



**SAINT PETER SCHOOL BOARD**  
**Regular Board Meeting**  
**Wednesday, June 18, 2025**  
**SPCC-Governor's Room, 600 S. 5th St., Saint Peter, MN**  
**56082**  
**5:00 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. Student Spotlight / Student Council Report</b>	
1. Student Spotlight - N/A	
2. Student Council Report - N/A	
<b>VII. Action Items</b>	
1. Consider Acceptance of Gifts and Donations	45
2. Consider Approval of the Preliminary 2025-2026 Budget	48
3. Consider Approval of Individual Employment Agreements	58
4. Consider Approval of Membership in the Minnesota State High School League (MSHSL)	216
5. Consider Approval of Membership in the Minnesota School Boards Association (MSBA) for 2025-2026	222
6. Consider a Resolution to Approve the Yearly Governmental Lease	224
7. Consider Approval of New Change Order Process for Mend the Middle Project	228
8. Consider Approval of Culturally Responsive TDE Rubric	230
9. Consider Approval of True North Consulting Partnership (TNCP) Contract	244
10. Consider Approval of Tenure Action for Probationary Teachers	248
11. Consider Policies for Approval with a Second Reading	253
<b>VIII. Information Items</b>	
1. School Board Election Filing Dates	259
2. First Reading of Revisions to the Policy Manual	261
<b>IX. Reports</b>	
1.	
1. Building Principals	
2. Superintendent of Schools	
3. Board Members -	
a. Around the Table	
4. Board Committee Updates -	
a. Education Committee	
b. Business Committee	

- c. Policy Committee
- d. HR Committee
- e. Ad Hoc Legislative Committee
- f. Shared Programs Committee

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

Business Committee Meeting

Wednesday, July 9, 2025

10:00 AM

Saint Peter High School -

Superintendent's Office (D127)

Policy Review Committee Meeting

Wednesday, July 9, 2025

4:00 PM

Saint Peter High School -

Superintendent's Office (D127)

Education Committee Meeting

Thursday, July 10, 2025

1:00 PM

Saint Peter High School -

Superintendent's Office (D127)

Regular School Board Meeting

Wednesday, July 16, 2025

5:00 PM

SPCC - Governor's Room

**XI. Adjournment**



## ADDENDUM

### Regular Board Meeting Wednesday, June 18, 2025 SPCC-Governor's Room 5:00PM

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#### V. CONSENT AGENDA

1. Approval of the Regular Board Meeting minutes of May 21, 2025.
2. Approval of Bills and Wire Transfers (\$4,091,812.64) for May 2025.
3. Personnel
  - a. The acceptance of the retirement of Stella Meixner, an ELL Teacher at North Elementary, effective at the end of the 2024-2025 school year. Mrs. Meixner is retiring after 31 years of teaching in Saint Peter Public Schools. We sincerely thank her for her time and dedication to the students and staff at North Elementary and across the district. She has made a significant impact on the students and their learning. We wish her the best of luck in her retirement!
  - b. The approval of the re-assignment of Niki Zitur, a third-grade Teacher at North Elementary, to a fourth-grade classroom at North Elementary, effective at the beginning of the 2025-2026 school year.
  - c. The approval of the re-assignment of John (Scott) Robinson, a third-grade Teacher at North Elementary, to a second-grade classroom at North Elementary, effective at the beginning of the 2025-2026 school year.
  - d. The approval of the re-assignment of Marisa Woitas, a second-grade Teacher at North Elementary, to a third-grade classroom at North Elementary, effective at the beginning of the 2025-2026 school year.
  - e. The approval of the re-assignment of Brittney Walters, a 6th grade ELA Teacher at Saint Peter Middle School (SPMS), to a 6th grade Math position at SPMS, effective at the beginning of the 2025-2026 school year.
  - f. The approval of the re-assignment of Joey Brown, a Teacher at Oshawa Learning Center, to the DCD teaching position at Saint Peter High School, effective at the beginning of the 2025-2026 school year.

- g. The approval of the transfer of Ethan Sindelir, a Teacher at South Elementary, to a third-grade teaching position at North Elementary, effective at the beginning of the 2025-2026 school year.
- h. The acceptance of the resignation of Jake Malz, a 6th grade Math Teacher at Saint Peter Middle School, effective at the end of the 2024-2025 school year.
- i. The acceptance of the resignation of Lily McCargar, a Special Education Paraprofessional at South Elementary, effective May 30, 2025.
- j. The acceptance of the resignation of Anna Leafblad, a Special Education Paraprofessional at South Elementary, effective May 29, 2025.
- k. The acceptance of the resignation of Ellie (Ellen) Fischenich, a Special Education Paraprofessional at South Elementary, effective May 30, 2025.
- l. The acceptance of the resignation of Melanie Attenberger, a Special Education Paraprofessional at Oshawa Learning Academy, effective at the end of the 2024-2025 school year.
- m. The acceptance of the end of employment for Marcia Wenner, who was hired for the 2024-2025 school year to support the ongoing health care plans for students at North Elementary, effective May 30, 2025.
- n. The approval of the hiring of Shannon Nimps, as a Special Education Case Facilitator at North Elementary, effective at the start of the 2025-2026 school year.
- o. The approval of the hiring of Cole Petersen, as a 5th/6th grade Physical Education Teacher at Saint Peter Middle School, effective at the start of the 2025-2026 school year.
- p. The approval of the hiring of Lisa Senear, as a Special Education Teacher at Oshawa Learning Academy, effective at the start of the 2025-2026 school year.
- q. The approval of the hiring of Chelsey Crary, as a General Education Teacher at Oshawa Learning Academy, effective at the start of the 2025-2026 school year.

- r. The approval of the hiring of Emmelyn King, as a 6th grade Science Teacher at Saint Peter Middle School, effective at the start of the 2025-2026 school year.
- s. The approval of the hiring of Michelle Javens, as a .67 Family and Consumer Science Teacher at Saint Peter High School, effective at the start of the 2025-2026 school year.
- t. The approval of the hiring of Jodi Helder, as a Summer School Teacher at Oshawa Learning Academy, effective June 2, 2025 through June 26, 2025.
- u. The approval of the hiring of Molly Moller, as a Custodian at Saint Peter High School, effective May 27, 2025.
- v. The approval of the hiring of Jonathan Smith, as an Office Support Staff Member at Oshawa Learning Academy, effective May 28, 2025.
- w. The approval of the hiring of Andrew Sorbo, as a Summer Technology Intern, effective May 29, 2025.
- x. The approval of the hiring of Emma Bohmer, as a High School Saints Overtime staff, effective for the 2024-2025 school year and summer.
- y. The approval of the hiring of Miah Castillo, as a High School Saints Overtime staff, effective for the 2024-2025 school year and summer.
- z. The approval of the hiring of Olivia Seys, as an ECSE ESY Paraprofessional, effective for June 2025-July 2025.
- aa. The approval of the hiring of Hailee Guth, as an ECSE ESY Paraprofessional, effective for June 2025-July 2025.
- bb. The approval of the hiring of Devyn Welp, as an ECSE ESY Paraprofessional, effective for June 2025-July 2025.
- cc. The approval of the hiring of Gretta Baker, as an ECSE ESY Paraprofessional, effective for June 2025-July 2025.
- dd. The approval of the return of the following Summer Saints Overtime Assistants with Saint Peter Community & Family Education: Betsy Blume, Alex Dorrow, Ian Gerstbauer, Lizzy Haglund, Amanda Hukee, Kennedy Johnson, CeeJay King, Mohammed Mohammed, Calleejo Sohn, Grace Timm, Bridget Mullaly, Lily McCargar and Kendra Skorr.

ee. The approval of the FMLA leave request for Christina Kienlen, a Speech Language Pathologist at South Elementary, effective May 19, 2025 through the end of the 2024-25 school year.



## Minutes of Regular School Board Meeting Saint Peter Public Schools

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A Regular Board Meeting of the School Board of Saint Peter Public Schools was held Wednesday, May 21, 2025, in the Saint Peter Community Center - Governor's Room. Board Chair Potts called the meeting to order at 5:05 PM. **Members Present:** Rita Rassbach, Ken Rossow, Tracy Stuewe, Charlie Potts, Bill Kautt, Drew Dixon and Kate Martens. **Members Absent:** None

**Others Present:** Jeff Olson, Megan Gracia, Seth Putz, Tami Skinner, Ytive Prafke, Darin Doherty, Jon Graff, Annette Engeldinger, Kimberley Deming and members of the public.

A motion was made by Stuewe, seconded by Rossow, to Adopt the Agenda as presented. The motion carried unanimously.

The Consent Agenda items listed below were approved on a motion by Martens, seconded by Rossow. The motion carried unanimously.

1. Approval of the Special Board Meeting minutes of April 21, 2025.
2. Approval of the Regular Board Meeting minutes of April 21, 2025.
3. Approval of the Study Session Meeting minutes of May 7, 2025.
4. Approval of the revised Monthly Bill Statement for March 2025.
5. Approval of Bills and Wire Transfers (\$3,617,058.86) for April 2025.
6. Personnel
  - a. The acceptance of the retirement of Miklos (Nick) Rozsa.
  - b. The acceptance of the retirement of Ann Braun.
  - c. The acceptance of the retirement of Barb Franchino.
  - d. The acceptance of the retirement of Christa Herr.
  - e. The acceptance of the retirement of Erin Domras.
  - f. The approval of the re-assignment of Kris Koehler-Sandborg.
  - g. The approval of the re-assignment of Janaye Rouillard.
  - h. The approval of the re-assignment of Karissa Minks.
  - i. The acceptance of the resignation of Shelby Glover.

- j. The acceptance of the resignation of Tasha Timmerman.
- k. The acceptance of the resignation of Keith Hanson as Head Wrestling Coach.
- l. The acceptance of the resignation of James Mealman.
- m. The acceptance of the resignation of Charlie Barnick.
- n. The acceptance of the resignation of Alyza Wildes.
- o. The acceptance of the resignation of Ryan Timmerman.
- p. The acceptance of the resignation of the following Saints Overtime Assistants: Will Elias, Madison Olson, Ruby Sletta, Aubrey Kusters, Shea Hildebrandt, Ella Bobrowski, Tovey Velin, Paige Gerads, Khloe Stinson and Maria Trochez.
- q. The approval of the hiring of James Lybeck.
- r. The approval of the hiring of Justin Hohn.
- s. The approval of the hiring of Emilie Bode.
- t. The approval of the hiring of Lexi Wentworth.
- u. The approval of the hiring of Joey Brown, as the Head Wrestling Coach.
- v. The approval of the hiring of Kady Thoms.
- w. The approval of the hiring of Huda Ahmed.
- x. The approval of the hiring of Taylor Sickler.
- y. The approval of the hiring of Aedan Sannes.
- z. The approval of the FMLA leave request for Martha Kyoore.
- aa. The approval of the following teachers from North Elementary receiving overload pay during the third quarter of 24-25: Amanda Kennedy, Alex Noble, Breanna Landsteiner, Scott (John) Robinson, Kari Malz, Niki Zitur, Jennie Friedrich and Matthew Lewis.

*SPPS Student Spotlight* - Ethan Harbitz, a ninth grader at Saint Peter High School, has enjoyed studying meteorology for the past seven years. He is part of the Weather Advisory Committee (WAC), which is a group of students from Saint Peter High School who study and report on weather patterns for Saint Peter and the surrounding areas. There are approximately 100 people in the City of Saint Peter and over 300 people in the Dakotas, Iowa and Wisconsin that subscribe to Ethan's Weekly Weather Forecasting.

### **Action Items**

A motion was made by Kautt, seconded by Rassbach to Accept the Donations from the Estate of Frank Fredlund and the Thalia Lopez & Larry Taylor Educational Scholarship Trust. The motion carried unanimously.

A motion was made by Kautt, seconded by Rossow to Approve the Two-Year Agreement with the City of Saint Peter for the School Resource Officer (SRO) Program. The agreement is similar to past agreements with clarification added as to the SRO's access to student information or data. The motion carried unanimously.

A motion was made by Martens, seconded by Stuewe, to Approve the Agreement with the City of Saint Peter for the School Cultural Liaison Program. The Agreement states that the School District's Cultural Liaisons will assist members of the community in accessing City programs and services. The motion carried unanimously.

A motion was made by Rossow seconded by Stuewe, to Approve the Hiring of Jessica Buttell for the position of Principal of Saint Peter Middle School starting July 1, 2025. The motion carried unanimously.

A motion was made by Dixon, seconded by Martens, to Approve the tentative list of candidates for graduation from Saint Peter High School on May 30, 2025. The motion carried unanimously.

A motion was made by Kautt, seconded by Stuewe, to Consider the Resolution Appointing Ken Rossow as a Trustee for the MSDLAF Plus Fund and was carried unanimously. After a roll call vote, the resolution passed. Rassbach, Stuewe, Potts, Dixon, Kautt and Martens - yes/0 no. Rossow abstained from voting.

A motion was made by Martens, seconded by Rassbach, to Consider Approval of a Memorandum of Understanding between Community and Family Education and the Department of Recreation and Leisure Services. The agreement lays out responsibilities for each entity in providing programs and services in the community and is approved on an annual basis. The motion carried unanimously.

A motion was made by Stuewe, seconded by Martens, to Consider the Declaration of Obsolete and Outdated Technology Equipment as presented by Superintendent Olson, as it is no longer in use by district buildings. The motion carried unanimously.

A motion was made by Martens, seconded by Kautt, to Consider a Policy with Minor Changes or Clarifications for Approval with One Reading. The motion carried unanimously and policy 409 was accepted after a single reading.

A motion was made by Kautt, seconded by Rassbach, to Consider a Change Order Authorization, in excess of \$50,000, as part of the Mend the Middle Construction Project. A discussion also took place regarding the use of a "Three-Tiered Approval Approach" for future change orders. The motion carried unanimously.

### **Information Items**

*A First Reading of Revisions to Policies 412.1 - Expense Reimbursement on Clothing or Personal Property Damage and 610 - Field Trips* was presented. A recommendation was given to add "Personal Property Damage" to policy 412.1 and the goal with policy 610 is to make the policy consistent with the field trip approval process.

*Summer Programming Update* - Special Programs Administrator Ytve Prafke provided information about the K-8 Summer Stars Academy and the Pre-K, ECSE and K-8 Extended School Year (ESY) programs. Prafke shared that the school district will be hosting the "Read and Feed" Program at North Elementary. Credit Recovery courses will be offered at the High School. Community Education Director Tami Skinner talked about the Community Ed Summer Brochure and she stated that Saints Overtime will be operating at North Elementary.

## **Reports**

Updates were provided by the following Building Principals:

### Early Childhood

- Early Childhood classes had fun releasing their butterflies this spring
- The Vehicle Fair took place on May 8th and was a huge success

### North Elementary

- The Spring concert took place on May 15th at the PAC at the High School
- Field Day will take place on May 27th
- A dedication to the hammock forest in the courtyard will take place on May 27th
- 2nd-4th graders are enjoying end of the year field trips
- Preparations are taking place for 4th graders to transition to the Middle School

### Saint Peter Middle School

- The Middle School hosted an incoming 5th grader orientation on May 13th
- 5th graders will take a field trip to the MN Zoo on May 23rd
- Dr. Graff gave an update on the Mend the Middle Construction project

### Saint Peter High School

- Congratulations to Nick Rozsa and Superintendent Olson on receiving the Distinguished Service Award at the Staff Recognition Event on May 14th.
- The Girls Track Team won the State AA True Team Meet on May 17th
- The Senior Awards event took place on May 18th
- 30 students have committed to participating in the Minnesota Transfer Curriculum Program

Superintendent of Schools - Dr. Olson informed the School Board about MSBA training sessions available over the summer months. An update on the MVED construction project was provided by Superintendent Olson and Seth Putz.

Around the Table Updates - Updates were given by Rassbach, Rossow, Stuewe, Kautt, Dixon and Martens.

Board Committee Updates -

- a. *Education Committee* - Stuewe gave updates on topics discussed at the monthly meeting.
- b. *Business Committee* - Kautt talked about the benefit of being on the committee.
- c. *Policy Committee* - nothing noted
- d. *HR Committee* - Kautt stated that individual Contract Consultation meetings are taking place.
- e. *Ad Hoc Legislative Committee* - nothing noted

**Upcoming Meetings of the School Board**

- Business Committee Meeting - Wednesday, June 11, 2025 at 10:00 AM at the HS
- Policy Review Committee Meeting - Wednesday, June 11, 2025 at 4:00 PM at the HS
- Education Committee Meeting - Thursday, June 12, 2025 at 1:00 PM at the HS
- Regular School Board Meeting - Wednesday, June 18, 2025 at 5:00 PM in the SPCC - Governor's Room

**Adjournment** - A motion was made by Stuewe, seconded by Martens, to adjourn the meeting at 6:34 PM. The motion carried unanimously.

Dated Approved: June 18, 2025

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Kate Martens, Board Clerk

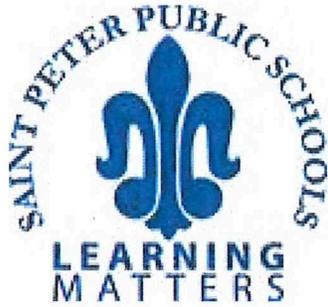


DISTRICT OFFICE  
100 Lincoln Drive, Suite 229  
Saint Peter, MN 56082-1351  
507-934-5703 (Office)  
507-934-2805 (Fax)  
www.stpeterschools.org

Date: June 4, 2025  
To: Dr. Jeff Olson - Superintendent  
From: Bee Ong - Finance Accountant  
Re: **Monthly Board Bills, Payroll &  
Student Activity Amounts:**

May 2025 - Business Office checks	\$1,582,087.25
May 2025 - Business Office wire payments	\$1,322,976.03
May 2025 - Payroll	\$1,162,116.30
May 2025 - Student Activity	\$24,633.06
	<hr/> <hr/>
	\$4,091,812.64

St. Peter Public Schools	May-25	
<b>Outgoing Wire Payments</b>		
MSDLAF to USBank (Feb/Aug bond pymt)		
BCBS - medicare health	5/21/2025	826.00
BCBS - medicare health	5/21/2025	12,039.60
Medicare Blue RX	5/2/2025	7,955.00
Life	5/1/2025	2,964.53
LTD	5/2/2025	4,172.19
FNB BO to VISA	May	28,810.69
Wire of federal payroll taxes	5/2/2025	115.26
Wire of federal payroll taxes	5/5/2025	170.54
Wire of federal payroll taxes	5/15/2025	181,396.31
Wire of federal payroll taxes	5/30/2025	30.66
Wire of federal payroll taxes	5/30/2025	194,704.03
Wire of state payroll taxes	5/1/2025	30,135.80
Wire of state payroll taxes	5/5/2025	27.45
Wire of state payroll taxes	5/6/2025	21.16
Wire of state payroll taxes	5/16/2025	30,985.19
PERA payments	5/20/2025	26,376.54
PERA payments	5/30/2025	27,673.79
TRA payments	5/20/2025	98,047.55
TRA payments	5/30/2025	105,468.25
Horace Mann	5/1/2025	2,185.00
Horace Mann	5/21/2025	2,185.00
Horace Mann	5/30/2025	2,185.00
Ameriprise/NBSGroup Bill	5/1/2025	2,275.00
Ameriprise/NBSGroup Bill	5/21/2025	2,275.00
Ameriprise/NBSGroup Bill	5/30/2025	2,275.00
Colonial Life	5/7/2025	14,197.39
EyeMed	5/30/2025	1,111.54
Wire of MN Dept of Labor - MS project permit	5/19/2025	119,789.28
HomeTown - Dental direct debits	5/5/2025	6,081.29
HomeTown - Dental direct debits	5/13/2025	3,163.86
HomeTown - Dental direct debits	5/19/2025	1,419.95
HomeTown - Dental direct debits	5/21/2025	1,749.00
HomeTown - Dental direct debits	5/27/2025	3,200.95
HomeTown - BCBS debits	5/1/2025	108,293.46
HomeTown - BCBS debits	5/8/2025	77,828.58
HomeTown - BCBS debits	5/15/2025	47,062.38
HomeTown - BCBS debits	5/22/2025	117,671.73
HomeTown - BCBS debits	5/29/2025	39,846.39
HomeTown - Healthiest You	5/5/2025	2,656.50
FNB HSA/VEBA-Medsurety/Matrix Trust	May	13,603.19
<b>Total Outgoing Wire Payments</b>		<b>1,322,976.03</b>



**MEMO TO:** Dr. Jeff Olson  
District 508 School Board

**FROM:** Darin Doherty, Principal  
North Elementary School

**DATE:** June 10, 2025

**SUBJECT:** English Language Learner Teacher  
Retirement

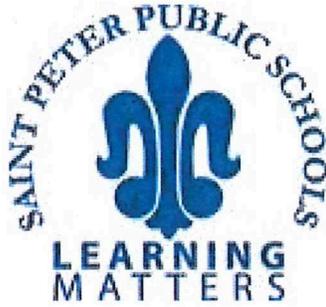
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I recommend that you approve the retirement of Stella Meixner, ELL teacher at North Elementary School, at the end of the 2024-25 school year. Mrs. Meixner will retire after 31 years of teaching in Saint Peter Public Schools.

We sincerely thank her for her time and dedication to the students and staff at North Elementary School and across the district. She has made a significant impact on the students and their learning. She will be missed. We wish her the best of luck in her retirement.

Please contact me with any questions.

CC: grp\_hire\_certified@stpeterschools.org  
Stella Meixner <smeixner@stpeterschools.org>



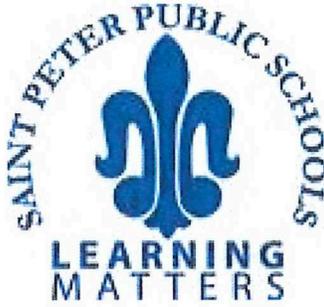
**MEMO TO:** Dr. Jeff Olson, Superintendent  
**FROM:** Darin Doherty, Principal  
North Elementary School  
**DATE:** May 16, 2025  
**SUBJECT:** Teacher Reassignment

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I am reassigning Niki Zitur to a fourth-grade general education classroom teacher for the 2025-26 school year. Ms. Zitur has been serving on the third-grade team and will bring her unique skill set and passion for teaching to a new grade level, helping to create an even more aligned learning experience for our students.

Please contact me with any questions.

CC: nzitur@stpeterschools.org  
grp\_hire\_certified@stpeterschools.org



**MEMO TO:** Dr. Jeff Olson, Superintendent  
**FROM:** Darin Doherty, Principal  
North Elementary School  
**DATE:** June 3, 2025  
**SUBJECT:** Teacher Reassignment

---

I am reassigning John (Scott) Robinson as a second-grade general education classroom teacher for the 2025-26 school year. Mr. Robinson has been serving on the third-grade team and will bring his unique skill set and passion for teaching to a new grade level, helping to create an even more aligned learning experience for our students.

Please contact me with any questions.

CC: jrobinson@stpeterschools.org  
grp\_hire\_certified@stpeterschools.org



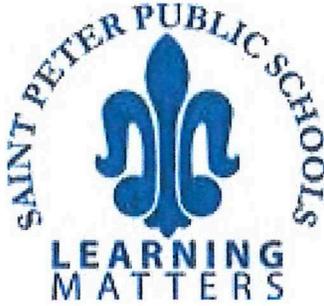
**MEMO TO:** Dr. Jeff Olson, Superintendent  
**FROM:** Darin Doherty, Principal  
North Elementary School  
**DATE:** June 3, 2025  
**SUBJECT:** Teacher Reassignment

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I am reassigning Marisa Woitas as a third-grade general education classroom teacher for the 2025-26 school year. Mrs. Woitas has been serving on the second-grade team and will bring her unique skill set to a new grade level, helping to create an even more aligned learning experience for our students.

Please contact me with any questions.

CC: [mwoitas@stpeterschools.org](mailto:mwoitas@stpeterschools.org)  
[grp\\_hire\\_certified@stpeterschools.org](mailto:grp_hire_certified@stpeterschools.org)



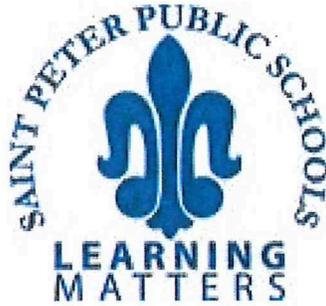
**MEMO TO:** Jeff Olson, Superintendent  
**FROM:** Jon Graff  
**DATE:** June 4, 2025  
**SUBJECT:** Teacher Reassignment

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Brittney Walters, 6th grade ELA teacher, will be reassigned to 6th grade math beginning with the 2025-2026 school year.

In addition to K-6 elementary education, Brittney also holds a licensure in 5-8 mathematics and expressed interest in taking over the position which was created as a result of a recent resignation. Brittney will do a fantastic job in her new role.

Cc:  
Grp\_hire\_misc  
Brittney Walters



**MEMO TO:** Dr. Jeff Olson  
Ytive Prafke

**FROM:** Annette Engeldinger

**DATE:** May 20, 2025

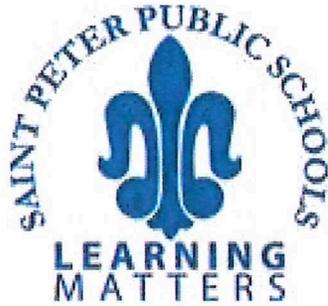
**SUBJECT:** Teacher Reassignment

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Applications were received, and interviews took place for a DCD teaching position at Saint Peter High School. This position is a result of increased numbers in the high school DCD program.

I recommend that Joey Brown be reassigned from his current teaching position at the Oshawa Learning Center to the SPHS position beginning in the 2025-2026 school year.

Cc:  
Joey Brown  
Jana Sykora



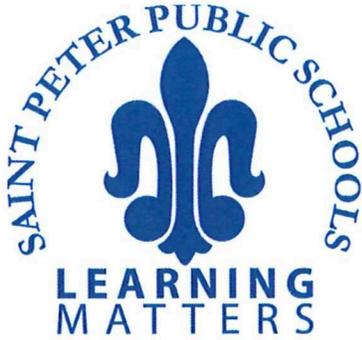
**MEMO TO:** Dr. Jeff Olson, Superintendent  
**FROM:** Darin Doherty, Principal  
North Elementary School  
**DATE:** May 16, 2025  
**SUBJECT:** Teacher Transfer

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I accept Ethan Sindelir's transfer request from South Elementary to North Elementary for the 2025-2026 school year. He will be assigned to teach third grade.

Please contact me with any questions.

CC: [esindelir@stpeterschools.org](mailto:esindelir@stpeterschools.org)  
[grp\\_hire\\_certified@stpeterschools.org](mailto:grp_hire_certified@stpeterschools.org)



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

**FROM:** Jon Graff, Principal, SPMS

**DATE:** June 4, 2025

**SUBJECT:** Teacher Resignation Memo

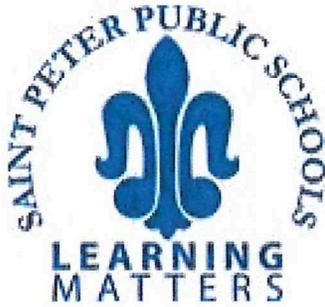
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Please accept the resignation of Jake Malz, 6th grade math teacher at SPMS, effective at the end of the 2024-2025 school year.

We thank Jake for his 13 years of exceptional service, both in the classroom and as a teacher leader. We wish Jake the best in his future endeavors.

Please let me know if you have any questions.

Cc: Jake Malz  
grp\_hire\_certified



**MEMO TO:** Members of the School Board  
Dr. Jeff Olson

**FROM:** Jana Sykora

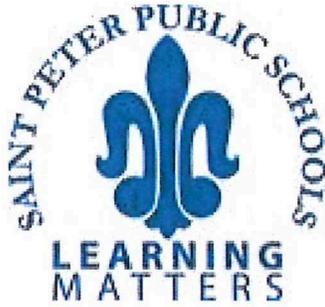
**DATE:** May 21, 2025

**SUBJECT:** Paraprofessional Resignation

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Please accept the resignation of Lily McCargar from her paraprofessional position at South Elementary effective 5/30/2025. Lily has served as a special education paraprofessional since March but is moving to pursue postsecondary education in the fall. We wish Lily all the best!

Cc: [grp\\_hire\\_para@stpeterschools.org](mailto:grp_hire_para@stpeterschools.org), [lmccargar2@stpeterschools.org](mailto:lmccargar2@stpeterschools.org)



**MEMO TO:** Members of the School Board  
Dr. Jeff Olson

**FROM:** Jana Sykora

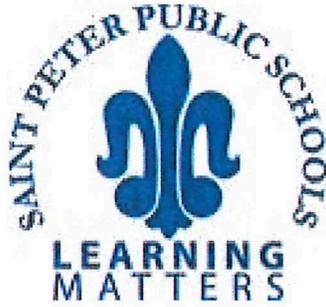
**DATE:** May 27, 2025

**SUBJECT:** Paraprofessional Resignation

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Please accept the resignation of Anna Leafblad from her paraprofessional position at South Elementary. Her last day will be 5/29/2025. Anna has served as a special education paraprofessional this school year and is moving away to pursue a degree in education. We wish Anna all the best!

Cc: [grp\\_hire\\_para@stpeterschools.org](mailto:grp_hire_para@stpeterschools.org), [aleafblad@stpeterschools.org](mailto:aleafblad@stpeterschools.org)



**MEMO TO:** Members of the School Board  
Dr. Jeff Olson

**FROM:** Jana Sykora

**DATE:** May 29, 2025

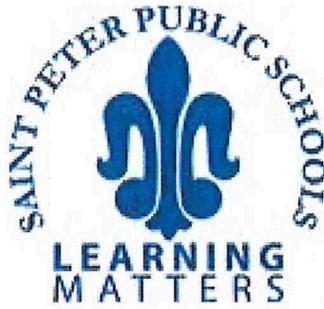
**SUBJECT:** Paraprofessional Resignation

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Please accept the resignation of Ellie (Ellen) Fischenich from her paraprofessional position at South Elementary effective 5/30/2025. Ellie has been a wonderful special education paraprofessional but is starting graduate school in Hawaii in the fall! We wish her all the very best.

Ellie is interested in staying on the paraprofessional sub list for breaks in the future.

Cc: [grp\\_hire\\_para@stpeterschools.org](mailto:grp_hire_para@stpeterschools.org), [efischenich@stpeterschools.org](mailto:efischenich@stpeterschools.org)



**MEMO TO:** Members of the School Board  
Dr. Jeff Olson

**FROM:** Jana Sykora

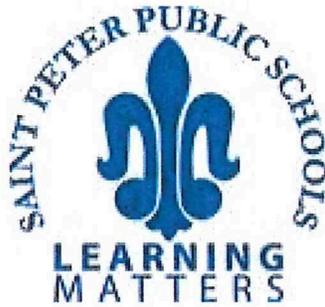
**DATE:** June 11, 2025

**SUBJECT:** Paraprofessional Resignation

---

Please accept the resignation of Melanie Attenberger from her position as a special education paraprofessional at Oshawa Learning Academy. We are grateful for Melanie's contributions to the program this year and her impact on our students. We wish Melanie the best of luck as her family relocates to Saint James, MN.

Cc: [grp\\_hire\\_para@stpeterschools.org](mailto:grp_hire_para@stpeterschools.org), [mattenberger@stpeterschools.org](mailto:mattenberger@stpeterschools.org)



**MEMO TO:** Superintendent Dr. Jeff Olson  
District 508 School Board

**FROM:** Darin Doherty, Principal  
North Elementary School

**DATE:** May 20, 2025

**SUBJECT:** North Health Paraprofessional End of  
Employment

---

Marcia Wenner was hired during the school year to support the ongoing health care plans for students at North. This position will only last for the remainder of the current school year, with Marcia's last day of service being May 30, 2025. She has been with the district for many years, and we appreciate her commitment to assisting with our students' health needs. We wish her the best in her future endeavors.

Please contact me with any questions.

CC: grp\_hire\_para@stpeterschools.org  
Marcia Wenner <mwenner@stpeterschools.org>



Date: May 16, 2025  
To: Dr. Jeff Olson, Superintendent  
Saint Peter School Board  
From: Darin Doherty, Principal  
Re: North Elementary Special  
Education Teacher

---

I recommend hiring the following individual for a replacement special education teaching position with an assignment as North Elementary Case Facilitator:

- Shannon Nimps– Special education teacher with twenty-three years of experience contracted with public school districts to be placed at **Lane BA, Step 11, 1.0 FTE (\$68,977)** of the current teacher master agreement.

Shannon taught at MVED as a Special Education Teacher and Mental Health Practitioner from 2002 to 2013, where she created and designed a new Level 4 self-contained classroom for grades 5-8. Since 2013, she has worked in the Mankato Area Public Schools as an Assessment Specialist and Special Education Teacher.

We look forward to a fantastic 2025-2026 school year with Mrs. Nimps's special education case facilitating at North Elementary School!

If you have questions, please contact me.

CC: Shannon Nimps <snimps80@gmail.com>  
grp\_hire\_certified@stpeterschools.org



Date: May 22, 2025  
To: Dr. Olson, Superintendent  
Saint Peter School Board  
From: Jon Graff, Principal  
Re: SPMS 5th/6th Grade PE Teacher

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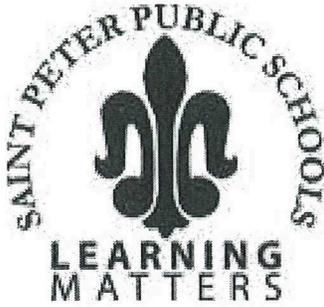
Applications were received and interviews took place for our 5th/6th grade physical education teacher position at Saint Peter Middle School. I am pleased to recommend Cole Petersen for the position.

This is a replacement position created as a result of a recent transfer.

**NEW EMPLOYEE SUMMARY**

- Cole Petersen
- 1.0 FTE
- Step 5/BA
  - \$55,867
- Start Date: 2025-2026 School Year

CC: Cole Petersen (colepetersen28@gmail.com)  
Group Hire Certified



**MEMO TO:** Members of the School Board  
Dr. Jeff Olson

**FROM:** Jana Sykora

**DATE:** May 30, 2025

**SUBJECT:** Oshawa Learning Academy  
Special Education Teacher

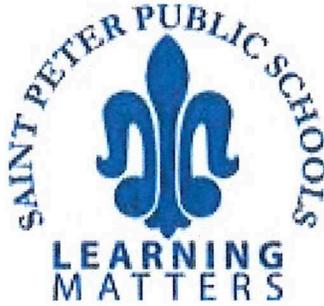
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Applications were received and interviews took place for a 1.0 Oshawa/Hoffmann Special Education teacher. I am pleased to recommend Lisa Senear for the position. This is a replacement based on a teacher resignation.

**NEW EMPLOYEE SUMMARY**

- **Lisa Senear**
  - 1.0 FTE
  - BA, Step 11
    - Admin team will review and determine if Lisa is eligible for career increment based on her experience
  - Start Date: 25-26 School Year

CC: Lisa Senear  
grp\_hire\_certified



**MEMO TO:** Members of the School Board  
Dr. Jeff Olson

**FROM:** Jana Sykora

**DATE:** June 4, 2025

**SUBJECT:** Oshawa Learning Academy  
General Education Teacher

---

Applications were received and interviews took place for a 1.0 Oshawa/Hoffmann General Education teacher. This is a replacement for the shared Saint Peter High School positions that were discontinued. I am pleased to recommend Chelsey Crary for the position. Chelsey was most recently with Mankato Public Schools as an SEL interventionist and has a tier IV license in Communication Arts/Literature.

**NEW EMPLOYEE SUMMARY**

- **Chelsey Crary**
  - 1.0 FTE
  - BA, Step 11
    - Admin team will review and determine if Chelsey is eligible for career increment based on her experience
  - Start Date: 25-26 School Year

CC: Chelsey Crary  
grp\_hire\_certified



Date: June 4, 2025  
To: Dr. Olson, Superintendent  
Saint Peter School Board  
From: Jon Graff, Principal  
Re: SPMS 6th Grade Science Teacher

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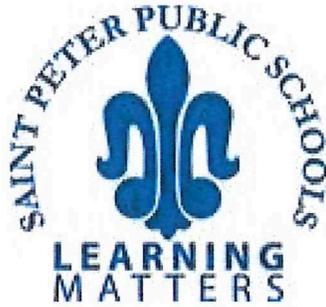
Applications were received and interviews took place for the 6th grade science teacher position at Saint Peter Middle School. I am pleased to recommend Emmelyn King for the position. Emmelyn comes to us with 6 years of science teaching experience.

This is a replacement position created as a result of a recent resignation.

**NEW EMPLOYEE SUMMARY**

- Emmelyn King
- 1.0 FTE
- Step 7/MA
  - \$68,277
- Start Date: 2025-2026 School Year

CC: Emmelyn King (emmelynjking@gmail.com)  
Group Hire Certified



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

**FROM:** Michelle Javens

**DATE:** May 28, 2025

**SUBJECT:** High School Family and  
Consumer Science Hire

---

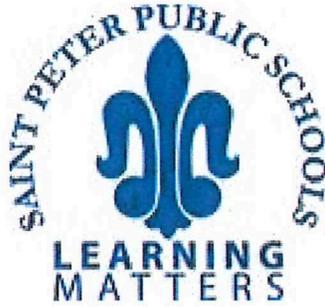
Applications were received and interviews took place for a .67 Family and Consumer Science position at Saint Peter High School. This position is a replacement position.

I am pleased to recommend Michelle Javens for the position. Michelle was with Saint Peter Public Schools as a middle school FACS teacher from 2017 to 2020, and we are excited to welcome her back to the district!

