



SAINT PETER SCHOOL BOARD
Regular Board Meeting
Wednesday, November 19, 2025
SPCC-Governor's Room, 600 S. 5th St., Saint Peter, MN
56082
5:00 PM

I. Call Meeting to Order	
II. Pledge of Allegiance	
III. Consideration and Adoption of the Agenda	
IV. Consider Requests to Speak on the Agenda	
V. Approval of Consent Agenda Items	3
VI. Student Spotlight / Student Council Report	
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2. Superintendent of Schools	
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a. Around the Table	
4. Board Committee Updates -	
a. Education Committee	
b. Business Committee	
c. Policy Committee	

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

X. Upcoming Meetings of the School Board

HR/Negotiations Committee Meeting
Teacher Negotiations
Monday, November 24, 2025
4:30 PM
Saint Peter Middle School Conference Room

HR/Negotiations Committee Meeting
Office Support Negotiations
Monday, December 1, 2025
4:30 PM
Saint Peter Middle School Conference Room

School Board Study Session
Wednesday, December 3, 2025
5:00 PM
Saint Peter Middle School Media Center

Policy Review Committee Meeting
Tuesday, December 9, 2025
4:00 PM
District Office

Business Committee Meeting
Thursday, December 11, 2025
10:00 AM
District Office

Education Committee Meeting
Thursday, December 11, 2025
1:00 PM
District Office

Regular School Board Meeting
Wednesday, December 17, 2025
6:00 PM
SPCC - Governor's Room

XI. Adjournment



ADDENDUM

Regular Board Meeting Wednesday, November 19, 2025 SPCC-Governor's Room 5:00PM

V. CONSENT AGENDA

1. Approval of the Regular Board Meeting minutes of October 15, 2025.
2. Approval of the Special Board Meeting minutes of November 13, 2025.
3. Approval of Bills and Wire Transfers (\$4,720,921.61) for October 2025.
4. Personnel
 - a. The acceptance of the resignation of Carol Metzler, a Food Service staff member at North Elementary, effective October 13, 2025. Carol will transition to being a Food Service Sub for the district.
 - b. The acceptance of the resignation of Dmytro Hupalo, a Custodian/Maintenance staff member within the district, effective November 21, 2025. Dmytro has been a very dependable and trustworthy employee and will be deeply missed by district staff.
 - c. The acceptance of the resignation of Kaylen Haack, Principal's Secretary at Saint Peter Middle School, effective January 2, 2026.
 - d. The acceptance of the resignation of Bre Landsteiner, Head Girls Soccer Coach at Saint Peter High School, effective at the end of the 2025-2026 season.
 - e. The acceptance of the resignation of Lisa Orback, a Paraprofessional at Saint Peter Middle School, effective December 1, 2025.
 - f. The acceptance of the transfer of Joseph Delacruz, an Afternoon Custodian, from Saint Peter Middle School to North Elementary, effective at the start of the 2025-2026 school year.
 - g. The acceptance of the transfer of Jean Baca from the position of Middle School Attendance Secretary to the District Office Assistant position, effective November 10, 2025.
 - h. The acceptance of the transfer of Debra Weber from the position of Food Service staff at Saint Peter Middle School to the position of Lead Cook at SPMS, effective November 1, 2025.
 - i. The approval of the hiring of Danielle Nelson, as a Paraprofessional at North Elementary, effective October 27, 2025.

- j. The approval of the hiring of Jared Anderberg, as a Wrestling Coach at Saint Peter High School, effective at the start of the 2025-2026 season.
- k. The approval of the hiring of Evan Ryan, as an Afternoon Custodial Engineer, effective November 3, 2025.
- l. The approval of the hiring of Sarah Cummings, as a third grade long-term substitute teacher at North Elementary, effective November 10, 2025 through March 27, 2026.
- m. The approval of the hiring of Bethany Valentini, as a third grade long-term substitute teacher at North Elementary, effective November 19, 2025 through February 19, 2026.
- n. The approval of the hiring of Karla Johnson, as a Special Education Teacher at Oshawa Learning Academy, effective November 7, 2025.
- o. The approval of the hiring of Beatriz Villarreal, as a Saints Overtime Assistant, effective for the 2025-2026 school year and summer of 2026.
- p. The approval of the hiring of Shannon Ziegler, as a Food Service staff member at North Elementary, effective December 1, 2025.
- q. The approval of the FMLA leave request for Kari Malz, a third grade teacher at North Elementary, effective October 27, 2025, through March 30, 2026.
- r. The approval of the FMLA leave request for Bre Landsteiner, a third grade teacher at North Elementary, effective November 13, 2025, through February 17, 2026.
- s. The approval of the FMLA leave request for Regina Sirianni, a counselor at Saint Peter High School, effective October 15, 2025, with a return date to be determined.
- t. The approval of the FMLA leave request for Erica Walter, Early Childhood Office Support, effective December 8, 2025, through January 30, 2026.
- u. The approval of the hiring of coaches and event/activity workers.



Regular School Board Meeting Minutes Saint Peter Public Schools

A Regular Meeting of the School Board of Saint Peter Public Schools was held Wednesday, October 15, 2025, in the Saint Peter Community Center - Governor's Room. Board Chair Potts called the meeting to order at 5:03 PM. **Members Present:** Rita Rassbach, Ken Rossow, Tracy Stuewe, Charlie Potts, Bill Kautt, Drew Dixon and Kate Martens.

Others Present: Jon Graff, Darin Doherty, Annette Engeldinger, Kimberley Deming and members of the public.

A motion was made by Dixon, seconded by Kautt, to adopt the agenda as presented. The motion carried unanimously.

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

1. Approval of the Regular Board Meeting minutes of September 17, 2025.
2. Approval of the Study Session minutes of October 8, 2025.
3. Approval of the Special Board Meeting minutes of October 13, 2025.
4. Approval of Bills and Wire Transfers (\$7,074,487.90) for September 2025.
5. Personnel
 - a. The acceptance of the resignation of Benjy VandeBerg.
 - b. The acceptance of the resignation of Ashley Wills.
 - c. The acceptance of the resignation of Alexia Wentworth.
 - d. The acceptance of the resignation of Martha Kyoore.
 - e. The acceptance of the resignation of Hailey Dettmer.
 - f. The acceptance of the termination of Jesse Mcdurmont.
 - g. The acceptance of the termination of Kyle Wirth.
 - h. The approval of the hiring of Lisa Orback.
 - i. The approval of the hiring of Anna Goodman.
 - j. The approval of the hiring of Beatriz Villarreal.
 - k. The approval of the hiring of Joel Kom.
 - l. The approval of the hiring of Steven Winsor.
 - m. The approval of the hiring of Sally Pelant.
 - n. The approval of the hiring of Chelsea Klaphake.

- o. The approval of the hiring of Tiana Wilkinson.
- p. The approval of the hiring of coaches and event/activity workers.
- q. The approval of the following teachers from Saint Peter Middle School receiving overload pay during the 2025-2026 school year:
 - Cole Petersen, Stephanie Evans, Bill Stuewe and Tony Stadtherr
- r. The approval of the adjustments made to the Business Office Assistant position.

Student Spotlight

North Elementary fourth grader, Helena Turritin, was the student spotlight. Helena is a great leader, excels in her academics, is very kind to her peers and is the Student Council President. Outside of school Helena enjoys being in competitive cheer, gymnastics and soccer. She likes to play pickle ball, swim, travel with her family to Florida and she participated in the fall play during the 2024-2025 school year.

Action Items

A motion was made by Kautt, seconded by Dixon to accept a donation from the Saint Peter Booster Club for \$4,680.07 and a donation from the Good Neighbor Diversity Council in the amount of \$850. The motion carried unanimously.

Superintendent Graff presented the Compulsory Attendance Report. The report indicates the number of students in our district who are homeschooled or who attend a parochial school. His information included a ten-year history report that showed totals and trends for the district. A motion was made by Dixon, seconded by Stuewe to approve the report. The motion carried unanimously.

Superintendent Graff provided a summary of notable changes to the Custodial Master Agreement. Updates made are in line with budget goals set by the School Board Negotiations Committee and have been ratified by Custodial personnel. A motion was made by Kautt, seconded by Stuewe to approve the Custodial Master Agreement. The motion carried unanimously.

Superintendent Goals for 2025-2026 were developed by Board Chair Potts and Superintendent Graff with input from the School Board. These goal areas will be reviewed during the superintendent evaluation process. A motion was made by Rossow, seconded by Martens to approve the 2025-2026 Superintendent Goals as presented. The motion carried unanimously.

An overview of the district's strategic plan was presented by Superintendent Graff. Dr. Graff reminded the School Board of the in-depth review of district and building level strategic plans that occurred at the School Board Study Session on October 8th. A motion was made by Martens, seconded by Rassbach, to approve the District's 2025-2026 Strategic Plan. The motion carried unanimously.

A discussion took place regarding a change in the start time of the December 17, 2025 Regular School Board Meeting. This meeting will include the Truth in Taxation

presentation and to accommodate the requirements of the Truth in Taxation Meeting, the School Board meeting, per state statute, cannot start prior to 6:00 pm. A motion was made by Dixon, and seconded by Rassbach to approve the change to a 6:00 pm start time. The motion carried unanimously.

A motion was made by Rassbach, seconded by Martens to approve Policies 516 and 621 with a second reading. Policy 516, Student Medication and Telehealth, includes language updates regarding medication delivery systems and a reorganization of content/headings. Policy 621, Literacy and the Read Act, includes legislative related Read Act requirement updates. The motion carried unanimously.

A motion was made by Martens, seconded by Rassbach, to approve Policies 502, 504, 505, 508, 605, 606, 606.1, 611 and 618 with a single reading. Superintendent Graff informed the School Board that these policies have been reviewed as part of the district's regular review cycle and include minor or no changes at all. The motion carried unanimously.

Information Items

Fundraising Plans by Site for 2025-2026 - School Board Policy 511, Student Fundraising, requires annual fundraising plans to be shared with the School Board and the public. Principal Doherty provided details on fundraisers that will be taking place at South and North Elementary. Principal Engeldinger gave a brief report on fundraisers that will be taking place at Saint Peter Middle School and provided information regarding the fundraisers that students will have the opportunity to participate in at Saint Peter High School.

Reports

Updates were provided by the following Building Principals:

North Elementary

- Officer Hughes organized the Ride, Roll and Walk to School event that took place on October 8th.
- The Kindness Crew visited classrooms the week of October 20th.
- Students attended the Science and Nature Camp at Gustavus on October 21st.
- Passion Projects will be taking place on November 6th to celebrate the first quarter.

Saint Peter High School

- The Saints' Girls Tennis Team will be participating in the Minnesota State Girls Tennis Tournament as a team for the first time since 1997.
- The Saints' Girls Cross Country Team took 1st place in the Big South Conference for the second year in a row.
- The Fleur de Lis singers have been selected to perform at the Minnesota Music Educators Association (MMEA) Convention in February.

Superintendent of Schools - Dr. Graff mentioned the dates for MEA Break, he reminded the School Board about his participation in the Great Start Cohort and he spoke about the NAPAC Walk that took place on October 12th.

Around the Table Updates - Board Member Stuewe shared information regarding the recent MVED Board meeting. Board Member Kautt thanked the School Board for their efforts at the October 13th Special School Board meeting.

Board Committee Updates -

- a. *Education Committee* - nothing additional noted
- b. *Business Committee* - nothing additional noted
- c. *Policy Committee* - nothing additional noted
- d. *HR Committee* - negotiations with Teacher, Office Support and Paraprofessional Units have been scheduled.
- e. *Ad Hoc Legislative Committee* - nothing additional noted
- f. *Shared Programs Committee* - nothing additional noted

Upcoming Meetings of the School Board

- HR/Negotiations Committee Meeting - Thursday, November 6, 2025 at 4:30 PM in the SPMS -Conference Room
- Business Committee Meeting - Wednesday, November 12, 2025 at 10:00 AM in the DO
- Education Committee Meeting - Thursday, November 13, 2025 at 1:00 PM in the DO
- Policy Review Committee Meeting - Thursday, November 13, 2025 at 4:00 PM in the DO
- HR/Negotiations Committee Meeting - Tuesday, November 18, 2025 at 5:00 PM in the SPMS -Conference Room
- Regular School Board Meeting - Wednesday, November 19, 2025 at 5:00 PM in the SPCC - Governor's Room

Adjournment - A motion was made by Stuewe, seconded by Rassbach, to adjourn the meeting at 6:02 PM. The motion carried unanimously.

Dated Approved: November 19, 2025

Kate Martens, Board Clerk



Minutes of Special School Board Meeting Saint Peter Public Schools

A Special Board Meeting of the School Board of Saint Peter Public Schools was held Thursday, November 13, 2025, in the District Office. Board Chair Potts called the meeting to order at 5:15 PM. **Members Present:** Rita Rassbach, Ken Rossow, Tracy Stuewe, Charlie Potts, Bill Kautt, Drew Dixon and Kate Martens. **Others Present:** Jon Graff and Kimberley Deming

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

Action Items

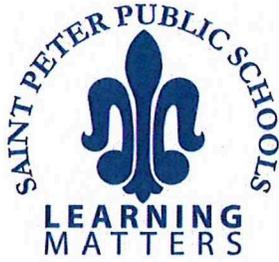
1. Stuewe made a motion, seconded by Rossow to Consider a Resolution Canvassing the 2025 General Election Results. As specified in the attached Abstract and Return of Votes Cast, a total of 1,739 votes were cast at said election on the election of three (3) School Board Members for four-year term vacancies on the School Board caused by expiration of term on the first Monday in January next following the general election as follows:

Candidate Charlie Potts	1224
Candidate Kate Martens	1186
Candidate Drew Dixon	1115
Candidate Marcia Ranft	796

After a roll call vote, the resolution passed. Rassbach, Rossow, Stuewe, Potts, Kautt, Dixon and Martens - yes/0 no.

