



SAINT PETER SCHOOL BOARD
Regular Board Meeting
Wednesday, January 21, 2026
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
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2. Student Council Report -	
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2. Kate Martens - Directors' Award	
3. Rita Rassbach - Leadership Development Certificate	
X. Reports	
1. Building Principals	
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

XI. Upcoming Meetings of the School Board

HR/Negotiations Committee Meeting —

Teacher Negotiations

Monday, January 26, 2026

4:30 PM

SPMS Conference Room

School Board Study Session

Wednesday, February 4, 2026

5:00 PM

SPMS Media Center

Business Committee Meeting

Wednesday, February 11, 2026

10:00 AM

District Office

Policy Review Committee Meeting

Wednesday, February 11, 2026

4:00 PM

District Office

Education Committee Meeting

Thursday, February 12, 2026

4:00 PM

District Office

Regular School Board Meeting

Wednesday, February 18, 2026

5:00 PM

SPCC - Governor's Room

XII. Adjournment



ADDENDUM

Regular Board Meeting Wednesday, January 21, 2026 SPCC-Governor's Room 5:00PM

V. CONSENT AGENDA

1. Approval of the Regular Board Meeting minutes of December 17, 2025.
2. Approval of the Organizational Board Meeting minutes of January 5, 2026.
3. Approval of Bills and Wire Transfers (\$3,819,349.40) for December 2025.
4. Personnel Updates
 - a. Please see the attached document



Regular School Board Meeting Minutes Saint Peter Public Schools

A Regular Meeting of the School Board of Saint Peter Public Schools was held Wednesday, December 17, 2025, in the Saint Peter Community Center - Governor's Room. Board Chair Potts called the meeting to order at 6:03 PM. **Members Present:** Rita Rassbach, Ken Rossow, Charlie Potts, Bill Kautt, Drew Dixon and Kate Martens. **Members Absent:** Tracy Stuewe 4

Others Present: Jon Graff, Ytive Prafke, Jana Sykora, Jessi Buttell, Megan Gracia, Seth Putz, Kimberley Deming and members of the public.

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

Business Manager Megan Gracia provided information on the proposed tax levy for 2026. The presentation included levy history and spreadsheets showing various levy and budget related information for the School Board's consideration.

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

1. Approval of the Regular Board Meeting minutes of November 19, 2025.
2. Approval of the School Board Study Session minutes of December 3, 2025.
3. Approval of Bills and Wire Transfers (\$3,564,370.78) for November 2025.
4. Personnel
 - a. The acceptance of the retirement of Cheryl Weisgerber.
 - b. The acceptance of the retirement of Shannon Burg-O'Keefe.
 - c. The acceptance of the resignation of Signe Jeremiason.
 - d. The acceptance of the resignation of Nora Fredrick.
 - e. The acceptance of the resignation of Aidan Sindelir.
 - f. The acceptance of the resignation of Korrina Haack.
 - g. The acceptance of the resignation of Eric Thiese.
 - h. The acceptance of the resignation of Desirae Rokosz.
 - i. The acceptance of the termination of Ashley Pope.
 - j. The acceptance of the transfer of Jonathan Smith.

- k. The acceptance of the transfer of Micah Gilbertson.
- l. The acceptance of the transfer of Evan Ryan.
- m. The acceptance of the transfer of Jessica Vogt.
- n. The acceptance of the transfer of Nikki McClintock.
- o. The acceptance of the transfer of Alena Webster.
- p. The approval of the hiring of Will Fischenich.
- q. The approval of the hiring of Liliana Prunty.
- r. The approval of the hiring of Abigail Flowers.
- s. The approval of the hiring of Timothy Culuris.
- t. The approval of the hiring of Vivian Hendrickson.
- u. The approval of the hiring of Mia Trifeillette-Simons.
- v. The approval of the hiring of Sarah Sullivan.
- w. The approval of the hiring of Eric Thiese.
- x. The approval of the hiring of Jennifer Steele.
- y. The approval of the change in rate of pay for Micah Gilbertson.
- z. The approval of the FMLA leave request for Jordyn Jarr.
- aa. The approval of the extension of Jacqueline Molitor's long-term substitute assignment.
- bb. The approval of overload pay for Andy Vander Linden.
- cc. The approval of the South Elementary Quarterly Overload Assignments for First Quarter.
- dd. The approval of the North Elementary Quarterly Overload Assignments for First Quarter.
- ee. The approval of the hiring of coaches and event/activity workers.

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Student Spotlight

Saint Peter Middle School eighth grader, Jaxon Throldahl, was the Student Spotlight. Jaxon exemplifies Saints Pride by consistently demonstrating preparedness, respect, integrity, determination and empathy. Jaxon has an energy that brightens the middle school every day and he shows kindness to all those around him. Jaxon's favorite subject in school is science and in his spare time he enjoys playing hockey.

Action Items

In September, the School Board approved a preliminary levy for taxes payable in 2026. An opportunity for citizen input was held during the Truth In Taxation Presentation at the beginning of this meeting. A motion was made by Kautt, seconded by Rassbach to approve the resolution for a levy in the amount of \$9,967,685.97, a 0.66% increase from the 2025 amount. After a roll call vote, the resolution passed. Rassbach, Rossow, Potts, Kautt, Dixon and Martens - 6 yes/1 absent (Stuewe).

Tom Olinger, a representative from Abdo, presented a report updating the School Board on the school district's fund balances as of June 30, 2025. A motion was made by Kautt, seconded by Rossow to accept the 2024-2025 audit results. The motion carried unanimously.

A motion was made by Martens, seconded by Rassbach to approve Policy 527 with a second reading. Policy 527, Student Use and Parking of Motor Vehicles; Patrols,

Inspections, and Searches includes updates to language, as well as a legal update to match MSBA's model policy. The motion carried unanimously.

A motion was made by Rassbach, seconded by Martens, to approve Policies 706, 710, 711, 712 and 721 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.

A motion was made by Kautt, seconded by Martens to Consider a Resolution Accepting a grant from Prairie Lakes Regional Arts Council, a donation from Paul and Gayla Rodning, donations towards North Elementary playground projects, and a donation from the Good Neighbor Diversity Council. After a roll call vote, the resolution passed. Rassbach, Rossow, Stuewe, Potts, Kautt, Dixon and Martens - 6 yes/1 absent (Stuewe).

Kautt made a motion, seconded by Rassbach to approve the contract for the new Community and Family Education Graphic Designer position that was created due to a planned retirement and reconfiguration of the Community and Family Education Program Assistant position. The motion carried unanimously.

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A motion was made by Kautt, seconded by Rassbach to approve setting the Meal Reimbursement Rates for 2026 to the rates provided by the US General Services Administration, which remain unchanged from 2025, as well as allow the district authority to set the Mileage Reimbursement Rates for 2026 to the IRS rate once the information becomes available. The motion carried unanimously.

Information Items

Seth Putz, Operations and Maintenance Supervisor, provided the School Board with an update regarding projects taking place within the district. The board was informed that Mend the Middle projects will be worked on over winter break and Seth also stated that the recent fire marshall inspection went well. Official results of the inspection will be forthcoming.

Reports

Updates were provided by the following Building Principals:

Early Childhood

- There was a fantastic turnout for conferences in November
- Classrooms are focusing on winter themes

South Elementary

- 125 individuals attended the recent South Movie Night
- Winter Solstice was celebrated on December 19th
- ELA curriculum review will continue to take place in 2026

Saint Peter Middle School

- Two new staff members will be joining the Middle School Office
- A Winter Assembly was held on December 19th

Oshawa Learning Academy

- OLA has a full teaching staff
- A new secretary will be joining OLA in the new year
- Key fob readers have been installed by the tech department

Superintendent of Schools - Superintendent Graff spoke about the importance of focusing on next year's budget, provided a reminder that there will be no school December 22, 2025 - January 2, 2026, and informed the board that a Saint Peter Police Department and Emergency Response Team training will be taking place at the Middle School on December 29, 2025.

Around the Table Updates - Board member Rassbach said she's impressed with all the activities happening in the district. Member Kautt gave an update on his resolution that was taken to the Delegate Assembly and he thanked Cheryl Weisgerber for her years of service to the district. Martens thanked those that helped put on the Unity is Joy Day, congratulated Cheryl for her years of service and spoke about the tipi painting that recently took place with the NAPAC group.

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 are in process.
- e. *Ad Hoc Legislative Committee* - nothing additional noted
- f. *Shared Programs Committee* - nothing additional noted

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Upcoming Meetings of the School Board

- School Board Organizational Meeting - Monday, January 5, 2026 at 5:00 PM in the SPCC Governor's Room
- HR/Negotiations Committee Meeting - Wednesday, January 7, 2026 at 5:00 PM in the SPMS Conference Room
- Education Committee Meeting - Thursday, January 8, 2026 at 1:00 PM in the DO
- HR/Negotiations Committee Meeting - Thursday, January 8, 2026 at 4:30 PM in the SPMS Conference Room
- HR/Negotiations Committee Meeting - Monday, January 12, 2026 at 4:30 PM in the SPMS Conference Room
- Policy Review Committee Meeting - Tuesday, January 13, 2026 at 9:00 AM in the DO
- Business Committee Meeting - Wednesday, January 14, 2026 at 10:00 AM in the DO
- Regular School Board Meeting - Wednesday, January 21, 2026 at 5:00 PM in the SPCC - Governor's Room

Adjournment - A motion was made by Martens, seconded by Rassbach, to adjourn the meeting at 6:28 PM. The motion carried unanimously.

Dated Approved: January 21, 2026

Kate Martens, Board Clerk



Regular School Board Meeting Minutes Saint Peter Public Schools

An Organizational Meeting of the School Board of Saint Peter Public Schools was held Monday, January 5, 2026, in the Saint Peter Community Center - Governor's Room. Board Chair Potts called the meeting to order at 5:00 PM. **Members Present:** Ken Rossow, Tracy Stuewe, Charlie Potts, Bill Kautt and Kate Martens. **Absent:** Rita Rassbach and Drew 8 Dixon

Others Present: Jon Graff and Kimberley Deming

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

Oath of Office - Board member Kautt led re-elected School Board Members Potts and Martens in the acceptance of the Oath of Office.