**NEW EMPLOYEE SUMMARY**

- **Michelle Javens**
  - FTE: .67
  - Step 4/Lane BA
    - \$36,199.43
    - Start Date: 2025-2026 school year

CC: Michelle Javens  
grp\_hire\_Certified



**MEMO TO:** Members of the School Board  
Dr. Jeff Olson

**FROM:** Jana Sykora

**DATE:** May 22, 2025

**SUBJECT:** SPED Teacher Summer School

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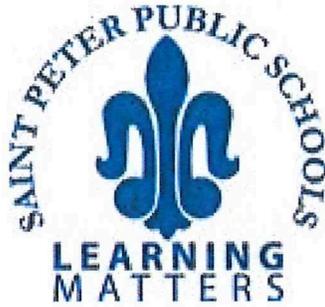
I am pleased to share that Jodi Helder will be serving as a summer school teacher at Oshawa Learning Academy this summer in order to assist in providing services to our care and treatment students. Jodi is a long-time special education teacher and regularly serves as a sub at Oshawa during the school year.

**NEW EMPLOYEE SUMMARY**

- **Jodi Helder**
  - Summer School Teacher
  - Employment dates: June 2-26, 2025
  - Hourly compensation based on Step 11 (year 15)/BA + 30 of teacher contract - should be summer rate (daily rate/7)

***Jodi will need keys and omni portal access.***

CC: Jodi Helder  
grp\_hire\_certified



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

**FROM:** Seth Putz

**DATE:** May 20, 2025

**SUBJECT:** Recommendation for hire

---

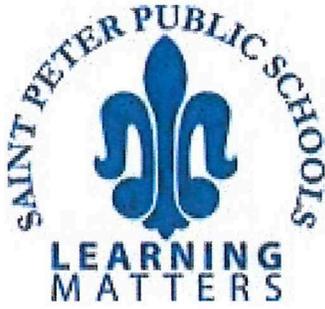
The Operations and Maintenance Department has an open custodial position at the Saint Peter High School on the afternoon shift.

I recommend the hiring of Molly Moller to serve as a Custodian at the Saint Peter School District. I believe she will be a good fit for this position and the district.

**EMPLOYMENT HIRING SUMMARY**

- **Molly Moller**
  - Afternoon Custodial - Rate of pay 18.96 per hour
  - \$1.14 shift differential during scheduled school year
  - Start Date: May 27 , 2025
  - 9 month probationary period ending February 20, 2026

Cc: Molly Moller  
Robert Ploog  
Mike Keller  
Annette Engeldinger



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

**FROM: Jana Sykora**

**SUBJECT: Office Support Staff Hire**

**DATE: May 28, 2025**

We are pleased to recommend the hiring of Jonathan Smith for the Office Support position at Oshawa Learning Academy. Jonathan has served as a paraprofessional at Rock Bend ALC for two years and has stepped up to organize many administrative processes in that role. We are excited to have him!.

**EMPLOYEE SUMMARY**

- **Jonathan Smith**
  - Clerical Level III, step 1, \$18.11/hr
    - Pay to be adjusted when the next contract is negotiated
  - Hours: 6.75 hours a day Monday - Friday
    - 7:15 am - 2:30 pm with 30 minute unpaid lunch
    - 201 contract days plus holidays included in contract

CC: Jonathan Smith, [grp\\_hire\\_office@stpeterschools.org](mailto:grp_hire_office@stpeterschools.org)



**TO:** Members of the School Board  
Dr. Jeff Olson

**FROM:** Gus Sorbo

**DATE:** 22-May-2025

**RE:** Summer Technology Intern Returning

---

I am pleased to recommend that Andrew Sorbo resume his role as Summer Technology Intern for a 3rd summer. His knowledge and experience with our systems will be beneficial during the unique projects underway this summer. Andrew will help the Technology Department as needed until he returns to school in August.

#### EMPLOYEE SUMMARY

- Andrew Sorbo
  - Start date: 5/29/25
  - \$16.65 / Hr which aligns with comparable summer positions
  - Timesheets will be completed
  - Will need key access to all buildings

CC: Andrew Sorbo ([andy.sorbo@gmail.com](mailto:andy.sorbo@gmail.com))



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

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

**SUBJECT:** High School Saints Overtime Staff

**DATE:** May 27, 2025

---

Interviews were conducted, and I am pleased to recommend hiring Emma Bohmer as a High School Saints Overtime Staff member. Her previous volunteer experience makes her an ideal candidate for this position.

This is a replacement position.

**EMPLOYEE SUMMARY**

- **Emma Bohmer**
- Rate of pay - \$11.13/hr.
- Part-time hours to be submitted on a timesheet
- 2024-25 School Year and Summer



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

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

**SUBJECT: High School Saints Overtime Staff**

**DATE: June 10, 2025**

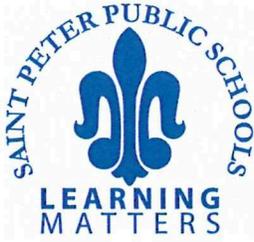
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Interviews were conducted, and I am pleased to recommend hiring Miah Castillo as a High School Saints Overtime Staff member. Her previous volunteer experience makes her an ideal candidate for this position.

This is a replacement position.

**EMPLOYEE SUMMARY**

- **Miah Castillo**
- Rate of pay - \$11.13/hr.
- Part-time hours to be submitted on a timesheet
- 2024-25 School Year and Summer



**TO: Superintendent Olson  
School Board Members**

**FROM: Ytive Prafke-Special Programs  
Administrator**

**SUBJECT: ESY Paraprofessional Hire**

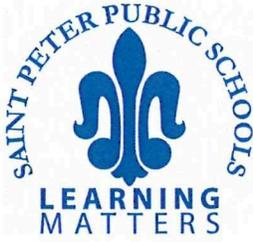
**DATE: June 11, 2025**

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Please consider the following paraprofessional hire for the ECSE Extended School Year (ESY) program.

**NEW EMPLOYEE SUMMARY**

- **Olivia Seys**
  - ECSE ESY Paraprofessional
  - June 2025- July 2025
  - Rate of pay- \$ 16.65 per hour
  - Timesheets will be completed



**TO: Superintendent Olson  
School Board Members**

**FROM: Ytive Prafke-Special Programs  
Administrator**

**SUBJECT: ESY Paraprofessional Hire**

**DATE: June 11, 2025**

---

Please consider the following paraprofessional hire for the ECSE Extended School Year (ESY) program.

**NEW EMPLOYEE SUMMARY**

- **Hailee Guth**
  - ECSE ESY Paraprofessional
  - June 2025- July 2025
  - Rate of pay- \$ 16.65 per hour
  - Timesheets will be completed

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



**TO: Superintendent Olson  
School Board Members**

**FROM: Ytive Prafke-Special Programs  
Administrator**

**SUBJECT: ESY Paraprofessional Hire**

**DATE: June 11, 2025**

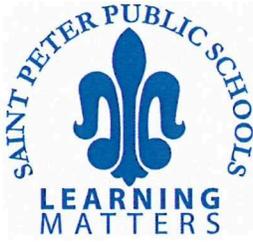
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Please consider the following paraprofessional hire for the ECSE Extended School Year (ESY) program.

**NEW EMPLOYEE SUMMARY**

- **Devyn Welp**
  - ECSE ESY Paraprofessional
  - June 2025- July 2025
  - Rate of pay- \$ 16.65 per hour
  - Timesheets will be completed

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



**TO: Superintendent Olson  
School Board Members**

**FROM: Ytive Prafke-Special Programs  
Administrator**

**SUBJECT: ESY Paraprofessional Hire**

**DATE: June 12, 2025**

---

Please consider the following paraprofessional hire for the ECSE Extended School Year (ESY) program.

**NEW EMPLOYEE SUMMARY**

- **Gretta Baker**
  - ECSE ESY Paraprofessional
  - June 2025- July 2025
  - Rate of pay- \$ 16.65 per hour
  - Timesheets will be completed

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



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

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

**SUBJECT: Returning Saints Overtime Staff**

**DATE: June 9, 2025**

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The following individuals will resume their roles as Saints Overtime Assistants for the 2025 Summer Program. Their hours will be submitted on a timesheet.

**EMPLOYEE SUMMARY -**

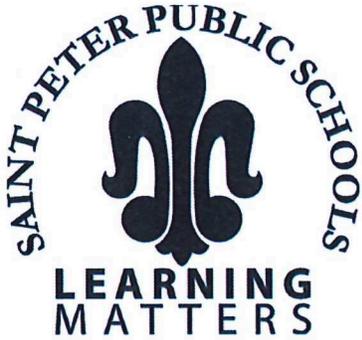
**\$15.75 per hour pay rate until June 30. On July 1, the rate will be \$16.65 per hour.**

- Betsy Blume
- Alex Dorrow
- Ian Gerstbauer
- Lizzy Haglund
- Amanda Hukee
- Kennedy Johnson
- CeeJay King
- Mohammed Mohammed
- Calleejo Sohn
- Grace Timm

**DISTRICT PARAPROFESSIONALS -**

**2024/25 Hourly Rate until June 30. On July 1, the rate will increase to the 2025/26 contract rate.**

- Bridget Mullaly
- Lily McCargar
- Kendra Skorr



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

**FROM:** Jana Sykora, South Elementary Principal

**DATE:** May 27, 2025

**SUBJECT:** FMLA Request

---

This memo is to recommend the approval of a Family Medical Leave request for Christina Kienlen May 19-May 30, 2025. The leave will allow Christina to provide care for a family member. The first six days of the leave are paid through ESST and remaining days should be paid sick days.

Mrs. Kienlen anticipates returning to school for the 2025-2026 school year.

Cc: Christina Kienlen  
Grp\_hire\_certified



## ADDENDUM

**Regular Board Meeting  
Wednesday, June 18, 2025  
SPCC-Governor's Room  
5:00PM**

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### VII. ACTION ITEMS

<b>1. AGENDA ITEM #1</b>
--------------------------

**Subject:** Consider Acceptance of Gifts and Donations

**Action:** Requires a Motion

**Background:** The following donations have been generously offered to Saint Peter Public Schools:

1. A \$2,428.94 donation from the St. Peter Booster Club was received to reimburse St. Peter Public Schools for purchases the district made on behalf of the Booster Club.
2. A donation in the amount of \$800 was received from the Osceola Council #30 Degree of Pocahontas, directed to the Cheer student activity account. This is to help pay for the Cheer summer camp.
3. Donations totaling \$1239, from a variety of businesses in Saint Peter, were given to the Choir student activity account. These funds were acquired during the POPS Concert in May.

**Presentation:** Superintendent of Schools, Jeff Olson

**Options/Recommendation:** I recommend your acceptance of the Gifts and Donations as presented.



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

**FROM:** Shea Roehrkasse

**DATE:** 6/4/2025

**SUBJECT:** 6/4 Booster Reimbursement  
Donation

---

Please accept the donation from the St. Peter Booster Club of \$2,428.94. I met with the treasurer of the Booster Club on Wednesday 6/4 to review transactions from the Spring of 2025. This donation is to reimburse St. Peter Public Schools for purchases the district made on behalf of the Booster Club.

Thank you,

Shea Roehrkasse  
Activities Director



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

**FROM:** Shea Roehrkasse

**DATE:** 6/4/2025

**SUBJECT:** 2025 Spring Student Activity  
Donations

---

Please accept both of these donations to our student activity groups.

From the Osceola Council #30 Degree of Pocahontas for \$800 to the Cheer student activity account. This is to help pay for the Cheer summer camp.

From a variety of businesses in town and in different amounts for \$1239 to the Choir student activity account from the POPS Concert in May.

Thank you,

Shea Roehrkasse  
Activities Director



## ADDENDUM

**Regular Board Meeting  
Wednesday, June 18, 2025  
SPCC-Governor's Room  
5:00PM**

---

### VII. ACTION ITEMS

<b>2. AGENDA ITEM #2</b>
--------------------------

**Subject:** Consider Approval of the Preliminary 2025-2026 Budget

**Action:** Requires a Motion

**Background:** School district fiscal years begin July 1st and end on June 30th of each year. The Minnesota Department of Education requires all school districts to have a budget for the following school year in place by June 30th of each year. The budget can be amended as needed throughout the school year. Business Manager Megan Gracia will present the "Preliminary 2025-2026 Budget" and answer any questions you have concerning said budget. The FY26 Preliminary Budget was reviewed by the Business Committee at their June 11th meeting. The Business Committee recommends your approval of the Preliminary Budget for 2025-2026.

**Presentation:** Business Manager, Megan Gracia

**Options/Recommendation:** I recommend your approval of the Preliminary FY26 Budget.

**FY26 Preliminary Budget**

	<u>FB 7/1/25</u>	<u>Revenue</u>	<u>Expenses</u>	<u>Man. Adj.</u>	<u>FB 6/30/26</u>	<u>Diff \$</u>	<u>Diff %</u>	
<b>General Fund</b>								
<b>General Fund Unassigned</b>								
General Fund, Transportation, OLC	5,604,792.75	28,044,830.30	28,094,214.74	(100,000.00)	5,455,408.31	(149,384.44)	-3%	
Concessions	(74,051.18)	15,000.00	14,270.00		(73,321.18)	730.00	-1%	
General Fund Unassigned Total	5,530,741.57	28,059,830.30	28,108,484.74	(100,000.00)	5,382,087.13	(148,654.44)	-3%	
Prepays/Nonspendable	114,848.00				114,848.00	-	0%	
<b>General Fund Restricted</b>								
Achievement & Integration	-	261,630.00	261,630.00		(0.00)	(0.00)	NA	
American Indian Education Aid	4,974.45	49,500.00	49,500.00		4,974.45	-	0%	
Area Learning Center (ALC)	-	161,199.42	161,199.42		-	-	NA	
Basic Skills/Compensatory	-	1,532,899.63	1,532,899.63		(0.00)	(0.00)	NA	
English Learner	-	211,449.66	211,449.66		0.00	0.00	NA	
Gifted and Talented	-	29,452.80	29,452.80		-	-	NA	
Learning and Development	-	443,708.00	443,708.00		0.00	0.00	NA	
Literacy Incentive Aid	-	93,327.69	93,327.69		-	-	NA	
LTFM/Health & Safety	311,250.73	1,051,239.64	1,138,036.00		224,454.37	(86,796.36)	-28%	
Medical Assistance	143,128.47	110,000.00	32,760.18		220,368.29	77,239.82	54%	
Operating Capital	338,032.23	513,041.83	586,469.26		264,604.80	(73,427.43)	-22%	
Perm. Inter. Transfer	9,063.00	-	-		9,063.00	-	0%	
Q Comp	174,477.66	541,708.70	538,720.87		177,465.49	2,987.83	49 2%	
READ Act - Literacy Aid	84,073.70	-	-		84,073.70	-	0%	
READ Act - Teacher Training	13,360.30	-	13,360.00		0.30	(13,360.00)	-100%	
Safe Schools	-	75,501.00	75,501.00		-	-	NA	
Scholarships	149,968.63	20,950.00	40,151.65		130,766.98	(19,201.65)	-13%	
School Library Aid	-	40,000.00	40,000.00		-	-	NA	
Staff Development	-	338,979.07	338,979.07		-	-	NA	
Student Activities (S, N, MS, HS)	168,798.14	226,500.00	216,200.00		179,098.14	10,300.00	6%	
Student Support Personnel	-	40,000.00	40,000.00		-	-	NA	
General Fund Restricted Total	1,397,127.31	5,741,087.44	5,843,345.23	-	1,294,869.52	(102,257.79)	(1.01)	
<b>General Fund Assigned</b>								
AAA, South \$50K, NAPAC, Frank Fredlund, etc.	69,987.81	2,100.00	14,500.00		57,587.81	(12,400.00)	-18%	
Fund the Depreciation	177,252.57	-	-		177,252.57	-	0%	
Severance	364,171.00	-	-	(100,000.00)	264,171.00	(100,000.00)	-27%	
VEBA Trust	402,650.00	-	-	(100,000.00)	302,650.00	(100,000.00)	-25%	
General Fund Assigned Total	1,014,061.38	2,100.00	14,500.00	(200,000.00)	801,661.38	(212,400.00)	(0.70)	
<b>General Fund Total</b>	<b>8,056,778.26</b>	<b>33,803,017.74</b>	<b>33,966,329.97</b>	<b>(300,000.00)</b>	<b>7,593,466.03</b>	<b>(0.00)</b>	<b>(463,312.23)</b>	<b>(1.73)</b>
<b>Unassigned General Fund Expenditures</b>	<b>28,108,484.7</b>							
<b>Unassigned General Fund Expenses/Day</b>	<b>77,009.6</b>							
<b>Unassigned General Fund Balance</b>	<b>5,382,087.1</b>							
<b>30 Day Expenditure Target</b>	<b>2,310,286.5</b>							
<b>Estimated Days of Operation</b>	<b>69.9</b>							

**FY26 Preliminary Budget**

<b>Food Service</b>	<b>FB 7/1/25</b>	<b>Revenue</b>	<b>Expenses</b>	<b>Man. Adj.</b>	<b>FB 6/30/26</b>	<b>Diff \$</b>	<b>Diff %</b>
Food Service (Restricted)	871,758.27	1,887,774.40	2,085,257.42		674,275.25	(197,483.02)	-23%
<b>Food Service Total</b>	871,758.27	1,887,774.40	2,085,257.42	-	674,275.25	(197,483.02)	-23%
<b>Community Service</b>							
<b>Community Service Unassigned</b>							
Community Service	(12,735.58)	-	-		(12,735.58)	-	0%
<b>Community Service Restricted</b>							
Community Education	330,309.09	408,270.51	476,391.48	-	262,188.12	(68,120.97)	-21%
Early Childhood Family Education	74,438.22	128,870.96	107,263.00	-	96,046.18	21,607.96	29%
School Readiness	(1,253,150.60)	358,910.67	552,008.11	300,000.00	(1,146,248.04)	106,902.56	-9%
Non-Public	12,707.41	36,864.30	38,602.10	-	10,969.61	(1,737.80)	-14%
<b>Community Service Total</b>	(848,431.46)	932,916.44	1,174,264.69	300,000.00	(789,779.71)	58,651.75	-7%
<b>Building Construction Fund</b>							
Building Construction	29,628,300.53	1,384,500.00	11,027,425.98		19,985,374.55	(9,642,925.98)	-33%
<b>Debt Redemption Total</b>	29,628,300.53	1,384,500.00	11,027,425.98	-	19,985,374.55	(9,642,925.98)	-33%
<b>Debt Redemption</b>							
Debt Redemption	(61,741.48)	5,284,262.03	5,509,611.26		(287,090.71)	(225,349.23)	5965%
<b>Debt Redemption Total</b>	(61,741.48)	5,284,262.03	5,509,611.26	-	(287,090.71)	(225,349.23)	365%
<b>Trust Fund/Scholarships</b>							
Scholarships	746,292.54	22,000.00	22,000.00		746,292.54	-	0%
<b>Trust Fund/Scholarships Total</b>	746,292.54	22,000.00	22,000.00	-	746,292.54	-	0%
<b>Insurance Fund</b>							
Dental Reserve	204,382.27	257,000.00	243,890.00		217,492.27	13,110.00	6%
Health Reserve	772,058.47	4,401,181.90	4,851,200.08		322,040.29	(450,018.18)	-58%
<b>Insurance Fund Total</b>	976,440.74	4,658,181.90	5,095,090.08	-	539,532.56	(436,908.18)	-45%
District Totals	39,369,397.42	47,972,652.51	58,879,979.40	-	28,462,070.53	(10,907,326.89)	-28%

**FY26 Preliminary Budget - Summary**

**General Fund**

	<b><u>FY26 Preliminary Budget</u></b>					<b><u>Increase/(Decrease)</u></b>	
	<b><u>Fund Bal. 7/1/25</u></b>	<b><u>Revenue</u></b>	<b><u>Expenses</u></b>	<b><u>Man. Adj.</u></b>	<b><u>Fund Bal. 6/30/26</u></b>	<b><u>Inc/(Dec)</u></b>	<b><u>% Change</u></b>
<b><u>General Fund</u></b>							
General Fund Unassigned	5,530,741.57	28,059,830.30	28,108,484.74	(100,000.00)	5,382,087.13	(148,654.44)	-2.7%
Prepays/Nonspendable	114,848.00	-	-	-	114,848.00	-	0.0%
General Fund Restricted	1,397,127.31	5,741,087.44	5,843,345.23	-	1,294,869.52	(102,257.79)	-7.3%
General Fund Assigned	1,014,061.38	2,100.00	14,500.00	(200,000.00)	801,661.38	(212,400.00)	-20.9%
<b>General Fund Total</b>	<b>8,056,778.26</b>	<b>33,803,017.74</b>	<b>33,966,329.97</b>	<b>(300,000.00)</b>	<b>7,593,466.03</b>	<b>(0.00)</b> <b>(463,312.23)</b> <b>(0.00)</b>	<b>-5.8%</b>

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

	<b><u>FY26 Preliminary Budget</u></b>					<b><u>Increase/(Decrease)</u></b>	
	<b><u>Fund Bal. 7/1/25</u></b>	<b><u>Revenue</u></b>	<b><u>Expenses</u></b>	<b><u>Man. Adj.</u></b>	<b><u>Fund Bal. 6/30/26</u></b>	<b><u>Inc/(Dec)</u></b>	<b><u>% Change</u></b>
<b><u>Food Service</u></b>	871,758.27	1,887,774.40	2,085,257.42	-	674,275.25	(197,483.02)	-22.7%
<b><u>Community Service</u></b>	(848,431.46)	932,916.44	1,174,264.69	300,000.00	(789,779.71)	58,651.75	-6.9%
<b><u>Building Construction Fund</u></b>	29,628,300.53	1,384,500.00	11,027,425.98	-	19,985,374.55	(9,642,925.98)	-32.5%
<b><u>Debt Redemption</u></b>	(61,741.48)	5,284,262.03	5,509,611.26	-	(287,090.71)	(225,349.23)	365.0%
<b><u>Trust Fund/Scholarships</u></b>	746,292.54	22,000.00	22,000.00	-	746,292.54	-	0.0%
<b><u>Insurance Fund</u></b>	976,440.74	4,658,181.90	5,095,090.08	-	539,532.56	(436,908.18)	-44.7%
<b>District Totals</b>	<b>39,369,397.42</b>	<b>47,972,652.51</b>	<b>58,879,979.40</b>	<b>-</b>	<b>28,462,070.53</b>	<b>(10,907,326.89)</b>	<b>-27.7%</b>

**FY26- FY29 Fund Balance Estimates**

Data as of 6.9.2025

Starting Fund Balance - FY26 Estimate	5,530,741.6
Estimated Revenue	28,059,830.3
Estimated Expenditures	28,108,484.7
Transfers to Restricted Funds	(100,000.0)
Ending Fund Balance - FY26 Estimate	<u>5,382,087.1</u>
Unassigned General Fund Expenditures	28,108,484.7
Unassigned General Fund Expenditures/Day	77,009.5
Unassigned General Fund Balance - Ending	5,382,087.1
Estimated Days of Operation	69.9

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

Starting Fund Balance - FY26 Estimate	5,530,741.6
Estimated Revenue	28,059,830.3
Estimated Expenditures	28,108,484.7
Transfers to Restricted Funds	(100,000.0)
Ending Fund Balance - FY26 Estimate	<u>5,382,087.1</u>
Unassigned General Fund Expenditures	28,108,484.7
Unassigned General Fund Expenditures/Day	77,009.5
Unassigned General Fund Balance - Ending	5,382,087.1
Estimated Days of Operation	69.9

<b>FY26</b>	
Rev over Exp	(48,654.4)
Transfers	(100,000.0)
Inc/(Dec) of FB	(148,654.4)

Starting Fund Balance - FY27 Estimate	5,382,087.1
Estimated Revenue	28,554,440.1
Estimated Expenditures	29,045,648.8
Transfers to Restricted Funds	-
Ending Fund Balance - FY27 Estimate	<u>4,890,878.5</u>
Unassigned General Fund Expenditures	29,045,648.8
Unassigned General Fund Expenditures/Day	79,577.1
Unassigned General Fund Balance - Ending	4,890,878.5
Estimated Days of Operation	61.5

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

Starting Fund Balance - FY27 Estimate	5,382,087.1
Estimated Revenue	28,554,440.1
Estimated Expenditures	28,845,648.8
Transfers to Restricted Funds	(300,000.0)
Ending Fund Balance - FY27 Estimate	<u>4,790,878.5</u>
Unassigned General Fund Expenditures	28,845,648.8
Unassigned General Fund Expenditures/Day	79,029.2
Unassigned General Fund Balance - Ending	4,790,878.5
Estimated Days of Operation	60.6

<b>FY27</b>	
Rev over Exp	(291,208.6)
Transfers	(300,000.0)
Inc/(Dec) of FB	(591,208.6)

Starting Fund Balance - FY28 Estimate	4,890,878.5
Estimated Revenue	28,789,019.3
Estimated Expenditures	30,083,455.5
Transfers to Restricted Funds	-
Ending Fund Balance - FY28 Estimate	<u>3,596,442.4</u>
Unassigned General Fund Expenditures	30,083,455.5
Unassigned General Fund Expenditures/Day	82,420.4
Unassigned General Fund Balance - Ending	3,596,442.4
Estimated Days of Operation	43.6

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

Starting Fund Balance - FY28 Estimate	4,790,878.5
Estimated Revenue	28,789,019.3
Estimated Expenditures	29,883,455.5
Transfers to Restricted Funds	(300,000.0)
Ending Fund Balance - FY28 Estimate	<u>3,396,442.4</u>
Unassigned General Fund Expenditures	29,883,455.5
Unassigned General Fund Expenditures/Day	81,872.5
Unassigned General Fund Balance - Ending	3,396,442.4
Estimated Days of Operation	41.5

<b>FY28</b>	
Rev over Exp	(1,094,436.1)
Transfers	(300,000.0)
Inc/(Dec) of FB	(1,394,436.1)

52

Starting Fund Balance - FY29 Estimate	3,596,442.4
Estimated Revenue	29,350,638.1
Estimated Expenditures	31,133,895.5
Transfers to Restricted Funds	-
Ending Fund Balance - FY29 Estimate	<u>1,813,185.1</u>
Unassigned General Fund Expenditures	31,133,895.5
Unassigned General Fund Expenditures/Day	85,298.3
Unassigned General Fund Balance - Ending	1,813,185.1
Estimated Days of Operation	21.3

	FY26 Adj.	FY27 Adj.	FY28 Adj.	FY29 Adj.
Revenue Adj.	-	-	-	
Expense Adj.	-	(200,000.0)	-	
Transfer Adj.				(300,000.0)

Starting Fund Balance - FY29 Estimate	3,396,442.4
Estimated Revenue	29,350,638.1
Estimated Expenditures	30,933,895.5
Transfers to Restricted Funds	(300,000.0)
Ending Fund Balance - FY29 Estimate	<u>1,513,185.1</u>
Unassigned General Fund Expenditures	30,933,895.5
Unassigned General Fund Expenditures/Day	84,750.4
Unassigned General Fund Balance - Ending	1,513,185.1
Estimated Days of Operation	17.9

<b>FY29</b>	
Rev over Exp	(1,583,257.3)
Transfers	(300,000.0)
Inc/(Dec) of FB	(1,883,257.3)

**Adjustments:**

- FY27 - Shift of \$200,000 to Fund 04 for Deficit
- FY27 - Shift of \$100,000 to Fund 04 for Deficit (9 year plan)
- FY27 - \$200,000 in Budget Adjustments
- FY28 - Shift of \$200,000 to Fund 04 for Deficit
- FY28 - Shift of \$100,000 to Fund 04 for Deficit (9 year plan)
- FY29 - Shift of \$200,000 to Fund 04 for Deficit
- FY29 - Shift of \$100,000 to Fund 04 for Deficit (9 year plan)

**FY26 (2025-2026) Estimates**

Revenue	FY25 Estimated Revenue (General Fund, Unassigned)	27,640,359
	FY26 Estimated Changes to Revenue (General Fund, Unassigned)	
	Levy - General, OPEB, CTE, Lease	202,350
	Local Tuition Billing - OLA Summer, MVED	31,750
	Student Activities/Admissions	7,875
	Miscellaneous Revenue	17,200
	General Education Revenue	260,586
	Special Education Aid / Oshawa Reimbursement / Care & Treatment Reimb.	(81,619)
	Liaison Reimbursement (from City of St. Peter)	5,000
	Federal Funds (Title, IDEAS, COVID \$, etc.)	(18,094)
	Sale of Equipment (iPads)	(5,576)
	FY26 Estimated Revenue (General Fund, Unassigned)	28,059,830

Expenses	FY25 Estimated Expenses (General Fund, Unassigned)	27,225,552
	FY26 Estimated Changes to Expenses (General Fund, Unassigned)	
	Salary and Fringe Increases	760,109
	Teacher Retirement & OPEB Increases	73,096
	Contracted Services/Fees & Misc. Exp.	5,448
	School Resource Officer	1,554
	Property Insurance	20,154
	Rock Bend Lease	(23,098)
	MVED Bill Increase (Additional Social Worker, 4% Estimated Increase)	65,670
	Energy Savings (MS HVAC Project)	(20,000)
	FY26 Estimated Expenses (General Fund, Unassigned)	28,108,485

FY26 Beginning General Fund, Unassigned Balance	5,530,742
FY26 Estimated Revenue	28,059,830
FY26 Estimated Expenses	28,108,485
FY26 Estimated Transfers	(100,000)
FY26 Ending General Fund, Unassigned Balance	5,382,087
<b>Unassigned General Fund Expenditures</b>	28,108,484.7
<b>Unassigned General Fund Expenses/Day</b>	77,009.5
<b>Unassigned General Fund Balance</b>	5,382,087.1
<b>30 Day Expenditure Target</b>	2,310,286.4
53 <b>Estimated Days of Operation</b>	69.9

## **FY27 (2026-2027) Estimates**

	FY26 Estimated Revenue (General Fund, Unassigned)	28,059,830
Revenue	FY27 Estimated Changes to Revenue (General Fund, Unassigned)	
	Basic Aid Adjustment Adjustment (3% Basic Formula or \$224 x 2,237 APU)	501,088
	Less Aid for 32 Students	(320,000)
	SPED Aid (50% Cross Subsidy in FY27)	371,534
	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)
	<b>FY27 Estimated Revenue (General Fund, Unassigned)</b>	<b>28,554,440</b>

	FY26 Estimated Expenses (General Fund, Unassigned)	28,108,485
Expenses	FY27 Estimated Changes to Expenses (General Fund, Unassigned)	
	Staff Salary/Fringe Expense Increases, Decreases, Shifts	827,449
	Consulting Fees/Contracted Services	5,551
	MVED Expense Estimates (4% Increase)	21,379
	Electricity, Water, Sewer, Garbage, Fuels (3% Increase)	19,500
	Property Insurance	13,762
	Transportation Costs (3% Increase)	49,523
	<b>FY27 Estimated Expenses (General Fund, Unassigned)</b>	<b>29,045,649</b>

FY27 Beginning General Fund, Unassigned Balance	5,382,087
FY27 Estimated Revenue	28,554,440
FY27 Estimated Expenses	29,045,649
FY27 Estimated Transfers	-
<b>FY27 Ending General Fund, Unassigned Balance</b>	<b>4,890,879</b>
<b>Unassigned General Fund Expenditures</b>	29,045,648.8
<b>Unassigned General Fund Expenses/Day</b>	79,577.1
<b>Unassigned General Fund Balance</b>	4,890,878.5
<b>30 Day Expenditure Target</b>	2,387,313.6
<b>Estimated Days of Operation</b>	61.5

## FY28 (2027-2028) Estimates

Revenue	FY27 Estimated Revenue (General Fund, Unassigned)	28,554,440
	FY28 Estimated Changes to Revenue (General Fund, Unassigned)	
	Basic Aid Adjustment Adjustment (2.0% Basic Formula or \$154 x 2,206 APU)	339,724
	Less Aid for 31 Students	(310,000)
	SPED Aid (50% Cross Subsidy started in FY27)	204,855
	<b>FY28 Estimated Revenue (General Fund, Unassigned)</b>	<b>28,789,019</b>

Expenses	FY27 Estimated Expenses (General Fund, Unassigned)	29,045,649
	FY28 Estimated Changes to Expenses (General Fund, Unassigned)	
	Staff Salary/Fringe Expense Increases, Decreases, Shifts	871,114
	Consulting Fees/Contracted Services	5,937
	MVED Expense Estimates (4% Increase)	22,234
	Electricity, Water, Sewer, Garbage, Fuels (3% Increase)	20,085
	Shift in Employee Time - Bond/Construction Funds Depleted	38,526
	Property Insurance	14,450
	Transportation Costs (3.85% Increase)	65,461
	<b>FY28 Estimated Expenses (General Fund, Unassigned)</b>	<b>30,083,455</b>

FY28 Beginning General Fund, Unassigned Balance	4,890,879
FY28 Estimated Revenue	28,789,019
FY28 Estimated Expenses	30,083,455
FY28 Estimated Transfers	-
<b>FY28 Ending General Fund, Unassigned Balance</b>	<b>3,596,442</b>
<b>Unassigned General Fund Expenditures</b>	30,083,455.5
<b>Unassigned General Fund Expenses/Day</b>	82,420.4
<b>Unassigned General Fund Balance</b>	3,596,442.4
<b>30 Day Expenditure Target</b>	2,472,612.8
<b>Estimated Days of Operation</b>	43.6

## FY29 (2028-2029) Estimates

Revenue	FY28 Estimated Revenue (General Fund, Unassigned)	28,789,019
	FY29 Estimated Changes to Revenue (General Fund, Unassigned)	
	Basic Aid Adjustment Adjustment (2% Basic Formula or \$157 x 2,206 APU)	346,342
	Less Aid for 0 Students	-
	SPED Aid (50% Cross Subsidy started in FY27)	215,277
	FY29 Estimated Revenue (General Fund, Unassigned)	29,350,638

Expenses	FY28 Estimated Expenses (General Fund, Unassigned)	30,083,455
	FY29 Estimated Changes to Expenses (General Fund, Unassigned)	
	Staff Salary/Fringe Expense Increases, Decreases, Shifts	917,355
	Consulting Fees/Contracted Services/Miscellaneous	6,123
	MVED Expense Estimates (4% increase)	23,123
	Electricity, Water, Sewer, Garbage, Fuels (3% increase)	20,687
	Property Insurance	15,172
	Transportation Costs (3.85% increase)	67,980
	FY29 Estimated Expenses (General Fund, Unassigned)	31,133,895

FY29 Beginning General Fund, Unassigned Balance	3,596,442
FY29 Estimated Revenue	29,350,638
FY29 Estimated Expenses	31,133,895
FY29 Estimated Transfers	-
FY29 Ending General Fund, Unassigned Balance	1,813,185
<b>Unassigned General Fund Expenditures</b>	31,133,895.5
<b>Unassigned General Fund Expenses/Day</b>	85,298.3
<b>Unassigned General Fund Balance</b>	1,813,185.1
<b>30 Day Expenditure Target</b>	2,558,950.3
<b>Estimated Days of Operation</b>	21.3

FY26 Budget Revisions  
 Grade Progression Ratio Model  
 Updated 6.8.25 using MARSS 15 Report

Grade	Pupil Unit Weight	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29
		Total Students								
EC	1	45.32	39.75	42.33	37.13	38.00	38.00	38.00	38.00	38.00
HK	1	31.16	28.47	30.83	-	-	-	-	-	-
KG	1	82.77	115.07	101.54	137.19	124.66	130.00	130.00	130.00	130.00
1	1	144.13	119.84	141.22	135.80	153.19	130.22	135.79	135.79	135.79
2	1	134.74	137.62	124.50	148.18	148.56	158.44	134.67	140.44	140.44
3	1	161.65	124.61	138.88	129.95	155.37	149.54	159.48	135.56	141.37
4	1	169.65	149.47	132.27	146.33	136.03	158.73	152.77	162.93	138.49
5	1	140.93	158.69	156.96	139.09	151.42	138.47	161.58	155.52	165.85
6	1	178.24	133.53	153.30	153.86	142.42	148.31	135.63	158.26	152.32
7	1.2	176.61	175.73	149.41	160.74	161.88	149.74	155.92	142.59	166.39
8	1.2	174.37	177.76	164.85	149.19	161.68	159.81	147.83	153.94	140.77
9	1.2	188.22	177.95	191.03	184.30	164.64	174.48	172.47	159.53	166.12
10	1.2	189.14	190.59	174.26	186.35	183.61	163.14	172.89	170.90	158.08
11	1.2	158.75	183.23	188.99	172.67	186.97	181.52	161.29	170.93	168.96
12	1.2	186.69	155.69	181.31	191.69	170.97	185.79	180.38	160.27	169.85
EC		45.32	39.75	42.33	37.13	38.00	38.00	38.00	38.00	38.00
HK		31.16	28.47	30.83	-	-	-	-	-	-
KG		82.77	115.07	101.54	137.19	124.66	130.00	130.00	130.00	130.00
GR 1-3		440.52	382.07	404.60	413.93	457.12	438.19	429.94	411.79	417.60
GR 4-6		488.82	441.69	442.53	439.28	429.87	445.51	449.98	476.70	456.66
GR 7-8		350.98	353.49	314.26	309.93	323.56	309.55	303.75	296.53	307.16
GR 9-12		722.80	707.46	735.59	735.01	706.19	704.94	687.03	661.63	663.01
Total ADM		2,162.37	2,068.00	2,071.68	2,072.47	2,079.40	2,066.18	2,038.70	2,014.66	2,012.44
Total WADM		2,377.13	2,280.19	2,281.65	2,281.46	2,285.35	2,269.08	2,236.86	2,206.29	2,206.48
		-	-	-	-	-	-	-	-	-

ADM Difference over PY (94.37) 3.68 0.79 6.93 (13.22) (27.48) (24.05) (2.22)  
 WADM Difference over PY (96.94) 1.46 (0.19) 3.89 (16.27) (32.22) (30.57) 0.19



## ADDENDUM

**Regular Board Meeting  
Wednesday, June 18, 2025  
SPCC-Governor's Room  
5:00PM**

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### VII. ACTION ITEMS

<b>3. AGENDA ITEM #3</b>
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**Subject:** Consider Approval of Individual Employment Agreements

**Action:** Requires a Motion

**Background:** The following Individual Employment Agreements are being presented for School Board approval. The HR/Negotiations Committee has reviewed the salary/benefit and language changes for the contracts and is in agreement with presenting the contracts to the School Board for approval. All of the agreements are within salary/benefit parameters set by the Board (3%/3% total compensation).

