



SAINT PETER SCHOOL BOARD
Regular Board Meeting
Monday, May 15, 2023
SPCC-Governor's Room, 600 S. 5th St., Saint Peter,
MN 56082
6:30 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 -Isam Ibrahim and Logan Pherson, SPHS 10th Graders	
VII. Action Items	
1. Consider Approval of Unrequested Leave of Absence Upon Acquiescence of Placement	33
2. Consider Approval of Curriculum Improvement Plans	40
3. Consider Approval of Second Reading of Revisions to the Policy Manual	68
4. Consider Approval of Adding an Additional Signer to District Accounts	73
5. Consider Approval of Membership in the Minnesota State High School League (MSHSL) for 2023-2024	75
VIII. Information Items	
1. Office of Education Equity Update	76
2. First Reading of Revisions to the Policy Manual	90
IX. Reports	
1. Building Principals	
2. Superintendent of Schools	
3. Board Members	
a. Around the Table	
X. Upcoming Meetings of the School Board HR Committee	
Thursday, May 18, 2023	
4:00 PM	
DO	
XI. Policy Committee	
Wednesday, May 31, 2023	
4:00 PM	
DO	
XII. Graduation	
Friday, June 2, 2023	
8:00 PM	
SPHS	

XIII. Education Committee
Tuesday, June 13, 2023
1:00 PM

DO

XIV. Business Committee
Wednesday, June 14, 2023
4:00 PM

DO

XV. Regular Board Meeting
Monday, June 19, 2023
6:30 PM

SPCC-Governor's Room

XVI. **Adjournment**



ADDENDUM

REGULAR BOARD MEETING May 15, 2023 SPCC-Governor's Room 6:30PM

V. CONSENT AGENDA

1. Approval of the Regular Board Meeting minutes of April 17, 2023.
2. Approval of the Special Board Meeting minutes of May 1, 2023.
3. Approval of the Study Session minutes of May 1, 2023.
4. Approval of Bills (\$2,516,023.93) and Wire Transfers (\$3,830,307.93) for April 2023.
5. Personnel
 - a. The approval of the hiring of a paraprofessional (Mariah Knutson) at Saint Peter Early Childhood Special Education beginning April 3, 2023.
 - b. The approval of the hiring of a Cook/Dishwasher (Pamela Gersemehl) at Saint Peter High School beginning April 24, 2023.
 - c. The approval of the hiring of an Activities Director Administrative Assistant (Zoe Haugen) with District 508 beginning August 1, 2023.
 - d. The approval of the return from a family/medical leave for a health office paraprofessional (Marcia Wenner) for the 2023-2024 school year.
 - e. The approval of the hiring for Summer Saints Overtime Assistants for the summer of 2023:

Cassandra Larsen	Claire Bratland
Amara Packey	Alexia Anderson
 - f. The acceptance of the retirement of a Student Services assistant (Beckie Strom) from Saint Peter High School effective June 15, 2023.
 - g. The approval of the hiring of a Saints Overtime Assistant (Alexandria Guertin) for the fall of 2023.

- h. The approval of the retirement of the Business Manager (Tim Regner) his last day with Saint Peter Schools will be June 30, 2023.
- i. The approval of the hiring of a districtwide speech and language pathologist (Malorie Kutil) beginning in August for the 2023-2024 school year.
- j. The approval of a change in assignment for a special education paraprofessional (Jessica Shane) at South Elementary beginning May 5, 2023.
- k. The approval of the hiring of a paraprofessional (Isaac Soria) at Rock Bend and Oshawa Learning Academy beginning May 19, 2023.
- l. The acceptance of the resignation of a teacher (Michael Reeser) at Saint Peter High School effective at the end of the 2022-2023 school year.

THE MINUTES OF THE MEETING HAVE NOT BEEN APPROVED

Minutes of Regular Board Meeting

The School Board

Saint Peter Public Schools

Members Present: Drew Dixon, Tim Lokensgard, Ben Leonard, Kate Martens, Charlie Potts & Bill Kautt

Members Absent: Tracy Stuewe

Principals: Annette Engeldinger, Jon Graff, Darin Doherty, Doreen Oelke, Ytive Prafke & Jana Sykora

Administrative Team members: Tim Regner, Sharon Petersen, Tami Skinner & Ayan Musse

Others present: Superintendent Bill Gronseth, Administrative Assistant Sarah Janovsky and members of the public

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A Regular Board Meeting of the School Board of Saint Peter Public Schools was held Monday, April 17, 2023, beginning at 6:30 PM in the SPCC-Governor's Room.

I. Call Meeting to Order-6:33 PM, Potts

II. Pledge of Allegiance

III. Consideration and Adoption of the Agenda (Lokensgard/Dixon, unanimous)

IV. Consider Requests to Speak on the Agenda

V. Approval of Consent Agenda Items (Lokensgard/Leonard, unanimous)

1. Approval of the Regular Board Meeting minutes of March 20, 2023.
2. Approval of Bills (\$1,854,054.61) and Wire Transfers (\$3,554,173.40) for March 2023.
3. Grants & Donations
 - a. The approval of a \$29,980 grant from the Minnesota State Arts Board. Funds from this grant will support sPARK Mobile Art Studio during the school year. This program will serve children in grades K-6.
 - b. The approval of a \$4,000 grant from Prairie Lakes Regional Arts Council. Funds from this grant will support the Summer sPARK Mobile Art Studio. This program serves children from PreK-12 yrs. and is scheduled for seven weeks this summer.
 - c. The approval of a \$750 donation plus instructors from the Govenaires Performing Arts Association to offer music lessons in a continuing partnership with Saint Peter Community & Family Education.

4. Personnel

- a. The approval of the hiring of a paraprofessional (Theresa Lekander) at South Elementary effective March 29, 2023.
- b. The approval of the termination of a Food Service Employee (Aaron Cassidy) effective March 20, 2023.
- c. The acceptance of the retirement of a Title I Paraprofessional (Barb Fortier) at South Elementary School effective June 2, 2023.
- d. The acceptance of the resignation of a custodian (Steve Ream) at Saint Peter Middle School effective April 14, 2023.
- e. The acceptance of the retirement of a Head Cook (Mary Thompson) at South Elementary School effective June 2, 2023.
- f. The acceptance of the resignation of a food service employee (Matthew Becker) at Saint Peter High School effective April 6, 2023.
- g. The acceptance of the retirement of an Activities Office Administrator Assistant (Kristi Davis) from the activities department effective June 30, 2023.
- h. The approval to designate technology equipment as obsolete in order to remove it from the district inventory and properly recycle or dispose of it.
- i. The acceptance of the acknowledgment to end the agreement with the Facilities Use Coordinator (Barb Regner) at the end of the contract period, June 30, 2023, due to financial reasons.
- j. The acceptance of the acknowledgment to end the agreement with the Community Outreach Coordinator (Heather Deshayes) at the end of the contract period, June 30, 2023, due to financial reasons.
- k. The acceptance of the retirement of a Health Office Support staff (Marlene Willson) at South Elementary effective June 7, 2023.
- l. The approval of the hiring of a Native American Cultural Liaison (Charmayne Klah) beginning April 13, 2023.
- m. The acceptance of the resignation of a Custodial Engineer (Jose Velasquez) at Saint Peter High School effective April 13, 2023.
- n. The acceptance of the resignation of a Custodial Engineer (Sydnee Jahnke) at Saint Peter High School effective April 28, 2023.
- o. The approval of employment for substitute teachers and paraprofessionals in March 2023.
- p. The approval of employment for substitute teachers and paraprofessionals in April 2023.
- q. The approval of a Saint Peter High School Diploma for a student (Alan Perez) who has completed all required courses.

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VI. Student Spotlight-Shay Drinkall and Amelia Atkinson, South Elementary
Shay and Amelia are first graders at South Elementary who exude Star Pride in their classrooms. Some of their favorite things at South are Daily 5, Imagination Station and recess. When Shay is an adult he would like to be a Major League Baseball player and Amelia would like to be a doctor.

