



SAINT PETER SCHOOL BOARD
Regular Board Meeting
Thursday, January 23, 2025
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 / Student Council Report	
1. Student Spotlight - Ethan Harbitz	
VII. Action Items	
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1. Building Principals	
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a. Around the Table	
4. Board Committee Updates	
a. Education Committee	
b. Business Committee	
c. Policy Committee	

- d. HR Committee
- e. Ad Hoc Legislative Committee

X. Upcoming Meetings of the School Board

School Board Study Session
Monday, February 3, 2025
6:30 PM
Saint Peter Middle School

Business Committee Meeting
Wednesday, February 12, 2025
10:00 AM
DO

Policy Committee Meeting
Wednesday, February 12, 2025
4:00 PM
DO

Education Committee Meeting
Thursday, February 13, 2025
1:00 PM
DO

Special Superintendent Planning Meeting
Tuesday, February 18, 2025
6:00 PM
DO

Regular School Board Meeting
Thursday, February 20, 2025
6:30 PM
SPCC - Governor's Room

School Board Study Session
Monday, March 3, 2025
6:30 PM
MVED Building

XI. Adjournment



ADDENDUM

REGULAR BOARD MEETING Thursday, January 23, 2025 SPCC-Governor's Room 6:30PM

V. CONSENT AGENDA

1. Approval of the Special Superintendent Search Planning Meeting minutes of December 16, 2024.
2. Approval of the Regular Board Meeting minutes of December 16, 2024.
3. Approval of the Organizational Board Meeting minutes of January 6, 2025.
4. Approval of Bills and Wire Transfers (\$3,437,585.57) for December 2024.

5. Personnel
 - a. The acceptance of the resignation of Amy Brown, a School Readiness Paraprofessional, effective October 16, 2024.
 - b. The acceptance of the resignation of Madeline LaJoy, an Early Childhood Paraprofessional, effective December 20, 2024.
 - c. The acceptance of the resignation of Tiffany Skramstad, a Food Service staff member, effective December 31, 2024.
 - d. The acceptance of the resignation of Diane Jacobson, a Lunchroom Supervisor at Saint Peter Middle School, effective January 14, 2025.
 - e. The acceptance of the resignation of Tom Leonhardt, a Special Education Paraprofessional at Saint Peter High School, effective January 16, 2025.
 - f. The acceptance of the resignation of Allison Ellingson, an Art teacher at Saint Peter Middle School, effective January 17, 2025.
 - g. The approval of the hiring of Timothy Stoffel, as an afternoon Custodian at Saint Peter Middle School, effective December 23, 2024.
 - h. The approval of the hiring of Mason Doherty, as a Lunchroom Supervisor at North Elementary, effective January 6, 2025.

- i. The approval of the hiring of Angelica Hernandez, as a Cook/Dishwasher at Saint Peter Middle School, effective January 7, 2025.
- j. The approval of the hiring of Christian Juantos, as a Family Support Liaison for the district, effective January 13, 2025.
- k. The approval of the hiring of Josaphine "Joey" Gaffaney, as a Special Education Paraprofessional at South Elementary, effective January 13, 2025.
- l. The acceptance of the hiring of David Kelsley Bassett, a Long-Term Substitute Art Teacher at Saint Peter Middle School, effective January 21, 2025.
- m. The approval of the hiring of Michale Myhra, as an afternoon Housekeeper at MVED, effective February 3, 2025.
- n. The approval of the hiring of Jay Brockman, as a Science Credit Recovery teacher at Saint Peter High School, effective January 21, 2025 through February 13, 2025.
- o. The approval of the hiring of Fabian Gerstbauer, as a Saints Overtime Assistant with Saint Peter Community & Family Education, effective for the 2024-2025 school year and summer 2025.
- p. The approval of Jessica Vogt, a Food Service staff member, moving from contracted hours to hourly pay (working Tuesdays and Thursdays, 3-4 hours a day), effective January 3, 2025.
- q. The approval of the adjustment in dates of the unpaid leave of absence request for South Elementary Paraprofessional, Mallory Hartfiel. Her absence was originally approved for January 6, 2025, through February 28, 2025 but has changed to January 13, 2025 through February 28, 2025.
- r. The approval of a change in pay rate (shift differential) for Adam Marsh, a Custodian at South Elementary, due to his hours of work shifting to 12:00 pm to 8:30 pm. This change is effective January 2, 2024.
- s. The approval of the Family Medical Leave request of Pat Klubben, STEM teacher at Saint Peter Middle School, effective February 14, 2025 through March 24, 2025.

- t. The approval of the hiring of coaches and Event / Activity workers for the winter 2024 season.
- u. The approval of a change in the Business Office Reorganization, which was reviewed and approved by the HR Committee on January 14, 2025.

Minutes of Special Superintendent Search Planning Meeting

The School Board of Saint Peter Public Schools

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

Administrative Team Members: Superintendent Jeff Olson, Megan Gracia and Seth Putz

Others Present: Administrative Assistant Kimberley Deming

A Special Superintendent Search Planning Meeting was held with the School Board of Saint Peter Public Schools and the Minnesota School Boards Association (MSBA) on Monday, December 16, 2024, beginning at 5:00 PM in Community Room #219 at the Saint Peter Community Center.

- I. **Call Meeting to Order** – 5:00 PM (Potts)
- II. **Pledge of Allegiance**
- III. **Consideration and Adoption of the Agenda** - (Dixon/Kautt, unanimous)
- IV. **Consider Requests to Speak on the Agenda** – None

- V. **Action Items**
 1. The School Board and the MSBA had a discussion and made decisions regarding the superintendent search timeline. Topics such as hiring criteria, stakeholder involvement and interview procedures were covered.
 2. The School Board and MSBA worked together to schedule the next steps in the superintendent search hiring process.

- VI. **Adjournment**-6:20PM (Stuewe/Rassbach, unanimous)

Dated: January 23, 2025

Kate Martens, Board Clerk

Minutes of Regular Board Meeting

The School Board - Saint Peter Public Schools

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

Members Absent: None

Principals: Jon Graff and Ytve Prafke

Administrative Team Members: Superintendent Jeff Olson, Megan Gracia and Seth Putz

Others Present: Administrative Assistant Kimberley Deming and members of the public.

A Regular Board Meeting of the School Board of Saint Peter Public Schools was held Monday, December 16, 2024, beginning at 6:30 PM in the SPCC-Governor's Room.

- I. **Call Meeting to Order** – 6:30 PM (Potts)
- II. **Pledge of Allegiance**
- III. **Consideration and Adoption of the Agenda** - (Stuewe/Rassbach, unanimous)
- IV. **Consider Requests to Speak on the Agenda** – None
- V. **Truth-In-Taxation Presentation** - presented by Business Manager, Megan Gracia
- VI. **Approval of Consent Agenda Items** - (Rossow/Rassbach, unanimous)
 1. Approval of the Regular Board Meeting Minutes of November 18, 2024.
 2. Approval of the Special Board Meeting minutes of December 2, 2024
 3. Approval of Bills and Wire Transfers (\$3,468,524.57) for November 2024.
 4. Personnel –
 - a. The acceptance of the resignation of Mary Smith.
 - b. The acceptance of the resignation of Alicia Hernandez.
 - c. The acceptance of the resignation of Natalie Hansson.
 - d. The acceptance of the resignation of Hannah Johnson.
 - e. The acceptance of the resignation of Olivia Nguyen.
 - f. The approval of the hiring of Ellen Fischenich.
 - g. The approval of the hiring of Lauren Warmka.
 - h. The approval of the hiring of Kendra Skorr.
 - i. The approval of the hiring of Vivian Hendrickson.
 - j. The approval of the hiring of Korrina Haack.
 - k. The approval of the hiring of Rachel Ryan.
 - l. The approval of the adjustment to the FMedical Leave request for Heather Kusler.
 - m. The approval of the unpaid leave of absence for Korrina Haack.
 - n. The approval of the unpaid leave of absence for Mallory Hartfiel.

- o. The approval of the Family Medical Leave request for Kaylen Haack.
- p. The approval of the Family Medical Leave request for Megan Gracia.
- q. The approval of the return of Tom Leonhardt from his student teaching leave of absence.
- r. The approval of overload pay for Christi Maloney.
- s. The approval of overload pay for Khamprasong Chantharak.
- t. The approval of overload pay for Jen Koehler.
- u. The approval of Intermittent Overload Pay for Jose Carreno.
- v. The approval of a change in pay rate for Joseph De La cruz.

VII. **Student Spotlight**

Brielle Friedrich, a seventh grader at Saint Peter Middle School, was chosen as the Student Spotlight because she exemplifies Saints Pride. Brielle was also a September Student of the Month. Her favorite classes are Science and Physical Education. Brielle runs cross country, plays basketball and participates in track and field. She recently went to State with the Cross Country Team! Brielle enjoys hanging out with friends, being outside, reading and going to the outdoor pool! In the future, Brielle would like to participate in running sports in college and possibly become a Family Practice doctor.

Student Council Report - None

VIII. **Information Items**

1. *Native American Parent Advisory Committee (NAPAC) Update*

Charmayne Klah, NAPAC Liaison, and Skyanne Walker, NAPAC Chairperson, shared information regarding the committee's recent activities. Charmayne stated that she is starting an Indian Education Program and is conducting monthly Native American meetings with students. She reminded the School Board that NAPAC meets once a month and that they recently hosted an Indigenous Day Walk. Charmayne mentioned that there are two seniors and four 8th graders that will participate in the Feather Ceremony in the spring. Skyanne stated that the district has had a positive impact on all students, more importantly enhancing the cultural self-identity of Native American students. NAPAC asks for continued support from the school district and board members.

2. *Review of Policy Manual Revisions - First Reading*

Superintendent Jeff Olson presented Policy 714 - Fund Balances for a first reading. The Business and Policy Review Committees recommend a minimum unassigned general fund balance of 8% to 10% of the annual budget. [30-36 days of operating expenses.] Approval of this change requires a change to the

Minimum Fund Balance section of Policy 714. A second reading will take place at the January 23, 2025 Regular Board Meeting.

IX. Action Items

1. *Consider a Resolution of Certification of School District Levy for Taxes Payable in 2025 - (Kautt/Martens)*

In September, the School Board approved a preliminary levy for the taxes payable in 2025. The Business Committee reviewed and recommended the passage of a \$9,902,416.00 levy. An opportunity for citizen input was held through the Truth In Taxation Presentation conducted at the beginning of the December 16, 2024 Board Meeting.

YAY: Rassbach, Rossow, Stuewe, Potts, Kautt, Dixon and Martens

NAY: None

ABSENT: None

PASSED

2. *Consider a Resolution Establishing Combined Polling Places - (Dixon/Rassbach)*

The Minnesota Legislature requires school districts to pass a resolution on an annual basis designating their combined polling places for the following year regardless if there is an election scheduled for that year. There will be a school board election in November 2025. A copy of the passed resolution has been forwarded to both Nicollet and Le Sueur County Auditors.

YAY: Rassbach, Rossow, Stuewe, Potts, Kautt, Dixon and Martens

NAY: None

ABSENT: None

PASSED

3. *Consider Approval of Acceptance of 2023-2024 Audit - (Kautt/Rossow, unanimous)*

Tom Olinger, a representative from Abdo, presented a report updating the School Board on the school district's fund balances as of June 30, 2024. The Business Committee reviewed a detailed report of the audit on December 11th and recommended that the 2023-2024 audit be approved by the full School Board.

4. *Consider Approval of Second/Final Reading of Revisions to the Policy Manual - Policy 416 (Martens/Kautt, unanimous) and Policy 418 (Martens/Rassbach, unanimous)*

Superintendent Olson, stated that Policy 416 - Drug, Alcohol and Cannabis Testing and Policy 418 - Drug-Free Workplace / Drug-Free School had been reviewed by the Policy Committee and were being presented for acceptance after a second/final reading. Since the November Board Meeting, one update regarding transportation services had been made to Policy 416.

5. *Consider Policies with Legislative Requirements for Approval with One Reading - (Martens/Rassbach, unanimous)*

Superintendent Olson stated that the following Policies have been reviewed by the Policy Committee and due to statutory changes, are being presented for acceptance after a single reading.

- Policy 503 - Student Attendance
- Policy 509 - Enrollment of Nonresident Students
- Policy 512 - School-Sponsored Student Publications and Activities
- Policy 513 - Student Promotion, Retention and Program Design
- Policy 524 - Internet, Technology, and Cell Phone Acceptable Use and Safety Policy

A motion was made by Board Member Kautt to amend Policy 513 with the acronym Comprehensive Achievement and Civic Readiness (CACR) - (Martens/Rossow, unanimous)

6. *Consider Acceptance of Gifts, Donations and Grants - (Kautt/Rossow, unanimous)*

A \$500 grant was received from MASMS to be used towards the buildings and grounds department. A \$2,000 donation was given to Saint Peter Community & Family Education by the Kiwanis Club. A \$627.50 was received from the Ecology Club. A donation of \$5,000 was made to the Thalia Lopez and Larry Taylor Educational Scholarship Trust.

A motion was made to pull the donations from the SPSHS classes of 2021 and 2023 so further attempts could be made to contact the class officers. (Stuewe/Kautt, unanimous)

7. *Consider Approval of Ad Hoc Legislative Committee of the School Board - (Martens/Dixon, unanimous)*

School Board Members agreed to move forward with creating an Ad Hoc Legislative Committee and noted that membership would be decided prior to the January 23, 2025 Regular School Board Meeting.

8. *Consider Awarding Bids for Alternate #2 - South Elevator Hoistway for Middle School Construction Project - (Stuewe/Rossow, unanimous)*

The project received 6 bids for General Construction, 1 bid for the mechanical work and 1 bid for the electrical work of a new South Elevator Hoistway (Alternate 2). The School Board awarded all three bids based upon the recommendations of ICS.

9. *Declaration of Obsolete or Outdated Equipment - (Dixon/Rassbach, unanimous) -*

Approval was given for the school district to dispose of the equipment as presented during the meeting as it is no longer in use by district buildings.

X. **Reports**

1. *Building Principals*

Early Childhood

- Families joined students in classrooms for holiday parties!
- Staff CPI training was conducted and CPR training will be taking place after the beginning of the new year.

Saint Peter Middle School

- Project for Teens and Gustavus Adolphus College students provided a lesson on digital well being to Mr. Stadtherr's 7th grade Health class.
- The Middle School Choir Concert took place on Tuesday, December 3rd.
- The Middle School Band Concert took place on Monday, December 16th.
- A Winter Assembly took place on Friday, December 20th.

1. *Superintendent of Schools -*

- a. Superintendent Olson wished everyone a happy holiday season and thanked the School Board for the opportunity to work with the district for the past 5 months.

2. *Board Members - Around the Table*

Rita Rassbach – stated that the High School Musical was incredible and she is impressed with the theater program.

Ken Rossow – thanked those involved in the audit.

Tracy Stuewe – wished everyone Happy Holidays!

Charlie Potts - stated that the High School Choir Concert held on Monday, December 9th was fantastic.

Bill Kautt – congratulated Seth on his award from MASMS and stated that it is well deserved. He also enjoyed the High School Musical.

Drew Dixon - said that the High School Musical was great and such a good way for our school district to shine!

Kate Martens – hopes that everyone has a great end to 2024 and looks forward to 2025!