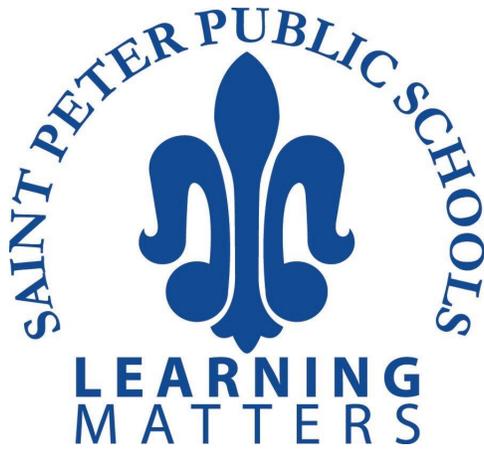
The agreements also include the following:

1. Change old dates to reflect 2025-2027 Agreement.
2. Ensure the following statement is in each Agreement:
  - The School Board shall determine the Terms and Conditions of employment for the position of \_\_\_\_\_.
3. Eliminate Serious Illness or Death Leave/Bereavement Leave and replace it with:
  - \_\_\_\_\_ shall earn, use and accumulate 48 hours of ESST in conformance with the School District's Employment Policies and Minnesota Statutes. ESST leave may accumulate to a maximum of 80 hours.
4. Single H & H at the VEBA level.
5. Consistent retirement benefits at \$50 per day for each day of accumulated unused sick leave up to a maximum of each employee's contracted annual days, eligible for sick leave contribution at age fifty-six (56), and comparable medical insurance at retirement to similar positions on individual employment agreements.

<b>Name</b>	<b>Title</b>	<b>2025-2026</b>	<b>2026-2027</b>
Shea Roehrkasse	Activities Director	3.01%	2.97%
Kimberley Deming	Administrative Assistant	3.02%	2.98%
Martha Devine	Co-Assessment Coordinator	3.00%	2.99%
Cindy Bruce	Behavior Interventionist	3.02%	3.00%
Megan Gracia	Business Manager	2.97%	2.99%
Alena Webster	CE Program Assistant	2.98%	2.99%
Tami Skinner	Community Education Director	3.02%	3.02%
Bee Ong	Finance Accountant	3.01%	3.02%
Emily Craig	Food Service Director	3.01%	3.03%
Paul Johnson	IT Support Specialist	2.98%	2.99%
Kris LeClerc	MARSS/EdFi Accountant	3.01%	3.01%
Lisa Pierson	Payroll Supervisor	2.99%	3.02%
Kurt Hildebrandt	School Information Coordinator	3.00%	3.00%
Ytive Prafke	Special Programs Administrator	3.00%	3.01%
Christian Juanos	Student Support Liaison	3.01%	2.97%
Maripsa Romero	Student Support Liaison	3.00%	2.99%
Buraq Ahmed	Student Support Liaison	3.01%	2.97%
Charmayne Klah	Student Support Liaison	2.99%	2.99%
Gus Sorbo	District Technology Director	3.01%	3.02%

**Presentation:** Superintendent of Schools, Jeff Olson

**Options/Recommendation:** I recommend your approval of the Individual Employment Agreements as presented.



**SAINT PETER PUBLIC SCHOOLS**

**Agreement**

**with**

**ACTIVITIES DIRECTOR**

**2023-20242025 - 2026**

**and**

**2024-20252026 - 2027**

Activities Director  
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**AGREEMENT WITH THE  
ACTIVITIES DIRECTOR  
~~2023-2024, 2024-2025~~2025-2027**

The School Board shall determine the terms and conditions of employment for the position of Activities Director.

**HOURS AND DUTY DAYS**

1. The Activities Director is considered a full-time, salaried employee. The basic work year shall consist of 240 days.
2. The Activities Director shall be subject to emergency call duty. In the event of such emergency, outside of regular work time, the Activities Director shall be paid at the rate established by the salary schedule.
3. In the event of emergency or other cause for school closing, regular hours shall be maintained unless otherwise directed by the Building Principal.
4. The work schedule for the Activities Director must be approved by the Building Principal.

**SPECIAL LEAVES AND HOLIDAYS**

1. Leave of absence without pay for personal reasons may be approved by the Superintendent
2. The Activities Director shall be granted a leave of absence with regular pay on the following holidays:

New Year's Day  
Good Friday  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Presidents' Day

Thanksgiving Day  
Friday after Thanksgiving  
Christmas Eve Day  
Christmas Day  
New Year's Eve Day  
Martin Luther King Day  
(unless school is in session or a teacher's workday is scheduled)

3. New Year's Day, Memorial, Day, Independence Day, and Christmas Day shall be considered major holidays. When a major holiday falls on a Sunday, the following Monday shall be considered a holiday. Should these fall on Saturday, the preceding Friday shall be honored as a holiday.

### **SICK LEAVE**

1. The Activities Director shall earn one day a month to a maximum of 12 per year. Any fraction of the Activities Director's 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 Activities Director who uses more than his/her allowable sick leave, including any accumulated sick leave which may have accrued, shall have a deduction from pay for any excess sick leave taken that has not been earned. Unused sick leave days may accumulate to a maximum credit of ~~one~~ two hundred ~~eighty-five~~ forty (~~185~~240) days of sick leave for the Activities Director.
2. Sick leave with pay shall be allowed by the Activities Director whenever the Activities Director's absence is due to any type of illness, including illness or disability caused or contributed to by pregnancy or childbirth, which prevented the attendance at school and performance of duties on that day or days. The Activities Director may use sick leave to cover absences necessitated by the disability of a child, spouse, or parent in need of the Activities Director's personal care or attention. Such family care shall be deducted from sick leave.
3. The Superintendent may request a medical certificate from a physician as evidence of illness, indicating the absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility for sick leave is reserved for the School Board~~the Board~~.
4. Sick leave pay shall be approved only upon submission of a signed request on the authorized sick leave request form made available by the School District.

### **SERIOUS ILLNESS OR DEATH LEAVE**

~~The Activities Director may be granted up to six (6) days of non-accumulative serious illness or death leave annually that 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 non-relative 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.~~

### **EARNED SAFE AND SICK TIME (ESST)**

The Activities Director shall earn, use, and accumulate 48 hours of ESST in conformance with School District Employment Policies and Minnesota Statutes. ESST may accumulate to a maximum of 80 hours.

### **PERSONAL LEAVE**

The Activities Director shall receive two (2) personal leave day at the discretion of the Superintendent, and the leave can be accumulated to a maximum of four (4) 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 a personal leave must be made to the Superintendent. All leaves must have prior approval.

### **CHILD CARE LEAVE**

1. Use: A child care leave may be granted by the School District, subject to the provisions of this section, to an employee-parent following the birth and first year care of a child , adoption or foster placement of a child, provided such employee-parent is caring for the child on a full-time basis.
2. Request: An employee making an application for child care leave shall inform the Superintendent in writing of the request to take the leave at least three (3) calendar months before commencement of the intended leave.
3. Medical Statement: An employee may be asked to provide, at the time of the leave application, a statement from the attending physician indicating the expected date of delivery.
4. Date of Leave: The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave coincide with some natural break in the school year – i.e., winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like. The availability of a substitute teacher may also be considered by the School Board in the granting of a child care leave or its duration.
5. Duration: In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:
  - (1.) grant any leave more than twelve (12) months in duration;
  - (2.) permit the employee to return to employment prior to the date designated in the request for child care leave.

6. Reinstatement: An employee returning from child care leave shall be reinstated in a position the employee is qualified unless previously discharged or laid off.
7. Failure to Return: Failure of the employee to return by the date determined under this section shall constitute grounds for termination unless the School Board and the employee mutually agree in writing to an extension in the leave.
8. Group Insurance: An employee on child care leave, is eligible to participate in group insurance programs as governed by the Family & Medical Leave Act. The employee may continue health insurance coverage beyond the Family & Medical Leave Act at their own expense while on child care leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the School District pursuant to this section.
9. Use of Sick Leave While on Child Care Leave An employee on child care leave may use earned sick leave accrued for the period of time under the Family Medical Leave Act.
10. Salary and Fringe Benefits: Leave under this section beyond the use of accrued sick/personal leave, shall be without pay.

### **WORKERS' COMPENSATION**

1. Upon the request of the Activities Director, who is absent from work as a result of an injury incurred in the service of the School District and compensable under the provisions of the Workers' Compensation Act, the School District will pay the difference between the compensation received by the Activities Director's regular rate of pay, to the extent of the Activities Director's earned accrual of sick leave and/or vacation pay.
2. A deduction shall be made from the Activities Director's accumulated sick leave accrual time according to the pro-rata portion of the days of sick leave or vacation time that is used to supplement Workers' Compensation.
3. Such payment shall be paid by the School District to the Activities Director only during the period of disability.
4. In no event shall the additional compensation paid to the Activities Director by virtue of sick leave or vacation pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the Activities Director.
5. The Activities Director shall submit a copy of his or her Workers' Compensation check to the School District's payroll department and the amount paid for time off shall be deducted from the Activities Director's next payroll check, but not any,

medical payments. This is done by law because PERA, and Social Security are not to be charged against Workers' Compensation payments.

### **JURY DUTY**

1. When the Activities Director is called for jury duty, he/she shall submit an absentee card to the Superintendent indicating the dates served and the amount of the daily compensation that he/she received from the county as juror. This amount will be deducted from the Activities Director's wages along with the applicable PERA deduction. This exempts jury duty pay from Social Security, Medicare, PERA and makes it the Activities Director's responsibility to report it as miscellaneous income on their 1040. Any mileage reimbursement or meal allowance can be kept by the Activities Director, and it need not be reported on the 1040.
2. If the Activities Director 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 that the Activities Director is required to be absent. The Activities Director shall reimburse the School District that compensation, except for mileage reimbursement and meal allowance, which he/she receives for providing such testimony.

### **GROUP INSURANCE**

1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School Board.
2. Health and Hospitalization Insurance: For the period of July 1, 20235, through June 30, 20257, the School District shall contribute an amount equal to an individual insurance plan at the VEBA level. The Activities Director has the option of applying the individual premium to a family plan.
3. Dental Insurance: For the period of July 1, 20235, through June 30, 20257, the School District shall pay the entire premium for family dental coverage.
4. Income Protection Insurance: The School District shall pay the premium for Income Protection Insurance to the extent of 66-2/3 percent of the gross annual salary with a maximum monthly benefit up to but not to exceed \$3,500 for the Activities Director beginning sixty (60) calendar days after the injury or illness and extending to age sixty-five (65).
5. Duration of Insurance Contributions: An Activities Director is eligible for School Board contributions as provided in this article as long as the Activities Director is employed by the School District. Upon termination of employment, and effective on

the last working day, all School Board participation and contribution shall cease unless the Activities Director is entitled to the benefits as provided under RETIREMENT.

6. Life Insurance: The School District shall contribute a sum equal to the premium for a \$200,000 group life insurance policy for the term of the contract. After ten (10) years of service as an Activities Director, the Activities Director may continue to purchase group life insurance, at his/her expense, for a period of fifteen (15) years or the age of sixty-five (65).

### **SALARY PAYMENT**

Wages shall be paid twice monthly, (15<sup>th</sup> and last day of month) and all paychecks shall be deposited directly into bank account(s) designated by the Activities Director.

### **RETIREMENT**

1. Upon retirement from full-time employment at age fifty-six (56) and with ten (10) consecutive years of service in the School District, an Activities Director shall be paid forty (\$~~4~~50) dollars per day for each day of accumulated unused sick leave up to a maximum of ~~one two~~ hundred ~~eighty five forty~~ (~~185240~~) days.
2. \$1,000 will be set aside annually. The School District contribution will be made in July following the preceding full school year of service. The School District contribution will be deposited into a School District reserved account on behalf of the Activities Director as outlined in this article; however all School District contributions will remain School District assets until the Activities Director meets the School District's vesting requirements. The Activities Director will become vested when they have at least 10 years continuous service in the district. At the end of 10 years of continuous service to the School District, the School District will deposit \$10,000 into the School District-sponsored VEBA/HSA account on behalf of the Activities Director as outlined in this article. For each year of service thereafter, the School District will deposit \$1,200 annually in the VEBA/HSA account as outlined in this article. The School District contributions will be made in July following the preceding full year of service. Once vested, the Activities Director will have access to his/her VEBA/HSA account balance upon separation of employment.
3. With regard to life insurance in effect at the time of retirement, the District will continue to pay life insurance premiums until the Activities Director reaches the age of sixty-five (65) years.
4. With regard to dental insurance at the time of retirement, the Activities Director will assume responsibility for payment of all premiums.

## SALARY SCHEDULE

Per Attachment A

Dated:

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Activities Director  
Shea Roehrkas

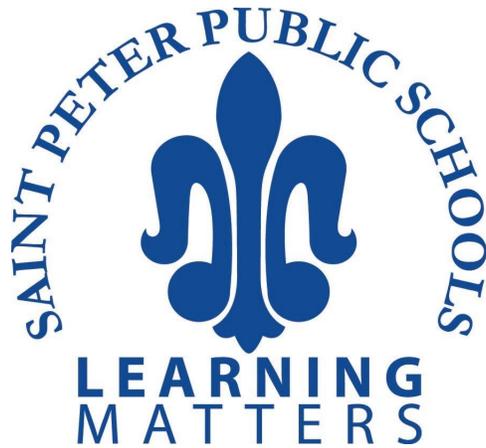
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Chairperson of the School Board  
Charlie Potts

---

Clerk of the School Board  
Kate Martens





**SAINT PETER PUBLIC SCHOOLS**

**Agreement**

**with**

**ADMINISTRATIVE ASSISTANT**

**March 4, 2024 - June 30, 2024 2025 - 2026**

**and**

**July 1, 2024 - June 30, 2025 2026 - 2027**

Administrative Assistant  
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**MASTER CONTRACT FOR  
ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT**  
~~March-June, 2024 and 2024-2025~~2025-2027

The School Board shall determine the terms and conditions of employment for the position of Administrative Assistant.

**HOURS AND DUTY DAYS**

1. The basic work year shall consist of 240 days. ~~This will be prorated for March-June 2024.~~
2. The Administrative Assistant shall be subject to emergency call duty, but shall not be entitled to overtime pay.
3. In the event of emergency or other cause for school closing, regular hours shall be maintained unless otherwise directed by the superintendent.
4. The scheduling of non-working days must receive prior approval of the superintendent.

**SPECIAL LEAVE AND HOLIDAYS**

1. A leave of absence, without pay for personal reasons, may be approved by the Superintendent.
2. The Administrative Assistant shall be granted a leave of absence with regular pay on the following holidays:

New Year's Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Eve Day
Juneteenth	Christmas Day
Independence Day	New Year's Eve Day
Labor Day	Martin Luther King Day
Presidents' Day	(unless school is in session or a teacher's workday is scheduled)

3. New Year's Day, Memorial Day, Independence Day, and Christmas Day shall be considered major holidays. When any such major holiday falls on a Sunday, the following Monday shall be considered a holiday. Should these fall on a Saturday, then the preceding Friday shall be honored as a holiday. If school is in session on

Martin Luther King Jr. Day, a floating holiday will be established. Its use will be agreed to by the Administrative Assistant and the Superintendent.

### SICK LEAVE

1. The Administrative Assistant shall be credited with twelve (12) working days of sick leave. In the event that the Administrative Assistant, for any reason, is no longer employed by the School District before the end of the school year, the number of allowable sick days will be days worked over the total combined contract days times twelve (12). Any fraction of the Administrative Assistant's workday will be rounded up to the next higher whole day if more than a half day, and rounded down if less than half the Administrative Assistant's workday. The Administrative Assistant, who uses his/her allowable sick leave, including any accumulated sick leave that may have accrued, shall have a deduction from pay for any excess sick leave taken that has not been earned.

Unused sick leave days may accumulate to a maximum credit of two hundred forty (240) days of sick leave for the Administrative Assistant.

2. Sick leave with pay shall be allowed by the School District whenever the Administrative Assistant's absence is due to any type of illness, including illness or disability caused or contributed to by pregnancy or childbirth, which prevented the attendance at school and performance of duties on that day or days. The Administrative Assistant may use sick leave to cover absences necessitated by the disability of a parent, child, or spouse in need of the Administrative Assistant's personal care or attention. Such family care shall be deducted from sick leave.

3. The Superintendent may request a medical certificate as evidence of illness, indicating the absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility for sick leave is reserved to the School Board.

4. Sick leave pay shall be approved only upon submission of a signed request on the authorized sick leave request form made available by the School District.

### **EARNED SAFE AND SICK TIME (ESST) LEAVE**

1. The Administrative Assistant shall earn, use, and accumulate 48 hours of ESST in conformance with the School District's Employment Policies and Minnesota Statutes. ESST may accumulate to a maximum of 80 hours.

~~1. The Administrative Assistant shall be credited with twelve (12) working days of earned safe and sick time leave. In the event that the Administrative Assistant, for any reason, is no longer employed by the School District before the end of the school year, the number of allowable earned safe and sick time days will be days worked over the total combined contract days times twelve (12). Any fraction of the~~

~~Administrative Assistant's workday will be rounded up to the next higher whole day if more than a half-day and rounded down if less than a half-day of the administrative assistant's workday. The Administrative Assistant who uses his/her allowable earned safe and sick time leave, including any accumulated earned safe and sick time leave that may have accrued, shall have a deduction from pay for any excess earned safe and sick time leave taken that has not been earned.~~

~~Unused earned safe and sick time leave days may accumulate to a maximum credit of one hundred eighty-five (185) days of sick leave for the Administrative Assistant.~~

- ~~2. Earned safe and sick time leave with pay shall be allowed by the School District pursuant to state statute. MN Stat. 181.9447.~~
- ~~3. The Superintendent may request documentation as allowable by MN Stat: 181.9447~~
- ~~4. Earned safe and sick time leave pay shall be approved only upon submission of a signed request on the authorized sick leave request form made available by the School District.~~

### **~~SERIOUS ILLNESS OR BEREAVEMENT LEAVE~~**

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

### **PERSONAL LEAVE**

The Administrative Assistant shall receive two (2) personal leave days at the discretion of the Superintendent, and the leave can be accumulated to a maximum of three (3) days, to be used for situations that arise requiring the Administrative Assistant'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 contract. Request for a personal leave must be made to the Superintendent at least two (2) days in advance, except in the case of an emergency. All leaves must have prior approval.

## WORKERS' COMPENSATION

1. Upon the request of the Administrative Assistant, who is absent from work as a result of an injury incurred while in the service of the School District and compensated under the provisions of the Workers' Compensation Act, the School District will pay the difference between the compensation received by the ~~a~~Administrative ~~a~~Assistant pursuant to the Workers' Compensation Act and the ~~a~~Administrative ~~a~~Assistant's regular rate of pay, to the extent of the Administrative Assistant's earned accrual of sick leave, ~~and/or vacation pay.~~
2. A deduction shall be made from the Administrative Assistant's accumulated sick leave accrual time according to the pro-rata portions of days of sick leave ~~or vacation time~~ that is used to supplement Workers' Compensation.
3. Such payment shall be paid by the School District only during the period of disability.
4. In no event shall the additional compensation paid to the Administrative Assistant by virtue of sick leave ~~or vacation pay~~ result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the Administrative Assistant.
5. The Administrative Assistant shall submit a copy of their Workers' Compensation check to the School District Payroll Department and the amount paid for time off shall be deducted from the Administrative Assistant's next payroll check, but not any medical payments. This is done by law, because TRA, PERA and Social Security are not to be charged against Workers' Compensation payments.

## JURY DUTY

1. When the Administrative Assistant is called for jury duty, he/she shall submit an absentee card to the Superintendent indicating the dates served and the amount of the daily compensation he/she received from the county as a juror. This amount will be deducted from the Administrative Assistant's wages along with the applicable PERA deduction. This exempts jury duty pay from Social Security, Medicare, PERA and makes it the Administrative Assistant's responsibility to report it as miscellaneous income on his/her 1040. The Administrative Assistant can keep any mileage reimbursement or meal allowance, and it need not be reported on the 1040.
2. If the Administrative Assistant 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 Administrative Assistant is required to be absent. The

Administrative Assistant shall reimburse the School District that compensation, except for mileage reimbursement and meal allowance, which he/she received for providing such testimony.

### **GROUP INSURANCE**

1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School Board.
2. Health and Hospitalization Insurance: For the duration of the contract, the School District will contribute the cost of the premium for single health insurance coverage at the VEBA 834 level for the Administrative Assistant who qualifies for and is enrolled in the group health insurance plan. The Administrative Assistant may credit the amount towards any of the district's medical insurance plans.
3. Dental Insurance: For the duration of the contract, the School District shall pay the entire premium for single dental coverage.
4. Income Protection Insurance: The School District shall pay the premium for Income Protection Insurance to the extent of 66-2/3 percent of the gross annual salary with a maximum monthly benefit up to but not to exceed \$3,500 for the ~~a~~Administrative ~~a~~Assistant beginning sixty (60) calendar days after the injury or illness and extending to age sixty-five (65).
5. Life Insurance: The School District shall contribute a sum equal to the premium for a \$50,000 group life insurance policy for the Administrative Assistant for the term of this contract.
6. Duration of Insurance Contributions: The Administrative Assistant is eligible for School Board contributions as provided in this article as long as the Administrative Assistant is employed by the School District. Upon termination of employment, and effective on the last working day, all School Board participation and contribution shall cease unless the Administrative Assistant is entitled to the benefits as provided under RETIREMENT.

### **CHILD CARE LEAVE**

1. Use: A child care leave may be granted by the School District, subject to the provisions of this section, to an employee-parent following the birth and first year care of a child , adoption or foster placement of a child, provided such employee-parent is caring for the child on a full-time basis.

2. Request: An employee making an application for child care leave shall inform the Superintendent in writing of the request to take the leave at least three (3) calendar months before commencement of the intended leave.

3. Medical Statement: An employee may be asked to provide, at the time of the leave application, a statement from the attending physician indicating the expected date of delivery.

4. Date of Leave: The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave coincide with some natural break in the school year – i.e., winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like. The availability of a substitute ~~teacher~~ may also be considered by the School Board in the granting of a child care leave or its duration.

5. Duration: In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:

- (1.) grant any leave more than twelve (12) months in duration;
- (2.) permit the employee to return to employment prior to the date designated in the request for child care leave.

6. Reinstatement: An employee returning from child care leave shall be reinstated in a position the employee is qualified unless previously discharged or laid off.

7. Failure to Return: Failure of the employee to return by the date determined under this section shall constitute grounds for termination unless the School Board and the employee mutually agree in writing to an extension in the leave.

8. Group Insurance: An employee on child care leave, is eligible to participate in group insurance programs as governed by the Family & Medical Leave Act. The employee may continue health insurance coverage beyond the Family & Medical Leave Act at their own expense while on child care leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the School District pursuant to this section.

9. Use of Sick Leave While on Child Care Leave An employee on child care leave may use earned sick leave accrued for the period of time under the Family Medical Leave Act.

10. Salary and Fringe Benefits: Leave under this section beyond the use of accrued sick/personal leave, shall be without pay.

### SALARY PAYMENT

Wages shall be paid twice monthly, (15<sup>th</sup> and last day of month) and all paychecks shall be deposited directly into bank account(s) designated by the Administrative Assistant.

### RETIREMENT

1. Upon retirement at the end of the year in which the Administrative Assistant reaches the age of fifty-six years (56), and with ten (10) consecutive years of service as an Administrative Assistant, the Administrative Assistant may remain in the School District’s insurance plans.

- With regard to medical insurance, the School District will provide up to \$30,000 that may be used towards the purchase of medical insurance plans. This money is for continuing medical insurance coverage in any of the School District’s medical insurance plans or a plan of the employee’s choosing. In the event of the employee’s death, this benefit ceases.
- With regard to life insurance in effect at the time of retirement, the School District will continue to pay life insurance premiums for seven (7) years after retirement or to age 65 whichever comes first.
- With regard to dental insurance at the time of retirement, the Administrative Assistant will assume responsibility for payment of all premiums.

2. Upon retirement from full-time employment at age of fifty-six years (56) and with ten (10) consecutive years of service in District No. 508 as an Administrative Assistant, the Administrative Assistant shall be paid fifty (\$50) dollars per day for each day of accumulated unused sick leave, up to a maximum of ~~one~~two hundred ~~eighty-five~~forty (~~185240~~) days.

### OTHER CONDITIONS

The School District shall provide memberships in the appropriate local, state and national secretaries’ associations for the Administrative Assistant. The District will provide time and school funds for the Administrative Assistant to attend the appropriate local, state and national meetings and workshops of the associations.

### SALARY SCHEDULE

<b><u>20235-20246</u></b>	<b><u>20246-20257</u></b>
<b><u>\$50,880*53,297</u></b>	<b><u>\$52,40654,256</u></b>

\*prorated

1. Additional Compensation

a. Hourly Salary for Additional Work performed

- The Administrative Assistant shall be paid an hourly salary for work performed in the carrying out of duties outside of the scope of the regular duty day (Regular School Board Meetings, Special School Board Meetings, Study Sessions.); Flex time may be used rather than an hourly payment with prior approval.
- The hours performed in conducting such duties must be approved by the Superintendent of Schools.
- Hours for payment shall be submitted quarterly.

2. The hourly rate is :

- ~~March-June 2024-2025-2026~~: \$~~26.50~~27.76 Per Hour
- ~~20246-20257~~: \$~~27.29~~28.26 Per Hour

---

Kimberley Deming  
Administrative Assistant

---

Charlie Potts  
Chairperson of the School Board

Dated:

---

Kate Martens  
Clerk of the School Board



**AGREEMENT WITH THE SAINT PETER PUBLIC SCHOOLS  
CO-DISTRICT ASSESSMENT COORDINATOR  
20245-20267**

Independent School District 508, Saint Peter Public Schools, enters into this agreement with Martha Devine, who agrees to perform the duties of Co-District Assessment Coordinator for Saint Peter Public Schools, ISD 508.

**ASSIGNMENT:** Co-District Assessment Coordinator

**SALARY:**

<b>2024<u>5</u>-202<u>5</u><u>6</u></b>	<b>202<u>5</u><u>6</u>-202<u>6</u><u>7</u></b>
\$25.75	\$26.52

**TIME:** The Co-District Assessment Director will establish the work schedule for the Co-District Assessment Coordinator for up to 750 hours annually. Additional hours may be allocated upon approval by the District Assessment Coordinator and Superintendent of Schools. A timesheet will be submitted for work completed.

**NOTIFICATION:** The district may discontinue this position or terminate the employee at any time during the term of this agreement pursuant to MS 123B.02, Subd. 14. The employee may terminate this employment at any time during the term of this agreement.

\_\_\_\_\_  
Employee Signature

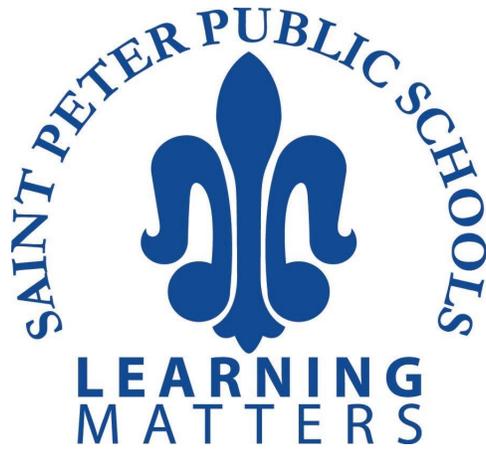
\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Board Chair Signature

\_\_\_\_\_  
Date



**SAINT PETER PUBLIC SCHOOLS**

**Agreement**

**with**

**BEHAVIOR INTERVENTIONIST**

**20235 - 20246**

**and**

**20246 - 20257**

Behavior Interventionist  
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**AGREEMENT WITH THE  
BEHAVIOR INTERVENTIONIST  
2023~~5~~-2024~~7~~**

The School Board shall determine the terms and conditions of employment for the position of Behavior Interventionist

**HOURS AND DUTY DAYS**

1. The Behavior Interventionist is an hourly employee. The work year shall consist of 174, 6.75 hour days during the regular school year.

**SPECIAL LEAVES**

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

**PAID HOLIDAYS**

1. Holidays: The following days are recognized as holidays with regular pay the Behavior Interventionist working during the period the holiday occurs:

Thanksgiving Day  
Christmas Day  
Good Friday  
Memorial Day

If a major holiday falls on a Saturday, Friday would be considered the holiday and if the major holiday falls on Sunday, Monday would be considered the holiday.

~~SECTION 25:~~ Less than full-time employees shall receive holiday pay on a prorated basis.

**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 Behavior Interventionist shall earn one day (6.75 hours) of sick leave per month. Any fraction of the Behavior Interventionist's 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 Behavior Interventionist, 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 two hundred (1,200) hours of sick leave for the Behavior Interventionist.

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.

### EARNED SAFE AND SICK TIME (ESST)

1. The Behavior Interventionist shall earn, use, and accumulate 48 hours of ESST in conformance with the School District's Employment Policies and Minnesota Statutes. ESST may accumulate to a maximum of 80 hours.

### **SERIOUS ILLNESS OR BEREAVEMENT LEAVE**

- ~~1. The Behavior Interventionist may be granted up to six (6) six and a half (6.75) 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. Use: A child care leave may be granted by the School District, subject to the provisions of this section, to an employee-parent following the birth and first year care of a child , adoption or foster placement of a child, provided such employee-parent is caring for the child on a full-time basis.
2. Request: An employee making an application for child care leave shall inform the Superintendent in writing of the request to take the leave at least three (3) calendar months before commencement of the intended leave.
3. Medical Statement: An employee may be asked to provide, at the time of the leave application, a statement from the attending physician indicating the expected date of delivery.
4. Date of Leave: The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave coincide with some natural break in the school year – i.e., winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like. The

availability of a substitute ~~teacher~~ may also be considered by the School Board in the granting of a child care leave or its duration.

5. Duration: In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:
  - (1.) grant any leave more than twelve (12) months in duration;
  - (2.) permit the employee to return to employment prior to the date designated in the request for child care leave.
6. Reinstatement: An employee returning from child care leave shall be reinstated in a position the employee is qualified unless previously discharged or laid off.
7. Failure to Return: Failure of the employee to return by the date determined under this section shall constitute grounds for termination unless the School Board and the employee mutually agree in writing to an extension in the leave.
8. Group Insurance: An employee on child care leave, is eligible to participate in group insurance programs as governed by the Family & Medical Leave Act. The employee may continue health insurance coverage beyond the Family & Medical Leave Act at their own expense while on child care leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the School District pursuant to this section.
9. Use of Sick Leave While on Child Care Leave An employee on child care leave may use earned sick leave accrued for the period of time under the Family Medical Leave Act.
10. Salary and Fringe Benefits: Leave under this section beyond the use of accrued sick/personal leave, shall be without pay.

### **PERSONAL LEAVE**

1. The Behavior Interventionist shall be granted two (2) personal day. Request for a personal leave must be made in writing two days in advance of the absence to the supervising Principal. All leaves must have prior approval.

### **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 Behavior Interventionist is called for jury duty, the Behavior Interventionist 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 Behavior Interventionist's wages along with the applicable PERA deduction. This exempts jury duty pay from Social Security, Medicare, PERA and makes it the Behavior Interventionist's responsibility to report it as miscellaneous income on his/her 1040. Any mileage reimbursement or meal allowance may be retained by the Behavior Interventionist
2. If the Behavior Interventionist 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 Behavior Interventionist is required to be absent. The Behavior Interventionist 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 Behavior Interventionist is not required to

work. The Behavior Interventionist 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”, the Behavior Interventionist is not required to work. The Behavior Interventionist will receive pay for the first two school closings. For additional days, the Behavior Interventionist shall be allowed to use personal leave or make up the hours with an agreed upon schedule set by the Supervising Principal.
3. On days when school begins late , the Behavior Interventionist shall report to work accordingly. (i.e. with a two hour late start, the employee would report two hours later than usual)
4. On days when school is dismissed early, the Behavior Interventionist shall be dismissed at the same time as other 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 supervising Principal.

### **SALARY PAYMENT**

1. Wages shall be paid twice monthly (15<sup>th</sup> and last day of month) and all paychecks shall be deposited directly into bank account(s) designated by the Behavior Interventionist

### **SALARY SCHEDULE**

<b><u>20245-20256</u></b>	<b><u>2026-2027</u></b>
<b><u>\$25.3525.95/hour</u></b>	<b><u>\$26.73/hour</u></b>

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Behavior Interventionist

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Date

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Chairperson of the School Board

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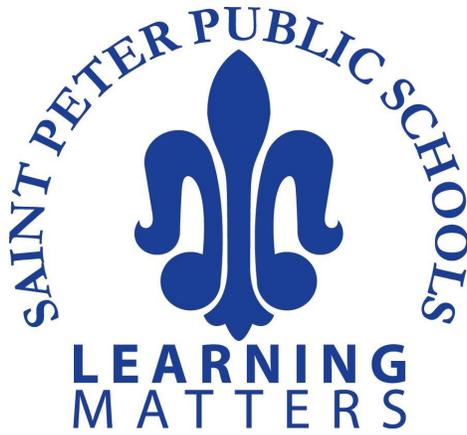
Date

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Clerk of the School Board

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Date



**SAINT PETER PUBLIC SCHOOLS**

**Agreement**

**with**

**Business Manager**

**~~June 12, 2023 - June 30, 2024~~2025 - 2026**

**and**

**~~July 1, 2024 - June 30 2025~~2026 - 2027**

Business Manager  
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**AGREEMENT WITH BUSINESS MANAGER**  
**20235-20246 and 20246-20257**

The terms and conditions of employment for the position of Business Manager shall be determined by the Board.

### **HOURS AND DUTY DAYS:**

1. The basic work year shall consist of two hundred forty (240) days.
2. The Business Manager shall be subject to emergency call duty, but a supervisor shall not be entitled to overtime pay.
3. In the event of emergency or other cause for school closing, regular hours shall be maintained unless otherwise directed by the Superintendent.

### **SPECIAL LEAVE AND HOLIDAYS:**

1. Leaves of absence without pay for personal reasons may be approved by the Superintendent.
2. The Business Manager shall be granted a leave of absence with regular pay on the following holidays:

New Year's Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Juneteenth	New Year's Eve Day
Labor Day	Martin Luther King Day
Presidents' Day	(Unless school is in session or a teacher's workday is scheduled)

3. New Year's Day, Memorial Day, Independence Day, and Christmas Day shall be considered major holidays. When any such major holiday falls on a Sunday, the following Monday shall be considered a holiday. Should these fall on a Saturday, then the preceding Friday shall be honored as a holiday.

### **SICK LEAVE:**

1. The Business Manager shall be credited with twelve (12) working days of sick leave. In the event that the Business Manager, for any reason, is no longer employed by the District before the end of the school year, the number of allowable sick days will be days worked over the total combined contract days times twelve (12). Sick leave may be used in one hour increments. The Business Manager, who uses his/her allowable sick leave, including any accumulated sick leave that may have accrued, shall have a deduction from pay for any excess sick leave taken that has not been earned.

Unused sick leave days may accumulate to a maximum credit of two hundred forty (240) days of sick leave for the Business Manager.

2. Sick leave with pay shall be allowed by the School District whenever a Business Manager's absence is due to any type of illness, including illness or disability caused or contributed to by pregnancy or childbirth, which prevented the attendance at school and performance of duties on that day or days. The Business Manager may use sick leave to cover absences necessitated by the disability of a parent, child, or spouse in need of the Business Manager's personal care or attention. Such family care shall be deducted from sick leave.
3. The Superintendent may request a medical certificate as evidence of illness, indicating the absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility for sick leave is reserved to the Board.
4. Sick leave pay shall be approved only upon submission of a signed request on the authorized sick leave request form made available by the School District.

#### EARNED SAFE AND SICK TIME (ESST) LEAVE

1. The Business Manager shall earn, use, and accumulate 48 hours of ESST in conformance with the School District's Employment Policies and Minnesota Statutes. ESST may accumulate to a maximum of 80 hours.

#### **SERIOUS ILLNESS OR DEATH LEAVE:**

~~The Business Manager may be granted up to six (6) days of non-accumulative serious illness or death leave annually that may be used for serious illness or death in the immediate family. The immediate family shall include: spouse, father, mother, brother, sister, children, grandparents, grandparents-in-law, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, and any other relative or non-relative living in the household with the Business Manager. 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 death to the members of the immediate family (spouse, father, mother, brother, sister, children, grandparents, grandparents-in-law, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, or anyone residing in the household at the time of death), additional leave will be granted not to exceed five (5) full days per death. Any additional days will be taken at a full deduction in pay.~~

#### **PERSONAL LEAVE:**

The Business Manager shall receive one (1) personal leave day at the discretion of the Superintendent, and the leave can be accumulated to a maximum of two (2) days, to be

used for situations that arise requiring the Business Manager'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 contract. Request for a personal leave must be made to the Superintendent of Schools at least two (2) days in advance, except in the case of an emergency. All leaves must have prior approval.

### **WORKERS' COMPENSATION**

1. Upon the request of the Business Manager, who is absent from work as a result of an injury incurred while in the service of the School District and compensated under the provisions of the Workers' Compensation Act, the School District will pay the difference between the compensation received by the Business Manager, pursuant to the Workers' Compensation Act, and the Business Manager's regular rate of pay, to the extent of the Business Manager's earned accrual of sick leave ~~and/or vacation pay~~.
2. A deduction shall be made from the Business Manager's accumulated sick leave accrual time according to the pro-rata portions of days of sick leave ~~or vacation time~~ that is used to supplement Workers' Compensation.
3. Such payment shall be paid by the School District only during the period of disability.
4. In no event shall the additional compensation paid to the Business Manager by virtue of sick leave ~~or vacation~~ pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the Business Manager.
5. The Business Manager shall submit a copy of his/her Workers' Compensation check to the School District Payroll Department and the amount paid for time off shall be deducted from the Business Manager's next payroll check, but not any medical payments. This is done by law, because TRA, PERA, and Social Security are not to be charged against Workers' Compensation payments.