2. Rossow made a motion, seconded by Rassbach to Consider a Resolution Authorizing the Issuance of Certificates of Election and Directing School District Clerk to Perform other Election-Related Duties. After a roll call vote, the resolution passed. Rassbach, Rossow, Stuewe, Potts, Kautt, Dixon and Martens - yes/0 no.

Adjournment - A motion was made by Stuewe, seconded by Rassbach, to adjourn the meeting at 5:21 PM. The motion carried unanimously.



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

Date: November 10, 2025
To: Dr. Jon Graff - Superintendent
From: Bee Ong - Finance Accountant

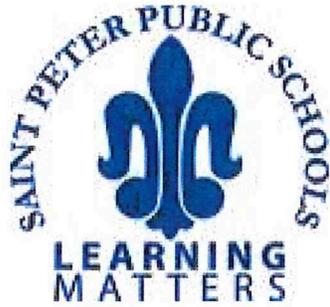
Monthly Business Office bills & Payroll Amounts:

Oct 2025 - Business Office checks	\$2,097,928.11
Oct 2025 - Business Office wire payments	\$1,493,153.29
Oct 2025 - Payroll	\$1,129,840.21
	<hr/>
	\$4,720,921.61
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Monthly Student Activity Amounts:

Sept 2025 - South Elementary	\$531.84
Sept 2025 - North Elementary	\$2,250.03
Sept 2025 - Middle School	\$259.98
Sept 2025 - High School	\$28,662.32
	<hr/>
	\$31,704.17
	<hr/> <hr/>

St. Peter Public Schools	Oct-25	
Outgoing Wire Payments		
MSDLAF to USBank (Feb/Aug bond pymt)		
BCBS - medicare health	10/21/2025	826.00
BCBS - medicare health	10/21/2025	12,039.60
Medicare Blue RX	10/1/2025	7,955.00
Life	10/1/2025	2,976.80
LTD	10/6/2025	4,091.03
FNB BO to VISA	Oct	21,563.62
Wire of federal payroll taxes	10/6/2025	200.18
Wire of federal payroll taxes	10/15/2025	178,324.07
Wire of federal payroll taxes	10/31/2025	175,377.25
Wire of state payroll taxes	10/1/2025	29,320.49
Wire of state payroll taxes	10/6/2025	5.05
Wire of state payroll taxes	10/16/2025	30,463.92
Wire of state payroll taxes	10/21/2025	58.00
PERA payments	10/2/2025	29,692.35
PERA payments	10/6/2025	128.72
PERA payments	10/15/2025	25,234.50
PERA payments	10/31/2025	28,453.49
TRA payments	10/2/2025	103,373.04
TRA payments	10/6/2025	41.26
TRA payments	10/15/2025	105,641.99
TRA payments	10/31/2025	104,368.82
Horace Mann	10/3/2025	1,860.00
Horace Mann	10/15/2025	1,860.00
Ameriprise/NBSGroup Bill	10/3/2025	2,275.00
Ameriprise/NBSGroup Bill	10/15/2025	2,275.00
Colonial Life	10/21/2025	15,582.19
EyeMed	10/15/2025	1,172.55
HomeTown - Dental direct debits	10/6/2025	2,264.55
HomeTown - Dental direct debits	10/14/2025	3,234.65
HomeTown - Dental direct debits	10/20/2025	1,179.70
HomeTown - Dental direct debits	10/21/2025	1,965.60
HomeTown - Dental direct debits	10/27/2025	2,684.89
HomeTown - BCBS debits	10/2/2025	214,405.86
HomeTown - BCBS debits	10/9/2025	57,584.51
HomeTown - BCBS debits	10/16/2025	55,022.50
HomeTown - BCBS debits	10/23/2025	43,767.61
HomeTown - BCBS debits	10/30/2025	75,631.34
HomeTown - Healthiest You	10/6/2025	2,549.75
FNB HSA/VEBA-Medsurety/Matrix Trust	Oct	147,702.41
	1 Total Outgoing Wire Payments	1,493,153.29



MEMO TO: Members of the School Board
Dr. Graff

FROM: Emily Craig

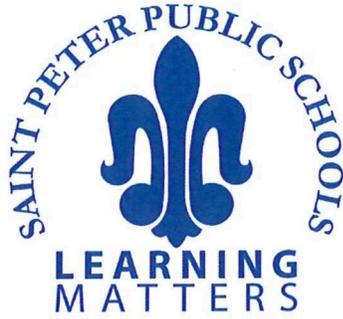
DATE: 10/13/2025

SUBJECT: Food Service resignation

Carol Metzler is resigning from her contracted North Elementary food service position. Her resignation will take effect 10/13/2025

- Carol Metzler will be staying on as a substitute food service worker for the St. Peter School district.

CC: Carol Metzler



October 29, 2025

To: Jon Graff

From: Seth Putz
Operations and Maintenance Supervisor

RE: Resignation

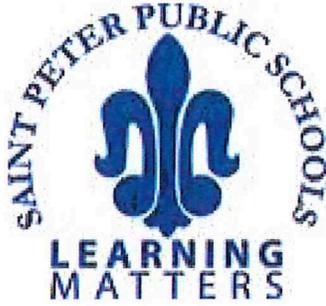
Dmytro Hupalo has turned in his Letter of Resignation. His last day of employment will be November 21st, 2025. Dmytro is going to be truly missed. He was very dependable and trustworthy. He is being sent back to his home country of Ukraine. With reservation, I recommend accepting his resignation.

The needs of the custodial staff will be reviewed before a replacement position is posted. The search for a replacement will begin internally after the review. We will advertise in the local media if necessary to fill this position.

Cc: Nathan Hughes

Lisa Pierson

Dmytro Hupalo



MEMO TO: Dr. Jon Graff, Superintendent
School Board

FROM: Jessi Buttell

DATE: 10/30/25

SUBJECT: Secretary to the Principal
Resignation

I recommend approving the resignation of Kaylen Haack, effective January 2, 2026. Kaylen is the current secretary to the principal at Saint Peter Middle School. Kaylen has been an integral part of the SPMS community and will be missed by many students, staff, and families. We wish Kaylen all the best in her future endeavors.

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

CC: grp_hire_certified
Kaylen Haack



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

To: Superintendent, Dr. Jon Graff
Members of the St. Peter School Board

From: Shea Roehrkasse, Activities Director

Date: 11/10/2025

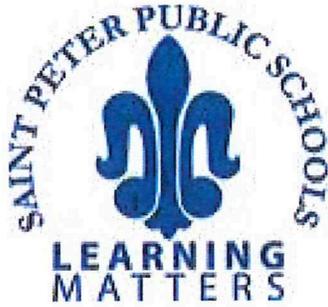
Subject: Girls Soccer Coach Resignation

Dr. Graff & Members of the Board,

Please accept this letter of resignation from Bre Landsteiner as the Head Girls Soccer Coach. Bre has done an amazing job leading our program for the past ten years, and has assuredly left the program in a great place. Bre will continue in her role as a teacher at North Elementary. We will begin a search for a new head coach upon approval of this memo.

The resignation letter is on page 2. If you have any questions please feel free to contact me.

Shea Roehrkasse
Activities Director



MEMO TO: Dr. Jon Graff, Superintendent
School Board

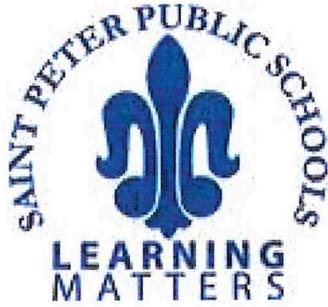
FROM: Seth Putz

DATE: November 10, 2025

SUBJECT: Location change

After much thought and deliberation, I have decided to move Joseph Delacruz to North Elementary permanently from the Middle School. He will be the fulltime afternoon custodian. He served there over the summer while there was construction going on at the middle school. He has proven to be dependable and doing a great job.

Cc: Joseph Delacruz
Nathan Hughes
Jessica Buttell
Darin Doherty
Jerry Doyle
Jesse Anderberg



MEMO TO: Members of the School Board
Superintendent Graff

FROM: Megan Gracia

DATE: October 28th, 2025

SUBJECT: Hire Memo for Jean Baca

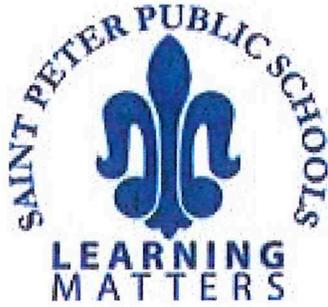
I am pleased to recommend the hire/transfer of Jean Baca as the District Office Assistant. Jean has served the District for over 20 years in a variety of capacities including a special education para, Title para, and most recently as the Attendance Secretary at the Middle School. We are excited to have Jean join the team in the D.O.!

NEW EMPLOYEE SUMMARY

- **Jean Baca**
 - Level 3, Step 7 (until contract negotiations are settled)
 - 8 hours/day, 195 seat days (plus contracted holidays)
 - Start Date: November 10th, 2025
 - Replacement position

Thank you for your consideration.

CC: Jean Baca
grp_hire_office



MEMO TO: Members of the School Board
Dr. Graff

FROM: Emily Craig

DATE: Nov. 6th, 2025

SUBJECT: Food Service Hire

I am pleased to recommend Debra Weber for the position of St. Peter Middle School lead cook in the Food Service Department.

EMPLOYEE SUMMARY

- **Debra Weber**
 - Middle School lead Cook
 - Food safe certification additional .10
 - 2025-2026 additional \$2.00 to current wages
 - Debra will be contracted 7 hours for 177 days
 - Effective date: Nov. 1st, 2025

CC: Debra Weber



MEMO TO: Dr. Jon Graff
District 508 School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: October 17, 2025

SUBJECT: Special Education Paraprofessional
Hire

Applications were received, and interviews took place for a paraprofessional assignment at North Elementary School. This position is a replacement position. I am recommending the following candidate:

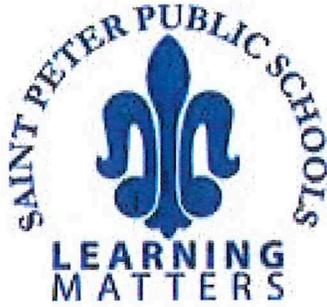
- **Danielle Nelson** - 6.75 hours/student contact day at a rate of \$16.65/hour (Step 1/Lane A). Danielle's first day will be October 27, 2025, and she will work from 7:45 AM - 3:00 PM with a 30-minute unpaid lunch.

Danielle brings creativity, empathy, and adaptability to her role as a special education paraprofessional. A professional artist and avid reader, she values connecting with each child as an individual and believes in patient, compassionate support. Her experience assisting siblings with special needs and tutoring peers reflects her calm, caring approach and commitment to helping all students grow.

We are excited to have Danielle join our team at North Elementary!

If you have any questions, please contact me.

CC: District Office <grp_hire_para@stpetersschools.org>
Danielle Nelson <Danielle15nelson@gmail.com>



MEMO TO: Superintendent, Jon Graff
Members of the School Board

FROM: Shea Roehrkasse, Activities
Director

DATE: 10/24/2025

SUBJECT: Wrestling Coach Hire

I am pleased to recommend the hiring of Jared Anderberg as an Asst. Wrestling Coach for our Wrestling program. Jared has been a long time coach in our youth association and will be a great asset to our program! This is a replacement position. Please let me know if you have any questions.

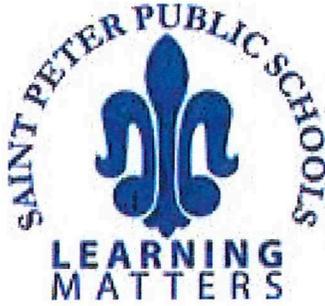
NEW EMPLOYEE SUMMARY

- **Jared Anderberg**
 - 1.04 Co-Curricular
 - Non-Staff
 - Non licensure
 - \$2987

CC: grp_hire_misc
Jared Anderberg

Thank you,

Shea Roehrkasse
Activities Director



MEMO TO: Dr. Jon Graff, Superintendent
School Board

FROM: Seth Putz

DATE: October 24, 2025

SUBJECT: Recommendation for hire

The Operations and Maintenance Department has a full time afternoon custodial opening. The tentative start date will be November 3rd, 2025.

I recommend the hiring of Evan Ryan to serve as an Afternoon Custodian on the Custodial/Maintenance team. Evan has experience in the custodial field along with a strong mechanical aptitude and I believe he will be a good fit for this position and the district.

EMPLOYMENT HIRING SUMMARY

- **Evan Ryan**
 - Afternoon Custodial Engineer, Special - Rate of pay (Based on the 2023-2025 Contract) \$18.96 per hour
 - Shift differential of \$1.14
 - 9 month probationary period ending June, 24 2026

Cc: Evan Ryan
Nathan Hughes
Jessica Buttell
Jerry Doyle



MEMO TO: Dr. Jon Graff
District 508 School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: October 28, 2025

SUBJECT: 3rd Grade Long-term Substitute

I recommend hiring **Sarah Cummings** (AppNo: 7748) as a **long-term substitute teacher** to serve as a third-grade homeroom teacher substitute at North Elementary School.