VII. Action Items

1. Consider Resolution Approving Adult Basic Education Consortium-
(Leonard/Martens, YAY: Leonard, Lokensgard, Potts, Kautt, Dixon, Martens NAY: None)
2. Consider Revisions of FY23 Budget-(Lokensgard/Leonard, unanimous)
3. Consider Non-Renewal of Probationary Teacher Contracts-(Lokensgard/Leonard, YAY: Leonard, Lokensgard, Potts, Kautt, Dixon, Martens NAY: None)
4. Consider Unrequested Leave of Absence for Tenured Teacher Contracts-
(Kautt/Leonard, YAY: Leonard, Lokensgard, Potts, Kautt, Dixon, Martens NAY: None)
5. Consider Approval of Bids for Proposals for Summer Projects-(Leonard/Martens, unanimous)
6. Consider Policies for Approval with a Single Reading-Director Kautt would like to pull Policy 210 from this list to make changes. (Leonard/Martens, unanimous)

VIII. Information Items

1. Summer Programming 2023
 - District 508 does not qualify for Read and Feed this summer
 - STARS Academy (Targeted Services) K-8 will run for for 4 weeks, 4 days a week, 4 hours a day. The hope is that SPPS will qualify for "Closed Enrolled Site" and will be able to provide meals to these students.
 - Each site will have Extended School Year
 - HS Credit Recovery will be making some adjustments to previous schedules to do the lack of Read and Feed. Students can earn up to 2 credits during the summer sessions.
2. First Reading of Revisions to the Policy Manual
Policy 104 has been updated to say " & Equity Statement"

IX. Reports

1. Building Principals
 - Early Childhood
 - The third Early Childhood screening is finished, 32 students attended
 - Spring field trips
 - Registration is open for Fall
 - South
 - Winter apparel has gone home, it is time for Spring
 - Spring field trips
 - Summer Programs
 - Kindergarten registration open, watching enrollments
 - North
 - Half way through MCA testing
 - Transition planning for incoming second graders
 - Wizard of Oz Play will have two showings
 - Kindness Retreat was a huge success

MS

- Project for Teens
- Bike safety in PE classes
- College field trip to MSU, Mankato
- 8 students are going to State History Day competition this weekend

HS

- Counselors are busy working with all students to graduate
- CTE funding
- 3 teachers licensed to teach CTE courses
- 28th Habitat for Humanity house
- Gena L.'s students are working on a wildflower project with the city
- Teachers leaving due to budget cuts will be missed

ALC

- 36 students in night school
 - Character Strong is receiving great responses
 - RB working hard on credit recovery
 - CADA and Chemical use presentations
 - OLA-neat art project
2. Superintendent of Schools
- Congratulations to district retirees
 - Difficult month in relation to reductions, well wishes to all
 - Keeping a close eye on legislative details
 - Strong finish to the school year

3. Board Members

a. Around the Table

Martens

- Staffing reductions are difficult
- Check out State History Day if possible this weekend

Kautt

- Shout out to SPHS students receiving scholarships
- Legislature has many moving parts, keeping a close watch

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X. Upcoming Meetings of the School Board

Policy Committee
Wednesday, April 26, 2023
4:00 PM
DO

Study Session
Monday, May 1, 2023
6:30 PM
SPMS-Media Center

Education Committee
Tuesday, May 9, 2023
1:00 PM
DO

Business Committee
Wednesday, May 10, 2023
4:00 PM
DO

Regular Board Meeting
Monday, May 15, 2023
6:30 PM
SPCC-Governor's Room

XI. **Adjournment**-8:02 PM (Leonard/Dixon, unanimous)

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Dated: May 15, 2023

Kate Martens, Board Clerk

THE MINUTES OF THE MEETING HAVE NOT BEEN APPROVED

Minutes of Special Board Meeting

The School Board

Saint Peter Public Schools

Members Present: Tim Lokensgard, Ben Leonard, Kate Martens, Charlie Potts, Tracy Stuewe & Bill Kautt

Members Absent: Drew Dixon

Others present: Superintendent Bill Gronseth, Administrative Assistant Sarah Janovsky

A Special Board Meeting of the School Board of Saint Peter Public Schools was held Monday, May 1, 2023, beginning at 5:00 PM in the Saint Peter Middle School-Media Center.

10

- I. **Call Meeting to Order**-5:06 PM, Potts
- II. **Adoption of the Agenda**-(Lokensgard/Leonard, unanimous)
- III. **Close Meeting for the Purpose of Discussing Sale of District-Owned Property as allowed by MN Stat. 13D.05 subd.3**
(Leonard/Martens, unanimous)
- IV. **Open Meeting and Consider Action on the Sale of Property-Motion to have administration continue to negotiate the sale of the property**
(Lokesngard/Stuewe, unanimous)
- V. **Upcoming Meetings of the School Board**

Study Session
Monday, May 1, 2023
6:30 PM
SPMS-Media Center

Education Committee
Tuesday, May 9, 2023
1:00 PM
DO

Business Committee
Wednesday, May 10, 202

4:00 PM
DO

Regular Board Meeting
Monday, May 15, 2023
6:30 PM
SPCC-Governor's Room

VI. **Adjournment**-5:41 PM (Leonard/Stuewe, unanimous)

Dated: May 15, 2023

Kate Martens, Board Clerk

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THE MINUTES OF THE MEETING HAVE NOT BEEN APPROVED
Minutes of Study Session

The School Board
Saint Peter Public Schools

Members Present: Drew Dixon, Tim Lokensgard, Ben Leonard, Kate Martens, Charlie Potts, Tracy Stuewe & Bill Kautt.

Principals: Annette Engeldinger, Jon Graff, Darin Doherty, Doreen Oelke, & Jana Sykora

Others present: Superintendent Bill Gronseth, Administrative Assistant Sarah Janovsky and several certified staff members

A Study Session of the School Board of Saint Peter Public Schools was held Monday, May 1, 2023, beginning at 6:30 PM in the Saint Peter Middle School-Media Center.

12

I. Call Meeting to Order-6:30 PM, Potts

II. Adoption of the Agenda-(Kautt/Lokensgard, unanimous)

III. Curriculum Review

The principals and certified staff presented curriculum improvement plans in the areas of Music, Art, Science, Social/Emotional Learning, English Language Learners and Special Education.

IV. Upcoming Meetings of the School Board

Education Committee
Tuesday, May 9, 2023
1:00 PM
DO

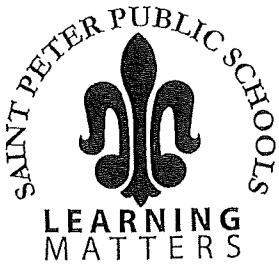
Business Committee
Wednesday, May 10, 2023
4:00 PM
DO

Regular Board Meeting
Monday, May 15, 2023
6:30 PM
SPCC-Governor's Room

V. Adjournment- 8:17 PM (Leonard/Stuewe, unanimous)

Dated: May 15, 2023

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: 5/9/2023
To: Dr. Bill Gronseth - Superintendent
From: Bee Ong - Finance Accountant
Re: **Monthly Board Bills, Payroll &
Student Activity Amounts:**

14

April 2023 - Board Bills	\$777,920.27
April 2023 - Payroll	\$1,724,047.70
April 2023 - Student Activity	\$14,055.96
	<hr/> <hr/>
	\$2,516,023.93

St. Peter Public Schools
Wire Transfer Report

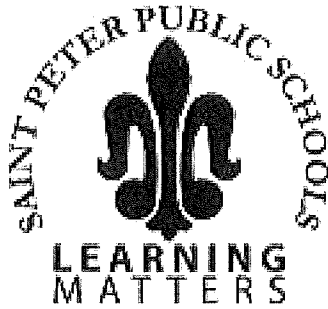
Apr-23

MSDLAF to USBank

(Feb/Aug bond pymt)

MSDLAF to FNB payroll account ACH	4/14/2023	560,000.00
MSDLAF to FNB payroll account ACH	4/28/2023	540,000.00
MSDLAF-Max to FNB BO	4/3/2023	255,000.00
MSDLAF-Max to FNB BO	4/11/2023	250,000.00
MSDLAF-Max to FNB BO	4/17/2023	225,000.00
MSDLAF-Max to FNB BO	4/27/2023	550,000.00
MSDLAF-Max to CCF	4/5/2023	225,000.00
MSDLAF-Max to CCF	4/26/2023	275,000.00
FNB-BO to BCBS - medicare health	4/21/23	15,676.50
Wire of federal payroll taxes	4/4/2023	245.91
Wire of federal payroll taxes	4/14/2023	170,635.92
Wire of federal payroll taxes	4/19/2023	156.58
Wire of federal payroll taxes	4/28/2023	169,895.57
Wire of state payroll taxes	4/5/2023	33.33
Wire of state payroll taxes	4/17/2023	28,510.55
PERA payments	4/5/2023	27,780.55
PERA payments	4/18/2023	25,235.55
TRA payments	4/5/2023	173.34
TRA payments	4/5/2023	92,817.94
TRA payments	4/18/2023	92,400.89
TRA payments	4/19/2023	164.23
Horace Mann	4/5/2023	2,359.00
Horace Mann	4/19/2023	2,359.00
Ameriprise/NBSGroup Bill	4/14/2023	1,600.00
Ameriprise/NBSGroup Bill	4/28/2023	1,600.00
Medsurety-FNB HSA/VEBA	April	708.00
Medsurety-FNB BO	April	13,579.17
Colonial Life	4/4/2023	481.32
Colonial Life	4/4/2023	7,783.83
Pioneer - Dental direct debits	4/3/2023	4,542.31
Pioneer - Dental direct debits	4/11/2023	4,770.52
Pioneer - Dental direct debits	4/17/2023	3,876.04
Pioneer - Dental direct debits	4/21/2023	1,633.50
Pioneer - Dental direct debits	4/24/2023	3,292.11
CCF - BCBS debits	4/6/2023	110,007.14
CCF - BCBS debits	4/13/2023	42,752.94
CCF - BCBS debits	4/20/2023	94,892.26
CCF - BCBS debits	4/27/2023	30,213.98
Electronic Deposit Fees - Merch Billing	4/5/2023	129.95

