SAINT PETER SCHOOL BOARD
Regular Board Meeting
Wednesday, November 18, 2026
City Hall, 1441 Civic Way, 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 - Sofia Fraboni 18
2. Student Council Report -
VII. **Action Items**
1. Consider a Resolution to Accept Gifts, Donations and Grants 19
2. Consider Approval of the Comprehensive Achievement and Civic Readiness (CACR) Report 25
3. Consider Approval of K-6 Music Curriculum Purchase 39
4. Consider Approval of the Change in Time for the December 16, 2026, Regular Board Meeting 45
5. Consider Policies for Approval with a Second Reading 46
6. Consider Policies for Approval with a Single Reading 49
VIII. **Information Items**
1. Community and Family Education Report and Update 75
2. Activities Director Update 80
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**

- **Policy Committee Meeting**: No meeting in December
- **Education Committee Meeting:** No meeting in December

- **Business Committee Meeting:** December 2, 2026, at 1:00 PM (DO)
- **School Board Study Session:** December 2, 2026, at 5:00 PM (SPMS Media Center)
- **Regular School Board Meeting:** December 16, 2026, at 5:00 PM (City Hall)

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, November 18, 2026
Saint Peter City Hall
5:00 PM

V. CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of October 21, 2026.

2. Approval of Bills and Wire Transfers ($3,850,795.74) for October 2026.

3. The recommendation for approval of the annual lease agreements with the Leo A. Hoffmann Center. The agreements have been reviewed by the Business Committee.
    a. $28.00 per hour for half of the staff hours provided to the Oshawa Learning Academy by LAHC (an increase in $1.00/hour); and
    b. $500.00 per month for leased classroom space and $500.00 per month for leased gymnasium space.

4. The recommendation for renewal of the Contract with City of Saint Peter Supporting Cultural Liaisons
    a. The city agrees to pay $5,000 to support District Liaison assistance to the City related to enhancing program knowledge and access.

5. Personnel Updates
    a. Please see the attached Personnel Updates document

Saint Peter Public Schools

Regular School Board Meeting Minutes

These minutes have not been board approved

Date: Wednesday, October 21, 2026
Location: Saint Peter City Hall
Attendance:

- Members Present: Rita Rassbach, Ken Rossow, Tracy Stuewe, Bill Kautt, Drew Dixon and Kate Martens
- Members Absent: Charlie Potts
- Others Present: Ytive Prafke, Jana Sykora, Darin Doherty, Jessica Buttell, Annette Engeldinger, Seth Putz, Jon Graff, Kimberley Deming and members of the public.

1. Call to Order & Agenda Approval

- **Call to Order:** Vice Chair Dixon called the meeting to order at 5:05 p.m.
- **Approval of Agenda:** Member Kautt moved to amend the proposed agenda to insert the Approval of the Presentation of an Honorary Diploma for a Deceased Veteran immediately following the Approval of the District Strategic Plan for 2026–2027. The motion was seconded by Member Stuewe and carried. Member Martens moved to approve the agenda as amended. The motion was seconded by Member Kautt and carried unanimously by members present.

2. Consent Agenda

The consent agenda items listed below were approved on a motion by Rossow, seconded by Rassbach. Motion carried unanimously by members present.

- **Minutes:**
  - Approval of the Regular Board Meeting Minutes of September 16, 2026.
  - Approval of the Study Session Minutes of September 23, 2026.
  - Approval of the Study Session Minutes of October 7, 2026.
- **Bills & Wire Transfers:**
  - Approval of payments totaling ($6,303,245.73) for September 2026.
- **Personnel Changes:**
  - Hiring: Approval of the hiring of Forrest Olson, Alyona Viznyuk, Olivia Strandquist, Ruth Stark, Joseph Delacruz, Alex Kane and Isaac Alger
  - Resignations: Acceptance of resignations from Alishia Pete, Dominic Jannette, Bridget Campbell, Ellen Fischenich, Isabella Shelton, Steven Sassenberg, Roxana Kennedy and Rebecca Thurston
  - Terminations: Approval of the termination of Andrew Vollmer

3. Action Items

- **Student Spotlight** - Edison “Eddie” Zender is a hardworking and dedicated leader in Mrs. Friedrich's 4th-grade class. He excels at tackling tough problems and helping his peers succeed. As a quiet role model, he regularly encourages classmates to keep trying until they master difficult concepts, knowing firsthand how rewarding it feels to get the right answer. Outside of school, Eddie enjoys relaxing, swimming, fishing, and taking naps.

- **Student Council Report** - Student council co-chairs Gabrielle DeVos, Ellie Graham and Lyric Ruble presented an update on student council activities and annual events. Highlights included Homecoming festivities, such as the powder puff game, parade, and the pre-game crowning of the homecoming king and queen. Also mentioned were seasonal traditions like Thanksgiving and St. Patrick’s Day bingo, Senior Sunrise, Senior Sunset and Snow Week.

- **Approval of a Resolution Accepting Gifts, Donations and Grants:** A motion was made by Kautt, seconded by Rossow, to approve a resolution accepting donations from the Saint Peter Booster Club, Sarah Riviere, Keeley’s Landscape Supply of Saint Peter, and the Good Neighbor Diversity Council. Following a roll call vote, the resolution passed 6-0 (with 1 member absent).
    - *Voting Yes:* Rassbach, Rossow, Stuewe, Dixon, Kautt and Martens
    - *Voting No*: None
    - *Absent:* Charlie Potts

- **Approval of Superintendent Goals for 2026-2027:** Superintendent Graff presented his proposed goals for the 2026-2027 school year, which were developed in collaboration with Board Chair Potts. These goal areas will be incorporated into the evaluation framework for the school year. Motion by Stuewe, seconded by Martens, to approve Superintendent Graff’s 2026-2027 goals as presented. Motion carried unanimously by members present.

- **Approval of the District Strategic Plan for 2026-2027:** On an annual basis, the board reviews the broad goals and directions of the school district. The board engaged in an in-depth review of district and building-level strategic plans at its October 7 study session. An overview of the district’s strategic initiatives were presented for formal approval. Moved by Rossow, seconded by Rassbach, to approve the District Strategic Plan for the 2026-2027 school year. Motion carried unanimously by members present.

- **Approval of the Presentation of an Honorary Diploma for a Deceased Veteran** - Member Kautt moved to approve the presentation of an honorary diploma to the family of Frederick Joseph Brenke at the Saint Peter High School Veterans Day Program on November 11, 2026. A new Minnesota law went into effect August 1, 2026, that recognizes veterans who were unable to finish high school while serving in the Korean or Vietnam wars. A veteran may request a diploma on their own behalf, or a family member may make a posthumous request on behalf of a deceased veteran or service member. The motion was seconded by Member Stuewe and carried unanimously by members present.

- **Approval of Gymnastics Coop with Cleveland Public Schools:** Cleveland Public School District submitted a formal request to join the Gymnastics Cooperative currently comprising Saint Peter and LeSueur-Henderson Public Schools. Under Minnesota State High School League (MSHSL) regulations, adding a new district requires dissolving the existing cooperative and submitting a new Application for Cooperative Sponsorship. The request was reviewed by the district’s MSHSL Advisory Committee and the School Board’s Education Committee in accordance with the district’s cooperative sponsorship checklist.

Motion made by Stuewe, seconded by Martens to approve the dissolution of the Gymnastics Cooperative Sponsorship between Saint Peter and LeSueur-Henderson Public Schools. Following a roll call vote, the recommendation passed 6-0 (with 1 member absent).

- *Voting Yes:* Rassbach, Rossow, Stuewe, Dixon, Kautt and Martens
- *Voting No*: None
- *Absent:* Charlie Potts

Motion made by Stuewe, seconded by Martens to approve the application to create a Gymnastics Cooperative Sponsorship between Saint Peter, LeSueur-Henderson and Cleveland Public Schools. Following a roll call vote, the recommendation passed 6-0 (with 1 member absent).

- *Voting Yes:* Rassbach, Rossow, Stuewe, Dixon, Kautt and Martens
- *Voting No*: None
- *Absent:* Charlie Potts

- **Consider Approval of Contracting with MSBA for Strategic Planning Services:** The School Board and Administrative Team are preparing to launch a comprehensive strategic planning process. Following a presentation of services by the Minnesota School Boards Association (MSBA) at the September study session, the Education Committee reviewed project needs during its October meeting and recommended partnering with MSBA to facilitate the process. Superintendent Graff and the Education Committee presented the rationale for this partnership. Motion by Martens, seconded by Stuewe, to approve entering into a strategic planning agreement with the MSBA as presented. The motion carried with all members present voting in favor, except Kautt, who abstained due to his prior employment history with MSBA.

- **Policies for Approval with a Second Reading:** The board completed a second reading of proposed revisions to Policies 524 (Internet, Technology, and Cell Phone Acceptable Use and Safety), 613 (Graduation Requirements), and 621 (Literacy and the Read Act). Revisions to Policy 524 address recent legislation prohibiting nonconsensual AI-generated media ("nudification"), while updates to Policy 613 reflect the current district Assessment Coordinator, revised legislative references, and provisions for awarding diplomas to veterans. Policy 621 has been updated to align with current READ Act requirements. Moved by Martens, seconded by Rassbach, to approve Policies 524, 613, and 621 with a second reading as presented. Motion carried unanimously by members present.

- **Policies for Approval in a Single Reading**: As part of the district's regular review cycle, Superintendent Graff presented proposed revisions to Policies 624 (Online Instruction), 709 (Student Transportation Safety Policy), and 806 (Crisis Management Policy). Key updates include technical adjustments, legal reference cleanups, updated resource links, a refined definition of "School Bus," and additional language regarding required bus safety equipment. Because the changes are minor and alignment-focused, approval with a single-reading was recommended. Moved by Martens, seconded by Rassbach, to approve Policies 624, 709, and 806 on first and final reading. Motion carried unanimously by members present.

