at a time. For Teachers who hold an OFP to be offered a subsequent contract in the same assignment in the same district, the district must open and advertise the position for 60 days before offering the position to that Teacher. The teachers currently employed with OFP status, will need to be non-renewed based on this requirement. The resolution for non-renewal is attached.

Presentation: Superintendent of Schools, Jon Graff

Options/Recommendation: I recommend you approve the resolution for non-renewal.

Board Chair Potts introduced the following resolution and Board Member _____ moved its adoption:

RESOLUTION RELATING TO THE NONRENEWAL OF THE TEACHING CONTRACT OF HEIDI NIEMEYER, A PROBATIONARY TEACHER

WHEREAS, Heidi Niemeyer is a probationary teacher in Independent School District No. 508.

BE IT RESOLVED, by the School Board of Independent School District No. 508 that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Heidi Niemeyer, a probationary teacher in Independent School District No. 508, is hereby non-renewed at the close of the current 2025-2026 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding non-renewal of her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF NON-RENEWAL

Ms. Heidi Niemeyer
1710 Wood Duck Street
St. Peter, MN 56082

Dear Ms. Niemeyer:

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 508 held on April 15, 2026, a resolution was adopted by a majority roll call vote to not renew your contract effective at the end of the current school year. Said action of the board is taken pursuant to Minnesota Statutes 122A.40, Subdivision 5.

You may officially request that the school board give its reasons for the non-renewal of your teaching contract. If requested, we will provide a written statement of the reason within ten days of receiving your request. For your information, however, this action is taken due to requirements for posting for positions where Teachers with an Out of Field Permission teach in a field outside the field of the license held.

Sincerely,

Saint Peter School Board Clerk

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted on the 15 day of April, 2026.

Dated: April 15, 2026

Katen Martens, Board Clerk



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

FROM: Annette Engeldinger

DATE: April 13, 2026

SUBJECT: Non-renewal for Heidi Niemeyer

Please consider this a recommendation to non-renew Heidi Niemeyer's 1.0 FTE teaching contract with Saint Peter Public Schools. Ms. Niemeyer teaches math at the high school and at Rockbend ALC on an out-of-field placement. Heidi is an outstanding teacher, and we appreciate her service.

If you have any questions or concerns, please let us know.



ADDENDUM

**Regular Board Meeting
Wednesday, April 15, 2026
SPCC-Governor's Room
5:00 PM**

VIII. INFORMATION ITEMS

1. AGENDA ITEM 1

Subject: First Reading of Revisions to the Policy Manual

Background: The following policies were reviewed by the Policy Committee and are being brought forward for a first reading:

Policy 623: Mandatory Summer School Instruction

- SPPS's posted policy is MSBA's Model Policy Redline.
 - Section III.A - Contains missing information
 - Section IV - Includes multiple options/alternatives for language.
- The Policy Committee utilized the July 2022 board approved policy as its baseline and recommends the following:
 - Section III.A.2: remove the words "at the ____ levels;"
 - Remove Section IV in its entirety.

Policy 908: Volunteers

- No companion MSBA Model Policy exists
- The Policy Committee recommends the following
 - Adding language at the end of section IV.B: "and any volunteer who, in performing their assigned duties or role, will be alone with students (i.e., field trip chaperones)."

Presentation: Policy Review Committee
Superintendent of Schools, Jon Graff

623 ~~MANDATORY~~ SUMMER SCHOOL INSTRUCTION

I. PURPOSE

The purpose of this policy is to establish program parameters and student attendance guidelines and requirements for the school district relating to the provision of mandatory summer school educational services.

II. GENERAL STATEMENT OF POLICY

Summer school educational services and instruction shall be directed toward the fulfillment of the goals and objectives of the educational program and graduation standards of the school district.

III. PROCEDURES

A. The school district shall offer summer school instruction providing opportunities for:

[Note: The following are for illustrative purposes. Summer school instructional offerings are a policy decision to be determined by the local school board.]