Total Wires 3,830,307.93



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Ytive Prafke, EC Administrator

DATE: April 18, 2023

SUBJECT: Recommendation to Hire-ECSE
Paraprofessional

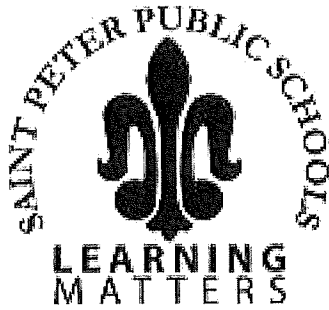
Please consider the following recommendation:

NEW EMPLOYEE SUMMARY

16

- **Mariah Knutson**
 - \$15.25 per hour
 - 5.75 hours per day-4 days per week
 - Start date: April 3, 2023
 - Replacement Position
 - Mariah will fill out a timesheet for her hours

CC: Mariah Knutson
grp_hire_para



MEMO TO: Members of the School Board
Bill Gronseth

FROM: Emily Craig

DATE: April 18, 2023

SUBJECT: Food Service Hire

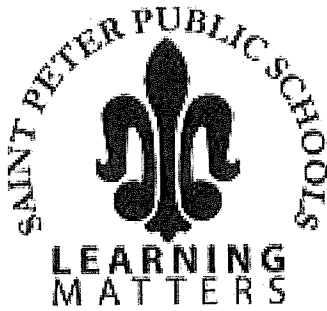
I am pleased to recommend Pamela Gersemehl for the position of Cook/Dishwasher in the Food Service Department at Middle School.

NEW EMPLOYEE SUMMARY

17

- **Pamela Gersemehl**
 - Cook/Dishwasher St. Peter High School
 - Lane-Unassigned
 - 2022-2023 Rate-\$14.48 per hour
 - Pamela will be filling out a timesheet for her hours
 - Start Date: 4/24/2023

Cc: Pamela Gersemel



MEMO TO: Superintendent, Bill Gronseth
Members of the School Board

FROM: Shea Roehrkasse

DATE: 4/19/2023

SUBJECT: AD Admin Assistant

I am very excited to recommend the hiring of Zoe Haugen for the position of Activities Director Administrative Assistant. Zoe will be doing some training with Kristi this Spring and officially begin in August. Zoe was a 2018 graduate of St. Peter High School, and will bring some new and exciting skills to our office!

NEW EMPLOYEE SUMMARY

18

- **Zoe Haugen**
 - Level Office Assistant Contract
 - Start Date 8/1/2023

CC: grp_hire_misc
Zoe Haugen



MEMO TO: Mr. Bill Gronseth
District 508 School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: April 25, 2023

SUBJECT: Family/Medical Leave RETURN

Marcia Wenner was approved for a family/medical leave of absence at North Elementary School for the current school year. Mrs. Wenner serves as the health office paraprofessional at North.

19

Marcia recently notified me she intends to return to her position in the fall of 2023, corresponding with the start of the 2023-24 school year. Her notification fulfilled the requirement for her return from leave.

Angie Anderson has been serving in the North health office during Marica's leave. Angie's last day working in the district will be June 1, 2023.

If you have questions, please contact me.

CC: Marcia Wenner <mwenner@stpeterschools.org>
Angie Anderson <aanderson5@stpeterschools.org>
Rachel Fitch <rfitch@stpeterschools.org>
Dolores Griffith <dgriffith@stpeterschools.org>
grp_hire_para <grp_hire_para@stpeterschools.org>



TO: Bill Gronseth, Superintendent,
School Board Members

FROM: Tami Skinner, Community & Family
Education Director

SUBJECT: Saints Overtime Staff

DATE: April 24, 2023

Interviews were conducted, and I am pleased to recommend hiring Cassandra Larsen as a Summer Saints Overtime Assistant. Cassandra previously worked as a Saints Overtime staff member during her years as a college student, and we are excited to have her work with us during the summer program.

20

This is a replacement position.

EMPLOYEE SUMMARY

- **Cassandra Larsen**
- Rate of pay - \$15.25/hr.
- Part-time hours are to be submitted on a timesheet
- Summer 2023



**TO: Bill Gronseth, Superintendent,
School Board Members**

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

SUBJECT: Saints Overtime Staff

DATE: April 24, 2023

Interviews were conducted, and I am pleased to recommend hiring Claire Bratland as a Summer Saints Overtime Assistant. Claire previously worked as a Saints Overtime staff member during her years as a college student, and we are excited to have her work with us during the summer program.

21

This is a replacement position.

EMPLOYEE SUMMARY

- **Claire Bratland**
- Rate of pay - \$15.25/hr.
- Part-time hours are to be submitted on a timesheet
- Summer 2023



TO: Bill Gronseth, Superintendent,
School Board Members

FROM: Tami Skinner, Community & Family
Education Director

SUBJECT: Saints Overtime Staff

DATE: April 24, 2023

Interviews were conducted, and I am pleased to recommend hiring Amara Packey as a Summer Saints Overtime Assistant. Amara previously worked as a Saints Overtime staff member during her years as a college student, and we are excited to have her work with us during the summer program.

22

This is a replacement position.

EMPLOYEE SUMMARY

- **Amara Packey**
- Rate of pay - \$15.25/hr.
- Part-time hours are to be submitted on a timesheet
- Summer 2023



**TO: Bill Gronseth, Superintendent,
School Board Members**

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

SUBJECT: Saints Overtime Staff

DATE: April 25, 2023

Interviews were conducted, and I am pleased to recommend hiring Alexandria Guertin as a Saints Overtime Assistant. Ms. Guertin has previously worked at Saints Overtime through the Gustavus Work Study program, and we are excited to have her as a member of our regular staff.

23

This is a replacement position.

EMPLOYEE SUMMARY

- **Alexandria Guertin**
- Rate of pay - \$15.25/hr.
- Part-time hours are to be submitted on a timesheet
- 2022-23 School Year



**TO: Bill Gronseth, Superintendent,
School Board Members**

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

SUBJECT: Saints Overtime Staff

DATE: May 2, 2023

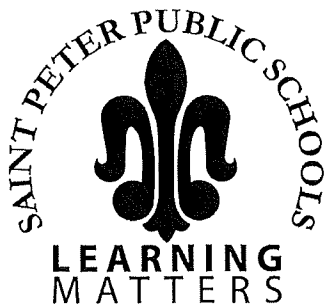
Interviews were conducted, and I am pleased to recommend hiring Alexia Anderson as a Saints Overtime Assistant. Ms. Anderson has previously worked at Saints Overtime through the Gustavus Work Study program, and we are excited to have her as a member of our regular staff.

24

This is a replacement position.

EMPLOYEE SUMMARY

- **Alexia Anderson**
- Rate of pay - \$15.25/hr.
- Part-time hours are to be submitted on a timesheet
- 2022-23 School Year



TO: Members of the School Board
Mr. Gronseth

FROM: Annette Engeldinger

DATE: May 1, 2023

RE: Retirement

I am writing to recommend that you accept the resignation of Beckie Strom as Student Services assistant at Saint Peter High School. She will retire at the end of the 2022-2023 school year.

25

We sincerely thank her for her time and dedication to the students of Saint Peter High School. Mrs. Strom has been an important part of SPHS for many years, and she will be missed. We wish her the best of luck in her retirement!

Please let me know if you have any questions.



**TO: Bill Gronseth, Superintendent,
School Board Members**

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

SUBJECT: 2023-24 Saints Overtime Staff

DATE: May 5, 2023

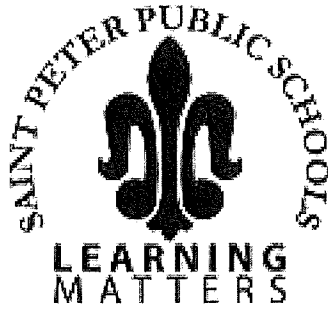
Interviews were conducted, and I am pleased to recommend hiring Eleanor Guanella as a Saints Overtime Assistant starting in the fall of 2023.