- **Approval of a Resolution Supporting the District's Application for a Grant from the Minnesota State High School League (MSHSL) Foundation:** The Minnesota State High School League (MSHSL) Foundation provides annual grant opportunities to school districts to help reduce participation fees for athletic and fine arts programs for students with financial need. To complete the application process, the MSHSL Foundation requires a formal governing board resolution supporting the grant request. Motion by Stuewe, seconded by Rossow, to adopt the Resolution Supporting the Grant Application

to the MSHSL Foundation as presented. Following a roll call vote, the resolution passed 6-0 (with 1 member absent).
    - *Voting Yes:* Rassbach, Rossow, Stuewe, Dixon, Kautt and Martens
    - *Voting No*: None
    - *Absent:* Charlie Potts

- **Approval of 2026-2027 Assessment Calendar:** In accordance with Policy 616 (School District System Accountability), the board conducts an annual review and approval of the district assessment calendar. Following detailed reviews during the September study session and the October Education Committee meeting, formal approval of the calendar for the 2026–2027 school year was recommended. Motion by Rossow, seconded by Rassbach, to approve the 2026–2027 District Assessment Calendar as presented. Motion carried unanimously by members present.

4. Information Items

- Superintendent Graff presented the Board with the first reading of proposed revisions to Policy 511 (Student Fundraising). Due to the significance of the language changes within this policy, the Policy Committee wanted to provide the Board an opportunity to review the recommended updates prior to formal approval.

- Pursuant to School Board Policy 511 (Student Fundraising), the superintendent must share annual fundraising plans with the school board and the public. Building principals provided updates regarding the fundraising plans for their respective buildings.

5. Reports

- **Special Programs Administrator:**
    - Preschoolers enjoyed their field trip to the fire department
    - Indigenous Peoples' Day activities were incorporated into classes
- **South Elementary:**
    - Indigenous Peoples' Day activities were incorporated into classes
    - October 30 is the district's first early release day
    - K-8 conferences will take place on November 12, 13 and 17
    - An All Student Celebration will take place November 24
- **OLA**
    - Indigenous Peoples' Day activities were incorporated into classes
- **North Elementary**
    - Walk and Roll to School event took place on October 7
    - 3rd and 4th graders attended the Science and Nature Conference at Gustavus on October 20
    - Donations are being accepted for the 10th year of Quinn's Closet
- **Saint Peter Middle School:**
    - Walk and Roll to School event took place on October 7
    - 5th graders attended History Fest on October 8
    - Indigenous Peoples' Day activities were incorporated into classes
    - 5th and 6th graders attended the Science and Nature Conference at Gustavus on October 20
- **Saint Peter High School**:
    - A fall sports update was provided
    - The Fall Musical, The Drowsy Chaperone, will be performed on November 19, 20, 21 and 22

- **Superintendent of Schools:**
    - Acknowledged Nathan Hughes, custodial staff, who was recognized by the Minnesota Education Facilities Management Professionals Association (MASMS) with the Facilities Award of Excellence
- **Operations and Maintenance Director:**
    - Provided a Mend the Middle update
- **Around the Table Updates:**
    - Rassbach - thanked student council reps for attending
    - Rossow - thanked student council reps for attending
    - Stuewe - congratulated fall sports athletes
    - Martens - thanked those who attended the 4th Annual Indigenous Peoples' Day Walk, provided a reminder about the NAPAC Ribbon Sweatshirt Sewing event on October 24, and discussed the Permanent School Funding Amendment
- **Board Committee Updates:** No additional updates

6. Upcoming Meetings

- **Policy Committee Meeting:** November 10, 2026, at 4:00 PM (DO)
- **Education Committee Meeting:** November 12, 2026, at 1:00 PM (DO)
- **Business Committee Meeting:** November 12, 2026, at 2:30 PM (DO)
- **Regular School Board Meeting:** November 18, 2026, at 5:00 PM (City Hall)

7. Adjournment

A motion was made by Stuewe, seconded by Kautt, to adjourn the meeting at 7:05 p.m. The motion carried unanimously.

Date Approved: November 18, 2026

_____

Kate Martens, Board Clerk

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

Date: November 18, 2026

To: Dr. Jon Graff - Superintendent

From: Melic Thomas - Finance Accountant

Monthly Business Office bills & Payroll Amounts:

October 2026 - Business Office checks	$1,488,979.29
October 2026 - Business Office wire payments	$1,155,234.94
October 2026 - Payroll	$1,206,581.51
	$3,850,795.74

Monthly Student Activity Amounts:

October 2026 - South Elementary	$0.00
October 2026 - North Elementary	$0.00
October 2026 - Middle School	$0.00
October 2026 - High School	$0.00
	$0.00

St. Peter Public Schools	Oct-26	
Outgoing Wire Payments		
MSDLAF to USBank - 2022 Refunded Bond		
MSDLAF to USBank - 2024 Bond		
BCBS - medicare health	10/21/2026	8,407.00
Medicare Blue RX	10/1/2026	7,770.00
Life	10/1/2026	2,808.67
LTD	10/6/2026	4,357.65
NIS - MN Paid leave premium	10/5/2026	13,759.96
VISA	October	16,286.03
IRS federal payroll taxes	10/15/2026	191,366.97
IRS federal payroll taxes	10/30/2026	184,884.68
MN state payroll taxes	10/1/2026	32,350.76
MN state payroll taxes	10/13/2026	81.00
MN state payroll taxes	10/16/2026	33,463.64
MN UI Fund		
PERA payments	10/15/2026	34,509.49
PERA payments	10/30/2026	31,984.65
TRA payments	10/15/2026	112,638.93
TRA payments	10/30/2026	111,669.36
Edu Benefits Cons (Horace Mann, Ameriprise, ...)	10/1/2026	9,269.83
Edu Benefits Cons (Horace Mann, Ameriprise, ...)	10/16/2026	9,179.83
Colonial Life	10/7/2026	2,276.69
Colonial Life	10/8/2026	13,769.31
EyeMed	10/6/2026	1,283.90
Arbiter-Pre fund	10/9/2026	15,000.00
HomeTown - Dental direct debits	10/5/2026	2,060.67
HomeTown - Dental direct debits	10/13/2026	2,257.25
HomeTown - Dental direct debits	10/19/2026	1,862.76
HomeTown - Dental direct debits	10/21/2026	1,951.04
HomeTown - Dental direct debits	10/26/2026	2,176.75
HomeTown - BCBS debits	10/1/2026	115,801.87
HomeTown - BCBS debits	10/8/2026	55,472.25
HomeTown - BCBS debits	10/15/2026	39,890.42
HomeTown - BCBS debits	10/22/2026	29,235.27
HomeTown - BCBS debits	10/29/2026	35,399.14
HomeTown - Healthiest You	10/1/2026	2,796.50
FNB HSA/VEBA-Medsurety/Matrix Trust	October	29,212.67
	Total Outgiong Wire Payments	**1,155,234.94**

SAINT PETER PUBLIC SCHOOLS

Agreement

With

SCHOOL CULTURAL LIAISON PROGRAM
&
CITY OF SAINT PETER

2026-2027

SCHOOL CULTURAL LIAISON PROGRAM AGREEMENT

THIS AGREEMENT is by and between INDEPENDENT SCHOOL DISTRICT NO. 508 hereinafter referred to as the "School District, and the CITY OF SAINT PETER, hereinafter referred to as "City".

WHEREAS, School District and City desire to join in a mutual effort to enhance communication and program and service access to all members of the Saint Peter Community; and

WHEREAS, School District provides Cultural Liaisons that can provide assistance to City Department to enhance program knowledge and access.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained in this Agreement, School District and City mutually agree as follows:

ARTICLE I - CULTURAL LIAISON DEFINITION AND DUTIES

1.1. For the purpose of this Agreement, the term "CULTURAL LIAISON" hereinafter referred to as "LIAISON" shall:

a. Be an employee of School District whose primary job task is to assist members of the community who may have access challenges due to language or culture to navigate systems that help provide for use of programs and services.

1.2. The duties of the LIAISON shall include, but are not limited to, the following:

a. Provide promotion of and assistance for registration for Youth Activities (youth sports, special events, general interest).
b. Provide promotion of and assistance for registration for summer swimming lessons.
c. May provide promotion of and assistance for registration for youth athletic associations and summer camps.
d. Provide promotion of and assistance for accessing and using the City Transit system.
e. Assist City staff in connecting with program users including parents and children and elders.
f. From time to time assist in translating and/or providing interpretation for direct communication with program users.

ARTICLE II - FUNDING OF THE CULTURAL LIAISON PROGRAM

The City Agrees to pay the sum of $5,000 per school year to be paid in two installments. One installment of $2500 will be paid in September of 2026 and one in March of 2027.

2.4 School District agrees to provide an invoice for payments specified in this Article.

ARTICLE III – RESPONSIBILITY OF SCHOOL DISTRICT

3.1 School District shall be responsible for the following duties and/or services:

a. Provide guidance and assistance to the LIAISON(S) through the principals, teachers, administrative staff and student body.

b. Requires its principals to coordinate efforts of the LIAISON(S) within the schools.

c. To meet cooperatively with the City and its Recreation and Transit (MRVT) Department on a regular basis to review the goals, needs, operations and effectiveness of the school resource office program and officers.

ARTICLE IV - RESPONSIBILITY OF CITY

4.1 The City shall be responsible for the following duties and/or services:

a. Provide a contact list of City Employees including emails and phone numbers, promotional material and web site information.

b. To meet cooperatively with School District and its Superintendent on an as needed basis to review the goals, needs and effectiveness of the LIAISON(S).

ARTICLE V - INDEMNITY AND HOLD HARMLESS

5.1. School District agrees to indemnify and save harmless the City of and from any and all liability and expenses, including attorneys' fees, of any nature whatsoever (including any claim on account of any injuries, diseases, or claimed injuries or diseases compensable under the Worker's Compensation Laws of the State of Minnesota) resulting or in any manner arising out of the use of any property, structures, or equipment of the School District (whether improved, modified, altered, or developed by City or otherwise) or any activities sponsored by City taking place on any such property, structures or equipment.

5.2 City agrees to indemnify and safe harmless School District of and from any and all liability and expenses, including attorneys' fees, of any nature whatsoever (including any claim on account of any injuries, diseases, or claimed injuries or diseases compensable under the Worker's Compensation Laws of the State of Minnesota) resulting or in any manner arising out of the use by School District of any property, structures or equipment of City (whether improved, modified, altered, or developed by School District or otherwise) or any activities sponsored by School District taking place on any such property, structures, or equipment.

5.5 The parties hereto agree to cooperate with one another in the defense of any claims, demand or rights of action within the terms of this Agreement.

5.6 In no case shall either party's obligation to indemnity the other party exceed the statutory liability limit of the of the party.