Election of Officers

- Chairperson - Charlie Potts, Acclamation - Martens/Kautt, Potts accepts
- Vice Chairperson - Drew Dixon, Acclamation - Martens/Kautt, Dixon was absent
- Clerk - Kate Martens, Acclamation - Rossow/Kautt, Martens accepts
- Treasurer - Ken Rossow, Acclamation - Kautt/Martens, Rossow accepts

Designate Depositories - (Kautt/Stuewe, Rossow abstained)

- First National Bank of Saint Peter
- Pioneer Bank of Saint Peter
- HomeTown Bank of Saint Peter
- U.S. Bank of Saint Paul
- Wells Fargo
- South Point Financial Credit Union
- MSDLAF (MSBA Investment Program)

Designate Official Newspaper - (Stuewe/Martnes, unanimous)
Currently, Saint Peter Herald

Designate Auditor for School District Audit - (Rossow/Kautt, unanimous)
Currently, Abdo Firm

Designate Business Manager, or Her Designee, to Continue to Make Wire Transfers for the School District - (Kautt/Stuewe, unanimous)

Designate Superintendent to Approve Non-Resident Student Agreements - (Martens/Rossow, unanimous)

Set Board Salaries - (Kautt/Stuewe, unanimous)

Proposed:

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

Identify Primary Legal Counsel - (Martens/Rossow, unanimous)

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

Set Day, Time, and Place of Regular Board Meetings and Study Sessions - (Stuewe/Martens, unanimous)

The recommendation was to (1) set regular meetings for the third Wednesday of the month at 5:00 p.m. in the Governor's Room/Community Center and (2) set study sessions for the first Wednesday of the month at 5:00 p.m. in the Middle School Media Center.

Discuss Appointments to School Board Committees - No approval was needed as this was a discussion item. Minor adjustments may be made to School Board Committees based on the recommendation of Chairperson Potts. This item will be re-presented at the January 21st Regular School Board Meeting if any changes are made.

Adjournment - A motion was made by Stuewe, seconded by Rossow, to adjourn the meeting at 5:32 PM. The motion carried unanimously.

Dated Approved: January 21, 2026

Kate Martens, Board Clerk



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

Date: January 7, 2026

To: Dr. Jon Graff - Superintendent

From: Bee Ong - Finance Accountant

Monthly Business Office bills & Payroll Amounts:

Dec 2025 - Business Office checks	\$1,521,322.45
Dec 2025 - Business Office wire payments	\$1,186,375.22
Dec 2025 - Payroll	\$1,111,651.73
	<hr/>
	<u>\$3,819,349.40</u>

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Monthly Student Activity Amounts:

Nov 2025 - South Elementary	\$949.52
Nov 2025 - North Elementary	\$4,078.27
Nov 2025 - Middle School	\$460.98
Nov 2025 - High School	\$7,823.46
	<hr/>
	<u>\$13,312.23</u>

St. Peter Public Schools	Dec-25	
Outgoing Wire Payments		
MSDLAF to USBank (Feb/Aug bond pymt)		
BCBS - medicare health	12/23/2025	1,256.50
BCBS - medicare health	12/23/2025	6,104.50
Medicare Blue RX	12/1/2025	7,955.00
Life	12/1/2025	3,058.41
LTD	12/9/2025	4,218.78
FNB BO to VISA	Dec	16,158.99
Wire of federal payroll taxes	12/15/2025	172,088.00
Wire of federal payroll taxes	12/18/2025	3,856.85
Wire of federal payroll taxes	12/31/2025	174,521.18
Wire of state payroll taxes	12/2/2025	29,700.58
Wire of state payroll taxes	12/16/2025	130.01
Wire of state payroll taxes	12/16/2025	29,057.76
Wire of state payroll taxes	12/19/2025	492.32
Wire of MN UI Fund	12/15/2025	811.00
PERA payments	12/4/2025	26,692.17
PERA payments	12/16/2025	26,242.51
PERA payments	12/19/2025	2,717.46
TRA payments	12/4/2025	107,676.56
TRA payments	12/16/2025	106,190.87
Education MN/ESI	12/16/2025	5,625.00
Education MN/ESI	12/19/2025	5,625.00
Horace Mann	12/5/2025	1,860.00
Horace Mann	12/17/2025	1,860.00
Ameriprise/NBSGroup Bill	12/5/2025	2,275.00
Ameriprise/NBSGroup Bill	12/17/2025	2,532.14
Colonial Life	12/11/2025	16,763.89
EyeMed	12/5/2025	1,230.31
Arbiter-Pre fund	12/9/2025	20,000.00
HomeTown - Dental direct debits	12/2/2025	2,382.20
HomeTown - Dental direct debits	12/8/2025	4,024.87
HomeTown - Dental direct debits	12/15/2025	4,278.17
HomeTown - Dental direct debits	12/22/2025	1,926.20
HomeTown - Dental direct debits	12/23/2025	1,987.44
HomeTown - Dental direct debits	12/30/2025	6,178.45
HomeTown - BCBS debits	12/4/2025	91,854.82
HomeTown - BCBS debits	12/11/2025	134,527.59
HomeTown - BCBS debits	12/18/2025	82,846.99
HomeTown - BCBS debits	12/26/2025	38,084.81
HomeTown - BCBS debits		
HomeTown - Healthiest You	12/4/2025	2,585.00
FNB HSA/VEBA-Medsurety/Matrix Trust	Dec	38,997.89
Total Outgoing Wire Payments		1,186,375.22



Personnel Changes Summary for School Board Review - January 21, 2026

Staff Hires

Employee Name	Staff Replacing	Position	Location	Start Date	Lane/Level/Step	Salary
Holly Hanson	Jonathan Smith	Office Support	Oshawa Learning Academy	12/22/2025	Level 3/Step 1	\$18.11/hr ¹²
Isaac Alger	Many paras	SPED Paraprofessional	Middle School	1/12/2026	Lane A/Step 1	\$16.65/hr
Rachel Dauk	Desirae Rokosz	Principal's Secretary	North Elementary	1/12/2026	Level 4	\$18.53/hr
Bridget Campbell	Will Hawkins	Night Housekeeper	North Elementary / Oshawa Learning Academy	1/20/2026	Step 1	\$19.37/hr
Melic Thomas	Cheryl Weisgerber	Accounts Payable	District Office	2/2/2026	Level 4/Step 1	\$18.53/hr
Andrew Elofson	Abby Ramirez (while on leave)	Long-term Substitute Teacher	North Elementary	TBD	Lane MA/Step 1	N/A
Megan Geraets	Tom Leonhardt	Paraprofessional	Saint Peter High School	1/27/2026	Lane B/Step 1	\$16.95/hr

Staff Retirements/Resignations/Terminations

Employee Name	Position	Location	Last Date of Employment	Reason for Separation	Will this position be replaced?
Melinda Lexvold	SPED Paraprofessional	North Elementary	12/12/2025	Resignation	Yes
Anna Goodman	Paraprofessional	Middle School	12/19/2025	Resignation	Yes
Dolores Griffith	School Nurse	North Elementary	01/05/2026	Termination	Yes
Hailee Guth	ECSE Paraprofessional	Early Childhood Center	1/21/2026	Resignation	Yes
James Lybeck	SPED Paraprofessional	High School	1/22/2026	Resignation	Yes

Staff Transfers

Employee Name	New position	New Location	Former Position	Former Location	Effective Date of Transfer	Will this position be replaced?

Leave Requests

The approval of the FMLA leave request for Abby Ramirez, a Special Education Teacher at North Elementary, effective January 26, 2026, through the end of the 2025-2026 school year.



SCHOOL BOARD MEMBER OATH OF OFFICE

It is an honor that you were elected to guide the education of our community’s children. As you recite the oath of office, you assume a tremendous responsibility as a director of our school district with the duties empowered by the Minnesota Legislature. This power puts you and the other members of our school board in the position of being both morally and legally responsible for equitable, quality education of every student in the district.

In carrying out this responsibility, you will be asked to fulfill the roles of vision, structure, accountability, and advocacy. In providing vision, the board, with extensive participation of the community, envisions the community’s educational future and then formulates the goals, defines the outcomes, and sets the course for the public schools.

To achieve the vision, the board establishes a structure and creates an environment designed to ensure all students the opportunity to attain their maximum potential through a sound organizational framework.

Because as a board, we must be accountable to the community, we must ensure a continuous assessment of student achievement and all conditions affecting the education of our children.

As board members, we serve as education’s key advocate on behalf of students and our community schools to advance the vision for our schools.

Furthermore, we must strive to work together with the superintendent and staff to lead the district toward fulfilling the vision we have created, fostering excellence for every student in the areas of academic skills and knowledge, citizenship and personal development.

Having signed the Oath of Office, I hereby publicly affirm my commitment to the Oath of Office.

I affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 508 to the best of my judgment and ability.

Board Chair

Date

Member

Date



ADDENDUM

Regular Board Meeting Wednesday, January 21, 2026 SPCC-Governor's Room 5:00PM

VIII. ACTION ITEMS

1. AGENDA ITEM #1

Subject: Consider a Resolution to Accept Gifts, Donations and Grants

Action: Requires a Resolution

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

1. A donation in the amount of \$150 from Paul and Gayla Rodning was received by South Elementary. This donation was to help support families in need during the holiday season.
2. A donation in the amount of \$325.00 from Sota Scoops was received by the Activities Department for proceeds earned during a "Saints Night" held in the fall of 2025.
3. A grant in the amount of \$4,000 from the Kristine Lindvall Fund, a Donor Advised fund of the Mankato Area Foundation, was presented to Saint Peter High School to help cover costs from the December 12, 2025 Unity is Joy Day celebration.
4. A grant in the amount of \$3,000 from the Gene Biewen and Noel Van Tol Fund, a Donor Advised fund of the Mankato Area Foundation, was presented to Saint Peter High School to help cover costs from the December 12, 2025 Unity is Joy Day celebration.

Presentation: Superintendent of Schools, Jon Graff

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

The following resolution was moved by _____ and seconded by _____:

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated.