3. *Board Committee Updates*

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

XI. **Upcoming Meetings of the School Board**

School Board Organizational Meeting
Monday, January 6, 2025
6:00 PM
SPCC - Governor's Room

Business Committee Meeting
Wednesday, January 8, 2025
10:00 AM
DO

Policy Committee Meeting
Wednesday, January 8, 2025
4:00 PM
DO

Education Committee Meeting
Thursday, January 9, 2025
1:00 PM
DO

Regular School Board Meeting
Thursday, January 23, 2025
6:30 PM
SPCC - Governor's Room

XII. **Adjournment** - 8:12 PM (Stuewe/Martens, unanimous)

Dated: January 23, 2025

Kate Martens, Board Clerk

THE MINUTES OF THE MEETING HAVE NOT BEEN APPROVED

Minutes of School Board Organizational Meeting

The School Board Saint Peter Public Schools

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

Administrative Team Members: Superintendent Jeff Olson

Others Present: Administrative Assistant Kimberley Deming

An Organizational Meeting of the School Board of Saint Peter Public Schools was held Monday, January 6, 2025, beginning at 6:00 PM in the SPCC-Governor's Room.

- I. **Call Meeting to Order** - 6:00 PM, Potts
- II. **Pledge of Allegiance**
- III. **Consideration and Adoption of the Agenda** - (Stuewe/Rassbach, unanimous)
- IV. **Election of Officers**
 1. Chairperson-Charlie Potts, Acclamation - Kautt/Martens, Potts accepts
 2. Vice Chairperson-Drew Dixon, Acclamation - Martens/Potts, Dixon accepts
 3. Clerk-Kate Martens, Acclamation - Rossow/Rassback, Martens accept
 4. Treasurer-Bill Kautt, Acclamation - Stuewe/Martens, Kautt accepts
- V. **Designate Depositories** - (Rossow/Kautt, unanimous)
 1. First National Bank of Saint Peter
 2. Pioneer Bank of Saint Peter
 3. HomeTown Bank of Saint Peter
 4. U.S. Bank of Saint Paul
 5. Wells Fargo
 6. South Point Financial Credit Union
 7. MSDLAF (MSBA Investment Program)
- VI. **Designate Official Newspaper** - (Potts/Stuewe, unanimous)
Currently, Saint Peter Herald
- VII. **Designate Auditor for School District Audit** - (Kautt/Rassbach, unanimous)
Currently, Abdo Firm
- VIII. **Designate Business Manager, or Her Designee, to Continue to Make Wire Transfers for the School District** - (Rossow/Rassbach, unanimous)
- IX. **Designate Superintendent to Approve Non-Resident Student Agreements** - (Martens/Dixon, unanimous)

X. **Set Board Salaries** - (Dixon/Martens, unanimous)

Proposed:

1. Board Chair: \$500/month (\$6,000)
2. Vice Chair: \$300/month (\$3,600)
3. Treasurer: \$400/month (\$4,800)
4. Clerk: \$350/month (\$4,200)
5. Director: \$300/month (\$3,600)
6. \$100/month stipend to be paid to members of the HR (Negotiations) Committee

XI. **Identify Primary Legal Counsel** - (Kautt/Rassbach, unanimous)

Currently, Kennedy and Graven

1. Individuals authorized to contact legal counsel include the Chairperson, the Superintendent, and the Special Programs (Human Resources) Administrator.

XII. **Set Day, Time, and Place of Regular Board Meetings and Study Sessions** - (Dixon/Kautt, unanimous)

The recommendation is to:

- (1) set regular meetings for the third Monday of the month at 6:30 p.m. in the Governor's Room/Community Center;
- (2) set study sessions for the first Monday of the month at 6:30 p.m. in the High School Community Room;
- (3) set the January organizational meeting for the first Monday of the month;
- (4) set the January and February regular meetings for the third Thursday of those months due to conflicts with holidays.

XIII. **Discuss Appointments to School Board Committees** - No approval was needed for this as it was only an item for discussion. Minor adjustments were made to School Board Committees.

XIV. **Resolution to Proceed with Budget Planning Process** - (Kautt/Rossow)

As part of the budgeting process, the School Board was asked to direct administration to develop budget plans for the 2025-2026 school year. This resolution is required to officially start the budget process.

YAY: Rassbach, Rossow, Stuewe, Potts, Kautt, Dixon and Martens

NAY: None

PASSED: Yes

XV. **Upcoming Meetings of the School Board**

Business Committee Meeting

Wednesday, January 8, 2025

10:00 AM

DO

Policy Committee Meeting
Wednesday, January 8, 2025
4:00 PM
DO

Education Committee Meeting
Thursday, January 9, 2025
1:00 PM
DO

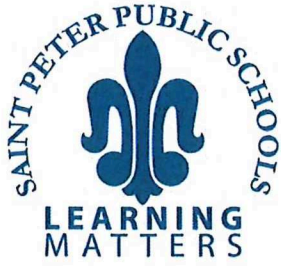
2025 MSBA Leadership Conference
Wednesday, January 15, 2025 -
Friday, January 17, 2025
Minneapolis Convention Center

Regular School Board Meeting
Thursday, January 23, 2025
6:30 PM
SPCC - Governor's Room

XVI. **Adjournment** - 6:34PM (Kautt/Stuewe, unanimous)

Dated: January 23, 2025

Kate Martens, Board Clerk



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

Date: January 9, 2025

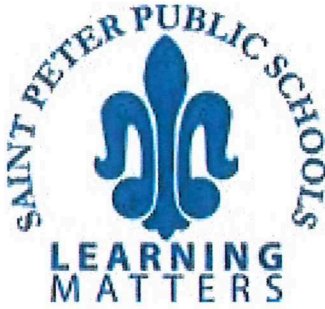
To: Dr. Jeff Olson - Superintendent

From: Bee Ong - Finance Accountant

Re: **Monthly Board Bills, Payroll &
Student Activity Amounts:**

Dec 2024 - Business Office checks	\$1,215,203.00
Dec 2024 - Business Office wire payments	\$1,140,814.62
Dec 2024 - Payroll	\$1,079,043.91
Dec 2024 - Student Activity	\$2,524.04
	<hr/> <u>\$3,437,585.57</u>

St. Peter Public Schools	Dec-24	
Outgoing Wire Payments		
MSDLAF to USBank (Feb/Aug bond pymt)		
BCBS - medicare health	12/23/2024	826.00
BCBS - medicare health	12/23/2024	14,471.40
Medicare Blue RX	12/2/2024	2,977.41
Life	12/2/2024	9,612.00
LTD	12/4/2024	4,062.59
FNB BO to VISA	Dec	18,891.41
Wire of federal payroll taxes	12/13/2024	171,520.45
Wire of federal payroll taxes	12/18/2024	34.38
Wire of federal payroll taxes	12/31/2024	171,421.72
Wire of state payroll taxes	12/3/2024	29,584.37
Wire of state payroll taxes	12/16/2024	29,151.77
Wire of state payroll taxes	12/19/2024	1.27
Wire of state payroll taxes	12/31/2024	29,127.87
PERA payments	12/9/2024	26,306.04
PERA payments	12/16/2024	25,952.36
PERA payments	12/18/2024	31.47
PERA payments	12/31/2024	26,387.41
TRA payments	12/9/2024	95,722.43
TRA payments	12/16/2024	94,536.10
TRA payments	12/31/2024	93,161.51
Horace Mann	12/10/2024	1,735.00
Horace Mann	12/17/2024	1,935.00
Ameriprise/NBSGroup Bill	12/10/2024	2,275.00
Ameriprise/NBSGroup Bill	12/17/2024	2,275.00
Colonial Life	12/20/2024	13,316.99
HomeTown - Dental direct debits	12/3/2024	1,930.28
HomeTown - Dental direct debits	12/9/2024	2,044.60
HomeTown - Dental direct debits	12/16/2024	2,646.88
HomeTown - Dental direct debits	12/23/2024	4,524.23
HomeTown - Dental direct debits	12/30/2024	3,941.46
HomeTown - Dental direct debits		
HomeTown - BCBS debits	12/5/2024	88,624.09
HomeTown - BCBS debits	12/12/2024	42,527.83
HomeTown - BCBS debits	12/19/2024	43,077.06
HomeTown - BCBS debits	12/27/2024	71,221.65
HomeTown - BCBS debits		
FNB HSA/VEBA-Medsurety/Matrix Trust	Dec	14,959.59
	Total Outgiong Wire Payments	1,140,814.62



MEMO TO: Members of the School Board
Dr. Jeffrey Olson

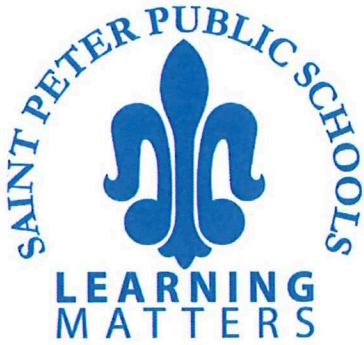
FROM: Ytive Prafke

DATE: January 8, 2025

SUBJECT: Resignation School Readiness
Classroom Assistant
Paraprofessional

Please consider the resignation of Amy Brown from the position of School Readiness Classroom Assistant/Paraprofessional effective October 16, 2024. We thank Amy for her work and wish her the best.

CC: Amy Brown
grp_hire_para



MEMO TO: Dr. Jeffrey Olson-Superintendent
School Board

FROM: Ytive Prafke

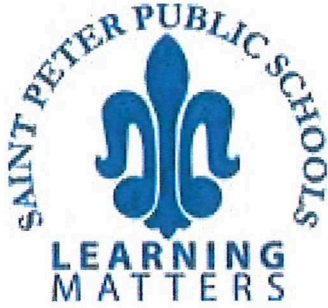
DATE: January 8, 2025

SUBJECT: Paraprofessional Resignation

I am writing to recommend that you accept the resignation of Madeline LaJoy as an Early Childhood Paraprofessional as of December 20, 2024. We Thank Maddie for her work and wish her the best.

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

Cc: grp_hire_para
Madeline LaJoy



MEMO TO: Members of the School Board
Dr. Olson

FROM: Emily Craig

DATE: 12/31/2024

SUBJECT: Food Service resignation

Tiffany Skramstad will be resigning effective today 12/31/2024. I have attached a copy of her letter.

We wish her all the best in her future endeavors.

CC: Tiffany Skramstad



MEMO TO: Dr. Jeff Olson, Superintendent
Saint Peter School Board

FROM: Jon Graff, Principal, SPMS

DATE: January 15, 2025

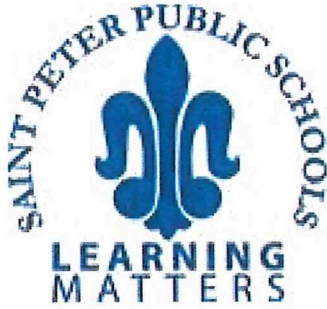
SUBJECT: Lunchroom Supervisor Resignation
Memo

Please accept the resignation of Diane Jacobson, Lunchroom supervisor at SPMS, effective January 14, 2025.

We thank Diane for all that she has done for the students, staff, and community of Saint Peter. We wish her the best of luck in her future endeavors.

Please let me know if you have any questions.

Cc: Diane Jacobson
grp_hire_para



MEMO TO: Dr. Jeff Olson
School Board

FROM: Annette Engeldinger

DATE: January 16, 2025

SUBJECT: High School Paraprofessional
Resignation

Please accept the resignation of Tom Leonhardt, special education paraprofessional at the high school, effective at the end of the workday on January 16, 2025.

Tom has been a tremendous asset to the school district in his role as a paraprofessional for the last 7 ½ years. Tom recently earned his bachelor's degree in teaching special education, so we look forward to continuing our work with Tom in a different role!

CC: Tom Leonhardt
grp_hire_para



MEMO TO: Dr. Jeff Olson, Superintendent
Saint Peter School Board

FROM: Jon Graff, Principal, SPMS

DATE: January 9, 2025

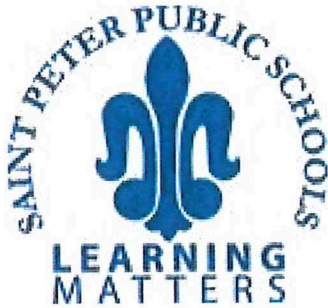
SUBJECT: Teacher Resignation Memo

Please accept the resignation of Allison Ellingson, art teacher at SPMS. Allison's last day with the district will be January 17, 2025.

We thank Allison for all that she has done for the students, staff, and community of Saint Peter. We wish her the best of luck in her future endeavors.

Please let me know if you have any questions.

Cc: Allison Ellingson
grp_hire_certified



MEMO TO: Jeff Olson, Superintendent
School Board

FROM: Seth Putz

DATE: December 09, 2024

SUBJECT: Recommendation for hire

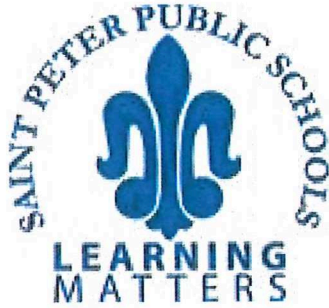
The Operations and Maintenance Department has a Custodial position open at Saint Peter Middle School. The position has been posted internally and via the district website.

I recommend the hiring of Tim Stoffel to serve as a Middle School Custodian. He is bringing a great attention to detail along with a lot of mechanical knowledge and skills. He will be filling the afternoon Custodial position at the Middle School building. We look forward to adding Tim to the custodial team.

EMPLOYMENT HIRING SUMMARY

- **Tim Stoffel**
 - Middle School afternoon Custodian: \$18.96 +\$1.14 shift differential/hour (based on the 2023-2025 contract)
 - Start Date: December 23, 2024, pending background check.
 - 9 month probationary period ending August 23rd, 2025.

Cc: Jon Graff
Mike Keller
Ytive Prafke
Tim Stoffel



MEMO TO: Members of the School Board
Dr. Jeffrey Olson

FROM: Ytive Prafke

DATE: January 8, 2025

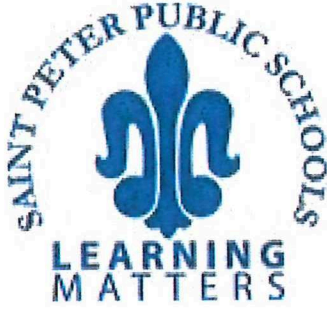
SUBJECT: Lunchroom Supervisor Hire

I am pleased to recommend Mason Doherty for the position of Lunchroom Supervisor at North Elementary School.

NEW EMPLOYEE SUMMARY

- **Mason Doherty**
 - North Elementary Student Contact Days
 - 11:15-1:15 (2 hours per workday)
 - Mason will complete a timesheet for his work
 - \$16.65 per hour
 - This position is under 14 hours per week and is **not** included in the Paraprofessional Educator Agreement
 - Start Date: January 6, 2025

CC: Mason Doherty
grp_hire_para



MEMO TO: Members of the School Board
Dr. Olson

FROM: Emily Craig

DATE: Jan. 6th 2025

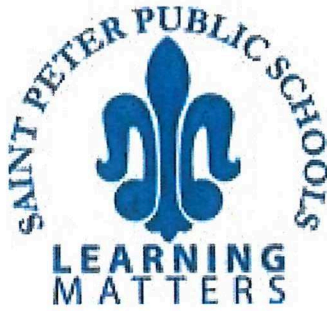
SUBJECT: Food Service Hire

I am pleased to recommend Angelica Hernandez for the position of Cook/Dishwasher in the Food Service Department at the Middle School

NEW EMPLOYEE SUMMARY

- Angelica Hernandez
 - Cook/Dishwasher St. Peter Middle School
 - Lane-Unassigned
 - 2024-2025 pay rate of 17.48
 - Angelica will be filling out a timesheet for her hours
 - Start Date: 1/7/2025

Cc: Angelica Hernandez



MEMO TO: Members of the School Board
Dr. Olson

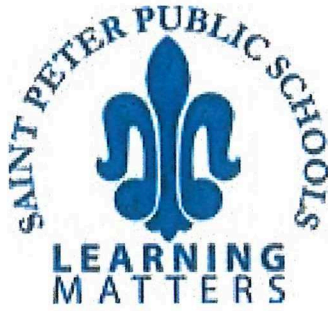
FROM: Annette Engeldinger

DATE: January 8, 2025

SUBJECT: School Liaison Hire

Applications were received, and interviews took place for the open family liaison position within Saint Peter Public Schools. This position is a result of Liliaana Figuero's resignation.