ARTICLE VI - GENERAL PROVISIONS

6.1 Regardless of the date of attestation, this Agreement shall commence on July 1, 2026 and end on June 30, 2027. Either party may terminate this Agreement by providing six (6) months written notice to the other of its intention to terminate this Agreement.

6.2 Nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners, joint venture, or joint enterprise between the parties hereto or as constituting either party as an agent, representative or employee of the other for any purpose or in any manner whatsoever.

6.3 This Agreement shall be construed and understood solely as an Agreement between the parties hereto and shall not be deemed to create any rights in any other person. No person shall have the right to make claim that she or he is a third-party beneficiary of this Agreement or of any of the terms and conditions hereof, which, as between the parties hereto, may be waived at any time by mutual agreement between the parties hereto.

6.4 Any amendment to this Agreement shall be in writing and shall be executed by the same parties who executed the original Agreement or their successors in office.

6.5 This Agreement, together with all its paragraphs, terms and provisions is made in the State of Minnesota and shall be construed and interpreted in accordance with the laws of the State of Minnesota.

6.6 The waiver by the parties of any breach of any term, covenant, or condition herein contained, shall not be deemed to be a waiver of any subsequent breach of same or any other term, covenant, or condition herein contained.

6.7 Notices to provided for herein shall be sufficient if sent by the regular United States Postal Service, postage prepaid, addressed as follows:

TO THE CITY:
Saint Peter Police Department
Attn: Chief of Police
207 South Front Street
St. Peter, MN 56082

TO SCHOOL DISTRICT #508
School District #508
Attn: School Superintendent
100 Lincoln Drive
St. Peter, MN 56082

6.8 This Agreement may be executed in separate counterparts with the same effect as the if all signatures were on the same Agreement.

6.9 For purposes of this Agreement, a telecopy or facsimile document and signature shall be deemed as, and shall serve as, an original Agreement and signature.

6.10 This Agreement, along with any attached exhibits, embodies the entire understanding of the parties and there are no further or other agreements, permits, or understandings, written or oral, in effect between the parties relating to the subject matter hereof.

6.11 The understandings of Article 5 above shall also extend to any uncommunicated expectations the parties may have regardless whether specifically mentioned in this Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands on the day and year first written above.

CITY OF SAINT PETER

_____	_____
Shanon A. Nowell	Todd Prafke
Mayor	City Administrator

STATE OF MINNESOTA)
) SS
COUNTY OF NICOLLET)

The foregoing instrument was acknowledged before me this _____ day of _____, 2026, by Shanon A. Nowell and Todd Prafke, the Mayor and City Administrator of the City of Saint Peter, Minnesota.

_____
Notary Public

SCHOOL DISTRICT #508

_____	_____
Charlie Potts	Kate Martens
School Board Chair	School Board Clerk

STATE OF MINNESOTA)
) SS
COUNTY OF NICOLLET)

The foregoing instrument was acknowledged before me this _____ day of _____, 2025, by Charlie Potts and Kate Martens, the Board Chair and Board Clerk of School District #508.

_____
Notary Public

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

Staff Hires

Employee Name	Staff Replacing	Position	Location	Start Date	Lane/Level/Step	Salary
Brooklyn Crawford	Unfilled position	ECFE Teacher-Baby Class	Early Childhood Center	10/6/26	Lane 1 / Step 1	$33.88/hr
Kaprese Jones	Dominic Jannette	SPED Paraprofessional	Saint Peter High School	10/29/26	Lane A / Step 1	$20.65/hr
Dana McGee	Bridgette Campbell	Housekeeper	North Elementary, Oshawa Learning Academy	11/2/26	Step 1	$19.87/hr
Jada Richardson	Rebecca Thurston	.6 School Nurse	South Elementary	11/2/26	Lane BA / Step 2	.6 of $51,850 / annually
John Bartholow	Dan Clark	Mock Trial Advisor	Saint Peter High School	11/3/26	N/A	$1,121 / stipend
Jada Richardson	Roxana Kennedy	SPED Paraprofessional	South Elementary	11/5/26	Lane B / Step 5	$22.55/hr
Connor Arland	Steve Sassenberg	SPED Paraprofessional	North Elementary	11/12/26	Lane B / Step 6	$22.95/hr

Victoria Sawyer	N/A	Temporary Homebound Teacher	North Elementary	11/16/26	Lane MA / Step 12	$55.95/hr
Jessica Juarez	Isabella Shelton	SPED Paraprofessional	North Elementary	11/18/26	Lane A / Step 4	$21.85/hr
Seth Lokensgard	Aidan Sindelir	C Boys Basketball	Saint Peter High School	11/23/26	N/A	$2,584 / stipend
Bethany Valentini	Cole Petersen (while on leave)	Physical Education Long-term substitute	Saint Peter Middle School	11/30/26	Lane BA / Step 1	$271.04/day

Staff Retirements/Resignations/Terminations

Employee Name	Position	Location	Last Date of Employment	Reason for Separation	Will this position be replaced?
Isaac Dearborn	Paraprofessional	Saint Peter Middle School	10/13/26	Resignation	No
Jada Richardson	Health Assistant	North Elementary, South Elementary	10/30/26	Resignation	Yes
Nathan Hughes	Head Custodian	Saint Peter Middle School	11/30/26	Resignation	Yes

Staff Transfers

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

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

Dear Sofia,

Congratulations! We're thrilled to announce that you've been chosen as a recipient of the "Student Spotlight" award to represent South Elementary School for November 2026. This recognition celebrates your incredible resilience, determination, and love for learning, which inspire us all every single day. Sofia, your bright spirit brings your classmates together, and you teach our entire school community what true hope and persistence look like. We are also deeply grateful to your family for their wonderful partnership in supporting your journey!

We're excited to share that there will be a special acknowledgement for you at the School Board meeting on **Wednesday, November 18 at 5:00 pm**. The meeting will take place in the board room at Saint Peter City Hall (1441 Civic Wy, St Peter, MN 56082). We extend a warm invitation to you and your family to join us for this event, where the School Board will celebrate you as South Elementary's "Student Spotlight." If you have any questions, feel free to contact me at 507-934-2754 ext. 3031.

Sincerely,

Jana Sykora
Principal
South Elementary School

CC:
Ms. Rouillard (homeroom teacher)
Jon Graff (superintendent)

ADDENDUM

Regular Board Meeting
Wednesday, November 18 , 2026
Saint Peter City Hall
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 gifts, donations and grants have been generously offered to Saint Peter Public Schools:

1. The school district received a donation in the amount of $3,000 from Ken and Patsy Rossow. This donation will be placed in the district's Angel Fund, which is managed collectively by district social workers, and will help provide support to students and families in need.

2. A donation in the amount of $63,500 from area businesses was received into the District's Premier Partners Program. Partnerships and donations are still being accepted and will be sent through the proper approval process when received.

3. Donations totaling $1100 have been received by South Elementary. These donations will be directed to The Possibility Project, which is a new initiative to increase student inclusion.

Presentation: Superintendent of Schools, Jon Graff

Options/Recommendation: I recommend the board's acceptance of these donations 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	$3,000 donation	This donation will be placed in the district's Angel Fund and will help provide support to students and families in need.
Premier Partners Program	$63,500 donation	
Christina Kienlen and family Jen Stenzel and family Dale and Tracie Bjorklund	$300 donation $300 donation $500 donation	These donations will be directed to The Possibility Project, which is a new initiative to increase student inclusion.

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly passed.

Dated: November 18, 2026

_____
Kate Martens, Board Clerk

TO: Superintendent Jon Graff
School Board Members

FROM: Megan Gracia, Business Manager

DATE: November 6th, 2026

RE: Angel Fund Donation

Ken and Patsy Rossow have generously donated $3,000 to the St. Peter Angel Fund. Managed collectively by district social workers, this fund directly supports students and families in need. In recent years, these funds have provided essential assistance, such as winter coats and mittens, clothing for students experiencing homelessness, and gas cards to help families maintain consistent school attendance.

We recommend the Board officially accept this generous gift.

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

MEMO TO: Superintendent, Dr. Jon Graff,
Members of the School Board
FROM: Shea Roehrkasse
DATE: 11.10.2026
SUBJECT: 2026 Premier Partners Donations

Please accept $63,500 in donations from area businesses to our Premier Partners program. We are still accepting partnerships and donations, and if we have any more I will be sure to send a new memo. Please let me know if you have any questions.

Thank you,

Shea Roehrkasse
Activities Director

Company	Sponsorship Level
McCabe Roofing & Siding	$1500 Saints
Rivers Edge Hospital	$2500 Shining Saints
Saints Bus Service - 4.0	$1500 Saints
Peymann Industrial	$2500 Shining Saints
Gustavus Adolphus College	$2500 Shining Saints
HomeTown Bank	$2500 Shining Saints
First National Bank	$2500 Shining Saints
Dunkin Donuts	$500 Blue & White
APT Machining Inc	$2500 Shining Saints
Scheels	$2500 Shining Saints
McDonalds	$2500 Shining Saints
PLAAD, LLC	$2500 Shining Saints
AmericInn by Wyndham	$1500 Saints
El Agave	$500 Blue & White
Riverside Dental Care	$1500 Saints
St. Peter Lions Club	$1500 Saints
Leasure Team Realtors	$2500 Shining Saints
Hulsebus Chiropractic	$500 Blue & White
Precision Alarm System	$500 Blue & White
Redmen Club	$2500 Shining Saints
Zender Insurance - State Farm	$2500 Shining Saints
West & Mager	$500 Blue & White
St. Peter Eye Care Center	$1500 Saints
Detlefsen Insurance	$2500 Shining Saints
St. Peter Food Co-Op	$1500 Saints
The Flame Bar & Grill	$2500 Shining Saints
Embassy Bar & Grill	$2500 Shining Saints
Blue Moon Bar & Grill	$2500 Shining Saints
Family Fresh	$1500 Saints
Brandt & Winkler P.A.	$1500 Saints
Southpoint Financial Credit Union	$500 Blue & White
Veterinary Pharmacutical Solutions	$1500 Saints
St. Peter Family Dental	$500 Blue & White
Amanda Rodning - True Real Estate	$2500 Shining Saints
Pure Construction	$2500 Shining Saints

MEMO TO:	**Dr. Graff, Superintendent** **School Board**
FROM:	**Jana Sykora**
DATE:	**November 12, 2026**
SUBJECT:	**Possibility Project Donations**