- 1. Remedial instruction at the _____ level(s);***
- 2. Make-up and review courses at the _____ level(s);***
- 3. Special education instruction and services related to ~~mandatory~~ summer school instruction consistent with applicable state and federal authority for all qualified children with disabilities ~~disabled children~~ where appropriate to their educational needs;***
- 4. Reading intervention programs or instruction for students who are at risk of not learning to read before the end of second grade; and***
- 5. Other ~~mandatory~~ summer school programs as determined by the school district.***

B. All services of the summer school program will be free to residents of the school district whose need for a summer program has been identified by teachers or the school principal and who are required to attend pursuant to established school district criteria and the provisions of this policy.

C. The summer school curriculum will be established in line with the needs of students and in accordance with rules of the [Minnesota](#) Department of Education. Remedial, make-up, and review courses shall provide opportunities for students to qualify for promotion and/or credit in areas and subjects where previous work has not met promotion/credit standards. It shall further be designed to assist students who have not passed one or more basic requirements tests and who are in need of remediation services relating to the school district's graduation standards or who have been identified as at risk of not learning to read before the end of second grade.

D. Summer school provides the opportunity for students to improve basic skills, further their academic progress, ~~and/or accelerate in designated academic areas~~. The intent of the school district is to ensure that courses taught during the summer session are of the

same level of instructional breadth and difficulty as provided during the regular school year.

IV. MANDATORY SUMMER SCHOOL INSTRUCTION

~~*[Note: The Compulsory Instruction Law at Minn. Stat. §Minnesota Statutes section 120A.22, subdivision Subd. 5, specifically authorizes school districts to require children subject to compulsory instruction to attend summer school. Each school district that wishes to implement mandatory summer school instruction must establish the criteria and standards for determining which students will be required to receive such instruction. These criteria should be developed and determined by the school board in consultation with appropriate educational professionals. The final criteria and standards should be provided with specificity in this section. These criteria are within the discretion of the school board and may be tailored to a school district's particular needs and resources. They may be aimed at certain grade levels, academic areas and programs, or at students in need of remediation services relating to the school district's graduation standards and basic requirements testing.]*~~

~~*[Also, pursuant to Minn. Stat. §Minnesota Statutes section 120B.12, as of the 2011-2012 school year, school districts must identify, before the end of kindergarten, grade 1, and grade 2, students who are not reading at grade level before the end of the current school year. Such students must be screened for characteristics of dyslexia. Reading assessments in English and in the predominant languages of district students, where practicable, must identify and evaluate students' areas of academic need related to literacy. School districts must also monitor the progress and provide reading instruction appropriate to the specific needs of English learners. School districts must use a locally adopted, developmentally appropriate, and culturally responsive assessment. School districts are required to provide reading intervention methods for such students, which may include requiring student attendance in summer school.]*~~

[Alternative]

~~The school board will direct the administration to identify and develop specific criteria and standards for determining which students must receive summer school instruction. These will be provided to the school board for review and approval on no less than an annual basis. Following school board approval, the criteria and standards for mandatory summer school instruction will be included in this policy as Attachment A and incorporated herein by reference.~~

V. TRANSPORTATION SERVICES

- A. The school district shall make available transportation services for all students required to receive instruction in the school district's summer school program in accordance with [Minn. Stat. §Minnesota Statutes section 120A.22, subdivision Subd. 5\(b\)](#). The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.
- B. The school board shall retain sole discretion, control, and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

VI. SCHOOL BOARD REVIEW

The superintendent or designated representative shall report at least annually to the school board regarding the status and utilization of programs under this policy. All summer school programs will be subject to annual review and approval by the school board.

Legal References: Minn. Stat. § 120A.20 (Admission to Public School)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 125A.50 (Alternative Delivery of Specialized Instructional Services)
Minn. Rules [Chapter Part](#) 3501 (Graduation Standards)

Cross References: ~~MSBA/MASA Model~~ Policy 603 (Curriculum Development)
~~MSBA/MASA Model~~ Policy 604 (Instructional Curriculum)
~~MSBA/MASA Model~~ Policy 605 (Alternative Programs)
~~MSBA/MASA Model~~ Policy 707 (Transportation of Public School Students)

908 VOLUNTEERS

I. PURPOSE

To promote stronger school-community ties and to tap valuable human resources present outside the school setting, the School District encourages community members to volunteer.