### **JURY DUTY:**

1. When the Business Manager is called for jury duty, he/she shall submit an absentee card to the Superintendent indicating the dates served and the amount of the daily compensation he/she received from the county as a juror. This amount will be deducted from the Business Manager's wages along with the applicable TRA deduction. This exempts jury duty pay from Social Security, Medicare, PERA, and TRA, and makes it the Business Manager's responsibility to report it as miscellaneous income on his/her 1040. The Business Manager can keep any mileage reimbursement or meal allowance, and it need not be reported on the 1040.

2. If the Business Manager 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 that the Business Manager is required to be absent. The Business Manager shall reimburse the District that compensation, except for mileage reimbursement and meal allowance, which he/she receives for providing such testimony.

#### **GROUP INSURANCE:**

1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School Board.
2. Health and Hospitalization Insurance: For the duration of the contract, the School District shall pay full single insurance at the VEBA level. The Business Manager may credit the amount towards any of the District's medical insurance plans. For the purpose of this article, the school year shall be deemed to begin on July 1 and end on June 30. (For the first year of service insurance will begin on the actual start date)

It is understood and agreed that the group hospitalization insurance currently in effect and the coverage provided is acceptable to the employee. For purposes of this article, the coverage shall be for the duration of the contract,

3. Income Protection Insurance: The Business Manager shall pay the premium for Income Protection Insurance to the extent of 66-2/3 percent of the gross annual salary with a maximum monthly benefit up to, but not to exceed, \$3,500 for the Business Manager beginning sixty (60) calendar days after the injury or illness and extending to age sixty-five (65).
4. Life Insurance: The School District shall contribute a sum equal to the premium for a \$200,000 group life insurance policy for the term of the contract. After ten (10) years of service as a Business Manager, the Business Manager may continue to purchase group life insurance, at his/her expense, for a period of fifteen (15) years or the age of sixty-five (65).
5. Dental Insurance: The School District shall contribute a sum equal to the premium of individual or family dental coverage for the duration of the contract.
6. Duration of Insurance Contributions: The Business Manager is eligible for Board contributions as provided in this article as long as the Business Manager is employed by the School District. Upon termination of employment, and effective on the last working day, all Board participation and contributions shall cease unless the Business Manager is entitled to the benefits as provided under RETIREMENT.

#### **CHILD CARE LEAVE**

1. Use: A child care leave may be granted by the School District, subject to the provisions of this section, to an employee-parent following the birth and first year care of a child , adoption or foster placement of a child, provided such employee-parent is caring for the child on a full-time basis.
2. Request: An employee making an application for child care leave shall inform the Superintendent in writing of the request to take the leave at least three (3) calendar months before commencement of the intended leave.
3. Medical Statement: An employee may be asked to provide, at the time of the leave application, a statement from the attending physician indicating the expected date of delivery.
4. Date of Leave: The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave coincide with some natural break in the school year – i.e., winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like. The availability of a substitute ~~teacher~~ may also be considered by the School Board in the granting of a child care leave or its duration.
5. Duration: In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:
  - (1.) grant any leave more than twelve (12) months in duration;
  - (2.) permit the employee to return to employment prior to the date designated in the request for child care leave.
6. Reinstatement: An employee returning from child care leave shall be reinstated in a position the employee is qualified unless previously discharged or laid off.
7. Failure to Return: Failure of the employee to return by the date determined under this section shall constitute grounds for termination unless the School Board and the employee mutually agree in writing to an extension in the leave.
8. Group Insurance: An employee on child care leave, is eligible to participate in group insurance programs as governed by the Family & Medical Leave Act. The employee may continue health insurance coverage beyond the Family & Medical Leave Act at their own expense while on child care leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the School District pursuant to this section.
9. Use of Sick Leave While on Child Care Leave An employee on child care leave may use earned sick leave accrued for the period of time under the Family Medical Leave Act.
10. Salary and Fringe Benefits: Leave under this section beyond the use of accrued sick/personal leave, shall be without pay.

### **SALARY PAYMENT:**

Wages shall be paid twice monthly, (15<sup>th</sup> and last day of month) and all paychecks shall be deposited directly in a bank account designated by the Business Manager.

### **RETIREMENT:**

#### 1. Medical Insurance:

Upon retirement at the end of the year in which the Business Manager reaches the age of fifty-six years (56) and with ten (10) consecutive years of service in the School District, the Business Manager may remain in the District's insurance plans.

- With regard to medical insurance the District will provide up to \$52,000 that may be used towards the purchase of any of the District's medical insurance plans or a policy from a provider of the employee's choice. In the event of the employee's death, this benefit ceases.
- With regard to life insurance in effect at the time of retirement, the District will continue to pay life insurance premiums until the Business Manager reaches the age of sixty-five (65) years.
- With regard to dental insurance at the time of retirement, the Business Manager will assume responsibility for payment of all premiums.

This retirement language is in effect for the Business Manager retiring after June 30, 2023~~5~~, and before July 1, 2025~~7~~.

#### 2. Payment for Accumulated Unused Sick Leave:

Upon retirement at age fifty-six (56) years and with ten (10) consecutive years of service in the School District, the business manager shall be paid according to the following schedule:

- After ten (10) years of service in the School District, the first fifty (50) days of payment for unused sick leave will be at full daily salary.
- The remaining days of unused sick leave up to a maximum of two hundred and forty (240) days will be paid \$4~~5~~0 per day for each day of accumulated sick leave.

**SALARY SCHEDULE:**

See Attachment A

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Megan Gracia  
Business Manager

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Charlie Potts  
Chairperson of the Board

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Kate Martens  
Clerk of the Board

**ATTACHMENT A  
BUSINESS MANAGER  
SALARY SCHEDULE**

1. Base Salary

<b>2023<del>5</del>-2024<del>*6</del></b>	<b>2024<del>6</del>-2025<del>7</del></b>
<b>\$96,750<del>99,968</del></b>	<b>\$98,685<del>102,417</del></b>

**~~\* The Business Manager start date will be June 12, 2023. Salary and benefits will be paid for the period of June 12, 2023 to June 30, 2023 based on the daily rate for the 2023-2024 contract period.~~**

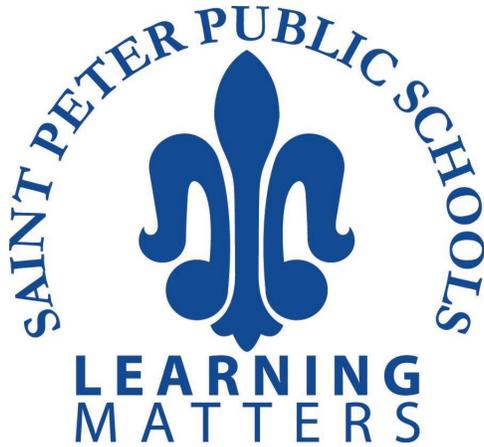
2. Additional Compensation

a. Education and Training

- i. Minnesota Association of School Business Officials (MASBO) Certification \$5,000

b. Experience

- i. 0-1 Year \$0
- ii. 2 Years \$500
- iii. 3-4 Years \$1,500
- iv. 5 Years \$2,000
- v. 6-7 Years \$2,500
- vi. 8+ Years \$3,000



**SAINT PETER PUBLIC SCHOOLS**

**Agreement**

**with**

**COMMUNITY AND FAMILY EDUCATION PROGRAM ASSISTANT**

**20235 - 20246**

**and**

**20246 - 20257**

Community and Family Education Program Assistant  
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**AGREEMENT WITH THE  
COMMUNITY AND FAMILY EDUCATION PROGRAM ASSISTANT  
20235-20246 and 20246-20257**

The School Board shall determine the terms and conditions of employment for the position of Community and Family Education Assistant

**HOURS AND DUTY DAYS**

1. The Community and Family Education Assistant is a salaried employee. The work year is dependent upon the office schedule and shall consist of 22 hours per week.
2. The work schedule for the Community and Family Education Program Assistant must be approved by the Community and Family Education Director.

**SPECIAL LEAVES AND HOLIDAYS**

1. Leave of absence, without pay, for personal reasons may be approved by the Community and Family Education Director.
2. The following days are recognized as holidays with regular pay for the Community and Family Education Program Assistant working during the period the holiday occurs:

Thanksgiving Day  
Christmas Day  
New Years Day  
Good Friday  
Juneteenth

**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 Community and Family Education Program Assistant shall earn one day (5.5 hours) of sick leave a month to a maximum of sixty-six (66) hours per year. Any fraction of the Community and Family Education Assistant's 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 Community and Family Education Assistant, 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 Community and Family Education Program Assistant.

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 signed request upon the authorized sick leave form available at the principals' offices 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 Community & Family Education Director 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.

### **EARNED SAFE AND SICK TIME (ESST) LEAVE**

1. The Community and Family Education Program Assistant shall earn, use, and accumulate 48 hours of ESST in conformance with the School District's Employment Policies and Minnesota Statutes. ESST may accumulate to a maximum of 80 hours.

### **SERIOUS ILLNESS OR BEREAVEMENT LEAVE**

1. ~~The Community and Family Education Assistant may be granted up to six (6) five and a half (5.5) 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. Use: A child care leave may be granted by the School District, subject to the provisions of this section, to an employee-parent following the birth and first year care of a child , adoption or foster placement of a child, provided such employee-parent is caring for the child on a full-time basis.
2. Request: An employee making an application for child care leave shall inform the Superintendent in writing of the request to take the leave at least three (3) calendar months before commencement of the intended leave.
3. Medical Statement: An employee may be asked to provide, at the time of the leave application, a statement from the attending physician indicating the expected date of delivery.
4. Date of Leave: The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave coincide with some natural break in the school year – i.e., winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like. The availability of a substitute teacher may also be considered by the School Board in the granting of a child care leave or its duration.
5. Duration: In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:
  - (1.) grant any leave more than twelve (12) months in duration;
  - (2.) permit the employee to return to employment prior to the date designated in the request for child care leave.
6. Reinstatement: An employee returning from child care leave shall be reinstated in a position the employee is qualified unless previously discharged or laid off.
7. Failure to Return: Failure of the employee to return by the date determined under this section shall constitute grounds for termination unless the School Board and the employee mutually agree in writing to an extension in the leave.
8. Group Insurance: An employee on child care leave, is eligible to participate in group insurance programs as governed by the Family & Medical Leave Act. The employee may continue health insurance coverage beyond the Family & Medical Leave Act at their own expense while on child care leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the School District pursuant to this section.

9. Use of Sick Leave While on Child Care Leave An employee on child care leave may use earned sick leave accrued for the period of time under the Family Medical Leave Act.
10. Salary and Fringe Benefits: Leave under this section beyond the use of accrued sick/personal leave, shall be without pay.

### **PERSONAL LEAVE**

1. The Community and Family Education Assistant shall be granted personal days as follows: employees in years 1-4 shall receive one personal day, employees in years 5-10 shall receive two personal days and employees with more than 10 years shall receive three personal days. 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. Request for a personal leave must be made in writing two days in advance of the absence to the Community and Family Education Director. All leaves must have prior approval by the Community and Family Education Director.

### **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 Community and Family Education Assistant is called for jury duty, he/she shall submit an absentee card to the Community and Family Education Director 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 Community and Family Education Assistant's wages along with the applicable PERA deduction. This exempts jury duty pay from Social Security, Medicare, PERA and makes it the Community and Family Education Assistant's responsibility to report it as miscellaneous income on his/her 1040. Any mileage reimbursement or meal allowance may be retained by the Community and Family Education Assistant.
2. If the Community and Family Education Assistant 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 Community and Family Education Assistant is required to be absent. The Community and Family Education Assistant 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 Community & Family Education office will be closed and the Program Assistant is not required to work. The Program Assistant 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”, the Community & Family Education office will be closed and the Program Assistant is not required to work. The Program Assistant will make up the hours with an agreed upon schedule set by the Community & Family Education Director.
3. On days when school is dismissed early, the Program Assistant shall maintain regular work hours until dismissed by their supervisor. The Program Assistant will make up any hours with an agreed upon schedule set by the Community & Family Education Director.

### **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 Community and Family Education Director.

### **SALARY PAYMENT**

Wages shall be paid twice monthly (15<sup>th</sup> and last day of month) and all paychecks shall be deposited directly into bank account(s) designated by the Community and Family Education Assistant.

### **SALARY SCHEDULE**

<b>20235-20246</b>	<b>20246-20257</b>
	106

<del>\$18.03</del> <u>19.18</u>	<del>\$18.57</del> <u>19.81</u>
---------------------------------	---------------------------------

Additional Compensation:  
Highlights Layout Work Stipend \$2,000

\_\_\_\_\_

Community and Family Education Assistant

\_\_\_\_\_

Date

\_\_\_\_\_

Chairperson of the School Board

\_\_\_\_\_

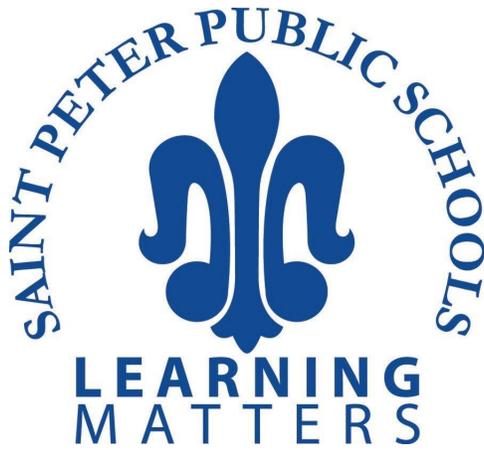
Date

\_\_\_\_\_

Clerk of the School Board

\_\_\_\_\_

Date



**SAINT PETER PUBLIC SCHOOLS**

**Agreement**

**with**

**COMMUNITY EDUCATION DIRECTOR**

**2023~~5~~-2024~~6~~**

**and**

**2024~~6~~-2025~~7~~**

Community Education Director  
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**Agreement with the  
Community Education Director  
~~2023-2024 and 2024-2025~~**

The terms and conditions of employment for the position of Community Education Director shall be determined by the board.

**HOURS AND DUTY DAYS**

1. The basic work year shall consist of two hundred thirty-five (235) days.
2. The Community Education Director shall be subject to emergency call and duty, but as supervisor shall not be entitled to overtime.
3. In the event of emergency or other cause for school closing, regular hours shall be maintained at the discretion of the Community Education Director.

**SPECIAL LEAVES AND HOLIDAYS**

1. Leaves of absence without pay for personal reasons may be approved by the superintendent.
2. The Community Education Director shall be granted a leave of absence with regular pay on the following holidays:

New Year's Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Eve Day
Juneteenth	Christmas Day
Independence Day	New Years Eve Day
Labor Day	Martin Luther King Day
Presidents' Day	(if school is not in session)

3. New Year's Day, Memorial Day, Independence Day, and Christmas Day shall be considered major holidays. When any such major holiday falls on a Sunday, the following Monday shall be considered a holiday. Should these fall on Saturday, then the preceding Friday shall be honored as a holiday.

## SICK LEAVE

1. Sick Leave: At the beginning of each school year, the Community Education Director shall be credited with twelve (12) working days of sick leave. In the event that the Community Education Director, for any reason, is no longer employed by the district before the end of the school year, the number of allowable sick leave days will be days worked over the total combined contract days times twelve (12). Any fraction of a Community Education Director's workday will be rounded up to the next higher whole day if more than a half day, and rounded down if less than half of a Community Education Director's workday.. A Community Education Director 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 any excess sick leave taken that has not been earned.

Subd. 1. Unused sick leave days may accumulate to a maximum credit of two hundred thirty-five (235) days of sick leave per Community Education Director.

Subd. 2. Sick leave with pay shall be allowed by the School District whenever a Community Education Director's absence is due to any type of illness, including illness or disability caused or contributed to by pregnancy or childbirth, which prevented the attendance at school and performance of duties on that day or days.

Subd. 3. A Community Education Director may use sick leave to cover absences necessitated by the illness or disability of a dependent child, spouse and parent in need of the Community Education Director's personal care or attention. Such care shall be deducted from accumulated sick leave.

Subd. 4. The superintendent may require a Community Education Director to furnish a medical certificate from a qualified physician, or psychiatrist, as evidence of illness. If such a requirement is made, and the Community Education Director is billed, the district shall pay the entire cost of such billing.

Subd. 5. All sick leave allowed under this article shall be deducted from the accrued sick leave days earned by the Community Education Director.

2. ADDITIONAL SICK LEAVE: Upon completion of ten (10), fifteen (15), or twenty (20) years full-time employment in District 508, the Community & Family Education Director shall be provided with additional sick leave as follows:

Subd. 1. After ten (10) years of full-time employment in District 508, forty (40) additional days of sick leave will be awarded.

Subd. 2. After fifteen (15) years of full-time employment in District 508, sixty (60) additional days of sick leave will be awarded.

Subd. 3. After twenty (20) years of full-time employment in District 508, seventy-five (75) additional days of sick leave will be awarded.

### **SERIOUS ILLNESS**

~~A Community Education Director may be granted up to six (6) days of non-accumulative serious illness or death leave annually, which may be used for serious illness or death leave in the immediate family. The immediate family shall include: spouse, father, mother, brother, sister, children, grandparents, 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.~~

### **EARNED SAFE AND SICK TIME (ESST)**

1. The Community Education Director shall earn, use, and accumulate 48 hours of ESST in conformance with the School District's Employment Policies and Minnesota Statutes. ESST may accumulate to a maximum of 80 hours.

### **PERSONAL LEAVE**

The Community Education Director will be allowed two (2) day per year for personal leave. This leave may accumulate to four (4) days.

These days may be used at the discretion of the director for situations that arise requiring the director's personal attention which cannot be attended to when school is not in session and which are not covered under other provisions of this agreement. Request for a personal leave must be made in writing to the superintendent of schools. The request shall state the reason for the proposed leave.

Personal leave may not be used for absence caused by inclement weather affecting travel from the director's residence to school.

### **WORKERS' COMPENSATION**

1. Upon the request of the Community Education Director who is absent from work as a result of a compensable injury under the provisions of the Workers' Compensation

Act, the School District will pay the difference between the compensation received pursuant to the Workers' Compensation Act by the Community Education Director and the Community Education Director's regular rate of pay to the extent of the Community Education Director's earned accrual of sick leave.

2. A deduction shall be made from the Community Education Director's accumulated sick leave accrual time according to the pro rata portions of days of sick leave time, which is used to supplement workers' compensation.
3. Such payment shall be paid by the School District to the Community Education Director only during the period of disability.
4. In no event shall the additional compensation paid to the Community Education Director by virtue of sick leave pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the Community Education Director.
5. The Community Education Director who is absent from work as a result of an injury compensable under the Workers' Compensation Act who elects to receive sick leave pay pursuant to this policy shall have deducted either a one-half or a full day of worker's compensation pay from the director's salary for the days affected by the Worker's Compensation.

### **JURY DUTY**

1. The Community Education Director shall continue to receive his/her regular compensation when called for jury duty. A one-half or full day of jury duty pay will be deducted from the director's daily salary.
2. Any director summoned or subpoenaed to provide testimony or information to any agency, commission, board, legislative committee, arbitrator, or court, during the regular workday, shall be provided leave with pay for each day or part thereof which the director is required to be absent. The director shall reimburse the district that compensation, except for mileage reimbursement and meal allowance, which they receive for providing such testimony.

### **GROUP INSURANCE**

1. **SELECTION OF CARRIER:** The selection of the insurance carrier and policy shall be made by the School Board.
2. **HEALTH AND HOSPITALIZATION INSURANCE:** For the duration of the contract,

the School District shall pay full single insurance at the VEBA level. The community education director may credit the amount towards any of the district's medical insurance plans.

It is understood and agreed that the group hospitalization insurance plans currently in effect and the coverage provided are acceptable to the employee. For purposes of this article, the year shall be deemed to begin on July 1 and end on June 30.

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 be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

3. **INCOME PROTECTION INSURANCE:** The Community Education Director will pay the premium for Income Protection Insurance at his/her own cost.
4. **LIFE INSURANCE:** The School District shall contribute a sum equal to the premium for a \$200,000 group life insurance policy for the director for each year of the contract.
5. **DENTAL INSURANCE:** For the duration of the contract, the School District shall pay the entire premium for family dental coverage.
6. **DURATION OF INSURANCE CONTRIBUTIONS:** An employee is eligible for board contributions as provided in this article as long as the employee is employed by the School District. Upon termination of employment, and effective on the last working day, all board participation and contribution shall cease unless the employee is entitled to the benefits as provided under RETIREMENT.

### **CHILD CARE LEAVE**

1. **Use:** A child care leave may be granted by the School District, subject to the provisions of this section, to an employee-parent following the birth and first year care of a child , adoption or foster placement of a child, provided such employee-parent is caring for the child on a full-time basis.
2. **Request:** An employee making an application for child care leave shall inform the Superintendent in writing of the request to take the leave at least three (3) calendar months before commencement of the intended leave.
3. **Medical Statement:** An employee may be asked to provide, at the time of the leave application, a statement from the attending physician indicating the expected date of delivery.

4. **Date of Leave:** The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave coincide with some natural break in the school year – i.e., winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like. The availability of a substitute teacher may also be considered by the School Board in the granting of a child care leave or its duration.
5. **Duration:** In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:
  - (1.) grant any leave more than twelve (12) months in duration;
  - (2.) permit the employee to return to employment prior to the date designated in the request for child care leave.
6. **Reinstatement:** An employee returning from child care leave shall be reinstated in a position the employee is qualified unless previously discharged or laid off.
7. **Failure to Return:** Failure of the employee to return by the date determined under this section shall constitute grounds for termination unless the School Board and the employee mutually agree in writing to an extension in the leave.
8. **Group Insurance:** An employee on child care leave, is eligible to participate in group insurance programs as governed by the Family & Medical Leave Act. The employee may continue health insurance coverage beyond the Family & Medical Leave Act at their own expense while on child care leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the School District pursuant to this section.
9. **Use of Sick Leave While on Child Care Leave** An employee on child care leave may use earned sick leave accrued for the period of time under the Family Medical Leave Act.
10. **Salary and Fringe Benefits:** Leave under this section beyond the use of accrued sick/personal leave, shall be without pay.

#### **OTHER BENEFITS**

The School District agrees to pay the dues for the Community Education Director professional and service organizations.

#### **SALARY PAYMENT**

1. The salary shall be paid in twentyfour (24) equal monthly installments deposited directly to the director's individual bank account on the 15th and last banking day of the month.

## RETIREMENT

1. Upon retirement at the end of the year in which the Community Education Director reaches the age of fifty-six years (56) and with ten (10) consecutive years of service, the Community Education Director may remain in the district's insurance plans.
  - With regard to medical insurance, the district will provide up to \$5260,000 that may be used towards the purchase of any of the district's medical insurance plans or a plan of the employee's choice. ~~This money is for continuing medical insurance coverage in any of the district's medical insurance plans.~~ In the event of the employee's death, this benefit ceases.
  - With regard to life insurance in effect at the time of retirement, the district will continue to pay life insurance premiums for nine (9) years after retirement or until the age of sixty-five (65) years, whichever comes first.
  - With regard to dental insurance at the time of retirement, the Community Education Director will assume responsibility for payment of all premiums.
2. Upon retirement from fulltime employment at age fifty ~~six~~ sixfive (556) or thereafter, and upon retirement with ten (10) consecutive years of full time employment in district 508, the Community Education Director shall be paid ~~forty~~ fifty (\$450) dollars per day for each day of accumulated unused sick leave up to a maximum of two hundred thirty-five (235) days.
3. The term "ten (10) consecutive years" as used herein shall mean that the Community Education Director must be physically present working in the district for the ten (10) consecutive years immediately preceding his or her retirement at age fifty-six (56) or thereafter. School Board approved leaves will not count in the ten (10) year requirement, but shall not disqualify a director on the basis of the consecutive year stipulation. The only other exception shall be illness or medically certified disability, which will count toward the ten (10) year requirement.

## SALARY SCHEDULE:

2023 <u>5</u> -2024 <u>6</u>	2024 <u>6</u> -2025 <u>7</u>

<u>\$70,20772,865</u>	<u>\$71,61174,759</u>
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Additional Compensation:

- a. Highlights Stipend: \$5845 Annually
- b. Longevity: Years as Community Education Director

i.	0-3 Year	\$0
ii.	4-6 Years	\$1000
iii.	7-9 Years	\$2,000
iv.	10+ Years	\$3,000

\_\_\_\_\_  
Community & Family Education Director

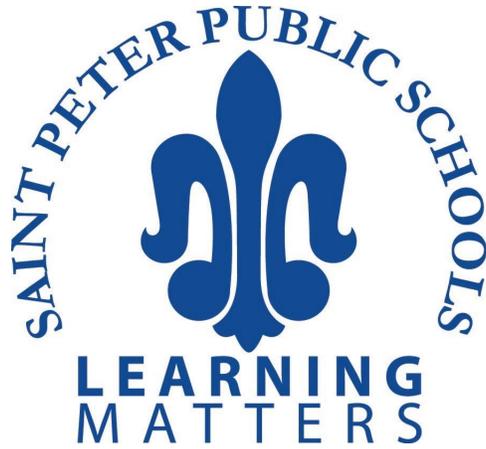
\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson of the School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of the School Board

\_\_\_\_\_  
Date



**SAINT PETER PUBLIC SCHOOLS**

**Agreement**

**with**

**FINANCE ACCOUNTANT**

**2023~~5~~-2024~~6~~**

**and**

**2024~~6~~-2025~~7~~**

Finance Accountant  
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## MASTER CONTRACT FOR FINANCE ACCOUNTANT

### 20235-20246 AND 20246-20257

The terms and conditions of employment for the position of Finance Accountant shall be determined by the Board.

### HOURS AND DUTY DAYS

1. The basic work year shall consist of 240 days.
2. Each year three (3) of the 240 days are flex days and may be used based on the approval of the Business Manager. Flex days are intended to offset additional work hours required of the Finance Accountant due to extraordinary demands of the work schedule. Flex days must be taken in a minimum of one-half day equivalents. Approval of the earning of flextime must be approved by the Business Manager. All flextime must be used within the contract period of July 1, 20215, to June 30, 20237. For the 20215-237 contract time, five (5) unused "vacation" days may be carried over.
3. The Finance Accountant shall be subject to emergency call duty, but shall not be entitled to overtime pay.
4. In the event of emergency or other cause for school closing, regular hours shall be maintained unless otherwise directed by the Superintendent.
5. The work schedule for the Finance Accountant must be approved by the Business Manager.

### SPECIAL LEAVE AND HOLIDAYS

1. A leave of absence without pay for personal reasons may be approved by the Superintendent.
2. The Finance Accountant shall be granted a leave of absence with regular pay on the following holidays:

New Year's Day  
Good Friday

Thanksgiving Day  
Friday after Thanksgiving

Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Presidents' Day

Christmas Eve Day  
Christmas Day  
New Year's Eve Day  
Martin Luther King Day  
(unless school is in session or a  
teacher's workday is scheduled)

3. New Year's Day, Memorial Day, Independence Day, and Christmas Day shall be considered major holidays. When any such major holiday falls on a Sunday, the following Monday shall be considered a holiday. Should these fall on a Saturday, then the preceding Friday shall be honored as a holiday.
4. If school is scheduled on a holiday, employees will be given a floating holiday which would be agreed upon by the Finance Accountant and Business Manager.

### **SICK LEAVE**

1. The Finance Accountant shall be credited with twelve (12) working days of sick leave. In the event that the Finance Accountant, for any reason, is no longer employed by the District before the end of the school year, the number of allowable sick days will be days worked over the total combined contract days times twelve (12). Any fraction of a Finance Accountant's 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 Finance Accountant's workday. The Finance Accountant, who uses his/her allowable sick leave, including any accumulated sick leave that may have accrued, shall have a deduction from pay for any excess sick leave taken that has not been earned.

Unused sick leave days may accumulate to a maximum credit of two hundred forty (240) days of sick leave for the Finance Accountant.

2. Sick leave with pay shall be allowed by the School District whenever a Finance Accountant's absence is due to any type of illness, including illness or disability caused or contributed to by pregnancy or childbirth, which prevented the attendance at school and performance of duties on that day or days. A Finance Accountant may use sick leave to cover absences necessitated by the disability of a parent, child, or spouse in need of the Finance Accountant's personal care or attention. Such family care shall be deducted from sick leave.
3. The Superintendent may request a medical certificate as evidence of illness, indicating the absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility for sick leave is reserved to the Board.
4. Sick leave pay shall be approved only upon submission of a signed request on the authorized sick leave request form made available by the School District.

### EARNED SAFE AND SICK TIME (ESST)

1. The Finance Accountant shall earn, use, and accumulate 48 hours of ESST in conformance with the School District's Employment Policies and Minnesota Statutes. ESST may accumulate to a maximum of 80 hours.

#### **SERIOUS ILLNESS OR DEATH LEAVE**

~~The Finance Accountant may be granted up to six (6) 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, grandparents-in-law, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, and any other relative or non-relative living in the household with the Finance Accountant. Three (3) of the six (6) days may be used for extended family or special friend. In event of a second or any additional deaths to the members of the immediate family (spouse, father, mother, brother, sister, children, grandparents, grandparents-in-law, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, or anyone residing in the household at the time of death), additional leave will be granted not to exceed (5) full days per death. Any additional days will be taken at a full deduction in pay.~~

#### **PERSONAL LEAVE**

The Finance Accountant shall receive three (3) personal leave days. The leave can be accumulated to a maximum of six (6) days, to be used for situations that arise requiring the Finance Accountant attention for matters that cannot be attended to when school is not in session and which are not covered under other provisions of this contract. Request for a personal leave must be made to the Business Manager at least two (2) days in advance except in the case of an emergency. All leaves must have prior approval.

#### **WORKERS' COMPENSATION**

1. Upon the request of the Finance Accountant who is absent from work as a result of an injury incurred while in the service of the School District and compensated under the provisions of the Workers' Compensation Act, the School District will pay the difference between the compensation received by the Finance Accountant pursuant to the Workers' Compensation Act and the Finance Accountant's regular rate of pay, to the extent of the Finance Accountant's earned accrual of sick leave ~~and/or vacation pay~~.
2. A deduction shall be made from the Finance Accountant's accumulated sick leave accrual time according to the pro-rata portions of days of sick leave ~~or vacation time~~, which is used to supplement Workers' Compensation.
3. Such payment shall be paid by the School District only during the period of disability.

4. In no event shall the additional compensation paid to the Finance Accountant by virtue of sick leave ~~or vacation pay~~ result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the Finance Accountant.
5. The Finance Accountant shall submit a copy of their Workers' Compensation check to the School District Payroll Department and the amount paid for time off shall be deducted from your next payroll check, but not any medical payments. This is done by law, because TRA, PERA, and Social Security are not to be charged against Workers' Compensation payments.

### **JURY DUTY**

1. When the Finance Accountant is called for jury duty, he/she shall submit an absentee card to the Superintendent indicating the dates served and the amount of the daily compensation he/she received from the county as a juror. This amount will be deducted from the Finance Accountant's wages along with the applicable PERA deduction. This exempts jury duty pay from Social Security, Medicare, PERA, and makes it the Finance Accountant's responsibility to report it as miscellaneous income on his/her 1040. The Finance Accountant can keep any mileage reimbursement or meal allowance, and it need not be reported on the 1040.
2. If the Finance Accountant 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 Finance Accountant is required to be absent. The Finance Accountant shall reimburse the District that compensation, except for mileage reimbursement and meal allowance, which he/she receives for providing such testimony.

### **GROUP INSURANCE**

Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School Board.

1. Health and Hospitalization Insurance: For the duration of the contract, the School District will contribute the cost of the premium for single health insurance coverage at the VEBA 834 level for the ~~Administrative Assistant~~ Finance Accountant who qualifies for and is enrolled in the group health insurance plan.
2. Dental Insurance: For the duration of the contract, the School District shall pay the entire premium for single dental coverage.
3. Income Protection Insurance: The School District employee shall pay the premium

for Income Protection Insurance to the extent of 66-2/3 percent of the gross annual salary with a maximum monthly benefit up to but not to exceed \$3,500 for the Finance Accountant beginning sixty (60) calendar days after the injury or illness and extending to age sixty-five (65).

4. Life Insurance: The School District shall contribute a sum equal to the premium for a \$50,000 group life insurance policy for the Finance Accountant for the term of this contract.
5. Duration of Insurance Contributions: The Finance Accountant is eligible for Board contributions as provided in this article as long as the Finance Accountant is employed by the School District. Upon termination of employment, and effective on the last working day, all Board participation and contribution shall cease unless the Finance Accountant is entitled to the benefits as provided under RETIREMENT.

### **CHILD CARE LEAVE**

1. Use: A child care leave may be granted by the School District, subject to the provisions of this section, to an employee-parent following the birth and first year care of a child , adoption or foster placement of a child, provided such employee-parent is caring for the child on a full-time basis.
2. Request: An employee making an application for child care leave shall inform the Superintendent in writing of the request to take the leave at least three (3) calendar months before commencement of the intended leave.
3. Medical Statement: An employee may be asked to provide, at the time of the leave application, a statement from the attending physician indicating the expected date of delivery.
4. Date of Leave: The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave coincide with some natural break in the school year – i.e., winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like. The availability of a substitute ~~teacher~~ may also be considered by the School Board in the granting of a child care leave or its duration.
5. Duration: In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:
  - (1.) grant any leave more than twelve (12) months in duration;
  - (2.) permit the employee to return to employment prior to the date designated in the request for child care leave.
6. Reinstatement: An employee returning from child care leave shall be reinstated in a position the employee is qualified unless previously discharged or laid off.

7. Failure to Return: Failure of the employee to return by the date determined under this section shall constitute grounds for termination unless the School Board and the employee mutually agree in writing to an extension in the leave.
8. Group Insurance: An employee on child care leave, is eligible to participate in group insurance programs as governed by the Family & Medical Leave Act. The employee may continue health insurance coverage beyond the Family & Medical Leave Act at their own expense while on child care leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the School District pursuant to this section.
9. Use of Sick Leave While on Child Care Leave An employee on child care leave may use earned sick leave accrued for the period of time under the Family Medical Leave Act.
10. Salary and Fringe Benefits: Leave under this section beyond the use of accrued sick/personal leave, shall be without pay.

### SALARY PAYMENT

Wages shall be paid twice monthly, (15<sup>th</sup> and last day of month) and all paychecks shall be deposited directly in a bank account designated by the Finance Accountant.

### RETIREMENT

1. Upon retirement at the end of the year in which the Finance Accountant reaches the age of fifty-~~fivesix~~ years (556), and with ten (10) consecutive years of service, the Finance Accountant may remain in the District's insurance plans.
  - With regard to medical insurance, the District will provide up to \$2530,000 that may be used towards the purchase of any of the District's medical insurance plans or a policy from a provider of the employee's choice. ~~This money is for continuing coverage in any of the District's medical insurance plans.~~ In the event of the employee's death, this benefit ceases.
  - With regard to life insurance in effect at the time of retirement, the District will continue to pay life insurance premiums for nineseven-(79) years after retirement or to the age of sixty-five (65) years, whichever comes first.
  - With regard to dental insurance at the time of retirement, the Finance Accountant will assume responsibility for payment of all premiums.
2. Upon retirement from full-time employment at age fifty-~~fivesix~~ (556) and with ten (10) consecutive years of service in District No. 508, the Finance Accountant shall be

paid ~~forty-five~~ fifty (\$450) dollars per day for each day of accumulated unused sick leave, and add up to a maximum of one contract year (240 days).

### SALARY SCHEDULE

202 <del>35</del> -202 <del>46</del>	202 <del>46</del> -202 <del>57</del>
\$ <del>56,609</del> 58,954	\$ <del>57,741</del> 60,280

#### 1. Additional Compensation

##### a. Education and Training

- i. Minnesota Association of School Business Officials (MASBO) Certification \$5,000

\_\_\_\_\_  
Finance Accountant

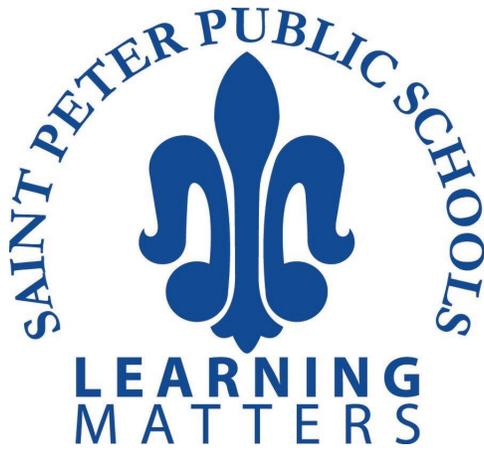
\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson of the School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of the School Board

\_\_\_\_\_  
Date



**SAINT PETER PUBLIC SCHOOLS**

**Agreement**

**with**

**Food Service Director**

**2023~~5~~-2024~~6~~**

**and**

**2024~~6~~-2025~~7~~**

Food Service Director  
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**Agreement with the  
Food Service Director**  
202~~35~~-202~~46~~ and 202~~46~~-202~~57~~

The terms and conditions of employment for the position of Food Service Director shall be determined by the Saint Peter School Board.

**HOURS AND DUTY DAYS**

1. The work year shall consist of two hundred and forty (240) days.
2. The Food Service Director shall be subject to emergency call and duty, but as supervisor shall not be entitled to overtime or additional compensation for these duties.
3. In the event of an emergency or other cause for school closing, regular hours shall be maintained unless otherwise directed by the Superintendent of Schools.

**SPECIAL LEAVES AND HOLIDAYS**

1. Leaves of absence without pay for personal reasons may be approved by the Superintendent of Schools.
2. The Food Service Director shall be granted leave of absence with regular pay on the following holidays:

New Year's Day  
Good Friday  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Presidents' Day

Thanksgiving Day  
Friday after Thanksgiving  
Christmas Eve Day  
Christmas Day  
New Year's Eve Day  
Martin Luther King Day  
(unless school is in session or a teacher's workday is scheduled)

3. \*MLK Day will only be considered a holiday if school is not in session and no staff work day or staff development day is in session.
4. New Year's Day, Memorial Day, Independence Day, and Christmas Day shall be considered major holidays. When any such holiday falls on a weekend, the closest weekday shall be considered the holiday.