I would like to formally thank the following individuals and families for their donations to support a new initiative to increase student inclusion called ***The Possibility Project.***

- ★ Christina Kienlen and family $300
- ★ Jen Stenzel and family $300
- ★ Dale and Tracie Bjorklund $500

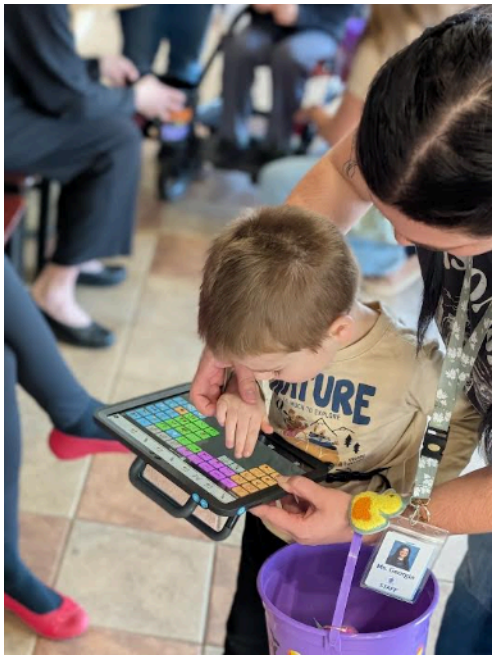
The goals of ***The Possibility Project*** are to create meaningful, hands-on opportunities for students to practice communication and social skills while broadening their access to and active involvement within the local community. Ideas include:

- **Transportation & Outing Expenses:** Monthly off-campus field trips and community-based learning activities that foster real-world independence.
- **Mobile Cart Startup & Supplies:** A monthly student-led cart designed to foster peer interactions, build social connections, and share information across the school (ex: delivering classroom supplies, restocking items in the building, etc.).
- **Work-Skills Collaboration:** Hands-on vocational practice and peer collaboration through integration with the high school coffee cart initiative.

I request the Board's approval to officially accept these generous donations totaling $1100.



Trick-or-Treating @ the Community Center with Augmentative and Alternative Communication (AAC) devices!



ADDENDUM

Regular Board Meeting
Wednesday, November 18, 2026
Saint Peter City Hall
5:00 PM

VII. ACTION ITEMS

2. AGENDA ITEM #2

Subject: Consider Approval of the Comprehensive Achievement and Civic Readiness (CACR) Report

Action: Requires a Motion

Background: Each year, Minnesota districts are required to submit a Comprehensive Achievement and Civic Readiness (CACR) plan. The plan details how districts will execute their strategies or initiatives concerning the CACR goals. The five goals include the following:

1. All children are ready for school,
2. All racial and economic achievement gaps between students are closed,
3. All students are ready for career and college,
4. All students graduate from high school, and
5. All students are prepared to be lifelong learners.

The CACR report was shared with the district's CACR Advisory Committee on November 2 and with the Education Committee of the School Board on November 12.

Tonight's report will include a summary of progress toward meeting the district's 2025-2026 goals and an overview of the 2026-2027 goals.

Presentation: Superintendent of Schools, Jon Graff
High School Principal, Annette Engeldinger

Options/Recommendation: I recommend the board's approval of the CACR Report.

Saint Peter Public Schools
CACR Goals
2025-2026

<u>Goal Area 1:</u> All children are ready for school.

2025-2026 Goal: 88% of children who enter kindergarten in the fall of the 2025-2026 school year with word skills, number skills, fine motor skills, and social and emotional skills are at or above level on the Kindergarten Entrance Checklist.

Outcome: The goal was partially met, with the fine motor skills checklist showing 88% at or above level. The overall average in all areas was 81%, with students scoring at or above level on the Kindergarten Entrance Checklist.

2026-2027 Goal: 83% of children who enter kindergarten in the fall of the 2025-2026 school year with word skills, number skills, fine motor, and social and emotional skills are at or above level on the Kindergarten Entrance Checklist.

Please note: Currently, an SPPS-created Kindergarten Entrance Checklist is used to collect this data. The Minnesota Department of Education (MDE) is planning to release the Minnesota Kindergarten Fall Assessment (MnKFA), a standardized kindergarten entrance assessment which may include a different set of data or indicators. This assessment is scheduled to begin in the fall of the 2027-2028 school year.

<u>Goal Area 2:</u> All racial and economic achievement gaps between students are closed.

2025-2026 Goal: By Spring 2026, Saint Peter Public Schools will reduce the FAST aReading Low-Risk achievement gap between Multilingual Learners (MLs) and non-ML students by at least 5 percentage points, decreasing the gap from the current 48.3 percentage points (based on the 2023–2025 three-year spring screening average of 14.6% ML and 62.9% non-ML Low Risk) to 43.3 percentage points or smaller. Non-ML Low-Risk students must also maintain or improve on the 62.9% average.

Outcome: The goal was partially met. In spring 2026, 19.7% of ML students and 64.1% of non-ML students scored Low Risk on FAST aReading, narrowing the achievement gap by 3.9 percentage points, from 48.3 to 44.4 percentage points. Both groups improved over their three-year baseline averages, but the gap exceeded the target of 43.3 percentage points by 1.1 points.

2026-2027 Goal: By Spring 2027, Saint Peter Public Schools will reduce the FAST aReading Low-Risk achievement gap between Multilingual Learners (MLs) and non-ML students by at least 2 percentage points, decreasing the gap from the current 47.5% percentage points (based on the 2024–2026 three-year spring screening average of 15.2% ML and 62.7% non-ML Low Risk) to 45.5% percentage points or smaller. Non-ML Low-Risk students must also maintain or improve on the 62.7% average.

<u>Goal Area 3:</u> All students are ready for career and college.

2025-2026 Goal: The high school will continue to implement a Diploma Plus program for all SPHS graduates. The number of students graduating with high school experience in at least one of the following areas will increase by 2% during the 2025-2026 school year.

	2024-2025	**2025-2026**
● College credits earned during high school	1787	2,808
● Industry certification earned during high school	125	22

2026-2027 Goal: The high school will continue to implement a Diploma Plus program for all SPHS graduates. The 2026-2027 focus will be on increasing career/work opportunities. We will increase career/work opportunities by 25%.

<u>Goal Area 4:</u> All students graduate from high school.

2025-2026 Goal: Saint Peter High School will increase its graduation rate from 94.3% to 95%.

Outcome: Goal met at 95.1%

2026-2027 Goal: Saint Peter High School will increase its graduation rate from 95.1 to 95.5%.

<u>Goal Area 5:</u> Prepare students to be lifelong learners.

2025-2026 Goal: The district will continue to develop and implement plans to teach and assess the C3 Framework in the social studies curriculum.

* The College, Career, and Civic Life (C3) Framework provides guidance for enhancing the rigor of K-12 social studies education. That guidance takes form in an Inquiry Arc that features the four dimensions of informed inquiry in social studies

1. Developing questions and planning inquiries
2. Applying disciplinary concepts and tools
3. Evaluating sources and using evidence
4. Communicating conclusions and taking informed action

Outcome
The district continued implementing a social studies curriculum with an emphasis on inquiry-based learning. The district made curricular purchases across all schools to support the C3 Framework.

The recommended MN Social Studies standards implementation timeline is:

<u>2024-2025</u>

- Provide professional learning for grades K-3. Support teachers in building understanding of the inquiry arc.
- Ensure appropriate resources are available for professional development, curriculum revision, and phase-in support focused on grades K–3.
- Consider a plan to address any course, schedule or staffing needs related to providing students the skills and knowledge to meet the required grade-level benchmarks.
- Initiate development of standards-based curriculum and assessments.

<u>2025-2026</u>

- Provide professional learning for grades 4–5 and 7–8. Identify and plan for any shifts in high school scope and sequence.

- Continue to ensure appropriate resources are available for professional development, curriculum revision, and phase-in support, focused on grades 4–5 and 7–8.
- Finalize social studies curriculum based on the 2021 standards and grade-level benchmarks. Complete any district adoption requirements.
- Plan for high school scope and sequence that meets all five strands.

2026-2027

- Continue professional learning and support for social studies educators, grounded in a process of continuous improvement.
- Continue to ensure appropriate resources are available for professional development, curriculum revision, and phase-in support, focused on grades 6 and 9–12.
- Curriculum and Instruction: Assess curriculum and sustain curriculum improvement efforts over time.
- Begin standards implementation in grades 6 and 9–12, including any necessary shift in scope and sequence.

SAINT PETER PUBLIC SCHOOLS

Saints

LEARNING MATTERS

Comprehensive Achievement and Civic Readiness

ANNUAL REPORT

2025-2026 School Year

Saint Peter Early Childhood, South Elementary, North Elementary,
Saint Peter Middle School, Saint Peter High School, Rock Bend Area Learning Center

About this report

The 2025-2026 Comprehensive Achievement and Civic Readiness (CACR) Report documents student achievement and the strategies and initiatives the district implemented to achieve that level of achievement.

The report addresses all five educational areas outlined in the district's WBWF Plan:

1. School Readiness
2. Closing the Achievement Gap
3. Career and College Readiness for All
4. High School Graduation
5. Prepare Students to be Lifelong Learners

The strategies and initiatives outlined in **School Readiness** focus on the literacy, numeracy, self-help, and social-emotional skills that children need to be successful in kindergarten. The data points suggest that these efforts, such as the alignment of Early Childhood programming with the K-12 curriculum, the development of a PLC model, and continued training for preschool teachers, are reaping benefits. Kindergarteners who attend preschool perform significantly better than their non-preschool peers.

The **Achievement Gap** refers to the differences in academic performance between groups of students. Closing gaps in achievement and ensuring all students are performing at high levels is critical to the social and economic well-being of Saint Peter Public Schools and, ultimately, Minnesota and the nation. To understand the achievement gap, it is important to know the different types of students enrolled in Saint Peter Public Schools and the achievement of each of those groups. To truly close achievement gaps, all students should improve over time. **For those students who lag behind their peers, achievement must be accelerated.** For those students already achieving at high levels, their achievement is maintained. We have had some success in closing gaps, but Saint Peter Public Schools still have more work to do. The Minnesota Department of Education and our school district are working on initiatives to ensure all students are performing at high levels.