26

This is a replacement position.

EMPLOYEE SUMMARY

- **Alexandria Guertin**
- Rate of pay - \$15.25/hr.
- Part-time hours are to be submitted on a timesheet
- 2023-24 School Year



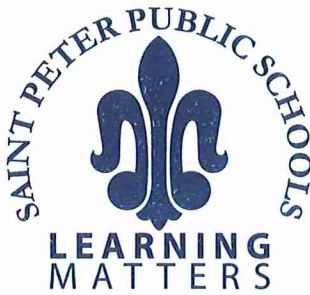
MEMO TO: School Board
FROM: Bill Gronseth
DATE: 05.08.23
SUBJECT: Business Manager Retirement

Please accept the retirement of Mr. Tim Regner, Business Manager for Saint Peter Public Schools, at the end of the fiscal year, June 30, 2023.

We sincerely thank him for his time and dedication to District 508. Mr. Regner has served the district well through complex financial times including the construction of a new high school, and the COVID pandemic. He has played an important role in the financial stability of the district and he will be missed. We wish him the best of luck in his retirement.

27

Please let me know if you have any questions.



DISTRICT OFFICE · 100 Lincoln Dr Ste 229 · Saint Peter MN 56082-1351 · 507-934-5703 (Office) · 507-934-2805 (Fax) · www.stpeterschools.org

Memo to: Bill Gronseth Superintendent St Peter Public Schools
From: Timothy W Regner
Date: May 8, 2023
Subject: Letter of Retirement from St Peter Public Schools

Mr. Gronseth:

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Please accept this letter as notice of my intent to retire from the position of Business Manager of St Peter Public Schools.

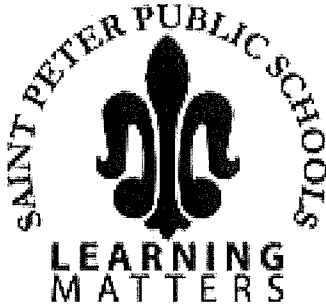
The effective date of my retirement will be June 30, 2023, when my current contract with St. Peter Public Schools is completed.

Please let me know if there is anything else needed.

Thank you.

A handwritten signature in black ink that reads "Timothy W. Regner".

Timothy W Regner



MEMO TO: Bill Gronseth, Superintendent
Saint Peter School Board

FROM: Doreen Oelke, Principal

DATE: May 9, 2023

SUBJECT: Kutil Recommendation to Hire

Applications were received and interviews took place for a districtwide speech and language pathologist position. I am excited to recommend the hiring of Malorie Kutil. This new position will address the increased speech needs in the district and assume services previously serviced by MVED staff and Speech Partners.

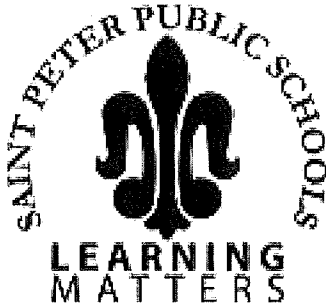
Ms. Kutil has 13 years of experience within the NRHEG & Waseca school districts. Most recently she has worked at MVED for the past 2 years. Please join me in welcoming her to the Saint Peter School District.

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NEW EMPLOYEE SUMMARY

- **Malorie Kutil**
 - MA+10, Step 11, Total salary is \$75,195 per the 2022-23 Master Agreement.
 - Start Date: The beginning of the 2023-2024 school year

CC: Malorie Kutil
Certified Hire Group



MEMO TO: Bill Gronseth, Superintendent
Saint Peter School Board

FROM: Doreen Oelke, Principal

DATE: May 9, 2023

SUBJECT: Change of Assignment

Ms. Jessica Shane has worked as a paraprofessional intervener at South Elementary since November, 2022. The student who required intervener services no longer attends Saint Peter Public Schools. Ms. Shane will resume her duties as a special education paraprofessional at South Elementary. The change in pay per hour is listed below.

NEW EMPLOYEE SUMMARY

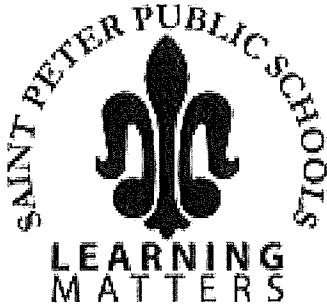
30

- **Jessica Shane**
 - Start date: May 5, 2023
 - Step 2A, \$15.40 per hour, 6.50 hours per day SPED Para
.25 hour per day traffic/safety support

Please let me know if you have any questions.

CC:

Grp_hire_para
Tara Johnson (Para Mentor)



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Jana Sykora

DATE: May 12, 2023

SUBJECT: Para Hire

Applications were received and interviews took place for a paraprofessional in Alternative Programs.

I am pleased to recommend Isaac Soria for a position. Isaac recently graduated with an associates degree from South Central College, and is looking forward to starting at MSU Mankato in the fall as he pursues his education in secondary education. Isaac has experience working in the admissions office at South Central College and has a passion for helping others. We are pleased that Isaac is going to start his paraprofessional role sharing his time between Rock Bend and Oshawa Learning Academy. He will continue to serve as a paraprofessional this summer in the Oshawa Learning Academy summer school program when quarter four is complete.

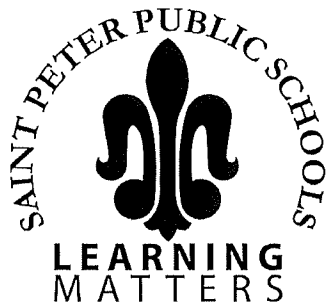
31

EMPLOYEE SUMMARY

Isaac Soria

- Start Date May 19
- Step 1/A at a rate of \$15.25/hour
 - May 19-June 1
 - 6.5 hours per student contact day
 - 3 days/week at Rock Bend ALC
 - 2 days/week at Oshawa Learning Academy
 - June 5-29
 - 3.5 hours per student contact day
 - Oshawa Learning Academy

CC: Isaac Soria
grp_hire_para



TO: Members of the School Board
Mr. Gronseth

FROM: Annette Engeldinger

DATE: May 15, 2023

RE: Teacher Resignation

I am writing to recommend that you accept the resignation of Michael Reeser as a teacher at Saint Peter High School. Mr. Reeser has accepted a position at Tri-City United School District. His last day at SPHS will be July 2, 2023.

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We sincerely thank him for his time and dedication to the students of Saint Peter High School. Mr. Reeser has been an important part of SPHS, and he will be missed. We wish him the best of luck in his new position!

Please let me know if you have any questions.



ADDENDUM

REGULAR BOARD MEETING May 15, 2023 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

1. AGENDA ITEM #1

Subject: Consider Approval of Unrequested Leaves of Absence Upon Acquiescence of Placement

Action: Requires three Resolutions

Background: Due to financial reasons related to lower enrollment, discontinuation of COVID funding, and ongoing inflation the school district has proposed reductions to maintain a balanced budget. As part of those reductions, three unrequested leave of absences for tenured teachers were proposed in April. Following the process defined by state statute and contract language, these are now coming forward for action. See attached resolutions.

Presentation: Superintendent of Schools

Options/Recommendation: I recommend approval of all three resolutions.

**RESOLUTION RELATING TO
UNREQUESTED LEAVE OF ABSENCE FOR TENURED TEACHERS**

WHEREAS, the School Board of Independent School District No. 508 adopted a resolution proposing placement of the listed individuals on unrequested leave of absence on April 17, 2023 on the grounds of financial limitations, lack of pupils, and discontinuance of positions

WHEREAS said written notice of the proposed placement on unrequested leave of absence was hand delivered on April 18, 2023; and

WHEREAS said written notice of the proposed placement on unrequested leave of absence contained a statement setting for the reasons for the proposed placement as well as a statement regarding entitlement to a hearing before the School Board provided a request was submitted in writing within fourteen (14) days, of receipt of said notice, and that if no hearing was requested within the said fourteen (14) day period it constituted acquiescence by Jennifer Curtis to the School Board's proposed action, and

WHEREAS, no written request for a hearing was received by the School Board or Superintendent from Jennifer Curtis as of May 5, 2023; and

WHEREAS, said failure to make written request for a hearing within fourteen (14) days after receipt of notice proposed placement on unrequested leave of absence constitutes acquiescence by Jennifer Curtis to said placement on unrequested leave of absence.

BE IT HEREBY RESOLVED, by the School Board of Independent District No. 508 that Jennifer Curtis be and hereby is placed on unrequested leave of absence as a teacher of Independent District No. 508 on the grounds of financial limitations, lack of pupils, and discontinuance of position at the end of the 2022-2023 school year in accordance with the District Master Agreement and pursuant to Minn. Stat. 122A.40 subd. 10 without pay or fringe benefits.