In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Saint Peter Public Schools, ISD 508, gratefully accepts the following gifts, donations and grants as identified below:

Donor	Item	Designated Purpose (if any)
Paul and Gayla Rodning	\$150.00 donation	Support families in need during the holidays
Sota Scoops	\$325.00 donation	Proceeds from Saints Night to be used by the Activities Department
Kristine Lindvall Fund, a Donor Advised fund of the Mankato Area Foundation	\$4,000.00 grant	Help cover costs from the December 12, 2025 Unity is Joy Day celebration.
Gene Biewen and Noel Van Tol Fund, a Donor Advised fund of the Mankato Area Foundation	\$3,000.00 grant	Help cover costs from the December 12, 2025 Unity is Joy Day celebration.

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly

Dated: January 21, 2026



MEMO TO: Dr. Graff, Superintendent
School Board

FROM: Jana Sykora

DATE: December 17, 2025

SUBJECT: South Donation - Holiday giving
for families in need

I am pleased to inform you that our organization has received a \$150.00 donation from Paul & Gayla Rodning, intended to support families in need during the upcoming holiday season.

I request the Board's approval to officially accept this donation.



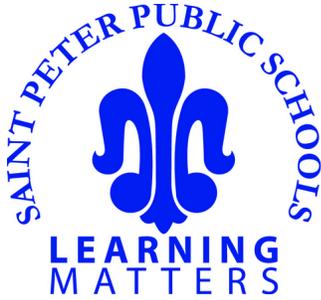
SPHS ACTIVITIES OFFICE | 2121 Broadway Avenue | Saint Peter, MN 56082 | 507-934-4212 (Office) | www.stpetersschools.org

MEMO TO: Superintendent, Dr. Jon Graff,
Members of the School Board
FROM: Shea Roehrkasse
DATE: 1.5.26
SUBJECT: Sota Scoops Donation

Please accept \$325.00 in donations from Sota Scoops. We partnered with them in the Fall to have a 'Saints Night' where a percentage of the profits from the day were donated back to the Activities Department. 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: January 20, 2026

RE: Unity is Joy Day Donation

The Kristine Lindvall Fund, a Donor Advised fund of the Mankato Area Foundation, has presented the high school with a grant of \$4,000.00. This donation helps to cover the costs of our Unity is Joy Day celebration, which was held on December 12, 2025. We are incredibly thankful for their generous support of this important event!

I recommend the acceptance of this donation.

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



MEMO TO: Dr. Jon Graff
School Board

FROM: Annette Engeldinger

DATE: January 20, 2026

RE: Unity is Joy Day Donation

The Gene Biewen and Noel Van Tol Fund, a Donor Advised fund of the Mankato Area Foundation, has presented the high school with a grant of \$3,000.00. This donation helps to cover the costs of our Unity is Joy Day celebration, which was held on December 12, 2025. We are incredibly thankful for their generous support of this important event!

I recommend the acceptance of this donation.

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



ADDENDUM

**Regular Board Meeting
Wednesday, January 21, 2026
SPCC-Governor's Room
5:00PM**

VIII. ACTION ITEMS

2. AGENDA ITEM #2

Subject: Consider Approval of High School Course/Program Changes for 2026-2027

Action: Requires a Motion

Background: The course registration process begins with faculty and administrative review of current course offerings, enrollment history, and consideration of changes to the curriculum for the betterment of students. Proposed changes are presented annually to the board for final approval.

At its January 8, 2026 meeting, the Education Committee reviewed recommendations for the 2026-2027 academic program at Saint Peter High School. After discussion, the committee voted to recommend the changes as presented.

At tonight's meeting, High School Principal Annette Engeldinger will present information specific to high school course/program changes for 2026-2027. These changes are highlighted in information included in your packet.

Presentation: High School Principal, Annette Engeldinger

Options/Recommendation: I recommend your approval.



MEMO TO: Dr. Graff
School Board

FROM: Annette Engeldinger

DATE: January 6, 2026

RE: 2026-2027 New Course Proposal/Changes

Saint Peter High School is continuing preparations for the 2026-2027 registration process. Below, you will find this year's recommended additions.

Social Studies:

- **Sports and Society:** This elective course introduces students to the ways sports both reflect and shape society. Students will examine how athletics intersect with history, culture, race, gender, politics, economics, and media in the United States and around the world. Through historical case studies, primary sources, media analysis, and project-based learning, students will develop critical thinking, communication, and data literacy skills while exploring real-world social issues.

Family and Consumer Science:

- **Exploring Careers in Education and Child Development:** Ever wonder what it's like to work with kids and make a real difference? Exploring Careers in Education and Child Development lets students explore careers such as teaching, childcare, counseling, healthcare, educational technology, and more. Building on knowledge from Child Development, students will get hands-on experience with lesson planning, classroom simulations, and interactive projects. Each week, students will explore a new career, investigate the daily tasks and responsibilities, and see the impact they could have in a career working with children.

Special Education:

- **Unified Elective:** This course provides an inclusive learning environment where general education students and special education students learn, create, and participate together. The course integrates multiple elective areas, including choir, physical education, art, agriculture, and family and consumer sciences. Students engage in hands-on, collaborative activities that promote skill development, creativity, communication, and teamwork.

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

If you have any questions, please let me know.

ADDENDUM



**Regular Board Meeting
Wednesday, January 21, 2026
SPCC-Governor's Room
5:00PM**

VIII. ACTION ITEMS

3. AGENDA ITEM #3

Subject: Consider Approval of 2026-2027 District Calendar Update

Action: Requires a Motion

Background: The 2026-2027 and 2027-2028 District Calendars were approved at the November Meeting. Further review prompted a desire to alter the calendar so that November 11, 2026 is no longer a workday. The change will support Saint Peter High School's ability to continue offering its community wide Veterans Day program.

Presentation: Superintendent of Schools, Jon Graff

Options/Recommendation: I recommend your approval of this update to the 2026-2027 District Calendar.

2026-2027 Saint Peter Public Schools

		August 2026							September 2026								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	1-3	Teacher Workshop
26-27	New Teacher Workshop							1			1	2	3	4	5	7	Labor Day
31	Teacher Workshop	2	3	4	5	6	7	8	6	7	8	9	10	11	12	8	First Day of School SPS
		9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	First Day of School K-8 & Rock Bend
		16	17	18	19	20	21	22	20	21	22	23	24	25	26		
		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	9	End of 1st Qtr/K-8: 40 days 9-12: 42 days
2	No School-Staff Development					1	2	3	1	2	3	4	5	6	7	10	Teacher Workday-No School
15-16	MEA Break	4	5	6	7	8	9	10	8	9	10	11	12	13	14	25	Early Release
30	Early Release	11	12	13	14	15	16	17	15	16	17	18	19	20	21	26-27	Thanksgiving Break
		18	19	20	21	22	23	24	22	23	24	25	26	27	28		
		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	1	Winter Break
				1	2	3	4	5						1	2	15	Early Release Day
		6	7	8	9	10	11	12	3	4	5	6	7	8	9	18	MLK DAY
24-31	Winter Break	13	14	15	16	17	18	19	10	11	12	13	14	15	16	22	End of 2nd Qtr/K-8: 42 days 9-12: 43 days
		20	21	22	23	24	25	26	17	18	19	20	21	22	23	25	Teacher Workday-No School
		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	10	No School
12	No School-Staff Development		1	2	3	4	5	6		1	2	3	4	5	6	25	Early Release Day
		7	8	9	10	11	12	13	7	8	9	10	11	12	13	26	No School
		14	15	16	17	18	19	20	14	15	16	17	18	19	20		
		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	14	Early Release Day
1	End of 3rd Qtr/K-8: 44 days 9-12: 45 days					1	2	3							1	24	Memorial Day
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		
		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									
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												



SOUTH: 934-2754
 NORTH: 934-3260
 MIDDLE SCHOOL: 934-4210
 HIGH SCHOOL: 934-4212
 DISTRICT OFFICE: 934-5703
 SAINTS BUS SERVICE: 934-4690
www.stpeterschools.org

DRAFT (1/21/26 Board Meeting)

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



ADDENDUM

**Regular Board Meeting
Wednesday, January 21, 2026
SPCC-Governor's Room
5:00PM**

VIII. ACTION ITEMS

4. AGENDA ITEM #4

Subject: Consider Approval of Capitalization Threshold

Action: Requires a Motion

Background: The District currently utilizes a capitalization threshold of \$2,500 for our fixed assets. The significance of the capitalization threshold is that it is the dollar amount that the District uses to determine if a long-term purchase (like a piece of equipment) is considered a fixed asset and depreciated over time or expensed immediately. As part of the District's 2024-2025 audit, it was the recommendation of Abdo, our District auditor, to increase the capitalization threshold from \$2,500 to \$10,000.

The Business Committee reviewed this recommendation at their January 13th meeting and is recommending that the Board officially approve increasing the District's threshold from \$2,500 to \$10,000 beginning with the 25-26 school year.

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

Options/Recommendation: I recommend your approval of the Capitalization Threshold as presented.



TO: Superintendent Jon Graff
School Board Members

FROM: Megan Gracia

DATE: January 11th, 2026

RE: District Capitalization Threshold

The District currently utilizes a capitalization threshold of \$2,500 for our fixed assets. The significance of the capitalization threshold is that it is the dollar amount that the District uses to determine if a long-term purchase (like a piece of equipment) is considered a fixed asset and depreciated over time or expensed immediately.

As part of our 2024-2025 audit, it was the recommendation of Abdo, our District auditor, to increase the capitalization threshold from \$2,500 to \$10,000. Their recommendation comes mostly from a cost/benefit analysis. The maintenance of the fixed asset list, review of purchases each year, and determination/recording of the depreciation expense over time can be burdensome. Additionally, their opinion is capitalizing purchases less than \$10,000 are insignificant and do not meet materiality criteria.

Based on their recommendation, we are requesting that the Board officially approve increasing our threshold from \$2,500 to \$10,000 beginning with the 25-26 school year.