That all students graduate from Saint Peter High School career and college ready, prepared to enter the next phase of learning and life, is the focus of **College and Career Readiness for All**. Rigorous and relevant courses are at the heart of career and college readiness. Students can take college-level, credit-generating courses in subjects such as English, science, math, world language, social studies, music, health care, and computer science. Saint Peter High School is preparing for growth in Career and Technical Education areas, as well. Beginning with the Class of 2029, qualifying students will have the opportunity to earn the Minnesota Transfer Curriculum Certification. Key initiatives are the Culinary Arts program, Health Science and Agri-Science Academies, and our Metals and Manufacturing offerings. Individualized career guidance planning involved career inventory tests, college readiness exams, and additional career exploration opportunities. ACT scores, senior exit surveys, concurrent course enrollment and credits earned, and Minnesota Department of Education data regarding graduates and their college acceptance and performance show the success of these efforts.

In Saint Peter Public Schools, the **Graduation** rate goal is always that 100% of our students earn a high school diploma. Saint Peter High School's graduation rate is 10.1% above the state average, but we continue to work toward a 100% graduation rate. This report includes a closer look at the student success rates with our varied credit recovery programs.

1. School Readiness

Student Achievement Goal
88% of children who enter kindergarten in the fall of the 2025-2026 school year with word skills, number skills, fine motor, and social and emotional skills that are at or above level on the Kindergarten Entrance Checklist. **The 25-26 checklist included additional indicators.

Outcome: The goal was partially met, with the fine motor skills checklist showing 88% at or above level. The overall average in all areas was 81% of students scored at or above level on the Kindergarten Entrance Checklist.

Kindergarten Entrance Checklist

Please Note: The Fall 25-26 Entrance Checklist is an updated checklist from previous years.

Number of Students in the Data Collection: 131

82% of all incoming kindergarten students in the 24-25 school year were at or above level in **SOCIAL EMOTIONAL SKILLS**.

77% of all incoming kindergarten students in the 24-25 school year were at or above level in **WORD SKILLS.**

76 % of all incoming kindergarten students in the 24-25 school year were at or above level in **NUMBER SKILLS.**

88% of all incoming kindergarten students in the 24-25 school year were at or above level in **FINE MOTOR SKILLS.**

Strategies and Initiatives

- Alignment of Early Childhood programming with K-12
  - Early Childhood teachers meet on a regular basis to ensure that their instruction aligns with the Early Childhood Indicators of Progress and the Kindergarten Entrance Checklist.
- K Ready Program
  - K Ready programming provides an option for students who are age-eligible for Kindergarten but could benefit from an additional year of readiness. This program is a 5-day per week morning school readiness option focused on kindergarten entrance skills.
- Parental involvement opportunities
  - Opportunities for parents to visit and participate in classroom activities are encouraged throughout the preschool program. Parents are invited to attend conferences three times per year, and open communication is encouraged through email, phone calls, and shared virtual spaces such as Homeroom.
- Professional Learning Communities
  - All District Early Childhood teachers are part of a professional learning community that meets on a regular basis to review student growth and implement a plan, do, check, act cycle of instruction and intervention.
- Implementation of The Frogstreet Pre-K Curriculum beginning in the 25-26 school year.

2. Closing the Achievement Gap

Goal for 2025-2026:
By Spring 2026, Saint Peter Public Schools will reduce the FAST aReading Low-Risk achievement gap between Multilingual Learners (MLs) and non-ML students by at least 5 percentage points, decreasing the gap from the current 48.3 percentage points (based on the 2023–2025 three-year spring screening average of 14.6% ML and 62.9% non-ML Low Risk) to 43.3 percentage points or smaller. Non-ML Low-Risk students must also maintain or improve on the 62.9% average.

Outcome:
The goal was partially met. In spring 2026, 19.7% of ML students and 64.1% of non-ML students scored Low Risk on FAST aReading, narrowing the achievement gap by 3.9 percentage points, from 48.3 to 44.4 percentage points. Both groups improved over their three-year baseline averages, but the gap exceeded the target of 43.3 percentage points by 1.1 points.

Strategies and Initiatives
Interventions

- Problem-Solving Team
- Tiered instruction
- Guided Reading
- Title One
- Reading Corps
- Targeted Service Program
- Extended School Year

Professional Learning Communities

- SMART goals, examination of student work, interventions, common formative and summative assessments

District Equity Initiatives

- Focus on Core (tier 1) Instruction
- English Language Services
- Pre-K-12 District Equity Framework
- Disaggregation of achievement data at all sites
- Read and Feed Summer Program
- Children's Weekend Food Program

Comparing various student groups to their counter student group allows an analysis of achievement gaps. Please note that previous demographic codes have been changed in this report to the seven federal demographic codes below as of December 2016.

English Learners vs. Non-English Learners (goal set in this area)
Special Education vs. Non-special Education
Free/Reduced Price Lunch vs. Non-Free/Reduced Price Lunch
Migrant vs. Non-Migrant
Enrolled Oct. 1 vs. Not Enrolled Oct. 1
Contrasting Race
Contrasting Ethnicities

3. Career and College Readiness

Student Achievement Goal
The high school will continue to implement a Diploma Plus program for all SPHS graduates. The number of students graduating with high school experience in at least one of the following areas will increase by 2% during the 2025-2026 school year.

- College credits earned during high school
- MN Transfer curriculum certification
- Industry-recognized certification earned during high school
- Workplace-ready experience

Outcome:

Goal met at 2,830 college and/or career experiences. (1,912 in 2024-2025)

- **2,808 college credits earned**
  - **1,787 credits earned in 2024-2025**
- **MN Transfer curriculum began 2025-2026**
- **22 industry certifications earned**
  - **125 in 2024-2025**

Strategies and Initiatives

- Curriculum & Instruction
  - PSEO (Post-Secondary Enrollment Options)
  - Concurrent Enrollment
  - Advanced Placement Courses
  - Academy opportunities
  - Additional CTE course offerings

- Programs
  - Career Navigator - 9th grade
  - Sophomore Career Expo
  - Junior/Senior meetings for Personal Learning Plans
  - FAFSA Information night
  - College and Career Readiness Day [33]

        - Freshman Career Interest Inventories
        - Sophomore Pre-ACT
        - Junior ACT, ASVAB
        - Senior college/career plan finalization
    - PSAT for Sophomores & Juniors
    - Xello career and college curriculum weekly during Saint's Time
    - Construct Tomorrow
    - Tour of Manufacturing
    - Student Leadership Development (Co-Curricular Program, Student Council, National Honor Society, Captain's Council)
    - Farm to School
    - Scrubs Camp
    - College Knowledge Month, including College Application Day, Senior Decision Day, College Rep visits
    - College Prep Day at Twins Game
    - Direct Admissions Program Participation

Concurrent Enrollment

Courses offered 2025-2026:

Information Technology

- SCC Foundations of Computing
- SCC Web for Business

Health Care

- SCC Health Care Core Foundations
- SCC Medical Terminology

General Education

- MSU Biology
- SCC Chemistry
- MSU Composition
- MSU Literature
- MSU Poli Sci
- MSU Psych
- MSU Public Speaking
- MSU Spanish
- MSU Health and the Environment
- MSU History
- MSU Pop Music
- SCC Pre-Calc

College credits earned 2025-2026: 2,808

Industry Certifications

	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
American Welding Society	45	34	0	0	0
Pro-Start Culinary	0	0	0	117	0
Certified Nursing Assistants	12	16	13	14	8
OSHA certification					14

Credit Requirements for Graduation

	Total Credits	English	Math	Science	Social Studies	Art	PE/Health	Elective Credits
State of MN	21.5	4	3	3	3.5	1	0	7
SPHS	27	4	4	4	3.5	1	1.5	8

ACT Average Scores, 2022-2026

Testing Year	Number of Students Tested	English	Math	Reading	Science	SPHS Composite
2022	170	20	20.6	22.7	21.3	21.3
2023	162	17.7	19	20.7	19.8	19.4
2024	119	18.5	19.6	20.9	20.3	19.9
2025	138	19.1	20.5	21.2	20.6	20.5
2026	162	18.1	19.6	20.6	19.5	20.7

2024 College Going

The total number of students earning a regular high school diploma who enrolled in any institution of higher education within 16 months of graduation.

	# of students earning HS diploma	# enrolled in any IHE within 16 months	% Enrolled within 16 months
Statewide	63,209	40,331	64%
SPHS	171	112	65%

2024 College Credit Accumulation

The total number of students who graduated from high school with a regular high school diploma and enrolled in a public institution of higher education within 16 months of graduation and who earned one year of college credit within two years of enrollment in a public institution of higher learning.

	# of students enrolling in a public IHE within 16 months	# of students earning 1 year of credit within 2 years of enrollment	% earning 1 year of credit within 2 years of enrollment
Statewide	23,455	14,108	60%
SPHS	66	41	62%

4. High School Graduation

Student Achievement Goal
Saint Peter High School will increase its graduation rate from 94.3% to 95%.

Outcome
Goal met at 95.1%

Strategies and Initiatives
PreK-12 Curriculum & Instruction
- Professional Learning Community Model

Credit Recovery Programs

School Counseling Program
- Student meetings
- Plan development and monitoring

Four-Year Graduation Rate

Year	State Grad Count	State Grad %	SPHS Grad Count	SPHS grad %
2021	57,137	83.3%	162	91.5%
2022	58,586	83.6%	126	88.1%
2023	58,293	83.3%	149	92.5%
2024	59,720	84.2%	166	94.3%
2025	61,935	84.9	156	95.1

4. Prepare Students to be Lifelong Learners

Student Achievement Goal
The district will continue to develop and implement plans to teach and assess the C3 Framework in the social studies curriculum.

Outcome
The district continued to implement a social studies curriculum with emphasis on inquiry-based learning. Curricular purchases were made across all schools to support the C3 Framework.

ADDENDUM

Regular Board Meeting
Wednesday, November 18, 2026
Saint Peter City Hall
5:00 PM

VII. ACTION ITEMS

3. AGENDA ITEM #3

Subject: Consider Approval of K-6 Music Curriculum Purchase

Action: Requires a Motion

Background: Policy 606 gives the School Board the final authority over decisions regarding the selection of textbook and instructional materials. A recommendation to secure a three-year subscription to online music curriculum for Grades K-6 to be used at both South and North Elementary will be presented to the board for approval. The Education Committee reviewed the proposal at its November 12 meeting and recommended the proposal move forward to the full board for approval. Additional information is provided in the board packet.