I am pleased to recommend Christian Juantos for the position. Christian has been a long-time member of the Saint Peter Community and has professional interpreting experience. We are excited to have her on board!



MEMO TO: Dr. Olson, Superintendent
School Board

FROM: Jana Sykora

DATE: January 8, 2025

SUBJECT: Special Education Para Hire

Applications were received and interviews were conducted for a South Elementary Special Education paraprofessional position. This is a replacement position due to a resignation in December. I am pleased to recommend Josaphine Gaffaney for the position.

EMPLOYEE SUMMARY

- **Josaphine “Joey” Gaffaney**
 - Start Date: January 13, 2025 - or as soon as paperwork is complete
 - STEP 1A: \$16.65
 - 6.75 hours daily 7:40 am - 2:55 pm

CC: Joey Gaffaney
grp_hire_para



TO: Dr. Jeff Olson, Superintendent
Members of the School Board

FROM: Jon Graff

DATE: January 21, 2025

RE: Long Term Art Tacher Substitute

Applications were received and interviews took place for a long-term Art teacher substitute position at SPMS. The position is a result of a recent resignation.

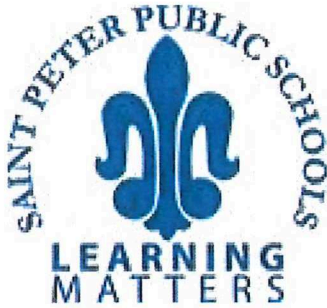
I am happy to recommend the hiring of David Kelsey Bassett for the position.

Per Article 34, Section 5 of the Teacher Master Agreement, “Teachers who substitute for the same classroom teacher for a period of thirty (30) consecutive days or longer shall be placed on the salary schedule retroactively at the beginning step of the appropriate lane.”

EMPLOYEE SUMMARY

- **David Kelsey Bassett**
 - 1.0 FTE
 - Step 1/BA
 - Daily Rate: \$264.17 (after 30 consecutive days of teaching)
 - Start Date: January 21, 2025
 - End Date: May 30, 2025

cc: David Kelsey Bassett (rubedkb@gmail.com)
Grp_hire_certified



MEMO TO: Jeff Olson, Superintendent
School Board

FROM: Seth Putz

DATE: January 15, 2025

SUBJECT: Recommendation for hire

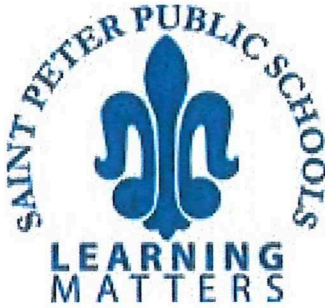
The Operations and Maintenance Department has a Housekeeping position open at the MVED building. The position has been posted internally and via the district website.

I recommend the hiring of Michael Myhra to serve as the MVED housekeeper. He is bringing a great attention to detail along with a lot of mechanical knowledge and skills. He will be filling the afternoon Housekeeping position at the MVED school building. We look forward to adding Michael to the custodial team.

EMPLOYMENT HIRING SUMMARY

- **Michael Myhra**
 - MVED School afternoon Housekeeper: \$18.67 (based on the 2023-2025 contract)
 - Start Date: February 3rd, 2025 pending background check.
 - 9 month probationary period ending December 3rd, 2025.

Cc: Sara Kral
Allison Bahlmann
Lisa Pierson
Kimberly Deming



MEMO TO: Dr. Jeff Olson
School Board

FROM: Annette Engeldinger

DATE: January 14, 2025

SUBJECT: Credit Recovery Science
Teacher

Applications were received, and interviews took place to fill a credit recovery teaching position for science. I am pleased to recommend Jay Brockman for the position. Mr. Brockman is a teacher for Nicollet Public School and taught summer school for SPHS during the summer of 2024.

NEW EMPLOYEE SUMMARY

- **Jay Brockman**
 - Credit recovery science teacher
 - Employment dates: January 21, 2025 - February 13th, 2025
 - Hourly compensation based on Step 11/MA of teacher contract

Jay will need printing access on the HS printers, key card access to the HS, key access for HS science classrooms, and an email address.

CC: Jay Brockman
grp_hire_certified



TO: Dr. Jeff Olson, Interim
Superintendent,
School Board Members

FROM: Tami Skinner, Community & Family
Education Director

SUBJECT: Saints Overtime Staff

DATE: December 16, 2024

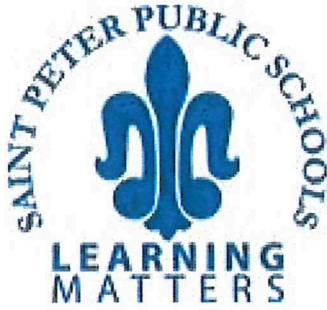
I am pleased to recommend hiring Fabian Gerstbauer, a former SPHS graduate, as a Saints Overtime Assistant. Fabian will work for the program during college breaks and over the summer. He will submit hours electronically.

NEW EMPLOYEE SUMMARY

- **Fabian Gerstbauer**
- \$15.75 per hour
- Part-time hours are to be submitted electronically
- 2024-25 School Year and Summer 2025
- This is a replacement position.

Thank you for your consideration.

CC: Fabian Gerstbauer



MEMO TO: Members of the School Board
Dr. Olson

FROM: Emily Craig

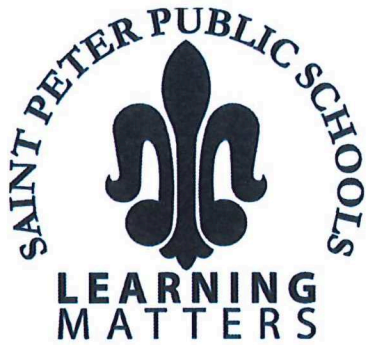
DATE: 1/3/2025

SUBJECT: Food Service

Jessica Vogt will be moving from contracted hours of 6.5 to time sheet hours effective 1/3/2025

Jessica will be working two days per week. Tuesday & Thursdays 3-4 hours daily

Cc: Jessica Vogt



MEMO TO: Dr. Jeff Olson, Superintendent
School Board

FROM: Jana Sykora, South Elementary Principal

DATE: December 4, 2024

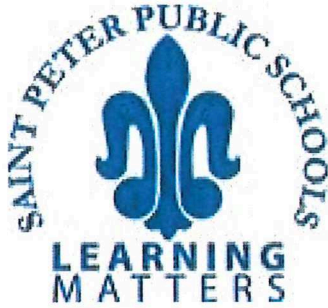
UPDATED: December 19, 2024

SUBJECT: Request for Leave

I recommend you approve the unpaid leave of absence request for South Elementary special education paraprofessional Mallory Hartfiel. Mallory is requesting a leave of absence due to an educational internship experience. Mallory's tentative leave dates are Jan. 13-Feb. 28, 2025.

Previously, Mallory thought the leave would begin Jan. 6, but she is able to work Jan. 6-10, 2025.

Cc: Mallory Hartfiel
Grp_hire_para



MEMO TO: Dr. Jeff Olson, Superintendent
School Board

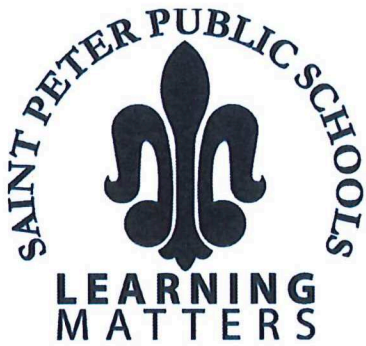
FROM: Seth Putz

DATE: January 02, 2025

SUBJECT: Rate of pay change

The Operations and Maintenance Department has Changed the working hours for Adam Marsh. The previous hours were 10:00am to 6:30pm. With this start time, shift differential was not needed. His hours have been changed from 12:00pm to 8:30pm to provide adequate time for cleaning for the building which was not being met. This new shift requires a shift differential of \$1.14 per hour.

Cc: Jana Sykora
Mike Keller
Adam Marsh



MEMO TO: Dr. Olson, Superintendent &
School Board

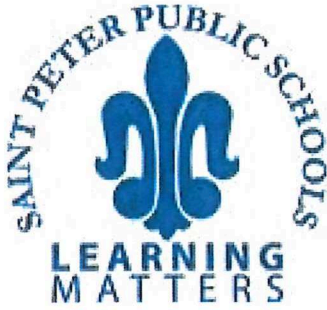
FROM: Jon Graff, Principal

DATE: January 16, 2025

SUBJECT: Leave Request

I recommend that you accept the FMLA leave request of Mr. Pat Klubben, STEM teacher at SPMS. The requested leave is planned to begin on February 14, 2025 and run through March 24, 2025.

Cc: Pat Klubben
grp_hire_certified



MEMO TO: Members of the School Board
Superintendent Olson

FROM: Shea Roehrkasse

DATE: December 10, 2024

SUBJECT: Event Worker

I am pleased to recommend Carson Boike for the position of Event Worker to help with various duties, mainly a basketball official, starting the Winter of 2024.

NEW EMPLOYEE SUMMARY

- **Carson Boike**
 - Pay is per event

Thank you for your consideration.

CC: Carson Boike
grp_hire_certified



TO: Dr. Jeff Olson, Interim
Superintendent,
School Board Members

FROM: Tami Skinner, Community & Family
Education Director

SUBJECT: Saints Overtime Staff

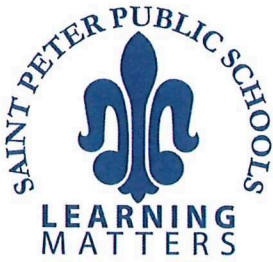
DATE: December 23, 2024

I am pleased to recommend hiring CeeJay King, an activities event worker, as a Saints Overtime Assistant. CeeJay will work for the program during college breaks and over the summer. He will submit hours electronically.

NEW EMPLOYEE SUMMARY

- **CeeJay King**
- \$15.75 per hour
- Part-time hours are to be submitted electronically
- 2024-25 School Year and Summer 2025
- This is a replacement position.

Thank you for your consideration.

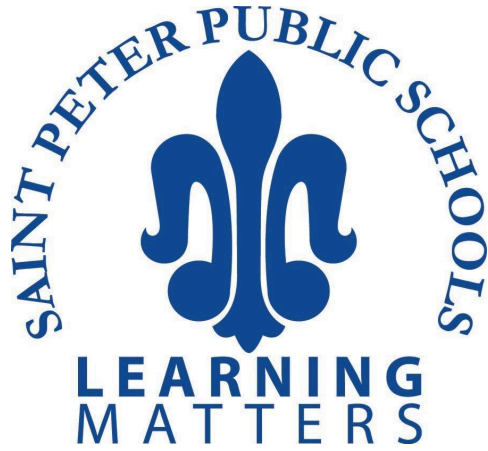


TO: School Board
FROM: Jeff Olson
DATE: January 14, 2025
RE: Business Office Reorganization

Several changes have been made to existing office support positions. They include:

1. Changing the title of the Food Service Assistant to District Office Assistant and adding some responsibilities to the position for the District Office and Operations and Maintenance Office. This increases the number of days for the position from 177 to 195.
2. Adding responsibilities for Free and Reduced Meal Program support to the Activities Secretary. This increases the number of hours worked per day from 7 hours to 8 hours and the number of days for the position from 203 to 205.
3. Assigning the MARSS Coordinator responsibilities for MVED MARSS submission.

These changes were reviewed with the HR Committee at the Committee Meeting on January 14, 2025. The Committee recommends your approval as part of the Consent Agenda.



SAINT PETER PUBLIC SCHOOLS

Agreement

with

Student Support Liaison

January 13, 2025-August 31, 2025

AGREEMENT WITH THE STUDENT SUPPORT LIAISON

The School Board shall determine the terms and conditions of employment for the position of Student Support Liaison.

HOURS AND DUTY DAYS

1. The Student Support Liaison is a salaried employee. The prorated work year shall consist of 95, 8 hour days during the remainder of the 2024-2025 school year. Any summer hours will be paid via a timesheet with approval from the Special Programs Administrator.

SPECIAL LEAVES

1. Leave of absence without pay for personal reasons may be approved by the Special Programs Administrator.

SICK LEAVE

1. Sick leave, with pay, shall be allowed by the school district whenever the employee's absence is due to any type of illness, including illness or disability caused or contributed to by pregnancy or childbirth, which has prevented the attendance at work and performance of duties on that day or days.
2. The Student Support Liaison shall earn one day (8 hours) of sick leave per month (January 2025-May 2025). Any fraction of the Student Support Liaison workday will be rounded up to the next higher whole day if more than a half day, and rounded down if less than half a workday. The Student Support Liaison, who uses more than his/her allowable sick leave, including any accumulated sick leave that may have accrued, shall have a deduction from pay for an excess sick leave taken that has not been earned. Unused sick leave hours may accumulate to a maximum one thousand twenty (1,020) hours of sick leave for the Student Support Liaison.
3. The superintendent or designee may require an employee to furnish a medical certificate from the school health officer or from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the school board.
4. In the event that a medical certificate will be required, the employee will be so advised.
5. Sick leave allowed shall be deducted from the accrued sick leave days.
6. An employee may use sick leave to cover absences necessitated by the illness or disability of the employee's family member, including their adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent. Sick

leave for family members can be used on the same terms for which an employee is able to use sick leave for their own needs.

7. Sick leave pay shall be approved only upon submission of a signed request upon the authorized sick leave form available at the administrator's office and the district office.
8. Any personnel unable to perform duties of employment because of pregnancy or any medical complications of pregnancy, childbirth, or recovery therefrom, may begin leave upon certification from the attending physician that the person is unable to perform such duties, or upon agreement by said personnel and the Special Programs Administrator that leave should be commenced, and the personnel shall be entitled to sick leave without loss of pay to the extent provided by the above. Leave in excess of unused sick leave credit of such personnel shall be treated as a leave of absence without pay during the period such personnel is unable to work due to the pregnancy or any medical complication of pregnancy, childbirth, or recovery therefrom.

SERIOUS ILLNESS OR BEREAVEMENT LEAVE

1. The Student Support Liaison may be granted up to six (6) six and a half (6.5) hour days of non-accumulative serious illness or death leave annually which may be used for serious illness or death in the immediate family. The immediate family shall include spouse, father, mother, brother, sister, children, grandparents-in-law, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, and any other relative or nonrelative living in the household with the employee. Three (3) of the six (6) days may be used for extended family or special friend. In the event of a second or any additional deaths to the following members of the immediate family, (spouse, children, father, mother, brother, sister, father-in-law, mother-in-law, grandchildren, or anyone residing in the household at the time of their death) additional leave will be granted not to exceed five (5) full days per death. Any additional days taken will be taken at a full deduction in pay.