### **SICK LEAVE**

1. Sick Leave: At the beginning of each contract year, the Food Service Director shall be credited with 12 working days of sick leave. If for any reason the Food Service Director is no longer employed by the district before the end of the contract year, the number of allowable sick days will be prorated and rounded to the nearest whole. If more than the allowable number of sick days has been used, including any accumulated sick leave that may have accrued, shall have a deduction from pay for any excess sick leave taken that has not been earned.
  - 1.1. Unused sick leave days may accumulate to a maximum credit of two hundred forty (240) days of sick leave.
  - 1.2. Sick leave with pay shall be allowed by the School District whenever an absence is due to any type of illness, including illness or disability caused or contributed to by pregnancy or childbirth, which prevented the attendance at school and performance of duties on that day or days.
  - 1.3. Sick leave may be used to cover absences necessitated by the illness or disability of a child, spouse, parent in the need of the Food Service Director's personal care or attention. Such care shall be deducted from accumulated sick leave.
  - 1.4. The Superintendent may require a medical certificate from a qualified physician, or psychiatrist, as evidence of illness. If such a requirement is made, and the Food Service Director is billed, the district shall pay the entire cost of such billing.
  - 1.5. All sick leave allowed under this article shall be deducted from the accrued sick leave days earned by the Food Service Director.

### **EARNED SAFE AND SICK TIME (ESST)**

1. The Food Service Director shall earn, use, and accumulate 48 hours of ESST in conformance with the School District's Employment Policies and Minnesota Statutes. ESST may accumulate to a maximum of 80 hours.

### **SERIOUS ILLNESS**

~~The Food Service Director may be granted up to 6 days of non-accumulated serious illness or death leave annually which may be used for serious illness or death leave in the immediate family. The immediate family shall include: spouse, father, mother, brother, sister, children, grandparents, grandparents-in-law, grandchildren, parents-in-law, brother-in-law, sister-in-law, and any other relative or non-relative living in the household with the employee. Three of the six 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, children, grandparents, grandparents-in-law, grandchildren, parents-in-law, brother-in-law, sister-in-law, and any other relative or non-relative living in the household with the employee), additional leave will be granted not to exceed five full days per seath. Any additional days taken will be taken at a full deduction of pay.~~

### **PERSONAL LEAVE**

1. The Food Service Director will be allowed 2 days per year for personal leave. This may be accumulated to 4 days.
2. These days may be used at the discretion of the Food Service Director for situations that may arise requiring personal attention which cannot be attended to when school is not in session and which are not covered under the provisions of this agreement. Request for a personal leave must be made in writing to the Superintendent of schools.
3. Personal leave may not be used for absence caused by inclement weather.

### **WORKERS' COMPENSATION**

1. Upon request of the Food Service Director who is absent from work as a result of a compensable injury under the provisions of the Worker's Compensation Act, 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 extent of the employee's earned accrual of sick leave.
2. A deduction shall be made from the Food Service Director's accumulated sick leave accrual time according to the pro rata portions of days of sick leave time which is used to supplement workers' compensation.
3. Such payment shall be paid by the School District to the Food Service Director only during the period of disability.

4. In no event shall the additional compensation paid to the Food Service Director by virtue of sick leave pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the employee.
5. The Food Service Director who is absent from work as a result of an injury compensable under the Workers' Compensation Act who elects to receive sick leave pay pursuant to this policy shall have deducted either a one-half or a full day of workers' compensation pay from the employee's salary for the days affected by the workers' compensation.

### **JURY DUTY**

1. The Food Service Director shall continue to receive his/her regular compensation when called for jury duty. A one-half day or full day of jury duty pay will be deducted from the employee's daily salary.
2. If summoned or subpoenaed to provide testimony or information to any agency, commission, board, legislative committee, arbitrator, or court, during the regular workday, shall be provided leave with pay for each day or part thereof of which the director is required to be absent. The employee shall reimburse the district that compensation, except for mileage reimbursement and meal allowance, which they receive for providing such testimony.

### **GROUP INSURANCE**

1. **SELECTION OF CARRIER:** The selection of the insurance carrier and policy shall be made by the School Board.
2. **HEALTH AND HOSPITALIZATION INSURANCE:** For the period of this contract the School District will contribute an amount equal to an individual insurance plan at the VEBA level for the Food Service Director. The employee has the option of applying the individual insurance benefit to a family plan.
3. **INCOME PROTECTION INSURANCE:** The School District shall pay the premium for Income Protection Insurance to the extent of 662/3 percent of the gross annual salary for the Food Service Director beginning 60 calendar days after the injury or illness and extending to age 65.
4. **LIFE INSURANCE:** The School District shall contribute a sum equal to the premium for a \$200,000 group life insurance policy for the Food Service Director for each year of the contract.

5. DENTAL INSURANCE: For the life of the contract the School District shall pay the entire premium for family dental insurance.
6. DURATION OF INSURANCE CONTRIBUTIONS: An employee is eligible for district contributions in this article as long as the employee is employed by the School District. Upon termination of employment and effective on the last working day all district participation and contribution shall cease unless the employee is entitled to the benefits as provided under RETIREMENT.

### **MATERNITY/PATERNITY LEAVE**

1. The Food Service Director may take a leave of maternity/paternity leave of absence within the first year of the birth or adoption of a child as indicated by the Family Medical Leave Act (FMLA). The employee may use available sick leave but must reserve at least 10 days for future use.
2. The employee shall submit a written request to the Superintendent for a maternity/paternity leave including commencement date and return date.
3. If the employee complies with all provisions of this section and the maternity/paternity leave is granted by the School Board, the School Board shall notify the employee in writing of its action.
4. An employee on maternity/paternity leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as she/he wishes to retain commencing with the beginning of the leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the district pursuant to this section.

### **OTHER BENEFITS**

Professional and Service Organizations: The School District agrees to pay the dues for the Food Service Director's professional and service organizations with the approval of the Superintendent.

The School District shall compensate the Food Service Director for business use of his/her private vehicle at the rate allowed by the Internal Revenue Service pursuant to M.S. 471.665, Subd. 1.

### **SALARY PAYMENT**

The salary shall be paid in twenty-four (24) equal monthly installments deposited directly to the director's individual bank account on the 15th and the last banking day of the month.

## RETIREMENT

Upon retirement at the end of the year in which the Food Service Director reaches the age of 56 and with 10 consecutive years of service, the Food Service Director may remain in the district's insurance plan.

With regard to medical insurance, the district will provide up to \$52,000 that may be used towards any of the district's medical insurance plans. This money is for continuing medical insurance coverage in any of the district's insurance plans. In the event of the employee's death, this benefit ceases.

With regard to insurance in effect at the time of retirement, the district will continue to pay life insurance premiums for 9 years after retirement or until age 65 years, whichever comes first.

With regard to dental insurance at the time of retirement, the Food Service Director will assume responsibility for payment of all premiums.

Upon retirement from full-time employment at age 56 or thereafter, and upon retirement with ten (10) consecutive years of full-time employment in District 508, the Food Service Director shall be paid \$50 per day for each day accumulated unused sick leave up to a maximum of 240 days. In the event of the death of the employee this money is paid to the employee's estate.

The term "ten (10) consecutive years" as used herein shall mean the Food Service Director must be physically present working in the district for the ten(10) consecutive years immediately preceding his/her retirement at age 56 or thereafter. School Board approval leaves will not count in the 10 year requirement, but shall not disqualify an employee basis of the consecutive year stipulation. The only other exception shall be illness or medically certified disability, which will count toward the 10 year requirement.

## SALARY SCHEDULE

### Base Salary

20235-20246	\$69,70072,623
20246-20257	\$71,09473,784

### Additional Compensation:

#### Experience in School District:

0-1 year	\$0
2 years	\$500
3-4 years	\$1500

5-6 years

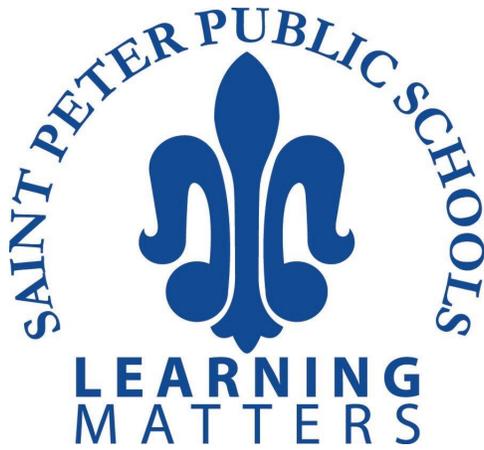
\$2000

\_\_\_\_\_  
Food Service Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson of the School Board

\_\_\_\_\_  
Date



**SAINT PETER PUBLIC SCHOOLS**

**Agreement**

**with**

**Information Technology Support Specialist**

**2023~~5~~-2024~~6~~**

**and**

**2024~~6~~-2025~~7~~**

Information Technology Support Specialist  
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**AGREEMENT WITH THE  
INFORMATION TECHNOLOGY SUPPORT SPECIALIST  
20235-20246 and 20246-20257**

The School Board shall determine the terms and conditions of employment for the position of Information Technology Support Specialist.

**HOURS AND DUTY DAYS**

1. The Information Technology Support Specialist is considered a full-time, hourly employee. The basic work year shall consist of 225 days.
2. Five (5) of the 225 days are flex days and may be used at the discretion of the Information Technology Support Specialist.
3. The work schedule for the Information Technology Support Specialist must be approved by the Director of Technology.

**SPECIAL LEAVES AND HOLIDAYS**

1. Leave of absence without pay for personal reasons may be approved by the Superintendent.
2. The Information Technology Support Specialist shall be granted a leave of absence with regular pay on the following holidays if the date falls on a regularly scheduled work day with the exception of major holidays defined below:

New Year's Day

Good Friday

Memorial Day

Juneteenth

Independence Day

Labor Day

Presidents' Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Eve Day

Christmas Day

New Year's Eve Day

Martin Luther King Day

(unless school is in session or a teacher's workday is scheduled)

3. New Year's Day, Memorial, Day, Independence Day, and Christmas Day shall be considered major holidays. When such major holiday falls on a Sunday, the following Monday shall be considered a holiday. Should these fall on Saturday, the preceding Friday shall be honored as a holiday.

## SICK LEAVE

1. The Information Technology Support Specialist shall earn one day a month to a maximum of 12 per year. Any fraction of the Information Technology Support Specialist's 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 Information Technology Support Specialist who uses more than his/her allowable sick leave, including any accumulated sick leave which may have accrued, shall have a deduction from pay for any excess sick leave taken that has not been earned. Unused sick leave days may accumulate to a maximum credit of ~~one hundred eighty-five~~ two hundred twenty-five (185225) days of sick leave for the Information Technology Support Specialist.
2. Sick leave with pay shall be allowed by the Information Technology Support Specialist whenever the Information Technology Support Specialist's absence is due to any type of illness, including illness or disability caused or contributed to by pregnancy or childbirth, which prevented the attendance at school and performance of duties on that day or days. The Information Technology Support Specialist may use sick leave to cover absences necessitated by the disability of a child, spouse, or parent in need of the Information Technology Support Specialist's personal care or attention. Such family care shall be deducted from sick leave.
3. The Superintendent or his/her designee may request a medical certificate from a physician as evidence of illness, indicating the absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility for sick leave is reserved for the School Board.
4. Sick leave pay shall be approved only upon submission of a signed request on the authorized sick leave request form made available by the School District.

4.

### EARNED SAFE AND SICK TIME (ESST)

1. The Information Technology Support Specialist shall earn, use, and accumulate 48 hours of ESST in conformance with the School District's Employment Policies and Minnesota Statutes. ESST may accumulate to a maximum of 80 hours.

### **SERIOUS ILLNESS OR DEATH LEAVE**

~~The Information Technology Support Specialist may be granted up to six (6) days of non-accumulative serious illness or death leave annually that 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 non-relative 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.~~

### **PERSONAL LEAVE**

The Information Technology Support Specialist shall receive two (2) personal leave days at the discretion of the Superintendent, and the leave can be accumulated to a maximum of four (4) 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 a personal leave must be made to the Technology Director Superintendent. All leaves must have prior approval.

### **WORKERS' COMPENSATION**

1. Upon the request of the Information Technology Support Specialist, who is absent from work as a result of an injury incurred in the service of the School District and compensable under the provisions of the Workers' Compensation Act, the School District will pay the difference between the compensation received by the Information Technology Support Specialist's regular rate of pay, to the extent of the Information Technology Support Specialist's earned accrual of sick leave and/or vacation pay.
2. A deduction shall be made from the Information Technology Support Specialist's accumulated sick leave accrual time according to the pro-rata portion of the days of sick leave or vacation time that is used to supplement Workers' Compensation.
3. Such payment shall be paid by the School District to the Information Technology Support Specialist only during the period of disability.
4. In no event shall the additional compensation paid to the Information Technology Support Specialist by virtue of sick leave or vacation pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the Information Technology Support Specialist.
5. The Information Technology Support Specialist shall submit a copy of his or her Workers' Compensation check to the School District's payroll department and the amount paid for time off shall be deducted from the Information Technology Support Specialist's next payroll check, but not any, medical payments. This is done by law because PERA, and Social Security are not to be charged against Workers' Compensation payments.

### **JURY DUTY**

1. When the Information Technology Support Specialist is called for jury duty, he/she shall submit an absentee card to the Superintendent indicating the dates served and the amount of the daily compensation that he/she received from the county as juror. This amount will be deducted from the Information Technology Support Specialist's wages along with the applicable PERA deduction. This exempts jury duty pay from Social Security, Medicare, PERA and makes it the Information Technology Support Specialist's responsibility to report it as miscellaneous income on their 1040. Any mileage reimbursement or meal allowance can be kept by the Information Technology Support Specialist, and it need not be reported on the 1040.
2. If the Information Technology Support Specialist 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 that the Information Technology Support Specialist is required to be absent. The Information Technology Support Specialist shall reimburse the School District that compensation, except for mileage reimbursement and meal allowance, which he/she receives for providing such testimony.

### **GROUP INSURANCE**

1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School Board.
2. Health and Hospitalization Insurance: The Information Technology Support Specialist has the option of purchasing individual or family coverage at his/her own expense.
3. Dental Insurance: The Information Technology Support Specialist may participate in dental insurance at his/her own expense.

### **CHILD CARE LEAVE**

1. Use: A child care leave may be granted by the School District, subject to the provisions of this section, to an employee-parent following the birth and first year care of a child, adoption or foster placement of a child, provided such employee-parent is caring for the child on a full-time basis.
2. Request: An employee making an application for child care leave shall inform the Superintendent in writing of the request to take the leave at least three (3) calendar months before commencement of the intended leave.
3. Medical Statement: An employee may be asked to provide, at the time of the leave application, a statement from the attending physician indicating the expected date of delivery.

4. Date of Leave: The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave coincide with some natural break in the school year – i.e., winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like. The availability of a substitute ~~teacher~~ may also be considered by the School Board in the granting of a child care leave or its duration.
5. Duration: In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:
  - (1.) grant any leave more than twelve (12) months in duration;
  - (2.) permit the employee to return to employment prior to the date designated in the request for child care leave.
6. Reinstatement: An employee returning from child care leave shall be reinstated in a position the employee is qualified unless previously discharged or laid off.
7. Failure to Return: Failure of the employee to return by the date determined under this section shall constitute grounds for termination unless the School Board and the employee mutually agree in writing to an extension in the leave.
8. Group Insurance: An employee on child care leave, is eligible to participate in group insurance programs as governed by the Family & Medical Leave Act. The employee may continue health insurance coverage beyond the Family & Medical Leave Act at their own expense while on child care leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the School District pursuant to this section.
9. Use of Sick Leave While on Child Care Leave An employee on child care leave may use earned sick leave accrued for the period of time under the Family Medical Leave Act.
10. Salary and Fringe Benefits: Leave under this section beyond the use of accrued sick/personal leave, shall be without pay.

## **SALARY PAYMENT**

Wages shall be paid twice monthly, (15<sup>th</sup> and last day of month) and all paychecks shall be deposited directly into the bank account(s) designated by the Information Technology Support Specialist.

## **RETIREMENT**

Upon retirement from full-time employment at age fifty-~~six~~five (565) and with ten (10) consecutive years of service in the School District, an Information Technology Support Specialist shall be paid ~~forty~~ifty (\$450) dollars per day for each day of accumulated

unused sick leave up to a maximum of ~~one~~ two hundred ~~twentyeighty~~-five (~~185225~~) days.

### SALARY SCHEDULE

<u>20235-20246</u>	<u>20246-20257</u>
<del>\$19.57</del> <u>20.76</u>	<del>\$20.16</del> <u>21.38</u>

### PERFORMANCE PAY PROGRAM

An Incentive Performance Pay Program will provide the Information Technology Support Specialist with the opportunity to earn annual incentive pay of up to one percent (1%) of base salary pay. Through the establishment of performance goals and measurable criteria, the performance goals and measurable criteria will be mutually agreed to by the Information Technology Support Specialist and District Technology Director.

\_\_\_\_\_  
IT Support Specialist

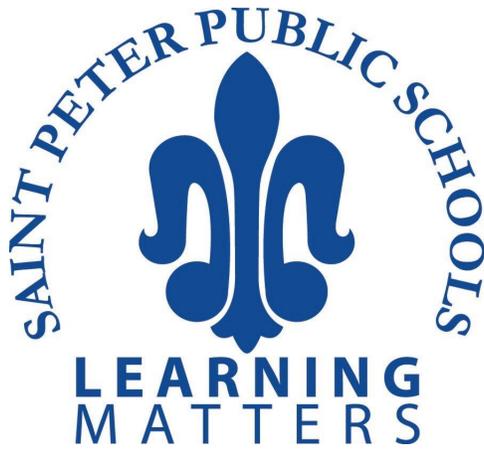
\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson of the School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of the School Board

\_\_\_\_\_  
Date



**SAINT PETER PUBLIC SCHOOLS**

**Agreement**

**with**

**MARSS/EDFI/~~EDFI~~ ACCOUNTANT**

**2023~~5~~-2024~~6~~**

**and**

**2024~~6~~-2025~~7~~**

MARSS/EDFI Accountant  
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**MASTER CONTRACT FOR  
MARSS/EDFI/~~EDFI~~ Accountant  
2023~~5~~-2024~~6~~ and 2024~~6~~-2025~~7~~**

The School Board shall determine the terms and conditions of employment for the position of MARSS/EDFI Accountant.

**HOURS AND DUTY DAYS**

1. The basic work year shall consist of 240 days.
2. The MARSS/EDFI Accountant shall be subject to emergency call duty, but shall not be entitled to overtime pay.
3. In the event of emergency or other cause for school closing, regular hours shall be maintained unless otherwise directed by the Business Manager.
4. The scheduling of non-working days must receive prior approval of the Business Manager.

**SPECIAL LEAVE AND HOLIDAYS**

1. A leave of absence, without pay for personal reasons, may be approved by the Superintendent.
2. The MARSS/EDFI Accountant shall be granted a leave of absence with regular pay on the following holidays:

New Year's Day

Good Friday

Memorial Day

Juneteenth

Independence Day

Labor Day

Presidents' Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Eve Day

Christmas Day

New Year's Eve Day

Martin Luther King Day

(unless school is in session or a teacher's workday is scheduled)

3. New Year's Day, Memorial Day, Independence Day, and Christmas Day shall be considered major holidays. When any such major holiday falls on a Sunday, the following Monday shall be considered a holiday. Should these fall on a Saturday, then the preceding Friday shall be honored as a holiday. If school is in session on Martin Luther King Jr. Day, a floating holiday will be established. Its use will be agreed to by the MARSS/EDFI Accountant and the Business Manager.

**SICK LEAVE**

1. The MARSS/EDFI Accountant shall be credited with twelve (12) working days of sick leave. In the event that the MARSS/EDFI Accountant, for any reason, is no longer employed by the School District before the end of the school year, the number of allowable sick days will be days worked over the total combined contract days times twelve (12). Any fraction of the MARSS/EDFI Accountant's workday will be rounded up to the next higher whole day if more than a half-day and rounded down if less than a half-day of the MARSS/EDFI Accountant's workday. The MARSS/EDFI Accountant who uses his/her allowable sick leave, including any accumulated sick leave that may have accrued, shall have a deduction from pay for any excess sick leave taken that has not been earned.

Unused sick leave days may accumulate to a maximum credit of one hundred eighty-five (185) days of sick leave for the MARSS/EDFI Accountant.

2. Sick leave with pay shall be allowed by the School District whenever a MARSS/EDFI Accountant's absence is due to any type of illness, including illness or disability caused or contributed to by pregnancy or childbirth, which prevented the attendance at school and performance of duties on that day or days. The MARSS/EDFI Accountant may use sick leave to cover absences necessitated by the disability of a parent, child, or spouse in need of the MARSS/EDFI Accountant's personal care or attention. Such family care shall be deducted from sick leave.
3. The Superintendent may request a medical certificate as evidence of illness, indicating the absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility for sick leave is reserved to the School Board.
4. Sick leave pay shall be approved only upon submission of a signed request on the authorized sick leave request form made available by the School District.

### EARNED SAFE AND SICK TIME (ESST)

1. The MARSS/EDFI Accountant shall earn, use, and accumulate 48 hours of ESST in conformance with the School District's Employment Policies and Minnesota Statutes. ESST may accumulate to a maximum of 80 hours.

### **SERIOUS ILLNESS OR DEATH LEAVE**

~~The MARSS/EDFI Accountant may be granted up to six (6) days of non-accumulative serious illness or death leave annually that may be used for serious illness or death in the immediate family. The immediate family shall include spouse, father, mother, brother, sister, children, grandparents, grandparents-in-law, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, and any other relative or non-relative living in the household with the MARSS/EDFI Accountant. Three (3) of the six (6) days may be used for extended family or special friend. In event of a second or any additional deaths to the members of the immediate family (spouse, father, mother,~~

~~brother, sister, children, grandparents, grandparents-in-law, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, or anyone residing in the household at the time of death), additional leave will be granted not to exceed five (5) full days per death. Any additional days will be taken at a full deduction in pay.~~

### PERSONAL LEAVE

The MARSS/EDFI Accountant shall receive ~~two~~three (23) personal leave days at the discretion of the Business Manager, and the leave can be accumulated to a maximum of four (4) days, to be used for situations that arise requiring the MARSS/EDFI Accountant'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 contract. Request for a personal leave must be made to the Business Manager at least two (2) days in advance, except in the case of an emergency. All leaves must have prior approval.

### WORKERS' COMPENSATION

1. Upon the request of the MARSS/EDFI Accountant, who is absent from work as a result of an injury incurred while in the service of the School District and compensated under the provisions of the Workers' Compensation Act, the School District will pay the difference between the compensation received by the MARSS/EDFI Accountant pursuant to the Workers' Compensation Act and the MARSS/EDFI Accountant's regular rate of pay, to the extent of the MARSS/EDFI Accountant's earned accrual of sick leave ~~and/or vacation pay~~.
2. A deduction shall be made from the MARSS/EDFI Accountant's accumulated sick leave accrual time according to the pro-rata portions of days of sick leave ~~or vacation time~~ that is used to supplement Workers' Compensation.
3. Such payment shall be paid by the School District only during the period of disability.
4. In no event shall the additional compensation paid to the MARSS/EDFI Accountant by virtue of sick leave ~~or vacation pay~~ result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the MARSS/EDFI Accountant.
5. The MARSS/EDFI Accountant shall submit a copy of their Workers' Compensation check to the School District Payroll Department and the amount paid for time off shall be deducted from the MARSS/EDFI Accountant's next payroll check, but not any medical payments. This is done by law, because TRA, PERA and Social Security are not to be charged against Workers' Compensation payments.

### JURY DUTY

1. When the MARSS/EDFI Accountant is called for jury duty, he/she shall submit an absentee card to the Superintendent indicating the dates served and the amount of the daily compensation he/she received from the county as a juror. This amount will be deducted from the MARSS/EDFI Accountant's wages along with the applicable

PERA deduction. This exempts jury duty pay from Social Security, Medicare, PERA and makes it the MARSS/EDFI Accountant's responsibility to report it as miscellaneous income on his/her 1040. The MARSS/EDFI Accountant can keep any mileage reimbursement or meal allowance, and it need not be reported on the 1040.

2. If the MARSS/EDFI Accountant 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 MARSS/EDFI Accountant is required to be absent. The MARSS/EDFI Accountant shall reimburse the School District that compensation, except for mileage reimbursement and meal allowance, which he/she received for providing such testimony.

### **GROUP INSURANCE**

1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School Board.
2. Health and Hospitalization Insurance: For the duration of the contract, the School District will contribute the cost of the premium for single health insurance coverage at the VEBA 834 level for the Administrative Assistant MARSS/EDFI Accountant who qualifies for and is enrolled in the group health insurance plan.
3. Dental Insurance: For the duration of the contract, the School District shall pay the entire premium for single dental coverage.
4. Income Protection Insurance: The School District shall pay the premium for Income Protection Insurance to the extent of 66-2/3 percent of the gross annual salary with a maximum monthly benefit up to but not to exceed \$3,500 for the MARSS/EDFI Accountant beginning sixty (60) calendar days after the injury or illness and extending to age sixty-five (65).
5. Life Insurance: The School District shall contribute a sum equal to the premium for a \$50,000 group life insurance policy for the MARSS/EDFI Accountant for the term of this contract.
6. Duration of Insurance Contributions: The MARSS/EDFI Accountant is eligible for School Board contributions as provided in this article as long as the MARSS/EDFI Accountant is employed by the School District. Upon termination of employment, and effective on the last working day, all School Board participation and contribution shall cease unless the MARSS/EDFI Accountant is entitled to the benefits as provided under RETIREMENT.

### **CHILD CARE LEAVE**

1. Use: A child care leave may be granted by the School District, subject to the provisions of this section, to an employee-parent following the birth and first year care of

a child , adoption or foster placement of a child, provided such employee-parent is caring for the child on a full-time basis.

2. Request: An employee making an application for child care leave shall inform the Superintendent in writing of the request to take the leave at least three (3) calendar months before commencement of the intended leave.

3. Medical Statement: An employee may be asked to provide, at the time of the leave application, a statement from the attending physician indicating the expected date of delivery.

4. Date of Leave: The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave coincide with some natural break in the school year – i.e., winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like. The availability of a substitute ~~teacher~~ may also be considered by the School Board in the granting of a child care leave or its duration.

5. Duration: In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:

- (1.) grant any leave more than twelve (12) months in duration;
- (2.) permit the employee to return to employment prior to the date designated in the request for child care leave.

6. Reinstatement: An employee returning from child care leave shall be reinstated in a position the employee is qualified unless previously discharged or laid off.

7. Failure to Return: Failure of the employee to return by the date determined under this section shall constitute grounds for termination unless the School Board and the employee mutually agree in writing to an extension in the leave.

8. Group Insurance: An employee on child care leave, is eligible to participate in group insurance programs as governed by the Family & Medical Leave Act. The employee may continue health insurance coverage beyond the Family & Medical Leave Act at their own expense while on child care leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the School District pursuant to this section.

9. Use of Sick Leave While on Child Care Leave An employee on child care leave may use earned sick leave accrued for the period of time under the Family Medical Leave Act.

10. Salary and Fringe Benefits: Leave under this section beyond the use of accrued sick/personal leave, shall be without pay.

## **SALARY PAYMENT**

Wages shall be paid twice monthly, (15<sup>th</sup> and last day of month) and all paychecks shall be deposited directly into bank account(s) designated by the MARSS/EDFI Accountant.

## RETIREMENT

1. Upon retirement at the end of the year in which the MARSS/EDFI Accountant reaches the age of fifty-six years (56), and with ten (10) consecutive years of service as a MARSS/EDFI Accountant, the MARSS/EDFI Accountant may remain in the School District's insurance plans.
  - With regard to medical insurance, the School District will provide up to \$~~30~~25,000 that may be used towards the purchase of any of the School District's medical insurance plans or a plan of the employee's choosing. ~~This money is for continuing medical insurance coverage in any of the School District's medical insurance plans.~~—In the event of the employee's death, this benefit ceases.
  - With regard to life insurance in effect at the time of retirement, the School District will continue to pay life insurance premiums for sevens~~ine~~ (7~~9~~) years after retirement or to age 65 whichever comes first.
  - With regard to dental insurance at the time of retirement, the MARSS/EDFI Accountant will assume responsibility for payment of all premiums.
2. Upon retirement from full-time employment at age of fifty-six years (56) and with ten (10) consecutive years of service in District No. 508 as a MARSS/EDFI Accountant, the MARSS/EDFI Accountant shall be paid ~~forty~~five (\$~~4~~50) dollars per day for each day of accumulated unused sick leave, up to a maximum of one two hundred ~~eighty-~~five~~forty~~ (~~185~~240) days.

## OTHER CONDITIONS

The School District shall provide memberships in the appropriate local, state and national associations for the MARSS/EDFI Accountant. The District will provide time and school funds for the MARSS/EDFI Accountant to attend the appropriate local, state and national meetings and workshops of the associations.

## SALARY SCHEDULE

<u>2023</u> <del>5</del> - <u>2024</u> <del>6</del>	<u>2024</u> <del>6</del> - <u>2025</u> <del>7</del>
<u>\$52,027</u> <del>54,526</del>	<u>\$53,588</u> <del>55,562</del>

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MARSS/EDFI Accountant

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Date

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Chairperson of the School Board

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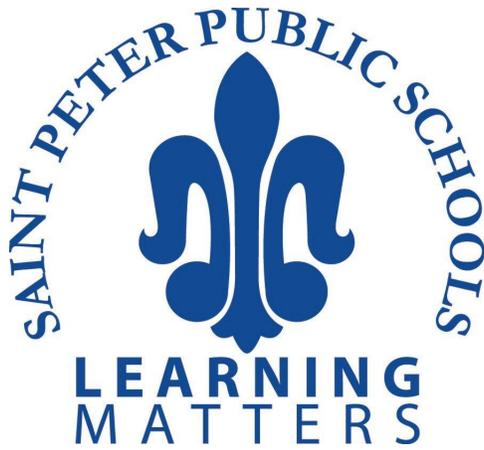
Date

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Clerk of the School Board

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Date



**SAINT PETER PUBLIC SCHOOLS**

**Agreement**

**with**

**PAYROLL SUPERVISOR/ACCOUNTANT**

**2023~~5~~-2024~~6~~**

**and**

**2024~~6~~-2025~~7~~**

Payroll Supervisor/Accountant  
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**EMPLOYMENT AGREEMENT  
PAYROLL SUPERVISOR/ACCOUNTANT  
20235-20246 and 20246-20257**

The Board shall determine the terms and conditions of employment for the position of Payroll Supervisor/Accountant.

**HOURS AND DUTY DAYS**

1. The basic work year shall consist of 240 days, ~~and will be prorated for FY22.~~
2. The Payroll Supervisor/Accountant shall be subject to emergency call duty, but shall not be entitled to overtime pay.
3. In the event of emergency or other cause for school closing, regular hours shall be maintained unless otherwise directed by the Superintendent.
4. The work schedule for the Payroll Supervisor/Accountant must be approved by the Business Manager.

**SPECIAL LEAVE AND HOLIDAYS**

1. A leave of absence without pay for personal reasons may be approved by the Superintendent.
2. The Payroll Supervisor/Accountant shall be granted a leave of absence with regular pay on the following holidays:

New Year's Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Eve Day
Juneteenth	Christmas Day
Independence Day	New Year's Eve Day
Labor Day	Martin Luther King Day
Presidents' Day	(unless school is in session or a teacher's workday is scheduled)

3. New Year's Day, Memorial Day, Independence Day, and Christmas Day shall be considered major holidays. When any such major holiday falls on a Sunday, the following Monday shall be considered a holiday. Should these fall on a Saturday, then the preceding Friday shall be honored as a holiday.
4. If school is scheduled on a holiday, employees will be given a floating holiday which would be agreed upon by the Payroll Supervisor and Business Manager.

## SICK LEAVE

1. The Payroll Supervisor/Accountant shall be credited with twelve (12) working days of sick leave. In the event that the Payroll Supervisor/Accountant, for any reason, is no longer employed by the District before the end of the school year, the number of allowable sick days will be days worked over the total combined contract days times twelve (12). Any fraction of a Payroll Supervisor/Accountant's 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 Payroll Supervisor/Accountant's workday. The Payroll Supervisor/Accountant, who uses his/her allowable sick leave, including any accumulated sick leave that may have accrued, shall have a deduction from pay for any excess sick leave taken that has not been earned.

Unused sick leave days may accumulate to a maximum credit of two hundred forty (240) days of sick leave for the Payroll Supervisor/Accountant.

2. Sick leave with pay shall be allowed by the School District whenever a Payroll Supervisor/Accountant's absence is due to any type of illness, including illness or disability caused or contributed to by pregnancy or childbirth, which prevented the attendance at school and performance of duties on that day or days. A Payroll Supervisor/Accountant may use sick leave to cover absences necessitated by the disability of a parent, child, or spouse in need of the Payroll Supervisor/Accountant's personal care or attention. Such family care shall be deducted from sick leave.
3. The Superintendent may request a medical certificate as evidence of illness, indicating the absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility for sick leave is reserved to the Board.
4. Sick leave pay shall be approved only upon submission of a signed request on the authorized sick leave request form made available by the School District.

## EARNED SAFE AND SICK TIME (ESST)

1. The Payroll Supervisor/Accountant shall earn, use, and accumulate 48 hours of ESST in conformance with the School District's Employment Policies and Minnesota Statutes. ESST may accumulate to a maximum of 80 hours.

## **SERIOUS ILLNESS OR DEATH LEAVE**

~~The Payroll Supervisor/Accountant may be granted up to six (6) days of non-accumulative serious illness or death leave annually, that may be used, for a death in the immediate family. The immediate family shall include spouse, father, mother, brother, sister, children, grandparents, grandparents-in-law, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, and any other relative or non-relative living in the household with the Payroll Supervisor/Accountant. Three (3) of the six (6)~~

~~days may be used for extended family or special friend. In event of a second or any additional deaths to the members of the immediate family (spouse, father, mother, brother, sister, children, grandparents, grandparents-in-law, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, or anyone residing in the household at the time of death), additional leave may be granted not to exceed (5) full days per death. Any additional days will be taken at a full deduction in pay.~~

## PERSONAL LEAVE

The Payroll Supervisor/Accountant shall receive three (3) personal leave days at the discretion of the employee, and the leave can be accumulated to a maximum of six (6) days, to be used for situations that arise requiring the Payroll Supervisor/Accountant'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 contract. Request for a personal leave must be made to the Business Manager at least two (2) days in advance except in the case of an emergency. All leaves must have prior approval.

## WORKERS' COMPENSATION

1. Upon the request of the Payroll Supervisor/Accountant who is absent from work as a result of an injury incurred while in the service of the School District and compensated under the provisions of the Workers' Compensation Act, the School District will pay the difference between the compensation received by the Payroll Supervisor/Accountant pursuant to the Workers' Compensation Act and the Payroll Supervisor/Accountant's regular rate of pay, to the extent of the Payroll Supervisor/Accountant's earned accrual of sick leave ~~and/or vacation pay~~.
2. A deduction shall be made from the Payroll Supervisor/Accountant's accumulated sick leave accrual time according to the pro rata portions of days of sick leave ~~or vacation time~~ which is used to supplement Workers' Compensation.
3. Such payment shall be paid by the School District only during the period of disability.
4. In no event shall the additional compensation paid to the Payroll Supervisor/Accountant by virtue of sick leave ~~or vacation pay~~ result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the Payroll Supervisor/Accountant.
5. The Payroll Supervisor/Accountant shall submit a copy of his/her Workers' Compensation check to the School District Payroll Department and the amount paid for time off shall be deducted from your next payroll check, but not any medical payments. This is done by law, because TRA, PERA, and Social Security are not to be charged against Workers' Compensation payments.

## JURY DUTY

1. When the Payroll Supervisor/Accountant is called for jury duty, he/she shall submit an absentee card to the Superintendent indicating the dates served and the amount of the daily compensation he/she received from the county as a juror. This amount will be deducted from the Payroll Supervisor/Accountant's wages along with the applicable ~~T~~PERA deduction. This exempts jury duty pay from Social Security, Medicare, ~~and~~ PERA, ~~and~~ TRA, and makes it the Payroll Supervisor/Accountant's responsibility to report it as miscellaneous income on his/her ~~1040~~ income taxes. The Payroll Supervisor/Accountant can keep any mileage reimbursement or meal allowance, and it need not be reported ~~on the 1040~~ for income taxes.
2. If the Payroll Supervisor/Accountant 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 Payroll Supervisor/Accountant is required to be absent. The Payroll Supervisor/Accountant shall reimburse the District that compensation, except for mileage reimbursement and meal allowance, which he/she receives for providing such testimony.

### **GROUP INSURANCE**

1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School Board.
2. Health and Hospitalization Insurance: For the duration of the contract, the School District will contribute the cost of the premium for single health insurance coverage at the VEBA 834 level for the ~~Administrative Assistant~~ Payroll Supervisor/Accountant who qualifies for and is enrolled in the group health insurance plan.
3. Income Protection Insurance: The School District shall pay the premium for Income Protection Insurance to the extent of 66-2/3 percent of the gross annual salary with a maximum monthly benefit up to but not to exceed \$3,500 for the Payroll Supervisor-Accountant beginning sixty (60) calendar days after the injury or illness and extending to age sixty-five (65).
4. Dental Insurance: For the duration of the contract, the School District shall pay the entire premium for family or individual dental coverage.
5. Life Insurance: The School District shall contribute a sum equal to the premium for a \$50,000 group life insurance policy for the Payroll Supervisor/Accountant for the term of this contract.
6. Duration of Insurance Contributions: The Payroll Supervisor/Accountant is eligible for Board contributions as provided in this article as long as the Payroll Supervisor/Accountant is employed by the School District. Upon termination of employment, and effective on the last working day, all Board participation and contribution shall cease unless the Payroll Supervisor/Accountant is entitled to the benefits as provided under RETIREMENT.