Presentation: South Elementary Principal, Jana Sykora

Options/Recommendation: I recommend the board's approval of securing a three-year subscription to Musicplay Online for Grades K-6 covering school years 2026-2027, 2027-2028, and 2028-2029.

MEMO TO: Dr. Jon Graff, Superintendent
Mr. Darin Doherty, Curriculum Coordinator

FROM: Jana Sykora, South Elementary Principal

DATE: October 19, 2026

RE: Recommendation for K-6
Music Curriculum Purchase

Please review this memo outlining a proposal to purchase a three-year subscription for new K-6 music curriculum. After learning we could no longer purchase the curriculum being used, our elementary and middle school music educators began looking for an alternative curriculum aligned to Minnesota standards.

Background & Context

- Previous Review & Curriculum: The district's last music curriculum review began in June 2020, leading to the purchase of a multi-year subscription to *Spotlight Music*. That subscription expired in July 2026, and the product has been discontinued and is no longer available for purchase due to licensing.
- Current State Standards: The Minnesota Department of Education (MDE) last updated state academic standards in the arts (including music) in 2018.
- Upcoming State Standards Review: Pursuant to Minnesota Statutes § 120B.021, Subd. 4, state K–12 academic standards in the arts are scheduled for review on a 10-year cycle. MDE is next scheduled to review and revise these standards during the 2027–2028 school year.
- Alignment with Proposed Timeline: Adopting a 3-year subscription to Musicplay Online (2026–2027 through 2028–2029) bridges the gap left by the expiration of *Spotlight Music*. Scheduling Phase One of our next district curriculum review for 2028–2029 aligns with MDE's expected release of updated state arts standards, allowing us to evaluate the curriculum against those new benchmarks before long-term renewal.

In addition to the two final candidates, three other publishers were reviewed but ruled out for a variety of critical factors:

1. **"interactiveMusic" (powered by Silver Burdett):** While similar to our previous curriculum, the representative—after three weeks of poor communication—revealed that they will only license music through the current school year and will discontinue the program after this spring (similar to McGraw Hill).

2. **"Fun Music Co":** Created in Australia, this publisher claims correlation with U.S. National Standards in Music, but lacks sufficient material to cover all the middle school semester lessons required by Jamie Abels.
3. **"Music Game Plan":** Written in 2008 by two now-retired teachers who have no plans to update it. It only covers grades K–5 and features minimalistic lesson planning and assessment resources.

The two most viable publishers—**Musicplay** and **Quaver Music**—were formally evaluated using the district's Curricula Assessment Tool. Jamie Abels evaluated the middle school perspectives, and Robyn Woods evaluated the elementary (K–4) perspectives.

Out of a total possible score of 76 points per reviewer, the final rubric scores were as follows:

Curriculum	**Jamie Abels (MS) Score**	**Robyn Woods (K–4) Score**	**Combined Total Score**
Musicplay	**75 / 76**	**73 / 76**	**148 / 152**
Quaver Music	69 / 76	67 / 76	136 / 152

Key Strengths of Musicplay:

- Continuous Content Updates: Updated quarterly with fresh resources, lessons, and upgrades.
- Engaging & Diverse Media: Features live-action video demonstrations showing real students from diverse backgrounds and cultures, as well as songs in multiple languages.
- Multimodal Pedagogy: Includes strong auditory, visual, and kinesthetic activities (play-alongs, games, movement) with flexible display/presentation options for text and notation.
- Assessment & Support: Provides comprehensive printable worksheets, rubrics, interactive assessments, and publisher-backed professional development (workshops, webinars, and blogs).

Drawbacks Identified in Quaver Music:

- Released in 2016 with only minor annual updates.
- Relies primarily on animated/cartoon characters rather than live human representations of diversity.
- Audio/video synchronization issues and concerns regarding potential computer memory and internet lag when pre-loading screens.

Recommendation & Next Steps

1. Adopt Musicplay Online: Secure a 3-year subscription to Musicplay Online for Grades K–6 covering school years 2026–2027, 2027–2028, and 2028–2029.
2. Cost-Effectiveness: Musicplay is both higher-scoring on our rubric and more affordable than Quaver. Detailed vendor quotes from both companies are attached for review.
3. Future Review Cycle: Schedule Phase One of the Music Curriculum Review to begin in June 2028 to analyze program success, review standards alignment, and determine future steps prior to renewal.

WESTMUSIC

music constructED PERCUSSION SOURCE

BID / QUOTATION

Sales Quote Number: SQ194542
Sales Quote Date: 10/02/26
Page: 1 of 1

West Music
1212 5th St * P.O. Box 5521
Coralville, IA 52241
Billing: 800-373-2000
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service@westmusic.com
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Coralville, IA 52241
Billing: 800-373-2000
Service: 866-849-4387
service@percussionsource.com
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Bill To: ST PETER SCHOOL DISTRICT 508
100 LINCOLN DRIVE
SAINT PETER, MN 56082
United States

Ship To: ST PETER SCHOOL DISTRICT 508
ATTN: WOODS/ABELS
100 LINCOLN DRIVE
SAINT PETER, MN 56082
United States

Requested By	ST PETER SCHOOL DISTRICT 508	Customer No.	C004896
Terms	NET 30 DAYS	Customer Phone	+15079345703
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Salesperson	LARISSA PEREZ	Your Reference	

Item No.	Description	Qty.	Unit	MSRP	Disc %	Your Price	Ext. Price
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	GAGNE;6 TCHR BOOK/DIG ACCESS; 3 YR SUBCRIP						
D805032	**MUSICPLAY MIDDLE SCH TEACHER**	1	Each	$140.00	28.00%	$100.80	$100.80
	GAGNE;BK/DIGITAL ACCESS;DEMO						
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1. PO or other form of payment, and tax exempt certificate (if applicable).
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3. List of teachers/users including the user's name, email address and school location.

Prepared For: ST. PETER PUBLIC SCHOOL DISTRICT **Date:** 09/11/2026

Item Description	Quantity	Unit Price	Unit Price After Discounts	Line Total
MINNESOTA Music Curriculum - Grade K, 3-Year License	1	$900.00		$900.00
MINNESOTA Music Curriculum - Grade 1, 3-Year License	1	$900.00		$900.00
MINNESOTA Music Curriculum - Grade 2, 3-Year License	1	$900.00		$900.00
MINNESOTA Music Curriculum - Grade 3, 3-Year License	1	$900.00		$900.00
MINNESOTA Music Curriculum - Grade 4, 3-Year License	1	$900.00		$900.00
MINNESOTA Music Curriculum - Grade 5, 3-Year License	1	$900.00		$900.00
MINNESOTA Music Curriculum - Grade 6, 3-Year License	1	$900.00		$900.00
			Sub Total	$6,300.00
			Tax	$0.00
			*Total	$6,300.00

ADDENDUM

Regular Board Meeting
Wednesday, November 18, 2026
Saint Peter City Hall
5:00 PM

VII. ACTION ITEMS

4. AGENDA ITEM #4

Subject: Consider Approval of the Change in Time for the December 16, 2026, Regular Board Meeting

Action: Requires a Motion

Background: The December board meeting will include the Truth in Taxation presentation. To accommodate the requirements of the Truth in Taxation Meeting, per state statute, the board meeting cannot begin prior to 6:00 p.m.

Presentation: Superintendent of Schools, Jon Graff

Options/Recommendation: I recommend the board's approval of changing the start time of the December 16, 2026, Regular Board Meeting from 5:00 p.m. to 6:00 p.m. so as to accommodate the requirements of the Truth in Taxation Meeting.

ADDENDUM

Regular Board Meeting
Wednesday, November 18, 2026
Saint Peter City Hall
5:00 PM

VII. ACTION ITEMS

5. AGENDA ITEM #5

Subject: Consider Policies for Approval with a Second Reading

Action: Requires a Motion

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

Policy 511: Student Fundraising

- Language changes to Section III, F to include the following: "All school district fundraising projects shall strive to align with the goals of the district's Wellness Policy."

Presentation: Policy Review Committee
Superintendent of Schools, Jon Graff

Options/Recommendation: I recommend the board's approval of Policy 511 as presented.

Adopted: September 2022

Revised: ~~October~~November 2026

Policy 511
Orig. 1995
Rev. 2003

511 STUDENT FUNDRAISING

I. PURPOSE

The purpose of this policy is to address student fundraising efforts.

II. GENERAL STATEMENT OF POLICY

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.

III. RESPONSIBILITY

A. The building administrators shall be responsible for developing recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents, and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.

B. All fundraising activities must be approved, in advance, by the administration. Participation in nonapproved activities shall be considered a violation of school district policy.

C. The superintendent shall be responsible for providing coordination of student fundraising throughout the school district as deemed appropriate.

D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.

E. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

F. All School District fundraising projects shall strive to align with the goals of the District's Wellness Policy. ~~No fund raising project shall promote, distribute, or sell any product that works against the goals of the Student Wellness policy~~.

IV. STATEMENT OF ACTIONS

A. Any employee of the School District who has knowledge of a fund raising project, which has not received written approval from the Superintendent's office, shall notify their building principal. The school administration and/or the superintendent may request a restraining order or order of estoppels against the company or organization that has not received written approval.

b. The Superintendent's Office shall issue a news release and or communication to the area media in the event such an unauthorized

project has begun to be promoted to area businesses and persons.

C. The Superintendent shall ensure that annual fundraising plans are shared with the School Board and the public

V. ANNUAL REPORT

The superintendent shall report to the school board, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy.

Legal References: Minn. Stat. § 120A.20 (Age Limitations; Pupils)
Minn. Stat. § 123B.09, Subd. 8 (Duties)
Minn. Stat. § 123B.36 (Authorized Fees)

Cross References: Policy 506 (Student Discipline)
Policy 713 (Student Activity Accounting)

ADDENDUM

Regular Board Meeting
Wednesday, November 18, 2026
Saint Peter City hall
5:00 PM

VII. ACTION ITEMS

6. AGENDA ITEM #6

Subject: Consider Policies for Approval with a Single Reading

Action: Requires a Motion

Background: The following policies were reviewed by the Policy Committee as a part of the district's regular review cycle. Because only minor legislative related changes are being recommended, the committee is recommending approval with a single reading.

Policy 203.1: School Board Procedures; Rules of Order
- No changes recommended

Policy 203.2: Order of the Regular School Board Meeting
- No changes recommended

Policy 203.5: School Board Meeting Agenda
- No changes recommended

Policy 203.6: Consent Agendas
- Recommend minor update to a legal reference to align with MSBA Model Policy.