Ms. Cummings will begin her long-term substitute role on **November 10, 2025**, and her last day of employment will be **March 27, 2026**.

Per **ARTICLE 34, SECTION 5** of the Master Agreement, teachers who substitute for the same classroom teacher for a period of **30 consecutive days or longer** shall be placed on the salary schedule retroactively to the beginning of the assignment. Therefore, **Sarah Cummings** will be compensated beginning **November 10, 2025**, at **Lane BA, Step 1** of the current teacher salary schedule, with a daily rate of **\$264.16** per contracted day.

Please let me know if you need any additional information to process this assignment.

CC: grp_hire_certified <grp_hire_certified@stpeterschools.org>
Sarah Cummings <sarahcummings5030@gmail.com>



MEMO TO: Dr. Jon Graff
District 508 School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: October 28, 2025

SUBJECT: Long-Term Substitute Assignment –
Bethany Valentini

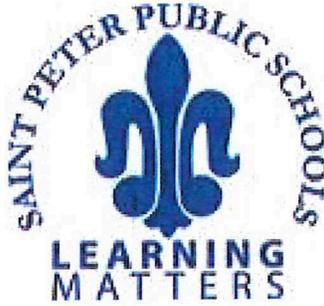
I recommend hiring **Bethany Valentini (AppNo: 11286)** as a **long-term substitute teacher** to serve as a third-grade homeroom teacher substitute at North Elementary School.

Ms. Valentini will begin her assignment on or around **November 19, 2025**, and her final day will be **February 19, 2026**.

Per **ARTICLE 34, SECTION 5** of the Master Agreement, teachers who substitute for the same classroom teacher for a period of 30 consecutive days or longer shall be placed on the salary schedule retroactively to the beginning of the assignment. Therefore, Ms. Valentini will be compensated at **Lane BA, Step 1** of the current teacher salary schedule, with a **daily rate of \$264.16** per contracted day.

Please let me know if you need any additional information to process this assignment.

CC: grp_hire_certified <grp_hire_certified@stpeterschools.org>
Bethany Valentini <bethanyvalentini@gmail.com>



MEMO TO: Members of the School Board
Dr. Jon Graff

FROM: Jana Sykora

DATE: November 6, 2025

SUBJECT: Oshawa Learning Academy
Special Education Teacher

Applications were received and interviews took place for a 1.0 Oshawa/Hoffmann Special Education teacher. This is a replacement position as a result of a termination. I recommend the hire of Karla Johnson, fully licensed special education teacher. Karla has seven years of special education teaching experience in K-12 schools and more than five years of experience as an educator with the MN Department of Corrections.

NEW EMPLOYEE SUMMARY

- **Karla Johnson**
 - 1.0 FTE
 - MA Step 8 (\$70,596)
 - Start Date: November 7, 2025 pending HR paperwork

CC: Karla Johnson
grp_hire_certified



**TO: Jon Graff, Superintendent,
School Board Members**

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

SUBJECT: Saints Overtime Staff Hire

DATE: Nov. 10, 2025

I am pleased to recommend hiring Beatriz Villarreal, a South Elementary Para, as a Saints Overtime Assistant. Beatriz worked for Saints Overtime previously, and we are excited to have her back on staff. She will receive her hourly para rate and will submit hours electronically.

NEW EMPLOYEE SUMMARY

- **Beatriz Villarreal**
- Rate of pay - current para rate
- Part-time hours are to be submitted electronically
- 2025-26 School Year and Summer 2026
- This is a replacement position.

Thank you for your consideration.

CC: Beatriz Villarreal



MEMO TO: Members of the School Board
Dr. Graff

FROM: Emily Craig

DATE: Nov. 14th, 2025

SUBJECT: Food Service Hire

I am pleased to recommend Shannon Ziegler for the position of Cook/Dishwasher in the Food Service Department at North Elementary.

NEW EMPLOYEE SUMMARY

- Shannon Ziegler
 - Cook/Dishwasher St. Peter North Elementary
 - Lane-Unassigned
 - 2025-2026 pay rate of \$17.48
 - Shannon will fill out a time sheet for her hours
 - Start Date: 12/1/2025
 - 3 days a week 3 hours daily

Cc: Shannon Ziegler



MEMO TO: Dr. Jon Graff
District 508 School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: October 28, 2025

SUBJECT: FMLA for Kari Malz

Mrs. Kari Malz, third-grade teacher at North Elementary School, will begin her Family and Medical Leave Act (FMLA) leave on **October 27, 2025**. She is scheduled to return to her position on **March 30, 2026**.

A short-term substitute will be hired to cover the period from **October 27, 2025, through November 7, 2025**, prior to the start of the long-term substitute assignment.

Please let me know if you need any additional information to process this leave.

CC: grp_hire_certified <grp_hire_certified@stpetersschools.org>
Kari Malz <kmalz@stpetersschools.org>



MEMO TO: Dr. Jon Graff
District 508 School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: October 28, 2025

SUBJECT: Family and Medical Leave of Absence
– Bre Landsteiner

I am recommending approval for a Family and Medical Leave of Absence (FMLA) for **Mrs. Bre Landsteiner**, third-grade teacher at North Elementary School. Mrs. Landsteiner will begin her FMLA on **November 13, 2025**, and is scheduled to return to her position on **February 17, 2026**.

During her absence, appropriate coverage has been arranged to ensure continuity of instruction and support for students.

Please let me know if any additional information is needed to process this leave request.

CC: grp_hire_certified <grp_hire_certified@stpetersschools.org>
Bre Landsteiner <blandsteiner@stpetersschools.org>



TO: Members of the School Board
Dr. Graff

FROM: Annette Engeldinger

DATE: October 20

RE: Maternity Leave Recommendation

Regina Siriani, school counselor at Saint Peter High School, has submitted a request for maternity leave. I recommended that her maternity leave request, beginning on or around November 1, be granted. Regina's first day of maternity was Wednesday, October 15, 2025, and her baby was born on October 16th.

Please let me know if you have any questions.

cc: Ytive Prafke



**MEMO TO: Superintendent Jon Graff
Saint Peter Public Schools
School Board**

FROM: Ytive Prafke

DATE: November 13, 2025

SUBJECT: Family Medical Leave Request

This memo is to recommend the approval of a Family Medical Leave request for Erica Walter. She will be on leave from December 8, 2025, or upon the birth of her child, through January 30, 2026, with an anticipated return date of February 2, 2026.

Erica has submitted a leave calendar and FMLA paperwork to the District Office.

Thank you for your consideration and please contact me with any questions.

Cc: Erica Walter

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



Dear Odin,

Congratulations! We're thrilled to announce that you've been chosen as a recipient of the "Student Spotlight" award at South Elementary School for November 2025. This recognition is a testament to your outstanding efforts in academics and in your efforts to show good character and star pride. Your dedication to learning and your positive attitude have not only impressed your teachers but have also earned admiration from your peers.

We're excited to share that there will be a special acknowledgement for you at the School Board meeting on Wednesday, November 19 at 5:00 pm. The meeting will take place in the Governor's Room at the St. Peter Community Center. We extend a warm invitation to you and your family to join us for this event, where the School Board will celebrate you as South Elementary's "Student Spotlight." If you have any questions, feel free to contact me at 507-934-2754 ext. 3031.

Sincerely,

A handwritten signature in black ink that reads "Jana Sykora". The signature is fluid and cursive.

Jana Sykora
Principal
South Elementary School

CC:

Ms. Alderman (homeroom teacher)
Jon Graff (superintendent)



ADDENDUM

Regular Board Meeting Wednesday, November 19, 2025 SPCC-Governor's Room 5:00PM

VII. ACTION ITEMS

1. AGENDA ITEM #1

Subject: Consider Acceptance of Gifts, Donations and Grants

Action: Requires a Motion

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

1. A donation in the amount of \$120 was made in memory of Amanda Nusser, who served as a Special Education Paraprofessional in the MVED Autism Program at North Elementary. Per the donors' wishes, these funds will be used towards the purchase of books for the North Elementary Media Center in Amanda's memory.
2. A grant in the amount of \$500 was awarded to Seth Putz, Operations and Maintenance Supervisor, during the MASMS Conference. This grant is intended to be used within the Building and Grounds Department however Seth feels appropriate.
3. A donation in the amount of \$4,373.54 was received from Steve and Yvonne Neils and is to be used by the Saint Peter Athletics Department. Activities Director Shea Roehrkasse is working on a meaningful way to use the donation.
4. A donation in the amount of \$2,759.09 was received from Bill and Deb Dixon. This donation will help cover the cost of extracurricular choir trips and special events for students in the Saint Peter High School choir program. We are incredibly thankful for the

Dixons' continued support of the district's choir program!

5. A donation in the amount of \$2,000 was made to the School District by Ken and Patsy Rossow. This donation is to go towards the SPPS Angel Fund, a fund made up of donations to support students with various needs. We are incredibly grateful of the Rossow's generous donation and offer our sincerest appreciation for their gift.
6. A donation from the Saint Peter Booster Club for \$22,889.56 was made to the School District. This donation is for transactions throughout the Fall activities seasons that the Booster club approved and noted that they would reimburse the school district for.
7. A donation in the amount of \$57,750 from area businesses was received into the District's Premier Partners Program. Partnerships and donations are still being accepted and will be sent through the proper approval process when received.

Presentation: Superintendent of Schools, Jon Graff

Options/Recommendation: I recommend your acceptance of these gifts, donations and grants as presented.



MEMO TO: Dr. Jon Graff
ISD 508 School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: October 17, 2025

SUBJECT: Acceptance of Donation in Memory of
Amanda Nusser

I am requesting approval to accept a \$120 group donation made in memory of Amanda Nusser, who served as a special education paraprofessional in the MVED autism program at North Elementary School. Amanda passed away unexpectedly last spring, and this donation was collected by staff and community members who wished to honor her dedication and care for students.

Per the donors' wishes, the funds will be used to purchase books for the North Elementary Media Center in Amanda's memory.



TO: Superintendent Jon Graff
School Board Members

FROM: Megan Gracia, Business Manager

DATE: October 29th, 2025

RE: Grant – MASMS Conference

While in attendance at the annual MASMS Conference, Seth Putz received a grant of \$500. As noted on the award, the intended use is for a building and grounds project/use of Seth's choosing. He has yet to determine how the award will be utilized within the District, but also has the grants that were awarded from the two previous years accumulated.

We request that you accept this donation.

CC: Seth Putz



MEMO TO: Superintendent, Jon Graff
Members of the School Board

FROM: Shea Roehrkasse

DATE: 10/29/2025

SUBJECT: Neils Donation Memo

Please accept this donation from Steve and Yvonne Neils to the Saint Peter Athletics Department for \$4,373.54. This is an incredibly kind donation and we will be working to find a way to make the donation meaningful in what it will be used for.

Please let me know if you have any questions.

Thank you,

Shea Roehrkasse
Activities Director



MEMO TO: Dr. Jon Graff
School Board

FROM: Annette Engeldinger

DATE: November 5, 2025

RE: Choir Donation

Bill and Deb Dixon have presented the high school choir program with a generous donation of \$2,759.09. This donation will help cover the costs of extracurricular choir trips and special events for students in our choir program. We are incredibly thankful for the Dixons' support of our choir program!

I recommend the acceptance of this donation.

If you have any questions, please feel free to contact me.



MEMO TO: School Board

FROM: Jon Graff

DATE: November 12, 2025

SUBJECT: Gifts and Donations

A donation of \$2,000 was made to the School District by Ken and Patsy Rossow. This donation is to go towards the SPPS Angel Fund, a fund made up of donations to support students with various needs.

We are incredibly grateful of Rossow's generous donation and offer our sincerest appreciation for their gift.

We request that you accept this donation.



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

MEMO TO: Superintendent, Dr. Jon Graff, Members of the School Board
FROM: Shea Roehrkasse
DATE: 11.17.25
SUBJECT: 11.17.25 Booster Donation

Please accept this donation from the Saint Peter Booster Club for \$22,889.56. This is for items throughout the Fall that our Booster club approved to reimburse the school for. Please let me know if you have any questions.

Thank you,

Shea Roehrkasse
Activities Director



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

MEMO TO: Superintendent, Dr. Jon Graff,
Members of the School Board
FROM: Shea Roehrkaske
DATE: 11.17.25
SUBJECT: 2025 Premier Partners Donations

Please accept \$55,250 in donations from area businesses to our Premier Partners program. We are still accepting partnerships and donations, and if we have any more I will be sure to send a new memo. Please let me know if you have any questions.