ADDENDUM

**Regular Board Meeting
Wednesday, January 21, 2026
SPCC-Governor's Room
5:00PM**

VIII. ACTION ITEMS

5. AGENDA ITEM #5

Subject: Consider Approval of Master Agreement with Paraprofessionals

Action: Requires a Motion

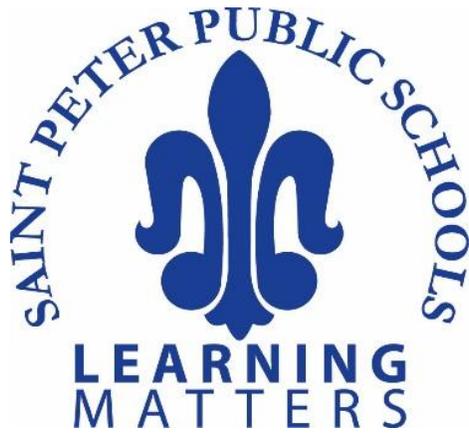
Background: The School Board Negotiations Team has reached a 2025-2027 contract agreement with the Paraprofessional group of the Saint Peter Public Schools. The Paraprofessional Union has ratified this agreement.

Notable changes include:

- A \$2.00 and \$2.00 increase in per hour rate.
- An increase of \$0.05 on each longevity level.
- Addition of two paid holidays (New Years and Labor Day)

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

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



SAINT PETER PUBLIC SCHOOLS
Agreement with
Paraprofessional Educators

2025-20262023-2024

and

2026-20272024-2025

PARAPROFESSIONAL EDUCATORS' AGREEMENT

2025-20262023-2024 and 2026-20272024-2025

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PARAPROFESSIONAL EDUCATORS' AGREEMENT
~~2025-2026~~~~2023-2024~~ and ~~2026-2027~~~~2024-2025~~

ARTICLE I
PURPOSE OF AGREEMENT

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 Paraprofessional Educators of Saint Peter, hereinafter referred to as the association, pursuant to and in compliance with the Public Employment Labor Relations Act, hereinafter referred to as the PELRA, to provide the terms and conditions of employment for the duration of this agreement.

ARTICLE II
DEFINITIONS

The words defined in this article shall have the meaning indicated herein for the purpose of this agreement, unless the context clearly indicates otherwise.

SECTION 1: BOARD: Saint Peter School District 508 elected members

SECTION 2: EMPLOYEE: For the purposes of this agreement, "Employee" shall mean Paraprofessionals and Health Assistants in the appropriate unit employed by the school district excluding the following: confidential employees, essential employees, part-time employees whose service does not exceed 14 hours per week or individuals who hold positions of a temporary or seasonal character for a period of note in excess of 67 working days in any calendar year.

SECTION 3: EMPLOYER: Saint Peter School District 508

SECTION 4: ASSOCIATION: Paraprofessional Educators of Saint Peter

SECTION 5: PELRA: Public Employment Labor Relations Act

SECTION 6: SUPERVISORS: Building Principals responsible for the evaluation of paraprofessionals.

ARTICLE III
RECOGNITION

SECTION 1: In accordance with all provisions of the ~~PERLA Public Employment Labor Relations Act~~ the school district recognizes *Paraprofessional Educators of St. Peter*, the exclusive representative for the paraprofessionals of Independent School District 508, which exclusive representative shall have those rights and duties as described by PELRA and as described in the provisions of this agreement.

SECTION 2: The exclusive representative shall represent all such employees of the district contained in the appropriate unit employed by the school district.

ARTICLE IV SCHOOL DISTRICT RIGHTS

SECTION 1: Inherent Managerial Rights: The Association recognizes that the School District 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 School District, its overall budget, utilization of technology, the organizational structure, and selection and direction, and number of personnel.

SECTION 2: Management Responsibilities: The Association recognizes the right and obligation of the School District 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.

ARTICLE V EMPLOYEE RIGHTS

SECTION 1: Members of this bargaining unit shall be notified whenever any statement, which is critical of them, is made a matter of record and placed in their personnel file. No derogatory information shall be placed in a member's file without that person's knowledge.

SECTION 2: If a member wishes to review this district personnel file, requests shall be made to the immediate supervisor who will schedule the review of the file. If the member wishes to review her/his personnel file outside his/her normal working hours, she/he may contact the Superintendent's office administrative assistant directly. The member shall have the right to reproduce any contents of the file at the member's expense and to submit for inclusion in the file written information in response to any material contained therein. The school district may destroy such files as provided by law.

SECTION 3: Right to Views: Nothing contained in this agreement shall be construed to limit, impair, or affect the right of any employee or his/her 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 circumvent the rights of the exclusive representative if there be one; nor shall it be construed to require any employee to perform labor or services against his/her will.

SECTION 4: 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 unit with the school district, subject to the PELRA.

SECTION 5: Request for Dues Checkoff: Employees shall have the right to request and be allowed dues checkoff for the employee organization of their selection provided that dues checkoff and the proceeds thereof shall not be allowed any employee organization that has lost its right to dues checkoff. Upon receipt, by the business office, on or before October 1, of

a properly executed authorization card of the employee involved, the School District shall deduct from the employee's paycheck the dues that the employee has agreed to pay to the association during the period provided, in said authorization, in sixteen (16) equal bi-monthly payments October through May.

SECTION 6: Indemnification: The exclusive representative agreed to indemnify and hold the Employer harmless against any claim, suit, or judgment brought or issued against the Employer as a result of any action taken or not taken by the Employee under the provisions of this Article.

ARTICLE VI ASSOCIATION PROVISIONS

SECTION 1: Transaction of Association Business: Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on School District property at all reasonable times, provided that this shall not interfere with or interrupt normal School District operations. The Association shall have the right to use school facilities and equipment. The Association shall also have the right to have copies made from the School District's copying machine(s) during regular business hours provided the Association shall reimburse the School District for the cost of all photocopy supplies. The Association shall not remove any equipment from the school premises without the written permission of the building principal or his or her designee. The Association shall have the right to post notices of activities and matters of Association concern on staff workroom bulletin boards, at least one of which shall be provided in each school building. The Association may use the School District inter-school mail service, the School District e-mail service, and mailboxes for communications purposes.

SECTION 2: Association/Union Leave: DAILY LEAVE PROVISIONS: At the beginning of every school year, the Association shall be credited with five (5) paid, non-accumulative days to be used by a maximum of three (3) paraprofessionals at one time who are officers or agents of the Association, such use to be at the discretion of the Association. The Association agrees to notify the school district, in writing, at least forty-eight (48) hours prior to the date for the intended use of said leave. The Association agrees to reimburse the school district for the cost of substitute paraprofessionals hired by the school district to replace the paraprofessionals who take the leave herein provided.

ARTICLE VII DISSEMINATION OF POLICIES

SECTION 1: District 508 will be responsible for providing each new employee with a copy of this agreement, a seniority list updated annually, and a paraprofessional employee handbook upon the school board's approval of employment. It shall be the new employee's responsibility to contact the building steward to review this contract.

ARTICLE VIII JOB CLASSIFICATIONS

SECTION 1: Job classifications shall be as follows:
Paraprofessional
Health Assistant

ARTICLE IX SALARY PAYMENT

SECTION 1: Employees transferring to a new classification will receive the salary step in the new classification which coincides most closely to their previous salary without taking a decrease.

SECTION 2: Paraprofessionals shall be paid twice monthly and all paychecks shall be deposited directly in the employee's personal account. (The 15th or the last banking day prior to the 15th and the last banking day of the month.) Beginning in the 2020-2021 contract year, paraprofessionals who were being paid in twenty-four (24) payments during the 2019-2021 contract year, may elect to continue being paid in twenty-four (24) payments.

Paraprofessionals who are on eighteen (18) payments, and paraprofessionals new to the district, shall be paid on supervisor approved entries in the district's time management system timesheets signed by their supervisor that are and submitted to the district office by the 15th day of each month and the last day of each month. Beginning with the 2026-2027 school year, upon completion of three years of district employment, paraprofessionals are eligible to elect payment in twenty-four (24) installments. Elections for the upcoming school year must be submitted in writing to the district office by July 1. Those who do not notify the district office of this change will continue to be paid in eighteen (18) installments.

SECTION 3: Paraprofessionals that hold a four-year degree from an accredited college or university shall be placed in Lane B of the salary schedule.

SECTION 4: Employees new to the district with experience in another school system or equitable work experience shall be placed on the compensation schedule to recognize the employee's years of experience.

ARTICLE X GENERAL EMPLOYMENT PROVISIONS

SECTION 1: Full-time school year paraprofessionals shall be defined as employees holding a position which is at least 7 hours per day for at least the number of student days per school year exclusive of holidays.

SECTION 2: Part-time employees are those employees who work less than 7 hours per day.

SECTION 3: The hours of work for paraprofessionals shall be established by the building principals in charge of the program and paraprofessionals should be given adequate notice of any change in the established hours.

SECTION 4: In accordance with federal law (Affordable Care Act), the school district makes

health insurance available to all employees who work 30 hours per week. For employees who work 35 hours per week, a health insurance contribution is made. (See Article XII, Section 2)

REQUIRED WORK OUTSIDE OF REGULARLY SCHEDULED HOURS

SECTION 5: Paraprofessionals may be required to attend staff meetings and/or engage in staff development activities. Required work time that does not fall within regularly scheduled hours will be paid at the employee's regular rate of pay.

OVERTIME

SECTION 6: Overtime shall be defined as more than eight (8) hours per day. Employees shall not be requested or required to take time off for overtime worked or to be worked; however, employees may request and receive at the discretion of their supervisor, time off as a method of paying for overtime hours to a maximum of 80 hours. Compensation time shall be at the appropriate overtime rate at which it was earned. Compensation time off may be taken anytime during the contract period with approval of the immediate supervisor, with a maximum carryover of twenty (20) hours to the next fiscal year. Employees may request and receive time and a half pay for any overtime they are required to work.

MILEAGE

SECTION 7: Employees required to use their own automobiles in the performance of their duties shall be reimbursed at the rate established by the Internal Revenue Service, except for travel to and from work. All mileage claims are required to have the pre-approval of the principal.