Policy 205: Open Meetings and Closed Meetings
- Numerous language changes recommended, however, they do not constitute a substantial change in the policy.
- Recommend updating to align MSBA Model Policy.

Policy 206: Public Participation in School Board meetings/Complaints about Persons at School Board meetings and Data Privacy Considerations

- No changes recommended

Policy 207: Public Hearings
- Recommend an update to a legislative reference and one language addition in the "Purpose" statement to align with MSBA Model Policy.

Policy 208: Development, Adoption, and Implementation of Policies
- Minor language updates are recommended for SPPS's policy to align with MSBA's policy.

Presentation: Policy Review Committee
Superintendent of Schools, Jon Graff

Options/Recommendation: I recommend the board's approval of policies 203.1, 203.2, 203.5, 203.6, 205, 206, 207, and 208 with a single reading.

Adopted: May 2022

Revised: *November 2026*

Policy 203.1
Orig. 1997
Rev. 2024

203.1 SCHOOL BOARD PROCEDURES; RULES OF ORDER

I. PURPOSE

The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

II. GENERAL STATEMENT OF POLICY

To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order which will allow the school board:

A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;

B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;

C. To insure that members of the school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and

D. To insure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

III. RULES OF ORDER

A. School board members need not rise to gain the recognition of the chair.

B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.

C. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.

D. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.

E. The chair shall rule on all questions relating to motions and points of order brought before the school board.

F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.

G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.

H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.

I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.

J. The order in which names will be called for roll call votes will be determined by the school board.

K. The chair has the same right and responsibility as each school board member to vote on all issues.

L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.

M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

Legal References:
Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)
Minn. Stat. § 122A.40 (Employment Contracts, Termination)
Minn. Stat. § 123B.09, Subds. 6 and 7 (Boards of Independent School Districts)
Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)
Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)
Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)
Minn. Stat. § 471.88 (Exceptions)

Cross References:
Policy 203 (Operation of the School Board – Governing Rules)
Policy 204 (School Board Meeting Minutes)
Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
Policy 207 (Public Hearings)

Adopted: May 2022

Revised: *November 2026*

Policy 203.2
Orig. 1997
Rev. 2023

203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING

I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

III. ORDER

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:

1. Call Meeting to Order
2. Pledge of Allegiance
3. Consideration and Adoption of the Agenda
4. Consider Requests to Speak on the Agenda
5. Approval of Consent Agenda Items
6. Student Spotlight
7. Action Items
8. Information Items
9. Reports
   a. Building Principals
   b. Superintendent of Schools
   c. Board Members
   d. Around the Table
10. Upcoming Meetings of the School Board
11. Adjournment

B. The school board may depart from the order of business with the consent of the majority of members present.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Cross References: Policy 203 (Operation of the School Board – Governing Rules)
Policy 203.5 (School Board Meeting Agenda)
Policy 203.6 (Consent Agendas)

Adopted: May 2022 *Policy 203.5*
Orig. 1997
Revised: November 2026 *Rev. 2024*

203.5 SCHOOL BOARD MEETING AGENDA

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

The policy of the school board is that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.

B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.

C. The tentative agenda and supporting documents shall be sent to the school board members four (4) days prior to the scheduled school board meeting.

D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.

E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 13-015 (December 23, 2013)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing

Rules)
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.6 (Consent Agendas)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 207 (Public Hearings)

Adopted: May 2022

Revised: November 2026

Policy 203.6
Orig. 1997
Rev. 2023

203.6 CONSENT AGENDAS

I. PURPOSE

The purpose of this policy is to allow the use of a consent agenda.

II. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

III. CONSENT AGENDAS

A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.

B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.

C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.

D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

Legal References: Minn. Stat. § 123B.09, Subd. 7 ~~(School Board Powers)~~(Boards of Independent School Districts)

Cross References: MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

Adopted: May 2022

Revised: November 2026

Policy 205
Orig. 1995
Rev. 2024

205 OPEN MEETINGS AND CLOSED MEETINGS

[Note: The provisions of this policy accurately reflect the Minnesota's Open Meeting Law statutes and are not discretionary in nature.]

I. PURPOSE

A. The school board embraces the philosophy of openness accountability and transparency in the conduct of its business, in the belief that openness produces better programs, more efficientcy in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.

B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting thean individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.

B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

"Meeting" means a gathering of at least a quorum or more members of the school board members, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. PROCEDURES

A. Meetings

1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at its primary the school district offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its regular meeting schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

a. For a special meeting, the school board shall post written notice of the

date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.

b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.

c. ~~This notice shall be posted and mailed or delivered at least three days before the date of the meeting.~~ As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.

d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.

e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than sixty (60) days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

a. An emergency meeting is a special meeting called because of circumstances that, in the school board's judgment ~~of the school board~~, require immediate consideration.

b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.

c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.

d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.

e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.

f. Notice shall include the subject of the meeting.

g. Posted or published notice of an emergency meeting shall not be required.

h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least twenty-four (24) hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. ~~Health~~Meetings during Pandemic or ~~Declared~~Chapter 12 Emergency

In the event of a health pandemic or an emergency declared under ~~Minn. Stat. Ch.~~ Minnesota Statutes chapter 12, a meeting may be conducted by telephone or ~~other electronic~~interactive technology ~~means~~ in compliance with ~~Minn. Stat. §~~ Minnesota Statute section 13D.021.

8. Meetings ~~Conducted~~ by Interactive Technology

A meeting may be conducted by interactive technology, Zoom, Skype, or other similar electronic means in compliance with ~~Minn. Stat. §~~Minnesota Statutes section 13D.02.

B. Votes

The votes of school board members shall be recorded in a journal or minutes kept for that purpose.~~, and t~~The journal or any minutes used to record votes of a meeting ~~shall be available~~ must be open to the public during all normal business hours at the school district's administrative offices. ~~of the school district.~~

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.

2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Open Meetings and Data ~~Data~~

1. Meetings may not be closed ~~merely because the~~ to discuss data ~~to be~~ that ~~discussed~~ are not public data, except as provided under Minnesota law.

2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.

3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota's Public Employment Labor Relations Act (PELRA).

b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings of a closed meeting to discuss negotiation strategies shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation ~~sessions~~ meetings, and hearings between the school board and its employees or their respective representatives are public meetings. ~~These~~ Mediation meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Allegations or Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Privilege Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, ~~i.e.~~for example, regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

   a. A hearing on ~~the~~ dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.

   b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.

   c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

   a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within fourteen (14) days of that decision.

   b. If the coach requests the reasons for the nonrenewal, the school board must give the coach ~~the~~ its reasons in writing within ten (10) days of receiving the request. The existence of parent complaints must not be the sole reason for the school board not to renew a coaching contract.

   c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.

   d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by ~~Minn. Stat. §~~ Minnesota Statutes section 13D.05, ~~Subd. 2,~~ to discuss educational or certain other nonpublic data.

   e. A ~~closed~~ meeting closed for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

   a. Any portion of a meeting must be closed if the following types of data are discussed:

a.(1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;

b.(2) active investigative data collected or created by a law enforcement agency;

c.(3) educational data, health data, medical data, welfare data, or mental health data that are not public data; or

d.(4) an individual's personal medical records.

~~e~~b. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

a. The school board may close a meeting:

(1) to determine the asking price for real or personal property to be sold by the school district;

(2) to review confidential or nonpublic appraisal data; and

(3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.

c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.

d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.

b. Financial issues related to security matters must be discussed and all

related financial decisions must be made at an open meeting.

c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.

d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 ~~(~~(Exclusion and Expulsion Procedures)~~Student Dismissal Hearing)~~
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach~~Coaches; Opportunity to Respond~~)
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination)~~(Teacher Discharge Hearing)~~
Minn. Stat. § 179A.14, Subd. 3 (Negotiation Procedures~~Labor Negotiations~~)
Minn. Rules Part 5510.2810 (Petition for Mediation~~Bureau of Mediation Services~~)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied*. (Minn. 1993)
Dept. of Admin. Advisory Op. No. 21-003 (April 19, 2021)
Dept. of Admin. Advisory Op. No. 21-002 (January 13, 2021)
Dept. of Admin. Advisory Op. No. 19-012 (October 24, 2019)
Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)
Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References: Policy 204 (School Board Meeting Minutes)
Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
Policy 207 (Public Hearings)
Policy 406 (Public and Private Personnel Data)
Policy 515 (Protection and Privacy of Pupil Records)
~~MSBA Service Manual, Chapter 13, School Law Bulletin "C" (Minnesota's Open Meeting Law)~~

Adopted: May 2022 *Policy 206*

Orig. 1995

Revised: ~~June 2024~~November 2026 *Rev. 2024*

206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.

B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school board is to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.

B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.

B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minnesota Statutes, section 13.43, subdivision 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minnesota Statutes, section 123B.143, subdivision 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than $10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and

payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

D. "Educational data" means data maintained by the school district which relates to a student.

E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minnesota Statutes, section 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing for teachers, pursuant to Minnesota Statutes, section 122A.40, subdivision 14 (Teachers Discharge Hearing);

2. right to privacy of personnel data as provided by Minnesota Statutes, section 13.43 (Personnel Data);

3. right to consideration by the school board of certain data treated as not public as provided in Minnesota Statutes, section 13D.05 (Not Public Data);

4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minnesota Statutes, section 122A.33, subdivision 3.

B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing, Minnesota Statutes, section 121A.47, subdivision 5 (Student Dismissal Hearing);

2. right to privacy of educational data, Minnesota Statutes, section 13.32 (Educational Data); 20 United States Code, section 1232g (FERPA);

3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minnesota Statutes, chapter 260E (Reporting of Maltreatment of Minors) and Minnesota Statutes, chapter 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minnesota Statutes, section 13.43, subdivision 2 (Public Data).

VI. PROCEDURES

A. Agenda Items

1. Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, the name of group represented (if any), and the subject to be covered or the issue to be addressed.

2. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.

3. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.

4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.

5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.

6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.

7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.

8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.

2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.

3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.