Thank you,

Shea Roehrkaske
Activities Director

Saints Premier Partner Partnerships 25-26

Company	Sponsorship Level
St. Peter Lions Club	\$1500 Saints
AmericInn	\$1500 Saints
Brandt & Winkler P.A.	\$1500 Saints
Dunkin Donuts	\$1500 Saints
Riverside Dental Care	\$1500 Saints
Southpoint Financial Credit Union	\$1500 Saints
Subway	\$1500 Saints
Swine Vet Center	\$250 General Donation
Saints Bus Service - 4.0	\$2500 Shining Saints
Rivers Edge Hospital	\$2500 Shining Saints
Veterinary Pharmacy Cooperation	\$2500 Shining Saints
McDonalds	\$2500 Shining Saints
Pioneer Bank	\$2500 Shining Saints
Hometown Bank	\$2500 Shining Saints
First National Bank	\$2500 Shining Saints
APT Machining INC	\$2500 Shining Saints
Nielsen Blacktopping	\$2500 Shining Saints
Redmen Club	\$2500 Shining Saints
St. Peter Lumber	\$2500 Shining Saints
El Agave	\$500 Blue & White
St. Peter Family Dental	\$500 Blue & White
Sweet Alice	\$500 Blue & White
West and Mager Insurance and Financial Services	\$500 Blue & White
St. Peter Eyecare Center	\$500 Blue & White
Amanda Rodning - True Real Estate	\$2500 Shining Saints
Jay Zender - State Farm Insurance	\$2500 Shining Saints
David Detlefsen - State Farm Insurance	\$2000 Sustaining
Leasure Team Realtors	\$2500 Shining Saints
Don's Appliance	\$1500 Saints
St. Peter Food Co-op	\$1500 Saints
Family Fresh	\$1500 Saints
Scheels	41 \$2500 Shining Saints
Gustavus Adolphus College	



ADDENDUM

Regular Board Meeting Wednesday, November 19, 2025 SPCC-Governor's Room 5:00PM

VII. ACTION ITEMS

2. AGENDA ITEM #2

Subject: Consider Approval of Master Agreement with Food Service

Action: Requires a Motion

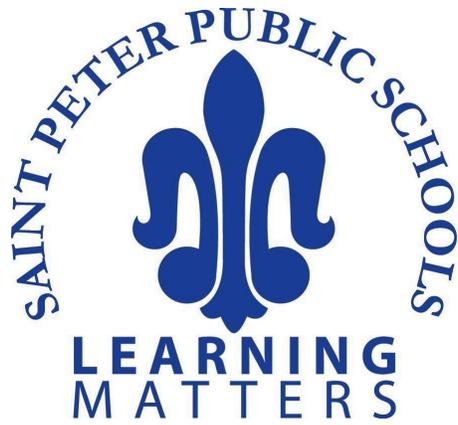
Background: The School Board Negotiations Team has reached a 2025-2027 contract agreement with the Food Service group of Saint Peter Public Schools. The settlement is in line with the budget goals set by the committee, and the food service personnel have ratified this agreement.

Notable changes include:

- A 2% and 4.1% total package increases
- \$0.40 and \$0.50 increase on salary schedule
- The addition of paid Holidays
- Increases to the career increment schedule

Presentation: HR/Negotiations Committee
Superintendent of Schools, Jon Graff

Options/Recommendation: I recommend your approval of the Master Agreement with the Food Service for 2025-2027.



SAINT PETER PUBLIC SCHOOLS

Agreement

With

Food Service

2025-2026

2026-2027

**MASTER AGREEMENT
WITH
FOOD SERVICE EMPLOYEES**

ARTICLE 1—PURPOSE

SECTION 1. PARTIES: This agreement is entered into between the School Board of Independent School District 508, Saint Peter, Minnesota, hereinafter referred to as the board, and the Saint Peter Food Workers Organization, hereinafter referred to as exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, hereinafter referred to as the PELRA, to provide the terms and conditions of employment for Food Service Employees of Saint Peter Independent School District 508 for the duration of this agreement.

ARTICLE 2—RECOGNITION OF EXCLUSIVE REPRESENTATIVE

SECTION 1. RECOGNITION: In accordance with the PELRA, the board recognizes Saint Peter Food Workers Organization, as the exclusive representative for food service employees employed by the Board of Independent School District 508, which exclusive representative shall have those rights and duties as prescribed by the PELRA and as described in the provisions of this agreement.

SECTION 2. APPROPRIATE UNIT: The exclusive representative shall represent all such employees of the district contained in the appropriate unit as defined in Article III, Section 2, of this agreement and the PELRA, and in certification by the Director of Mediation Services, if any.

ARTICLE 3—DEFINITION

SECTION 1. TERMS AND CONDITIONS OF EMPLOYMENT: Terms and conditions of employment shall mean the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees.

SECTION 2. DESCRIPTION OF APPROPRIATE UNIT: For purposes of this agreement, the term Food Service Employee shall mean all persons in the appropriate unit employed by the board in such classifications excluding the following: confidential employees, supervisory employees, part-time employees whose services do not exceed the lesser of 14 hours per week or 35 percent of the normal work week in the employee's bargaining unit, employees who hold positions of a temporary or seasonal character as defined by the PELRA.

SECTION 3. FULL-TIME EMPLOYEE: A full-time employee shall be any member who works at least 7 hours per day for a minimum of 35 hours per week.

SECTION 4. OTHER TERMS: Terms not defined in this agreement shall have those meanings as defined by the PELRA.

ARTICLE 4—SCHOOL BOARD RIGHTS

SECTION 1. INHERENT MANAGERIAL RIGHTS: The exclusive representative recognizes that the board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

SECTION 2. MANAGEMENT RESPONSIBILITIES: The exclusive representative recognizes the right and obligation of the board to efficiently manage and conduct the operation of the school district within its legal limitations and with its primary obligation to provide educational opportunity for the students of the school district.

SECTION 3. EFFECT OF LAWS, RULES, AND REGULATIONS: The exclusive representative recognizes that all employees covered by this agreement shall perform the services and duties prescribed by the board and shall be governed by the laws of the state of Minnesota, and by board rules, regulations, directives, and orders, issued by properly designated officials of the school district. The exclusive representative also recognizes the right, obligation, and duty of the board and its duly designated officials to promulgate rules, regulations, directives, and orders from time to time as deemed necessary by the board insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this agreement and recognizes that the board, all employees covered by this agreement, and all provisions of this agreement are subject to the laws of the state. Any provisions of this agreement found to be in violation of any such laws, rules, regulations, directives, or orders shall be null and void and without force and effect.

SECTION 4. RESERVATION OF MANAGERIAL RIGHTS: The foregoing enumeration of board rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this agreement are reserved to the board.

SECTION 5. TERMINATION: The board reserves the absolute right to reduce the number of employees if it would result in a more efficient operation. However, other than reduction of staff, discontinuance of position, or release for health reasons, a member of the bargaining unit can be terminated from his/her position only for just cause.

ARTICLE 5—EMPLOYEE RIGHTS

SECTION 1. RIGHT TO VIEWS: Nothing contained in this agreement shall be construed to limit, impair or affect the right of any employee or employee's representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designated to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

SECTION 2. RIGHT TO JOIN: Employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such a unit with the board.

ARTICLE 6—RATES OF PAY

SECTION 1. RATES OF PAY:

Subd. 1. The wages and salaries reflected in Schedule A attached hereto shall be a part of the agreement for the period commencing July 1, 2025, to June 30, 2027. Wages shall be paid twice monthly, (the 15th or the last banking day prior to the 15th and the last banking day of the month), and all paychecks shall be deposited directly in the designated bank account.

Subd. 2. Employees eligible for a salary adjustment because of attaining certification hours will have their wages adjusted the first of the month after they have provided the personnel department with a copy of the certificate for additional hours. Qualifications which have not been submitted 15 days prior to the end of the month will be considered to have been received the following calendar month.

Subd. 3. Working out of classification (head cook). When an employee is assigned to do the work of a higher paid classification (head cook), the employee shall receive the rate of pay appropriate to said higher classification.

SECTION 2: Substitutes shall be paid at the rate for which they are licensed or certified.

ARTICLE 7—GROUP INSURANCE

SECTION 1. SELECTION OF CARRIER: The selection of the insurance carrier and policy shall be made by the school board.

SECTION 2. HEALTH AND HOSPITALIZATION INSURANCE: The school district shall pay full single insurance up to a maximum of \$15,684 for 2025-2026 and \$16,674 for 2026-2027 school years at the VEBA 834 Level for Head Cooks. The employee may credit the amount towards any of the school district's insurance policies.

Health insurance shall be offered to all employees who meet federal guidelines and requirements under the Affordable Care Act. All health insurance costs for these employees will be paid by the employee.

It is understood that the school district's only obligation is to purchase an insurance policy and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

SECTION 3: DENTAL: The district shall provide dental insurance to all Head Cooks. The employee shall be responsible for 50 percent of the annual premium. This goes into effect January 1, 1998.

SECTION 4. INCOME PROTECTION INSURANCE: The school district shall contribute a sum not to exceed \$120.00 per year toward the premium of income protection insurance for all Head Cooks beginning sixty (60) calendar days after the injury or illness and extending to age sixty-five (65).

SECTION 5. LIFE INSURANCE: The school district shall contribute a sum equal to the premium for a \$50,000 group life insurance policy for each Head Cook of the district for the term of this contract.

The school district shall contribute a sum equal to the premium for a \$10,000 group life insurance policy for each food service employee who works 20 hours or more per week.

SECTION 6. DURATION OF INSURANCE CONTRIBUTION: 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, all board participation and contribution shall cease effective on the last working day unless

otherwise dictated by law.

SECTION 7. REDUCTION OF HOURS: Whenever a full-time employee's hours are reduced to the point where the number of hours falls below the minimum necessary to qualify for group insurance coverage, the exclusive representative will try to continue health insurance with the group carrier at the employee's own expense, and the employer will assist in that endeavor. This provision shall also apply to employees who have experienced a reduction of hours placing them in this category as of the date of this contract. The employer will allow premiums to be paid by payroll deduction so long as the employee pays the entire premium.

SECTION 8. RETIREMENT: An employee meeting retirement qualifications of at least ten (10) years of services and at least age fifty six (56) may remain in the district's health insurance plans after retirement at the employee's expense.

ARTICLE 8—LEAVES OF ABSENCE

SECTION 1. SICK LEAVE:

Subd. 1. All employees shall earn sick leave at the rate of one (1) employee work day for each month of service in the employment of the school district. Sick leave shall accumulate to the equivalent of a basic work year.

Subd. 2. Sick leave with pay shall be allowed by the school board whenever an employee's absence is found to have been due to illness which prevented his/her attendance and performance of duties on that day or days. An employee will also be granted paid sick leave for absences due to illness of the employee's family members, in accordance with the current law.

Subd. 3. The board 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. The board, upon the recommendation of the Food Service Director, shall make the determination as to the eligibility of an employee for sick leave provided, however, that any such determination shall be subject to grievance.

Subd. 4. In the event that a medical certificate is required, the employee will be so advised.

Subd. 5. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Subd. 6. Sick leave shall be approved only upon submission of a signed request upon the authorized sick leave pay request form available at the office.

Subd. 7. Sick leave may be used for an appointment with a specialist providing the employee, upon request, furnishes a statement from a qualified physician.

SECTION 2. SERIOUS ILLNESS AND DEATH LEAVE:

An employee covered by this contract 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 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, or equivalent step-family member, or 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 close friends. In the event of a second or any additional death to the following members of the immediate family—spouse, children, father, mother, brother, sister, father-in-law, mother-in-law, grandchildren, or equivalent step-family member, or anyone residing in the household at the time of their death, additional leave will be granted not to exceed 5 full days per death. Any additional days will be taken at full deduction in pay.

SECTION 3. SPECIAL LEAVE AND HOLIDAYS:

Subd. 1. A leave of absence without pay for personal reasons may be approved by the Food Service Director.

Subd. 2. Employees covered by this contract shall receive one floating holiday each school year. Any employee who does not take their floating holiday will be reimbursed for the day at the end of the school year. Employees' pay for the floating holiday will be figured by taking their hourly rates times their normal work hours for a day.

Employees of this contract shall also receive the following as paid holidays in 2025-2026:

- Thanksgiving Day
- Christmas Day
- Good Friday
- Memorial Day

in 2026-2027 the following will be added to the previous list as paid Holidays:

- Labor Day
- New Year's Day

Holiday pay will be the equivalent of the employees normal daily rate of pay (per hour pay multiplied by normal hours worked per day).

SECTION 4. WORKERS' COMPENSATION:

Subd. 1. Upon the request of an employee who is absent from work as a result of a compensable injury incurred in the service of the school district, 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 employee and the employee's regular rate of pay to the extent of the employee's earned accrual of sick leave and/or personal leave or floating holiday.

Subd. 2. A deduction shall be made from the employee's accumulated vacation or 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.

Subd. 3. Such payment shall be paid by the school district to the employee only during the period of disability.

Subd. 4. In no event shall the additional compensation paid to the employee 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 employee.

Subd. 5. An employee who is absent from work as a result of an injury compensable under the Workers' Compensation Act who elects to receive sick leave or vacation pay pursuant to this policy shall submit a copy of his/her Workers' compensation check and said amount of workers' compensation payment will be deducted from gross wages on paycheck.

SECTION 5. CHILD CARE LEAVE

Subd. 1. Use: A child care leave may be granted by the School Board, 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.

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 personal leave or floating holiday 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.

SECTION 6. PERSONAL LEAVE: Any employee who is hired shall receive 1 personal leave day at the discretion of the employee, and the leave can be accumulated to a maximum of two days, for situations that arise requiring the employee's personal attention to matters that cannot be attended to when school is not in session and which are not covered under other provisions of this contract. Employees who have five plus (5+) years of continuous service shall receive two (2) personal leave days per year. Employees with ten plus (10+) years of continuous service shall receive three (3)

personal days per year. Personal leave can be accumulated to a maximum of four (4) days. Requests for a personal leave must be made in writing to the Food Service Director at least 2 days in advance, except in the event of an emergency. The request shall state the reason for the proposed leave. All leaves must have prior approval. Personal leave days may not be used for more than three (3) consecutive days without special permission granted by the Food Service Director.