EMERGENCY CLOSING/LATE START

SECTION 8: In the event of an emergency, or other cause of school closing, the paraprofessional shall not report to work. In the event of a late start, the paraprofessional shall work the extra duties and student-contact hours applicable to the "late-start" school day. In the event of an early dismissal, the paraprofessional shall work the extra duties and student-contact hours applicable to the "early dismissal". On late-start and early-dismissal days the paraprofessional will be paid for their regular number of contracted hours. In the case of school being closed for the entire day, and the district implements e-learning for the entire day, the district will pay paraprofessionals their wages and benefits for the time they were scheduled for the day. The district may require employees to work remotely to the extend practicable or make other accommodations, including alternate work sites or require workers to be on-call during their scheduled work hours.

In the event of school being closed for the entire day on which there is no instruction, the paraprofessional will not be required to make up the first two days of emergency closing provided the day(s) are not rescheduled. In the event of more than two snow day closures in a year where instruction is not provided, paraprofessionals will not report to work and will have two options:

1. Not making up the day, resulting in loss of pay
2. Making up the day at a time that is mutually agreeable to the paraprofessional and the paraprofessional's immediate supervisor. Documentation that the day has been make up must be provided to the District Office by June 15 of each

year;

WORK CONCERNS

SECTION 9: The Superintendent or his/her designee(s) shall meet with and confer with paraprofessional employees on non-contractual, non-individual concerns in order to keep an open line of communication. Meetings shall be held when either party feels it is necessary. Every effort shall be made to address individual work concerns with an individual's supervisor and this article is meant to address building or district concerns which are impacting the bargaining unit.

PROBATIONARY PERIOD

SECTION 10: The first nine (9) months of employment shall be considered a 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 most recent date of hire by the district.

SENIORITY

SECTION 11: ~~Seniority shall be defined as continuous service as a paraprofessional in the district. District-approved leaves will not interrupt a paraprofessional's continuous service to the district. Seniority in a primary classification shall be defined as follows: Continuous service in District 508 as a paraprofessional in the primary classification with the date of record being the first date of employment for District 508. When an employee moves into a new classification, that employee will retain his/her seniority in his/her primary classification while earning seniority in the new classification.~~

SECTION 12: Seniority shall terminate when an employee retires, resigns, or is discharged.

NOTICE OF OPENINGS

SECTION 13: Vacancies within the bargaining unit will be posted internally and externally for five (5) days, with current unit members given first consideration. Persons within the association shall be notified and shall be given an opportunity to apply for said position. The school district will select the most qualified candidate. Notification shall be given to the building steward of each building and shall be given prior to posting the opening through any other means. Should the opening occur during the period when school is not in session, notification will be sent to the stewards at their home address. The association shall notify each building principal and the district office of the designated ~~individual(s) such notice should be sent to president.~~

SECTION 14: Vacancies shall be defined as an additional position, a position with a new job description or a position that is vacated by resignation.

INVOLUNTARY TRANSFERS AND JOB TRANSFERS

SECTION 15: Involuntary and Job Transfers are any transfers that are initiated by the administration for the convenience of the district, be it at the same work site or a different work site, in which the position and hours remain the same. Transfers would be to existing

positions and not to newly created positions. Job classification may not change except by mutual consent.

LAYOFF

SECTION 16: In the event of a layoff or the elimination of a position, the person with the least amount of seniority shall be laid off. Employees shall be rehired according to seniority in the reverse order of layoff. An employee shall be entitled to recall rights for two (2) years. If an employee declines a recall notice to a position of twenty (20) or more hours per week, they shall forfeit any further recall rights. However, an employee may decline a recall notice without forfeiture or recall rights if the position is less than (20) hours per week. Yearly written notification of availability must be received by the school district central office no later than March 1. If the school district is not notified by March 1, the employee will forfeit their recall rights.

SECTION 17: In the event of a layoff, if two or more employees at the bottom of the seniority list have the same date of employment, attendance, job performance and qualifications will be the deciding factor.

REHIRE

SECTION 18: Under no circumstances shall the employer hire from the open market while employees are on the recall list, qualified to perform the duties of a vacant position and are ready, willing, and able, ~~and to~~ have notified the district that they are available to be re-employed with comparable position and working hours if available. Upon returning to the district position, the employee shall be placed on the same step on the salary schedule as occupied at the time of layoff and shall be given credit for any seniority earned prior to layoff.

BUMPING RIGHTS

SECTION 19: In the event of the elimination of a position, the person with the least amount of seniority would be required to be laid off. The person in the position that is being eliminated may exercise the employee's seniority to bump a less senior employee with the most comparable hours in any classification provided that the school district determines the employee is capable of performing the job responsibilities. If the person elects not to accept the position with the most comparable hours, the person will bump into the position that was vacated by the person with the least amount of seniority

SECTION 20: Within a classification, if hours in a position are increased, that will constitute a change in position, and therefore, the employee with the most seniority in that classification may fill that position, provided the move does not create a full-time position.

SECTION 21: Should no one within the classification wish to move into the position, it shall be made available to the open market after persons from within the association are notified and given an opportunity to apply for said position.

TIME MANAGEMENT SYSTEM ~~TIMECLOCK~~ AND THE AFFORDABLE CARE ACT

SECTION 22: The use of ~~the district's time management system~~ ~~a timeclock or timesheets~~ is limited to providing the federal government information on employee hours with regards to health insurance ~~and~~ ~~Time sheets and time-clock~~ shall not be used for disciplinary purposes.

COLLABORATION TIME

SECTION 23: Paraprofessionals will have up to 15 minutes per week of paid time to coordinate with their case managers/supervisors/ classroom teachers, before or after the student contact day to discuss student information. Paraprofessionals are responsible for recording this time on a timesheet and submitting it to the district office by June 15 of each year. This practice will sunset on July 1, 2021.

Article XI LEAVES OF ABSENCE

SICK LEAVE

SECTION 1: Sick leave, with pay, shall be allowed by the school district whenever a paraprofessional employee's absence is due to any type of illness, including illness or disability caused or contributed to by pregnancy or childbirth, which has prevented the attendance at school and performance of duties on that day or days. A paraprofessional may use personal sick leave benefits provided by the school district for absences due to an illness of or injury to the employee's child, adult child, spouse, significant other, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, for reasonable periods of time as the paraprofessional's attendance may be necessary, on the same terms upon which the paraprofessional is able to use sick leave benefits for the paraprofessional's own use of sick leave.

SECTION 2: School year paraprofessionals shall receive one day of sick leave for each month of employment in the school district. Part-time employees receive sick leave on a prorated basis.

SECTION 3: Sick leave benefits shall accumulate to 1400 hours.

SECTION 4: The superintendent or designee may require an employee to furnish a medical certificate from the school health officer or from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the school board.

SECTION 5: In the event that a medical certificate will be required, the employee will be so advised.

SECTION 6: Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

~~SECTION 7: Paraprofessional may use sick leave to cover absences necessitated by the illness or disability of the employee's family member including their adult child, spouse, significant other, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent. Sick leave for family members can be used on the same terms for which an employee is able to use sick leave for their own needs.~~

SECTION 8: Sick leave pay shall be approved only upon submission of signed request upon the authorized sick leave form available at the principals' offices and the district office.

SECTION 9: Any personnel unable to perform duties of employment because of

pregnancy or any medical complications of pregnancy, childbirth, or recovery therefrom, may begin leave upon certification from the attending physician that the person is unable to perform such duties, or upon agreement by said personnel and the building principal that leave should be commenced, and the personnel shall be entitled to sick leave without loss of pay to the extent provided by the above. Leave in excess of unused sick leave credit of such personnel shall be treated as a leave of absence without pay during the period such personnel is unable to work due to the pregnancy or any medical complication of pregnancy, childbirth, or recovery therefrom.

SICK LEAVE BANK

SECTION 10: Within thirty (30) days of the beginning of each school year, a paraprofessional may contribute up to one (1) or more of their accumulated sick leave days to the sick leave bank. Forms to contribute days will be made available to paraprofessionals at the beginning of each school year. Contributed days will be subtracted from the paraprofessional's accrued sick leave time.

1. A paraprofessional may use days from the sick leave bank if the following conditions have been met:
 - a. The paraprofessional has contributed to the sick leave bank annually for four (4) years or a total of four (4) days, after which contributions are voluntary.
 - b. The paraprofessional has exhausted his/her sick leave.
 - c. The situation which has caused the paraprofessional to exhaust his/her sick leave is a situation that is covered under the definition of a serious illness in Article XI, Section 11.12-Serious Illness or ~~Bereavement~~**Berevement** Leave.
 - d. The paraprofessional has accumulated, on the average, a minimum of four (4) days per year for each year of employment in the School District prior to the situation that caused the need to use the sick leave bank. Days used to cover a disability will lower the qualifying requirement by the number of days used for the disability. Days contributed to the sick leave bank will count as accumulated days.
2. The School District may extend this provision to a paraprofessional who does not meet the guidelines under extenuating circumstances.
3. A member may use up to ten (10) days per year.
4. A paraprofessional may not use days from the sick leave bank to substitute for extended maternity leave.
5. A request to draw sick days must be presented in writing to the Superintendent of Schools or his/her designee.

5-6. The sick leave bank will expire upon ratification of the 2025-2027 contract. Each employee will be credited with any unused sick leave days he/she contributed to the sick leave bank. Any excess days will be divided among the existing contributors.

SERIOUS ILLNESS OR BEREAVEMENT LEAVE

SECTION 11: A paraprofessional may be granted up to six (6) days of non-accumulative serious illness or bereavement leave annually which may be used for serious illness or death in the immediate family. Serious illness shall be defined as life threatening in nature and immediate family shall be defined as spouse, father, mother, siblings, children, grandparents, grandparents-in-law, grandchildren, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-law and son-in-law and any relative or non-relative living in the household with the employee. Three (3) of the six (6) days may be used for extended family or special friend. In the event of a second or any additional deaths to the following members of the immediate family--spouse, children, father, mother, brother, sister, father-in-law, mother-in-law, daughter-law and son-in-law, grandchildren, or anyone residing in the household at the time of their death--additional leave will be granted not to exceed five (5) days per death. Any additional days taken will be taken at a full deduction in pay.