4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minnesota

Statutes, section 13.08, subdivision 1)

B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minnesota Statutes, section 13.09)

C. In the case of an employee, willful violation of the Minnesota data practices law (Minnesota Statutes, chapter 13), and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minnesota Statutes, section 13.09)

Legal References:
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Meetings Having Data Classified as Public)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures; Closed or Open Meeting)
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination; Hearing Procedures
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts; Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Superintendents; Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References:
MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA School Law Bulletin "C" (Minnesota's Open Meeting Law)
MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

Adopted: May 2022

Revised: November 2026

Policy 207
Orig. 1995
Rev. 2024

207 PUBLIC HEARINGS

I. PURPOSE

The school board recognizes the importance of obtaining public input on matters properly before the school board during a public hearing. The purpose of this policy is to establish procedures to efficiently receive public input.

II. GENERAL STATEMENT OF POLICY

For the school board to efficiently receive public input on matters properly before the school board, the school board establishes the procedures set forth in this policy are established.

III. PROCEDURES

A. Public Hearings

Public hearings are required by law concerning certain issues, including but not limited to, school closings (Minnesota Statutes, section 123B.51), education district establishment (Minnesota Statutes, section 123A.15), and agreements for secondary education (Minnesota Statutes, section 123A.30). Additionally, other public hearings may be held by the school board on school district matters at the school board's discretion.

B. Notice of Public Hearings

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the school board.

C. Public Participation

The school board retains the right to require that those in attendance at a public hearing indicate their desire to address the school board and complete and file with the clerk of the school board an appropriate request card prior to commencement of the hearing if the school board utilizes this procedure. In that case, any request to address the school board after the commencement of the hearing will be granted only at the school board's discretion.

1. Format of Request: If required by the school board, a written request of an individual or a group to address the school board shall contain the name ~~and address~~ of the person or group seeking to address the school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.

[NOTE: The word 'address' is removed here to align this provision with the removal of 'address' from Model Policy 206.]

2. Time Limitation: The school board retains the discretion to limit the time for each presentation as needs dictate.

3. Groups: The school board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. If the school board requires designation of a representative or spokesperson, no other person in the group will be recognized to address the school board, except as the school board otherwise determines.

4. Privilege to Speak: A school board member should direct remarks or questions through the chair. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.

5. Personal Attacks: Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.

6. Limitations on Participation: Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary to provide an orderly, efficient, and fair opportunity to be heard.

Legal References: Minn. Stat. § 123A.15 (Establishing Education Districts)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

Adopted: May 2022 *Policy 208*

Orig. 1995

Revised: November 2026 *Rev. 2026*

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policies shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form that is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

A. The school board has jurisdiction to legislate policy with the force and effect of law for the school district. School district policy provides the school board's general direction for the school district while delegating policy implementation to the administration.

B. The school district's policies provide guidelines and goals to the school community. The policies are the basis for guidelines and directives created by the administration. The school board shall determine the effectiveness of policies by evaluating periodic reports from the administration.

C. Policies may be proposed by a school board member, employee, student, or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION AND REVIEW OF POLICY

A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two (2) school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings.

B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a meeting after the two (2) meetings at which public input was received. The policy will be effective on the latter of the date of passage or the date stated in the motion.

C. In an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board in a single meeting. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The policy adopted in an emergency shall expire within one (1) year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency.

D. If a policy is ~~modified~~ revised with minor, technical changes that do not affect the

substance of the policy, the school board directs school district staff to incorporate the technical revisions in the relevant policy.

If a policy is revised ~~or~~ because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

[Note: The school board may choose to direct school district staff or the school board's policy committee to incorporate technical revisions, such as statutory references, grammatical improvements, and similar matters without requiring formal school board approval of the technical revision.]

V. IMPLEMENTATION OF AND ACCESS TO POLICY

A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.

B. Each school board member shall have access to school district policies. A copy of the school district policies shall be placed in the office of each school attendance center and in the central school district office and shall be available for reference purposes to other interested persons.

C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy current.

D. The school board shall review policies at least once every three (3) years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: 506 Student Discipline; 722 Public Data Requests; and 806 Crisis Management Policy.

E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the mission, educational philosophy, and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References: MSBA/MASA Model Policy 305 (Policy Implementation)

ADDENDUM

Regular Board Meeting
Wednesday, November 18, 2026
Saint Peter City Hall
5:00 PM

VIII. INFORMATION ITEMS

1. AGENDA ITEM 1

Subject: Community and Family Education Report and Update

Background: On an annual basis, Community Education Director, Tami Skinner, provides a report and update on the various components of the Community and Family Education Program of the school district. This report will be presented at tonight's meeting.

Presentation: Community Education Director, Tami Skinner



LEARNING MATTERS

That's Community Ed!

Saint Peter Public Schools – ISD 508



Community Education responds to the unique needs and interests of people of all ages. These programs strengthen connections between schools and community members, and research shows that adults involved in Community Education are more likely to support their local school district.

During the 2025-26 school year, Community and Family Education helped strengthen the community and schools in these areas…

Providing safe, accessible learning environments and opportunities for all ages.

From early childhood through adult education, our programs are designed to help community members thrive. We offer programs at South Elementary, North Elementary, Middle School, High School, and the Community Center.



Connecting families to school and community resources.

Families and parents can benefit from support through Early Childhood Family Education (ECFE) classes and our School Readiness Preschool programs. Additionally, we collaborate with the Public Library, Senior Center, Nicollet County Public Health, St. Peter Food Shelf, and the Recreation Department to provide services and programs for families.

Helping prepare children for kindergarten

We support early childhood development through screenings that promote learning, health, and growth. Our School Readiness Preschool classes at the Early Childhood Learning Center help children transition smoothly to kindergarten. This initiative supports Community & Family Education's contribution to the district's Comprehensive Achievement and Civic Readiness goals.





Supporting working families

The Saints Overtime program provides parents and caregivers with safe, high-quality after-school childcare at South and North Elementary, as well as summer care at North Elementary. During the 2025-26 school year, 168 children in grades K-5 participated in these programs.



Expanding learning beyond the classroom

Our after-school enrichment programs play a vital role in supporting students' social, emotional, and academic development. These programs provide students with opportunities to explore personal interests and build skills beyond the standard curriculum. Participation in classes such as art, drama, music, and STEM fosters creativity, critical thinking, and problem-solving skills that enhance learning during the regular school day. In addition, involvement in leadership and service activities helps students strengthen interpersonal skills and reduce engagement in risk-taking behaviors.





Building a qualified workforce

Adult Basic Education (ABE) provides adults with essential academic and workforce skills that open doors to new opportunities. Participants work toward earning a high school diploma or General Educational Development (GED) diploma, improving literacy and math proficiency, and learning English. ABE also supports adults as they prepare for postsecondary education and advance their careers. Through these efforts, the program strengthens the local workforce and promotes lifelong learning in the community. During the 2025-26 school year, we served students from Mexico, Somalia, Guatemala, Honduras, Ukraine, Ethiopia, China, Kenya, and Nicaragua.

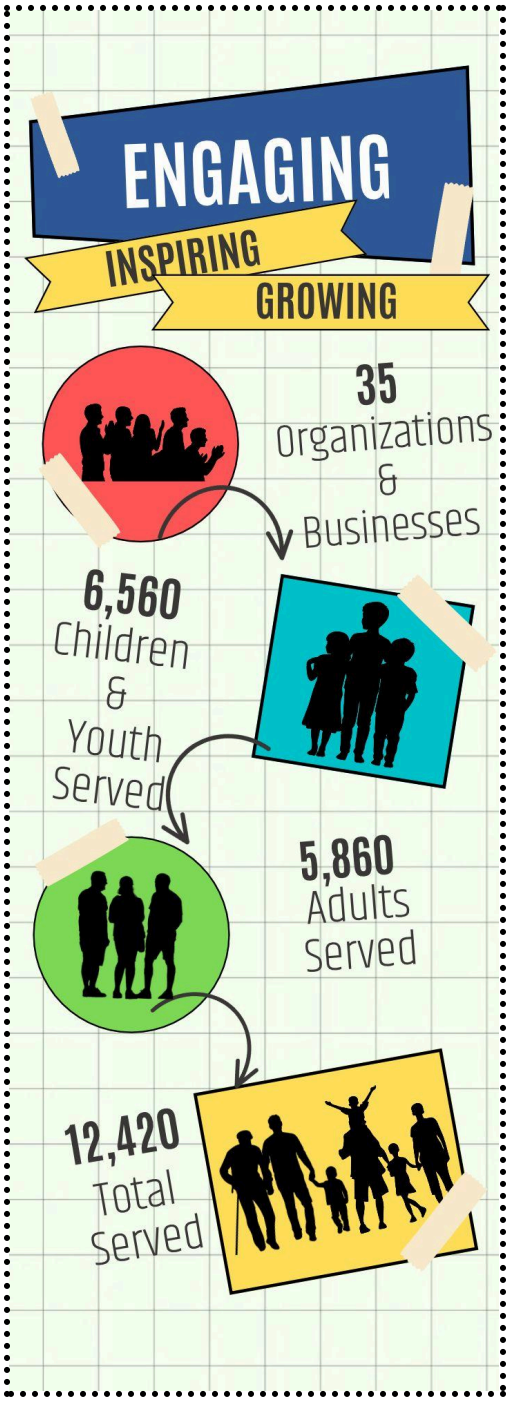
Improving the quality of life

Lifelong learning provides valuable benefits, including stress reduction, enhanced creativity, a sense of accomplishment, and improved mental well-being. Our programs offer community members opportunities to explore new interests and develop meaningful skills—whether through art, music, fitness, personal growth, or special interest classes. From learning a new instrument to improving driving safety or practicing yoga, these experiences inspire curiosity, connection, and personal fulfillment at every stage of life.



Creating a sense of community and belonging

Offering classes and events that bring people of all ages together helps build a strong, connected community. From the annual *Women Celebrating Women* event and cross-cultural learning opportunities to community discussions, film viewings, and shared meals, our programs create spaces for meaningful connection and dialogue. Children and youth also benefit from programs like Saints OT and after-school enrichment classes, where they explore new skills and interests, build confidence, develop social and leadership skills, and form lasting friendships that support their personal growth and sense of belonging.





















ADDENDUM

Regular Board Meeting
Wednesday, November 18, 2026
Saint Peter City Hall
5:00 PM

VIII. INFORMATION ITEMS

2. AGENDA ITEM 2

Subject: Activities Director Update

Background: Shea Roehrkasse, Activities Director, will be providing an update on the fall activities season to the School Board.

Presentation: Activities Director, Shea Roehrkasse