BE IT FURTHER RESOLVED, that notice of placement on unrequested leave, together with a copy of this resolution be forwarded to said teacher personally and that an affidavit of same be placed in their personnel file, together with a copy of the notice and resolution.

BE IT RESOLVED by the School Board of Independent School District No. 508 as follows:

That it is proposed that tenured teacher in Independent School District No. 508, be placed on unrequested leave of absence without pay or fringe benefits, at the close of the 2022-2023 school year. Said action is taken in accordance with the District Master Agreement and pursuant to Minn. Stat. 122A.40, subd. 10 upon the grounds described

in said statute and which are specifically as follows: financial limitations, discontinuance of positions.

BE IT FURTHER RESOLVED that written notice of proposed placement on unrequested leave, together with a copy of this resolution be forwarded to said teacher and that an affidavit of the same be placed in their personnel file with a copy of the notice and resolution.

Date: May 15, 2023

Kate Martens, Clerk

**RESOLUTION RELATING TO
UNREQUESTED LEAVE OF ABSENCE FOR TENURED TEACHERS**

WHEREAS, the School Board of Independent School District No. 508 adopted a resolution proposing placement of the listed individuals on unrequested leave of absence on April 17, 2023 on the grounds of financial limitations, lack of pupils, and discontinuance of positions

WHEREAS said written notice of the proposed placement on unrequested leave of absence was hand delivered on April 18, 2023; and

WHEREAS said written notice of the proposed placement on unrequested leave of absence contained a statement setting for the reasons for the proposed placement as well as a statement regarding entitlement to a hearing before the School Board provided a request was submitted in writing within fourteen (14) days, of receipt of said notice, and that if no hearing was requested within the said fourteen (14) day period it constituted acquiescence by Paola Rodeback to the School Board's proposed action, and

WHEREAS, a written request for a hearing was received on April 25, 2023 and subsequently retracted on May 5, 2023, and

WHEREAS, said failure to make written request for a hearing within fourteen (14) days after receipt of notice proposed placement on unrequested leave of absence constitutes acquiescence by Paola Rodeback to said placement on unrequested leave of absence.

BE IT HEREBY RESOLVED, by the School Board of Independent District No. 508 that Paola Rodeback be and hereby is placed on unrequested leave of absence as a teacher of Independent District No. 508 on the grounds of financial limitations, lack of pupils, and discontinuance of position at the end of the 2022-2023 school year in accordance with the District Master Agreement and pursuant to Minn. Stat. 122A.40 subd. 10 without pay or fringe benefits.

BE IT FURTHER RESOLVED, that notice of placement on unrequested leave, together with a copy of this resolution be forwarded to said teacher personally and that an affidavit of same be placed in their personnel file, together with a copy of the notice and resolution.

BE IT RESOLVED by the School Board of Independent School District No. 508 as follows:

That it is proposed that tenured teacher in Independent School District No. 508, be placed on unrequested leave of absence without pay or fringe benefits, at the close of the 2022-2023 school year. Said action is taken in accordance with the District Master Agreement and pursuant to Minn. Stat. 122A.40, subd. 10 upon the grounds described

in said statute and which are specifically as follows: financial limitations, discontinuance of positions.

BE IT FURTHER RESOLVED that written notice of proposed placement on unrequested leave, together with a copy of this resolution be forwarded to said teacher and that an affidavit of the same be placed in their personnel file with a copy of the notice and resolution.

Date: May 15, 2023

Kate Martens, Clerk

**RESOLUTION RELATING TO
UNREQUESTED LEAVE OF ABSENCE FOR TENURED TEACHERS**

WHEREAS, the School Board of Independent School District No. 508 adopted a resolution proposing placement of the listed individuals on unrequested leave of absence on April 17, 2023 on the grounds of financial limitations, lack of pupils, and discontinuance of positions

WHEREAS said written notice of the proposed placement on unrequested leave of absence was hand delivered on April 18, 2023; and

WHEREAS said written notice of the proposed placement on unrequested leave of absence contained a statement setting for the reasons for the proposed placement as well as a statement regarding entitlement to a hearing before the School Board provided a request was submitted in writing within fourteen (14) days, of receipt of said notice, and that if no hearing was requested within the said fourteen (14) day period it constituted acquiescence by Emmelie Pinz to the School Board's proposed action, and

WHEREAS, no written request for a hearing was received by the School Board or Superintendent from Emmelie Pinz as of May 5, 2023; and

WHEREAS, said failure to make written request for a hearing within fourteen (14) days after receipt of notice proposed placement on unrequested leave of absence constitutes acquiescence by Emmelie Pinz to said placement on unrequested leave of absence.

BE IT HEREBY RESOLVED, by the School Board of Independent District No. 508 that Emmelie Pinz be and hereby is placed on unrequested leave of absence as a teacher of Independent District No. 508 on the grounds of financial limitations, lack of pupils, and discontinuance of position at the end of the 2022-2023 school year in accordance with the District Master Agreement and pursuant to Minn. Stat. 122A.40 subd. 10 without pay or fringe benefits.

BE IT FURTHER RESOLVED, that notice of placement on unrequested leave, together with a copy of this resolution be forwarded to said teacher personally and that an affidavit of same be placed in their personnel file, together with a copy of the notice and resolution.

BE IT RESOLVED by the School Board of Independent School District No. 508 as follows:

That it is proposed that tenured teacher in Independent School District No. 508, be placed on unrequested leave of absence without pay or fringe benefits, at the close of the 2022-2023 school year. Said action is taken in accordance with the District Master Agreement and pursuant to Minn. Stat. 122A.40, subd. 10 upon the grounds described

in said statute and which are specifically as follows: financial limitations, discontinuance of positions.

BE IT FURTHER RESOLVED that written notice of proposed placement on unrequested leave, together with a copy of this resolution be forwarded to said teacher and that an affidavit of the same be placed in their personnel file with a copy of the notice and resolution.

Date: May 15, 2023

Kate Martens, Clerk



ADDENDUM

REGULAR BOARD MEETING Monday, May 15, 2023 SPMS-Media Center 6:30PM

VII. ACTION ITEMS

2. AGENDA ITEM #2

Subject: Consider Approval of Curriculum Review

Action: Requires a motion

Background: Recommendations were during the May 1 School Board Study Session for curriculum changes and purchases. The recommendations are being presented here for final approval.

ELL: Hands on English K-1 \$1,200; Raz-Kids \$1,000; Online Subscriptions \$400; PreIPT \$420

Music: South piano replacement; Middle School sound system & smartboard

Art: Transferring Kiln in Middle School; pugmill for South \$4,800

Special Education: Unique Curriculum \$1,725

Social Emotional Learning: Character Strong Curriculum \$15,900

Science: Mystery Science Digital Program \$1.395/yr

Technology: Yearly purchases to continue 1:1 devices, High School transitions to chrome books

Presentation: Superintendent of Schools

Options/Recommendation: I recommend you approve the recommended changes.



Curriculum /Program Reviews

School Board Study Session

May 1, 2023

MUSIC- ART - SCIENCE - SOCIAL/EMOTIONAL LEARNING
ENGLISH LANGUAGE LEARNERS - SPECIAL EDUCATION

Curriculum Review Process Four Phases

Phase 1 School Year - How are we doing?

- PLC Work
 - Identify Essential Standards
 - Gather Research and Examples of Exemplar Programs
 - Compile data



Curriculum Review Process Four Phases

Phase 2 Summer - How can we do it better?

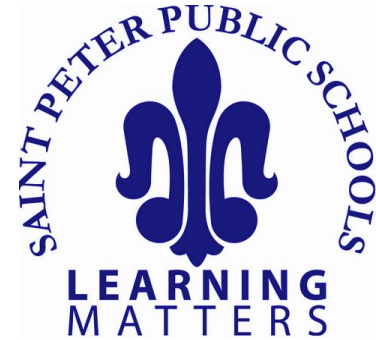
- Examine Data, Research & Examples
- Vertical Alignment of Standards
- Identify Strengths, Limitations, & Recommendations for Improvement



Curriculum Review Process Four Phases

Phase 3 School Year - What needs to happen?

- Investigate Curriculum Resources
- Develop a Plan to Address Needs
- Present the Plan to School Board



Curriculum Review Process Four Phases

Phase 4 Summer - Making it happen!