SECTION 7. SCHOOL CONFERENCE AND ACTIVITIES LEAVE: An employee will be granted school conference classroom activities leave in accordance with the current law.

ARTICLE 9—HOURS OF SERVICE

SECTION 1. BASIC WORKWEEK: The basic workweek shall consist of 35 hours. The basic workday shall consist of 7 hours, excluding a one-half hour noon lunch period.

SECTION 2. BASIC WORK YEAR: The basic work year for employees shall be 169 days.

SECTION 3. SHIFTS AND STARTING TIME: All employees will be assigned starting time and shifts as determined by the board.

SECTION 4.

a. School Closing:

In the event of an emergency late start or early dismissal, the food service employee shall work the student-contact hours applicable to the late start or early dismissal. On emergency late start and early dismissal days, the food service employee will be paid for their regular number of contracted hours. When school is closed and an e-learning/flexible learning day is called for the entire school day, food service employees will not report to work, but will be paid their regular wages and benefits for the day.

b. Planned Early Release:

In the event of a planned early release, food service employees will work their regular hours. If on these days, the shift in instructional/lunch schedule creates additional unused time, food service staff will complete extra cleaning and/or be provided with professional development opportunities at the discretion of the Food Service Director.

SECTION 5. OVERTIME:

Subd. 1. An employee who is directed to work beyond the regular 40 hour week shall receive a minimum of one hour's pay.

Subd. 2. Overtime at the rate of time and one-half (1-1/2) shall be paid for work performed beyond the regular 40 hours per week.

Subd. 3. Overtime at the rate of time and one-half (1-1/2) shall be paid for any work performed on Saturdays, Sundays, and legal holidays.

Subd. 4. All overtime for employees, except in case of emergency, must be approved in advance by the Food Service Director.

ARTICLE 10—UNIFORMS

SECTION 1. The district will provide uniforms for each food service worker. Uniform allowance to be \$150 per each year of the contract.

ARTICLE 11—RETIREMENT

SECTION 1. Upon retirement from full-time employment at age fifty-six (56) or thereafter, or on retirement after 10 consecutive years of employment in District 508, a cook shall be paid \$50 per day, prorated for the percentage of time worked for part-time employees, for each day of accumulated unused sick leave up to a maximum equal to a basic work year (169 days). .

SECTION 2. INSURANCE AFTER RETIREMENT: An employee qualifying under Article 11, Section 1, may remain in the district's health insurance plan at his/her own expense.

ARTICLE 12—JURY DUTY

SECTION 1. All unlicensed employees of school district 508 shall continue to receive their regular compensation when called for jury duty. A deduction shall be made equal to the compensation paid by the court to the employee, except for mileage and any meal allowance.

ARTICLE 13—GRIEVANCE PROCEDURE

SECTION 1. GRIEVANCE DEFINITION: A "grievance" shall mean an allegation by an employee resulting in a dispute or disagreement between the employee and the

board as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this agreement.

SECTION 2. REPRESENTATIVE: The employee, administrator, or board may be represented during any step of the procedure by any person or agent designated by such party to act on his/her behalf.

SECTION 3. DEFINITIONS AND INTERPRETATIONS:

Subd. 1. Extension: Time limits specified in this agreement may be extended by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays not designated as holidays by state law.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

SECTION 4. TIME LIMITATION AND WAIVER: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the business manager or designee, setting forth the facts and the specific provision of the agreement allegedly violated and the particular relief sought within 20 days after the date the event giving rise to the grievance occurred. Failure to file any grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the business manager.

SECTION 5. ADJUSTMENTS OF GRIEVANCE: The board and the employee shall attempt to adjust all grievances which may arise during the course of employment of any employee within the school district in the following manner:

Subd. 1. Level I: If the grievance is not resolved through informal discussions, the business manager, or the Human Resources Committee, shall give a written decision

on the grievance to the parties involved within 10 days after receipt of the written grievance.

Subd. 2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent thereof, provided such appeal is made in writing within 5 days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, a time to meet regarding the grievance shall be set within 15 days after receipt of the appeal. Within 10 days after the meeting, the Superintendent shall issue a decision in writing to the parties involved.

Subd. 3. Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the school board or sub-committee of the school board, provided such appeal is made in writing within 5 days after receipt of the decision in Level II. If a grievance is properly appealed to the school board, the board shall set a time to hear the grievance within 20 days after a receipt of the appeal. Within 20 days after the meeting, the board shall issue its decision in writing to the parties involved.

At the option of the board, a committee of representative(s) of the board may be designated by the board to hear the appeal at this level, and report its findings and recommendations to the board. The board shall then render its decision.

SECTION 6. SCHOOL BOARD REVIEW: The board reserves the right to review any decision issued under Level I or Level II of this procedure provided the board or its representative notifies the parties of its intention to review within 10 days after the decision has been rendered. In the event the board reviews a grievance under this section, the board reserves the right to reverse or modify such decision.

SECTION 7. DENIAL OF GRIEVANCE: Failure by the board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

SECTION 8. ARBITRATION PROCEDURES: In the event that the employee and the board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the Superintendent within 10 days following the receipt of the decision in Level III of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the

arbitrator who has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Pursuant to M.S., 179A.21 Subd. 2, If the parties to a contract cannot agree upon an arbitrator or panel of arbitrators as provided by the contract grievance procedures or the procedures established by the commissioner, the parties shall alternately strike names from a list of arbitrators selected by the commissioner until only one name remains. This arbitrator shall decide the grievance and decision is binding upon parties. The parties shall share equally the costs and fees of the arbitrator.

Subd. 4. Submission of Grievance Information:

1. Upon appointment of the arbitrator, the appealing party shall within 5 days after notice of appointment forward to the arbitrator, with a copy to the board, the submission of the grievance which shall include the following:
 - a. The issues involved
 - b. Statement of the facts
 - c. Position of the grievance
 - d. The written documents relating to Section 5, Article 13 of the grievance procedure.
2. The school board may make a similar submission of information relating to the grievance either before or at the time of the hearing.

Subd. 5. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

Subd. 6. Decision: Decisions by the arbitrator in cases properly before her/him shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by in the PELRA.

Subd. 7. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of

either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses, which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such copy.

Subd. 8. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not exceed to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of the public school boards to efficiently manage and conduct its operations within the legal limitations surrounding the financing of such operations.

ARTICLE 14—SENIORITY

SECTION 1. PROBATION PERIOD: The first 6 months of employment shall be considered a probationary period. Probationary employees must successfully complete 4 hours of food service training during the probationary period. Training dates, times and details will be communicated to probationary employees by the food service director. Failure to complete such training will be considered unsatisfactory completion of the probationary period. During such probationary period an employee shall have no recourse if discharged by the district and cannot bid on any job posting. Upon satisfactory completion of the probationary period, the employee shall be entitled to seniority standing from the most recent date of hire by the district.

SECTION 2. DEFINITIONS:

Subd. 1. Seniority: Seniority shall be defined as the total length of service from the most recent date of hire an employee has with the school district in all positions covered by this contract.

Subd. 2. Loss of Seniority: Seniority shall be lost by any of the following:

1. Voluntary quit

2. Discharge
3. Failure to report for work within 7 working days of mailing notification of recall from lay-off
4. Lay-off for more than 24 months

SECTION 3. JOB OPENINGS:

Subd. 1. Posting: In the event of a job opening and/or a new position, said job opening and/or new position will be posted within 5 working days of event. The job shall be posted for a period of 5 working days. Bargaining unit members shall be given the opportunity to bid for job openings.

Subd. 2. Filling Vacancies: When a qualified employee bids from a position in the same or a lower classification, seniority will be the main factor in filling the vacancy. When an employee bids for a position in a higher classification the employer will fill the position with the most qualified employee from the unit, however, the district reserves the right to hire outside the unit if such an applicant is more qualified. Under any circumstances if qualifications are substantially equal, the district personnel director will give preference to the senior employee. An employee not given a position may request a written explanation.

The district will consult with the building head for input before making a decision on qualifications and the filling of a vacancy.

SECTION 4. SENIORITY LIST: The employer agrees to prepare and post a seniority list covering all employees in the classifications covered by this contract. The seniority list shall be prepared and posted every year. Unless a written and dated statement challenging the seniority standing of any employee is filed within 15 working days after the date the seniority list is posted, the seniority standing of the employees as shown on such seniority list shall be deemed to be correct. The Saint Peter Food Service Organization shall be furnished in January of each year a current list of employees in the unit showing their date of hire and position held. Upon request of the elected leader, the seniority list shall be updated.

ARTICLE 15—STAFF REDUCTION

SECTION 1. NOTIFICATION: In the event lay-off becomes necessary the school district shall notify the exclusive representation and the employees involved at least thirty (30) calendar days in advance.

SECTION 2. ORDER OF LAY-OFF: Whenever, at the sole discretion of the board, it is deemed appropriate to reduce the number of employees of the food service staff, the order of termination of employment shall be in the reverse order of employment, i.e., the last person employed (whether he or she be full or part-time) shall be first person to be terminated, provided other employees are qualified to do the work of the employee being laid off.

SECTION 3. RECALL: Employees of this unit who are terminated in the process of staff reduction shall be eligible for recall for a period of two years after the day of layoff to a position for which they are qualified by license. Reinstatement shall be in the inverse order of placement on leave. After 2 years 24 months, all recall or reinstatement rights shall cease.

SECTION 4. TIE-BREAKER: In the event that it is necessary to break a tie which results from the same date of initial, continuous employment for two or more members of this employee group, the job performance, as evaluated and documented by the school district, shall be used as the sole and final determining factor in breaking the tie.

SECTION 5. TEMPORARY LAY-OFF: This section does not apply in those cases where a lay-off is due to a building being closed temporarily because of equipment breakdown, quarantine, loss of a utility, or damages from natural or unnatural disasters.

ARTICLE 16—PUBLIC OBLIGATION

SECTION 1. The parties mutually recognize that their first obligation is to the public and that the right of students and residents of the school district to the continuous and uninterrupted operation of the school is of paramount importance.

SECTION 2. The exclusive representative agrees, therefore, that during the term of this contract neither the exclusive representative nor any individual employee shall engage in any strike as defined by the PELRA. The parties agree that procedures affecting this article are provided for by the PELRA, and, therefore, shall not be subject to the grievance or arbitration procedure.

ARTICLE 17—DURATION

SECTION 1. TERM AND REOPENING NEGOTIATIONS: This agreement shall remain in full force and effect for a period commencing on July 1, 2025, through June 30, 2027, and thereafter until modifications are made pursuant to the PELRA. If either party desires to modify or amend this agreement commencing at its expiration, it shall give written notice of such intent no later than 90 days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiation more than 90

days prior to the expiration of this agreement.

SECTION 2. EFFECT: This agreement constitutes the full and complete agreement between the board and exclusive representative representing the employees. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment inconsistent with those provisions.

SECTION 3. FINALITY: Any matters relating to the terms and conditions of employment whether or not referred to in this agreement, shall not be open for negotiation during the term of this agreement.

SECTION 4. SEVERABILITY: The provisions of this agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this agreement or the application of any provision thereof.

IN WITNESS WHEREOF, The parties have executed this agreement as follows:

For Saint Peter Food Workers
Organization

For Independent School District 508

Food Service Representative

Charlie Potts - Board Chair

Food Service Representative

Kate Martens - Board Clerk

Board Approved: 11.19.2025

**SAINT PETER PUBLIC SCHOOLS
Salary Schedule
Food Service Employees**

2025-2026 and 2026-2027

2025-2026

	STEP	UNASSIGNED	20 HOURS	45 HOURS	90 HOURS
Cook	1	17.88	20.06	20.21	20.41
	2	17.88	20.28	20.41	20.59
Head Cook	1	20.38	22.56	22.71	22.91
	2	20.38	22.78	22.91	23.09

2026-2027

Cook	1	18.38	20.56	20.71	20.91
	2	18.38	20.78	20.91	21.09
Head Cook	1	20.88	23.06	23.21	23.41
	2	20.88	23.28	23.41	23.59

- All employees indicate agreement to their step placement and years of service in the district as a part of the finalization of this agreement.