CHILD CARE LEAVE

1. Child care leave shall be granted by the district upon request delivered at least one (1) month prior to the time such leave is to be taken. Such leave may be for periods extending beyond a period of time the employee is unable to work due to pregnancy, childbirth, or recovery therefrom, but shall be for no longer than one full year from the date of the commencement of such leave. The leave shall be granted only in cases where the employee requests such leave for the purposes of attending to a newborn or newly adopted child.

PERSONAL LEAVE

1. The Student Support Liaison shall be granted personal days as follows: Prorated Contract .5 (1/2 day) personal day . The leave can be accumulated to a maximum

of three (3) days for situations that arise requiring the employee's attention for matters that cannot be attended to when school is not in session and which are not covered under other provisions of this agreement. Requests for personal leave must be made in writing two days in advance of the absence to the Special Programs Administrator. All leaves must have prior approval by the Special Programs Administrator.

HEALTH AND HOSPITALIZATION INSURANCE

1. The selection of the insurance carrier and policy shall be made by the school board.
2. For the duration of the prorated contract (January 2025-August 2025) the school district shall pay full single insurance up to a maximum of fifteen thousand dollars (\$15,000) per year at the VEBA level. The employee may credit the amount towards any of the school district's insurance policies or towards the premium for family insurance coverage with the remaining premium being paid at the employee's expense. The above represents the total agreement for health and hospitalization insurance and no monetary rebate shall be made to any employee should premiums be less than the amount the school district agrees to contribute.
3. It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

DENTAL INSURANCE

1. The district shall provide single dental insurance. The employee may credit the amount towards the family premium with the remaining amount paid at the employee's expense.

INCOME PROTECTION INSURANCE

1. The school district offers income protection insurance. If the employee chooses to elect this insurance, they are responsible for paying the full premium. Such insurance shall begin sixty (60) calendar days after the injury or illness and extend to age sixty-five (65).

LIFE INSURANCE

1. The school district shall contribute a sum equal to the premium for a \$50,000 group life insurance policy for each school-year paraprofessional employee of the school district for the term of this contract.

WORKERS' COMPENSATION

1. Upon request of an employee who is absent from work as a result of a compensable injury, while working for the school district, the school district will pay the difference between the compensation received pursuant to the Workers' Compensation Act by the employee and the employee's regular rate of pay to the extension of the employee's earned accrual of sick leave and/or vacation pay. This paragraph may be effectuated on the delivery of the school district to the employee of a paycheck for said employee's regular rate of pay during the affected period when and after the employee endorses to the district the employee's workers' compensation check or has said amount of workers' compensation check deducted from gross wages on paycheck.
2. Workers' compensation benefits shall not be granted to persons for injuries received while employed by any individual or firm other than the school district.

JURY DUTY

1. When the is called for jury duty, the Student Support Liaison shall submit an absentee card to the Special Programs Administrator indicating the dates served and the amount of the daily compensation which he/she received from the county as juror. This amount will be deducted from the Early Childhood/Targeted Services Program Assistant Student Support Liaison's wages along with the applicable PERA deduction. This exempts jury duty pay from Social Security, Medicare, PERA and makes it the Student Support Liaison's responsibility to report it as miscellaneous income on his/her 1040. Any mileage reimbursement or meal allowance may be retained by the Student Support Liaison
2. If the Student Support Liaison is summoned or subpoenaed to provide testimony or information to any agency, commission, board, legislative committee, arbitrator, or court, during the regular workday, he/she shall be provided leave with pay for each day or part thereof which the Student Support Liaison is required to be absent. The Student Support Liaison shall reimburse the School District that compensation, except for mileage reimbursement and meal allowance, which he/she receives for providing such testimony.

EMERGENCY OR SCHOOL CLOSINGS

1. On days when school has been called off prior to the start of the day and when the day will be made up at a future date, the Student Support Liaison office will be closed and the Student Support Liaison is not required to work. The Student Support Liaison will work on the "make up" day designated by the school district.

2. On days when school has been called off prior to the start of the day and when the day is identified as a “Flexible Learning Day”, and the work of the Student Support Liaison is not needed at school, the Student Support Liaison is not required to report to work but may take personal leave or make up the hours with an agreed upon schedule set by the Special Programs Administrator.
3. On days when school begins late (i.e. two hour late start), the Student Support Liaison shall report to work at the designated start time for staff.
4. On days when school is dismissed early, the Student Support Liaison may leave at the designated dismissal time for staff.

MILEAGE

1. Employees required to use their own automobiles in the performance of their duties shall be reimbursed at the rate established by the Internal Revenue Service, except for travel to and from work. All mileage claims are required to have the pre-approval of the Special Programs Administrator.

SALARY PAYMENT

1. Wages shall be paid twice monthly on the 15th and last day of month beginning January 31, 2025 through August 31, 2025 for this prorated contract. All paychecks shall be deposited directly into bank account(s) designated by the Student Support Liaison.

PRORATED SALARY SCHEDULE

2024-2025
\$22,122

Student Support Liaison-

Date

Chairperson of the School Board

Date

Clerk of the School Board

Date



ADDENDUM

REGULAR BOARD MEETING Thursday, January 23, 2025 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

1. AGENDA ITEM #1

Subject: Consider Acceptance of Gifts, Donations and Grants

Action: Requires a Motion

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

1. A donation in the amount of \$750 was received from The Govenaires Performing Arts Association. This donation will be used by Saint Peter Community & Family Education to help defray some of the participant fees for Private Percussion and Brass Lessons.
2. A donation in the amount of \$3,000 was received from Steve and Yvonne Neils and is to be used by the Saint Peter Athletics Department. Activities Director Shea Roehrkasse is working on a meaningful way to use the donation.
3. A grant in the amount of \$2,000 was received from the Carl and Verna Schmidt Foundation. Saint Peter Community & Family Education will use this grant to support the newly formed Saint Peter Community Choir.

Presentation: Superintendent of Schools, Jeff Olson

Options/Recommendation: I recommend accepting these gifts, donations and grants.



**TO: Dr. Jeff Olson, Interim Superintendent
School Board**

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

SUBJECT: Donation

DATE: Dec. 18, 2024

Since Fall 2022, Saint Peter Community & Family Education has collaborated with the Govenaires Performing Arts Association to enhance our music education programs. Thanks to their generous support, the Govenaires supply skilled instructors and recently made another \$750 donation to reduce participant fees for the upcoming music lessons:

- **Private Percussion Lessons**
- **Private Brass Lessons**

We sincerely appreciate the Govenaires' commitment to inspiring our community through music. I recommend that this generous donation be accepted.



MEMO TO: Superintendent, Jeff Olson
Members of the School Board

FROM: Shea Roehrkasse

DATE: 12/12/2024

SUBJECT: Neils Donation Memo

Please accept this donation from Steve and Yvonne Neils to the Saint Peter Athletics Department for \$3000. This is an incredibly kind donation and we will be working to find a way to make the donation meaningful in what it will be used for.

Please let me know if you have any questions.

Thank you,

Shea Roehrkasse
Activities Director



**TO: Jeff Olson, Interim Superintendent
School Board**

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

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

DATE: January 14, 2025

Saint Peter Community & Family Education recently applied for and received a \$2,000 grant from the Carl and Verna Schmidt Foundation. Funds from this grant will support the newly formed Saint Peter Community Choir, directed by Emily Bruflat.

I recommend that you accept these grant funds.



ADDENDUM

REGULAR BOARD MEETING Thursday, January 23, 2025 SPCC-Governor's Room 6:30 PM

VII. ACTION ITEMS

2. AGENDA ITEM #2

Subject: Consider Approval of High School Course/Program Changes for 2025-2026

Action: Requires a Motion

Background: The course registration process begins with faculty and administrative review of current course offerings, enrollment history, and consideration of changes to the curriculum for the betterment of students.

At its January 9, 2025 meeting, the Education Committee reviewed recommendations for the 2025-2026 academic program at Saint Peter High School. After discussion, the committee voted to recommend the changes as presented.

At tonight's meeting, High School Principal Anette Engeldinger will present information specific to high school course/program changes for 2025-2026. These changes are highlighted in information included in your packet.

Presentation: High School Principal, Annette Engeldinger

Options/Recommendation: I recommend your approval.



MEMO TO: Dr. Olson
School Board

FROM: Annette Engeldinger

DATE: January 18, 2025

RE: 2025-2026 New Course Proposal/Changes

Saint Peter High School is continuing preparations for the 2024-2025 registration process. Below, you will find this year's recommended changes and additions.

New Courses/Adjustments

Art:

- **MSU Art 160 Introduction to Visual Culture:** Introduction to Western and non-Western visual arts and the variety of methods by which art is understood. These may include art appreciation, art criticism, art history, popular culture, and aesthetic awareness.

Math:

- **South Central College Precalculus:** This is an accelerated course covering many topics from both College Algebra and Trigonometry. These include functions, graphs of functions, analytic geometry of the conic sections, systems of equations and inequalities, elementary matrix operation and determinants, properties and applications of exponential, logarithmic, and trigonometric functions, complex numbers, vectors, polar coordinates, and combinatorics.

Social Studies:

- **Advanced World History:** This course will cover the same content taught in world history but will focus on inquiry and analytical skills. Students will be exposed to higher levels of reading materials, experience Socratic seminars, and collaborate with Advanced English 10 on research and writing connected to world history content.

If approved, all changes will be reflected in the course registration guide presented to students and parents.

If you have any questions, please let me know.



ADDENDUM

REGULAR BOARD MEETING Thursday, January 23, 2025 SPCC-Governor's Room 6:30 PM

VII. ACTION ITEMS

3. AGENDA ITEM #3

Subject: Consider Approval of Middle School Handbook Change for 2024-2025

Action: Requires a Motion

Background: Middle School Principal Jon Graff is recommending a mid-year change to the Middle School Handbook regarding how being ten (10) minutes or more late to a class constitutes an unexcused absence. This change reflects current practice and is being included in the handbook to clarify how a tardy affects the attendance policy of the school. The change was presented to the Education Committee at its January 9, 2025 meeting. The committee voted to recommend the change as presented. At tonight's meeting, Middle School Principal Jon Graff will present information about the handbook change.

Presentation: Middle School Principal, Jon Graff

Options/Recommendation: I recommend your approval.



TO: Dr. Olson, Superintendent
Members of the Board

FROM: Jon Graff

DATE: January 2, 2025

RE: 2024-2025 Student-Parent Handbook

To clarify attendance procedures and align with the high school, SPMS is proposing a second semester change to its student/parent handbook.

The proposed change adds the following to sentence to section II, G:

- “Students who are more than 10 minutes late to a class will be marked absent, not tardy.”

With the proposed change included, section II, G reads as follows:

G. Tardies

- I. Being on time to class encompasses life skills such as organization and time management. Being late to class not only affects the student who is late (missing instruction), but also distracts those already in the classroom from their learning. In the event that a student does not make it to their assigned class on time, they will be marked tardy. Parents/guardians of students with excessive tardies will be notified and individual behavior plans will be developed by the student and student support team. Failure to meet these behavior plans may result in disciplinary action.
- II. Students who are more than 10 minutes late to a class will be marked absent, not tardy.



ADDENDUM

REGULAR BOARD MEETING Thursday, January 23, 2025 SPCC-Governor's Room 6:30 PM

VII. ACTION ITEMS

4. AGENDA ITEM #4

Subject: Consider Approval of Flex Period Pilot Plan

Action: Requires a Motion

Background: One way that a number of school districts have addressed the high costs of hiring substitute teachers is the implementation of a "Flex Learning Period in Place of a Substitute Teacher Plan" for some high school classes. During a "Flex Period," students report on time to designated supervised areas in the high school (such as the commons) to complete E-Learning assignments on their chromebooks. This proposal was shared with the Education Committee at its December 12, 2024 meeting. After discussion, the committee recommended that the full School Board approve the plan. A more detailed explanation and rationale for the plan is included in your packet.

Presentation: Superintendent of Schools, Jeff Olson
High School Principal, Annette Engeldinger

Options/Recommendation: I recommend your approval.



Flex Learning Period Pilot Plan

The Saint Peter School District has had high costs associated with hiring substitute teachers over the past few years. For example, the district spent \$343,457 on substitutes in FY 23 and \$342,101 on substitutes in FY 24. This is an area that should be addressed as part of our Budget Stabilization Plan.

One way that a number of school districts have addressed decreasing substitute teacher costs is through a “Flex Learning Period in Place of a Substitute Teacher Plan.” This plan is designed for use in some high school classes.

During a “Flex Period,” students report on time to the high school commons which would be designated as the “Group Flex Area” to complete E-Learning assignments on their chromebooks. The assignments are provided by the regular classroom teacher in the same manner as for a “Flexible Learning Day.” Students may not leave the building during a “Flex Learning Period.”

Rationale:

- Helps students to develop an understanding of good and poor time management.
- Many high school students hold jobs and positions of responsibility outside of school.
- Substitute teachers hired for high school classes often do not have formal training on in-depth understanding of the subjects they are hired to teach.
- It is becoming increasingly difficult to hire substitute teachers which can lead to difficulty in finding ways to cover classes.
- Substitute plans are usually designed to keep students engaged and behaved for the length of a class and may not be timely in terms of the scope of the curriculum.
- A number of area districts use a “Flex Learning Period” including Belle Plaine and Fairmont.

Proposal:

1. Implement a “Flex Learning Period Pilot at St. Peter High School” in the second semester of the 2024-25 school year.
2. Specific plans for the proposal will be developed by high school administration and staff and shared with the Education Committee prior to being presented for Consideration by the School Board. 56

3. The “Flex Learning Period Pilot Proposal” will be brought to the School Board at the January 23, 2025 School Board Meeting.
4. A formal review of the plan will occur in June 2025.
5. Based on the review, a recommendation will be made regarding the status of the plan for the 2025-2026 school year and beyond.

Cost Savings of the Pilot:

- It is estimated that the district will save \$23,000 in substitute costs at the high school during the pilot.



ADDENDUM

REGULAR BOARD MEETING Thursday, January 23, 2025 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

5. AGENDA ITEM #5

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

Action: Requires a Motion

Background: The Policy Review Committee has reviewed Policy 714 - Fund Balances and is recommending its approval. This policy had a first reading at the December 16, 2024 School Board Meeting. Policy 714 requires that the School Board conduct an annual review of the sufficiency of the minimum unassigned general fund balance level. The change to the policy is:

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned general fund balance of ~~16%~~8% to 10% percent of the annual budget. [~~60~~ 30-36 days of operating expenses.]

Presentation: Superintendent of Schools, Jeff Olson
Policy Review Committee

Options/Recommendation: I recommend your approval of changes to Policy 714 - Fund Balances.

714 FUND BALANCES

I. PURPOSE

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

- A. "Assigned" fund balance amounts are comprised of unrestricted funds constrained by the school district's intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district's intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. "Committed" fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. "Enabling legislation" means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.
- D. "Fund balance" means the arithmetic difference between the assets and liabilities reported in a school district fund.
- E. "Nonspendable" fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. "Restricted" fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.

- G. "Unassigned" fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. "Unrestricted" fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned general fund balance of ~~16%8% to 10% percent~~ of the annual budget. [~~60-30-36~~ days of operating expenses.]