- Develop Scope and Sequence & Instructional Expectations
- Create a Professional Development Plan



English Language Learners

Strengths

- Increased from 2.5-5 FTEs Teachers Over the Last Five Years
- Expanded our Community Liaison staff from 1 to 4
- As a PLC we have provided professional development at each of our buildings.
- Our District is Above State Average with 37% of ELs meeting target; The state's average is 27% (ACCESS results 2021-2022)
- Co-Teaching has Increased at the High School; Supporting Students in Specific Content Areas

English Language Learners

Limitations

- Lack of Curriculum and/or Curricular Resources
- Absence of Early Childhood Screening of EL
- Enrollment Process for Home Language Questionnaires on Infinite Campus
- Professional Development for General Ed. Teachers
- Lack of age appropriate materials and consistent scheduling structure for HS students at WIDA levels 1-3

English Language Learners

Recommendations with Cost

- Exploration of Curriculum and/or Curricular Materials:
 - Hands on English K-1 - \$1,200
 - Raz-Kids - \$1,000
 - Online Subscriptions (Quizlet, Classcraft, Kahoot, Nearpod) - \$400
- Development of Early Childhood Screening of English Learners
 - PreIPT - \$420
- Work with tech department on a process to better identify ELL students in the enrollment process
- Provide professional development for general education teachers on supporting EL students win the mainstream setting_mainstream setting.
- Explore structural changes for HS student in WIDA Level 1-3T

Music

Strengths

- Licensed music teachers delivering instruction
- Dedicated music instruction spaces
- Beautiful auditorium/ performance space used by all levels
- Opportunity to provide small group/individual band and choir lessons
- Updated K-6 music curriculum

Music

Limitations

- Staff background knowledge concerning contributions of Minnesota American Indian music and connections to their cultural, historical and social contexts.
- Equipment Needs: South- Piano Replacement; Middle School -Sound system & Smartboard

Music

Recommendations with Cost

- Renew digital K-6 music curriculum (6 year-Renewed 7-1-22)
- South Piano (Replaced with used 7-1-22 out of South Budget)
- Middle School Sound System & Smartboard (SPPS Technology Dept.)
- Professional Development Opportunities to provide background information on Minnesota Native American
 - SPPS Native American Parent Advisory Council
 - MDE Regional Center
 - Perpich Center

Art

Strengths

- Dedicated Art Classrooms in Each Building.
- All Teachers in the Department are Licensed in Art Education
- Material and Art Supply Budgets are Supported in Each Building
- Increased Enrollment in High School Art Courses

Art-Strengths, Limitations, and Recommendations

Limitations

- Middle School Kiln is in the Old Classroom, Not in Art Room
- Unable to Reuse Clay in the South Elementary Art Room

Art

Recommendations with Cost

- Move Kiln to Current Art Room at the Middle School
- Purchase Pugmill for South Elementary Art Room \$4,800

Special Education

Strengths

- A Broad Variety of Licensure Areas Brings Depth and Coverage for Most Disability Areas
- Transitions from Part C to Part B
- Post Secondary Transitions
- Collaborative Teaming Within Building Levels
- Intentional Attention to Creating and Maintaining Community Partnerships

Special Education

Limitations

- Absence of aligned, identified curriculum for each disability area
- Consistent use of data to inform goals, practice, and progress
- Lack of a comprehensive continuum of services and interventions from birth to age 21
- Paraprofessional recruitment, retention, and training

Special Education

Recommendations with Cost

- *Unique Curriculum for DCD K-12 classroom*
 - Purchased through MVED for implementation in all districts
 - Cost to St. Peter: \$1,724.78
- Paraprofessional Training (Completed during Early Release)
- Coordination of PLC Time to allow for Pre K-12 conversations regarding services, curriculum, interventions & a continuum of services

Social Emotional Learning

Strengths

- The team generated a very long list of practices in place to support student SEL needs
- Stakeholder feedback gathered in the strategic planning process collectively supported SEL curriculum in the district
- SAEBRS/mySAEBRS assessment available

Social Emotional Learning

Limitations

- Lack of consistency in programming or SEL vocabulary used across schools
- Teachers have not had training in facilitating SEL curriculum

Social Emotional Learning

Recommendations with Cost

- Purchase SEL Curriculum “Character Strong” to be used PK-12 (\$15,892) for tier I instruction (renewal moving forward will be \$3000-9000/year - depending on training needed)
 - Utilize student support team and SEL curriculum review time for site planning - June 2023
 - Train teachers during workshop week - August 2023
 - Implement curriculum - September 2023
 - Evaluate tier I programming and consider implementation of tier II for 2024-2025 - March 2024

Science - Standards Alignment and Instruction

New standards in place for the 2024-2025 school year

What's different:

- 3-Dimensional Standards (Based largely off of the Next Generation Science Standards)
 - Science and Engineering Practices - How we do science (ask questions, develop models, etc.)
 - Cross Cutting Concepts - Concepts that transcend all of science (patterns, form vs function, etc.)
 - Disciplinary Core Ideas - Content specific information (Life science, earth science, etc.)

Science - Standards Alignment and Instruction

Implementation Plan:

- Learning Work (9 hours)
 - Standards and Three Dimensions
 - Phenomenon Based Learning
 - Modeling
 - Storylines
- Writing (11 hours)
 - Building Representative pairs with Grade Level Representative to begin Unit Development

Science Standards Implementation Timeline

Grade	2020-2021 School Year	2020-2021 Summer	2021-2022	2021-2022 Summer	2022-2023		2023-2024
K	Learning Work	Write	Implement 2019		2019		2019
1			Learning Work	Write	Implement 2019		2019
2					Learning Work	Write	Implement 2019
3	Learning Work	Write	Implement 2019		2019		2019
4			Learning Work	Write	Implement 2019		2019
5					Learning Work	Write	Implement (2019)
6	Learning Work	Write	Implement 2019		2019		2019
7			Learning Work	Write	Implement (2019)		2019
8					Learning Work	Write	Implement (2019)
9	Learning Work	Write	Implement 2019		2019		2019
10			Learning Work	Write	Implement (2019)		2019
11/12					Learning Work	Write	Implement (2019)

Science

Recommendations with Cost

- Mystery Science Digital Program
 - K-1: Total Cost = \$1,395/year

Reading -Phonics

Phonics Instruction

- Explicit instruction of phonics with a plan for assessment and differentiation that ensures mastery
- Importance of Phonics Instruction on Developing the Brain's Processing System Bringing Letters, Sounds, Meaning and Context Together
- Meaningful Interactions with Text

Reading -Phonics

Recommendations with Cost

- Grades K-2 UFLI Texts for Phonics Instruction & Soundwall Materials -\$2,660

Questions?





ADDENDUM

REGULAR BOARD MEETING May 15, 2023 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

3. AGENDA ITEM #3

Subject: Consider Approval of Second Reading of Revisions to the Policy Manual

Action: Requires a Motion

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

- 104 School District Mission & Equity Statements
- 210 Conflict of Interest-School Board Members

Presentation: Superintendent of Schools
Policy Committee

Options/Recommendation: I recommend approving these changes.

104 SCHOOL DISTRICT MISSION & EQUITY STATEMENTS

I. PURPOSE

The purpose of this policy is to establish ~~a~~ clear statements of the purpose for which the school district exists.

II. GENERAL STATEMENT OF POLICY

The school board believes that ~~a~~ mission & equity statements should be adopted. The ~~mission~~ statements should be based on the beliefs and values of the community, should direct any change effort and should be the basis on which decisions are made. The school board, on behalf of and with extensive participation by the community, should develop a consensus among its members regarding the nature of the enterprise the school board governs, the purposes it serves, the constituencies it should consider, including student representation, and the results it intends to produce.

III. MISSION & EQUITY STATEMENTS

*Saint Peter Schools Mission Statement:
~~"To inspire a passion for learning that encourages and enables all individuals to reach their highest potential."~~
To inspire a passion for learning that encourages and enables all individuals to reach their highest potential.*

*Saint Peter Schools Equity Statement:
We believe each student is unique and can be successful.
We value individual strengths, talents, and identities.
We will cultivate educational environments that provide access, representation, and opportunity.*

IV. REVIEW

The school board will review the school district’s mission ~~and equity statements~~ every two years, especially when members of the board change. The school board will conduct a comprehensive review of the mission, including the beliefs and values of the community, every five to seven years.

Legal References: Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement)
Minn. Rule Parts 3501.0010-3501.0180
Minn. Rule Parts 3501.0200-3501.0270

Cross References:

210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
 - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the minutes of the school board. Disclosure must be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and must only be made once;
 - 2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
 - 3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
 - 4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
 - a. The school board must authorize the contract in advance of its performance by adopting a resolution setting out the essential facts

and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.