- Plus \$.10 per hour for completion of Service Safe Certification
- Plus 1 cleaning day with timesheet submitted
Head Cooks: lane and step plus \$2.00/hour as indicated in the table above
- Employees will be reimbursed for approved travel at the mileage allowed according to the School District policy
- Career Increment Schedule:
 - Career Increment 7 years = \$.10
 - Career Increment 8 years = \$.15
 - Career Increment 9+ years = \$.20
 - Career Increment 10+ years = \$.25
 - Career Increment 11+ years = \$.30
 - These amounts are cumulative with a total of \$1.00 per hour at 11+ years

**ADDENDUM A
FOOD SERVICE STIPEND PROGRAM**

The Food Service Stipend Program is available to all employees who have reached the 90-hour classification. The program provides compensation based on the following:

1. A stipend will be paid during the 2023-2025 contract period for completion of courses that align with wellness goals set by the School Board. The wellness goals related to food service personnel are as follows:
 - a. Developing and implementing food service nutrition practices consistent with USDA dietary guidelines.
 - b. Improving food service health and safety.
 - c. Adopting food service meal planning practices designed to provide students with a variety of affordable, nutritious, and appealing foods that meet the health and safety needs of students.
 - d. Adopting meal planning practices designed to accommodate the religious, ethnic, and cultural diversity of the student body.
2. A course will consist of a minimum of two hours. Courses must receive prior approval of the food service director in order to qualify for the stipend program. Two one-hour sessions may be added together to meet the minimum course requirements.
3. Coursework must be completed outside of the regular contractual period.
4. Coursework applied to the "Food Service Stipend" may not be used for movement on the normal salary schedule.
5. Coursework applied to the "Food Service Stipend" must have the prior approval of the District Superintendent or the District Food Service Director.
6. "Food Service Stipend" payments will be based on the following schedule:
 - a. Four courses = \$200 stipend
 - b. Five courses = Additional \$50 stipend
 - c. Six courses = Additional \$50 stipend
 - d. Seven courses = Additional \$50 stipend
 - e. Eight courses = Additional \$50 stipend

7. Food service employees who fail to cancel training sessions after the deadline for cancellation will be responsible to reimburse the cost of registration for such training, provided that the district had paid the cost of registration. Exceptions to this rule will be for cancellation due to illness or emergencies on a case-by-case basis.



ADDENDUM

**Regular Board Meeting
Wednesday, November 19, 2025
SPCC-Governor's Room
5:00PM**

VII. ACTION ITEMS

3. AGENDA ITEM #3

Subject: Consider Approval of a Resolution Supporting the District's Application for a Grant from the Minnesota State High School League (MSHSL) Foundation

Action: Requires a Resolution

Background: The Minnesota State High School League Foundation awards grants to school districts to help in lowering the cost for students whose family income may be limited to participate in athletic and fine arts programs. The application has been submitted but will not be finalized until a formal resolution is adopted by the School Board.

Presentation: Activities Director, Shea Roehrkasse
Superintendent of Schools, Jon Graff

Options/Recommendation: I recommend you pass the resolution supporting the district's application to the MSHSL Foundation.

FORM A WORKSHEET

ASSISTING WITH FILLING OUT FORM A APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

This is for your assistance only and does not need to be submitted with the Application Form

STEP 1

List the number of free and reduced lunch students identified in the October 1, 2024 report submitted by your school to the Minnesota Department of Education. Enter these numbers on FORM A

Grade 9: 59
Grade 10: 59
Grade 11: 63
Grade 12: 102

TOTAL:

Enter these numbers on FORM A

STEP 2

Identify the **UNDUPLICATED** number of free or reduced lunch students who participated in your activities program during the 2024-2025 school year.

- Unduplicated: Only count each student participant one time.
- In calculating your unduplicated number, count each student once regardless of the number of activities in which the student might participate. **The total unduplicated count below must not be more than the total number in Step 1.**

*Example: Sally Smith: Fall-volleyball; Winter-dance; Spring-golf.
Sally counts as one student regardless of the number of activities in which she participates.*

*Bill Johnson: Winter-wrestling.
Bill counts as one student and only participated in one activity.*

TOTAL UNDUPLICATED COUNT
of free/reduced lunch students

Enter this number on FORM A

STEP 3: NOT LATER THAN NOVEMBER 10, 2025

Complete the online Form A application at mshslfoundation.org

Contact your school administrator and have the MSHSL Foundation Form A Resolution approved by the Governing Board of your school.

Once approved, the Governing Board Chair and Governing Board Clerk/Treasurer shall sign the Resolution.

Upload the PDF of the Resolution on the Form A application or email MSHSL Foundation Resolution to mshslfoundation@gmail.com.

FORM A

RESOLUTION OF GOVERNING BOARD SUPPORTING FORM A APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota’s high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of Saint Peter Public Schools recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of Saint Peter Public Schools supports the school’s application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

Date

Board Chair/Head of School

Date

Board Clerk – Treasurer/ Finance Director



ADDENDUM

Regular Board Meeting Wednesday, November 19, 2025 SPCC-Governor's Room 5:00 PM

VII. ACTION ITEMS

4. AGENDA ITEM #4

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

Action: Requires a Motion

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

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

The CACR report was shared with the district's CACR Advisory Committee on October 27th and with the Education Committee of the School Board on November 13th.

Tonight's report will include a summary of progress toward meeting the district's 2024-2025 goals and an overview of the 2025-2026 goals.

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

Options/Recommendation: I recommend your approval of the CACR report.

SAINT PETER PUBLIC SCHOOLS



Comprehensive Achievement and Civic Readiness

ANNUAL REPORT

2024-2025 School Year

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

About this report

The 2024-2025 Comprehensive Achievement and Civic Readiness (CACR) Report documents student achievement and the strategies and initiatives the district implemented to achieve that level of achievement.

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

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

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

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

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

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

1. School Readiness

Student Achievement Goal

86% of children who enter kindergarten in the fall of the 2024-2025 school year with word skills, number skills, fine motor, and social and emotional skills that are at or above level on the Kindergarten Entrance Checklist.

Outcome

Kindergarten Entrance Checklist

Please Note: The Fall 2024 Entrance Checklist is an updated checklist from previous years.

Number of Students in the Data Collection: 137

90% of all incoming kindergarten students in the 24-25 school year were at or above level in **SOCIAL EMOTIONAL SKILLS.**

91% of all incoming kindergarten students in the 24-25 school year were at or above level in **WORD SKILLS.**

91% of all incoming kindergarten students in the 24-25 school year were at or above level in **NUMBER SKILLS.**

92% of all incoming kindergarten students in the 24-25 school year were at or above level in **FINE MOTOR SKILLS.**

Strategies and Initiatives

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

2. Closing the Achievement Gap

Goal for 2024-2025:

The average proficiency rate of multilingual learners in MCA reading assessments will increase from 5.8% to 7.8% over the previous three years.

Outcome:

The average proficiency rate of multilingual learners in MCA reading assessment for the last three assessment years averaged 4.1% proficient for the 2023-2025 assessment period.

Goal not met.

Strategies and Initiatives

Interventions

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

Professional Learning Communities

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

District Equity Initiatives

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

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

English Learners vs. Non-English Learners (goal set in this area)

Special Education vs. Non-special Education

Free/Reduced Priced Lunch vs. Non-Free/Reduced Price Lunch

Migrant vs. Non-Migrant

Enrolled Oct. 1 vs. Not Enrolled Oct. 1

Contrasting Race

Contrasting Ethnicities

3. Career and College Readiness

Student Achievement Goal

The high school will implement a Diploma Plus program for all SPHS students. The number of students graduating with high school experience in at least one of the following areas will increase by 2% during the 2024-2025 school year.

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

Outcome:

- **1,787 college credits earned**
 - 1039 credits earned in 2023-2024
- **MN Transfer curriculum begins 2025-2026**
- **125 industry certifications earned**
 - 17 in 2023-2024
- **13 general education workplace-ready experiences**
 - 6 in 2023-2024

Strategies and Initiatives

- Curriculum & Instruction
 - PSEO (Post-Secondary Enrollment Options)
 - Concurrent Enrollment
 - Advanced Placement Courses
 - Academy opportunities
 - Additional CTE course offerings
- Programs
 - Career Navigator - 9th grade
 - Sophomore Career Expo
 - Junior/Senior meetings for Personal Learning Plans
 - FAFSA Information night
 - College and Career Readiness Day
 - Freshman Career Interest Inventories
 - Sophomore Pre-ACT
 - Junior ACT, ASVAB
 - Senior college/career plan finalization
 - PSAT for Sophomores & Juniors
 - Xello career and college curriculum weekly during Saint's Time
 - Construct Tomorrow
 - Tour of Manufacturing
 - Student Leadership Development (Co-Curricular Program, Student Council, National Honor Society, Captain's Council,)
 - Farm to School

- Scrubs Camp
- College Knowledge Month, including College Application Day, Senior Decision Day, College Rep visits
- College Prep Day at Twins Game
- Direct Admissions Program Participation
- Culinary workforce certification

Concurrent Enrollment

Courses offered 2024-2025:

Information Technology

- SCC Foundations of Computing

Health Care

- SCC Health Care Core Foundations
- SCC Medical Terminology

General Education

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

College credits earned 2023-2024: 1,787 credits

Industry Certifications

	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
American Welding Society	30	45	34	0	0
Pro-Start Culinary	0	0	0	0	117
Certified Nursing Assistants	7	12	16	13	14

Credit Requirements for Graduation

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

ACT Average Scores, 2020-2024

Testing Year	Number of Students Tested	English	Math	Reading	Science	SPHS Composite
2021	127	20.2	20.8	22.4	20.8	21.2
2022	170	20	20.6	22.7	21.3	21.3
2023	162	17.7	19	20.7	19.8	19.4
2024	119	18.5	19.6	20.9	20.3	19.9
2025	138	19.1	20.5	21.2	20.6	20.5

2022 College Going

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

	# of students earning HS diploma	# enrolled in any IHE within 16 months	% Enrolled within 16 months
Statewide	62,932	38,168	61%
SPHS	126	87	69%

2022 College Credit Accumulation

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

	# of students enrolling in a public IHE within 16 months	# of students earning 1 year of credit within 2 years of enrollment	% earning 1 year of credit within 2 years of enrollment
Statewide	22,210	12,715	57%
SPHS	46	29	63%

4. High School Graduation

Student Achievement Goal

Saint Peter High School will increase its graduation rate from 92.5% to 93%.

Outcome: Goal met at 94.3%

Strategies and Initiatives

PreK-12 Curriculum & Instruction

- Professional Learning Community Model

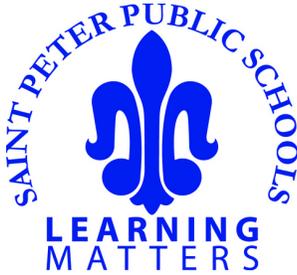
Credit Recovery Programs

School Counseling Program

- Student meetings
- Plan development and monitoring

Four-Year Graduation Rate

Year	State Grad Count	State Grad %	SPHS Grad Count	SPHS grad %
2020	56,684	83.8%	156	91.2%
2021	57,137	83.3%	162	91.5%
2022	58,586	83.6%	126	88.1%
2023	58,293	83.3%	149	92.5%
2024	59,720	84.2%	166	94.3%



Saint Peter Public Schools

WBWF/CACR Goals

2024-2025

Goal Area 1: All children are ready for school.

2024-2025 Goal: 86% of children who enter kindergarten in the fall of the 2024-2025 school year with word skills, number skills, fine motor, and social and emotional skills are at or above level on the Kindergarten Entrance Checklist. **Goal met at 91%.**

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

Please note: The 2025-2026 Goal is a 2% increase from the 24-25 goal. Currently a SSPS created Kindergarten Entrance Checklist used to collect this data. The Minnesota Department of Education (MDE) is planning to release the Minnesota Kindergarten Fall Assessment (MnKFA), a standardized kindergarten entrance assessment which may include a different set of data or indicators. This assessment is scheduled to begin in the fall of the 2027-2028 school year.

Goal Area 2: All racial and economic achievement gaps between students are closed.

2024-2025 Goal: The average proficiency rate of multilingual learners in MCA reading assessments will increase from 5.8% to 7.8% (a 2% increase) over the previous three years.

The average proficiency rate of multilingual learners in MCA reading assessment for the last three assessment years averaged 4.1% proficient for the 2023-2025 assessment period.
Goal not met.

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

Goal Area 3: All students are ready for career and college.

2024-2025 Goal: The high school will implement a Diploma Plus program for all SPHS graduates. The number of students graduating with high school experience in at least one of the following areas will increase by 2% during the 2024-2025 school year. (Full implementation for the graduating class of 2029)
Goal met at 15%.

2023-2024 2024-2025

- College credits earned during high school 1039 1787
- MN Transfer Curriculum certification
- Industry certification earned during high school 17 125
- Workplace-ready experience 6 13
- **2025-2026 Goal:** The high school will continue to implement a Diploma Plus program for all SPHS graduates. The number of students graduating with high school experience in at least one of the following areas will increase by 2% during the 2025-2026 school year.

2023-2024 2024-2025

- College credits earned during high school 1039 1787
- MN Transfer Curriculum certification
- Industry certification earned during high school 17 125
- Workplace-ready experience 6 13

Goal Area 4: All students graduate from high school.

2024-2025 Goal: Saint Peter High School will increase its graduation rate from 92.5% to 93%. **Goal met at 94.3%**

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

Goal Area 5: Prepare students to be lifelong learners.

2024-2025 Goal: The district will develop and implement plans to teach and assess the C3 Framework* in the social studies curriculum. **Goal met**

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

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

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

The recommended MN Social Studies standards implementation timeline is:

Summer 2024

- Convened a team that includes social studies educators and administrators

- Developed a plan to revise curriculum and provide curriculum development supports including timelines, budgets, professional learning system and evaluation.
- Considered high school scope and sequence, and which courses will be necessary for students to meet the benchmarks of all five strands.
- Planned for phase-in process

2024-2025

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

2025-2026

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

2026-2027

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



ADDENDUM

Regular Board Meeting Wednesday, November 19, 2025 SPCC-Governor's Room 5:00PM

VII. ACTION ITEMS

5. AGENDA ITEM #5

Subject: Consider Approval of School Calendars: 26-27 and 27-28

Action: Requires a Motion

Background: The authority to approve the school calendar rests with the school board. To enhance stakeholders ability to plan ahead, it has been SPPS practice to approve two school calendars at a time. The 2026-2027 and 2027-2028 school calendars are being presented for approval. Both calendars are unique in the fact that our Mend the Middle construction project requires a post Labor Day start. Labor Day, however, falls within the second week of September in both years causing the potential for a later than normal end of the school year.