## CHILD CARE LEAVE

1. Use: A child care leave may be granted by the School District, subject to the provisions of this section, to an employee-parent following the birth and first year care of a child , adoption or foster placement of a child, provided such employee-parent is caring for the child on a full-time basis.
2. Request: An employee making an application for child care leave shall inform the Superintendent in writing of the request to take the leave at least three (3) calendar months before commencement of the intended leave.
3. Medical Statement: An employee may be asked to provide, at the time of the leave application, a statement from the attending physician indicating the expected date of delivery.
4. Date of Leave: The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave coincide with some natural break in the school year – i.e., winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like. The availability of a substitute ~~teacher~~ may also be considered by the School Board in the granting of a child care leave or its duration.
5. Duration: In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:
  - (1.) grant any leave more than twelve (12) months in duration;
  - (2.) permit the employee to return to employment prior to the date designated in the request for child care leave.
6. Reinstatement: An employee returning from child care leave shall be reinstated in a position the employee is qualified unless previously discharged or laid off.
7. Failure to Return: Failure of the employee to return by the date determined under this section shall constitute grounds for termination unless the School Board and the employee mutually agree in writing to an extension in the leave.
8. Group Insurance: An employee on child care leave, is eligible to participate in group insurance programs as governed by the Family & Medical Leave Act. The employee may continue health insurance coverage beyond the Family & Medical Leave Act at their own expense while on child care leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the School District pursuant to this section.
9. Use of Sick Leave While on Child Care Leave: An employee on child care leave may use earned sick leave accrued for the period of time under the Family Medical Leave Act.

10. Salary and Fringe Benefits: Leave under this section beyond the use of accrued sick/personal leave, shall be without pay.

### SALARY PAYMENT

Wages shall be paid twice monthly, (15<sup>th</sup> and last day of month) and all paychecks shall be deposited directly into a bank account designated by the Payroll Supervisor/Accountant.

### RETIREMENT

1. Upon retirement from full-time employment at age fifty-six (56), or thereafter, and with ten (10) consecutive years of service, the Payroll Supervisor/Accountant may remain in the District's insurance plans.
  - With regard to medical insurance, the District will provide up to \$~~2530~~,000 that may be used for both district provided, and non-district provided medical insurance related expenses, including Medicare supplemental coverage if eligible. ~~towards the purchase of any of the District's medical insurance plans. This money is for continuing coverage in any of the district's medical insurance plans.~~ In the event of the employee's death, this benefit ceases.
  - With regard to life insurance in effect at the time of retirement, the District will continue to pay life insurance premiums for nine (9) years after retirement or to the age of sixty-five (65) years, whichever comes first.
2. Upon retirement from full-time employment at age fifty-~~fivesix~~ (556) and with ten (10) consecutive years of service in District No. 508, the Payroll Supervisor/Accountant shall be paid ~~forty five~~ fifty (\$~~45.00~~50.00) dollars per day for each day of accumulated unused sick leave, up to a maximum of two hundred forty (240) days.

### SALARY SCHEDULE

<u>2023</u> 5- <u>2024</u> 6	<u>2024</u> 6- <u>2025</u> 7
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\$ <u>66,51269,878</u>	\$ <u>68,50871,381</u>
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- Additional Compensation

\_\_\_\_\_  
Payroll Supervisor

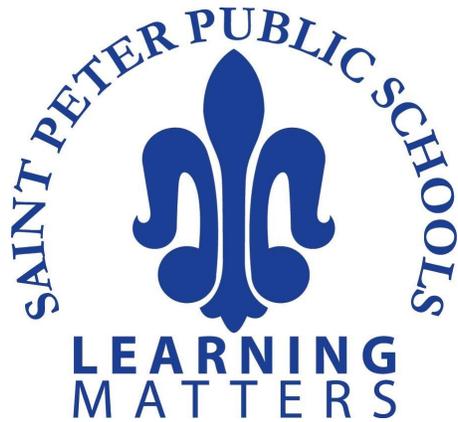
\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson of the School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of the School Board

\_\_\_\_\_  
Date



**SAINT PETER PUBLIC SCHOOLS**

**Agreement**

**With**

**SCHOOL INFORMATION COORDINATOR**

**20235-20246**

**and**

**20246-20257**

School Information Coordinator  
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**AGREEMENT WITH THE  
SCHOOL INFORMATION COORDINATOR  
20235-20246 and 20246-20257**

Independent School District 508, Saint Peter Public Schools, enters into this agreement with Kurt Hildebrandt, who agrees to perform the duties of the School Information Coordinator in the public schools of the District.

**HOURS AND DUTY DAYS**

1. The School Information Coordinator is considered a salaried employee. The basic work year shall consist of 210 days at 6.5 hours per day.

**SPECIAL LEAVES AND HOLIDAYS**

1. Leave of absence without pay for personal reasons may be approved by the Superintendent.
2. The Information Technology Specialist shall be granted a leave of absence with regular pay on the following holidays if the date falls on a regularly scheduled work day with the exception of major holidays defined below:

New Year's Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Eve Day
Juneteenth	Christmas Day
Independence Day	New Year's Eve Day
Labor Day	Presidents' Day

3. New Year's Day, Memorial, Day, Independence Day, and Christmas Day shall be considered major holidays. When such major holiday falls on a Sunday, the following Monday shall be considered a holiday. Should these fall on Saturday, the preceding Friday shall be honored as a holiday.

**SICK LEAVE**

1. The School Information Coordinator shall earn one day a month to a maximum of 12 per year. Any fraction of the School Information Coordinator's 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 School Information Coordinator who uses more than his/her allowable sick leave, including any accumulated sick leave which may have accrued, shall have a deduction from pay for any excess sick leave taken that has not been earned. Unused sick leave days may accumulate to a maximum credit of two hundred ten (210) days of sick leave for the School Information Coordinator.

### **EARNED SAFE AND SICK TIME (ESST)**

1. The School Information Coordinator shall earn, use, and accumulate 48 hours of ESST in conformance with the School District's Employment Policies and Minnesota Statutes. ESST may accumulate to a maximum of 80 hours.

### **WORKERS' COMPENSATION**

1. Upon the request of the School Information Coordinator, who is absent from work as a result of an injury incurred in the service of the School District and compensable under the provisions of the Workers' Compensation Act, the School District will pay the difference between the compensation received by the School Information Coordinator's regular rate of pay, to the extent of the School Information Coordinator's earned accrual of sick leave and/or vacation pay.
2. A deduction shall be made from the School Information Coordinator's accumulated sick leave accrual time according to the pro-rata portion of the days of sick leave or vacation time that is used to supplement Workers' Compensation.
3. Such payment shall be paid by the School District to the School Information Coordinator only during the period of disability.
4. In no event shall the additional compensation paid to the School Information Coordinator by virtue of sick leave or vacation pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the School Information Coordinator.
5. The School Information Coordinator shall submit a copy of his or her Workers' Compensation check to the School District's payroll department and the amount paid for time off shall be deducted from the School Information Coordinator's next payroll

check, but not any, medical payments. This is done by law because PERA, and Social Security are not to be charged against Workers' Compensation payments.

### **JURY DUTY**

1. When the School Information Coordinator is called for jury duty, he/she shall submit an absentee card to the Superintendent indicating the dates served and the amount of the daily compensation that he/she received from the county as juror. This amount will be deducted from the School Information Coordinator's wages along with the applicable PERA deduction. This exempts jury duty pay from Social Security, Medicare, PERA and makes it the School Information Coordinator's responsibility to report it as miscellaneous income on their 1040. Any mileage reimbursement or meal allowance can be kept by the School Information Coordinator, and it need not be reported on the 1040.
2. If the School Information Coordinator 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 that the School Information Coordinator is required to be absent. The School Information Coordinator shall reimburse the School District that compensation, except for mileage reimbursement and meal allowance, which he/she receives for providing such testimony.

### **GROUP INSURANCE**

1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School Board.
2. Health and Hospitalization Insurance: The School Information Coordinator has the option of purchasing individual or family coverage at his/her own expense.
3. Dental Insurance: The School Information Coordinator may participate in dental insurance at his/her own expense.

### **CHILD CARE LEAVE**

1. Use: A child care leave may be granted by the School District, subject to the provisions of this section, to an employee-parent following the birth and first year

care of a child , adoption or foster placement of a child, provided such employee-parent is caring for the child on a full-time basis.

2. Request: An employee making an application for child care leave shall inform the Superintendent in writing of the request to take the leave at least three (3) calendar months before commencement of the intended leave.
3. Medical Statement: An employee may be asked to provide, at the time of the leave application, a statement from the attending physician indicating the expected date of delivery.
4. Date of Leave: The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave coincide with some natural break in the school year – i.e., winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like. The availability of a substitute ~~teacher~~ may also be considered by the School Board in the granting of a child care leave or its duration.
5. Duration: In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:
  - (1.) grant any leave more than twelve (12) months in duration;
  - (2.) permit the employee to return to employment prior to the date designated in the request for child care leave.
6. Reinstatement: An employee returning from child care leave shall be reinstated in a position the employee is qualified unless previously discharged or laid off.
7. Failure to Return: Failure of the employee to return by the date determined under this section shall constitute grounds for termination unless the School Board and the employee mutually agree in writing to an extension in the leave.
8. Group Insurance: An employee on child care leave, is eligible to participate in group insurance programs as governed by the Family & Medical Leave Act. The employee may continue health insurance coverage beyond the Family & Medical Leave Act at their own expense while on child care leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the School District pursuant to this section.
9. Use of Sick Leave While on Child Care Leave An employee on child care leave may use earned sick leave accrued for the period of time under the Family Medical Leave Act.

10. Salary and Fringe Benefits: Leave under this section beyond the use of accrued sick/personal leave, shall be without pay.

### SALARY PAYMENT

Wages shall be paid twice monthly, (15<sup>th</sup> and last day of month) and all paychecks shall be deposited directly into the bank account(s) designated by the School Information Coordinator.

### RETIREMENT

Upon retirement from full-time employment at age fifty-~~fivesix~~ (565) and with ten (10) consecutive years of service in the School District, an School Information Coordinator~~Technology Specialist~~ shall be paid ~~fortyfifty~~ (\$450) dollars per day for each day of accumulated unused sick leave up to a maximum of two hundred ten (210) days.

### SALARY SCHEDULE

<u>20235-20246</u>	<u>20246-20257</u>
<u>\$33,30034,985</u>	<u>\$33,96636,035</u>

\_\_\_\_\_  
School Information Coordinator

\_\_\_\_\_  
Date

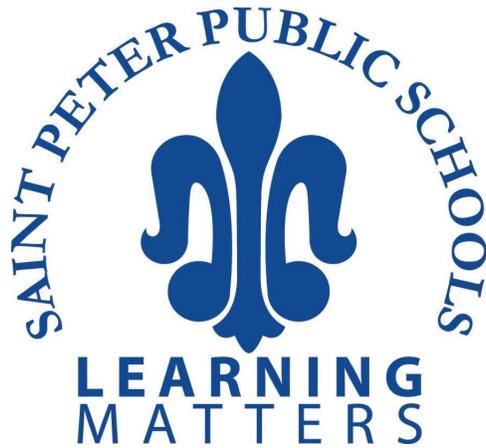
\_\_\_\_\_  
Chairperson of the School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of the School Board

\_\_\_\_\_  
Date





**SAINT PETER PUBLIC SCHOOLS**

**Agreement**

**with**

**SPECIAL PROGRAMS ADMINISTRATOR**

**2023~~5~~-2024~~6~~**

**and**

**2024~~6~~-2025~~7~~**

Special Programs Administrator  
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**Agreement with the  
Special Programs Administrator  
20235-20246 and 20246-20257**

The terms and conditions of employment for the position of Special Programs Administrator shall be determined by the School Board.

**HOURS AND DUTY DAYS**

1. The basic work year shall consist of two hundred thirty five (2305) days.
2. The Special Programs Administrator shall be subject to emergency call and duty, but as supervisor shall not be entitled to overtime.
3. In the event of emergency or other cause for school closing, regular hours shall be maintained at the discretion of the Special Programs Administrator with approval of the Superintendent of Schools.

**SPECIAL LEAVES AND HOLIDAYS**

1. Leaves of absence without pay for personal reasons may be approved by the superintendent.
2. The Special Programs Administrator shall be granted a leave of absence with regular pay on the following holidays:

New Year's Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Eve Day
Juneteenth	Christmas Day
Independence Day	New Year's Eve Day
Labor Day	Martin Luther King Day
Presidents' Day	(unless school is in session or a teacher's workday is scheduled)

3. New Year's Day, Memorial Day, Independence Day, and Christmas Day shall be considered major holidays. When any such major holiday falls on a Sunday, the following Monday shall be considered a holiday. Should these fall on Saturday, then the preceding Friday shall be honored as a holiday.

**SICK LEAVE**

1. Sick Leave: At the beginning of each school year, the Special Programs Administrator shall be credited with twelve (12) working days of sick leave. In the event that the Special Programs Administrator, for any reason, is no longer employed by the district before the end of the school year, the number of allowable sick leave days will be days worked over the total combined contract days times twelve (12). Any fraction of a Special Programs Administrator's workday will be rounded up to the next higher whole day if more than a half day, and rounded down if less than half of a Special Programs Administrator's workday. A Special Programs Administrator 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 any excess sick leave taken that has not been earned.

Subd. 1. Unused sick leave days may accumulate to a maximum credit of two hundred ~~twenty~~thirty five (2~~23~~35) days of sick leave.

Subd. 2. Sick leave with pay shall be allowed by the School District whenever a Special Programs Administrator's absence is due to any type of illness, including illness or disability caused or contributed to by pregnancy or childbirth, which prevented the attendance at school and performance of duties on that day or days.

Subd. 3. A Special Programs Administrator may use sick leave to cover absences necessitated by the illness or disability of a child, spouse and parent in need of the Special Programs Administrator's personal care or attention. Such care shall be deducted from accumulated sick leave.

Subd. 4. The superintendent may require a Special Programs Administrator to furnish a medical certificate from a qualified physician, or psychiatrist, as evidence of illness. If such a requirement is made, and the Special Programs Administrator is billed, the district shall pay the entire cost of such billing.

Subd. 5. All sick leave allowed under this article shall be deducted from the accrued sick leave days earned by the Special Programs Administrator.

### **EARNED SAFE AND SICK TIME (ESST)**

1. The Special Programs Administrator shall earn, use, and accumulate 48 hours of ESST in conformance with the School District's Employment Policies and Minnesota Statutes. ESST may accumulate to a maximum of 80 hours.

### **SERIOUS ILLNESS**

~~A Special Programs Administrator may be granted up to six (6) days of non-~~

~~accumulative serious illness or death leave annually which may be used for serious illness or death leave in the immediate family. The immediate family shall include: spouse, father, mother, brother, sister, children, grandparents, 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.~~

### **PERSONAL LEAVE**

The Special Programs Administrator will be allowed two (2) days per year for personal leave. This leave may accumulate to four (4) days.

These days may be used at the discretion of the Special Programs Administrator for situations that arise requiring the Special Programs Administrator's personal attention which cannot be attended to when school is not in session and which are not covered under other provisions of this agreement. Request for a personal leave must be made in writing to the superintendent of schools. The request shall state the reason for the proposed leave.

Personal leave may not be used for absence caused by inclement weather affecting travel from the director's residence to school.

### **WORKERS' COMPENSATION**

1. Upon the request of the Special Programs Administrator who is absent from work as a result of a compensable injury under the provisions of the Workers' Compensation Act, the School District will pay the difference between the compensation received pursuant to the Workers' Compensation Act by the Special Programs Administrator and the Special Programs Administrator's regular rate of pay to the extent of the Special Programs Administrator's earned accrual of sick leave.
2. A deduction shall be made from the Special Programs Administrator's accumulated sick leave accrual time according to the pro rata portions of days of sick leave time which is used to supplement workers' compensation.
3. Such payment shall be paid by the School District to the Special Programs Administrator only during the period of disability.

4. In no event shall the additional compensation paid to the Special Programs Administrator by virtue of sick leave pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the Special Programs Administrator.
5. The Special Programs Administrator who is absent from work as a result of an injury compensable under the Workers' Compensation Act who elects to receive sick leave pay pursuant to this policy shall have deducted either a one half or a full day of worker's compensation pay from the director's salary for the days affected by the Worker's Compensation.

### **JURY DUTY**

1. The Special Programs Administrator shall continue to receive his/her regular compensation when called for jury duty. A one half or full day of jury duty pay will be deducted from the director's daily salary.
2. Any director summoned or subpoenaed to provide testimony or information to any agency, commission, board, legislative committee, arbitrator, or court, during the regular workday, shall be provided leave with pay for each day or part thereof of which the director is required to be absent. The director shall reimburse the district that compensation, except for mileage reimbursement and meal allowance, which they receive for providing such testimony.

### **GROUP INSURANCE**

1. SELECTION OF CARRIER: The selection of the insurance carrier and policy shall be made by the School Board.
2. HEALTH AND HOSPITALIZATION INSURANCE: Health and Hospitalization Insurance: For the duration of the contract, the School District shall pay full single insurance at the VEBA level. The employee may credit the amount towards any of the District's medical insurance plans. For the purpose of this article, the school year shall be deemed to begin on July 1 and end on June 30.
3. INCOME PROTECTION INSURANCE: The School District shall pay the premium for Income Protection Insurance to the extent of 662/3 percent of the gross annual salary for the Special Programs Administrator beginning sixty (60) calendar days after the injury or illness and extending to age sixty fivesixtyfive (65).
4. LIFE INSURANCE: The School District shall contribute a sum equal to the premium for a \$200,000 group life insurance policy for the director for each year of the

contract.

5. DENTAL INSURANCE: The School District shall contribute a sum equal to the premium of individual or dependent dental coverage from July 1, 2019~~25~~, through June 30, 2024~~7~~.
6. DURATION OF INSURANCE CONTRIBUTIONS: An employee is eligible for board contributions as provided in this article as long as the employee is employed by the School District. Upon termination of employment, and effective on the last working day, all board participation and contribution shall cease unless the employee is entitled to the benefits as provided under RETIREMENT.

### CHILD CARE LEAVE

1. Use: A child care leave may be granted by the School District, subject to the provisions of this section, to an employee-parent following the birth and first year care of a child, adoption or foster placement of a child, provided such employee-parent is caring for the child on a full-time basis.
2. Request: An employee making an application for child care leave shall inform the Superintendent in writing of the request to take the leave at least three (3) calendar months before commencement of the intended leave.
3. Medical Statement: An employee may be asked to provide, at the time of the leave application, a statement from the attending physician indicating the expected date of delivery.
4. Date of Leave: The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave coincide with some natural break in the school year – i.e., winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like. The availability of a substitute ~~teacher~~ may also be considered by the School Board in the granting of a child care leave or its duration.
5. Duration: In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:
  - (1.) grant any leave more than twelve (12) months in duration;
  - (2.) permit the employee to return to employment prior to the date designated in the request for child care leave.
6. Reinstatement: An employee returning from child care leave shall be reinstated in a position the employee is qualified unless previously discharged or laid off.

7. Failure to Return: Failure of the employee to return by the date determined under this section shall constitute grounds for termination unless the School Board and the employee mutually agree in writing to an extension in the leave.

8. Group Insurance: An employee on child care leave, is eligible to participate in group insurance programs as governed by the Family & Medical Leave Act. The employee may continue health insurance coverage beyond the Family & Medical Leave Act at their own expense while on child care leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the School District pursuant to this section.

9. Use of Sick Leave While on Child Care Leave An employee on child care leave may use earned sick leave accrued for the period of time under the Family Medical Leave Act.

10. Salary and Fringe Benefits: Leave under this section beyond the use of accrued sick/personal leave, shall be without pay.

### **OTHER BENEFITS**

The School District agrees to pay the dues for the Special Programs Administrator's professional and service organizations.

### **SALARY PAYMENT**

1. The salary shall be paid in twentyfour (24) equal monthly installments deposited directly to the director's individual bank account on the 15th and last banking day of the month.

### **RETIREMENT**

1. Upon retirement at the end of the year in which the Special Programs Administrator reaches the age of fifty-six years (56) and with ten (10) consecutive years of service, the Special Programs Administrator may remain in the district's insurance plans.

- With regard to medical insurance, the district will provide up to \$60,000 that may be used towards the purchase of any of the district's medical insurance plans. This money is for continuing medical insurance coverage in any of the district's medical insurance plans. In the event of the employee's death, this benefit ceases.

- With regard to life insurance in effect at the time of retirement, the district will continue to pay life insurance premiums for nine (9) years after retirement or until the age of sixty-five (65) years, whichever comes first.
  - With regard to dental insurance at the time of retirement, the Special Programs Administrator will assume responsibility for payment of all premiums.
2. Upon retirement from fulltime employment at age fifty-six (56) or thereafter, and upon retirement with ten (10) consecutive years of full-time employment in district 508, the Special Programs Administrator shall be paid fifty dollars (\$50) per day for each day of accumulated unused sick leave up to a maximum of two hundred thirty five (2305) days. In the event of the death of the director, this money is paid to the Administrator's~~coordinator's~~ estate.
  3. The term "ten (10) consecutive years" as used herein shall mean that the Special Programs Administrator must be physically present working in the district for the ten (10) consecutive years immediately preceding his or her retirement at age fifty-six (56) or thereafter. School board approved leaves will not count in the ten (10) year requirement, but shall not disqualify a director on the basis of the consecutive year stipulation. The only other exception shall be illness or medically certified disability, which will count toward the ten (10) year requirement.

**SALARY SCHEDULE**

<u>202<del>3</del>-2024<del>6</del></u>	<u>2024<del>6</del>-2025<del>7</del></u>
<u>\$107,312111,428</u>	<u>\$109,458114,270</u>

Additional Compensation:

Q-Comp Advisory Committee	\$1,200
Longevity Pay	
7+ years of service	\$1,000

\_\_\_\_\_  
Special Programs Administrator

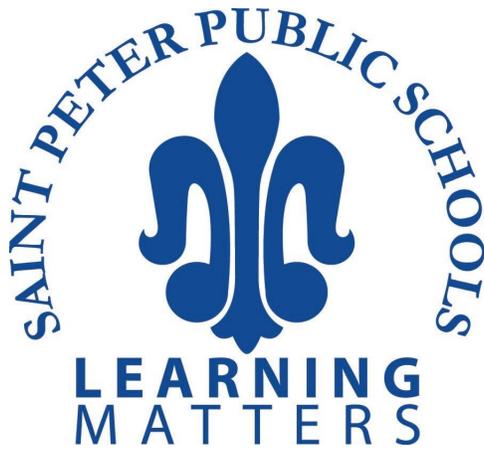
\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson of the School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of the School Board

\_\_\_\_\_  
Date



**SAINT PETER PUBLIC SCHOOLS**

**Agreement**

**with**

**Student Support Liaison, Christian Juantos**

**2023~~5~~-2024~~6~~**

**and**

**2024~~6~~-2025~~7~~**

Student Support Liaison  
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**AGREEMENT WITH THE  
STUDENT SUPPORT LIAISON, Christian Juantos  
~~2023-2024 and 2024-2025~~**

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 work year shall consist of 195, 8 hour days during the regular school year. A summer calendar will be determined annually.

**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. 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.

### EARNED SAFE AND SICK TIME (ESST)

1. The Student Support Liaison shall earn, use, and accumulate 48 hours of ESST in conformance with the School District's Employment Policies and Minnesota Statutes. ESST may accumulate to a maximum of 80 hours.

### ~~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. Use: A child care leave may be granted by the School District, subject to the provisions of this section, to an employee-parent following the birth and first year care of a child, adoption or foster placement of a child, provided such employee-parent is caring for the child on a full-time basis.
2. Request: An employee making an application for child care leave shall inform the Superintendent in writing of the request to take the leave at least three (3) calendar months before commencement of the intended leave.

3. **Medical Statement:** An employee may be asked to provide, at the time of the leave application, a statement from the attending physician indicating the expected date of delivery.
4. **Date of Leave:** The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave coincide with some natural break in the school year – i.e., winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like. The availability of a substitute ~~teacher~~ may also be considered by the School Board in the granting of a child care leave or its duration.
5. **Duration:** In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:
  - (1.) grant any leave more than twelve (12) months in duration;
  - (2.) permit the employee to return to employment prior to the date designated in the request for child care leave.
6. **Reinstatement:** An employee returning from child care leave shall be reinstated in a position the employee is qualified unless previously discharged or laid off.
7. **Failure to Return:** Failure of the employee to return by the date determined under this section shall constitute grounds for termination unless the School Board and the employee mutually agree in writing to an extension in the leave.
8. **Group Insurance:** An employee on child care leave, is eligible to participate in group insurance programs as governed by the Family & Medical Leave Act. The employee may continue health insurance coverage beyond the Family & Medical Leave Act at their own expense while on child care leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the School District pursuant to this section.
9. **Use of Sick Leave While on Child Care Leave** An employee on child care leave may use earned sick leave accrued for the period of time under the Family Medical Leave Act.
10. **Salary and Fringe Benefits:** Leave under this section beyond the use of accrued sick/personal leave, shall be without pay.

### **PERSONAL LEAVE**

1. The Student Support Liaison shall be granted personal days as follows: employees in years 1-4 shall receive one personal day, employees in years 5-10 shall receive two personal days and employees with more than 10 years shall receive three personal days. 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 contract, the School District shall pay full single insurance up to a maximum of ~~fifteen~~-~~sixteen~~ thousand dollars (\$~~15~~6,000) 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.

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 (15<sup>th</sup> and last day of month) and all paychecks shall be deposited directly into bank account(s) designated by the Student Support Liaison

### SALARY SCHEDULE

<b>20235-20246</b>	<b>20246-20257</b>
<b>\$46,136</b>	<b>\$48,122</b>

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Student Support Liaison - Christian Juntos

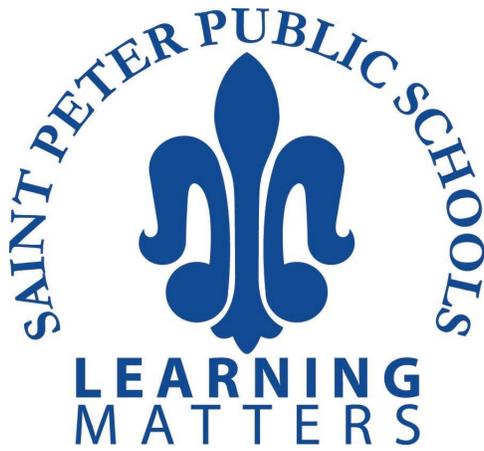
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Date

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Chairperson of the School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of the School Board

\_\_\_\_\_  
Date



**SAINT PETER PUBLIC SCHOOLS**

**Agreement**

**with**

**Student Support Liaison, Mari~~p~~sa Romero**

**202~~3~~5-20246**

**and**

**20246-20257**

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**AGREEMENT WITH THE  
STUDENT SUPPORT LIAISON, Mariposa Romero  
~~2023-2024 and 2024-2025~~**

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 work year shall consist of 195, 8 hour days during the regular school year. A summer calendar will be determined annually.

**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. 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.

### EARNED SAFE AND SICK TIME (ESST)

1. The Student Support Liaison shall earn, use, and accumulate 48 hours of ESST in conformance with the School District's Employment Policies and Minnesota Statutes. ESST may accumulate to a maximum of 80 hours.

### ~~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. Use: A child care leave may be granted by the School District, subject to the provisions of this section, to an employee-parent following the birth and first year care of a child, adoption or foster placement of a child, provided such employee-parent is caring for the child on a full-time basis.
2. Request: An employee making an application for child care leave shall inform the Superintendent in writing of the request to take the leave at least three (3) calendar months before commencement of the intended leave.

3. **Medical Statement:** An employee may be asked to provide, at the time of the leave application, a statement from the attending physician indicating the expected date of delivery.
4. **Date of Leave:** The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave coincide with some natural break in the school year – i.e., winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like. The availability of a substitute ~~teacher~~ may also be considered by the School Board in the granting of a child care leave or its duration.
5. **Duration:** In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:
  - (1.) grant any leave more than twelve (12) months in duration;
  - (2.) permit the employee to return to employment prior to the date designated in the request for child care leave.
6. **Reinstatement:** An employee returning from child care leave shall be reinstated in a position the employee is qualified unless previously discharged or laid off.
7. **Failure to Return:** Failure of the employee to return by the date determined under this section shall constitute grounds for termination unless the School Board and the employee mutually agree in writing to an extension in the leave.
8. **Group Insurance:** An employee on child care leave, is eligible to participate in group insurance programs as governed by the Family & Medical Leave Act. The employee may continue health insurance coverage beyond the Family & Medical Leave Act at their own expense while on child care leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the School District pursuant to this section.
9. **Use of Sick Leave While on Child Care Leave** An employee on child care leave may use earned sick leave accrued for the period of time under the Family Medical Leave Act.
10. **Salary and Fringe Benefits:** Leave under this section beyond the use of accrued sick/personal leave, shall be without pay.

### **PERSONAL LEAVE**

1. The Student Support Liaison shall be granted personal days as follows: employees in years 1-4 shall receive one personal day, employees in years 5-10 shall receive two personal days and employees with more than 10 years shall receive three personal days. 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 contract, the School District shall pay full single insurance up to a maximum of ~~fifteen~~-~~sixteen~~ thousand dollars (\$~~15~~~~6~~,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.

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 (15<sup>th</sup> and last day of month) and all paychecks shall be deposited directly into bank account(s) designated by the Student Support Liaison

### SALARY SCHEDULE

<b>20235-20246</b>	<b>20246-20257</b>
<b>\$47,86149,820</b>	<b>\$48,81951,738</b>

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Student Support Liaison - Maripsa Romero

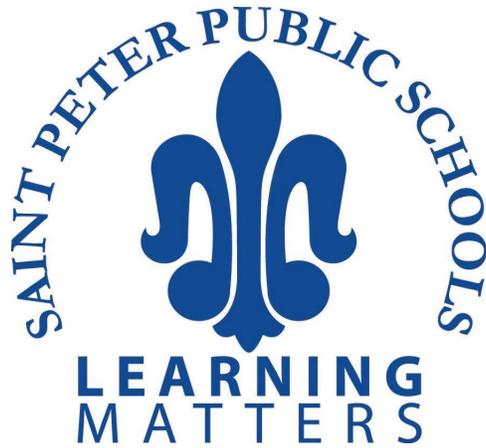
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Date

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Chairperson of the School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of the School Board

\_\_\_\_\_  
Date



**SAINT PETER PUBLIC SCHOOLS**

**Agreement**

**with**

**Student Support Liaison- Buraq Ahmed**

**20235-20246**

**and**

**20246-20257**

Student Support Liaison  
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**AGREEMENT WITH THE  
STUDENT SUPPORT LIAISON, Buraq Ahmed  
20235-20257**

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 work year shall consist of 195, 8 hour days during the regular school year. A summer calendar will be determined annually.

**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. 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 <sup>198</sup>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 School 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.

### **EARNED SAFE AND SICK TIME (ESST)**

1. The Student Support Liaison shall earn, use, and accumulate 48 hours of ESST in conformance with the School District's Employment Policies and Minnesota Statutes. ESST may accumulate to a maximum of 80 hours.

### **~~SERIOUS ILLNESS OR BEREAVEMENT LEAVE~~**

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## **PERSONAL LEAVE**

1. The Student Support Liaison shall be granted personal days as follows: employees in years 1-4 shall receive one personal day, employees in years 5-10 shall receive two personal days and employees with more than 10 years shall receive three

personal days. 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 contract, the School District shall pay full single insurance up to a maximum of ~~fifteen~~sixteen thousand dollars (\$1~~5~~,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 School 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 School 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 (15<sup>th</sup> and last day of month) and all paychecks shall be deposited directly into bank account(s) designated by the Student Support Liaison

### SALARY SCHEDULE

<u>20235-20246</u>	<u>20246-20257</u>
<u>\$44,518,463,316</u>	<u>\$45,408,481,122</u>

\_\_\_\_\_  
Student Support Liaison-Buraq Ahmed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson of the School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of the School Board

\_\_\_\_\_  
Date



**AGREEMENT WITH STUDENT SUPPORT LIAISON  
for Native American Students and Families  
20245-20257**

Independent School District 508, Saint Peter Public Schools, enters into this agreement with Charmayne Klah, who agrees to perform the duties of the Native American Student Support Liaison.

**ASSIGNMENT:** Student Support Liaison-Native American students and families.

**PAY RATE:** ~~\$28.00 per hour~~

<b><u>2025-2026</u></b>	<b><u>2026-2027</u></b>
<u>\$28.92 per hour</u>	<u>\$29.87 per hour</u>

**STIPEND:** \$1,500 for work on American Indian Education Application and work with NAPAC Advisory Group

**WORK SCHEDULE:** This position is scheduled for up to ~~40~~18 hours per week during the school year. Additional hours may be approved by the employee's supervisor.

\_\_\_\_\_  
Employee Signature

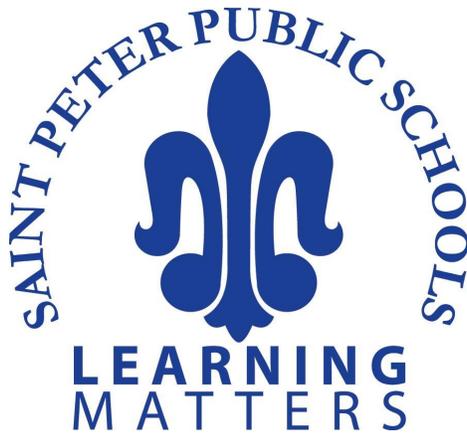
\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date



**SAINT PETER PUBLIC SCHOOLS**

**Agreement**

**with**

**District Technology Director**

**20235-20246**

**and**

**20246-20257**

District Technology Director  
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**Agreement with the  
District Technology Director  
~~2023-2024 and 20245-20257~~**

The terms and conditions of employment for the position of District Technology Director shall be determined by the board.

**HOURS AND DUTY DAYS**

1. The basic work year shall consist of two hundred and thirty-five (235) days.
2. The District Technology Director shall be subject to emergency call and duty, but as supervisor shall not be entitled to overtime.
3. In the event of emergency or other cause for school closing, regular hours shall be maintained at the discretion of the District Technology Director with approval of the Superintendent of Schools.

**SPECIAL LEAVES AND HOLIDAYS**

1. Leaves of absence without pay for personal reasons may be approved by the superintendent.
2. The District Technology Director shall be granted a leave of absence with regular pay on the following holidays:

New Year's Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Eve Day
Juneteenth	Christmas Day
Independence Day	New Years Eve Day
Labor Day	Martin Luther King Day
Presidents' Day	(if school is not in session)

3. New Year's Day, Memorial Day, Independence Day, and Christmas Day shall be

considered major holidays. When any such major holiday falls on a Sunday, the following Monday shall be considered a holiday. Should these fall on Saturday, then the preceding Friday shall be honored as a holiday.

### **SICK LEAVE**

1. Sick Leave: At the beginning of each school year, the District Technology Director shall be credited with 12 working days of sick leave. In the event that the District Technology Director, for any reason, is no longer employed by the district before the end of the school year, the number of allowable sick leave days will be days worked over the total combined contract days times 12. Any fraction of a District Technology Director's workday will be rounded up to the next higher whole day if more than a half day, and rounded down if less than half of a District Technology Director's workday. A District Technology Director 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 any excess sick leave taken that has not been earned.

Subd. 1. Unused sick leave days may accumulate to a maximum credit of two hundred thirty-five (235) days of sick leave.

Subd. 2. Sick leave with pay shall be allowed by the School District whenever a District Technology Director's absence is due to any type of illness, including illness or disability caused or contributed to by pregnancy or childbirth, which prevented the attendance at school and performance of duties on that day or days.

Subd. 3. A District Technology Director may use sick leave to cover absences necessitated by the illness or disability of a child, spouse and parent in need of the District Technology Director's personal care or attention. Such care shall be deducted from accumulated sick leave.

Subd. 4. The superintendent may require a District Technology Director to furnish a medical certificate from a qualified physician, or psychiatrist, as evidence of illness. If such a requirement is made, and the District Technology Director is billed, the district shall pay the entire cost of such billing.

Subd. 5. All sick leave allowed under this article shall be deducted from the accrued sick leave days earned by the District Technology Director.

### **EARNED SAFE AND SICK TIME (ESST)**

1. The District Technology Director shall earn, use, and accumulate 48 hours of ESST in conformance with the School District's Employment Policies and Minnesota Statutes. ESST may accumulate to a maximum of 80 hours.

### **SERIOUS ILLNESS:**

~~A District Technology Director may be granted up to 6 days of non-accumulative serious illness or death leave annually which may be used for serious illness or death leave in the immediate family. The immediate family shall include: spouse, father, mother, brother, sister, children, grandparents, grandparents-in-law, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, and any other relative or non-relative living in the household with the employee. Three of the 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.~~

### **PERSONAL LEAVE**

The District Technology Director will be allowed 2 days per year for personal leave. This leave may accumulate to 4 days.

These days may be used at the discretion of the District Technology Director for situations that arise requiring the District Technology Director's personal attention which cannot be attended to when school is not in session and which are not covered under other provisions of this agreement. Request for a personal leave must be made in writing to the superintendent of schools. The request shall state the reason for the proposed leave.

Personal leave may not be used for absence caused by inclement weather affecting travel from the director's residence to school.

### **WORKERS' COMPENSATION**

1. Upon the request of the District Technology Director who is absent from work as a result of a compensable injury under the provisions of the Workers' Compensation Act, the School District will pay the difference between the compensation received pursuant to the Workers' Compensation Act by the District Technology Director and the District Technology Director's regular rate of pay to the extent of the District Technology Director's earned accrual of sick leave.
2. A deduction shall be made from the District Technology Director's accumulated sick

leave accrual time according to the pro rata portions of days of sick leave time which is used to supplement workers' compensation.

3. Such payment shall be paid by the School District to the District Technology Director only during the period of disability.
4. In no event shall the additional compensation paid to the District Technology Director by virtue of sick leave pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the District Technology Director.
5. The District Technology Director who is absent from work as a result of an injury compensable under the Workers' Compensation Act who elects to receive sick leave pay pursuant to this policy shall have deducted either a one-half or a full day of worker's compensation pay from the director's salary for the days affected by the Worker's Compensation.