- b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
- c. Before a claim is paid, the interested school board member must file with the clerk of the school board an affidavit stating:
 - (1) The name of the school board member and the office held;
 - (2) An itemization of the goods or services furnished;
 - (3) The contract price;
 - (4) The reasonable value;
 - (5) The interest of the school board member in the contract; and
 - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
- 5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. *(Note: This section applies only where the school district has a population of 1,000 or less according to the last federal census.)*
- 6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting where all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee where there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed **\$8,000 the amount indicated in Minnesota Statute 123B.195** in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting where all school board members are present, that employment must be immediately terminated and that school board member will have no further rights to employment while serving as a school board member in the school district.
- D. The school board may contract with a class of school district employees, such as teachers or custodians, where the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. In order for the school board to invoke this exception, it must have a majority of

disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting where the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board can hire or dismiss teachers only at duly called meetings. Where a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. § 122A.40, Subd. 3 (Teacher Hiring, Dismissal)
Minn. Stat. § 123B.195 (Board Member's Right to Employment)
Minn. Stat. § 471.87 (Public Officers; Interest in Contract; Penalty)
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)
Minn. Stat. § 471.89 (Contract, When Void)
Op. Atty. Gen. 90-A (Aug. 14, 1957)
Op. Atty. Gen. 90-C-5 (July 30, 1940)
Op. Atty. Gen. 437-A-4 (March 15, 1935)

Cross References: Policy 101 (Legal Status of the School Board)
Policy 209 (Code of Ethics)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties



ADDENDUM

REGULAR BOARD MEETING Monday, May 15, 2023 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

4. AGENDA ITEM #4

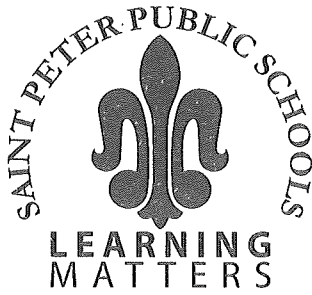
Subject: Consider Approval of Adding a Signer to District Accounts

Action: Requires a Motion

Background: During the transition in the position of Business Manager, it may be necessary for the Finance Accountant, Bee Ong, to complete financial tasks with our banking institutions. We are recommending that she be added as a signer to our accounts.

Presentation: Superintendent of Schools
Business Manager

Options/Recommendation: I recommend approving the addition of the Financial Accountant, Bee Ong, as a signer to our bank accounts.



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St Peter Public Schools Board of Education authorizes that Bee Ong, Financial Accountant for St Peter Public Schools can be added with all powers to all the financial accounts that St Peter Public Schools has. The accounts include but are not limited to checking, savings certificates of deposits, money market funds etc.

Bee Ong is authorized at all of the financial institutions that St Peter Public School uses including but not limited to First National Bank Minnesota, Pioneer Bank, Hometown Bank, CCF Bank, Southpoint Financial Credit Union, MSDLAF, Wells Fargo



ADDENDUM

REGULAR BOARD MEETING Monday, May 15, 2023 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

5. AGENDA ITEM #5

Subject: Consider Approval of Membership in the Minnesota State High School League (MSHSL) for 2023-2024

Action: Requires a Motion

Background: This item is regarding our membership in the Minnesota State High School League. The MSHSL provides guidance and structure for all of our athletic, fine arts, speech, and drama activities. In addition, membership extends catastrophic insurance coverage to our students participating in interscholastic activities.

The process for MSHSL membership has changed to an online process. There is no longer a form that requires a resolution or signature of the School Board. We are including school board action as part of our internal process of approving our membership.

Presentation: Superintendent of Schools
Activities Director

Options/Recommendation: I recommend approving membership with the Minnesota State High School League.



ADDENDUM

REGULAR BOARD MEETING May 15, 2023 SPCC-Governor's Room 6:30PM

VIII. INFORMATION ITEMS

1. AGENDA ITEM #1

Subject: Office of Education Equity Update

Background: Ayan Musse provided an update regarding the work of the liaisons during the Education Committee. Data regarding the type of work being done, and the number of student/family contacts that were made. She will provide a high-level summary of the report for the School Board.

Presentation: Ayan Musse, Coordinator of the Office of Education Equity



Office of Education Equity

Liaisons Report for 2022-23 School Year

May 15, 2023

Ayan Musse, Maripsa Romero, Liliana Figueroa and Buraq Ahmed

Student Support Liaison School Assigned

Maripsa Romero

- South Elementary K-1
- Saint Peter Middle School
- Early Childhood Center Pre-K
- Rock Bend

Liliana Figueroa

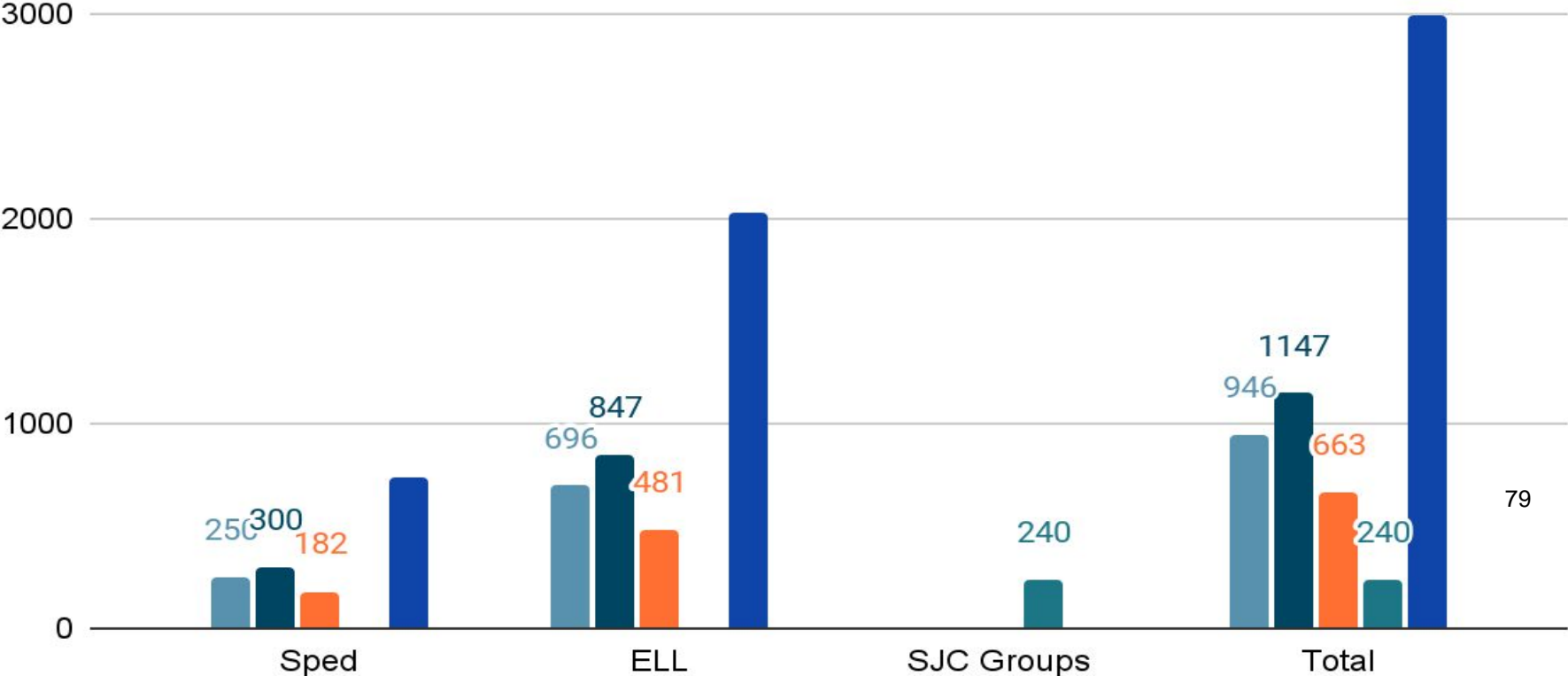
- Saint Peter High School
- North Elementary 2-4
- Early Childhood Center Pre-K
- Rock Bend

Buraq Ahmed

- Saint Peter Middle School
- Early Childhood Center Pre-K
- South Elementary K-1
- Saint Peter High School
- North Elementary 2-4
- Rock Bend