Two drafts for each year are being presented. Draft 1 includes a longer winter break and a final school day in the second week of June. Draft 2 includes a shorter winter break and a final school day in the first week of June. Drafts are included in the board packet.

The calendars were presented and discussed at the October Study Session, October and November Education Committee Meetings, and November SPEA meet and confer meetings.

Presentation: Superintendent of Schools, Jon Graff

Options/Recommendation: I recommend that you adopt Draft 2 for both calendar years.

2026-2027 Saint Peter Public Schools

DRAFT 1

		August 2026							September 2026								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
26-27	New Teacher Workshop							1			1	2	3	4	5	1-3	Teacher Workshop
31	Teacher Workshop	2	3	4	5	6	7	8	6	7	8	9	10	11	12	7	Labor Day
		9	10	11	12	13	14	15	13	14	15	16	17	18	19	8	First Day of School SPHS
		16	17	18	19	20	21	22	20	21	22	23	24	25	26	10	First Day of School K-8 & Rock Bend
		23	24	25	26	27	28	29	27	28	29	30					
		30	31														
		October 2026							November 2026								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
2	No School-Staff Development					1	2	3	1	2	3	4	5	6	7	12	End of 1st Qtr/K-8: 43 days 9-12: 45 days
15-16	MEA Break	4	5	6	7	8	9	10	8	9	10	11	12	13	14	13	Teacher Workday-No School
30	Early Release	11	12	13	14	15	16	17	15	16	17	18	19	20	21	25	Early Release
		18	19	20	21	22	23	24	22	23	24	25	26	27	28	26-27	Thanksgiving Break
		25	26	27	28	29	30	31	29	30							
		December 2026							January 2027								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
21-31	Winter Break			1	2	3	4	5						1	2	1	Winter Break
		6	7	8	9	10	11	12	3	4	5	6	7	8	9	15	Early Release Day
		13	14	15	16	17	18	19	10	11	12	13	14	15	16	18	MLK DAY
		20	21	22	23	24	25	26	17	18	19	20	21	22	23	29	End of 2nd Qtr/K-8: 41 days 9-12: 42 days
		27	28	29	30	31			24	25	26	27	28	29	30		
									31								
		February 2027							March 2027								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
1	Teacher Workday-No School		1	2	3	4	5	6		1	2	3	4	5	6	10	No School
12	No School-Staff Development	7	8	9	10	11	12	13	7	8	9	10	11	12	13	24	Early Release Day
15	President's Day	14	15	16	17	18	19	20	14	15	16	17	18	19	20	25-26	No School
		21	22	23	24	25	26	27	21	22	23	24	25	26	27		
		28							28	29	30	31					
		April 2027							May 2027								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
9	End of 3rd Qtr/K-8: 43 days 9-12: 44 days					1	2	3							1	14	Early Release Day
12	Teacher Workday-No School	4	5	6	7	8	9	10	2	3	4	5	6	7	8	24	Memorial Day
23	Early Release	11	12	13	14	15	16	17	9	10	11	12	13	14	15		
		18	19	20	21	22	23	24	16	17	18	19	20	21	22		
		25	26	27	28	29	30		23	24	25	26	27	28	29		
									30	31							
		June 2027															
		S	M	T	W	Th	F	S									
10	End of 4th Qtr/K-8: 42 days 9-12: 44 days			1	2	3	4	5									
11	Teacher Workday/Graduation	6	7	8	9	10	11	12									
		13	14	15	16	17	18	19									
		20	21	22	23	24	25	26									
		27	28	29	30												



SOUTH: 934-2754
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THE SCHOOL BOARD RESERVES THE RIGHT TO CHANGE OR MODIFY THE CALENDAR. DRAFT = modified: 9.29.25

2026-2027 Saint Peter Public Schools

DRAFT 2

		August 2026							September 2026								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
26-27	New Teacher Workshop							1			1	2	3	4	5	1-3	Teacher Workshop
31	Teacher Workshop	2	3	4	5	6	7	8	6	7	8	9	10	11	12	7	Labor Day
		9	10	11	12	13	14	15	13	14	15	16	17	18	19	8	First Day of School SPHS
		16	17	18	19	20	21	22	20	21	22	23	24	25	26	10	First Day of School K-8 & Rock Bend
		23	24	25	26	27	28	29	27	28	29	30					
		30	31														
		October 2026							November 2026								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
2	No School-Staff Development					1	2	3	1	2	3	4	5	6	7	10	End of 1st Qtr/K-8: 41 days 9-12: 43 days
15-16	MEA Break	4	5	6	7	8	9	10	8	9	10	11	12	13	14	11	Teacher Workday-No School
30	Early Release	11	12	13	14	15	16	17	15	16	17	18	19	20	21	25	Early Release
		18	19	20	21	22	23	24	22	23	24	25	26	27	28	26-27	Thanksgiving Break
		25	26	27	28	29	30	31	29	30							
		December 2026							January 2027								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
24-31	Winter Break			1	2	3	4	5						1	2	1	Winter Break
		6	7	8	9	10	11	12	3	4	5	6	7	8	9	15	Early Release Day
		13	14	15	16	17	18	19	10	11	12	13	14	15	16	18	MLK DAY
		20	21	22	23	24	25	26	17	18	19	20	21	22	23	25	End of 2nd Qtr/K-8: 42 days 9-12: 43 days
		27	28	29	30	31			24	25	26	27	28	29	30	26	Teacher Workday-No School
									31								
		February 2027							March 2027								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
12	No School-Staff Development		1	2	3	4	5	6		1	2	3	4	5	6	10	No School
		7	8	9	10	11	12	13	7	8	9	10	11	12	13	25	Early Release Day
		14	15	16	17	18	19	20	14	15	16	17	18	19	20	26	No School
		21	22	23	24	25	26	27	21	22	23	24	25	26	27		
		28							28	29	30	31					
		April 2027							May 2027								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
1	End of 3rd Qtr/K-8: 43 days 9-12: 44 days					1	2	3							1		
2	Teacher Workday-No School	4	5	6	7	8	9	10	2	3	4	5	6	7	8		
16	Early Release	11	12	13	14	15	16	17	9	10	11	12	13	14	15	14	Early Release Day
		18	19	20	21	22	23	24	16	17	18	19	20	21	22		
		25	26	27	28	29	30		23	24	25	26	27	28	29	24	Memorial Day
									30	31							
		June 2027															
		S	M	T	W	Th	F	S									
3	End of 4th Qtr/K-8: 43 days 9-12: 43 days			1	2	3	4	5									
4	Teacher Workday/Graduation	6	7	8	9	10	11	12									
		13	14	15	16	17	18	19									
		20	21	22	23	24	25	26									
		27	28	29	30												



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DRAFT = modified: 9.29.25

THE SCHOOL BOARD RESERVES THE RIGHT TO CHANGE OR MODIFY THE CALENDAR.

2027-2028 Saint Peter Public Schools

DRAFT 1

August 2027		September 2027											
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30		
29	30	31											

October 2027		November 2027											
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2	1	2	3	4	5	6	
							7	8	9	10	11	12	13
							14	15	16	17	18	19	20
							21	22	23	24	25	26	27
							28	29	30				

December 2027		January 2028											
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4							1
							2	3	4	5	6	7	8
							9	10	11	12	13	14	15
							16	17	18	19	20	21	22
							23	24	25	26	27	28	29
							30	31					

February 2028		March 2028											
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5				1	2	3	4
							5	6	7	8	9	10	11
							12	13	14	15	16	17	18
							19	20	21	22	23	24	25
							26	27	28	29	30	31	

April 2028		May 2028											
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1		1	2	3	4	5	6
							7	8	9	10	11	12	13
							14	15	16	17	18	19	20
							21	22	23	24	25	26	27
							28	29	30	31			

June 2028						
S	M	T	W	Th	F	S
				1	2	3



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2027-2028 Saint Peter Public Schools

DRAFT 2

		August 2027							September 2027								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	1-2	Teacher Workshop
		1	2	3	4	5	6	7				1	2	3	4	6	Labor Day
		8	9	10	11	12	13	14	5	6	7	8	9	10	11	7	First Day of School SPS
		15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	First Day of School K-8 & Rock Bend
25-26	New Teacher Workshop	22	23	24	25	26	27	28	19	20	21	22	23	24	25		
30-31	Teacher Workshop	29	30	31					26	27	28	29	30				
		October 2027							November 2027								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	11	End of 1st Qtr/K-8: 43 days 9-12: 45 days
							1	2		1	2	3	4	5	6	12	No School Teacher Workday
		3	4	5	6	7	8	9	7	8	9	10	11	12	13		
14-15	MEA Break	10	11	12	13	14	15	16	14	15	16	17	18	19	20	24	Early Release
		17	18	19	20	21	22	23	21	22	23	24	25	26	27	25-26	Thanksgiving Break
29	Early Release	24	25	26	27	28	29	30	28	29	30						
		31															
		December 2027							January 2028								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	14	Early Release Day
					1	2	3	4							1	17	MLK DAY
		5	6	7	8	9	10	11	2	3	4	5	6	7	8	25	End of 2nd Qtr/K-8: 41 days 9-12: 42 days
		12	13	14	15	16	17	18	9	10	11	12	13	14	15	26	Teacher Workday-No School
23-31	Winter Break	19	20	21	22	23	24	25	16	17	18	19	20	21	22		
		26	27	28	29	30	31		23	24	25	26	27	28	29		
									30	31							
		February 2028							March 2028								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	3	Early Release Day
				1	2	3	4	5				1	2	3	4	16-17	No School
		6	7	8	9	10	11	12	5	6	7	8	9	10	11	30	End of 3rd Qtr/K-8: 42 days 9-12: 43 days
		13	14	15	16	17	18	19	12	13	14	15	16	17	18	31	Teacher Workday-No School
		20	21	22	23	24	25	26	19	20	21	22	23	24	25		
		27	28	29					26	27	28	29	30	31			
11	No School-Staff Development																
		April 2028							May 2028								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	12	Early Release Day
								1		1	2	3	4	5	6	22	Memorial Day
		2	3	4	5	6	7	8	7	8	9	10	11	12	13		
		9	10	11	12	13	14	15	14	15	16	17	18	19	20		
14	Early Release	16	17	18	19	20	21	22	21	22	23	24	25	26	27		
		23	24	25	26	27	28	29	28	29	30	31					
		30															
		June 2028															
		S	M	T	W	Th	F	S									
						1	2	3									
		4	5	6	7	8	9	10									
		11	12	13	14	15	16	17									
		18	19	20	21	22	23	24									
		25	26	27	28	29	30										
1	End of 4th Qtr/K-8: 43 days 9-12: 43 days																
2	Teacher Workday/Graduation																



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www.stpeterschools.org

modified: 09.10.24



ADDENDUM

**Regular Board Meeting
Wednesday, November 19, 2025
SPCC-Governor's Room
5:00 PM**

VII. ACTION ITEMS

6. AGENDA ITEM #6

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

Action: Requires a Motion

Background: The following policies were reviewed by the Policy Committee as a part of the district's regular review cycle. Because they have minor or no changes recommended, the committee is recommending their approval with a single reading.

Policy 517: Student Recruiting

- No changes recommended

Policy 518: DNR-DNI Orders

- No changes recommended

Policy 519: Interviews of Students by Outside Agencies

- Minor legislative changes recommended

Policy 520: Student Surveys

- No changes recommended

Policy 526: Hazing Prohibition

- No changes recommended

Policy 528: Student Parental, Family, and Marital Status Nondiscrimination

- No changes recommended

Policy 529: Staff Notification of Violent Behaviors by Students

- No changes recommended

Policy 531: The Pledge of Allegiance

- No changes recommended

Presentation: Superintendent of Schools, Jon Graff
Policy Committee

Options/Recommendation: I recommend your approval of Policies 517, 518, 519, 520, 526, 528, 529, and 531 in a single reading.

517 STUDENT RECRUITING

I. PURPOSE

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to encourage employees to make available to all interested people information regarding the school district, its schools, programs, policies, and procedures. The purpose of such activity is to assist in the process of fully informed decision making regarding school enrollment and to enhance the visibility and image of the school district.
- B. At the same time, the school district recognizes that the scope of such activity is limited by statutory authority and bylaws of the Minnesota State High School League. Accordingly, it shall be a violation of this policy for employees to exert undue influence for purposes of securing or retaining the attendance of a student in a school or to compete with another school district for the enrollment of students.
- C. Employees are further prohibited from encouraging others to engage in such conduct on behalf of the school district.

III. DEFINITION

- A. The terms "undue influence" or "competing for enrollment" shall include initiating any oral or written contact with a student from another school district who participates in a school-sponsored sport or activity which solicits the student's transfer to participate in a sport or activity.
- B. The terms shall also include the awarding of tuition, allowance for board and/or room, allowance for transportation, priority in assignments of jobs, cash or gifts in any form, or any other privilege or consideration if not similarly available to all students.