#### **JURY DUTY**

1. The District Technology Director shall continue to receive his/her regular compensation when called for jury duty. A one-half or full day of jury duty pay will be deducted from the director's daily salary.
2. Any director summoned or subpoenaed to provide testimony or information to any agency, commission, board, legislative committee, arbitrator, or court, during the regular workday, shall be provided leave with pay for each day or part there of which the director is required to be absent. The director shall reimburse the district that compensation, except for mileage reimbursement and meal allowance, which they receive for providing such testimony.

#### **GROUP INSURANCE**

1. **SELECTION OF CARRIER:** The selection of the insurance carrier and policy shall be made by the School Board.
2. **HEALTH AND HOSPITALIZATION INSURANCE:** For the period of ~~February~~ July 1, 20225, through June 30, 20237, the School District will contribute an amount equal to an individual insurance plan at the VEBA level for the District Technology Director. The District Technology Director has the option of applying the individual insurance benefit to a family plan.
3. **INCOME PROTECTION INSURANCE:** The School District shall pay the premium for Income Protection Insurance to the extent of 662/3 percent of the gross annual

salary for the District Technology Director beginning 60 calendar days after the injury or illness and extending to age 65.

4. LIFE INSURANCE: The School District shall contribute a sum equal to the premium for a \$200,000 group life insurance policy for the director for each year of the contract.
5. DENTAL INSURANCE: For the period of ~~February~~ July 1, 202~~25~~37, through June 30, 202~~37~~37, the School District shall pay the entire premium for family dental coverage.
6. DURATION OF INSURANCE CONTRIBUTIONS: An employee is eligible for board contributions as provided in this article as long as the employee is employed by the School District. Upon termination of employment, and effective on the last working day, all board participation and contribution shall cease unless the employee is entitled to the benefits as provided under RETIREMENT.

### **CHILD CARE LEAVE**

Subd. 1. Use: A child care leave may be granted by the School District, subject to the provisions of this section, to an employee-parent following the birth and first year care of a child , adoption or foster placement of a child, provided such employee-parent is caring for the child on a full-time basis.

Subd. 2. Request: An employee making an application for child care leave shall inform the Superintendent in writing of the request to take the leave at least three (3) calendar months before commencement of the intended leave.

Subd. 3. Medical Statement: An employee may be asked to provide, at the time of the leave application, a statement from the attending physician indicating the expected date of delivery.

Subd. 4. Date of Leave: The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave coincide with some natural break in the school year – i.e., winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like. The availability of a substitute ~~teacher~~ may also be considered by the School Board in the granting of a child care leave or its duration.

Subd. 5. Duration: In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:

- (1.) grant any leave more than twelve (12) months in duration;

(2.) permit the employee to return to employment prior to the date designated in the request for child care leave.

Subd. 6. Reinstatement: An employee returning from child care leave shall be reinstated in a position the employee is qualified unless previously discharged or laid off.

Subd. 7. Failure to Return: Failure of the employee to return by the date determined under this section shall constitute grounds for termination unless the School Board and the employee mutually agree in writing to an extension in the leave.

Subd. 8. Group Insurance: An employee on child care leave, is eligible to participate in group insurance programs as governed by the Family & Medical Leave Act. The employee may continue health insurance coverage beyond the Family & Medical Leave Act at their own expense while on child care leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the School District pursuant to this section.

Subd. 9. Use of Sick Leave While on Child Care Leave An employee on child care leave may use earned sick leave accrued for the period of time under the Family Medical Leave Act.

Subd. 10. Salary and Fringe Benefits: Leave under this section beyond the use of accrued sick/personal leave, shall be without pay.

### **OTHER BENEFITS**

1. Professional and Service Organizations: The School District agrees to pay the dues for the District Technology Director's professional and service organizations.

### **SALARY PAYMENT**

1. The salary shall be paid in 24 equal monthly installments deposited directly to the director's individual bank account on the 15th and last banking day of the month.

### **RETIREMENT**

1. Upon retirement at the end of the year in which the District Technology Director reaches the age of 56 and with 10 consecutive years of service, the District Technology Director may remain in the district's insurance plans.
  - With regard to medical insurance, the district will provide up to \$60,000

that may be used towards the purchase of any of the district's medical insurance plans, or a carrier of the employee's choosing. This money is for continuing medical insurance expenses. In the event of the employee's death, this benefit ceases.

- With regard to life insurance in effect at the time of retirement, the district will continue to pay life insurance premiums for 9 years after retirement or until the age of 65 years, whichever comes first.
  - With regard to dental insurance at the time of retirement, the District Technology Director will assume responsibility for payment of all premiums.
2. Upon retirement from full-time employment at age 56 or thereafter, and upon retirement with ten (10) consecutive years of full-time employment in district 508, the District Technology Director shall be paid \$450 dollars per day for each day of accumulated unused sick leave up to a maximum of 235 days. In the event of the death of the director, this money is paid to the coordinator's estate.
  3. The term "10 consecutive years" as used herein shall mean that the District Technology Director must be physically present working in the district for the ten (10) consecutive years immediately preceding his or her retirement at age 56 or thereafter. School board approved leaves will not count in the 10 year requirement, but shall not disqualify a director on the basis of the consecutive year stipulation. The only other exception shall be illness or medically certified disability, which will count toward the 10 year requirement.

## **DISTRICT TECHNOLOGY DIRECTOR**

### SALARY SCHEDULE

#### Base Salary

<del>20235-20246</del>	<del>\$97,375</del> <u>101,658</u>
<del>20246-20257</del>	<del>\$99,323</del> <u>104,148</u>

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District Technology Director  
Gustavus Sorbo

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Chairperson of the Board  
Charlie Potts

Dated:

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Clerk of the Board  
Kate Martens



## ADDENDUM

**Regular Board Meeting  
Wednesday, June 18, 2025  
SPCC-Governor's Room  
5:00PM**

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### VII. ACTION ITEMS

<b>4. AGENDA ITEM #4</b>
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**Subject:** Consider Approval of Membership in the Minnesota State High School League (MSHSL) for 2025-2026.

**Action:** Requires a Resolution

**Background:** This item is regarding our membership in the Minnesota State High School League (MSHSL). The MSHSL provides guidance and structure for all of our athletic, fine arts, speech and drama activities. In addition, membership extends catastrophic insurance to our students participating in interscholastic activities. The renewal process requires that the School Board has reviewed all required materials provided by the League which defines the purpose and value of education-based activity and athletic programs and defines each member school's responsibilities. Please review the attached resolution and materials prior to the meeting. A resolution is required as part of the MSHSL application process and is due prior to the start of the 2025-2026 school year.

**Presentation:** Superintendent of Schools, Jeff Olson  
Activities Director, Shea Roehrkasse

**Options/Recommendation:** I recommend that you pass the resolution authorizing membership with the MSHSL.



**2025-2026 RESOLUTION FOR MEMBERSHIP  
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE  
Membership Renewal Form**

**This form must be completed once for each school in the district.**

**Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2025. Retain one copy for the school files.**

**RESOLVED**, that the Governing Board or Entity of \_\_\_\_\_ (Name of School) located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

**FURTHER RESOLVED**, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and to participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

**FURTHER RESOLVED**, that this Governing Board or Entity hereby adopts the Constitution, Bylaws, Policies, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by this Governing Board or Entity.

***Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.***

*Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.*

The above Resolution was adopted by the Governing Board or Entity of this school or district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

**The following is taken from the MSHSL Constitution:**

**208.00 LOCAL CONTROL**

**208.01 Designated School Representatives**

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote.

**One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.**

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

**208.02 Designated Activity Representatives**

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

**208.03 Local Advisory Committee**

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

\_\_\_\_\_  
Name of School (Please Print)

**208.01 VOTE ON BEHALF OF THE HIGH SCHOOL**

\_\_\_\_\_  
(Designated School Board Member – please print)

\_\_\_\_\_  
(Designated School Representative – please print)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address

**208.02 ACTIVITY REPRESENTATIVES**

\_\_\_\_\_  
(Boys Sports – please print)

\_\_\_\_\_  
(Girls Sports – please print)

\_\_\_\_\_  
(Speech – please print)

\_\_\_\_\_  
(Music – please print)

**208.03 LOCAL ADVISORY COMMITTEE MEMBERS**

\_\_\_\_\_  
(Board Member—please print)

\_\_\_\_\_  
(Student—please print)

\_\_\_\_\_  
(Parent—please print)

\_\_\_\_\_  
(Faculty Member—please print)

\_\_\_\_\_  
(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

Print Name: \_\_\_\_\_  
(Clerk/Secretary - Local Governing Board)

Print Name: \_\_\_\_\_  
(Superintendent or Head of School)

Signed: ***Signature required***  
\_\_\_\_\_  
(Clerk/Secretary - Local Governing Board)  
***electronically through DocuSign***  
Date: \_\_\_\_\_

Signed: ***Signature required***  
\_\_\_\_\_  
(Superintendent or Head of School)  
***electronically through DocuSign***  
Date: \_\_\_\_\_



## Education and Leadership for a Lifetime

2100 Freeway Boulevard, Brooklyn Center, Minnesota 55430-1735 | (763) 560-2262, FAX (763) 569-0499 | [www.mshsl.org](http://www.mshsl.org)

Summer 2025

Dear Head of School and Board Members,

This is an exciting time of year, as the League and our Member Schools are engaged in the work that is required to properly prepare for the 2025-2026 school year. This coming year will be a significant year in the Minnesota State High School League as, for the first time since the League's inception in 1916, the League will govern all programs and students in 9<sup>th</sup> grade in its approved activities. This monumental change may be rather unnoticed for many, as 9<sup>th</sup> grade students have long been eligible to participate in grades 10 – 12 programs, yet for some it will be very impactful. The League will expand its mission to provide educational opportunities through fine arts and athletics to all students in grades 9 - 12 as well as some in grades 7 and 8.

In preparation for approval and completion of your Resolution for Membership, please take a few minutes to review the League's founding purposes, its mission and beliefs that bind all Member Schools together. Please see the attached document that has been a standard in the League for many years. These important pillars are more than just words on a page; they drive the actions of all members of the League and provide the foundation for the decisions and the leadership choices the League makes every year.

The Minnesota State High School League is focused on support and leadership for our Member Schools. Beyond our state tournaments and fine arts festivals and competitions, this past year the League provided education to over 25,000 coaches and fine arts directors and certified eligibility for over 7500 officials and fine arts judges. Throughout this time, the League continues to provide leadership in establishing Member School driven bylaws, policies and rules. Together, our membership remains strong and is a supportive network to all Member Schools. The appetite in our communities for these activities continues to be incredible with the ultimate goal of providing opportunities for as many students as possible.

This has been a great year with understandable excitement in all League programs. The first year of sanctioned boys volleyball has been thrilling with the first state tournament at the University of St. Thomas. This year we had 79 teams and well over 100 schools registered in the inaugural year of boys volleyball. Similarly, there is outstanding growth in the number of girls wrestlers across the state of Minnesota. Each of the past three years we have nearly doubled the number of participants in this incredible sport. With plans to expand our state tournament to more girl qualifiers this coming year, we are also establishing a timeline for the full sanction of girls dual wrestling.

As we prepare for the coming year, it's important to know that the League has established a strong foundational financial base and is in a positive financial position in leading our schools.

Last year the League was able to credit membership dues and reduce them to a level that is the lowest in over 30 years. While attendance and excitement for our tournaments and events continue to be great, the increasing cost of venues and operations are having an impact. While we expect a significant membership credit, it is projected to be less than last year's record-setting amount. At the same time, we see the majority of our administrative regions providing financial support back to schools at year end, which is also helpful to member schools.

The League also recognizes the changing landscape in education, evidenced by the growing number of educational models for students across the state. We continue to study and establish governance for these schools, regardless of the model. The League is engaged with an ad hoc committee, of member school representatives, that is studying the various models that are part of the Minnesota educational landscape and will make recommendations as to the rules of eligibility for our Board of Directors.

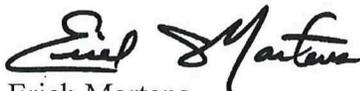
The leadership that the League provides also extends to our students as we look forward to our fourth year of statewide leadership and character events titled "Together We Make a Difference." Thanks to the committed partnership of our state associations; MSBA, MASA, MASSP, MNIAAA, MSHSCA and AMSD, we have provided behavioral expectations for students and schools and energized student and staff leaders in making these a reality in our events. These highly engaging, student-energized conferences are designed to bring students together and establish safe, respectful and inclusive contests and events for all participants. In addition, these current and future leaders have the opportunity to engage with one another and commit to leading others in their school and community.

We truly appreciate all of our Member Schools and recognize that, even as some schools are consolidating or encountering challenges, our membership now exceeds 600 Member Schools on an annual basis. This signals the strength of our League and the quality of the experiences that our students have. We appreciate our longtime members and our newest members equally and welcome all to the Minnesota State High School League, a statewide community that shares the same beliefs, responsibilities and opportunities.

As you prepare to declare your commitment to membership and provide access to over 50 available fine arts and sports through the Minnesota State High School League, we ask each Member School and board to more clearly understand the depth of the League and recognize your role in leading within your school, your community, your conference and your section as we prepare for an outstanding 2025–2026 school year. Should you have any questions related to participation in the Minnesota State High School League, please reach out to our League Office or to me personally and we will do our best to serve our members. Thank you for all you have done to make the 2024-2025 school year a great one and the League is looking forward to beginning our new school year with the first day of practice on August 11.

Have an outstanding year!

Sincerely,



Erich Martens  
Executive Director



## FOUNDING PURPOSES

The Minnesota State High School League is organized for the following educational purposes:

1. To provide, promote, extend, manage and administer a program of activities for youth of the schools of the state on subsection, section and state levels in the fields of athletics, speech, music and dramatics on a competitive basis, as well as such other curricular and extracurricular activities as may from time to time be sponsored by the schools of Minnesota.
2. To establish uniform and equitable rules for youth in inter-school activities.
3. To elevate standards of sportsmanship and to encourage the growth of responsible citizenship among the students, member schools and their personnel.
4. To protect youth, member schools and their personnel from exploitation by special interest groups.
5. To provide mutual benefit and relief plans for the assistance of school students injured in athletic events or supervised school activities in meeting medical and hospital expenses incurred by reason of such injuries.
6. To serve the best interests of member schools and their students by providing a medium of cooperation and coordination in educational fields of endeavor and a series of related activities on a state-wide basis, which they individually could not achieve or accomplish for their students and which aid and assist the schools in maintaining a constantly improved program.

## MISSION STATEMENT

The Minnesota State High School League provides educational opportunities for students through interscholastic athletic and fine arts programs and provides leadership and support for member schools.

**Education and Leadership for a Lifetime**

## BELIEFS

**We believe that..**

- Participation in school activity programs is a privilege and not a right.
- Sportsmanship needs to have a constant presence in all school-based activity programs.
- Students should have an equal opportunity to participate in all activities offered by their school.
- Ethical behavior, dignity and respect are non-negotiable.
- Student participants who choose to be chemically free must be supported.
- Collaborative relationships with parents enhance a school's opportunity to positively impact student success.
- Academic priorities must come before participation in athletic or fine arts activities.
- Positive role models and an active involvement in a student's life by parents and others are critical to student success.
- High school activity programs are designed for student participants, and adults must serve in a supportive role.
- The success of the team is more important than individual honors.
- Compliance with school, community and League rules is essential for all activity participants.
- Participation in school-sponsored activities must be inclusive, not exclusive.
- Ethical behavior, fairness, and embracing diversity best serve students and school communities.



## ADDENDUM

**Regular Board Meeting  
Wednesday, June 18, 2025  
SPCC-Governor's Room  
5:00PM**

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### VI. ACTION ITEMS

<b>5. AGENDA ITEM #5</b>
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**Subject:** Consider Approval of Membership in the Minnesota School Boards Association (MSBA) for 2025-2026.

**Action:** Requires a Motion

**Background:** This item is in regard to our membership in the Minnesota School Boards Association (MSBA). MSBA provides policy updates, advice to Superintendents and School Board Members, 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 for the 2025-2026 school year is \$10,849.00.

**Presentation:** Superintendent of Schools, Jeff Olson

**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-13644-P5Z0J0
Date	7/1/2025
Amount Due	\$10,849.00
Date Due	8/15/2025

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		\$760.00	\$760.00
ISD Membership - St. Peter	1		\$7,139.00	\$7,139.00
BoardBook Subscription - St. Peter	1		\$2,950.00	\$2,950.00

6/2/2025

Dues for your district are based on "Average Daily Membership of Students Served" for the fiscal year ended June 30, 2024, as provided by the Minnesota Department of Education.

<b>Subtotal</b>	\$10,849.00
<b>Total</b>	\$10,849.00

**MSBA is not able to accept Credit, Debit, or Procurement Cards as a method of payment of your 2025-2026 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.



## ADDENDUM

**Regular Board Meeting  
Wednesday, June 18, 2025  
SPCC-Governor's Room  
5:00PM**

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### VII. ACTION ITEMS

<b>6. AGENDA ITEM #6</b>
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**Subject:** Consider a Resolution to Approve the Yearly Governmental Lease

**Action:** Requires a Resolution

**Background:** Governmental lease purchase arrangements are used to support technology purchases across the school district. This year's lease is designed to support student and staff technology initiatives for all sites within the district. The low bid for the lease was from HomeTown Bank. Lease details are enclosed in your packet. The lease has been reviewed by the Business Committee and they recommend your approval.

**Presentation:** Business Manager, Megan Gracia

**Options/Recommendation:** I recommend that you pass a resolution for the yearly governmental lease through HomeTown Bank.



**TO:** Superintendent Jeff Olson  
School Board Members

**FROM:** Megan Gracia, Business Manager

**DATE:** June 6<sup>th</sup>, 2025

**RE:** Annual Technology Lease

Saint Peter Public Schools submitted requests for proposal (RFPs) from local banks for our annual Tax-Exempt Governmental Lease. The total amount of the two leases for FY25 is \$175,237.05.

The leases are comprised of two separate projects:

<b><u>Project</u></b>	<b><u>Lease Length</u></b>	<b><u>Total Lease Amount</u></b>
Student technology	4 years	\$97,348.45
Staff technology	5 years	\$77,888.60
	Total	\$175,237.05

The results were as follows:

<b><u>Bank</u></b>	<b><u>4 Year Rate</u></b>	<b><u>5 Year Rate</u></b>
First National Bank	5.75%	5.99%
HomeTown Bank	4.75%	4.90%
Pioneer Bank	5.00%	5.00%

It is recommended that the Saint Peter School Board, at the June 2025 board meeting, vote on a resolution to authorize the leases with HomeTown Bank.

FY25 Governmental Lease  
Amortization Schedule Comparison

First National Bank 5 Year Project				First National Bank 4 Year Project			
Loan Amount	77,888.60			Loan Amount	97,348.45		
Interest Rate	5.99%			Interest Rate	5.75%		
	Principal	Interest	Total		Principal	Interest	Total
12/15/2025	15,728.30	2,242.04	17,970.34	12/15/2025	24,484.66	2,689.92	27,174.58
12/15/2026	14,195.23	3,775.11	17,970.34	12/15/2026	22,926.73	4,247.85	27,174.58
12/15/2027	15,057.33	2,913.01	17,970.34	12/15/2027	24,263.32	2,911.26	27,174.58
12/15/2028	15,966.32	2,004.02	17,970.34	12/15/2028	25,673.74	1,500.84	27,174.58
12/15/2029	16,941.42	1,028.88	17,970.30				
Total	<u>77,888.60</u>	<u>11,963.06</u>	<u>89,851.66</u>	Total	<u>97,348.45</u>	<u>11,349.87</u>	<u>108,698.32</u>
	-				-		

HomeTown Bank 5 Year Project				HomeTown Bank 4 Year Project			
Loan Amount	77,888.60			Loan Amount	97,348.45		
Interest Rate	4.90%			Interest Rate	4.75%		
	Principal	Interest	Total		Principal	Interest	Total
12/15/2025	15,693.70	1,834.06	17,527.76	12/15/2025	24,454.13	2,222.11	26,676.24
12/15/2026	14,437.88	3,089.88	17,527.76	12/15/2026	23,165.67	3,510.57	26,676.24
12/15/2027	15,155.16	2,372.60	17,527.76	12/15/2027	24,281.32	2,394.92	26,676.24
12/15/2028	15,903.64	1,624.12	17,527.76	12/15/2028	25,447.33	1,228.89	26,676.22
12/15/2029	16,698.22	829.58	17,527.80				
Total	<u>77,888.60</u>	<u>9,750.24</u>	<u>87,638.84</u>	Total	<u>97,348.45</u>	<u>9,356.49</u>	<u>106,704.94</u>
	-				-		

Pioneer Bank 5 Year Project				Pioneer Bank 4 Year Project			
Loan Amount	77,888.60			Loan Amount	97,348.45		
Interest Rate	5.00%			Interest Rate	5.00%		
	Principal	Interest	Total		Principal	Interest	Total
12/15/2025	15,696.63	1,871.49	17,568.12	12/15/2025	24,461.38	2,339.06	26,800.44
12/15/2026	14,415.00	3,152.78	17,567.78	12/15/2026	23,105.47	3,694.97	26,800.44
12/15/2027	15,146.11	2,422.01	17,568.12	12/15/2027	24,276.79	2,523.65	26,800.44
12/15/2028	15,909.40	1,658.72	17,568.12	12/15/2028	25,504.81	1,296.52	26,801.33
12/15/2029	16,721.46	847.69	17,569.15				
Total	<u>77,888.60</u>	<u>9,952.69</u>	<u>87,841.29</u>	Total	<u>97,348.45</u>	<u>9,854.20</u>	<u>107,202.65</u>
	-				-		

	<b>First National</b>	<b>HomeTown</b>	<b>Pioneer</b>
Principal - 4 Year	97,348.45	97,348.45	97,348.45
Interest - 4 Year	<u>11,349.87</u>	<u>9,356.49</u>	<u>9,854.20</u>
Subtotal	108,698.32	106,704.94	107,202.65
	-	-	-
Principal - 5 Year	77,888.60	77,888.60	77,888.60
Interest - 5 Year	<u>11,963.06</u>	<u>9,750.24</u>	<u>9,952.69</u>
Subtotal	89,851.66	87,638.84	87,841.29
	-	-	-
Grand Total	<u>198,549.98</u>	<u>194,343.78</u>	<u>195,043.94</u>





## ADDENDUM

**Regular Board Meeting  
Wednesday, June 18, 2025  
SPCC-Governor's Room  
5:00PM**

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### VII. ACTION ITEMS

<b>7. AGENDA ITEM #7</b>
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**Subject:** Consider Approval of New Change Order Process for the Middle School Project

**Action:** Requires a Motion

**Background:** At the May School Board Meeting, the Board discussed various options, including having a three-tiered plan that would include the full Board for change requests over \$100,000. A full description of a new plan for change orders is included in your packet.

**Presentation:** Superintendent of Schools, Jeff Olson

**Options/Recommendation:** I recommend your approval of the change order process as outlined.



**TO:** School Board Members  
**FROM:** Jeff Olson  
**DATE:** June 18, 2025  
**SUBJECT:** Change Order Process Recommendation

For our Middle School Project, I am recommending a series of guidelines to ensure that we make progress and stay on schedule.

1. For project expediency, the Superintendent of Schools is authorized to approve change orders valued at \$50,000 or less.
2. For change orders above \$50,000 up to \$100,000, the Superintendent will consult and seek authorization from the School Board Chair and School Board Treasurer.
3. All change orders over \$100,000 will be brought to the School Board for approval.



## ADDENDUM

**Regular Board Meeting  
Wednesday, June 18, 2025  
SPCC-Governor's Room  
5:00PM**

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### VII. ACTION ITEMS

<b>8. AGENDA ITEM #8</b>
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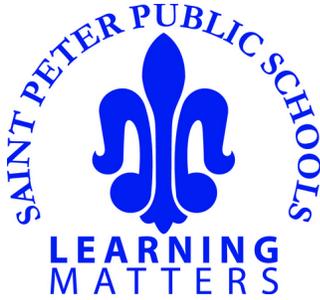
**Subject:** Consider Approval of Culturally Responsive TDE Rubric

**Action:** Requires a Motion

**Background:** Dr. Graff will present the final version of the Culturally Responsive Teacher Development and Evaluation Rubric at tonight's meeting. As a reminder, Minnesota School District's are required to have a Culturally Responsive Component as a part of their Teacher evaluation process in the 2025-2026 school year. In developing the rubric, input has been received from Principals, Building Level Leadership Teams, The Equity Advisory Committee, the Education Committee of the School Board and the Saint Peter Education Association. The final stop in the process is to have the School Board approve the plan. Following School Board approval, an "Implementation Plan" designed to fully incorporate the Culturally Responsive TDE Rubric into the Teacher evaluation process this coming school year will be created.

**Presentation:** Dr. Jon Graff

**Options/Recommendation:** I recommend your approval of the Culturally Responsive TDE Rubric.



**TO:** Dr. Olson, Superintendent  
Members of the Board

**FROM:** Jon Graff

**DATE:** June 12, 2025

**RE:** Consider approval of TDE framework

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A 2023 change in the statute section 122A.40, subdivisions 5 and 8, requires local teacher development and evaluation (TDE) models to include rubrics of performance standards for teacher practice that (i) are based on professional teaching standards established in rule (Minnesota Rules 8710.2000); (ii) include culturally responsive methodologies; and (iii) provide common descriptions of effectiveness using at least three levels of performance. As a result of the updated changes to TDE requirements, teacher instructional frameworks or rubrics must include culturally responsive teaching practices by the 2025-2026 school year.

Updates to SPPS's teacher evaluation rubric have been developed. Per statute, formal adoption requires agreement between exclusive representatives of the teachers and school board. SPEA approved the updates at a June 5th meeting.

Jon Graff will present the process for developing changes and the final draft to the board with a recommendation to approve.

## **Culturally Responsive Rubric Development Plan:**

### **Rationale:**

Minnesota Statutes 2023, section 122A.40, subdivision 8, and Minnesota Statutes 2023, section 122A.40, subdivision 5, requires local teacher development and evaluation (TDE) models to include rubrics of performance standards for teacher practice that (i) are based on professional teaching standards established in rule (Minnesota Rules 8710.2000); (ii) include culturally responsive methodologies; and (iii) provide common descriptions of effectiveness using at least three levels of performance. As a result of the updated changes to TDE requirements, teacher instructional frameworks or rubrics must include culturally responsive teaching practices by the 2025-2026 school year. These changes apply to all districts and charters, including those implementing a Q Comp program (MDE, 2025).

### **Action Plan:**

The development of SPPS culturally responsive rubric was conducted by John Warren, district equity coordinator, and Jon Graff, Middle School principal/equity coordinator supervisor. Throughout the process, feedback was solicited from district administration, building leadership teams, board committees, and the Equity Advisory Committee.

- \*Step 1: Review PELSB's Standards of Professional Practice
- \*Step 2: Identify two to three specific standards as areas of focus
- \*Step 3: Develop look-fors for each area (what does this look like, sound like, feel like in the classroom).
- \*Step 4: Identify where new standards of practice/look-fors best fit within the Danielson Framework (best embedded within current components, or a stand alone section?)
- Step 5: Finalize language for proficiency/performance levels
- Step 6: Present Rubric to SPEA for feedback/approval

### **Timeline:**

- February - Identify two to three specific standards of practice as areas of focus and begin developing look-fors
- March - Integrate new standards of practice into Danielson Framework
- June- Present a draft of the new components of the evaluation rubric to SPEA and School Board
- June - Formally adopt new components of rubric.
- June - August, Adjust Frontline system to include updates
- August - Submit required plan to MDE

## Domain 1: Planning & Preparation

Criteria	Unsatisfactory	Basic	Proficient	Distinguished
<b>1a. Demonstrating Knowledge of Content and Pedagogy</b>	<p>In planning and practice, teacher makes content errors or does not correct errors made by students. The teacher displays little understanding of prerequisite knowledge important to student learning of the content. The teacher displays little or no understanding of the range of pedagogical approaches suitable to student learning of the content.</p> <p><b>Critical Attributes:</b></p> <ul style="list-style-type: none"> <li>• The teacher makes content errors.</li> <li>• The teacher's plans use inappropriate strategies for the discipline.</li> </ul>	<p>Teacher is familiar with the important concepts in the discipline but displays a lack of awareness of how these concepts relate to one another. The teacher indicates some awareness of prerequisite learning although such knowledge may be inaccurate or incomplete. The teacher's plans and practice reflect a limited range of pedagogical approaches to the discipline or to the students.</p> <p><b>Critical Attribute:</b></p> <ul style="list-style-type: none"> <li>• The teacher's knowledge of prerequisite relationships is inaccurate or incomplete.</li> </ul>	<p>Teacher displays solid knowledge of the important concepts in the discipline and how these relate to one another. The teacher demonstrates accurate understanding of prerequisite relationships among topics. The teacher's plans and practice reflect familiarity with a wide range of effective pedagogical approaches to the subject.</p> <p><b>Critical Attributes:</b></p> <ul style="list-style-type: none"> <li>• The teacher answers student's questions accurately and provides feedback that furthers their learning.</li> <li>• Instructional strategies in unit and lesson plans are entirely suitable to the content.</li> </ul>	<p>Teacher displays extensive knowledge of the important concepts in the discipline and how these relate both to one another and to other disciplines. The teacher demonstrates understanding of prerequisite relationships among topics and concepts and understands the link to necessary cognitive structures that ensure student understanding. The teacher's plans and practice reflect familiarity with a wide range of effective pedagogical approaches in the discipline and the ability to anticipate student misconceptions.<sup>233</sup></p> <p><b>Critical Attributes:</b></p> <ul style="list-style-type: none"> <li>• The teacher cites intra- and interdisciplinary content relationships.</li> <li>• The teacher's plans demonstrate awareness of possible student misconceptions and how they can be addressed.</li> <li>• The teacher's plans reflect recent developments in content-related pedagogy.</li> </ul>

Criteria	Unsatisfactory	Basic	Proficient	Distinguished
<p><b>1f. Designing Student Assessments</b></p>	<p>Assessment procedures are not congruent with instructional outcomes and lack criteria by which student performance will be assessed. The teacher has no plan to incorporate formative assessment in the lesson or unit.</p> <p><b>Critical Attributes:</b></p> <ul style="list-style-type: none"> <li>• Assessments do not match instructional outcomes.</li> <li>• Assessments lack criteria.</li> <li>• No formative assessments have been designed.</li> <li>• Assessment results do not affect future plans.</li> </ul>	<p>Assessment procedures are partially congruent with instructional outcomes. Assessment criteria and standards have been developed, but they are not clear. The teacher's approach to using formative assessment is rudimentary, including only some of the instructional outcomes.</p> <p><b>Critical Attributes:</b></p> <ul style="list-style-type: none"> <li>• Only some of the instructional outcomes are addressed in the planned assessments.</li> <li>• Assessment criteria are vague.</li> <li>• Plans refer to the use of formative assessments, but they are not fully developed.</li> <li>• Assessment results are used to design lesson plans for the whole class, not individual students.</li> </ul>	<p>All the instructional outcomes may be assessed by the proposed assessment plan; assessment methodologies may have been adapted for groups of students. Assessment criteria and standards are clear. The teacher has a well-developed strategy for using formative assessment and has designed particular approaches to be used.</p> <p><b>Critical Attributes:</b></p> <ul style="list-style-type: none"> <li>• All the learning outcomes have a method for assessment.</li> <li>• Assessment types match learning expectations.</li> <li>• Plans indicate modified assessments when they are necessary for some students.</li> <li>• Assessment criteria are clearly written.</li> <li>• Plans include formative assessments to use during instruction.</li> <li>• Lesson plans indicate possible adjustments based on formative assessment data.</li> </ul>	<p>All the instructional outcomes may be assessed by the proposed assessment plan, with clear criteria for assessing student work. The plan contains evidence of student contribution to its development. Assessment methodologies have been adapted for individual students as the need has arisen. The approach to using formative assessment is well designed and includes student as well as teacher use of the assessment information.</p> <p><b>Critical Attributes:</b> 234</p> <ul style="list-style-type: none"> <li>• Assessments provide opportunities for student choice.</li> <li>• Students participate in designing assessments for their own work.</li> <li>• Teacher-designed assessments are authentic, with real-world application as appropriate.</li> <li>• Students develop rubrics according to teacher-specified learning objectives.</li> <li>• Students are actively involved in collecting information from formative assessments and provide input.</li> </ul>

## Domain 2: The Classroom Environment

Criteria	Unsatisfactory	Basic	Proficient	Distinguished
<b>2a. Creating an Environment of Respect and Rapport</b>	<p>Patterns of classroom interactions, both between teacher and students and among students, are mostly negative, inappropriate, or insensitive to students' ages, cultural backgrounds, and developmental levels. Student interactions are characterized by sarcasm, put-downs, or conflict. The teacher does not deal with disrespectful behavior.</p> <p><b>Critical Attributes:</b></p> <ul style="list-style-type: none"> <li>• The teacher displays no familiarity with, or caring about, individual students.</li> </ul> <p>*The teacher is not consistently welcoming or may show visible frustration with students.</p> <ul style="list-style-type: none"> <li>• The teacher disregards disrespectful interactions among students or behavior responses often escalate issues or exclude students.</li> </ul>	<p>Patterns of classroom interactions, both between teacher and students and among students, are generally appropriate but may reflect occasional inconsistencies, favoritism, and disregard for students' ages, cultures, and developmental levels. Students rarely demonstrate disrespect for one another. The teacher attempts to respond to disrespectful behavior, with uneven results. The net result of the interactions is neutral, conveying neither warmth nor conflict.</p> <p><b>Critical Attribute:</b></p> <ul style="list-style-type: none"> <li>• The teacher attempts to respond to disrespectful behavior among students, with uneven results.</li> </ul> <p>*The teacher is generally welcoming, but may be inconsistent in tone or approach.</p>	<p>Teacher-student interactions are friendly and demonstrate general caring and respect. Such interactions are appropriate to the ages, cultures, and developmental levels of the students. Interactions among students are generally polite and respectful, and students exhibit respect for the teacher. The teacher responds successfully to disrespectful behavior among students. The net result of the interactions is polite, respectful, and businesslike, though students may be somewhat cautious about taking intellectual risks.</p> <p><b>Critical Attributes:</b></p> <ul style="list-style-type: none"> <li>• The teacher greets students warmly and consistently builds a welcoming environment.</li> </ul> <p>*The teacher successfully responds to disrespectful behavior among students in ways that maintain or restore relationships.</p> <ul style="list-style-type: none"> <li>• The teacher makes general connections with individual students.</li> </ul>	<p>Classroom interactions between teacher and students and among students are highly respectful, reflecting genuine warmth, caring, and sensitivity to students as individuals. Students exhibit respect for the teacher and contribute to high levels of civility among all members of the class. The net result is an environment where all students feel valued and are comfortable taking intellectual risks.</p> <p><b>Critical Attributes:</b></p> <ul style="list-style-type: none"> <li>• The teacher demonstrates knowledge and caring about individual students' lives beyond the class and school.</li> </ul> <p>* The teacher creates a consistently inclusive and affirming atmosphere where all students feel welcome and seen.</p> <ul style="list-style-type: none"> <li>• When necessary students respectfully correct one another.</li> </ul>

Additional Language

Criteria	Unsatisfactory	Basic	Proficient	Distinguished
<p><b>2d. Managing Student Behavior</b></p>	<p>There appear to be no established standards of conduct, or students challenge them. There is little or no teacher monitoring of student behavior and response to students' misbehavior is repressive or disrespectful of student dignity.</p> <p><b>Critical Attribute:</b></p> <ul style="list-style-type: none"> <li>The classroom environment is chaotic, with no standards of conduct evident.</li> </ul> <p><b>* Routines and expectations are unclear, inconsistent, or not visible.</b></p>	<p>Standards of conduct appear to have been established, but their implementation is inconsistent. The teacher tries, with uneven results, to monitor student behavior and respond to student misbehavior.</p> <p><b>Critical Attributes:</b></p> <p><b>*Routines and expectations may be posted, but not always referenced or co-developed with students.</b></p> <ul style="list-style-type: none"> <li>The teacher attempts to maintain order in the classroom, referring to classroom rules, but with uneven success.</li> <li>The teacher's response to student misbehavior is inconsistent: sometimes harsh, other times lenient.</li> </ul>	<p>Student behavior is generally appropriate. The teacher monitors student behavior against established standards of conduct. Teacher response to student misbehavior is consistent, proportionate, and respectful to students and is effective.</p> <p><b>Critical Attributes:</b></p> <ul style="list-style-type: none"> <li>Standards of conduct appear to have been established and implemented successfully.</li> </ul> <p><b>*Routines and expectations are clearly posted and referenced, and developed with some student input.</b></p> <ul style="list-style-type: none"> <li>The teacher frequently monitors student behavior.</li> </ul>	<p>Student behavior is entirely appropriate. Students take an active role in monitoring their own behavior and/or that of other students against standards of conduct. Teacher monitoring of student behavior is subtle and preventive. The teacher's response to student misbehavior is sensitive to individual student needs and respects students' dignity.</p> <p><b>Critical Attributes:</b></p> <p><b>*Classroom routines and expectations are collaboratively created, posted, and revisited throughout the year.</b></p> <ul style="list-style-type: none"> <li>The teacher silently and subtly monitors student behavior.</li> <li>Students respectfully intervene with classmates at appropriate moments to ensure compliance with standards of conduct.</li> </ul>

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## New Component

SEP: *The teacher knows how to collaborate with students to create a welcoming and inclusive classroom community that reflects the diversity of student cultures in the design of the physical space, expectations, and organizational routines that represent the needs of all students.*