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

VII. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

VIII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: business manager. Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. REVIEW

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

Cross References: MSBA Service Manual, Chapter 7, Education Funding



ADDENDUM

REGULAR BOARD MEETING Thursday, January 23, 2025 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

6. AGENDA ITEM #6

Subject: Consider Policies with Legislative Requirements for Approval with One Reading

Action: Requires a Motion

Background: The following policies were reviewed by the Policy Committee and brought forward for a single reading. Policies being adopted or changed due to statutory changes can be adopted in one reading.

- **Policy 516** - Student Medication and Telehealth
 - Adds new statutory provisions; rearranges sections for clarity
- *The Committee was in consensus that the School Board adopt the policy in a single reading at the January 23, 2025 School Board Meeting.*
- **Policy 521** - Student Disability Nondiscrimination
 - Updates statutory definition of "disability"
- *The Committee was in consensus that the School Board adopt the policy in a single reading at the January 23, 2025 School Board Meeting.*
- **Policy 532** - Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds
 - Adds School Resource Officer language, Rearranges sections for clarity

- *The Committee was in consensus that the School Board adopt the policy in a single reading at the January 23, 2025 School Board Meeting.*
- **Policy 535** - Service Animals in Schools
 - Adds protections for persons with disabilities
- *The Committee was in consensus that the School Board adopt the policy in a single reading at the January 23, 2025 School Board Meeting.*

A complete copy of the policies can be found in BoardBook.

Presentation: Superintendent of Schools, Jeff Olson
Policy Review Committee

Options/Recommendation: I recommend your approval of revisions to Policies 516, 521, 532 and 535.

516 STUDENT MEDICATION AND TELEHEALTH-MEDICAL TREATMENT OR PROCEDURES

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school. The School District will not permit any student under the age of 18 to receive vaccinations without parent permission.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication or telehealth during the school day. The school district’s licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. DRUG AND MEDICATION REQUIREMENTS

A. Administration of Drugs and Medicine

A. 1. The administration of ~~prescription~~ medication or drugs at school requires a _____ completed signed request from the student’s parent. An oral request must be _____ reduced to writing within two school days, provided that the school district _____ may rely on an oral request until a written request is received.

2. ~~Drugs and medicine subject to Minnesota Statutes, 121A.22 must be administered, to the extent possible, according to school board procedures that must be developed in consultation with:~~

a. ~~with a licensed nurse, in a district that employs a licensed nurse under Minnesota Statutes, section 148.171;~~

b. ~~with a licensed school nurse, in a district that employs a licensed school nurse licensed under Minnesota Rules, part 8710.6100;~~

c. ~~with a public or private health-related organization, in a district that contracts with a public or private health or health-related organization, according to Minnesota Statutes, 121A.21; or~~

d. ~~with the appropriate party, in a district that has an arrangement approved by the Commissioner of the Minnesota Department of Education, according to Minnesota Statutes, 121A.21.~~

[NOTE: Paragraph III.A.2 had appeared in a different spot in previous versions of this model policy. In June 2024, the paragraph is located here and is updated to reflect 2024 legislative changes.]

3. Exclusions

[Note: The provisions of III.A.3 are optional. The school board may choose to include or exclude any of the provisions specified. These exclusions appeared in previous versions of this model policy.]

The provisions on administration of drugs and medicine above do not apply to drugs or medicine that are:

- a. purchased without a prescription;
- b. used by a pupil who is 18 years old or older;
- c. used in connection with services for which a minor may give effective consent;
- d. used in situations in which, in the judgment of the school personnel, including a licensed nurse, who are present or available, the risk to the pupil's life or health is of such a nature that drugs or medicine should be given without delay;
- e. used off the school grounds;
- f. used in connection with athletics or extracurricular activities;
- g. used in connection with activities that occur before or after the regular school day;
- h. provided or administered by a public health agency to prevent or control an illness or a disease outbreak as provided under Minnesota law;
- i. prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a. the school district has received a written authorization each school year from the pupil's parent permitting the student to self-administer the medication;
 - b. the inhaler is properly labeled for that student; and
 - c. the parent has not requested school personnel to administer the medication to the student.

In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.

- j. epinephrine auto-injectors, consistent with Minnesota Statutes, section 121A.2205, if the parent and prescribing medical professional annually inform the pupil's school in writing that
 - a. the pupil may possess the epinephrine or
 - b. the pupil is unable to possess the epinephrine and requires immediate access to epinephrine auto-injectors that the parent provides properly labeled to the school for the pupil as needed.
- k. For the purposes of Minnesota Statutes, 121A.22, special health treatments and health functions, such as catheterization, tracheostomy suctioning, and gastrostomy feedings, do not constitute administration

of drugs or medicine.

I. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.

B. Prescription Medication

1. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.

C2. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.

D3. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.

E4. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Paragraph III.A.3(i) above Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).

F5. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.

6. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.

G7. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.

~~H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.~~

~~I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.~~

J8. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For

~~_____ a drug or medication that is not a controlled substance, the request must _____ include a provision designating the school district as an authorized entity to _____ transport the drug or medication for the purpose of destruction if any unused _____ drug or medication remains in the possession of school personnel. For a drug _____ or medication that is a controlled substance, the request must specify that the _____ parent or legal guardian is required to retrieve the drug or controlled _____ substance when requested by the school.~~

~~K. _____ Specific Exceptions:~~

- ~~1. _____ Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;~~
- ~~2. _____ Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;~~
- ~~3. _____ Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;~~
- ~~4. _____ Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;~~
- ~~5. _____ Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - ~~a. _____ the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;~~
 - ~~b. _____ the rescue inhaler is properly labeled for that student; and~~
 - ~~c. _____ the parent has not requested school personnel to administer the medication to the student.~~~~

~~The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.~~

~~If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting. An asthma action plan must be completed by a medical provider and submitted to the school nurse and entered into the student's school health record a plan to implement safe possession and use of asthma inhalers.~~

~~6. _____ Medications:~~

- ~~a. _____ that are used off school grounds;~~
- ~~b. _____ that are used in connection with athletics or extracurricular activities;
or~~
- ~~c. _____ that are used in connection with activities that occur before or after the regular school day~~

~~are not governed by this policy.~~

C. Nonprescription Medication

~~Nonprescription Medication.~~ A ~~high school secondary~~ student ~~(9-12)~~ may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

~~8.~~

D. Possession and Use of Epinephrine Auto-Injectors

At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:

- 1a. possess epinephrine auto-injectors; or
- 2b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

For the purposes of this policy, "instructional day" is defined as eight hours for each student contact day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's Section § 504 plan.

Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel, including a licensed nurse, to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with Minnesota Statutes, section 121A.2207 is not the practice of medicine.

Effective July 1, 2024, registered nurses may administer epinephrine auto-injectors in a school setting according to a condition-specific protocol as authorized under Minnesota Statutes, section 148.235, subdivision 8. Notwithstanding any limitation in Minnesota Statutes, sections 148.171 to 148.285, licensed practical nurses may administer epinephrine auto-injectors in a school setting according to a condition-specific protocol that does not reference a specific patient and that specifies the circumstances under which the epinephrine auto-injector is to be administered, when caring for a patient whose condition falls within the protocol.

[NOTE: The paragraph above was signed into law in May 2024. It is new model policy language.]

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced

prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

E. Sunscreen

A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

~~L. "Parent" for students 18 years old or older is the student.~~

~~M. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.~~

~~A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.~~

NF. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes § 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes § 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

~~3.~~

IV. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH

A. Beginning October 1, 2024, to the extent space is available, the school district must provide an enrolled secondary school student with access during regular school hours, and to the extent staff is available, before or after the school day on days when students receive instruction at school, to space at the school site that a student may use to receive mental health care through telehealth from a student's licensed mental health

provider. A secondary school must develop a plan with procedures to receive requests for access to the space.

- B. The space must provide a student privacy to receive mental health care.
- C. A student may use a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.
- D. A school may require a student requesting access to space under this section to submit to the school a signed and dated consent from the student's parent or guardian, or from the student if the student is age 16 or older, authorizing the student's licensed mental health provider to release information from the student's health record that is requested by the school to confirm the student is currently receiving mental health care from the provider. Such a consent is valid for the school year in which it is submitted.

[NOTE: The Minnesota legislature enacted Article IV in the spring 2024.]

Legal References: Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (School Health ServicesHiring of Health Personnel)
Minn. Stat. § 121A.216 (Access to Space for Mental Health Care through Telehealth)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
Minn. Stat. § 148.171 (Definitions; Title)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Rule 8710.6100 (School Nurse)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: Policy 418 (Drug-Free Workplace/Drug-Free School)

521 STUDENT DISABILITY NONDISCRIMINATION

I. PURPOSE

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

II. GENERAL STATEMENT OF POLICY

- A. Disabled students who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B. The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
 - 1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
 - 2. has a record of such an impairment; ~~or~~
 - 3. is regarded as having such an impairment; or
 - 4. has an impairment that is episodic or in remission and would materially limit a major life activity when active.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

III. COORDINATOR

Persons who have questions or comments should contact Kelly Jensen, 504 Coordinator, 2121 W. Broadway, Saint Peter, MN 56082, 507-934-4212 ext. 6105, kjensen@stpeterschools.org

This person is the school district's Americans with Disabilities Act/Section 504 coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the accompanying Student Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator.

Legal References: [Minn. Stat. § 363A.03, Subd. 12 \(Definitions\)](#)
[Pub. L. 110-325, 122 Stat. 3553 \(ADA Amendments Act of 2008, § 7\)](#)
[29 U.S.C. § 794 et seq. \(Rehabilitation Act of 1973, § 504\)](#)
[34 C.F.R. Part 104 \(Section 504 Implementing Regulations\)](#)

Cross References: Policy 402 (Disability Nondiscrimination)

532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

A. "Crisis team" means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.

B. "Emergency" means a situation where immediate intervention is needed to protect a child or other individual from physical injury.

~~A. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIP).~~

BC. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term "peace officer" includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.

D. "Physical holding" means physical intervention intended to hold a child immobile or limit a child's movement, where body contact is the only source of physical restraint, and where immobilization is used to effectively gain control of a child in order to protect a child or other individual from physical injury.

[NOTE: This definition is added to provide clarity for discussion of physical holds later in this policy and in light of recent Minnesota legislative action.]

~~C. "Police liaison officer" is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.~~

~~D. "Crisis team" means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.~~

~~E. The phrase "remove the student from school grounds" is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.~~

F. "School Resource Officer" means a peace officer who is assigned to work in an elementary school, middle school, or secondary school during the regular instructional school day as one of the officer's regular responsibilities through the terms of a contract entered between the peace officer's employer and the designated school district or charter school.

~~F. "Emergency" means a situation where immediate intervention is needed to protect a child or other individual from physical injury.~~

G. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).

GH. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student's behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team may be summoned. The crisis team may attempt to de-escalate the student's behavior by means including, but not limited to, those described in the student's IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student's behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student's behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison school resource officer or a peace officer.

B. Removal By School Resource Police Liaison Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team, building administrator, or the building administrator's designee, may request that the school resource police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the school resource police liaison officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

In removing a student with an IEP from school grounds, school resource police liaison officers and school district personnel are further prohibited from engaging in the following conduct:

1. Corporal punishment prohibited by Minn. Stat. § 121A.58;
2. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
3. Totally or partially restricting a child's senses as punishment;
4. Denying or restricting a child's access to equipment and devices such as walkers, wheel chairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
5. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minn. Stat. § 626.556;
6. Physical holding (as defined above and in Minn. Stat. § 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head,

throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;

7. Withholding regularly scheduled meals or water; and/or
8. Denying a child access to toilet facilities.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minn. Stat. § 125A.0942, Subd. 5, and otherwise comply with the requirements of § 125A.0942.

G. Reporting to the Minnesota Department of Education (MDE)

Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of seclusion. By January 15, April 15, July 15, and October 15 of each year, districts must report, in a form and manner determined by the Commissioner, about individual students who have been secluded. By July 15 each year, districts must report summary data. The summary data must include information on the use of restrictive procedures for the prior school year, July 1 through June 30, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.67, Subd. 2 (Aversive and Deprivation Procedures)
Minn. Stat. §§ 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
[Minn. Stat. § 626.8482 \(School Resource Officers; Duties; Training; Model Policy\)](#)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))

20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act of 2004 (IDEA))
34 C.F.R. § 300.535 (IDEA Regulation Regarding Involvement of Law Enforcement)

Cross References:

Policy 506 (Student Discipline)
Policy 507 (Corporal Punishment [and Prone Restraint](#))
[MSBA/MASA Model Policy 507.5 \(School Resource Officers\)](#)
Policy 515 (Protection and Privacy of Pupil Records)
Policy 525 (Violence Prevention)
Policy 806 (Crisis Management Policy)

535 SERVICE ANIMALS IN SCHOOLS

I. PURPOSE

The purpose of this policy is to establish parameters for the use of service animals by students, employees, and visitors within school buildings and on school grounds.

II. GENERAL STATEMENT OF POLICY

Individuals with disabilities shall be permitted to bring their service animals into school buildings or on school grounds in accordance with, and subject to, this policy.

III. DEFINITIONS

A. Service Animal

A "service animal" is a dog (regardless of breed or size) or miniature horse that is individually trained to perform "work or tasks" for the benefit of an individual with a disability, including an individual with a physical, sensory, psychiatric, intellectual, or mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. Service animals are working animals that perform valuable functions; they are not pets. The work or tasks performed by the service animal must be directly related to the individual's disability. An animal accompanying an individual for the sole purpose of providing emotional support, therapy, comfort, or companionship is not a service animal.

B. Handler

A "handler" is an individual with a disability who uses a service animal. In the case of an individual who is unable to care for and supervise the service animal for reasons such as age or disability, "handler" means the person who cares for and supervises the animal on that individual's behalf. School district personnel are not responsible for the care, supervision, or handling responsibilities of a service animal.

C. Work or Tasks

1. "Work or tasks" are those functions performed by a service animal.
2. Examples of "work or tasks" include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.
3. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship are not "work or tasks" for the purposes of this policy.

D. Trainer

A "trainer" is a person who is training a service animal and is affiliated with a recognized training program for service animals.

IV. ACCESS TO PROGRAMS AND ACTIVITIES; PERMITTED INQUIRIES

A. In general, handlers (i.e., individuals with disabilities or trainers) are permitted to be accompanied by their service animals in all areas of school district properties where members of the public, students, and employees are allowed to go. A handler has the right to be accompanied by a service animal whenever and to the same extent that the handler has the right: (a) to be present on school district property or in school district facilities; (b) to attend or participate in a school- sponsored event, activity, or program; or (c) to be transported in a vehicle that is operated by or on behalf of the school district.

~~B. It is an unfair discriminatory practice to prohibit a person with a disability from taking a service animal into the public place or conveyance to aid persons with disabilities, and if the service animal is properly harnessed or leashed so that the person with a disability may maintain control of the service animal.~~

~~C. The school district shall not require a person with a disability to make an extra payment or pay an additional charge when taking a service animal into any school district building.~~

~~BD.~~ When an individual with a disability brings a service animal to a school district property, school district employees shall not ask about the nature or extent of a person's disability, but may make the following two inquiries to determine whether the animal qualifies as a service animal:

1. Is the service animal required because of a disability; and
2. What work or tasks is the service animal trained to perform.

~~CE.~~ School district employees shall not make these inquiries of an individual with a disability bringing a service animal to school district property when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability. However, school district employees may inquire whether the individual with a disability has completed and submitted the request form described in Part VI., below.

~~DE.~~ An individual with a disability may not be required to provide documentation such as proof that the animal has been certified, trained, or licensed as a service animal.

V. REQUIREMENTS FOR ALL SERVICE ANIMALS

A. The service animal must be required for the individual with a disability.

B. The service animal must be individually trained to do work or tasks for the benefit of the individual with a disability.

C. A service animal must have a harness, leash, or other tether, unless either the handler is unable, because of a disability, to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case, the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

D. The service animal must be housebroken.

E. The service animal must be under the control of its handler at all times. The handler is responsible for the care and supervision of a service animal, including walking the

service animal, feeding the service animal, grooming the service animal, providing veterinary care to the service animal, and responding to the service animal's need to relieve itself, including the proper disposal of the service animal's waste.

- F. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
- G. In the case of a student who is unable to care for and/or supervise his or her service animal, the student's parent/guardian is responsible for arranging for such care and supervision. In the case of an employee or other individual who is unable to care for and/or supervise his or her service animal, the employee or other individual's authorized representative is responsible for arranging for a service animal's care and supervision.
- H. The service animal must be properly licensed and vaccinated in accordance with applicable state laws and local ordinances.

VI. REQUESTING THE USE OF A SERVICE ANIMAL AT SCHOOL

- A. Students with a disability seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the building principal of the school the student attends. The principal will notify the superintendent or the administrator designated with responsibility to address such requests. School district employees seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the superintendent or the administrator designated with responsibility to address such requests.
- B. Students or employees seeking to bring a service animal onto district premises are requested to identify whether the need for the service animal is required because of a disability and to describe the work or tasks that the service animal is trained to perform.
- C. The owner of the service animal shall provide written evidence that the service animal has received all vaccinations required by state law or local ordinance.

VII. REMOVAL OR EXCLUSION OF A SERVICE ANIMAL

- A. A school official may require a handler to remove a service animal from school district property, a school building, or a school-sponsored program or activity, if:
 - 1. Any of the requirements described in Part V., above, are not met.
 - 2. The service animal is out of control and/or the handler does not effectively control the animal's behavior;
 - 3. The presence of the service animal would fundamentally alter the nature of a service, program or activity; or
 - 4. The service animal behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a significant health or safety risk to others that cannot be eliminated by reasonable accommodations.
- B. If the service animal is properly excluded, the school district shall give the individual with a disability the opportunity to participate in the service, program, or activity without the service animal, unless such individual has violated a law or school rule or regulation that would warrant the removal of the individual.

VIII. ADDITIONAL LIMITATIONS FOR MINIATURE HORSES

In assessing whether a miniature horse may be permitted in a school building or on school grounds as a service animal, the following factors shall be considered:

- A. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- B. Whether the handler has sufficient control of the miniature horse;
- C. Whether the miniature horse is housebroken; and
- D. Whether the miniature horse's presence in a specific building or on school grounds compromises legitimate health and safety requirements.

IX. ALLERGIES; FEAR OF ANIMALS

If a student or employee notifies the school district that he or she is allergic to a service animal, the school district will balance the rights of the individuals involved. In general, allergies that are not life threatening are not a valid reason for prohibiting the presence of a service animal. Fear of animals is generally not a valid reason for prohibiting the presence of a service animal.

X. NON-SERVICE ANIMALS FOR STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS (IEPS) OR SECTION 504 PLANS

If a special education student or a student with a Section 504 plan seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the student's IEP team or Section 504 team, as appropriate, to determine whether the animal is necessary for the student to receive a free appropriate public education (FAPE) or, in the case of a Section 504 student, to reasonably accommodate the student's access to the school district's programs and activities.

XI. NON-SERVICE ANIMAL AS AN ACCOMMODATION FOR EMPLOYEES

If an employee seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the superintendent or the administrator designated to handle such requests. A school district employee who is a qualified individual with a disability will be allowed to bring such animal onto school property when it is determined that such use is required to enable the employee to perform the essential functions of his or her position or to enjoy the benefits of employment in a manner comparable to those similarly situated non-disabled employees.

XII. LIABILITY

- A. The owner of the service animal or non-service animal is responsible for any harm or injury to an individual and for any property damage caused by the service animal while on school district property.
- B. An individual who, directly or indirectly through statements or conduct, intentionally misrepresents an animal in that person's possession as a service animal may be subject to criminal liability.

Legal References: Section 504 of the Rehabilitation Act of 1973
28 C.F.R. § 35.104, 28 C.F.R. § 35.130(b)(7), and 28 C.F.R. § 35.136 (ADA Regulations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
Minn. Stat. § 256C.02 (Public Accommodations for Persons with Disabilities)

Minn. Stat. § 363A.19 (Discrimination Against ~~Blind, Deaf, or Other Persons~~
~~with Physical or Sensory~~ Disabilities Prohibited)
Minn. Stat. § 609.226 (Harm Caused by Dog)
Minn. Stat. § 609.833 (Misrepresentation of Service Animal)

Cross References: Policy 402 (Disability Nondiscrimination Policy)
Policy 521 (Student Disability Nondiscrimination)



ADDENDUM

REGULAR BOARD MEETING Thursday, January 23, 2025 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

7. AGENDA ITEM #7

Subject: Consider Approval of Budget Adjustment Target for FY26

Action: Requires a Motion

Background: As a part of the development of a Three-Year "Budget Stabilization Plan", the School Board is being asked to set a budget adjustment target for Fiscal Year 26. The Business Committee was presented with a target adjustment of \$500,000 for FY26 at their January 8th meeting. The target, along with an adjustment of \$200,000 for FY27 and designating funds to address the Community Service Fund deficit, results in a fund balance of \$2,964,684 in FY28. This fund balance is 36.3 days which meets your new fund balance goal. The Business Committee recommends your approval of a \$500,000 Budget Adjustment Target for FY26.

Presentation: Superintendent of Schools, Jeff Olson
Business Manager, Megan Gracia

Options/Recommendation: I recommend your approval of the FY26 Budget Adjustment Target of \$500,000.

7y

FY25 - FY28 Fund Balance Estimates

Data as of 12.30.24

Option 1

Starting Fund Balance - FY25 Estimate	5,092,272.2
Estimated Revenue	27,859,142.0
Estimated Expenditures	26,901,082.0
Transfers to Restricted Funds	(176,923.3)
Ending Fund Balance - FY25 Estimate	5,873,409.0
Unassigned General Fund Expenditures	26,901,082.0
Unassigned General Fund Expenditures/Day	73,701.6
Unassigned General Fund Balance - Ending	5,873,409.0
Estimated Days of Operation	79.7

FY25 Adj.	
Revenue Adj.	
Expense Adj.	
Transfer Adj.	(100,000.0)

Starting Fund Balance - FY25 Estimate	5,092,272.2
Estimated Revenue	27,859,142.0
Estimated Expenditures	26,901,082.0
Transfers to Restricted Funds	(276,923.3)
Ending Fund Balance - FY25 Estimate	5,773,409.0
Unassigned General Fund Expenditures	26,901,082.0
Unassigned General Fund Expenditures/Day	73,701.6
Unassigned General Fund Balance - Ending	5,773,409.0
Estimated Days of Operation	78.3

FY25	
Rev over Exp	958,060.0
Transfers	(276,923.3)
Inc/(Dec) of FB	681,136.7

Starting Fund Balance - FY26 Estimate	5,873,409.0
Estimated Revenue	28,052,999.4
Estimated Expenditures	27,989,698.9
Transfers to Restricted Funds	(200,024.3)
Ending Fund Balance - FY26 Estimate	5,736,685.2
Unassigned General Fund Expenditures	27,989,698.9
Unassigned General Fund Expenditures/Day	76,684.1
Unassigned General Fund Balance - Ending	5,736,685.2
Estimated Days of Operation	74.8

FY25 Adj.	FY26 Adj.
Revenue Adj.	-
Expense Adj.	(300,000.0)
Transfer Adj.	(100,000.0)

Starting Fund Balance - FY26 Estimate	5,773,409.0
Estimated Revenue	28,052,999.4
Estimated Expenditures	27,689,698.9
Transfers to Restricted Funds	(300,024.3)
Ending Fund Balance - FY26 Estimate	5,836,685.2
Unassigned General Fund Expenditures	27,689,698.9
Unassigned General Fund Expenditures/Day	75,862.2
Unassigned General Fund Balance - Ending	5,836,685.2
Estimated Days of Operation	76.9

FY26	
Rev over Exp	363,300.5
Transfers	(300,024.3)
Inc/(Dec) of FB	63,276.2

Starting Fund Balance - FY27 Estimate	5,736,685.2
Estimated Revenue	28,133,346.6
Estimated Expenditures	29,097,577.9
Transfers to Restricted Funds	(200,024.3)
Ending Fund Balance - FY27 Estimate	4,572,429.6
Unassigned General Fund Expenditures	29,097,577.9
Unassigned General Fund Expenditures/Day	79,719.4
Unassigned General Fund Balance - Ending	4,572,429.6
Estimated Days of Operation	57.4

FY25 Adj.	FY26 Adj.	FY27 Adj.
Revenue Adj.	-	-
Expense Adj.	(300,000.0)	(200,000.0)
Transfer Adj.		(300,000.0)

Starting Fund Balance - FY27 Estimate	5,836,685.2
Estimated Revenue	28,133,346.6
Estimated Expenditures	28,597,577.9
Transfers to Restricted Funds	(500,024.3)
Ending Fund Balance - FY27 Estimate	4,872,429.6
Unassigned General Fund Expenditures	28,597,577.9
Unassigned General Fund Expenditures/Day	78,349.5
Unassigned General Fund Balance - Ending	4,872,429.6
Estimated Days of Operation	62.2

FY27	
Rev over Exp	(464,231.3)
Transfers	(500,024.3)
Inc/(Dec) of FB	(964,255.6)

Starting Fund Balance - FY28 Estimate	4,572,429.6
Estimated Revenue	28,366,528.4
Estimated Expenditures	30,274,248.9
Transfers to Restricted Funds	(200,024.3)
Ending Fund Balance - FY28 Estimate	2,464,684.8
Unassigned General Fund Expenditures	30,274,248.9
Unassigned General Fund Expenditures/Day	82,943.1
Unassigned General Fund Balance - Ending	2,464,684.8
Estimated Days of Operation	29.7

FY25 Adj.	FY26 Adj.	FY27 Adj.	FY28 Adj.
Revenue Adj.	-	-	-
Expense Adj.	(300,000.0)	(200,000.0)	
Transfer Adj.			(300,000.0)

Starting Fund Balance - FY28 Estimate	4,872,429.6
Estimated Revenue	28,366,528.4
Estimated Expenditures	29,774,248.9
Transfers to Restricted Funds	(500,024.3)
Ending Fund Balance - FY28 Estimate	2,964,684.8
Unassigned General Fund Expenditures	29,774,248.9
Unassigned General Fund Expenditures/Day	81,573.3
Unassigned General Fund Balance - Ending	2,964,684.8
Estimated Days of Operation	36.3

FY28	
Rev over Exp	(1,407,720.5)
Transfers	(500,024.3)
Inc/(Dec) of FB	(1,907,744.8)

Option 1 Adjustments:

- FY25 - Shift of \$100,000 to Fund 04 for Deficit (9 year plan)
- FY26 - Shift of \$200,000 from VEBA/Severance Assigned Funds
- FY26 - Shift of \$200,000 to Fund 04 for Deficit
- FY26 - Shift of \$100,000 to Fund 04 for Deficit (9 year plan)
- FY26 - \$300,000 in Budget Adjustments
- FY27 - Shift of \$200,000 to Fund 04 for Deficit
- FY27 - \$200,000 in Budget Adjustments
- FY27 - Shift of \$100,000 to Fund 04 for Deficit (9 year plan)
- FY28 - Shift of \$200,000 to Fund 04 for Deficit
- FY28 - Shift of \$100,000 to Fund 04 for Deficit (9 year plan)

FY25 - FY28 Fund Balance Estimates

Data as of 12.30.24

Option 2

Starting Fund Balance - FY25 Estimate	5,092,272.2
Estimated Revenue	27,859,142.0
Estimated Expenditures	26,901,082.0
Transfers to Restricted Funds	(176,923.3)
Ending Fund Balance - FY25 Estimate	5,873,409.0
Unassigned General Fund Expenditures	26,901,082.0
Unassigned General Fund Expenditures/Day	73,701.6
Unassigned General Fund Balance - Ending	5,873,409.0
Estimated Days of Operation	79.7

FY25 Adj.	
Revenue Adj.	
Expense Adj.	
Transfer Adj.	(100,000.0)

Starting Fund Balance - FY26 Estimate	5,873,409.0
Estimated Revenue	28,052,999.4
Estimated Expenditures	27,989,698.9
Transfers to Restricted Funds	(200,024.3)
Ending Fund Balance - FY26 Estimate	5,736,685.2
Unassigned General Fund Expenditures	27,989,698.9
Unassigned General Fund Expenditures/Day	76,684.1
Unassigned General Fund Balance - Ending	5,736,685.2
Estimated Days of Operation	74.8

FY25 Adj.	FY26 Adj.
Revenue Adj.	-
Expense Adj.	(300,000.0)
Transfer Adj.	(100,000.0)

Starting Fund Balance - FY27 Estimate	5,736,685.2
Estimated Revenue	28,133,346.6
Estimated Expenditures	29,097,577.9
Transfers to Restricted Funds	(200,024.3)
Ending Fund Balance - FY27 Estimate	4,572,429.6
Unassigned General Fund Expenditures	29,097,577.9
Unassigned General Fund Expenditures/Day	79,719.4
Unassigned General Fund Balance - Ending	4,572,429.6
Estimated Days of Operation	57.4

FY25 Adj.	FY26 Adj.	FY27 Adj.
Revenue Adj.	-	-
Expense Adj.	(300,000.0)	(200,000.0)
Transfer Adj.		(300,000.0)

Starting Fund Balance - FY28 Estimate	4,572,429.6
Estimated Revenue	28,366,528.4
Estimated Expenditures	30,274,248.9
Transfers to Restricted Funds	(200,024.3)
Ending Fund Balance - FY28 Estimate	2,464,684.8
Unassigned General Fund Expenditures	30,274,248.9
Unassigned General Fund Expenditures/Day	82,943.1
Unassigned General Fund Balance - Ending	2,464,684.8
Estimated Days of Operation	29.7

FY25 Adj.	FY26 Adj.	FY27 Adj.	FY28 Adj.
Revenue Adj.	-	-	550,750.0
Expense Adj.	(300,000.0)	(200,000.0)	
Transfer Adj.			(300,000.0)

Starting Fund Balance - FY25 Estimate	5,092,272.2
Estimated Revenue	27,859,142.0
Estimated Expenditures	26,901,082.0
Transfers to Restricted Funds	(276,923.3)
Ending Fund Balance - FY25 Estimate	5,773,409.0
Unassigned General Fund Expenditures	26,901,082.0
Unassigned General Fund Expenditures/Day	73,701.6
Unassigned General Fund Balance - Ending	5,773,409.0
Estimated Days of Operation	78.3

FY25	
Rev over Exp	958,060.0
Transfers	(276,923.3)
Inc/(Dec) of FB	681,136.7

Starting Fund Balance - FY26 Estimate	5,773,409.0
Estimated Revenue	28,052,999.4
Estimated Expenditures	27,689,698.9
Transfers to Restricted Funds	(300,024.3)
Ending Fund Balance - FY26 Estimate	5,836,685.2
Unassigned General Fund Expenditures	27,689,698.9
Unassigned General Fund Expenditures/Day	75,862.2
Unassigned General Fund Balance - Ending	5,836,685.2
Estimated Days of Operation	76.9

FY26	
Rev over Exp	363,300.5
Transfers	(300,024.3)
Inc/(Dec) of FB	63,276.2

Starting Fund Balance - FY27 Estimate	5,836,685.2
Estimated Revenue	28,133,346.6
Estimated Expenditures	28,597,577.9
Transfers to Restricted Funds	(500,024.3)
Ending Fund Balance - FY27 Estimate	4,872,429.6
Unassigned General Fund Expenditures	28,597,577.9
Unassigned General Fund Expenditures/Day	78,349.5
Unassigned General Fund Balance - Ending	4,872,429.6
Estimated Days of Operation	62.2

FY27	
Rev over Exp	(464,231.3)
Transfers	(500,024.3)
Inc/(Dec) of FB	(964,255.6)

Starting Fund Balance - FY28 Estimate	4,872,429.6
Estimated Revenue	28,917,278.4
Estimated Expenditures	29,774,248.9
Transfers to Restricted Funds	(500,024.3)
Ending Fund Balance - FY28 Estimate	3,515,434.8
Unassigned General Fund Expenditures	29,774,248.9
Unassigned General Fund Expenditures/Day	81,573.3
Unassigned General Fund Balance - Ending	3,515,434.8
Estimated Days of Operation	43.1

FY28	
Rev over Exp	(856,970.5)
Transfers	(500,024.3)
Inc/(Dec) of FB	(1,356,994.8)

Option 2 Adjustments:

- FY25 - Shift of \$100,000 to Fund 04 for Deficit (9 year plan)
- FY26 - Shift of \$200,000 from VEBA/Severance Assigned Funds
- FY26 - Shift of \$200,000 to Fund 04 for Deficit
- FY26 - Shift of \$100,000 to Fund 04 for Deficit (9 year plan)
- FY26 - \$300,000 in Budget Adjustments
- FY27 - Shift of \$200,000 to Fund 04 for Deficit
- FY27 - \$200,000 in Budget Adjustments
- FY27 - Shift of \$100,000 to Fund 04 for Deficit (9 year plan)
- FY28 - Shift of \$200,000 to Fund 04 for Deficit
- FY28 - Shift of \$100,000 to Fund 04 for Deficit (9 year plan)
- FY28 - \$250/APU Operating Referendum (passed fall 2026)

FY25 (2024-2025) Estimates

Revenue	FY24 Estimated Revenue (General Fund, Unassigned)	26,771,624
	FY25 Estimated Changes to Revenue (General Fund, Unassigned)	
	Levy - General, OPEB, CTE, Lease	362,520
	Local Tuition Billing - OLA Summer, MVED	(9,274)
	Activities Increase to Fees from Patrons	30,000
	Admission to Student Activities/Passes	52,500
	Interest Earnings	(30,000)
	Donations/Gifts	(19,225)
	Miscellaneous Revenue	(42,477)
	General Education Revenue	(27,795)
	Special Education Aid / Oshawa Reimbursement	396,951
	Concessions	15,000
	Unemployment Revenue	46,731
	Federal COVID Funds - Extended Day, ESSER III, Homeless	(161,512)
	Sale of Equipment (iPads)	25,000
	Sale of Land	(184,260)
	Solar & Safety Grant Revenue	(96,640)
	12/16/24 Enrollment Adjustment - Increase of 73 Students	730,000
	FY25 Estimated Revenue (General Fund, Unassigned)	27,859,142

Expenses	FY24 Estimated Expenses (General Fund, Unassigned)	27,875,289
	FY25 Estimated Changes to Expenses (General Fund, Unassigned)	
	Federal COVID Funds - Extended Day, ESSER III, Homeless	(156,004)
	Staff Salary/Fringe Expense Increases, Decreases, Shifts	(108,817)
	Consulting Fees/Contracted Services	(44,348)
	MVED Expense Estimates	(60,408)
	Rock Bend Classroom Reduction	(153,442)
	Travel/Staff Development	(10,000)
	Miscellaneous Increases	169
	Districtwide Supplies and Materials	(90,668)
	Electricity, Water, Sewer, Garbage, Fuels	19,914
	Maintenance & Repairs Costs	(20,750)
	Transportation Costs	41,742
	Technology Devices, Subscriptions	(19,993)
	Equipment Purchases (PY - Solar Project, Safety Grant, etc.)	(113,630)
	Dues, Fees, Memberships	(13,700)
	FY25 Budget Adjustments Proposals - Spring 2024 - Actuals Realized	97,662
	Adjustments due to Supt. Resignation/Interim Supt.	(8,631)
	Shift in Employee Time - Code to Construction Fund	(35,257)
	Changes due to Natural Attrition	(162,121)
	Transportation Costs - New Contract	(41,742)
	Q Comp Shift - Additional for PD Days	(7,950)
	Q Comp Shift - Additional for Interventionists	(74,703)
	Nurses' Assistant - North - 2 Days/Week	8,751
	PT Nurse - North - Increased Hours?	13,021
	New Leaves Identified	(43,553)
	District Office Help Time	1,610
	Curriculum Writing School Year Catch-Up	7,640
	New Curriculum Study Plan	1,000
	FY25 Estimated Expenses (General Fund, Unassigned)	26,901,082

FY25 Beginning General Fund, Unassigned Balance	5,092,272
FY25 Estimated Revenue	27,859,142
FY25 Estimated Expenses	26,901,082
FY25 Estimated Transfers to Cover Negative Restricted Fund Balances	(176,923)
FY25 Ending General Fund, Unassigned Balance	5,873,409
Unassigned General Fund Expenditures	26,901,082.0
Unassigned General Fund Expenses/Day	73,701.6
Unassigned General Fund Balance	5,873,409.0
Estimated Days of Operation	79.7

FY26 (2025-2026) Estimates

Revenue	FY25 Estimated Revenue (General Fund, Unassigned)	27,859,142
	FY26 Estimated Changes to Revenue (General Fund, Unassigned)	
	Basic Aid Adjustment Adjustment (2% Basic Formula or \$146 x 2,275 APU)	332,150
	Less Aid for 24 Students	(240,000)
	Less Compensatory Revenue due to Qualification Changes	(237,468)
	SPED Aid (44% Cross Subsidy in FY26)	268,315
	Student Support Personnel Aid (\$40,000 to \$48.73 x APU)	70,861
	FY26 Estimated Revenue (General Fund, Unassigned)	28,052,999

Expenses	FY25 Estimated Expenses (General Fund, Unassigned)	26,901,082
	FY26 Estimated Changes to Expenses (General Fund, Unassigned)	
	Staff Salary/Fringe Expense Increases, Decreases, Shifts	945,359
	New MN Paid Family Leave Tax (estimated 0.44% for employer)	69,300
	Consulting Fees/Contracted Services/Miscellaneous	2,711
	MVED Expense Estimates (4% increase)	51,086
	Electricity, Water, Sewer, Garbage, Fuels (3% increase)	20,161
	Transportation Costs (New Contract - 0% increase)	-
	FY26 Estimated Expenses (General Fund, Unassigned)	27,989,699

FY26 Beginning General Fund, Unassigned Balance	5,873,409								
FY26 Estimated Revenue	28,052,999								
FY26 Estimated Expenses	27,989,699								
FY26 Estimated Transfers to Cover Negative Restricted Fund Balances	(200,024)								
FY26 Ending General Fund, Unassigned Balance	5,736,685								
<table style="width: 100%; border: none;"> <tr> <td style="text-align: right;">Unassigned General Fund Expenditures</td> <td style="text-align: right;">27,989,698.9</td> </tr> <tr> <td style="text-align: right;">Unassigned General Fund Expenses/Day</td> <td style="text-align: right;">76,684.1</td> </tr> <tr> <td style="text-align: right;">Unassigned General Fund Balance</td> <td style="text-align: right;">5,736,685.2</td> </tr> <tr> <td style="text-align: right;">Estimated Days of Operation</td> <td style="text-align: right;">74.8</td> </tr> </table>		Unassigned General Fund Expenditures	27,989,698.9	Unassigned General Fund Expenses/Day	76,684.1	Unassigned General Fund Balance	5,736,685.2	Estimated Days of Operation	74.8
Unassigned General Fund Expenditures	27,989,698.9								
Unassigned General Fund Expenses/Day	76,684.1								
Unassigned General Fund Balance	5,736,685.2								
Estimated Days of Operation	74.8								

FY27 (2026-2027) Estimates

Revenue	FY26 Estimated Revenue (General Fund, Unassigned)	28,052,999
	FY27 Estimated Changes to Revenue (General Fund, Unassigned)	
	Basic Aid Adjustment Adjustment (2.0% Basic Formula or \$149 x 2,235 APU)	333,015
	Less Aid for 41 Students	(410,000)
	SPED Aid (50% Cross Subsidy in FY27)	215,345
	EL Cross Subsidy (25% Cross Subsidy starts in FY27)	73,000
	Unemployment Revenue Potentially Runs Out	(86,000)
	CTE Levy Adjustment (PY Adjustment on the 25 Pay 26 Levy)	(45,013)
	FY27 Estimated Revenue (General Fund, Unassigned)	28,133,347

Expenses	FY26 Estimated Expenses (General Fund, Unassigned)	27,989,699
	FY27 Estimated Changes to Expenses (General Fund, Unassigned)	
	Staff Salary/Fringe Expense Increases, Decreases, Shifts	1,010,235
	Consulting Fees/Contracted Services	2,819
	MVED Expense Estimates (4% Increase)	21,929
	Electricity, Water, Sewer, Garbage, Fuels (3% Increase)	20,767
	Transportation Costs (New Contract - 3%)	52,129
	FY27 Estimated Expenses (General Fund, Unassigned)	29,097,578

FY27 Beginning General Fund, Unassigned Balance	5,736,685										
FY27 Estimated Revenue	28,133,347										
FY27 Estimated Expenses	29,097,578										
FY27 Estimated Transfers to Cover Negative Restricted Fund Balances	(200,024)										
FY27 Ending General Fund, Unassigned Balance	4,572,430										
<table style="width: 100%; border: none;"> <tr> <td style="text-align: right;">Unassigned General Fund Expenditures</td> <td style="text-align: right;">29,097,577.9</td> </tr> <tr> <td style="text-align: right;">Unassigned General Fund Expenses/Day</td> <td style="text-align: right;">79,719.4</td> </tr> <tr> <td style="text-align: right;">Unassigned General Fund Balance</td> <td style="text-align: right;">4,572,429.6</td> </tr> <tr> <td style="text-align: right;">60 Day Expenditure Target</td> <td style="text-align: right;">4,783,163.5</td> </tr> <tr> <td style="text-align: right;">Estimated Days of Operation</td> <td style="text-align: right;">57.4</td> </tr> </table>		Unassigned General Fund Expenditures	29,097,577.9	Unassigned General Fund Expenses/Day	79,719.4	Unassigned General Fund Balance	4,572,429.6	60 Day Expenditure Target	4,783,163.5	Estimated Days of Operation	57.4
Unassigned General Fund Expenditures	29,097,577.9										
Unassigned General Fund Expenses/Day	79,719.4										
Unassigned General Fund Balance	4,572,429.6										
60 Day Expenditure Target	4,783,163.5										
Estimated Days of Operation	57.4										

FY28 (2027-2028) Estimates

Revenue	FY27 Estimated Revenue (General Fund, Unassigned)	28,133,347
	FY28 Estimated Changes to Revenue (General Fund, Unassigned)	
	Basic Aid Adjustment Adjustment (2.0% Basic Formula or \$151 x 2,203 APU)	332,653
	Less Aid for 32 Students	(320,000)
	SPED Aid (50% Cross Subsidy started in FY27)	220,529
	FY28 Estimated Revenue (General Fund, Unassigned)	28,366,528

Expenses	FY27 Estimated Expenses (General Fund, Unassigned)	29,097,578
	FY28 Estimated Changes to Expenses (General Fund, Unassigned)	
	Staff Salary/Fringe Expense Increases, Decreases, Shifts	1,017,407
	MVED Expense Estimates (4% Increase)	25,805
	Electricity, Water, Sewer, Garbage, Fuels (3% Increase)	26,027
	Shift in Employee Time - Bond/Construction Funds Depleted	38,526
	Transportation Costs (New Contract = 3.85%)	68,906
	FY28 Estimated Expenses (General Fund, Unassigned)	30,274,249

FY28 Beginning General Fund, Unassigned Balance	4,572,430								
FY28 Estimated Revenue	28,366,528								
FY28 Estimated Expenses	30,274,249								
FY28 Estimated Transfers to Cover Negative Restricted Fund Balances	(200,024)								
FY28 Ending General Fund, Unassigned Balance	2,464,685								
<table style="width: 100%; border: none;"> <tr> <td style="text-align: right;">Unassigned General Fund Expenditures</td> <td style="text-align: right;">30,274,248.9</td> </tr> <tr> <td style="text-align: right;">Unassigned General Fund Expenses/Day</td> <td style="text-align: right;">82,943.1</td> </tr> <tr> <td style="text-align: right;">Unassigned General Fund Balance</td> <td style="text-align: right;">2,464,684.8</td> </tr> <tr> <td style="text-align: right;">Estimated Days of Operation</td> <td style="text-align: right;">29.7</td> </tr> </table>		Unassigned General Fund Expenditures	30,274,248.9	Unassigned General Fund Expenses/Day	82,943.1	Unassigned General Fund Balance	2,464,684.8	Estimated Days of Operation	29.7
Unassigned General Fund Expenditures	30,274,248.9								
Unassigned General Fund Expenses/Day	82,943.1								
Unassigned General Fund Balance	2,464,684.8								
Estimated Days of Operation	29.7								

FY25 Budget Revisions
 Grade Progression Ratio Model
 Updated 12.16.24

Grade	Pupil Unit Weight	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28
		Total Students	Total Students	Total Students	Total Students	Total Students	Total Students	Total Students	Total Students	Total Students	Total Students
EC	1	48.48	49.23	45.32	39.75	42.33	37.13	44.40	38.00	38.00	38.00
HK	1	30.55	37.80	31.16	28.47	30.83	-	-	-	-	-
KG	1	109.05	113.29	82.77	115.07	101.54	137.19	125.34	130.00	130.00	130.00
1	1	153.93	143.65	144.13	119.84	141.22	135.80	152.57	127.77	132.52	132.52
2	1	165.56	160.44	134.74	137.62	124.50	148.18	147.62	156.02	130.65	135.51
3	1	141.22	166.87	161.65	124.61	138.88	129.95	153.87	148.28	156.71	131.24
4	1	178.21	142.69	169.65	149.47	132.27	146.33	137.87	158.29	152.54	161.22
5	1	165.27	180.77	140.93	158.69	156.96	139.09	148.02	138.72	159.27	153.49
6	1	165.81	172.53	178.24	133.53	153.30	153.86	145.92	149.43	140.04	160.79
7	1.2	184.43	175.08	176.61	175.73	149.41	160.74	161.40	153.48	157.17	147.30
8	1.2	182.77	176.19	174.37	177.76	164.85	149.19	164.88	160.76	152.88	156.55
9	1.2	167.73	188.71	188.22	177.95	191.03	184.30	161.87	174.48	170.13	161.78
10	1.2	196.08	166.11	189.14	190.59	174.26	186.35	184.71	161.50	174.08	169.74
11	1.2	179.37	191.67	158.75	183.23	188.99	172.67	192.00	182.68	159.73	172.17
12	1.2	149.82	178.76	186.69	155.69	181.31	191.69	171.73	191.17	181.89	159.04
EC		48.48	49.23	45.32	39.75	42.33	37.13	44.40	38.00	38.00	38.00
HK		30.55	37.80	31.16	28.47	30.83	-	-	-	-	-
KG		109.05	113.29	82.77	115.07	101.54	137.19	125.34	130.00	130.00	130.00
GR 1-3		460.71	470.96	440.52	382.07	404.60	413.93	454.06	432.06	419.88	399.26
GR 4-6		509.29	495.99	488.82	441.69	442.53	439.28	431.81	446.44	451.86	475.49
GR 7-8		367.20	351.27	350.98	353.49	314.26	309.93	326.28	314.25	310.05	303.85
GR 9-12		693.00	725.25	722.80	707.46	735.59	735.01	710.31	709.84	685.84	662.73
Total ADM		2,218.28	2,243.79	2,162.37	2,068.00	2,071.68	2,072.47	2,092.20	2,070.59	2,035.62	2,009.34
Total WADM		2,430.32	2,459.09	2,377.13	2,280.19	2,281.65	2,281.46	2,299.52	2,275.41	2,234.80	2,202.66
		-	-	-	-	-	-	-	-	-	-

	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28
ADM Difference over PY	25.51	(81.42)	(94.37)	3.68	0.79	19.73	(21.61)	(34.97)	(26.28)
WADM Difference over PY	28.77	(81.97)	(96.94)	1.46	(0.19)	18.06	(24.11)	(40.61)	(32.14)



ADDENDUM

REGULAR BOARD MEETING Thursday, January 23, 2025 SPCC-Governor's Room 6:30PM

VII. ACTION ITEMS

8. AGENDA ITEM #8

Subject: Consider Adoption of Saint Peter Public Schools 2025 Legislative Platform

Action: Requires a Motion

Background: The newly formed "Ad Hoc Legislative Committee" met on Tuesday, January 14, 2025 to consider items to be included on a Saint Peter Public Schools Legislative Platform. These are three focus areas identified for the platform:

1. Enact a "hold harmless" provision that would cover the loss of Compensatory Revenue.
2. Increase Local Optional Revenue (LOR) to \$974 per pupil.
3. Expand Voluntary Pre K for 4-year olds.

The Committee recommends that the full School Board adopt the platform and direct members of the Legislative Committee to share the platform with our local legislators. The platform is included in your packet.

Presentation: Superintendent of Schools, Jeff Olson
Legislative Committee

Options/Recommendation: I recommend your adoption of the Legislative Platform.



Saint Peter Public Schools

2025 Legislative Platform

1. Enact a “hold harmless” provision that would cover the loss of Compensatory Revenue to districts seeing a drop in Compensatory Revenue funding.
 - Compensatory Revenue to the Saint Peter Public Schools is projected to decrease by \$237,468 for FY26.
2. Increase Local Optional Revenue (LOR) to \$974 per pupil and ensure that it is not taken away from currently approved voter levies.
 - LOR has not kept pace with inflation. An increase of \$250 per pupil LOR would result in \$574,380, aid and levy mix, for the Saint Peter Public Schools.
3. Expand Voluntary Pre K to provide services for all low income 4-year olds.
 - Funding for Pre K programs must be sufficient to cover essential program components including licensed teachers, support staff, transportation and sufficient classroom space. In FY24, the Saint Peter Public Schools spent \$227,707 out of the General Fund to cover expenses for the district’s Pre K programs. In FY25, the projection is for the Saint Peter Public Schools to spend \$142,474 out of the General Fund to cover expenses for the district’s Pre K programs.



ADDENDUM

REGULAR BOARD MEETING Thursday, January 23, 2025 SPCC-Governor's Room 6:30 PM

VIII. INFORMATION ITEMS

1. AGENDA ITEM #1

Subject: Enrollment Options: Yearly Comparison Report

Background: As a part of our annual reporting process, information is provided to the School Board on the number of students leaving our district and the number of students coming to our district. The report is included in your packet for review.

Presentation: Superintendent of Schools, Jeff Olson

St. Peter Public Schools - Enrollment Options Report

2024-25

Date	Public		Charter	Online	Parochial	Homeschools	Total Leaving	ECSE-12 Enrollment		% of Total
	Leaving	Coming						Enrollment	% of Total	
2020-21	141	61	14	153	35	404	2180	19%		
2021-22	149	52	21	151	27	400	2087	19%		
2022-23	143	52	15	152	26	388	2086	19%		
2023-24	144	37	14	144	27	366	2091	17%		
2024-25	123	40	21	137	24	345	2105	16%		
Total Leaving										

Date	Leaving		Coming		Net Effect
	Public	Charter	Public	Charter	
12/1/2020	141	174	33		
12/1/2021	149	168	19		
12/1/2022	143	184	41		
12/1/2023	144	197	53		
12/2/2024	123	220	97		

26

Date	Charters		Online		Total
	Public	Charter	Public	Charter	
12/1/2020	61	14	75		
12/1/2021	52	21	73		
12/1/2022	52	15	67		
12/1/2023	37	14	51		
12/2/2024	40	21	61		

Date	Parochial		Home School		Total
	Public	Charter	Public	Charter	
2020-21	153	35	188		
2021-22	151	27	178		
2022-23	152	26	178		
2023-24	144	27	171		
2024-25	137	24	161		

Residents Attending MVED

EC	
KG	
1	1
2	2
3	3
4	2
5	1
6	1
7	2
8	2
9	4
10	1
11	1
12	
Total:	20

St. Peter Enrollments

	Open	Resident	Total
EC	7	65	72
KG	13	112	125
1	14	138	152
2	14	132	146
3	19	133	152
4	14	123	137
5	11	139	150
6	14	131	145
7	13	145	158
8	12	151	163
9	17	143	160
10	27	157	184
11	22	170	192
12	23	146	169
Total Enrollment:			2105

Students Coming to St. Peter 2024-25

Grade	Mankato ISD 0077	Cleveland ISD 0391	Le Sueur ISD 2397	Nicollet ISD 0507	TCU ISD 2905	Sibley East ISD 2310	New Ulm ISD 0088	JWP ISD 2835	Belle Plaine ISD 0716	St. Clair ISD 0075	Richfield ISD 0280	Madelia ISD 0837	Inver Grove Hts ISD 0199	Lake Crystal ISD 2071	WEM ISD 2143	Total
EC	1		2	1	1						2					7
KG	4	4	2	2						1						13
1	3	5	1	3		1			1							14
2	6	3	1	1	2		1									14
3	11	4	2	1				1								19
4	2	3	4	2		1			1	1						14
5	5	1	1		1	2	1									11
6	3		7	2	2											14
7	3	5	2	1			1	1								13
8	5	2	1	2	1		1									12
9	5	3	2	4	1				1						1	17
10	7	7	4	6	1	1		1								27
11	7	7	1	3	1	1						1	1			22
12	8	5	5	2	1					1				1		23
District Total	70	49	35	30	11	6	4	3	3	3	2	1	1	1	1	220

Snapshot Date:

12-2-2024



ADDENDUM

REGULAR BOARD MEETING Thursday, January 23, 2025 SPCC-Governor's Room 6:30 PM

VIII. INFORMATION ITEMS

2. AGENDA ITEM #2

Subject: Superintendent Search Timeline

Background: At a Special Board Meeting on December 16, 2024 you developed, in Consultation with the Minnesota School Boards Association, a timeline for the Superintendent Search for the next Saint Peter Public Schools Superintendent. At tonight's meeting, we will review the upcoming dates, timelines and actions that will be taking place as a part of this process.

Presentation: Board Chair, Charlie Potts
Superintendent of Schools, Jeff Olson

Saint Peter – Superintendent Search Timeline

December 16, 2024 <i>(5:00 pm, Special Meeting)</i>	Planning meeting – Board adopts search timeline, reviews hiring criteria, search procedures, market positioning, and public involvement
December 23 – January 12, 2025	Public Input survey open online and in hard copy
December 23, 2024 – February 18, 2025	MSBA posts opening on local, regional, and national websites, advertises position vacancy, receives applications, and responds to applicants’ inquiries
January 6, 2025 <i>(4:00 pm – will be recorded)</i>	MSBA hosts informational Q&A session on Zoom – will be recorded for viewing throughout the search
January 7, 2025	MSBA holds Search Preview mtgs w/ district leadership
February 18, 2025 <i>(6:00 pm, Special Meeting)</i>	Board meets for interview training, and to discuss public input report, interview questions and procedures
February 18, 2025	Application Deadline
February 19 – March 7, 2025	MSBA conducts screening, preliminary verification of references, pre-interviews of recommended applicants
February 20 – March 7, 2025	Board members review applications
March 7, 2025 <i>(8:00 am, Special Meeting)</i>	Board meets to determine finalists, interview questions and procedures; MSBA reviews interview training
March 11 and 13, 2025 <i>(3:30 pm and 3:30 pm, Special Meeting)</i>	Board conducts first round of interviews
March 20, 2025 <i>(3:30 pm, Special Meeting)</i>	Board conducts reference checks and holds second round of interviews; Board selects lone finalist and sets negotiations process
March 21, 2025	Board designee begins negotiations of employment contract
March 27, 2025 <i>(8:00 am, Special Meeting)</i>	Board meets to approve employment contract
July 1, 2025	New superintendent reports to work
August 1 – December 31, 2025	New Board Team attends MSBA Transition Workshop



ADDENDUM

REGULAR BOARD MEETING Thursday, January 23, 2025 SPCC-Governor's Room 6:30 PM

VIII. INFORMATION ITEMS

3. AGENDA ITEM #3

Subject: New Curriculum Development Model

Background: As you are aware, we have been working on the development of a new Curriculum Review Cycle over the past several months. "Policy 603 - Curriculum Development" places the responsibility for "establishing a long-range curriculum development program" with the Superintendent of Schools. The policy directs the Superintendent to develop timelines that will provide for periodic reviews of each curriculum area. At tonight's meeting, Dr. Graff will share with you our new Three-Year/Seven Phase Curriculum Development Model. In his presentation, he will provide the rationale for the change and give you a brief explanation of what happens at each phase of the process.

Presentation: Superintendent of Schools, Jeff Olson
Career Administrator, Jon Graff

Current

Proposed

Phase	What Happens	Phase	What Happens
1:	Year one during school year: Teams in phase 1 examine current practices and explore best practices. Teams complete a documentation report which includes data, research, information on exemplary programs, site visits, and essentials standards.	1:	Year one during school year Teams in phase 1 explore new standards including guiding philosophy and shifts from the older version. Teams also explore/consider what new knowledge, skill, or strategies are required for teachers to effectively teach the new standards along with what new knowledge and skill students will need to be proficient with the new standards. Teams begin the Documentation Report, focused on where they are at compared to where they need to be.
2:	Year one summer work. Teams in phase 2 create a curriculum improvement plan which details strengths, limitations, and recommendations for curricular improvement.	2:	Year one summer work. Teams in phase 2 review standards, shifts, and guiding philosophies. They unpack standards, study/practice new knowledge, skills, and/or strategies, and begin the bundling process. Teams finish the documentation report which identifies where teams are at, where they are supposed to be according to research on best practice, and how they will bridge the gap (action plan).
3:	Year two work during the school year. Teams in phase 3 begin working toward/researching the items included in their curriculum improvement plan. This may include investigating curricular resources, finalizing plans for improvement, and creating an action plan/budget which will be presented to the board in the spring.	3:	Year two work during the school year. Teams in phase 3 will begin the development of scope and sequence and identify tier 2 and tier 3 vocabulary.
4:	Year two summer work. Teams in phase four complete an implementation plan which outlines departmental scope and sequence and continued professional development needs.	4:	Summer of year two Teams in phase 4 will finalize scope and sequence and tier 2 and tier 3 vocabulary lists. They will also begin the development of lessons utilizing new knowledge, skills, and/or strategies. In addition, teams will begin to explore curricular resources.
		5	School year, year three. Teams implement new standards and make recommendations for new curricular materials
		6	Summer year three. Teams complete the implementation guide which documents how the discipline is taught within SPPS.
		7	School Year, year four. Teams and administrators focus on ensuring effective and efficient implementation by conducting walk throughs and providing ongoing feedback.

Key Differences	Rationale
<p>The proposal extends the curricular review cycle by 3 phases or 2 years. The review cycle is driven by MDE's standard implementation process.</p>	<p>MDE recommends a 5 year implementation process.</p> <p>Extending the process allows time to focus on philosophy, knowledge, skill, and strategies associated with the new standards. It moves us from a focus on changing what we teach to how we teach.</p> <p>The addition of phase 7 puts focus on an implementation year, inclusive of formal processes to ensure effective and efficient implementation.</p>
<p>Time to write curriculum/put it into practice</p>	<p>In phases 2 - 4 of the proposal, teachers are provided with time to write lesson plans, units, and get feedback from peers and administration. This builds confidence and consistency across all teachers.</p>
<p>Timeline for curricular purchase</p>	<p>In the current model, teams make recommendations for curricular purchase before having taught the new standards. The proposal places initial implementation of the new standards in the fall of phase 5, two years after they've started their review of the new standards and at the end of their first year of standard implementation. This allows for deeper understanding/more informed curricular purchases.</p>
<p>Timeline for implementation manual</p>	<p>In the current model, teams create an implementation manual in phase 4, prior to actually teaching the new standards. In the proposal, the implementation manual is written in phase 6, the summer after standards implementation.</p>



ADDENDUM

REGULAR BOARD MEETING Thursday, January 23, 2025 SPCC-Governor's Room 6:30 PM

VIII. INFORMATION ITEMS

4. AGENDA ITEM #4

Subject: Presentation of MSBA's Directors Award

Background: The Minnesota School Boards Association recognizes school board members who complete 100 or more hours of attendance at MSBA sponsored meetings and activities with the "Directors Award." I am pleased, on behalf of the MSBA, to present Bill Kautt with this award for 2024-2025 at tonight's meeting. Congratulations, Bill!

Presentation: Superintendent of Schools, Jeff Olson



Where Minnesota School Boards Learn to Lead

December 2024

Jeffrey Olson, Supt.
St. Peter
100 Lincoln Dr
St. Peter, MN 56082

Dear Superintendent Olson:

The Minnesota School Boards Association Awards Program includes a category of recognition for those persons who complete 100 or more hours of attendance at MSBA sponsored meetings and activities within a four-year period of time. I am pleased to inform you that Bill Kautt has attained the Directors' Award for 2024-2025.

This certificate has been mailed directly to you with the hope that you will present it to Bill with our congratulations, perhaps at your next board meeting.

We at MSBA appreciate the efforts and dedication all Minnesota school board members put forth for the sake of public school children, and we encourage you to urge their continued participation. Thank you!

All of MSBA's award winners will be honored at the *2025 Leadership Conference* Recognition Luncheon on **Thursday, January 16, 2025**. If you plan to attend the luncheon, please be sure to purchase your luncheon tickets as soon as possible.

If you have any questions, please do not hesitate to contact staff member Jackie Fahey at 507-934-8134. MSBA is looking forward to seeing you at the Leadership Conference!

Sincerely,

Katie Klanderud
MSBA Director of Board Development

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MINNESOTA SCHOOL BOARDS ASSOCIATION

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