IV. PROCEDURES

- A. The school board shall adopt, by resolution, specific standards for acceptance and rejection of applications for open enrollment. Standards may include the capacity of a program, class, school building, or the statutory limits to nonresident enrollment in a particular grade level, or whether the student is currently expelled for (1) possessing a dangerous weapon, as defined under federal law, at a school or school function; (2) possession or using an illegal drug at school or at a school function; (3) selling or soliciting the sale of a controlled substance while at school or a school function; or committing a first, second or third degree assault as described in state law. Standards for acceptance and rejection of open-enrollment applications are subject to the Graduation Incentives Program and may not include previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in the English language, previous disciplinary proceedings, or the student's district of residence.
- B. Employees who violate the provisions of the policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, school district policies, and the bylaws of the Minnesota High School League, as

applicable.

Legal References: Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minnesota State High School League Bylaws

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)

518 DNR-DNI ORDERS

I. PURPOSE

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations.

II. GENERAL STATEMENT OF POLICY

- A. The primary mission of the school district is education. DNR-DNI orders are medical documents. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel.
- B. School district staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.
- C. School district staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.
- D. The parent/guardian will be notified of the emergency as soon as possible.
- E. Notwithstanding this school district policy, IEP and Section 504 teams must develop individualized medical emergency care plans for students when appropriate in accordance with state and federal law.
- F. Parents/guardians who request that emergency care be withheld for their child or who present DNR-DNI orders, shall be advised of and shall be given a copy of this policy.

Legal References: 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C. §§ 12101-12213 (Americans with Disabilities Act)

Cross References: None

519 INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

I. PURPOSE

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

II. GENERAL STATEMENT OF POLICY

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT

- A. In the case of an investigation pursuant to the Reporting of Maltreatment of Minors Act, Minnesota Statutes, chapter 260E, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours or at any facility or other place where the alleged victim or other children might be found or the child may be transported to, and the interview may be conducted at a place appropriate for the interview of a child designated by the local welfare agency or law enforcement agency. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. When it is possible and the report alleges substantial child endangerment or sexual abuse, the interview may take place outside the presence of the alleged offender and may take place prior to any interviews of the alleged offender.

[NOTE: This added language is in Minnesota Statutes, section 260E.22, subdivision 2.]

- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minnesota Statutes, chapter 260E may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.
- C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property ~~prior to~~before the

interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school district property. ~~Where-For anthe~~ interviews ~~are~~ conducted by the local welfare agency, the notification ~~must shall~~ be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district officials may not disclose to the parent, legal custodian or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.

- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than twenty-four (24) hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

520 STUDENT SURVEYS

I. PURPOSE

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

II. GENERAL STATEMENT OF POLICY

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 [United States Code section U.S.C. §-1232h](#).

III. STUDENT SURVEYS IN GENERAL

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. No requirement that the student return the survey shall exist, and no record of the student's returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality, and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or has the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.
- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with [Minnesota Statutes chapter Minn. Stat. Ch. 13](#) (Minnesota Government Data Practices Act), 20 [United States Code section U.S.C. §-1232g](#) (Family Educational Rights and Privacy Act) and 34 [Code of Federal Regulations C.F.R. Part 99](#).
- E. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.

- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or, in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
1. political affiliations or beliefs of the student or the student's parent;
 2. mental and psychological problems of the student or the student's family;
 3. sex behavior or attitudes;
 4. illegal, antisocial, self-incriminating, or demeaning behavior;
 5. critical appraisals of other individuals with whom respondents have close family relationships;
 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. religious practices, affiliations, or beliefs of the student or the student's parent; or
 8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.
1. The following policies are to be adopted in consultation with parents:
 - a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.

"Parent" means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.
 - b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.
 - c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

"Instructional material" means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital

formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 [United States Code section U.S.C. § 1400](#), *et seq.*).

e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.

(1) "Personal information" means individually identifiable information including a student or parent's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.

(2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:

(a) college or other post-secondary education recruitment or military;

(b) book clubs, magazines, and programs providing access to low cost literary products;

(c) curriculum and instructional materials used by elementary and secondary schools;

(d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;

(e) the sale by students of products or services to raise funds for school-related or education-related activities; and

(f) student recognition programs.

(3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.

2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide

for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.

- a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.
- b. The notice will provide parents with an opportunity to opt out of participation in the following activities:
 - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
 - (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.
 - (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
- c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.
- d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

V. NOTICE

- A. The school district must give parents and students notice of this policy at the beginning of each school year and after making substantive changes to this policy.
- B. The school district must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district must give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication.
- C. The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.065 (District Surveys to Collect Student Information; Parent

Notice and Opportunity for Opting Out)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. § 1232h (Protection of Pupil Rights)
34 C.F.R. § 99 (Family Educational Rights and Privacy Act Regulations)
Gonzaga University v. Doe, 536 U.S. 273, ~~122 S.Ct. 2268, 153 L.Ed. 2d 309~~
(2002)
C.N. v. Ridgewood Bd. of Educ., 430 F.3d. 159 (3rd Cir. 2005)
Fields v. Palmdale School Dist., 427 F.3d. 1197 (9th Cir. 2005)

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (~~Student Sex Nondiscrimination~~[Title IX Sex Nondiscrimination, Grievance Procedure and Process](#))

526 HAZING PROHIBITION

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or a charter school.
- F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial

responses.

- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to,

warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

VII. DISSEMINATION OF POLICY

[Note: Proper reference should be made to the appropriate handbooks in each school district.]

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

528 STUDENT PARENTAL, FAMILY, AND MARITAL STATUS NONDISCRIMINATION

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.
- B. The school district will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students' pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.
- C. The school district may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.
- D. The school district will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.
- E. It is the responsibility of every school district employee to comply with this policy.
- F. The school board has designated Ytve Prafke, Special Programs Coordinator, 100 Lincoln Dr. #229, 507-934-5703 as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- G. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.
- H. Any reports of unlawful discrimination under this policy will be handled, investigated and acted upon in the manner specified in Policy 522 -Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process. -~~Student Sex Nondiscrimination.~~

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)

34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References:

Policy 102 (Equal Educational Opportunity)

Policy 413 (Harassment and Violence)

Policy 522 ([Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process](#)~~Student Sex Nondiscrimination~~)

529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

~~*[Note: School districts are not required to adopt a policy regarding staff notification of violent behavior by students. State law does, however, require school districts to provide classroom teachers with notice of the placement of students with a history of violent behavior in their classrooms. Thus, school districts may decide the manner in which they provide such notice. In 2003, the Minnesota Legislature required a committee, including a representative from the Minnesota School Boards Association (MSBA), to develop a model policy for schools to notify staff about violent behavior by students. That model policy is available on the Minnesota Department of Administration's website. MSBA has modified the committee-developed policy for consistency with its other model policies and to reflect management perspectives. MSBA recommends this policy.]*~~

I. PURPOSE

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

II. GENERAL STATEMENT OF POLICY

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such student.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them.

- A. Administration
"Administration" means the superintendent, building principal, or other designee.
- B. Classroom Teacher
"Classroom teacher" means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.
- C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

D. Incident(s) of Violence

"Incident(s) of violence" means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. Legitimate Educational Interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or the employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

F. School Staff Member

"School staff member" includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and
4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

[Note: School districts may wish to reference other school staff members such as paraprofessionals, bus drivers, occupational therapists, or police liaison officers in the definition of a "school staff member." However, the definition of a "school staff member" in this policy should be identical to the school district's definition of a "school official" in Policy 515, Protection and Privacy of Pupil Records.]

IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR

A. Reports of Violent Behavior

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

B. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher's classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

V. MAINTENANCE AND TRANSFER OF RECORDS

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

VI. PARENTAL NOTICE

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

VII. TRAINING NEEDS

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.22, Subd. 7 ([Compulsory Instruction](#))~~School Attendance–
Education Records~~)
Minn. Stat. § 121A.45 (Grounds for Dismissal)
Minn. Stat. § 121A.64 (Notification; [Teachers' Legitimate Educational Interest
of Students with Violent Behavior](#))
Minn. Stat. § 121A.75 ([Receipt of Records; Sharing](#))~~Law Enforcement Notice to
Schools~~)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)
Minn. Laws 2003, 1st Sp., Ch. 9, Art. 2, § 53

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Adopted: May 2021

Revised:

Policy 531
Orig. 2003
Rev. 2003

Reviewed: November 2025

531 THE PLEDGE OF ALLEGIANCE

I. PURPOSE

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

II. GENERAL STATEMENT OF POLICY

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

III. EXCEPTIONS

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

IV. INSTRUCTION

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

Legal References: Minn. Stat. § 121A.11, Subd. 3 (Pledge of Allegiance)
Minn. Stat. § 121A.11, Subd. 4 (Instruction)

Cross References:



ADDENDUM

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Wednesday, November 19, 2025
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VIII. INFORMATION ITEMS

1. AGENDA ITEM #1

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 527: Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches.

- In comparison to MSBA's model policy, SPPS's Policy 527 includes additional language authorizing student use of vehicles during the day to attend off site classes, PSEO classes, and with parental permission. The committee recommends adding language to reflect current language that allows students to access their vehicles with parent permission during "Junior and Senior Privilege."
- A minor update to the legal reference section to reflect Minn. Stat. 123B.38 is also recommended in order to match MSBS's model policy.

Presentation: Superintendent of Schools, Jon Graff
Policy Review Committee

527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES

I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety, and welfare of students and school personnel. This policy applies to all students in the school district.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent, or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm, or destruction of evidence), and the age of the student.
- D. "School district location" means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include 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.

IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus[es] during the school day only if there is a school related purpose such as an off site class, PSEO course;

have been given permission by a parent/guardian as part of Junior or Senior Privilege; they have been excused by a parent/guardian; or an emergency and permission has been granted to the student by a school official to use a motor vehicle. Students are permitted to use motor vehicles in school district locations outside of the school day only on the high school campus.~~[es].~~

~~***[Note: This portion of the policy may need to be modified depending upon the designation of the high school campus as open or closed. For example, the school district may choose to adopt language for an open campus in the second sentence such as "Students may use motor vehicles on the high school campus[es] during the school day only during the student's designated lunch period or if there is an emergency and permission has been granted to the student by (designed school official) to use a motor vehicle during the school day."***~~

V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in ~~[other designated areas, e.g., parking lots designated for use only by staff or by the general public].~~
- B. When there are unauthorized vehicles parked on school district property, school officials may:
 - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property.

VI. PATROLS, INSPECTIONS, AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

A. Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

B. Search of Interior of Student Motor Vehicle

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches, and/or Seizures

A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches, and/or seizures as provided by this policy.

D. Seizure of Contraband

If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

E. Dissemination of Policy

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

VII. DIRECTIVES AND GUIDELINES

The superintendent is granted authority to develop and present for school board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations.

VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, §10
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)
[Minn. Stat. § 123B.38 \(Hearing\)](#)
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)

Cross References: Policy 417 (Chemical Use and Abuse)
Policy 418 (Drug-Free Workplace/Drug-Free School)
Policy 501 (School Weapons Policy)
Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
Policy 506 (Student Discipline)
Policy 712 (Video Surveillance Other Than on Buses)



ADDENDUM

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VIII. INFORMATION ITEMS

2. AGENDA ITEM 2

Subject: Community and Family Education Report and Update

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

Presentation: Community Education Director, Tami Skinner



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

During the 2024-25 school year, Community and Family Education helped strengthen the community and schools in these areas...

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

Our programs serve individuals from infants to adults and are held at South Elementary, North Elementary, Middle School, High School, and the Community Center.



Connecting families to school and community resources.

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

Helping prepare children for kindergarten

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



Supporting working families

The Saints Overtime program provides parents and caregivers with safe, high-quality after-school childcare at South and North Elementary, as well as summer care at North Elementary. During the 2024-25 school year, 165 children in grades K-5 participated in these programs.



Expanding learning beyond the classroom

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



Building a qualified workforce

Adult Basic Education (ABE) provides adults with essential academic and workforce skills that open doors to new opportunities. Participants work toward earning a high school diploma or General Education Diploma (GED), improving literacy and math proficiency, and learning English. ABE also supports adults in preparing for post-secondary education and advancing their careers. Through these efforts, the program helps strengthen the local workforce and promotes lifelong learning within the community. During the 2024-25



school year, we served students from the following countries: Mexico, Somalia, Guatemala, Honduras, Ukraine, Ethiopia, El Salvador, Djibouti, Kenya, and Nicaragua.

Improving the quality of life

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



Creating a sense of community and belonging

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





ADDENDUM

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VIII. INFORMATION ITEMS

3. AGENDA ITEM 3

Subject: Activities Director Update

Background: Shea Roehrkasse, Activities Director, will be providing an update to the School Board. This is a new report and will be presented near the end of each activity season (Fall, Winter and Spring).

Presentation: Activities Director



ADDENDUM

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VIII. INFORMATION ITEMS

4. AGENDA ITEM 4

Subject: Update on the plan to utilize Madison National as the district's Paid Leave Administrator

Background: Minnesota Paid Leave (MPL) goes into effect on January 1, 2026. MPL provides payments and job protections to people who need time away from work for their own health or to care for a family member. In administering MPL, employers can opt to utilize the State of Minnesota or a private equivalent plan provider. Megan Gracia will give the board an update on the district's plan to utilize Madison National as a private equivalent plan provider.

Presentation: Superintendent of Schools, Jon Graff
Business Manger, Megan Gracia
Business Committee