CHILD CARE LEAVE

SECTION 12: Child care leave shall be granted by the district upon request delivered at least one (1) month prior to the time such leave is to be taken. Such leave may be for periods extending beyond a period of time the employee is unable to work due to pregnancy, childbirth, or recovery therefrom, but shall be for no longer than one full year from the date of the commencement of such leave. The leave shall be granted only in cases where the employee requests such leave for the purposes of attending to a newborn or newly adopted child.

SECTION 13: Employees on childcare leave, for the period not covered under sick leave, shall continue the insurance programs of the district by paying the full premiums regularly.

SECTION 14: Upon returning from approved child care leave the employee will assume the same position the employee had upon leave.

PERSONAL LEAVE

SECTION 15: Employees ~~who begin employment with the district prior to January 15~~ shall be granted personal days as follows: employees in years 1-4 shall receive one personal day, employees in years 5-10 shall receive two personal days and employees with more than 10 years shall receive three personal days. Unused days are able to be carried over to a maximum of five (5) days. Employees who have accumulated 15 or more sick days are eligible to exchange three (3) sick days for a personal day. In order to exchange sick days for a personal day the employee must submit a request, in writing, to the payroll department by October 1 or February 1 in the school year in which the additional personal day is to be used. Personal days are to be used at the discretion of the employee for situations that arise requiring the employee's attention and which cannot be attended to when school is not in session and which are not covered under provisions of this contract. A limit of two (2) employees per building per day may be absent on a personal leave day.

At the end of each school year, employees shall have the option of selling back unused personal days at a rate of \$50 per day if the employee has not exchanged any sick days for an additional personal day during the school year. This request must be submitted, in writing, to

the payroll department within 1 week of the last day of school. Personal days gained by trading sick days are not eligible for payment.

SECTION 16: Requests for personal leave must be submitted through Frontline at least two (2) days in advance, except in the event of emergencies.

MINNESOTA PAID LEAVE:

SECTION 17: Paid Family Medical Leave (PFML): Starting January 1, 2026, Employees are required to PFML pursuant to MN Statutes 268B et Seq., Family and Medical Benefits.

SECTION 18: Costs of PFML: The premium rate is a percentage of an employee's taxable wages that is set annually by the Minnesota Department of Employment and Economic Development (DEED). The district shall pay 50% of the total premium, and the employee shall pay 50% of the total premium for PFML.

SECTION 19: Should the District elect to purchase a private plan from among those approved by DEED, in no case will the employer withhold a higher percent of pay from the employees than may be withheld under the public program, even if the full premium charged by the private plan is higher than that of the public plan. If the premium charged by the private plan is lower than that of the public plan, the maximum contribution is 50% of the full premium for the private plan.

SECTION 20: Notification to the Employer: Pursuant to Minnesota Statute Section 268B.085, employees taking PFML shall provide the employer with thirty (30) days' notice prior to the start of leave when possible. If 30 days' notice is not practicable because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances or a medical emergency, notice must be given as soon as practicable.

SECTION 21: PFML will run concurrently with leave taken for the same qualifying purpose under the federal Family and Medical Leave Act or the Minnesota Parenting and Pregnancy Leave law, provided that the leave is eligible.

SECTION 22: In the event that an employee is approved for PFML for the period of time that was initially covered by ESST/sick leave, the employer shall provide the employee with the opportunity to pay back the value of some or all ESST/sick leave. The employer shall re-credit the leave back to the employee's individual leave account provided funds are repaid to the district according to IRS regulations.

JURY DUTY

SECTION 2317: All paraprofessionals of School District 508 shall continue to receive their regular compensation when called for jury duty. The employee shall submit a copy of their jury duty check to the district and that compensation, except for mileage reimbursement and any meal allowance shall be deducted from their check.

SECTION 2418: Any paraprofessional summoned or subpoenaed to provide testimony or information to any agency, commission, board, legislative committee, arbitrator, or court, during the regular workday, shall be provided leave with pay for each day or part thereof which the paraprofessional is required to be absent. The paraprofessional employee shall provide the district with a copy of the compensation. Except for mileage reimbursement and meal allowance, this amount shall be deducted from their check.

LEAVE OF ABSENCE

SECTION 2519: An unpaid leave of absence may be granted for health reasons if recommended by the attending physician in writing and approved by the administration and school board. Time period may be renewable, upon review, up to one year.

SECTION 2620: An unpaid leave of absence may be granted for other reasons, such as higher education, if approved by the school board, and provided the employee is working for the district at least three and one-half hours per day at the time of the request. When an employee returns from leave of absence, that employee shall return at the same level of pay and retain seniority, but does not gain seniority while on leave.

SECTION 2721: Should an unpaid leave of absence be granted to an employee, upon returning from the leave, the employee shall be placed on the same step and will retain the original seniority date as when they left.

PROFESSIONAL DEVELOPMENT

SECTION 2822: Professional Meetings: Paraprofessionals shall be permitted to attend professional meetings and/or classroom visitations as approved by the superintendent or his/her designee.

SECTION 2923: Reimbursement: The School district shall pay for all reimbursable expenses incurred during the professional leave, if the school district requested the paraprofessional to attend the meeting.

PAID HOLIDAYS

SECTION 3024: Holidays: The following days are recognized as holidays with regular pay for full-time paraprofessionals working during the period the holiday occurs:

Good Friday
Memorial Day
Thanksgiving Day
Christmas Day
New years Day
Labor Day

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

SECTION 3125: Less than full-time employees shall receive holiday pay on a prorated basis.

ARTICLE XII GROUP INSURANCE

SELECTION OF CARRIER

SECTION 1: The selection of the insurance carrier and policy shall be made by the School Board.

Commented [1]: "Year's"

HEALTH AND HOSPITALIZATION INSURANCE

SECTION 2: Effective July 1, 202~~5~~³, and through June 30, 202~~5~~⁷, contract, the school district shall pay the entire premium for individual coverage and 50 percent of the premium for family coverage, not to exceed \$2,617, for each full-time educational assistant employee who qualifies. Paraprofessionals who work full time for the school year shall receive full benefits during the months they work, but will be responsible to pay their own premiums in advance, during the non-school months.

The above represents the total agreement for health and hospitalization insurance and no monetary rebate shall be made to any employee should premiums be less than the amount the school district agrees to contribute. It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

WORKERS' COMPENSATION

SECTION 3: Upon request of an employee who is absent from work as a result of a compensable injury, while working for the school district, the school district will pay the difference between the compensation received pursuant to the Workers' Compensation Act by the employee and the employee's regular rate of pay to the extension of the employee's earned accrual of sick leave and/or vacation pay. This paragraph may be effectuated on the delivery of the school district to the employee of a paycheck for said employee's regular rate of pay during the affected period when and after the employee endorses to the district the employee's workers' compensation check or has said amount of workers' compensation check deducted from gross wages on paycheck.

SECTION 4: Workers' compensation benefits shall not be granted to persons for injuries received while employed by any individual or firm other than the school district.

INCOME PROTECTION INSURANCE

SECTION 5: The school district shall contribute a sum necessary to pay the premium of income protection insurance for all employees. Such insurance shall begin 60 calendar days after the injury or illness and extend to age 65.

LIFE INSURANCE

SECTION 6: The school district shall contribute a sum equal to the premium for a \$50,000 group life insurance policy for each school-year paraprofessional employee of the school district for the term of this contract.

DURATION OF INSURANCE CONTRIBUTION

SECTION 7: An employee is eligible for school district contributions, as provided by this article, as long as the employee is employed by the school district and meets the qualifications as outlined in this article. Upon termination of employment, and effective on the last working day, all school district participation and contribution shall cease unless the employee is entitled to the benefits as provided in No. 1 under Retirement.

REDUCTION OF HOURS

SECTION 8: 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 district will try to continue health insurance with the group carrier at the employee's own expense, if so requested. The employer will allow premiums to be paid by payroll deduction so long as the employee pays the entire premium.

HEALTH REIMBURSEMENT ACCOUNT

SECTION 9: Saint Peter School District shall make available an HRA, which is mutually selected between the union and the district, to all qualified bargaining unit members. The HRA will be composed of individual accounts for each eligible participant. Participants who leave employment will be permitted to continue accessing their individual HRA balances until the account is exhausted. The HRA will reimburse all expenses eligible under IRS rules and regulations, without restriction. The plan document will provide that any individual trust assets remaining upon the death of a participant without a named beneficiary will revert back to the school district. Payment of Administrative Fees:

- a. Administrative fees allocable to individual accounts of active employees who are active participants in the HRA Plan shall be paid by the district.
- b. Administrative fees allocable to the individual accounts of former employees and retirees shall be paid from the account.
- c. If the HRA Plan is terminated, or if employer contributions cease by agreement between the parties, administrative fees shall be paid from the account.

Employer Contributions to the HRA for Active Employees:

- a. The participant's employer contribution shall be \$.30 per hour worked from July 1 to the following June 30.
- b. One hundred (100) percent of the employer contribution calculated pursuant to letter a above shall be deposited on or before June 30th of each year.
- c. Any amount remaining in the individual account at the end of the HRA Plan year will be carried forward for use by the participant or their eligible dependents.

ARTICLE XIII RETIREMENT

SECTION 1: Any full-time paraprofessional employee who has been employed ten (10) consecutive years by the school district may retire at the end of the school year in which he or she reaches the age of fifty-six (56) years. Upon retirement at the age of fifty-six (56) or thereafter, and with ten (10) years of full-time employment, the district will set aside \$7,800 to be used for both school district provided, and non-district provided medical insurance related expenses, including Medicare supplemental coverage if eligible. The school district will contribute eligible funds into a school district sponsored retiree Health Reimbursement Arrangement (HRA) on behalf of the employee annually in the amount equal to the lessor of the plan chosen by the eligible employee. The contribution to be made monthly in the amount of 1/12 th of the annual amount until the eligible school district funds have been exhausted. If an eligible employee elects medical coverage outside of the school district's plans, they will be ineligible to return to the school district's group plan(s). In the event of the employee's death, this benefit ceases. With regard to life insurance at the time of retirement, the school district will continue to pay life insurance premiums for up to five (5) years after retirement or age sixty-five (65), whichever comes first. ~~_ that may be applied towards the purchase of any of the district's medical insurance plans. This amount is for continuing coverage of medical insurance. In the event of the death of the employee, the benefit ceases.~~

SECTION 2: Upon retirement at the age of fifty-six (56) or thereafter, and with ten (10) years of continuous employment in District 508, all paraprofessionals shall be paid \$6.00 per hour, up to 1400 hours, or \$8,400, for accumulated sick leave. The employee must request, in writing, payment of these funds, which will be paid within thirty (30) days of receiving the request.