Criteria	Unsatisfactory	Basic	Proficient	Distinguished
2-1 Classroom Environment: Welcoming and inclusive classroom community	<ul style="list-style-type: none"> <li>* Classroom decor is generic, lacking representation of students' cultures, ethnicities, or abilities.</li> <li>*Student work is rarely or never displayed.</li> <li>*Students are not given opportunities to shape the space or classroom norms.</li> </ul>	<ul style="list-style-type: none"> <li>*Some visual representations of different cultures or abilities, but not clearly tied to the student body.</li> <li>*Some student work is displayed, but it may not change frequently or reflect all students.</li> <li>*Students have limited opportunities to contribute input on classroom culture or space.</li> </ul>	<ul style="list-style-type: none"> <li>*Classroom displays intentionally include a variety of cultures, ethnicities, and abilities that mirror the student body.</li> <li>*Student work is prominently and regularly updated to celebrate learning.</li> <li>*Students have structured opportunities to voice ideas about the environment and expectations.</li> </ul>	<ul style="list-style-type: none"> <li>*Students co-create a physical environment that richly reflects their identities, cultures, languages, and abilities. <span style="float: right;">237</span></li> <li>*Student work dominates the walls and is regularly updated to reflect a wide range of contributions.</li> <li>*Multilingual signage and materials are thoughtfully integrated into classroom life.</li> <li>*Student voice drives decisions about space, materials, and community norms, fostering ownership and inclusion.</li> </ul>

New Component

<p><i>The teacher communicates verbally and nonverbally in ways that demonstrate respect for and responsiveness to the cultural backgrounds and differing perspectives learners bring to the learning environment</i></p>				
Criteria	Unsatisfactory	Basic	Proficient	Distinguished
<p>2-1 Classroom Environment: Respect and responsiveness to differing perspectives.</p>	<p>*Teacher rarely invites or discourages student perspectives.                      *Only one dominant cultural perspective is presented or reinforced.                      - Classroom lacks meaningful discussion; interactions are mostly teacher-led and directive.</p>	<p>*Teacher occasionally invites student perspectives but inconsistently follows through.                      *Some attempt to introduce multiple perspectives, though surface-level or limited to curriculum content.                      *Discussions are somewhat present but often controlled by the teacher or a few students.</p>	<p>*Teacher consistently invites student perspectives and validates them.                      *Multiple cultural and historical perspectives are integrated purposefully.                      *Classroom regularly engages in structured, inclusive discussions.</p>	<p>*Teacher creates a culture where all students feel empowered to share and critically examine diverse perspectives.                      *Curriculum and dialogue consistently reflect, honor, and challenge multiple perspectives.                      * Discussion is central to the classroom culture, with high student ownership and facilitation.</p>
				<p>238</p>

## Domain 3: Instruction

Criteria	Unsatisfactory	Basic	Proficient	Distinguished
<p><b>3a. Communicating with Students</b></p>	<p>The instructional purpose of the lesson is unclear to students, and the directions and procedures are confusing. The teacher's explanation of the content contains major errors and does not include any explanation of strategies students might use. The teacher's spoken or written language contains errors of grammar or syntax. The teacher's academic vocabulary is inappropriate, vague, or used incorrectly, leaving students confused.</p> <p><b>Critical Attributes:</b></p> <ul style="list-style-type: none"> <li>• At no time during the lesson does the teacher convey to students what they will be learning</li> <li>• Students indicate through body language or questions that they don't understand the content being presented.</li> <li>• The teacher makes a serious content error that will affect students' understanding of the lesson</li> <li>• Students indicate through their questions that they are confused about the learning task.</li> <li>• The teacher's communications include errors of vocabulary or usage or imprecise use of academic language.</li> <li>• The teacher's vocabulary is inappropriate to the age or culture of the students.</li> </ul>	<p>The teacher's attempt to explain the instructional purpose has only limited success, and/or directions and procedures must be clarified after initial student confusion. The teacher's explanation of the content may contain minor errors; some portions are clear, others difficult to follow. The teacher's explanation does not invite students to engage intellectually or to understand strategies they might use when working independently. The teacher's spoken language is correct but uses vocabulary that is either limited or not fully appropriate to the students' ages or backgrounds. The teacher rarely takes opportunities to explain academic vocabulary.</p> <p><b>Critical Attributes:</b></p> <ul style="list-style-type: none"> <li>• The teacher provides little elaboration or explanation about what the students will be learning</li> <li>• The teacher's explanation of the content consists of a monologue, with minimal participation or intellectual engagement by students.</li> <li>• The teacher makes no serious content errors but may make minor ones</li> <li>• The teacher's explanations of content are purely procedural, with no indication of how students can think strategically</li> <li>• The teacher must clarify the learning task so students can complete it</li> <li>• The teacher's vocabulary and usage are correct but unimaginative.</li> <li>• When the teacher attempts to explain academic vocabulary, it is only partially successful.</li> <li>• The teacher's vocabulary is too advanced, or too juvenile, for students.</li> </ul>	<p>The instructional purpose of the lesson is clearly communicated to students, including where it is situated within broader learning; directions and procedures are explained clearly and may be modeled. The teacher's explanation of content is scaffolded, clear, and accurate and connects with students' knowledge and experience. During the explanation of content, the teacher focuses, as appropriate, on strategies students can use when working independently and invites student intellectual engagement. The teacher's spoken and written language is clear and correct and is suitable to students' ages and interests. The teacher's use of academic vocabulary is precise and serves to extend student understanding.</p> <p><b>Critical Attributes:</b></p> <ul style="list-style-type: none"> <li>• The teacher states clearly, at some point during the lesson, what the students will be learning</li> <li>• The teacher's explanation of content is clear and invites student participation and thinking</li> <li>• The teacher makes no content errors</li> <li>• The teacher describes specific strategies students might use, inviting students to interpret them in the context of what they're learning.</li> <li>• Students engage with the learning task, indicating that they understand what they are to do.</li> <li>• If appropriate, the teacher models the process to be followed in the task.</li> <li>• The teacher's vocabulary and usage are correct and entirely suited to the lesson, including, where appropriate, explanations of academic vocabulary.</li> <li>• The teacher's vocabulary is appropriate to students' ages and levels of development.</li> </ul>	<p>The teacher links the instructional purpose of the lesson to the larger curriculum; the directions and procedures are clear and anticipate possible student misunderstanding. The teacher's explanation of content is thorough and clear, developing conceptual understanding through clear scaffolding and connecting with students' interests. Students contribute to extending the content by explaining concepts to their classmates and suggesting strategies that might be used. The teacher's spoken and written language is expressive, and the teacher finds opportunities to extend students' vocabularies, both within the discipline and for more general use. Students contribute to the correct use of academic vocabulary.</p> <p><b>Critical Attributes:</b></p> <ul style="list-style-type: none"> <li>• If asked, students are able to explain what they are learning and where it fits into the larger curriculum context.</li> <li>• The teacher explains content clearly and imaginatively, using metaphors and analogies to bring content to life</li> <li>• The teacher points out possible areas for misunderstanding.</li> <li>• The teacher invites students to explain the content to their classmates.</li> <li>• Students suggest other strategies they might use in approaching a challenge or analysis.</li> <li>• The teacher uses rich language, offering brief vocabulary lessons where appropriate, both for general vocabulary and for the discipline</li> <li>• Students use academic language correctly.</li> </ul>

Criteria	Unsatisfactory	Basic	Proficient	Distinguished
<p><b>5. Using Questioning and Discussion Techniques</b></p>	<p>The teacher's questions are of low cognitive challenge, with single correct responses, and are asked in rapid succession. Interaction between the teacher and students are predominantly recitation style, with the teacher mediating all questions and answers; the teacher accepts all contributions without asking students to explain their reasoning. Only a few students participate in the discussion.</p> <p><b>Critical Attribute:</b></p> <ul style="list-style-type: none"> <li>• All discussion is between the teacher and students; students are not invited to speak directly to one another.</li> </ul>	<p>The teacher's questions lead students through a single path of inquiry, with answers seemingly determined in advance. Alternatively, the teacher attempts to ask some questions designed to engage students in thinking, but only a few students are involved. The teacher attempts to engage all students in the discussion, to encourage them to respond to one another, and to explain their thinking, with uneven results.</p> <p><b>Critical Attribute:</b></p> <ul style="list-style-type: none"> <li>• The teacher frames some questions designed to promote student thinking, but many have a single correct answer, and the teacher calls on students quickly.</li> </ul>	<p>While the teacher may use some low-level questions, he poses questions designed to promote student thinking and understanding. The teacher creates a genuine discussion among students, providing adequate time for students to respond and stepping aside when doing so is appropriate. The teacher challenges students to justify their thinking and successfully engages most students in the discussion, employing a range of strategies to ensure that most students are heard.</p> <p><b>Critical Attributes:</b></p> <ul style="list-style-type: none"> <li>• The teacher uses open-ended questions, inviting students to think and/or offer multiple possible answers.</li> <li>• The teacher makes effective use of wait time.</li> </ul>	<p>The teacher uses a variety or series of questions or prompts to challenge students cognitively, advance high-level thinking and discourse, and promote metacognition. Students formulate many questions, initiate topics, challenge one another's thinking, and make unsolicited contributions. Students themselves ensure that all voices are heard in the discussion.</p> <p><b>Critical Attributes:</b></p> <ul style="list-style-type: none"> <li>• Students invite comments from their classmates during a discussion and challenge one another's thinking.</li> <li>• Virtually all students are engaged in the discussion.</li> </ul> <p style="text-align: right;">240</p>

Criteria	Unsatisfactory	Basic	Proficient	Distinguished
<b>3e. Demonstrating Flexibility and Responsiveness</b>	<p>The teacher ignores students' questions; when students have difficulty learning, the teacher blames them or their home environment for their lack of success. The teacher makes no attempt to adjust the lesson even when students don't understand the content.</p> <p><b>Critical Attribute:</b></p> <ul style="list-style-type: none"> <li>• The teacher makes no attempt to adjust the lesson in response to student confusion.</li> </ul>	<p>The teacher accepts responsibility for the success of all students but has only a limited repertoire of strategies to use. Adjustment of the lesson in response to assessment is minimal or ineffective.</p> <p><b>Critical Attribute:</b></p> <ul style="list-style-type: none"> <li>• The teacher conveys to students a level of responsibility for their learning but also his uncertainty about how to assist them.</li> </ul>	<p>The teacher successfully accommodates students' questions and interests. Drawing on a broad repertoire of strategies, the teacher persists in seeking approaches for students who have difficulty learning. If impromptu measures are needed; the teacher makes a minor adjustment to the lesson and does so smoothly.</p> <p><b>Critical Attributes:</b></p> <ul style="list-style-type: none"> <li>• The teacher incorporates students' interests and questions into the heart of the lesson.</li> <li>• The teacher's adjustments to the lesson, when they are needed, are designed to assist individual students.</li> </ul>	<p>The teacher seizes an opportunity to enhance learning, building on a spontaneous event or students' interests, or successfully adjusts and differentiates instruction to address individual student misunderstandings. Using an extensive repertoire of instructional strategies and soliciting additional resources from the school or community, the teacher persists in seeking effective approaches for students who need help.</p> <p><b>Critical Attributes:</b></p> <ul style="list-style-type: none"> <li>• The teacher seizes on a teachable moment to enhance a lesson.</li> <li>• The teacher's adjustments to the lesson, when they are needed, are designed to assist individual students.</li> </ul>

## Domain 4: Professional Responsibilities

Criteria	Unsatisfactory	Basic	Proficient	Distinguished
<b>4d. Participating in the Professional Community</b>	<p>The teacher's relationships with colleagues are negative or self-serving. The teacher avoids participation in a professional culture of inquiry, resisting opportunities to become involved. The teacher avoids becoming involved in school events or school and district projects.</p> <p><b>Critical Attributes:</b></p> <ul style="list-style-type: none"> <li>• The teacher's relationships with colleagues are characterized by negativity or combativeness.</li> <li>• The teacher purposely avoids contributing to activities promoting professional inquiry.</li> </ul>	<p>The teacher maintains cordial relationships with colleagues to fulfill duties that the school or district requires. The teacher participates in the school's culture of professional inquiry when invited to do so. The teacher participates in school events and school and district projects when specifically asked.</p> <p><b>Critical Attributes:</b></p> <ul style="list-style-type: none"> <li>• The teacher has cordial relationships with colleagues.</li> <li>• When invited, the teacher participates in activities related to professional inquiry.</li> </ul>	<p>The teacher's relationships with colleagues are characterized by mutual support and cooperation; the teacher actively participates in a culture of professional inquiry. The teacher volunteers to participate in school events and in school and district projects, making a substantial contribution.</p> <p><b>Critical Attributes:</b></p> <ul style="list-style-type: none"> <li>• The teacher has supportive and collaborative relationships with colleagues.</li> <li>• The teacher regularly participates in activities related to professional inquiry.</li> </ul>	<p>The teacher's relationships with colleagues are characterized by mutual support and cooperation, with the teacher taking initiative in assuming leadership among the faculty. The teacher takes a leadership role in promoting a culture of professional inquiry. The teacher volunteers to participate in school events and district projects, making a substantial contribution and assuming a leadership role in at least one aspect of school or district life.</p> <p><b>Critical Attributes:</b> <span style="float: right;">242</span></p> <ul style="list-style-type: none"> <li>• The teacher takes a leadership role in promoting activities related to professional inquiry.</li> <li>• The teacher regularly contributes to and leads events that positively impact school life.</li> </ul>

Criteria	Unsatisfactory	Basic	Proficient	Distinguished
<b>4e. Growing and Developing Professionally</b>	<p>The teacher engages in no professional development activities to enhance knowledge or skill. The teacher resists feedback on teaching performance from either supervisors or more experienced colleagues. The teacher makes no effort to share knowledge with others or to assume professional responsibilities.</p> <p><b>Critical Attributes:</b></p> <ul style="list-style-type: none"> <li>• The teacher is not involved in any activity that might enhance knowledge or skill.</li> <li>• The teacher purposely resists discussing performance with supervisors or colleagues.</li> </ul>	<p>The teacher participates to a limited extent in professional activities when they are convenient. The teacher engages in a limited way with colleagues and supervisors in professional conversation about practice, including some feedback on teaching performance. The teacher finds limited ways to assist other teachers and contribute to the profession.</p> <p><b>Critical Attributes:</b></p> <ul style="list-style-type: none"> <li>• The teacher participates in professional activities when they are required or provided by the district.</li> <li>• The teacher reluctantly accepts feedback from supervisors and colleagues.</li> </ul>	<p>The teacher seeks out opportunities for professional development to enhance content knowledge and pedagogical skill. The teacher actively engages with colleagues and supervisors in professional conversation about practice, including feedback about practice. The teacher participates actively in assisting other educators and looks for ways to contribute to the profession.</p> <p><b>Critical Attributes:</b></p> <ul style="list-style-type: none"> <li>• The teacher seeks regular opportunities for continued professional development.</li> <li>• The teacher welcomes colleagues and supervisors into the classroom for the purposes of gaining insight from their feedback.</li> </ul>	<p>The teacher seeks out opportunities for professional development and makes a systematic effort to conduct action research. The teacher solicits feedback on practice from both supervisors and colleagues. The teacher initiates important activities to contribute to the profession.</p> <p><b>Critical Attributes:</b></p> <ul style="list-style-type: none"> <li>• The teacher seeks regular opportunities for continued professional development, including initiating action research.</li> <li>• The teacher actively seeks feedback from supervisors and colleagues.</li> </ul>



## ADDENDUM

**Regular Board Meeting  
Wednesday, June 18, 2025  
SPCC-Governor's Room  
5:00PM**

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### VII. ACTION ITEMS

<b>9. AGENDA ITEM #9</b>
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**Subject:** Consider Approval of True North Consulting Partnership (TNCP) Contract

**Action:** Requires a Motion

**Background:** This item is in regard to a formal Superintendent Mentoring and Consultation agreement between the Saint Peter Public Schools and True North Consulting Partners. The services to be provided are included in the Consultant Contract included in BoardBook. The Contract was reviewed by the Business Committee on June 11, 2025 and the Committee recommends approval by the full School Board.

**Presentation:** Special Programs Administrator, Ytive Prafke  
School Board Chair, Charlie Potts

**Options/Recommendation:** I am happy to provide Mentoring and Consultation services if so desired by the School Board.



**TO:** Members of the School Board  
**FROM:** Ytve Prafke-Special Programs Administrator  
**SUBJECT:** Consultant Contract for 2025-2026 School Year  
**DATE:** 06/10/2025

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After consultation with School Board Chair Potts and incoming Superintendent Graff, I am recommending the approval of the attached Service Provider Agreement between the Saint Peter Public School District and Jeffrey Olson with True North Consulting Partners, LLC.

If approved, the terms of this contact will be in effect from July 1, 2025 through June 30, 2026.

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

Cc: Jeffrey Olson-True North Consulting  
Megan Gracia

**CONSULTANT CONTRACT**  
**Jeffrey Olson (True North Consulting Partners, LLC)**

**SERVICE PROVIDER AGREEMENT FOR**  
**SAINT PETER PUBLIC SCHOOLS: ISD NO. 508**

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**Parties:**

This Service Provider Agreement ("Agreement") is made between the Saint Peter Public School District ("The District"), an organization with its principal place of business at 100 Lincoln Drive, Suite 229, Saint Peter, Minnesota 56082; and True North Consulting Partners, LLC. The True North partner who will provide services to The District will be Jeffrey Olson. The school district reserves the right to approve substitute or additional partners provided by True North Consulting Partners. It is understood that the Service Provider shall not be deemed employee of The District under this agreement. Changes to this Agreement may only be made by addendums signed and dated by both parties.

**Term and Termination:**

- a) The term of this Agreement shall be July 1, 2025, through June 30, 2026.
- b) This Agreement may be terminated by either party with ninety (90) days written notice.
- c) This Agreement may be terminated at any time "for cause."

**Services to be Provided:**

The Service Provider agrees to assist in coordination or provide the following services:

1. Advisor to superintendent of schools and school board on facilities planning including Middle School and MVED construction projects;
2. Advisor to superintendent of schools and school board on District strategic priorities and initiatives;
3. Assistance to superintendent of schools on an as-needed basis as defined and requested by the superintendent of schools.
4. Monthly in-person meetings with the superintendent of schools with additional meetings as needed or requested by the superintendent of schools.
5. Five sessions of inservice focused on: Implementing a 30 Day Listen-Learn-Lead Plan; Planning for the 2025-2026 school year; The School Board and Superintendent Team; Defining First Year Success; and A Systems Approach to Effective First Year Operations.

The Service Provider agrees to provide services for a period of 12 months. This time shall be documented and submitted to the district on a monthly basis. Additional time may be authorized by the superintendent of schools.

**Fees:**

The School District will pay the Service Provider an all inclusive fee of \$600 per month as needed and assigned for the time of this Agreement. No benefits shall accompany this agreement.

**Performance Guarantee:**

In the event of contract termination by either party, the Service Provider will be paid up to the amount due at contract termination date by The District.

**Expenses:**

Expenses for providing said services shall be the responsibility of the Service Provider including, but not limited to, mileage, meals, dues, liability insurance, etc.

**Certificate of Liability Insurance:**

The Service Provider will provide a certificate of liability insurance to The District.

**Confidential Information:**

The Service Provider shall not disclose any information deemed to be "confidential."

**Saint Peter Public Schools  
ISD No. 508**

**True North Consulting Partners (LLC)**

\_\_\_\_\_  
Charlie Potts, School Board Chair

\_\_\_\_\_  
Jeffrey Olson, Service Provider

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

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



## ADDENDUM

**Regular Board Meeting  
Wednesday, June 18, 2025  
SPCC-Governor's Room  
5:00PM**

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### VII. ACTION ITEMS

<b>10. AGENDA ITEM #10</b>
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**Subject:** Consider Approval of Tenure Action for Probationary Teachers

**Action:** Requires a Motion

**Background:** Minnesota Statute 122A.40 holds that "The first three consecutive years of a Teacher's first Teaching experience in Minnesota in a single district are deemed to be a probationary period of employment, and the probationary period in each district in which the Teacher is thereafter employed shall be one year." The following Teachers have successfully completed their probationary teaching period and are being presented for consideration of tenure on August 25, 2025, the first day of the upcoming 2025-2026 contract year.

- Ethan Sindelir
- Olivia Mikkelson
- Joseph "Joey" Brown
- Alyssa Weller
- Alexandra Fritz
- Wesley Heiser
- Jennifer Kapernick
- Shari Karlsrud

**Presentation:** Superintendent of Schools, Jeff Olson  
Building Principals

**Options/Recommendation:** I recommend that the School Board recognize the tenure status of the teachers being presented by their building principals.



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

**FROM:** Jana Sykora, South Elementary Principal

**DATE:** June 11, 2025

**RE:** Teacher Tenure Recommendations

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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:

- Ethan Sindelir
- Olivia Mikkelson
- Joseph “Joey” Brown



Date: June 12, 2025

To: ISD 508 School Board  
Dr. Jeff Olson, Superintendent

From: Darin Doherty, Principal  
North Elementary School

Re: Tenure Recommendations

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I recommend the following faculty members for a continuing contract (tenure) starting with the 2025-2026 school year. They have completed all necessary portions of our probationary teacher supervision and evaluation system.

Alyssa Weller  
Alexandra Fritz

If you have any further questions or require additional information, please do not hesitate to contact me.

CC: Alyssa Weller  
Alexandra Fritz  
grp\_hire\_certified@stpetersschools.org



**MEMO TO:** Dr. Jeff Olson

**FROM:** Jon Graff

**DATE:** June 12, 2025

**RE:** Teacher Tenure

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The following teachers have completed all necessary portions of our probationary teacher supervision and evaluation system.

- Wesley Heiser
- Jennifer Kapernick



**MEMO TO:** Dr. Olson

**FROM:** Annette Engeldinger

**DATE:** June 12, 2025

**RE:** Teacher Tenure Recommendation

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

- Shari Karlsrud



## ADDENDUM

**Regular Board Meeting  
Wednesday, June 18, 2025  
SPCC-Governor's Room  
5:00PM**

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### VII. ACTION ITEMS

<b>11. AGENDA ITEM #11</b>
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**Subject:** Consider Policies for Approval with a Second Reading

**Action:** Requires a Motion

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

**Policy 412.1** - Expense Reimbursement for Clothing or Personal Property Damage

- Adds personal property damage to possible expense reimbursement of employee's personal items

**Policy 610** - Field Trips

- Clarifies approval process for field trips, adds a category for "Supplementary Trips," and requires a report to the School Board on field trips at least biannually.

The policies were reviewed by the Policy Committee at their June 11th meeting and the Committee recommends their approval.

**Presentation:** Superintendent of Schools, Jeff Olson  
Policy Review Committee

**Options/Recommendation:** I recommend your approval of Policy 412.1 and Policy 610.

**412.1 EXPENSE REIMBURSEMENT FOR CLOTHING ~~DAMAGE~~ OR PERSONAL PROPERTY  
DAMAGE**

**I. PURPOSE**

The purpose of this policy is to provide direction for clothing ~~reimbursement~~ or personal property reimbursement to employees.

**II. GENERAL STATEMENT OF POLICY**

The school district shall provide reasonable reimbursement to employees for the loss or damage of personal items resulting from direct personal contact with students in the performance of regular duties during assigned working hours.

The superintendent shall formulate the procedure and requirements for expense reimbursement.

## **610 FIELD TRIPS**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

### **II. GENERAL STATEMENT OF POLICY**

The general expectation of the school board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

#### **A. Instructional Trips**

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

#### **B. Supplementary Trips**

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day or are an annual activity of a school organization or group. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

#### **C. Extended Trips**

1. Trips that involve ~~one or more overnight stops out of state or out of country travel~~ fall into this category. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: ~~student/teacher/advisor~~, principal, ~~and superintendent,~~ and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g., tournament competition).
2. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.
3. General Guidelines
  - a. All extended field trips are optional for students.
4. Preliminary Approval
  - a. Preliminary approval must be granted prior to announcement of the trip to students or parents/guardians. It must include the education/activity objectives for the proposed extended field trip.

- b. Preliminary approval requires the principal and superintendent signature.
- c. Preliminary approval authorizes the teacher/advisor to determine student and parent/guardian interest, acquire cost information, and generally access the feasibility of the trip.

5. Formal Approval

- a. The School Board acknowledges and appreciates the financial contributions of organizations in providing extended trip opportunities for students.
- b. After securing preliminary approval, an extended trip request form must be completed and approved at each level: teacher/advisor, principal, and superintendent.
- c. It must be approved before any contracted arrangements are made or any trip specific fundraising occurs.
- d. The contract(s) with providers and agents must be approved by the Business Manager in consultation with the teacher/advisor.
- e. Upon receipt of formal approval by the principal and superintendent, parents and guardians will be asked to sign a permission form authorizing their child's participation and accepting the conditions under which the trip was approved.
- f. A detailed itinerary and complete roster of participants and chaperones including the home addresses, phone number, and emergency contacts, shall be filed with the Principal before trip departure.

6. Additional Rules

- a. All costs will be assumed by participants. Donations and approved fundraisers will be accepted.
- b. Student participation or lack thereof shall not be subject to, or affect, the classroom grade.
- c. Trips will have prior approval. Typically, no group or organization will be allowed more than one trip every two years.

D. Trips not sponsored by the School District

This category includes trips that involve district students and staff, but are organized and financed entirely by booster organizations, fundraising, and/or participants. Individuals occasionally organize and fund trips that the School District does not sponsor. The School District encourages such trips for the purpose of enhancing the educational opportunities of students, subject to the following:

- 1. Since such trips are not sponsored by the School District, the School District will not be involved in funding or managing funds for the trip, nor will it assume any liability or responsibility for the participants.
- 2. Organizers of such trips shall clearly inform students and parents/guardians that the trip is not sponsored by the School District.

3. Other than incidental time and supplies, the organizers shall not use school time or resources for preparation, communications, or organization of fund-raising.
4. If any school time is to be missed by student participants, parents/guardians must arrange to have their child excused according to normal building procedures.
5. If any work time is to be missed by staff, it shall be unpaid; however, personal leave days may be used if available, in accordance with the applicable labor agreement.

### III. REGULATIONS

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle.
- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
  1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
  2. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

### IV. SCHOOL BOARD REVIEW

The superintendent, or the superintendent's designee, shall at least bi-annually report to the school board upon the utilization of trips under this policy.

**Legal References:** Minn. Stat. § 123B.36 (Authorized Fees)  
 Minn. Stat. § 123B.37 (Prohibited Fees)  
 Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities; Insurance)  
 Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)  
 Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)  
*Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721*, 327 F.3d 675 (8<sup>th</sup> Cir. 2003)  
*Lee v. Pine Bluff Sch. Dist.*, 472 F.3d 1026 (8<sup>th</sup> Cir. 2007)

**Cross References:** Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

Policy 423 (Employee – Student Relationships)  
Policy 506 (Student Discipline)  
Policy 707 (Transportation of Public School Students)  
Policy 709 (Student Transportation Safety Policy)  
Policy 710 (Extracurricular Transportation)



## ADDENDUM

**Regular Board Meeting  
Wednesday, June 18, 2025  
SPCC-Governor's Room  
5:00 PM**

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### VIII. INFORMATION ITEMS

<b>1. AGENDA ITEM #1</b>
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**Subject:** School Board Election Filing Dates

**Background:** There are three School Board Members with Terms expiring in 2025. The State of Minnesota has timelines and guidance that must be followed in filling these three positions. The attached document provides the public with the required notification.

**Presentation:** Superintendent of Schools, Jeff Olson

**NOTICE OF FILING DATES FOR GENERAL ELECTION TO  
THE SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT NO. 508  
SAINT PETER PUBLIC SCHOOLS  
STATE OF MINNESOTA**

**NOTICE IS HEREBY GIVEN** that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 508 shall begin Tuesday, July 29, 2025 at 8:00 AM and shall close at 5:00 PM on Tuesday, August 12, 2025.

The general election shall be held on Tuesday, **November 4, 2025**. At the general election, three (3) members will be elected to the School Board for a term of four (4) years.

Affidavits of Candidacy are available from the School District Clerk at 2121 Broadway Ave., Saint Peter, Minnesota. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same general election.

The affidavits of candidacy must be filed in the office of the School District Clerk and the filing fee paid prior to 5:00 PM on August 12, 2025.

Dated: June 18, 2025

BY ORDER OF THE SCHOOL BOARD

/s/ Kate Martens, School District Clerk



## ADDENDUM

**Regular Board Meeting  
Wednesday, June 18, 2025  
SPCC-Governor's Room  
5:00PM**

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### VIII. INFORMATION ITEMS

<b>2. AGENDA ITEM #2</b>
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**Subject:** First Reading of Revisions to the Policy Manual

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

**Policy 417** - Chemical Use and Abuse

- The policy has numerous changes to conform with recommended modifications from the Minnesota School Boards Association.

**Presentation:** Superintendent of Schools, Jeff Olson  
Policy Review Committee

**417 CHEMICAL USE AND ABUSE**

***[Note: This policy reflects mandatory provisions of state and federal law and is not discretionary.]***

**I. PURPOSE**

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

**II. GENERAL STATEMENT OF POLICY**

- A. Use or possession of controlled substances, toxic substance, medical cannabis, ~~toxic substances~~, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited in ~~the school setting in~~ accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The ~~policy of this~~ school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement. ~~is to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.~~
- C. ~~Every~~The school ~~district that participates in a school district chemical abuse program~~ shall establish and maintain in every school a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- ~~D. The superintendent, with the advice of the school board, shall be responsible for establishing a school and community advisory team to address chemical abuse problems in the district.~~
- ED. The school district shall establish ~~and maintain a drug-free awareness program to~~for educate ~~and assist its employees, and may establish a students,~~ and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

***[Note: School districts are required to establish a drug-free awareness program for school district employees pursuant to the Drug-Free Workplace Act. In addition, state law requires that the written districtwide school discipline policy must include procedures for detecting and addressing chemical abuse problems of a student while on the school premises. Further, school districts are required to develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement if receiving funding under the federal Student Support and Academic Enrichment Grants law. Comprehensive drug prevention programs are required to be adopted and carried out by school districts pursuant to the Safe and Drug-Free Schools and Communities Act. In addition, school districts are required by the Drug-Free Workplace Act to establish drug-free awareness programs for school district employees. Further, state law authorizes school districts to provide instructional programs in chemical abuse and the prevention of chemical dependency.]***

### III. DEFINITIONS

- A. "Chemical abuse," as applied to students, means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the minor's student's normal function in academic, school, or social activities is chronically impaired.
- ~~B. "Chemicals" includes, but is not limited to, alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district's Drug-Free Workplace/Drug-Free School policy.~~
- B. "Controlled substances," as applied to the chemical abuse assessment of students, means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes section 152.02 and "marijuana" as defined in Minnesota Statutes section 152.01, subdivision 9, but not distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. As otherwise defined in this policy, "controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.
- C. "Drug prevention" means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence based.
- ~~C. "Use" includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.~~
- ~~D. "School location" includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.~~
- D. "Teacher" means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including superintendents, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists.

### IV. STUDENTS

A. Districtwide School Discipline Policy

Procedures for detecting and addressing chemical abuse problems of a student while on school premises are included in the districtwide school student discipline policy.

AB. Programs and ActivitiesInstruction

11. EveryThe school district shall develop, implement, and evaluate comprehensive provide an instructional programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that may be evidence based, including programs to educate students against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes. in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state

department staff, and members of the community in developing the curriculum.

***[Note: The Safe and Drug-Free Schools and Communities Act requires school districts to adopt and carry out a comprehensive drug and violence prevention program with funds received. Since a comprehensive drug prevention program is required and a school district is specifically authorized by state law to provide instructional programs in chemical abuse and the prevention of chemical dependency, this should be a component of each school district's mandatory program. In addition, the Safe and Drug-Free Schools and Communities Act specifies additional items which that may be included as part of the mandatory comprehensive drug prevention program. Some of the suggested items relating to instruction or training are detailed in Paragraphs 2, Through 6. Below and a school district may wish to adopt one or all of the listed components as part of its mandatory program.]***

2. As part of its drug-free programs, the school district may implement the drug abuse resistance education program (DARE) that enables peace officers to undergo the training to teach a curriculum on drug abuse resistance in schools.

2. — Each school shall have age-appropriate and developmentally-based activities that:
  - a. — address the consequences of violence and the illegal use of drugs, as appropriate;
  - b. — promote a sense of individual responsibility;
  - c. — teach students that most people do not illegally use drugs;
  - d. — teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
  - e. — teach students about the dangers of emerging drugs;
  - f. — engage students in the learning process; and
  - g. — incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
3. — Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.
4. — Each school shall disseminate drug and violence prevention information within the school and to the community.
5. — Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
6. — Each school shall have drug and violence prevention activities that may include the following:
  - a. — Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
  - b. — The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.

c. — Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.

d. — Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.

e. — Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

CB. Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance/Chemical Use and Abuse

1. — In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing, or selling chemicals in a school location:

a. — The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.

b. — The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.

c. — The administrator will notify law enforcement officials, the student's counselor, and the chemical preassessment team.

d. — The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.

e. — The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.

2. — If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing, or selling chemicals:

a. — The employee shall notify the building administrator or a member of the preassessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.

b. — The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.

1. 1. — A teacher in a nonpublic school participating in a school district chemical use program, or a public school teacher, who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify the school's chemical abuse preassessment team, or staff member assigned duties similar to those of such a team, of this information.

*[Note: School districts are not required to participate in a chemical abuse program or establish a chemical abuse preassessment team pursuant to state law. Schools are required to have procedures for detecting student chemical abuse and can obtain federal funding if they establish drug prevention, detection, intervention, and recovery support services. Thus, it is recommended that schools establish these programs and activities. For those schools that do not establish a chemical abuse preassessment team, those obligations could be assigned to a specified staff member such a school counselor or administrator.]*

32. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals ~~shall~~may be suspended and proposed for expulsion in compliance with the student discipline policy and the Pupil Fair Dismissal Act, ~~Minnesota Statutes section §~~ 121A.40-121A.56, and proposed for expulsion.
43. Searches by school district officials in connection with the ~~abuse, possession, or transfer, distribution, or sale of~~ alcohol or a controlled substance chemicals will be conducted in accordance with school board policies related to search and seizure.
4. Nothing in paragraph IV.B.1. prevents a teacher or any other school employee from reporting to a law enforcement agency any violation of law occurring on school premises or at school sponsored events.

#### DC. Preassessment Team

1. Every school that participates in a school district chemical abuse program shall ~~establish~~have a chemical abuse preassessment team designated by the superintendent or designee. The team ~~must~~will be composed of classroom teachers, administrators, and to the extent they exist in the school, school nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff ~~to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others. For schools that do not have a chemical abuse program and team, the superintendent or designee will assign these duties to a designated school district employee.~~
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

#### ED. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes section § 13.32 and applicable federal law and regulations.
2. Destruction of Records
  - a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or

community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.

- b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with ~~such~~ information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
- c. ~~This section shall govern d~~Destruction of records identifying individual students shall be governed by paragraph IV.E.2. notwithstanding provisions of the Records Management Act, Minnesota Statutes section § 138.163 (Preservation and Disposal of Public Records).

FE.     **Consent**

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

**[Note: State law permits schools to provide these services to minor students without the consent of a parent. If, however, a school district provides these or other services pursuant to a grant received under the Student Support and Academic Enrichment Grants law, this funding could be jeopardized if the requirements of federal law, to obtain prior written, informed consent from the parent of each child who is under 18 years of age is not obtained.]**

F.     **School and Community Advisory Team**

~~1. The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school preassessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.~~

~~2. The advisory team shall:~~

~~a. build awareness of the problem within the community, identify available treatment and counseling programs for students, and develop good working relationships and enhance communication between the schools and other community agencies; and~~

~~b. develop a written procedure clarifying the notification process to be used by the chemical abuse preassessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.~~

**V.     EMPLOYEES**

A.     The ~~school district shall establish superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students, and others~~ about:

1.     The dangers ~~and health risks of chemical~~of drug abuse in the workplace/school.

2.     The school district's ~~drug-free workplace/drug-free school policy~~ of maintaining

[a drug-free workplace.](#)

3. ~~Any available drug or alcohol counseling, treatment, rehabilitation, re-entry, and/or employee assistance programs available to employees and/or students.~~
  4. The penalties that may be imposed on employees for drug abuse violations.
- B. The ~~school district superintendent or designee~~ shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice ~~from the employee or otherwise receiving actual notice~~ of any ~~criminal drug statute~~ conviction ~~of an employee for a criminal drug statute violation~~ occurring in the workplace. ~~To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.~~

***[Note: Notification to the federal granting agency within ten (10) days is required by the Drug-Free Workplace Act. 41 U.S.C. § 8103.]***

**Legal References:**

Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
[Minn. Stat. § 121A.61 \(Discipline and Removal of Students from Class\)](#)  
[Minn. Stat. § 124D.695 \(Approved Recovery Program Funding\)](#)  
[Minn. Stat. § 126C.44 \(Safe Schools Levy\)](#)  
Minn. Stat. § 138.163 ([Preservation and Disposal of Public Records](#)) [Records Management Act](#))  
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)  
[Minn. Stat. § 152.01 \(Definitions\)](#)  
[Minn. Stat. § 152.02 \(Schedules of Controlled Substances; Administration of Chapter\)](#)  
Minn. Stat. § 152.22 ([Medical Cannabis](#); Definitions; [Medical Cannabis](#))  
Minn. Stat. § 152.23 ([Medical Cannabis](#); Limitations; [Medical Cannabis](#))  
[Minn. Stat. § 299A.33 \(DARE Program\)](#)  
[Minn. Stat. § 466.07, subd. 1 \(Indemnification Required\)](#)  
[Minn. Stat. § 609.101, subd. 3\(e\) \(Controlled Substance Offenses; Minimum Fines\)](#)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
20 U.S.C. §§ 7101-716522 ([Student Support and Academic Enrichment Grants](#))~~Safe and Drug-Free Schools and Communities Act~~)  
[20 U.S.C. § 5812 \(National Education Goals\)](#)  
[20 U.S.C. § 7175 \(Local Activities\)](#)  
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)  
34 C.F.R. Part 84 (Government-~~w~~[W](#)ide Requirements for Drug-Free Workplace)

**Cross References:**

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)  
[MSBA/MASA Model Policy 419 \(Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction\)](#)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)