II. GENERAL STATEMENT OF POLICY

- A. The Board authorizes the selection and use of parents/guardians, community members, and others as volunteers to assist and supplement regular school district staff. Under no circumstances shall a volunteer be considered an employee of the school district. A volunteer shall receive no wages or other consideration that has a monetary value for the performance of volunteer services. The volunteer position is not a right, but rather a privilege, which is conferred by the Board and the administration. As such, any volunteer position may be eliminated and/or the services of any volunteer may be terminated at any time at the sole discretion of the responsible school district administrator(s).
- B. Volunteers are to perform only those duties and/or functions assigned to them by the school principal or designee or, in appropriate cases, the district employee to which they have been temporarily assigned.

III. VOLUNTEER CATEGORIES

- A. Single-Event Volunteer—one who voluntarily provides service to the school district, without compensation, for a single event that will be completed in one (1) to three (3) school days.
- B. Short-Term Volunteer—one who voluntarily provides a service to the school district, without compensation, on an occasional basis not exceeding two (2) weeks in the aggregate during a school term.
- C. Long-Term Volunteer—one who voluntarily provides a service to the school district, without compensation, from time to time throughout the entire school year. Said service does not necessarily have to be performed on consecutive days. The intent, however, is to use a long-term volunteer over an aggregate period of time exceeding two (2) weeks through the school year. This category includes, but is not limited to, coaching, directing, advising, or serving as a school/office/classroom assistant.

IV. PROCEDURES

- . The school principal and/or activities director shall assume general authority and responsibility over all volunteers serving at that school site. The principal and/or athletic director who use(s) volunteers in any capacity shall be responsible for:
 - 1. Supervising the dissemination and procurement of volunteer applications and clearances.
 - 2. Reviewing volunteer applications and required clearances.

3. Maintaining a file of applications and clearances.
 4. Ensuring volunteer intakes are conducted, as appropriate.
 5. Recruiting and selecting volunteers in accordance with the needs of the school as principal and staff shall determine, including the number of volunteers providing service in any one area.
 6. Developing and assigning duties that would be performed by volunteers in accordance with the identified needs in his/her school.
 7. Ensuring any necessary training of volunteers to perform the specific duties associated with their assignments.
 8. Terminating the services of any volunteer:
 - a. Who violates school district policy, school rules, or guidelines.
 - b. Whose presence and/or actions are deemed to constitute(s) a danger or threat to the school district, the school, the students, and/or the school's personnel.
 9. Informing the superintendent in a timely manner of the termination of a volunteer.
- B. Criminal history background checks shall be conducted on all long-term volunteers except student volunteers and any volunteer who, in performing their assigned duties or role, will be alone with students (i.e., field trip chaperones).
 - C. Volunteers shall not be asked to assume the professional responsibilities of the school staff. Volunteers may provide assistance, which is supportive, under the direction of a staff member.
 - D. Any school volunteer program that will require additional financial support from the school district budget will require a formal recommendation from the superintendent or designee and approval by the Board prior to implementation.
 - E. Volunteers are not to have access to or handle any materials of a personal or confidential nature, unless the volunteer is a school district employee whose job allows such and who has been assigned to do so by the building principal or designee, or as appropriate, the teacher to whom s/he has been temporarily assigned.



ADDENDUM

**Regular Board Meeting
Wednesday, April 15, 2026
SPCC-Governor's Room
5:00 PM**

VIII. INFORMATION ITEMS

2. AGENDA ITEM 2

- Subject:** Facilities Update
- Background:** Superintendent Graff will provide an update on facilities.
- Presentation:** Superintendent of Schools, Jon Graff