SECTION 3: All Employees that work at least 14 hours per week or 35 percent of the normal work week, whichever is less~~All Employees~~ of the ESP Bargaining unit will be automatically enrolled in a voluntary 403(b) plan. Employees may choose from any of the qualified investment companies listed in the Employee 403(b) Plan Document, Adoption Agreement. Twenty Dollars (\$20.00) will be deducted from each employee, per pay period, and contributed into an account managed by the employee-chosen company. Should no choice be made as to the investment company, monies withheld shall be contributed into a Target Date Fund (TDF) as the default investment, managed by EFS. EFS will be the responsible Fiduciary of the default investments.

All employees can opt out of this plan within 90 days and withdrawals will be returned to the school and added back into the employee's paycheck. Employees may transfer the account to any of the qualified investment companies listed in the Employee 403(b) Plan Document, Adoption Agreement. Employees may choose to contribute a different amount per paycheck, but the minimum is Twenty Dollars (\$20.00).

ARTICLE XIV GRIEVANCE PROCEDURE

DEFINITION OF TERMS AND INTERPRETATIONS

SECTION 1: GRIEVANCE: A "grievance" shall mean a dispute or disagreement as to the interpretation or application of any term or terms of any contract required by the PELRA

between Independent School District 508 and the authorized representative. A "grievance" relating to a policy of the school district will be carried through level three of this procedure. AGGRIEVED: Any person or group of persons within the appropriate unit having a grievance. ADMINISTRATIVE SUPERVISOR: The immediate supervisor to whom the aggrieved is responsible. GRIEVANCE COMMITTEE: The committee appointed by the exclusive representative. DISPOSED: A settlement of a grievance to the satisfaction of both parties, which has been reduced to writing. EXTENSION: Time limits specified in this procedure may be extended by mutual agreement. 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. 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. FILING AND POSTMARK: The filing of services of any notice or document herein shall be timely if it bears a postmark of the United States Mail within the time period.

REPRESENTATIVE

SECTION 2: The aggrieved, administrator or special board may be represented during any step of the procedure by any person or agent designated by such party to act in their behalf.

TIME LIMITATIONS AND WAIVER

SECTION 3: Grievances shall not be valid for consideration unless the grievance is submitted in writing in the form herein prescribed to the administrative supervisor, setting forth the facts and the specific provision of the agreement allegedly violated and the particular relief sought within twenty (20) days of the knowledge of the event giving rise to the grievance. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance.

INFORMAL DISCUSSION

SECTION 4: In the event that an individual or group of individuals believes that there is a basis for a grievance, he/she or they may first discuss the alleged grievance with his/her or their administrative supervisor either privately or accompanied by a representative of the grievance committee without having reduced the grievance to writing.

ADJUSTMENT OF GREIVANCE

SECTION 5: The school board and the aggrieved shall attempt to adjust all grievances, which may arise during the course of employment of any member of the exclusive representative in the following manner.
LEVEL I: The aggrieved shall file grievance, in the form herein provided, with his/her

administrative supervisor within twenty (20) days of knowledge of the event giving rise to the grievance. If the grievance is not disposed of, the administrative supervisor shall give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

LEVEL II: In the event the grievance is not disposed of in Level I, the decision rendered maybe appealed to the superintendent of schools, provided such appeal is made in writing, in the form herein provided, within five (5) days after receipt of the decision in Level I. If a grievance is so appealed to the superintendent, the superintendent shall set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within the ten (10) days after the meeting, the superintendent shall issue a decision in writing to the parties involved.

LEVEL III: In the event the grievance is not disposed of in Level II, the decision rendered may be appealed to the school board, provided such appeal is made in writing, in the form herein provided within five (5) days after receipt of the decision in Level II: If a grievance is so appealed to the clerk of the school board, the school board shall set a time to hear the grievance within twenty (20) days after receipt of the appeal. Within twenty (20) days after the meeting, the school board shall issue its decision, in writing, to the parties involved. At the option of the school board, a committee of the board may be designated by the board to hear the appeal at this level, and report its findings and recommendations to the school board. The school board shall then render its decision.

SCHOOL BOARD REVIEW

SECTION 6: The school board reserves the right to review any decision issued under Level I or Level II of this procedure provided the school board or its representative notify the parties of its intention within ten (10) days after the decision has been rendered. In the event the school board reviews a grievance under this Section, the school board reserves the right to ~~reverse~~reserve or ~~nullify~~notify such decision. Such notification by the board automatically advances the grievance to Level III.

DENIAL OF GRIEVANCE

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

LEVEL II INITIATION

SECTION 8: A grievance that affects a group of members of the exclusive representative involving more than one administrative supervisor and all salary determination grievances shall be initiated at Level II.

ARBITRATION PROCEDURES

SECTION 9: In the event the aggrieved and the school board are unable to resolve any grievance, any grievance may be submitted to arbitration as defined herein.

REQUEST: A request to submit a grievance to arbitration must be in writing, in the form provided herein, signed by the aggrieved, and such request must be filed in the office of the superintendent within ten (10) days following the decision in Level III of the grievance procedure.

SELECTION OF ARBITRATORS: Upon the proper submission of grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to select an arbitrator. The grievance shall be heard by a single arbitrator if such arbitrator can be selected. In the event no agreement between the parties can be reached within the ten (10) day period, either party may request to proceed according to the rules and regulations of the Public Employees Labor Relations Board of the State of Minnesota (PELRA). The parties shall request that the appointment pursuant to the PELRA shall be made within thirty (30) days following the receipt of such request.

HEARING: Either party may be represented by such person or persons as they may choose at

the arbitration hearing, and each party shall have the opportunity to submit evidence, offer testimony and to make oral and written arguments pursuant to the rules of the Public Employees Labor Relations Act (PELRA). Neither party shall be permitted to assert any ground or to rely on evidence not previously disclosed to the other party at the time of the arbitration procedure.

DECISION: The decision by the arbitrator shall be rendered after the close of the hearing. Decisions by the arbitrator in cases properly before his/her shall be final and binding upon the parties, subject however, to the limitations of arbitration decisions as provided in PELRA.

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 of the hearing shall be made at the request of either party. The parties shall equally share 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 arbitration.

Article XV Duration

SECTION 1: Terms 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 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 Sixty (60) days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than sixty (60) days prior to the expiration of this Agreement.

SECTION 2: Effect: This agreement constitutes the full and complete Agreement between the school district and the exclusive representative representing the employees. The provision 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 these provisions.

SECTION 3: Finality: Any matters relating to the terms and conditions of employment, whether referred to in this Agreement, shall not be open for negotiations during the term of this

Agreement.

SECTION 4: Severability; The provision 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:

Association's Negotiator

Board Chair

Association's Negotiator

Board Clerk

Dated: _____

Dated: _____

PARAPROFESSIONAL EDUCATOR SALARY SCHEDULE

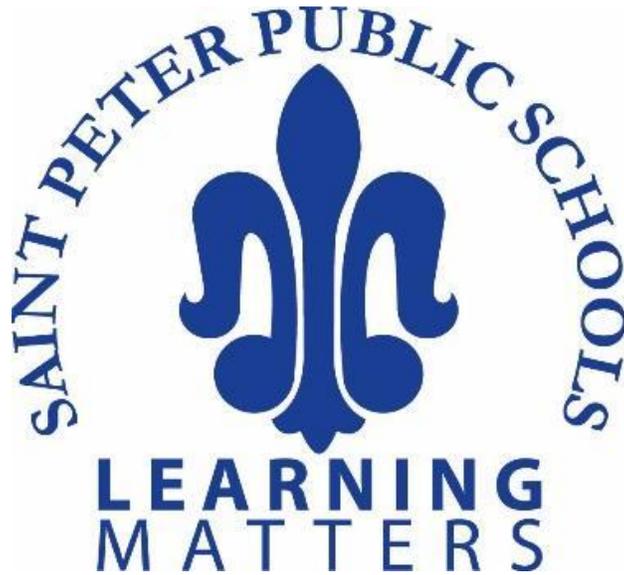
2025-20262023-2024				
Step	A	B	Health Asst.	Longevity
1	18.65 15.95	18.95 16.25	20.45 17.75	
2	19.05 16.35	19.35 16.65	20.75 18.05	\$.750
3	19.45 16.75	19.75 17.05	21.05 18.35	\$.750
4	19.85 17.15	20.15 17.45	21.35 18.65	\$.750
5	20.25 17.55	20.55 17.85	21.65 18.95	*amounts are cumulative
6	20.65 17.95	20.95 18.25	21.95 19.25	
2026-20272024-2025				
Step	A	B	Health Asst.	Longevity
1	20.65 16.65	20.95 16.95	22.45 18.45	
2	21.05 17.05	21.35 17.35	22.75 18.75	\$.750
3	21.45 17.45	21.75 17.75	23.05 19.05	\$.750
4	21.85 17.85	22.15 18.15	23.35 19.35	\$.750
5	22.25 18.25	22.55 18.55	23.65 19.65	*amounts are cumulative
6	22.65 18.65	22.95 18.95	23.95 19.95	

*Career
Increment
hired after 2001-2002:

- After 10 years-Longevity 1
- After 15 years-Longevity 1 and 2
- After 20 years-Longevity 1, 2, and 3

for those

Supplementary Teacher Rate of Pay- When a licensed paraprofessional is assigned to be a supplementary teacher, the licensed paraprofessional will receive an additional amount per hour equal to the difference between their current hourly salary and the hourly salary of a BA, step 1 teacher.



SAINT PETER PUBLIC SCHOOLS
Agreement with
Paraprofessional Educators

2025-2026
and
2026-2027

PARAPROFESSIONAL EDUCATORS' AGREEMENT 2025-2026 and 2026-2027

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**PARAPROFESSIONAL EDUCATORS' AGREEMENT
2025-2026 and 2026-2027**

**ARTICLE I
PURPOSE OF AGREEMENT**

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 Paraprofessional Educators of Saint Peter, hereinafter referred to as the association, pursuant to and in compliance with the Public Employment Labor Relations Act, hereinafter referred to as the PELRA, to provide the terms and conditions of employment for the duration of this agreement.