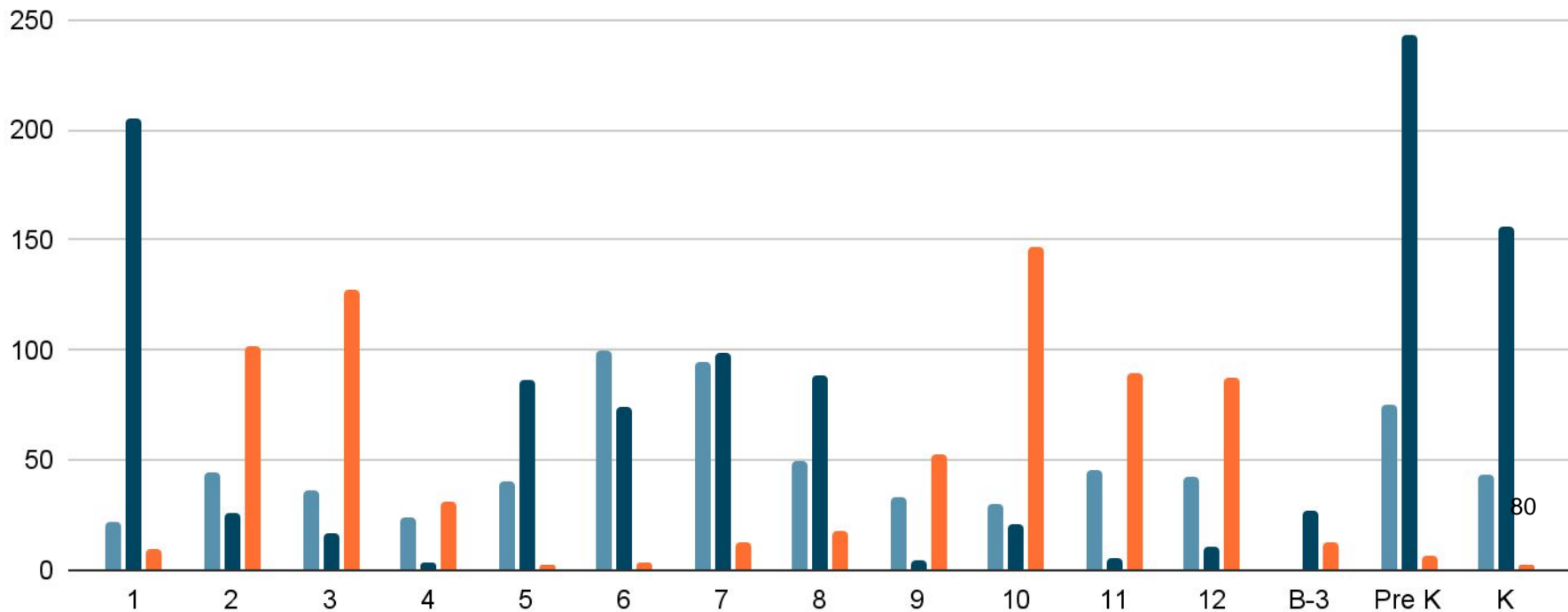
BA, M, L and Total

Buraq Maripsa Liliana Ayan Total



Buraq, Mariposa and Liliana

Buraq Mariposa Liliana



Top 5 Area of Support

- Parent contacts (Liliana)
- Interpreting/Translating (Buraq)
- Attendance (Maripsa)
- Transportations (Maripsa)
- Academics (Liliana)

How does having Student Support Liaison positions help you to improve your experience with the district?

Testimonial

Liliana Figueroa:

“It is very helpful because of the communication that we have, if we call or text you all always respond. Or if something comes up with our children you call and let me know. Without you both we would not have the communication with staff. It helps us a lot.”

Parent, Rosalba Toscano Gallardo

Testimonial

Buraq Ahmed:

“You helped my family tremendously, Previously my Son has falling behind academically and he was recommended to attend Rock Bend, we were told he won't be able to graduate on time, So he was sent to Rock Bend, and he continued not to do well at Rock Bend as well because he felt overwhelmed and embarrassed. Because of your help he became the student of the month and he got caught up on all of his assignments and he is back at the High School.”

Parent, Anab Hussein

How was your experience prior to having Student Support Liaison positions in the district?

Testimonial

Maripsa Romero:

"It has helped a lot because in the past when my older children were in school we did not have your services. Your services do make it easier for us to be on top of our children's progress in school. For example, if they are not doing well in a subject or something happens with a teacher we know that you both are there and we can be more attentive with everything to do with the school. It is truly helpful!"

Parent, Rosa Berriel

Vision for 2023-24 school year

- Being student focused
- Academic Focused
- Establish groups in middle and high school
- Collaborate with Social Workers and Counselors on SEL needs
- Establish preventive strategies
- Revisit data collecting procedures







ADDENDUM

REGULAR BOARD MEETING May 15, 2023 SPCC-Governor's Room 6:30PM

VIII. INFORMATION ITEMS

2. AGENDA ITEM #2

Subject: First Reading of Revisions to the Policy Manual

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

- 301 School District Administration
- 302 Superintendent
- 303 Superintendent Selection
- 304 Superintendent Contract, Duties, and Evaluation
- 305 Policy Implementation
- 306 Administrator Code of Ethics

Presentation: Superintendent Gronseth
Policy Committee

301 SCHOOL DISTRICT ADMINISTRATION

I. PURPOSE

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

II. GENERAL STATEMENT OF POLICY

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services.
- B. The school board expects all activities related to the operation of the school district to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.
- C. The school board shall seek specific recommendations, background information and professional advice from the school district administration and will hold the administration accountable for sound management of the schools.
- D. Although the school board holds the superintendent ultimately responsible for administration of the school district and annual evaluation of each principal, the school board also recognizes the direct responsibility of principals for educational results and effective administration, supervisory, and instructional leadership at the school building level.
- E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

Legal References: Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)

Cross References: MSBA Service Manual, Chapter 3, Superintendent of Schools

302 SUPERINTENDENT

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the school board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district.
- C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: Policy 202 (School Board Officers)
 Policy 208 (Development, Adoption, and Implementation of Policies)
 Policy 214 (Out-of-State Travel by School Board Members)
 Policy 301 (School District Administration)
 Policy 303 (Superintendent Selection)
 Policy 304 (Superintendent Contract, Duties, and Evaluation)
 Policy 305 (Policy Implementation)
 Policy 306 (Administrator Code of Ethics)
 Policy 412 (Expense Reimbursement)
 Policy 510 (School Activities)
 Policy 511 (Student Fundraising)
 Policy 513 (Student Promotion, Retention, and Program Design)
 Policy 602 (Organization of School Calendar and School Day)
 Policy 605 (Alternative Programs)
 Policy 701 (Establishment and Adoption of School District Budget)
 Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
 Policy 802 (Disposition of Obsolete Equipment and Material)
 Policy 903 (Visitors to School District Buildings and Sites)
 Policy 905 (Advertising)

Policy 906 (Community Notification of Predatory Offenders)
Policy 907 (Rewards)
MSBA Service Manual, Chapter 3, Superintendent of Schools

303 SUPERINTENDENT SELECTION

I. PURPOSE

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent to serve as the chief executive officer of the school district and to conduct the daily operations of the school district.

III. QUALIFICATIONS

- A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- B. The school board will consider professional preparation, experience, skill, and demonstrated competence of qualified applicants in making a final decision.

IV. SELECTION

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.
- B. The school board may contract for assistance in the search for a superintendent.
- C. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

Legal References: Minn. Stat. § 123B.143 (Superintendent)
Minn. Rules, Chapter 3512

Cross References: MSBA Service Manual, Chapter 3, Superintendent

304 SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION

I. PURPOSE

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description and the use of an approved instrument to evaluate performance.

II. GENERAL STATEMENT OF POLICY

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.
- C. The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as a model instrument.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA Service Manual, Chapter 3, Superintendent of Schools (See Model Contract, Sample Performance Appraisals, and Model Job Description)

Adopted: June 2022

Policy 305

Orig. 1995

Revised: _____

Rev. 1999

305 POLICY IMPLEMENTATION

I. PURPOSE

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school board policy.

II. GENERAL STATEMENT OF POLICY

- A. It shall be the responsibility of the superintendent to implement school board policy and to recommend additions or modifications thereto. The administration is authorized to develop guidelines and directives to effectuate the implementation of school board policies. These guidelines and directives shall not be inconsistent with said policies.
- B. Employee and student handbooks shall be subject to annual review and approval by the school board.
- C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with school board policy and shall be approved by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: Policy 208 (Development, Adoption, and Implementation of Policies)

306 ADMINISTRATOR CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to establish the requirements of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

II. GENERAL STATEMENT OF POLICY

- A. An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following standards.
- B. The Educational Administrator:
 - 1. Makes the well-being of students the fundamental value of all decision-making and actions.
 - 2. Fulfills professional responsibilities with honesty and integrity.
 - 3. Supports the principle of due process and protects the civil and human rights of all individuals.
 - 4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
 - 5. Implements the school board's policies.
 - 6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
 - 7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
 - 8. Accepts academic degrees or professional certification only from duly accredited institutions.
 - 9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.

10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adheres to the Code of Ethics for School Administrators in Minnesota Rule.

Legal References: Minn. Stat. § 122A.14, Subd. 4 (Code of Ethics)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Cross References: