



**SAINT PETER SCHOOL BOARD**  
**Regular Board Meeting**  
**Monday, July 17, 2023**  
**SPCC-Governor's Room, 600 S. 5th St., Saint Peter,**  
**MN 56082**  
**6:30 PM**

<b>I. Call Meeting to Order</b>	
<b>II. Pledge of Allegiance</b>	
<b>III. Consideration and Adoption of the Agenda</b>	
<b>IV. Consider Requests to Speak on the Agenda</b>	
<b>V. Approval of Consent Agenda Items</b>	<b>3</b>
<b>VI. Action Items</b>	
1. Consider Approval of Tenure Action for Probationary Teachers	19
2. Consider a Resolution Approving a 10-Year Long-Term Facilities Maintenance Revenue Plan	23
3. Consider Approval of 2022-2023 Strategic Action Plan Progress Review & 2023-2024 Action Plan Overview	37
4. Consider a Resolution Authorizing the Superintendent to be Identified Official with Authority (IOWA) for MDE Access	69
5. Consider Approval of Membership in the Minnesota School Boards Association (MSBA) for 2023-2024	71
6. Consider a Resolution Calling for a General Election	73
7. Consider a Resolution Establishing District Regulations Related to Counting of Write-in Votes	78
<b>VII. Information Items</b>	
<b>VIII. Reports</b>	
1. Building Principals	
2. Superintendent of Schools	
3. Board Members	
a. Around the Table	
<b>IX. Upcoming Meetings of the School Board</b> Policy Committee	
Wednesday, July 26, 2023	
4:00 PM	
DO	
Study Session	
Wednesday, July 26, 2023	
5:00 PM	
SPMS-Media Center	
Education Committee	
Tuesday, August 8, 2023	

1:00PM

DO

Business Committee

Wednesday, August 9, 2023

4:00 PM

DO

Regular Board Meeting

Monday, August 21, 2023

6:30 PM

SPCC-Governor's Room

X. **Adjournment**



## ADDENDUM

### REGULAR BOARD MEETING Monday, July 17, 2023 SPCC-Governor's Room 6:30PM

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#### V. CONSENT AGENDA

1. Approval of the Regular Board Meeting minutes of June 22, 2023.
2. Approval of Bills (\$2,605,083.55) and Wire Transfers (\$3,512,813.99) for June 2023.
3. Gifts & Donations
  - a. The acceptance of an in-kind donation from Doug Smithson with Tree & Turf HomeCare. Doug treated two trees on the playgrounds of North and South Elementaries for the prevention of Emerald Ash Borer.
4. Curriculum
  - a. The approval of a 5-12 curriculum purchase for English Language Learners.
5. Personnel
  - a. The approval of the hiring of a Social Worker (Karie Lauwagie) at Saint Peter Middle School for the 2023-2024 school year.
  - b. The approval of the hiring of a Saints Overtime Assistant (Shea Hildebrandt) with Saint Peter Community & Family Education.
  - c. The approval of the hiring of a Saints Overtime Assistant (Katie Allard) with Saint Peter Community & Family Education.
  - d. The approval of the hiring of a 7<sup>th</sup> Grade Science Teacher (Rebecca Herberg) at Saint Peter Middle School for the 2023-2024 school year.
  - e. The acceptance of the resignation of a Special Education Paraprofessional (Zuleika Abdi) at South Elementary.

# **THE MINUTES OF THE MEETING HAVE NOT BEEN APPROVED**

## **Minutes of Regular Board Meeting**

### **The School Board**

### **Saint Peter Public Schools**

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

Members Absent: Ben Leonard

Principals: Jana Sykora

Administrative Team members: Tim Regner, Sharon Petersen, Tami Skinner, Megan Gracia & Shea Roehrkasse

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

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A Regular Board Meeting of the School Board of Saint Peter Public Schools was held Thursday, June 22, 2023, 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/Martens, unanimous)

**IV. Consider Requests to Speak on the Agenda**

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

1. Approval of the Regular Board Meeting minutes of May 15, 2023.
2. Approval of the Special Board Meeting minutes of June 9, 2023.
3. Approval of Bills (\$2,349,662.85) and Wire Transfers (\$3,229,147.95) for May 2023.
4. Gifts & Donations
  - a. The acceptance of a \$2,500.00 donation from Heidi Boyum to the Darren Johnson Memorial Project to be used to purchase a "hammock kit" at North Elementary School.
5. Personnel
  - a. The approval of the hiring of a custodian (Denise Hoehn) at Saint Peter High School beginning May 22, 2023.
  - b. The acceptance of the resignation of a special education paraprofessional (Courtney Leonard) at Saint Peter Middle School at the end of the school year.

- c. The acceptance of the resignation of a special education paraprofessional (Kelly Brancamp) at Saint Peter Middle School at the end of the school year.
- d. The acceptance of the resignation of a 7<sup>th</sup>/8<sup>th</sup> Grade PE Teacher (Abby Moore) at Saint Peter Middle School at the end of the school year.
- e. The approval of the hiring of Summer Saints Overtime Assistant (Krystalin Neary) with Saint Peter Community & Family Education for the summer of 2023.
- f. The acceptance of the resignation of a food service employee (Sandra Lynch) effective June 2, 2023.
- g. The acceptance of the resignation of a TOSA/Instructional Coach (Lori Pierret) with Saint Peter Schools effective June 2, 2023.
- h. The acceptance of the resignation of a custodian (Veronica Otero) at Saint Peter Middle School effective May 25, 2023.
- i. The acceptance of the resignation of a 5<sup>th</sup>/6<sup>th</sup> Grade health teacher (Madison Bergren) at Saint Peter Middle School at the end of the school year.
- j. The approval of the hiring of paraprofessional (Cori Irwin) for summer credit recovery at Saint Peter High School beginning June 5, 2023.
- k. The approval of the hiring of summer school credit recovery teacher (Cayrl Bunkowske) at Saint Peter High School beginning June 5, 2023.
- l. The approval of the hiring of the following seasonal custodians at Saint Peter Public Schools for the summer of 2023.
 

Barry Richards	Heidi Christiansen
Isiah Chambers	Kristen Zeiher
Wyatt Quiring	Marwan Abdi
- m. The approval of the hiring of a sPARK Mobile Arts Studio Assistant (Paloma Mendoza) with Saint Peter Community and Family Education for the Summer of 2023.
- n. The approval to rescind the hiring of a Summer Saints Overtime Assistant (Cassandra Larsen) with Saint Peter Community and Family Education for the Summer of 2023.
- o. The approval of the hiring of Summer Saints Overtime Assistant (Salem Weldegebriel) Saint Peter Community and Family Education for the Summer of 2023.
- p. The approval of the hiring of Summer Saints Overtime Assistant (Bridget Mullaly) Saint Peter Community and Family Education for the Summer of 2023.
- q. The approval of the hiring for Summer Saints Overtime Assistants for the summer of 2023:
 

Hana Ahmed	Mariah Knutson
Alex Dorow	Katie Engeldinger
Heidi Johnson	Skylar Price
Oscar Ramierz	Maria Trochez

Grace Timm

- r. The acceptance of the resignation of a paraprofessional (Tiffany Carlson) at Saint Peter Middle School at the end of the school year.
- s. The approval of the hiring of the following seasonal custodians at Saint Peter Public Schools for the summer of 2023.  
Becky Spector                      Colton Willaert
- t. The approval of the hiring of a student support services secretary (Betsy Wilker) at Saint Peter High School beginning August 28, 2023.
- u. The acceptance of the resignation of a student success coach paraprofessional (Olivia Oeltjen) at North Elementary effective June 1, 2023.
- v. The approval of the hiring of a business manager (Megan Gracia) with Saint Peter Schools beginning June 12, 2023.
- w. The approval of the hiring of an industrial technology/ag science teaching position (Jacob Pehrson) at Saint Peter High School for the 2023-24 school year.
- x. The approval of the hiring of an English learner teaching position (Hsin-Ching (Jean) Liou) at Saint Peter High School for the 2023-24 school year.
- y. The approval of a FMLA request for the office support in the District Office (Erica Walter) beginning upon on arrival date and returning on August 22, 2023.
- z. The approval of the hiring of a First Grade Teacher (Ethan Sindelir) at South Elementary for the 2023-2024 school year.
- aa. The approval of the hiring of a Summer Tech Intern (Andrew Sorbo) with Saint Peter Public Schools.
- bb. The approval of the hiring of a Summer Tech Intern (Wesley Yang) with Saint Peter Public Schools.
- cc. The approval of the hiring of a Summer ESY DCD Teacher (Stephanie Ross) at South Elementary.
- dd. The acceptance of the retirement of a Title 1 and media paraprofessional (Jill Grill) at North Elementary effective June 2, 2023.
- ee. The approval of the hiring of a seasonal custodian (Abdi Omar) with Saint Peter Public Schools beginning June 12, 2023.
- ff. The acceptance of the resignation of a teacher (Emily Onken) at Saint Peter Middle School at the end of the school year.
- gg. The approval of a Saint Peter High School diploma for Javier Martinez who has met the established requirements through coursework with the Adult Basic Education Program.
- hh. The approval of a Saint Peter High School diploma for Ben Kennedy who has met the established requirements through summer school credit completion.

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**VI. Student Spotlight**-Leah Zarn, Rock Bend

Leah has worked incredibly hard to complete credits and is currently on track to graduate in 2024. Way to go Leah!

## VII. Action Items

1. Consider Approval of Candidates for Graduation (Lokensgard/Dixon, unanimous)
2. Consider Approval of a Student Resource Officer Agreement with the City of Saint Peter (Lokensgard/Kautt, unanimous)
3. Consider Approval of Individual Contracts (Lokensgard/Martens, unanimous)
4. Consider Approval of the 2023-2024 Budget (Lokensgard/Dixon, unanimous)
5. Consider a Resolution to Increase Community Education Revenue Due to Population Growth (Stuewe/Martens) YAY: Lokensgard, Stuewe, Potts, Kautt, Dixon, Martens  
NAY: None Resolution Passes
6. Consider Approval of an Increase in Activities Fees (Stuewe/Dixon, unanimous)
7. Consider the Continuation of a Joint Agreement with MVED to Provide Food Service (Dixon/Martens, unanimous)
8. Consider a Resolution to Approve Yearly Governmental Lease (Lokensgard/Dixon)  
YAY: Lokensgard, Stuewe, Potts, Kautt, Dixon, Martens NAY: None Resolution Passes
9. Consider Approval of Memorandum of Understanding between the City of Saint Peter Recreation and Leisure and Saint Peter Community and Family Education (Martens/Kautt, unanimous)
10. Consider Approval of a Swimming Cooperative with Nicollet Public Schools (Dixon/Lokensgard, unanimous)
11. Consider Approval of Authorizing Megan Gracia to Replace Tim Regner as a Signer on District 508 Accounts (Stuewe/Martens, unanimous)
12. Consider Second Reading of Revisions to the Policy Manual (Martens/Dixon, unanimous)
13. Consider Policies for a Single Reading Due to Immaterial Changes (Martens/Kautt, unanimous)
14. Consider Approval to Amend A Previously Passed Resolution of Non-Renewal of Probationary Teacher Contracts (Lokensgard/Stuewe, unanimous)

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## VIII. Information Items

1. School Board Election Filing Dates  
Mr. Gronseth noted that there will be 4 seats on the ballot this year. The filing date begins August 4-August 18, 2023.

## IX. Reports

1. Building Principals  
Mrs. Sykora (ALC)-
  - Wrapping up HS credit recovery
  - Teachers are doing a nice job of individualizing curriculum to meet student needs
  - Rock Bend had a great graduation rate this year and is almost full for next Fall
  - Oshwa Learning Academy is opening another unit

2. Superintendent of Schools
  - Summer School will begin next week
  - Continuing to search for a space for Rock Bend
  - Many thanks to Tim Regner for his role as Business Manager with the district
3. Board Members
  - a. Around the Table
    - Potts-Annual Superintendent Evaluation should be sent back to Chair Potts by next week

#### **X. Upcoming Meetings of the School Board**

Policy Committee  
Wednesday, June 28, 2023  
4:00 PM  
DO

8

Education Committee  
Tuesday, July 11, 2023  
1:00 PM  
DO

Business Committee  
Wednesday, July 12, 2023  
4:00 PM  
DO

Study Session  
Monday, July 17, 2023  
5:00 PM  
SPCC-Traverse des Sioux

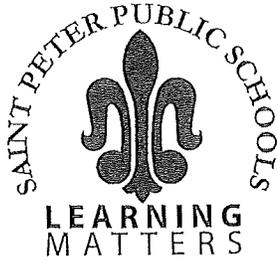
Regular Board Meeting  
Monday, July 17, 2023  
6:30 PM  
SPCC-Governor's Room

**XI. Adjournment**-8:12 PM (Stuewe/Lokensgard, unanimous)

Dated: July 17, 2023

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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: 7/12/2023  
To: Dr. Bill Gronseth - Superintendent  
From: Bee Ong - Finance Accountant  
Re: **Monthly Board Bills, Payroll &  
Student Activity Amounts:**

9

June 2023 - Board Bills	\$644,475.82
June 2023 - Payroll	\$1,960,607.73
June 2023 - Student Activity	\$0.00
	<hr/>
	<u>\$2,605,083.55</u>

St. Peter Public Schools  
Wire Transfer Report

Jun-23

MSDLAF to USBank

(Feb/Aug bond pymt)

MSDLAF to FNB payroll account ACH	6/15/2023	590,000.00
MSDLAF to FNB payroll account ACH	6/30/2023	660,000.00
MSDLAF-Max to FNB BO	6/8/2023	225,000.00
MSDLAF-Max to FNB BO	6/15/2023	600,000.00
MSDLAF-Max to CCF	6/8/2023	200,000.00
FNB-BO to BCBS - medicare health	6/21/23	15,676.50
Wire of federal payroll taxes	6/15/2023	178,931.06
Wire of federal payroll taxes	6/30/2023	42.04
Wire of federal payroll taxes	6/30/2023	176.24
Wire of federal payroll taxes	6/30/2023	229,689.93
Wire of state payroll taxes	6/1/2023	30,514.12
Wire of state payroll taxes	6/16/2023	29,850.25
PERA payments	6/5/2023	25,708.05
PERA payments	6/20/2023	27,555.21
PERA payments	6/30/2023	38.49
PERA payments	6/30/2023	20,796.73
TRA payments	6/5/2023	94,516.12
TRA payments	6/20/2023	91,671.82
TRA payments	6/30/2023	124,293.47
Horace Mann	6/2/2023	2,359.00
Horace Mann	6/21/2023	2,359.00
Horace Mann	6/30/2023	2,359.00
Ameriprise/NBSGroup Bill	6/16/2023	1,850.00
Ameriprise/NBSGroup Bill	6/30/2023	1,850.00
Medsurety-FNB HSA/VEBA	June	708.00
Medsurety-FNB BO	June	8,539.29
Colonial Life	6/6/2023	602.92
Colonial Life	6/6/2023	7,487.30
Pioneer - Dental direct debits	6/5/2023	1,313.56
Pioneer - Dental direct debits	6/12/2023	54.46
Pioneer - Dental direct debits	6/12/2023	1,495.06
Pioneer - Dental direct debits	6/20/2023	3,302.52
Pioneer - Dental direct debits	6/21/2023	1,600.50
Pioneer - Dental direct debits	6/26/2023	4,991.67
CCF - BCBS debits	6/1/2023	109,193.17
CCF - BCBS debits	6/8/2023	52,292.39
CCF - BCBS debits	6/15/2023	51,539.56
CCF - BCBS debits	6/22/2023	74,770.11
CCF - BCBS debits	6/29/2023	39,686.45

Total Wires 3,512,813.99



**TO:** Saint Peter School Board  
**FROM:** Bill Gronseth, Superintendent  
**DATE:** June 14, 2023  
**RE:** Tree Treatment

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Doug Smithson with Tree & Turf HomeCare has donated his services to treat two trees for the prevention of Emerald Ash Borer one at North Elementary and one at South Elementary. He will continue to treat the trees as needed in the future. We thank him for his interest in the Saint Peter Schools and appreciate his efforts to retain the health of these trees on our school grounds. Please accept this in-kind donation from Doug.



**TO:** School Board  
**FROM:** Bill Gronseth  
**DATE:** 07.12.2023  
**RE:** ELL Curriculum

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As part of the May School Board Study Session, we presented information regarding curricular and program reviews along with recommendations for purchases. At that time the ELL curricular review was still in process for grades 5-12. There was not an adopted curriculum for our ELL programs—all materials were teacher made/gathered. The review has now been completed and recommendations were made to the Education Committee. The Committee supported the recommendations and we have moved forward with the purchase of an ELL curriculum for grades 5-12. Materials for enhancements in the areas of ELL writing activities were also included.



Date: June 21, 2023  
To: Bill Gronseth, Superintendent  
Saint Peter School Board  
From: Jon Graff, Principal  
Re: SPMS Social Worker

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Applications were received and interviews took place for a social work position at Saint Peter Middle School. This is a new position.

I am pleased to recommend Karie Lauwagie for the position. Karie comes to us with four years of experience as a school social worker from a neighboring school district.

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**NEW EMPLOYEE SUMMARY**

- Karie Lauwagie
- 1.0 FTE
- Step 5/BA
  - \$51,528
- New Position
- Start Date: 2023-2024 school year

CC: Karie Lauwagie - rklauwagie@gmail.com  
Group Hire Certified



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

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

**SUBJECT:** 2023-24 Saints Overtime Staff

**DATE:** July 6, 2023

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Interviews were conducted, and I am pleased to recommend hiring Shea Hildebrandt as a Saints Overtime Assistant for the summer and a substitute during the 2023-24 school year.

14

This is a replacement position.

**EMPLOYEE SUMMARY**

- **Shea Hildebrandt**
- Rate of pay - \$15.25/hr.
- Part-time hours are to be submitted on a timesheet
- Summer 2023 and 2023-24 School Year substitute during college breaks



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

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

**SUBJECT:** Saints Overtime Staff

**DATE:** June 26, 2023

---

Interviews were conducted, and I am pleased to recommend hiring Katie Allard as a Saints Overtime Assistant for the summer and the 2023-24 school year.

15

This is a replacement position.

**EMPLOYEE SUMMARY**

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



Date: July 11, 2023  
To: Bill Gronseth, Superintendent  
Saint Peter School Board  
From: Jon Graff, Principal  
Re: SPMS 7th grade Science Position

---

Applications were received and interviews took place for a science position at Saint Peter Middle School. This is a replacement position which opened as a result of a resignation

16

I am pleased to recommend Rebecca Herberg for the position. Rebecca comes to us with seven years of science teaching experience from a neighboring school district.

**NEW EMPLOYEE SUMMARY**

- Rebecca Herberg
- 1.0 FTE
- Step 8/MA
  - \$65,113
- Replacement Position
- Start Date: 2023-2024 school year

CC: Rebecca Herberg - zastr049@umn.edu  
Group Hire Certified



**MEMO TO:** Bill Gronseth, Superintendent  
Saint Peter School Board

**FROM:** Doreen Oelke, Principal

**DATE:** July 17, 2023

**SUBJECT:** Abdi - South SpEd Para Resignation

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I am writing to recommend that you accept the resignation of Zuleika Abdi as a SPED paraprofessional at South Elementary.

17

I would like to thank Ms. Abdi for her services and wish her the best.

Please let me know if you have any questions.

Cc:  
Para Hire Group



Sarah Janovsky <sjanovsky@stpeterschools.org>

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**Fwd:**

2 messages

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**Doreen Oelke** <doelke@stpeterschools.org>  
To: Sarah Janovsky <sjanovsky@stpeterschools.org>

Mon, Jul 17, 2023 at 11:20 AM

Hi Sarah,  
I just sent out Zuleika Abdi's para resignation memo. Here is the message that she sent me via email. I did not attach it to the memo.

----- Forwarded message -----  
From: <+16158001011@tmomail.net>  
Date: Mon, Jul 17, 2023 at 10:59 AM  
Subject:  
To: <doelke@stpeterschools.org>

---

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Hey Mrs Oelke! as I mentioned earlier, my daughter is starting Headtart in the fall. And don't have anyone who can help me put her on or off the bus, that been said, I won't be able to work as a full-time Para professional

**T-Mobile**

This message was sent to you by a T-Mobile wireless phone.

--  
Doreen Oelke  
Principal-South Elementary School  
Staff Development & Curriculum Coordinator-Saint Peter Public Schools  
(507) 934-2754

---

 **text.000000.txt**  
1K

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**Sarah Janovsky** <sjanovsky@stpeterschools.org>  
To: Doreen Oelke <doelke@stpeterschools.org>

Mon, Jul 17, 2023 at 11:29 AM

Thanks!  
[Quoted text hidden]



## ADDENDUM

### REGULAR BOARD MEETING Monday, July 17, 2023 SPCC-Governor's Room 6:30PM

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#### VI. ACTION ITEMS

<b>1. AGENDA ITEM #1</b>
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**Subject:** Consider Approval of Tenure Action for Probationary Teachers

**Action:** Requires a Motion

**Background:** The following teachers have successfully completed their probationary period and are recommended for continuing contracts by the building principals:

- Michael Johnson                      Information Technology
- Heather Bakke                         SPHS
- Regina Sirianni                        SPHS
- John Bartholow                        SPMS
- Ariana Bealey                         SPMS
- Stephanie Evans                       SPMS
- Kylie Kuhlman                         SPMS
- Alexandra Rivers                      SPMS

**Presentation:** Superintendent  
Building Principals

**Options/Recommendation:** I recommend the School Board recognize the tenure status of the teachers recommended by the building principals.



**MEMO TO:** Bill Gronseth  
School Board

**FROM:** Gus Sorbo

**DATE:** April 11, 2023

**SUBJECT:** Tenure Recommendation

---

I am pleased to recommend the following teacher on special assignment for tenure with Saint Peter Public Schools effective upon the conclusion of the 2022-2023 school year.

**Michael Johnson - Instructional Technology Coordinator**

Thank you and please contact me should you have any questions.

Cc:  
Michael Johnson



**MEMO TO:** Mr. Gronseth

**FROM:** Annette Engeldinger

**DATE:** June 5, 2023

**RE:** Teacher Tenure Recommendation

---

The following teachers have completed all necessary portions of our supervision and evaluation system, and I am recommending they be granted tenure in Saint Peter Public Schools:

- Heather Bakke
- Regina Sirianni



**MEMO TO:** Bill Gronseth

**FROM:** Jon Graff

**DATE:** June 19, 2023

**RE:** Teacher Tenure Recommendations  
(Adjustment)

---

The following teachers have completed all necessary portions of our probationary teacher supervision and evaluation system. I am recommending they be granted tenure in Saint Peter Public Schools:

- John Bartholow
- Ariana Bealey
- Stephanie Evans
- Kylie Kuhlman
- Alexandra Rivers



## ADDENDUM

### REGULAR BOARD MEETING Monday, July 17, 2023 SPCC-Governor's Room 6:30PM

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#### VI. ACTION ITEMS

<b>2. AGENDA ITEM #2</b>
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**Subject:** Consider 10-Year Long-Term Facilities Maintenance Revenue Plan

**Action:** Requires a Resolution

**Background:** The Long-term Facilities Maintenance (LTFM) Revenue Program provides funding for ongoing maintenance replacement or refurbishing needs. On an annual basis, school districts are required to pass and submit a 10-year Facilities Maintenance Plan to the Minnesota Department of Education. The plan was reviewed by the Business Committee and recommended presentation to the full School Board for acceptance.

**Presentation:** Superintendent of Schools

**Options/Recommendation:** I recommend that you pass this resolution.

**Independent School District No. 0508**  
**Saint Peter Public Schools**

Pursuant to due call and notice thereof, a School Board meeting of Independent School District 0508, State of Minnesota, was held on July 17, 2023 at 6:30 PM for the purpose in part, of approving the District's Fiscal Year (FY) 25 Long-Term Facility Maintenance Ten-Year Plan as established in Minnesota Statutes, section 123B.595.

School Board Member \_\_\_\_\_ introduced the following resolution and moved its adoption.

**Resolution Adopting Independent School District No. FY 25 long-term facilities maintenance ten-year plan**

Be it resolved that the School Board of Independent School District No. 0508, State of Minnesota, approves the attached FY 25 Long-Term Facilities Maintenance Ten-Year Plan.

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

And the following voted against:

Whereupon the resolution was declared duly passed and adopted the 17th day of July 2023.

Date: July 17, 2023

\_\_\_\_\_  
Kate Martens, School Board Clerk

		Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413		Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund						
<b>Instructions:</b> Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2021, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in										
District Info.	Enter Information		District Info.	Enter Information						
District Name:	Saint Peter Public Schools		Date:							
District Number:	0508-01		Email:	mgracia@stpetersschools.org						
District Contact Name:	Megan Gracia									
Contact Phone #	507-934-5703 x1035									
Expenditure Categories			Fiscal Year (FY) Ending June 30							
			2023 (base year)	2024	2025	2026	2027	2028	2029	2030
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.										
Finance Code	Category (1)									
347	Physical Hazards		\$25,215	\$38,836	\$40,777	\$42,816	\$43,672	\$44,546	\$45,437	\$46,345
349	Other Hazardous Materials		\$14,522	\$10,412	\$19,233	\$11,480	\$11,710	\$11,944	\$12,183	\$12,426
352	Environmental Health and Safety Management		\$11,159	\$42,404	\$42,404	\$42,404	\$43,252	\$44,117	\$44,999	\$45,899
358	Asbestos Removal and Encapsulation		\$6,434	\$12,060	\$12,664	\$13,297	\$13,563	\$13,834	\$14,111	\$14,393
363	Fire Safety		\$39,620	\$32,028	\$33,629	\$36,111	\$36,833	\$37,570	\$38,321	\$39,088
366	Indoor Air Quality		\$15,922	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Health and Safety Capital Projects</b>			<b>\$112,872</b>	<b>\$135,740</b>	<b>\$148,707</b>	<b>\$146,108</b>	<b>\$149,030</b>	<b>\$152,011</b>	<b>\$155,051</b>	<b>\$158,151</b>
Finance Code	Remodeling for Gender-Neutral Single-User Restrooms									
	Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025									
UFARS Coding Pending	Remodeling for gender-neutral single user restroom per site.		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Remodeling for Gender-Neutral Single User Projects</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Finance Code	Accessibility									
	Category (4)									
367	Accessibility		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Accessibility Projects</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Finance Code	Deferred Capital Expenditures and Maintenance Projects									
	Category (5)									
368	Building Envelope		\$5,798	\$216,300	\$0	\$25,500	\$54,500	\$81,000	\$70,500	\$33,500
369	Building Hardware and Equipment		\$4,848	\$18,700	\$19,900	\$58,700	\$59,500	\$19,500	\$20,900	\$20,300
370	Electrical		\$16,833	\$10,000	\$10,800	\$30,800	\$59,000	\$12,000	\$12,000	\$62,000
379	Interior Surfaces		\$215,238	\$52,050	\$47,350	\$50,200	\$51,200	\$65,500	\$62,050	\$26,100
380	Mechanical Systems		\$45,462	\$57,200	\$73,200	\$93,200	\$58,400	\$59,900	\$60,900	\$60,900
381	Plumbing		\$70,099	\$81,700	\$82,200	\$67,200	\$84,200	\$69,800	\$84,800	\$89,800
382	Professional Services and Salary		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
383	Roof Systems		\$1,199	\$106,758	\$159,296	\$125,853	\$112,795	\$53,480	\$27,400	\$437,150
384	Site Projects		\$309,365	\$63,650	\$126,750	\$161,800	\$156,150	\$243,650	\$236,550	\$58,000
<b>Total Deferred Capital Expense and Maintenance</b>			<b>\$718,841</b>	<b>\$656,358</b>	<b>\$569,496</b>	<b>\$663,253</b>	<b>\$685,745</b>	<b>\$654,830</b>	<b>\$625,100</b>	<b>\$837,750</b>
<b>Total Annual 10-Year Plan Expenditures</b>			<b>\$831,713</b>	<b>\$792,098</b>	<b>\$718,203</b>	<b>\$809,361</b>	<b>\$834,775</b>	<b>\$806,841</b>	<b>\$780,151</b>	<b>\$995,901</b>
Fund Balance Section										
Fund 01			2023 (base year)	2024	2025	2026	2027	2028	2029	2030
Beginning Fund Balance 01-467-XX			-\$87,883	-\$49,396	\$21,437	\$145,730	\$178,866	\$186,588	\$222,244	\$284,590
LTFM Fiscal Year Revenue - Levy			\$395,872	\$405,320	\$418,247	\$386,616	\$383,181	\$392,480	\$392,474	\$392,469
LTFM Fiscal Year Revenue - AID if Applicable			\$474,328	\$457,611	\$424,249	\$455,881	\$459,316	\$450,017	\$450,023	\$450,028
LTFM Estimated Fiscal Year Expenditures			\$831,713	\$792,098	\$718,203	\$809,361	\$834,775	\$806,841	\$780,151	\$995,901
<b>Ending Fiscal Year Fund Balance 01-467-XX</b>			<b>-\$49,396</b>	<b>\$21,437</b>	<b>\$145,730</b>	<b>\$178,866</b>	<b>\$186,588</b>	<b>\$222,244</b>	<b>\$284,590</b>	<b>\$131,186</b>
End of worksheet										

		Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413		<b>06 Projects Only</b>		ED - 02478-09	
<b>Instructions:</b> Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota the cells provided.							
<b>District Info.</b>		<b>Enter Information</b>					
District Name:		Saint Peter Public Schools					
District Number:		0508-01					
District Contact Name:		Megan Gracia					
Contact Phone #		507-934-5703 x1035					
<b>Expenditure Categories</b>							
		2031		2032		2033	
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.							
<b>Finance Code</b>		<b>Category (1)</b>					
347		Physical Hazards		\$47,272		\$48,218	
349		Other Hazardous Materials		\$12,675		\$12,928	
352		Environmental Health and Safety Management		\$46,817		\$47,754	
358		Asbestos Removal and Encapsulation		\$14,681		\$14,975	
363		Fire Safety		\$39,869		\$40,667	
366		Indoor Air Quality		\$0		\$0	
		<b>Total Health and Safety Capital Projects</b>		<b>\$161,314</b>		<b>\$164,542</b>	
		<b>Remodeling for Gender-Neutral Single-User Restrooms</b>					
<b>Finance Code</b>		<b>Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025</b>					
UFARS Coding Pending		Remodeling for gender-neutral single user restroom per site.					
		\$0		\$0		\$0	
		<b>Total Remodeling for Gender-Neutral Single User Projects</b>					
		\$0		\$0		\$0	
<b>Accessibility</b>							
<b>Finance Code</b>		<b>Category (4)</b>					
367		Accessibility		\$0		\$0	
		<b>Total Accessibility Projects</b>					
		\$0		\$0		\$0	
<b>Deferred Capital Expenditures and Maintenance Projects</b>							
<b>Finance Code</b>		<b>Category (5)</b>					
368		Building Envelope		\$20,000		\$20,000	
369		Building Hardware and Equipment		\$20,300		\$20,300	
370		Electrical		\$62,000		\$13,000	
379		Interior Surfaces		\$29,650		\$10,350	
380		Mechanical Systems		\$60,950		\$62,450	
381		Plumbing		\$86,800		\$102,200	
382		Professional Services and Salary		\$50,000		\$50,000	
383		Roof Systems		\$422,150		\$740,000	
384		Site Projects		\$58,000		\$38,800	
		<b>Total Deferred Capital Expense and Maintenance</b>		<b>\$809,850</b>		<b>\$1,057,100</b>	
		<b>Total Annual 10-Year Plan Expenditures</b>		<b>\$971,164</b>		<b>\$1,221,642</b>	
<b>Fund Balance Section</b>							
		<b>Fund 01</b>		2031		2032	
				2033			
		Beginning Fund Balance 01-467-XX		\$131,186		\$2,519	
		LTFM Fiscal Year Revenue - Levy		\$392,464		\$392,460	
		LTFM Fiscal Year Revenue - AID if Applicable		\$450,033		\$450,037	
		LTFM Estimated Fiscal Year Expenditures		\$971,164		\$1,221,642	
		<b>Ending Fiscal Year Fund Balance 01-467-XX</b>		<b>\$2,519</b>		<b>-\$376,626</b>	
End of worksheet							

<b>Building Envelope</b>		FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
<b>Facility – High School</b>											
Tuckpoint/Caulk	368			3,500		3,500		3,500			
<b>Facility – Middle School</b>											
Tuckpoint/Caulk	368			20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Replace Exterior Doors with Special Lite and new hardware	368										
Door G Pool Doors	368				8,000	8,000					
Door R	368					14,000	14,000				
Doors C and D	368						16,000				
Gas House	368						3,500				
Replace Overhead Doors	368										
Maintenance Garage Rm 125	368					7,000	7,000				
<b>Facility – North Elementary</b>											
Tuckpoint/Caulk	368			2,000			2,000	2,000			
1992 Addition	368				20,000						
Art Room and Staff Lounge	368				6,500	6,500					
<b>Facility – South Elementary</b>											
Replace Outside Doors/Hardware	368										27
Gym doors	368						8,000	8,000			
Lower door	368					8,000					
Tuckpointing - Immediate	368	64,000									
Tuckpointing/Caulk Area 1&2	368	146,300									
<b>Facility – 801 Davis Street</b>											
Replace Exit Doors											
Door 10	368	6,000									
Replace Overhead Doors	368					14,000					
<b>Facility – Hoffman Learning Center</b>											
Replace Entrance Doors	368										
<b>CODE TOTAL</b>	<b>368</b>	<b>\$216,300.00</b>	<b>\$0.00</b>	<b>\$25,500.00</b>	<b>\$54,500.00</b>	<b>\$81,000.00</b>	<b>\$70,500.00</b>	<b>\$33,500.00</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>	<b>\$20,000</b>

<b>Hardware &amp; Equipment</b>		FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	
<b>Facility – High School</b>												
Clock Replacement	369	500	500	500	500	500	500	500	500	500	500	
Public Address System Repairs	369	3,800	3,800	3,800	4,000	4,000	4,000	4,200	4,200	4,200	4,200	
<b>Facility – Middle School</b>												
Clock Replacement	369	500	500	500	500	500	500	500	500	500	500	
Pool Cover Repairs	369		1,200				1,400				1,400	
Public Address System Repairs	369	3,800	3,800	3,800	4,000	4,000	4,000	4,200	4,200	4,200	4,200	
1 <sup>st</sup> /2 <sup>nd</sup> Floor Lockers	369			40,000	40,000							
<b>Facility – North Elementary</b>												
Clock Replacement	369	500	500	500	500	500	500	500	500	500	500	
Public Address System Repairs	369	3,800	3,800	3,800	4,000	4,000	4,000	4,200	4,200	4,200	4,200	
<b>Facility – South Elementary</b>												
Clock Replacement	369	500	500	500	500	500	500	500	500	500	500	
Public Address System Repairs	369	3,800	3,800	3,800	4,000	4,000	4,000	4,200	4,200	4,200	4,200	
<b>Facility – 801 Davis Street</b>												
Hardware Doors/Locks	369	750	750	750	750	750	750	750	750	750	750	
<b>Facility – Hoffman Learning Center</b>												
Hardware Doors/Locks	369	750	750	750	750	750	750	750	750	750	750	
<b>CODE TOTAL</b>		<b>369</b>	<b>\$18,700.00</b>	<b>\$19,900.00</b>	<b>\$58,700.00</b>	<b>\$59,500.00</b>	<b>\$19,500.00</b>	<b>\$20,900.00</b>	<b>\$20,300.00</b>	<b>\$20,300.00</b>	<b>\$20,300.00</b>	<b>\$21,700</b>

<b>Electrical</b>		FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
<b>Facility – High School</b>											
Lighting Controls/Components	370	2,000	2,200	2,200	2,200	2,400	2,400	2,400	2,400	2,600	2,600
LED Light Replacement Phase 1	370							50,000	50,000		
<b>Facility – Middle School</b>											
Lighting Controls/Components	370	2,000	2,200	2,200	2,200	2,400	2,400	2,400	2,400	2,600	2,600
Phase 2 Classroom Lights/Hall Sensors	370			20,000							
Phase 3 Classroom/Hall Lights	370				48,000						
<b>Facility – North Elementary</b>											
Lighting Controls/Components	370	2,000	2,200	2,200	2,200	2,400	2,400	2,400	2,400	2,600	2,600
<b>Facility – South Elementary</b>											
Lighting Controls/Components	370	2,000	2,200	2,200	2,200	2,400	2,400	2,400	2,400	2,600	2,600
LED Light Replacement Phase 1	370										
<b>Facility – 801 Davis Street</b>											
Lighting Controls/Components	370	1,200	1,200	1,200	1,200	1,400	1,400	1,400	1,400	1,600	1,600
<b>Facility – Hoffman Learning Center</b>											
Lighting Controls/Components	370	800	800	800	1,000	1,000	1,000	1,000	1,000	1,000	1,000
<b>CODE TOTAL</b>	<b>370</b>	<b>\$10,000.00</b>	<b>\$10,800.00</b>	<b>\$30,800.00</b>	<b>\$59,000.00</b>	<b>\$12,000.00</b>	<b>\$12,000.00</b>	<b>\$62,000.00</b>	<b>\$62,000.00</b>	<b>\$13,000.00</b>	<b>\$13,000.00</b>

Interior Surfaces		FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
<b>Facility – High School</b>											
White board wall repairs	379			1,400	1,600	1,600	1,800	1,800	1,800		
Carpet./Tile Repair/Replace	379				11,000	11,000	5,500	5,500	5,500		
Replace Bathroom Stalls	379				5,000	5,000					
<b>Facility – Middle School</b>											
White board replacement	379	8,000	8,000	8,000	2,200	2,400	2,400	2,400	2,400		
Carpet./Tile Repair/Replace	379										
Media Center	379	26,000	16,000								
Guidance Suite	379			18,000							
Lobby Entry Mats	379		4,800		4,800		5,200		5,200		5,200
Replace Bathroom Stalls	379	5,000	5,000	5,000	5,000						
Painting - Halls/Classrooms/Door Trim	379	8,000	8,000	8,000	8,000						
Ceiling Tile repair	379						1,400	1,400			
Phase 3 Classroom Ceilings	379					25,000	25,000				
Room Door/Hardware replacement	379				8,000	8,000	8,000	8,500	8,500	8,500	8,500
<b>Facility – North Elementary</b>											
White board replacement	379	2,000	2,200	2,200	2,200	2,400	2,600	2,600	2,600		
Carpet Replacement Floor Covering	379										30
Stair treads	379					6,500	6,500				
Ceiling Tile Replacements	379									650	650
<b>Facility – South Elementary</b>											
White board replacement	379	2,000	2,200	2,200	2,200	2,400	2,400	2,400	2,400		
Painting - Halls/Classrooms	379	450	450	450	500	500	500	500	500	550	550
Ceiling Tile Replacements	379	500	600	600	600	600	650	650	650	650	650
<b>Facility – 801 Davis Street</b>											
Ceiling Tile Replacement	379			250				250			
<b>Facility – Hoffman Learning Center</b>											
Office	379			4,000							
Ceiling Tile Replacement	379	100	100	100	100	100	100	100	100		
<b>CODE TOTAL</b>	<b>379</b>	<b>\$52,050.00</b>	<b>\$47,350.00</b>	<b>\$50,200.00</b>	<b>\$51,200.00</b>	<b>\$65,500.00</b>	<b>\$62,050.00</b>	<b>\$26,100.00</b>	<b>\$29,650.00</b>	<b>\$10,350.00</b>	<b>\$15,550</b>

<b>Mechanical Systems</b>		FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
<b>Facility – High School</b>											
HVAC Mechanical	380	8,500	8,500	8,500	8,500	9,000	9,000	9,000	9,000	9,500	9,500
<b>Facility – Middle School</b>											
HVAC Mechanical	380	14,500	14,500	14,500	14,500	15,000	15,000	15,000	15,000	15,500	15,500
Trap Rebuilding-5 Year rotation	380	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500
<b>Facility – North Elementary</b>											
HVAC Mechanical	380	8,500	8,500	8,500	8,500	9,000	9,000	9,000	9,000	9,500	9,500
Trap Rebuilding-5 Year rotation	380	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500
<b>Facility – South Elementary</b>											
Replace Office A/C Unit	380			20,000							
HVAC Plumbing, Pumps, Motors	380	9,000	9,500	9,500	9,500	9,500	10,000	10,000	10,000	10,000	10,000
<b>Facility – 801 Davis Street</b>											
HVAC Mechanical	380	2,500	3,000	3,000	3,000	3,000	3,500	3,500	3,500	3,500	3,500
<b>Facility – Hoffman Learning Center</b>											
HVAC Mechanical	380	1,200	1,200	1,200	1,400	1,400	1,400	1,400	1,450	1,450	1,450
HVAC-Furnace Replacement	380		15,000	15,000							31
<b>CODE TOTAL</b>	<b>380</b>	<b>\$57,200.00</b>	<b>\$73,200.00</b>	<b>\$93,200.00</b>	<b>\$58,400.00</b>	<b>\$59,900.00</b>	<b>\$60,900.00</b>	<b>\$60,900.00</b>	<b>\$60,950.00</b>	<b>\$62,450.00</b>	<b>\$62,450</b>

<b>Plumbing</b>		FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
<b>Facility – High School</b>											
Water Heaters (FY33)	381									30,000	30,000
Plumbing Repair	381	14,500	14,500	14,500	15,000	15,000	15,000	15,000	15,500	15,500	15,500
<b>Facility – Middle School</b>											
Bradley/RR Sink Repair	381	1,200	1,200	1,200	1,200	1,400	1,400	1,400	1,400	1,400	1,400
Domestic & Pool Water Heater	381		15,000		15,000		15,000		15,000		
Plumbing Repair	381	14,500	14,500	14,500	15,000	15,000	15,000	15,000	15,500	15,500	15,500
<b>Facility – North Elementary</b>											
Water Heater	381							20,000			
Bradley Sink Repair	381	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800
Plumbing Repair	381	14,500	14,500	14,500	15,000	15,000	15,000	15,000	15,500	15,500	15,500
<b>Facility – South Elementary</b>											
Water Heater	381	15,000									
Plumbing Repair	381	14,500	14,500	14,500	15,000	15,000	15,000	15,000	15,500	15,500	15,500
<b>Facility – 801 Davis Street</b>											
Plumbing Repair	381	3,200	3,200	3,200	3,200	3,400	3,400	3,400	3,400	3,600	3,600
<b>Facility – Hoffman Learning Center</b>											
Plumbing Repair	381	2,500	3,000	3,000	3,000	3,200	3,200	3,200	3,200	3,400	3,400
<b>CODE TOTAL</b>	<b>381</b>	<b>\$81,700.00</b>	<b>\$82,200.00</b>	<b>\$67,200.00</b>	<b>\$84,200.00</b>	<b>\$69,800.00</b>	<b>\$84,800.00</b>	<b>\$89,800.00</b>	<b>\$86,800.00</b>	<b>\$102,200.00</b>	<b>\$102,200</b>

<b>Professional Services/Salaries</b>		FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
<b><u>Unassigned Mechanical</u></b>											
	<b>382</b>	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
<b>CODE TOTAL</b>	<b>382</b>	<b>\$50,000</b>									

<b>Roofing Systems</b>		FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
<b>Facility – High School</b>											
Roof Maintenance	383	2,000	3,000	3,000	3,000	3,000	3,500	3,500	3,500	3,500	3,500
<b>Facility – Middle School</b>											
Roof Maintenance	383	5,200	2,500	2,500	2,500	2,700	2,700	2,700	2,700	2,900	
Roof Replacement	383										
Fully Adhered - Area I and K	383			56,715	56,715						
Fully Adhered - Area H	383									106,650	106,650
<b>Facility – North Elementary</b>											
Roof Maintenance	383	2,200	2,400	5,200	5,400	2,600	2,600	2,600	2,600		
Roof Replacement	383										
Fully Adhered - Gym & Boiler Rm	383		54,638	54,638							
Fully Adhered - 2007 Roof	383				41,580	41,580					
Fully Adhered - 1964 Roof	383							409,750	409,750		
Fully Adhered - 1990 Roof	383										213,300
<b>Facility – South Elementary</b>											
Roof Maintenance	383	2,400	2,400	2,400	2,600	2,600	2,600	2,600	2,600	2,800	2,800
Roof Replacement	383										34
Fully Adhered - Gym, Boiler Rm, Link	383	93,558	93,558								
Fully Adhered - Main Building	383									622,950	622,950
<b>Facility – 801 Davis Street</b>											
Roof Maintenance	383	800	800	800	1,000	1,000	1,000	1,000	1,000	1,200	1,200
<b>Facility – Hoffman Learning Center</b>											
Roof Maintenance/Replacement	383	600		600			15,000	15,000			
<b>CODE TOTAL</b>	<b>383</b>	<b>\$106,758.00</b>	<b>\$159,296.00</b>	<b>\$125,853.00</b>	<b>\$112,795.00</b>	<b>\$53,480.00</b>	<b>\$27,400.00</b>	<b>\$437,150.00</b>	<b>\$422,150.00</b>	<b>\$740,000.00</b>	<b>\$950,400</b>

Site Projects		FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
<b>Facility – High School</b>											
Tennis Court	384										
Maintenance/Repair	384	7,000	20,000	20,000	13,500	13,500	7,000	7,000	7,000		
Grounds and Turf Repair	384										
Excluding Athletic Complex	384	6,000	6,000	6,000	6,500	13,500	13,500	6,500	6,500		
Crackfill/Sealcoat/Paint Lots	384	5,400	3,500	12,000	3,500	3,500	3,500	3,500	3,500	3,500	3,500
<b>Facility – Middle School</b>											
Crackfill/Sealcoat/Paint Lots	384	7,000	7,000	7,000	7,000	7,200	7,200	7,200	7,200	7,400	7,400
Repurpose Tennis Courts	384	5,000	5,000								
Replace Band Lot	384		45,000	45,000							
Replace Capitol Drive	384				53,000						
Sidewalk Repair/Replace	384	4,000	4,000	4,250	4,250	4,250	4,250	4,500	4,500	4,500	4,500
Track Maintenance/Repair	384	2,000	6,000	3,000	3,000	3,000	3,200	3,200	3,200	3,400	3,400
Shotput Area corrections	384	6,000	6,000								
Grounds and Turf Repair	384										
Excluding Athletic Complex	384	6,000	6,000	6,000	6,500	13,500	13,500	6,500	6,500		
<b>Facility – North Elementary</b>											
Crackfill/Sealcoat/Paint Lots	384	2,500	3,000	4,500	3,000	3,000	3,500	3,500	3,500	3,500	3,500
Sidewalk Repair/Replacement	384				1,200	1,200	1,200	1,200	1,200	1,200	1,200
Grounds/Turf Repair Maintenance Ball Diar	384	2,300	2,300	2,300	2,400	2,400	2,400	2,500	2,500	2,500	2,500
<b>Facility – South Elementary</b>											
Playground Equipment	384					90,000	90,000				
Grounds Repair and Maintenance	384	3,500	4,000	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500
Crackfill/Sealcoat/Paint Lots	384	4,300	4,300	4,500	4,500	5,800	4,500	4,500	4,500	4,800	4,800
Replace Playground Bituminous	384										
46,338 sq. ft	384					75,000	75,000				
Sidewalk Replace/Repair	384		1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
<b>Facility – 801 Davis Street</b>											
Grounds/Turf Maintenance	384	1,850	1,850	1,850	1,900	1,900	1,900	1,900	1,900	1,950	1,950
Crackfill/Sealcoat/Paint Lots	384	800	800	900	900	900	900	1,000	1,000	1,050	1,050
Replace South Lot	384				40,000						
<b>Facility – Hoffman Learning Center</b>											
Crackfill/Sealcoat/Paint Lots	384		1,000		500	500	500	500	500	500	500
Parking Lot Replacement	384			40,000							
<b>CODE TOTAL</b>	<b>384</b>	<b>\$63,650</b>	<b>\$126,750</b>	<b>\$161,800</b>	<b>\$156,150</b>	<b>\$243,650</b>	<b>\$236,550</b>	<b>\$58,000</b>	<b>\$58,000</b>	<b>\$38,800</b>	<b>\$38,800</b>





## ADDENDUM

### REGULAR BOARD MEETING Monday, July 17, 2023 SPCC-Governor's Room 6:30PM

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#### VI. ACTION ITEMS

##### ***3. AGENDA ITEM #3***

**Subject:** 2022-2023 Strategic Action Plan Progress Review & 2023-2024 Action Plan Overview

**Action:** Requires a Motion

**Background:** Following the development of our 2022-2027 Strategic Direction Plan, an Action Plan was developed for the 2022-2023 school year. Much has been accomplished in the past year. The Administrative Team will be presenting a summary of the progress made on each of the action steps in the 2022-2023 Strategic Action Plan which will be followed by an overview of the 2023-2024 Action Plan.

**Presentation:** Superintendent of Schools  
Administrative Team

**Options/Recommendation:** I recommend approving the 2023-2024 Action Plan.

# **Saint Peter Public Schools 2022-2023 Action Plan Review & 2023-2024 Action Plan**



# 2022-2027 Strategic Direction Goals

## Equity, Inclusion, Cultural Responsiveness in all that we do

### High Achievement for All

Goal 1: Ensure guaranteed, culturally relevant curriculum, instruction, and assessment.

Goal 2: Improve delivery of Interventions through an enhanced multi-tiered system of support.

Goal 3: Align and enhance the delivery of Special Education Services.

### Safe & Welcoming Environment

Goal 1: Implement a system of support that addresses the social-emotional needs of students.

Goal 2: Continue to cultivate and support an educational environment that reflects the diversity of the Saint Peter Schools community.

Goal 3: Provide facilities that foster safe and welcoming learning environments and enhance community partnerships.

### Efficient & Effective Systems

Goal 1: Develop, implement, and support an effective communication plan for all stakeholders.

Goal 2: Ensure staffing and support services meet the educational needs of the district.

Goal 3: Retain and recruit high quality staff while increasing diversity.

# 2022-2023 Action Plan Review



# High Achievement for All

Goal 1: Ensure guaranteed, culturally relevant curriculum, instruction, and assessment

Goal 2: Improve Delivery of interventions through an enhanced multi-tiered system of support.

Goal 3: Align and enhance the delivery of special education services.



## Goal 1: Ensure guaranteed, culturally relevant curriculum, instruction, and assessment

<p><b>Gather exemplars for potential curricular review changes</b> Identify exemplar districts Sends requests to exemplar districts Search for conferences on the topic Search for information on implementation science Lead: Doreen</p>	<p><a href="#">Curriculum Review Exemplar Feedback</a></p>
<p><b>Refocus PLC Process</b> Review current handbook Develop 2022-2023 PLC timeline Make adjustments to current handbook Review with BLTs Review with PLC leaders Lead: Jon</p>	<p><a href="#">PLC Handbook</a> <a href="#">PLC Leader Dates to Remember</a></p>
<p><b>Historically accurate/Culturally relevant:</b> Resurrect/review the PD framework Stakeholder surveys/focus groups Identify PD opportunities for Ayan Develop PD plan Lead: Ayan</p>	<p><a href="#">The vision of the Office of Education Equity for 2022-23 school year</a>, <a href="#">Let's Talk About Culture</a>, <a href="#">Trauma and Youth</a>, <a href="#">What is Ramadan?</a>, <a href="#">First training for Educational Interpreters of Spoken Languages</a>, <a href="#">Hispanic Culture</a>, <a href="#">Mindfulness and Restorative Practice</a>,</p>



## Goal 2: Improve Delivery of Interventions Through an Enhanced Multi-tiered System of Support

<p><b>MTSS Process:</b> Define the MTSS and problem solving process Implement Problem solving lead collaboration meetings Gather Data of what works and what doesn't. Define an MTSS/problem solving team data collection format for P-12 data collection</p> <p>Lead: Darin</p>	<p><a href="#">Percent of faculty utilizing RTI/MTSS</a></p>
<p><b>Clarification of Instructional Framework</b> Identify training needs and options</p> <p>Lead: Darin</p>	<p><a href="#">Draft of K-12 MTSS Manual</a></p>



## Goal 3: Align and Enhance the Delivery of Special Education Services

<p><b>Complete Special Education Program Review SPED Process</b> <b>Continue to identify and align SPED curriculum and programming district wide</b></p> <ol style="list-style-type: none"><li>1. Identify timeline for ongoing SPED programming meetings</li><li>2. Implement ongoing SPED programming meetings</li></ol> <p>Lead: Sara K</p>	<p>After setting goals for a comprehensive review, it was determined that reviewing each disability area separately was more prudent. The process began with the DCD program. The Sped team reviewed current practices and determined a curriculum was needed for alignment of standards and practices. <i>Unique</i> has been purchased by MVED and will be implemented in DCD Classrooms. The same process has begun to determine curricular materials to be used in Specific Learning Disability (SLD) classes.</p>
<p><b>Improve communication between MVED and the district.</b></p> <p><b>Discuss MVED Structure</b></p> <ol style="list-style-type: none"><li>1. MVED leadership discussion</li><li>2. Plans, leadership roles, communication, and programming</li></ol> <p>Lead: Bill</p>	<p>A new structure is in place with an executive director for more cohesive leadership. <a href="#">2022 Review of MVED Administrative and Organizational Structure</a> Each district has an identified coordinator for better PreK-12 alignment. Monthly meetings are held with the coordinator and superintendent. Reports from all partner districts on improved communication and alignment of services.</p>



# Safe & Welcoming Environment

Goal 1: Implement a system of support that addresses the social-emotional needs of students.

Goal 2: Continue to cultivate and support an educational environment that reflects the diversity of the Saint Peter Schools community.

Goal 3: Provide facilities that foster safe and welcoming learning environments and enhance community partnerships.



# Goal 1: Implement a System of Support That Addresses the Social Emotional Needs of Students

<p><b>Identify an SEL Curriculum/Screeners</b></p> <ol style="list-style-type: none"> <li>1. Identify district needs and clarify tiered approach</li> <li>2. Research and review SEL curriculum and screeners</li> <li>3. Make a recommendation for adoption</li> </ol> <p style="text-align: right;">Lead: Jana</p>	<ol style="list-style-type: none"> <li>1. <a href="#">SEL curriculum review and recommendation document</a></li> <li>2. Character Strong <a href="#">price quote</a></li> <li>3. Character Strong teacher survey <a href="#">results</a></li> <li>4. <a href="#">Curriculum Rubric</a></li> </ol>
<p><b>Conduct a needs assessment and review data to determine the level of professional support that is needed at all sites</b></p> <ol style="list-style-type: none"> <li>1. Create a time-study document/method/process/plan and do a time study of counselors, social workers, support services staff to determine time allocation</li> <li>2. Utilize MySaebars data to identify and define student needs (behavior, academic, social, emotional)</li> <li>3. Review caseloads at similar districts and schools</li> <li>4. Develop flow-chart and clarify roles for student services staff and liaisons</li> </ol> <p style="text-align: right;">Lead: Jana</p>	<ol style="list-style-type: none"> <li>1. Did not conduct a time study for counselors, social workers and support services.             <ol style="list-style-type: none"> <li>a. Barriers: Staff reduction year, staff/faculty deaths, access to a tool</li> </ol> </li> <li>2. Student support team reviewed mySAEBRS data to evaluate areas of need.</li> <li>3. Gathered caseload data from other districts.             <ol style="list-style-type: none"> <li>a. <a href="#">Document in progress</a></li> </ol> </li> <li>4. Have not developed flow-chart to clarify roles for students services staff and liaisons.             <ol style="list-style-type: none"> <li>a. Barriers: Perception of need for this? New coordinator for office of education equity getting to know and restructure liaisons</li> </ol> </li> </ol>



## Goal 2: Continue to Cultivate and Support an Educational Environment That Reflects the Diversity of the Saint Peter Public Schools Community

<p><b>Conduct Annual Equity Walkthrough</b></p> <ol style="list-style-type: none"><li>1. Create an equity walkthrough rubric.</li><li>2. Identify site teams to conduct walkthroughs. community members.</li><li>3. Train the walkthrough team on the rubric</li><li>4. Conduct the walk throughs</li><li>5. Debrief and identify areas of strength and areas for improvement</li><li>6. Develop a short term action plan to address areas for improvement</li></ol> <p style="text-align: right;">Lead: Ayan</p>	<p>Ayan worked with Equity Advisory Council Members to build capacity for equity walkthrough.</p> <p>Equity Advisory Council Website</p> <ul style="list-style-type: none"><li>• <a href="https://www.saintpeterschools.org/o/oe/page/equity-advisory-council">https://www.saintpeterschools.org/o/oe/page/equity-advisory-council</a></li></ul> <p>The team reviewed equity walk notes from 2020 and is in the process of planning for 2023 equity walk:</p> <ul style="list-style-type: none"><li>• <a href="#">2020 Equity Walk Summary</a></li></ul>
<p><b>Collect perception data</b></p> <ol style="list-style-type: none"><li>1. Develop and distribute perception surveys</li><li>2. Analyze data</li><li>3. Make recommendations based on findings/data</li><li>4. Develop a short term action plan to address areas for improvement</li></ol> <p style="text-align: right;">Lead: Ayan</p>	<p>Barriers:</p> <p>Need to identify key stakeholders for surveys in order to minimize saturation of surveys among stakeholders.</p>



## Goal 3: Provide Facilities That Foster Safe and Welcoming Learning Environments and Enhance Community Partnerships

<p><b>Evaluate the process for community use of facilities.</b></p> <ol style="list-style-type: none"><li>1. Gather information regarding current practice for facilities use.</li><li>2. Gather feedback from previous users through a survey</li><li>3. Gather examples of other school district policies and practices</li><li>4. Review current practice and feedback.</li><li>5. Make recommendations for new facility use practice/procedures/policy.</li><li>6. Implementation of the updated Facilities Use Policy and Procedure plan.</li></ol> <p style="text-align: right;">Lead: Bill</p>	<p><a href="#">Facility Use</a> section of website is updated</p> <p>New policy adopted in <a href="#">November</a></p> <p>New <a href="#">fee schedule</a> adopted.</p> <p>Hoping to gather data regarding satisfaction of community groups and organizations</p>
<p><b>Conduct site walkthroughs focused on clean, safe environments and welcoming exteriors.</b></p> <ol style="list-style-type: none"><li>1. Create a walkthrough rubric.</li><li>2. Identify one district team consisting of administrators, teachers, coaches, custodial staff</li><li>3. Train the walkthrough team on the rubric</li><li>4. Conduct the walk through</li><li>5. Debrief and identify areas of strength and areas for improvement</li><li>6. Develop a short term action plan to address areas for improvement</li></ol> <p style="text-align: right;">Lead: Sharon</p>	<ul style="list-style-type: none"><li>● <a href="#">Middle School Student Survey Perception Data</a></li><li>● Developing walkthrough rubric<ul style="list-style-type: none"><li>○ Document in progress</li></ul></li></ul>



# Effective & Efficient Systems

Goal 1: Develop, implement, and support an effective communication plan for all stakeholders.

Goal 2: Ensure staffing and support services meet the educational needs of the district.

Goal 3: Retain and recruit high quality staff while increasing diversity.



## Goal 1: Develop, implement, and support an effective communication plan for all stakeholders

<p><b>Website</b> Assign Roles Rollout Implementation Building Site and App Marketing Plan</p> <p>Lead: Gus/Heather</p>	<p><a href="http://www.stpetersschools.org">www.stpetersschools.org</a> <a href="http://www.saintpetersschools.org">www.saintpetersschools.org</a> 508 Saints App in Apple and Google app store</p>
<p><b>Consistent Communication</b> Technology - Review what is being used Expectations of what is being sent to families Streamline what we have</p> <p>Lead: Gus/Heather</p>	<p><a href="http://www.Portal.stpetersschools.orgbit.ly/sppsapproved">www.Portal.stpetersschools.orgbit.ly/sppsapproved</a> apps</p>
<p><b>Welcome Environment</b> Culture Hashtag Set expectations for office staff</p> <p>Lead: Heather</p>	<p>#Saints508</p>
<p><b>Coffee Talk</b> Set meetings to invite public to chat with board and Superintendent to voice opinions</p> <p>Lead: Bill</p>	<p><a href="#">Schedule</a></p>



## Goal 2: Ensure Staffing and Support Services Meet the Educational Needs of the District

<p><b>Determine team of decision-makers to create needs assessment</b> Determine team and ask for participation</p> <p style="text-align: right;">Lead: Bill</p>	<p>Staffing levels have improved following COVID because there are more people seeking employment. Caseload studies were completed for special education programs. Staffing levels were found to be lower than regional comparative school districts. It was determined that further efforts in this area were not necessary.</p>
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### Goal 3: Retain and Recruit High Quality Staff While Increasing Diversity

<b>Determine different plan/team for Retaining and Recruiting</b> Create team  Lead: Ytive	<a href="#">Staff Retention Survey Results</a>
<b>Review Demographic data</b> Students data Staff data  Lead: Bill	Enrollment <a href="https://meetings.boardbook.org/Meeting/In/567770/?AgendaItem=13210493">https://meetings.boardbook.org/Meeting/In/567770/?AgendaItem=13210493</a>
<b>Create Job Fair Crew</b> Staff from multiple buildings to join  Lead: Ytive/Heather	We did not attend any job fairs due to reductions being made



# 2023-2024 Action Plan



# High Achievement for All

Goal 1: Ensure guaranteed culturally relevant curriculum, instruction, and assessment.	
	<b>Action 1: Review and Restructure Curricular and Program Review Process</b>
Details	Define curricular review process Develop timeline Separate program review from curricular review process
Lead	Doreen
Resources needed	Admin team time
Benchmarks/outcomes	Updated and Improved Curriculum and Program Review Processes/Documents
Completion Date	June 2024
Measurement	Completed Plan



# High Achievement for All

<b>Goal 1: Ensure guaranteed culturally relevant curriculum, instruction, and assessment.</b>	
	<b>Action 2: Develop Professional Development Plan</b>
Details	PD needs assessment, identify/define structure (ie. PGO,PGOM), and develop 2024-2025 Professional Development Calendar
Lead	L1 - Doreen, Ayan L2 - principals
Resources needed	
Benchmarks/outcomes	2024-2025 Professional Development Plan/Calendar
Completion Date	June 2024
Measurement	2024-2025 Completed Professional Development Plan



# High Achievement for All

<b>Goal 2: Improve delivery of interventions through an enhanced multi-tiered system of support</b>	
	<b>Action: Implement specific elements from handbook to define K-12 MTSS framework</b>
Details	Review the district's MTSS process. Develop a timeline for implementation. Begin implementing specific components. Develop an implementation fidelity assessment
Lead	Darin Doherty
Resources needed	Release time for MTSS leads
Benchmarks/outcomes	Full implementation of identified components of the MTSS process
Completion Date	May 2024
Measurement	Surveys from leads, teachers, and parents Percentage of effective interventions



# High Achievement for All

Goal 3: Align and enhance the delivery of Special Education Services	
	<b>Action 1: SLD Reading Curricular Review</b>
Details	Determine appropriate SLD reading curriculum through a review of current curriculum, professional development on the science of reading, conducting a needs assessment, and piloting curriculum to fill potential gaps.
Lead	Sara Kral
Resources needed	Time, money for staff compensation (curriculum development and staff development), curricular options
Benchmarks/outcomes	Program Improvement Plan (recommendations)
Completion Date	May 2024
Measurement	n/a



# High Achievement for All

<b>Goal 3: Align and enhance the delivery of Special Education Services</b>	
	<b>Action 2: Implement Unique DCD Curriculum</b>
Details	Continued coaching, training, and identify accountability system
Lead	Sara Kral
Resources needed	Unique Curriculum, training time
Benchmarks/outcomes	Implementation Plan
Completion Date	2023-2024 school year
Measurement	Student achievement data



# Safe & Welcoming Environment

Goal 1: Implement a system of support that addresses the social emotional needs of students.	
	<b>Action: Implement Character Strong curriculum.</b>
Details	Gain board approval to purchase SEL curriculum. Develop an implementation plan, train teachers and implement the new curriculum in all schools.
Lead	Sykora + Student Support Services Team
Resources needed	Character Strong Curriculum purchased, tech support, training for staff
Benchmarks/outcomes	May 2023: School board presentation on Character Strong Spring 2023: Build awareness and support by communicating data and curriculum overview Aug 2023: Curriculum Writing -- SSS team develop training plan and site plans with admin Back-to-school workshop: Training for teachers
Completion Date	Teachers will begin facilitating lessons in September 2023
Measurement	Teacher and student survey data to determine implementation Review SAEBRS and mySAEBRS data to assess effectiveness



# Safe & Welcoming Environment

Goal 2: Continue to cultivate and support an educational environment that reflects the diversity of the Saint Peter Public Schools community.	
	<b>Action: Conduct equity walk and collect perception data</b>
Details	Office of Education Equity and the Education Equity Advisory Council will utilize an equity rubric to walk through district sites to assess the educational environments. The walk-throughs will look for evidence of inclusivity and representation. Walk-through data will help the EEAC and OEE develop a perception survey to collect additional data.
Lead	Ayan Musse and EEAC
Resources needed	Rubric for walk-through EEAC and community volunteers Training for Equity Walk-through Financial resources for substitute teachers if teachers will be involved in the walk/assessment
Benchmarks/outcomes	Summer 2023: Education and collection of resources Fall 2023: Training on equity walk Winter 2023: Equity walk (all district sites) Spring 2023: Perception data collection Data review and share information
Completion Date	May 2024
Measurement	Data collection through equity walk and perception data



# Safe & Welcoming Environment

Goal 3: Provide facilities that foster safe and welcoming learning environments and enhance community partnerships.	
	<b>Action: Develop a process for facilities use and promote public use.</b>
Details	Utilize new facilities policy to refresh the process for public use of facilities. Due to staffing changes, tasks will be divided among new individuals and multiple departments.
Lead	Sharon, Tami, Shea and Bill
Resources needed	Funding for new reservation system Funding for new door/security access system Training for new staff involved in the process
Benchmarks/outcomes	Spring 2023: Make decisions about software/program and discuss staffing resources Summer 2023: Begin implementation of new software program and communicate new processes and practices to frequent users Fall 2023: Full implementation - survey users for feedback periodically
Completion Date	September 2023
Measurement	Survey data from users



# Effective & Efficient Systems

<b>Goal 1: Develop, implement, and support an effective communication plan for all stakeholders</b>	
	<b>Action 1: Conduct Website Perception Survey</b>
Details	Create a survey and send it to stakeholders to gauge perception of the new website after year 1, and ask for suggestions/feedback.
Lead	Gus Sorbo, Kurt Hildebrandt
Resources needed	Google Form
Benchmarks/outcomes	N/A
Completion Date	October 2023
Measurement	Analyze results



# Effective & Efficient Systems

<b>Goal 1: Develop, implement, and support an effective communication plan for all stakeholders</b>	
	<b>Action 2: Streamline Crisis Go</b>
Details	Continue to find ways to make it work better and sync/streamline
Lead	Gus Sorbo, Jon Hughes
Resources needed	Training and Sync Implementation Funding
Benchmarks/outcomes	N/A
Completion Date	June 2024
Measurement	Nightly syncs with Infinite Campus are successful



# Effective & Efficient Systems

Goal 1: Develop, implement, and support an effective communication plan for all stakeholders	
	<b>Action 3: Establish a team to review programs for data privacy and curriculum alignment</b>
Details	Ask for volunteers and/or appoint team members to review teacher program requests
Lead	Gus Sorbo, Michael Johnson
Resources needed	Application Use Data, Process to request apps
Benchmarks/outcomes	A team is created and criteria established
Completion Date	Fall 2023
Measurement	Teachers know the process to request applications



# Effective & Efficient Systems

Goal 1: Develop, implement, and support an effective communication plan for all stakeholders	
	<b>Action 4: Evaluate Website Roles</b>
Details	With staffing changes, update Building Champions and website calendar editors
Lead	Gus Sorbo, Kurt Hildebrandt
Resources needed	List of Building Champions Training How-To Guide Style Guide
Benchmarks/outcomes	Building calendars are completed and updated
Completion Date	Fall 2023
Measurement	Each building has a person trained on the website and updating regularly



# Effective & Efficient Systems

Goal 2: Ensure staffing and support services meet the educational needs of the district	
	<b>Action 1: Conduct Staffing Audit</b>
Details	Needs assessment for each district building and staff needed. Review audits regularly and make best decisions within budget.
Lead	Principal and Program Leads
Resources needed	Student needs data Site/Department needs data Audit Data Budget Guidelines
Benchmarks/outcomes	Audit is completed yearly
Completion Date	Ongoing
Measurement	Staffing meets student needs



# Effective & Efficient Systems

<b>Goal 2: Ensure staffing and support services meet the educational needs of the district</b>	
	<b>Action 2: Recruit employees based on identified needs</b>
Details	Using the audit to help find employees that are needed
Lead	Principal and Program Leads
Resources needed	Job Fairs Promoting opportunities Social Media Postings
Benchmarks/outcomes	
Completion Date	Ongoing
Measurement	Staffing meets identified needs



# Effective & Efficient Systems

Goal 3: Retain and recruit high quality staff while increasing diversity	
	<b>Action: Develop a comprehensive plan for retaining high quality staff in all employment groups of the school district.</b>
Details	Use data to help retain high quality current staff in all different employment groups of the district
Lead	Recruitment and Retention Team
Resources needed	Staff retention survey data Staff and student demographic data
Benchmarks/outcomes	
Completion Date	Ongoing
Measurement	Staff retainment numbers





## ADDENDUM

### REGULAR BOARD MEETING Monday, July 17, 2023 SPCC-Governor's Room 6:30PM

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#### VI. ACTION ITEMS

##### **4. AGENDA ITEM #4**

**Subject:** Superintendent to be Identified Officials with Authority (IOwA) for MDE Access

**Action:** Requires a resolution

**Background:** The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties. We recommend the Board authorize Superintendent Bill Gronseth to act as the Identified Official with Authority (IOwA) for St. Peter Public School District 0508-01."

**Presentation:** Superintendent of Schools

**Options/Recommendation:** I recommend naming the Superintendent as Identified Official with Authority for MDE Access per the wording of the resolution.

**Instructions for Districts and Schools:** Copy the form below onto your district or school letterhead, complete the information requested in the six spaces shown, then scan and email the completed form to: [useraccess.mde@state.mn.us](mailto:useraccess.mde@state.mn.us).

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## Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

### Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: Saint Peter Public Schools

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000):0508-01

Superintendent or Exec. Director Name: Bill Gronseth

Will act as the IOwA?  Yes  No

If no, identify below the individual who will act as the IOwA for your organization.

---

The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Board Member Signature:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Once the EDIAM Board Resolution is completed, scan and email it to: [useraccess.mde@state.mn.us](mailto:useraccess.mde@state.mn.us)



## ADDENDUM

### REGULAR BOARD MEETING Monday, July 17, 2023 SPCC-Governor's Room 6:30PM

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#### VI. ACTION ITEMS

##### ***5. AGENDA ITEM #5***

**Subject:** Consider Approval of Minnesota School Boards Association (MSBA) Membership

**Action:** Requires a Motion

**Background:** This item is in regard to our membership in the Minnesota School Boards Association (MSBA). The MSBA provides policy updates, legal advice, in-service training for board members, BoardBook, financial services, and lobbying efforts on behalf of member schools. Virtually every school district in the state of Minnesota belongs to MSBA. The cost for membership is \$9,022.00 per year.

**Presentation:** Superintendent of Schools

**Options/Recommendation:** I recommend that you approve our membership in MSBA.



**Minnesota School Boards Association**  
**1900 West Jefferson Avenue**  
**St. Peter, MN 56082-3015**  
**507-934-2450 or 800-324-4459**

Invoice	INV-04802-LOX1L9
Date	6/1/2023
Amount Due	\$9,772.00
Date Due	8/15/2023

St. Peter  
 100 Lincoln Dr Ste 229  
 Saint Peter, MN 56082-1339

Customer Name	Purchase Order No.		
St. Peter			
Description	Quantity	Unit Price	Ext. Price
Policy Services Subscription - St. Peter	1	\$750.00	\$750.00
ISD Membership - St. Peter	1	\$6,922.00	\$6,922.00
BoardBook Subscription Tier 1 - St. Peter	1	\$2,100.00	\$2,100.00

JUN - 1 2023

Dues for your district are based on "Average Daily Membership of Students Served" for the fiscal year ended June 30, 2022, as provided by the Minnesota Department of Education.

MSBA is not able to accept Credit, Debit, or Procurement Cards as a method of payment of your 2023-2024 Dues Invoice. Please remit payment of this invoice to MSBA by CHECK. Thank you for your cooperation.

In accordance with IRS Code Sec. 6113, contributions or gifts (including membership dues) to MSBA are not deductible as charitable contributions for Federal income tax purposes.

<b>Subtotal</b>	\$9,772.00
<b>Total</b>	\$9,772.00



## ADDENDUM

### REGULAR BOARD MEETING Monday, July 17, 2023 SPCC-Governor's Room 6:30PM

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#### VI. ACTION ITEMS

<b>6. AGENDA ITEM #6</b>
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**Subject:** Consider Approval of Resolution Calling for a General Election

**Action:** Requires a Resolution

**Background:** Pursuant to Minnesota law, the school board must pass a resolution calling for the election of school board members and setting the conditions for said election. As you will note, the purpose of the election is to elect four (4) school board members for a term of four (4) years each. The election is set for November 7, 2023. The resolution is enclosed.

**Presentation:** Superintendent

**Recommendation:** I recommend approval of the resolution calling for a General Election.

**RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND  
CALLING THE SCHOOL DISTRICT GENERAL ELECTION**

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

1. It is necessary for the school district to hold its general election for the purpose of electing four (4) school board members for a terms of four (4) years each.

The clerk shall include on the ballot the names of the individuals who file affidavits of candidacy on said general election during the period for filing such affidavits, as though they had been included by name in this resolution.

2. The general election is hereby called and directed to be held on Tuesday, the 7th day of November, 2023, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

3. Pursuant to Minnesota Statutes, Section 205A.11, the school district combined polling places and the precincts served by those polling places as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, are hereby designed for said general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause a sample ballot to be posted in each polling place on election day. The same ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates, and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorizes conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration, and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color, and instructions as may be necessary to accommodate an optical scan voting system.

**SCHOOL DISTRICT BALLOT**

**INDEPENDENT SCHOOL DISTRICT NO. 508**

**SAINT PETER PUBLIC SCHOOLS**

**GENERAL ELECTION**

**NOVEMBER 7, 2023**

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**INSTRUCTIONS TO VOTERS**

To vote, completely fill in the oval(s) next to your choice(s), like this:



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**SCHOOL BOARD MEMBER**

**VOTE FOR UP TO FOUR**

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CANDIDATE U

CANDIDATE V

CANDIDATE W

CANDIDATE X

\_\_\_\_\_  
write-in, if any

\_\_\_\_\_  
write-in, if any

\_\_\_\_\_  
write-in, if any

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are viable when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

Dated: July 17, 2023

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Kate Martens, Clerk



## ADDENDUM

### REGULAR BOARD MEETING Monday, July 17, 2023 SPCC-Governor's Room 6:30PM

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#### VI. ACTION ITEMS

<b>7. AGENDA ITEM #7</b>
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**Subject:** Consider a Resolution Establishing District Regulations Related to Counting Write-in Votes

**Action:** Requires a Resolution

**Background:** New State regulations provide the ability for school districts to adopt a resolution requiring that either write-in candidates must submit a request in order to have their individual votes tallied, or write-in candidates will only have their individual votes tallied if the number of write-in votes for the contest is greater than or equal to the fewest number of votes cast for a non-write-in candidate.

**Presentation:** Superintendent

**Options/Recommendation:** I recommend passing the resolution as written.

**RESOLUTION ESTABLISHING DISTRICT REGULATIONS RELATED TO COUNTING OF  
WRITE-IN VOTES**

WHEREAS, current voting regulations require election workers to count and tabulate each write-in vote under certain conditions; and

WHEREAS, counting of write-in votes is time consuming on election night and rarely, if ever, results in a winning candidate; and

WHEREAS, recent legislative changes have provided school districts with options for how to deal with write-in votes; and

WHEREAS, the new State regulations provide the ability for school districts to adopt a resolution requiring that either write-in candidates must submit a request in order to have their individual votes tallied, or write-in candidates will only have their individual votes tallied if the number of write-in votes for the contest is greater than or equal to the fewest number of votes cast for a non-writ- in candidate; and

WHEREAS, the second option is recommended for adoption in Saint Peter Public Schools.

NOW, THEREFORE, BE IT RESOLVED BY THE SCHOOL BOARD OF SAINT PETER PUBLIC SCHOOLS, NICOLLET COUNTY, MINNESOTA, THAT: ISD 508, Saint Peter Public Schools procedure for counting of write-in votes cast during a primary, special, or general election, unless otherwise required by State Statute, shall be as follows effective July 1, 2023:

*Write-in candidates will only have their individual votes tallied if the number of write-in votes for the contest is greater than or equal to the fewest number of votes cast for a non-write-in candidate.*

Adopted by the School Board of Saint Peter Public Schools (ISD 508) Nicollet County, Minnesota, this 17th day of July, 2023.

\_\_\_\_\_  
Kate Martens, School Board Clerk

ATTEST:

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Bill Gronseth  
Superintendent of Schools