**ARTICLE II
DEFINITIONS**

The words defined in this article shall have the meaning indicated herein for the purpose of this agreement, unless the context clearly indicates otherwise.

SECTION 1: BOARD: Saint Peter School District 508 elected members

SECTION 2: EMPLOYEE: For the purposes of this agreement, "Employee" shall mean Paraprofessionals and Health Assistants in the appropriate unit employed by the school district excluding the following: confidential employees, essential employees, part-time employees whose service does not exceed 14 hours per week or individuals who hold positions of a temporary or seasonal character for a period of time in excess of 67 working days in any calendar year.

SECTION 3: EMPLOYER: Saint Peter School District 508

SECTION 4: ASSOCIATION: Paraprofessional Educators of Saint Peter

SECTION 5: PELRA: Public Employment Labor Relations Act

SECTION 6: SUPERVISORS: Building Principals responsible for the evaluation of paraprofessionals.

**ARTICLE III
RECOGNITION**

SECTION 1: In accordance with all provisions of the PERLA the school district recognizes *Paraprofessional Educators of St. Peter*, the exclusive representative for the paraprofessionals of Independent School District 508, which exclusive representative shall have those rights and duties as described by PELRA and as described in the provisions of this agreement.

SECTION 2: The exclusive representative shall represent all such employees of the district contained in the appropriate unit employed by the school district.

ARTICLE IV SCHOOL DISTRICT RIGHTS

SECTION 1: Inherent Managerial Rights: The Association recognizes that the School District 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 School District, its overall budget, utilization of technology, the organizational structure, and selection and direction, and number of personnel.

SECTION 2: Management Responsibilities: The Association recognizes the right and obligation of the School District 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.

ARTICLE V EMPLOYEE RIGHTS

SECTION 1: Members of this bargaining unit shall be notified whenever any statement, which is critical of them, is made a matter of record and placed in their personnel file. No derogatory information shall be placed in a member's file without that person's knowledge.

SECTION 2: If a member wishes to review this district personnel file, requests shall be made to the immediate supervisor who will schedule the review of the file. If the member wishes to review her/his personnel file outside his/her normal working hours, she/he may contact the Superintendent's office administrative assistant directly. The member shall have the right to reproduce any contents of the file at the member's expense and to submit for inclusion in the file written information in response to any material contained therein. The school district may destroy such files as provided by law.

SECTION 3: Right to Views: Nothing contained in this agreement shall be construed to limit, impair, or affect the right of any employee or his/her 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 circumvent the rights of the exclusive representative if there be one; nor shall it be construed to require any employee to perform labor or services against his/her will.

SECTION 4: 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 unit with the school district, subject to the PELRA.

SECTION 5: Request for Dues Checkoff: Employees shall have the right to request and be allowed dues checkoff for the employee organization of their selection provided that dues checkoff and the proceeds thereof shall not be allowed any employee organization that has lost its right to dues checkoff. Upon receipt, by the business office, on or before October 1, of a properly executed authorization card of the employee involved, the School District shall deduct from the employee's paycheck the dues that the employee has agreed to pay to the association during the period provided, in said authorization, in sixteen (16) equal bi-monthly

payments October through May.

SECTION 6: Indemnification: The exclusive representative agreed to indemnify and hold the Employer harmless against any claim, suit, or judgment brought or issued against the Employer as a result of any action taken or not taken by the Employee under the provisions of this Article.

ARTICLE VI ASSOCIATION PROVISIONS

SECTION 1: Transaction of Association Business: Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on School District property at all reasonable times, provided that this shall not interfere with or interrupt normal School District operations. The Association shall have the right to use school facilities and equipment. The Association shall also have the right to have copies made from the School District's copying machine(s) during regular business hours provided the Association shall reimburse the School District for the cost of all photocopy supplies. The Association shall not remove any equipment from the school premises without the written permission of the building principal or his or her designee. The Association shall have the right to post notices of activities and matters of Association concern on staff workroom bulletin boards, at least one of which shall be provided in each school building. The Association may use the School District inter-school mail service, the School District e-mail service, and mailboxes for communications purposes.

SECTION 2: Association/Union Leave: DAILY LEAVE PROVISIONS: At the beginning of every school year, the Association shall be credited with five (5) paid, non-accumulative days to be used by a maximum of three (3) paraprofessionals at one time who are officers or agents of the Association, such use to be at the discretion of the Association. The Association agrees to notify the school district, in writing, at least forty-eight (48) hours prior to the date for the intended use of said leave. The Association agrees to reimburse the school district for the cost of substitute paraprofessionals hired by the school district to replace the paraprofessionals who take the leave herein provided.

ARTICLE VII DISSEMINATION OF POLICIES

SECTION 1: District 508 will be responsible for providing each new employee with a copy of this agreement, a seniority list updated annually, and a paraprofessional employee handbook upon the school board's approval of employment. It shall be the new employee's responsibility to contact the building steward to review this contract.

ARTICLE VIII JOB CLASSIFICATIONS

SECTION 1: Job classifications shall be as follows:
Paraprofessional
Health Assistant

ARTICLE IX SALARY PAYMENT

SECTION 1: Employees transferring to a new classification will receive the salary step in the new classification which coincides most closely to their previous salary without taking a decrease.

SECTION 2: Paraprofessionals shall be paid twice monthly and all paychecks shall be deposited directly in the employee's personal account. (The 15th or the last banking day prior to the 15th and the last banking day of the month.) Beginning in the 2020-2021 contract year, paraprofessionals who were being paid in twenty-four (24) payments during the 2019-2021 contract year, may elect to continue being paid in twenty-four (24) payments.

Paraprofessionals who are on eighteen (18) payments, and paraprofessionals new to the district, shall be paid on supervisor approved entries in the district's time management system that are submitted to the district office by the 15th day of each month and the last day of each month. Beginning with the 2026-2027 school year, upon completion of three years of district employment, paraprofessionals are eligible to elect payment in twenty-four (24) installments. Elections for the upcoming school year must be submitted in writing to the district office by July 1. Those who do not notify the district office of this change will continue to be paid in eighteen (18) installments.

SECTION 3: Paraprofessionals that hold a four-year degree from an accredited college or university shall be placed in Lane B of the salary schedule.

SECTION 4: Employees new to the district with experience in another school system or equitable work experience shall be placed on the compensation schedule to recognize the employee's years of experience.

ARTICLE X GENERAL EMPLOYMENT PROVISIONS

SECTION 1: Full-time school year paraprofessionals shall be defined as employees holding a position which is at least 7 hours per day for at least the number of student days per school year exclusive of holidays.

SECTION 2: Part-time employees are those employees who work less than 7 hours per day.

SECTION 3: The hours of work for paraprofessionals shall be established by the building principals in charge of the program and paraprofessionals should be given adequate notice of any change in the established hours.

SECTION 4: In accordance with federal law (Affordable Care Act), the school district makes health insurance available to all employees who work 30 hours per week. For employees who work 35 hours per week, a health insurance contribution is made. (See Article XII, Section 2)

REQUIRED WORK OUTSIDE OF REGULARLY SCHEDULED HOURS

SECTION 5: Paraprofessionals may be required to attend staff meetings and/or engage in staff development activities. Required work time that does not fall within regularly scheduled hours will be paid at the employee's regular rate of pay.

OVERTIME

SECTION 6: Overtime shall be defined as more than eight (8) hours per day. Employees shall not be requested or required to take time off for overtime worked or to be worked; however, employees may request and receive at the discretion of their supervisor, time off as a method of paying for overtime hours to a maximum of 80 hours. Compensation time shall be at the appropriate overtime rate at which it was earned. Compensation time off may be taken anytime during the contract period with approval of the immediate supervisor, with a maximum carryover of twenty (20) hours to the next fiscal year. Employees may request and receive time and a half pay for any overtime they are required to work.

MILEAGE

SECTION 7: Employees required to use their own automobiles in the performance of their duties shall be reimbursed at the rate established by the Internal Revenue Service, except for travel to and from work. All mileage claims are required to have the pre-approval of the principal.

EMERGENCY CLOSING/LATE START

SECTION 8: In the event of an emergency, or other cause of school closing, the paraprofessional shall not report to work. In the event of a late start, the paraprofessional shall work the extra duties and student-contact hours applicable to the "late-start" school day. In the event of an early dismissal, the paraprofessional shall work the extra duties and student-contact hours applicable to the "early dismissal". On late-start and early-dismissal days the paraprofessional will be paid for their regular number of contracted hours. In the case of school being closed for the entire day, and the district implements e-learning for the entire day, the district will pay paraprofessionals their wages and benefits for the time they were scheduled for the day. The district may require employees to work remotely to the extent practicable or make other accommodations, including alternate work sites or require workers to be on-call during their scheduled work hours.

In the event of school being closed for the entire day on which there is no instruction, the paraprofessional will not be required to make up the first two days of emergency closing provided the day(s) are not rescheduled. In the event of more than two snow day closures in a year where instruction is not provided, paraprofessionals will not report to work and will have two options:

1. Not making up the day, resulting in loss of pay
2. Making up the day at a time that is mutually agreeable to the paraprofessional and the paraprofessional's immediate supervisor. Documentation that the day has been made up must be provided to the District Office by June 15 of each year;

WORK CONCERNS

SECTION 9: The Superintendent or his/her designee(s) shall meet with and confer with paraprofessional employees on non-contractual, non-individual concerns in order to keep an open line of communication. Meetings shall be held when either party feels it is necessary. Every effort shall be made to address individual work concerns with an individual's supervisor and this article is meant to address building or district concerns which are impacting the

bargaining unit.

PROBATIONARY PERIOD

SECTION 10: The first nine (9) months of employment shall be considered a 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 most recent date of hire by the district.

SENIORITY

SECTION 11: Seniority shall be defined as continuous service as a paraprofessional in the district. District-approved leaves will not interrupt a paraprofessional's continuous service to the district. SECTION 12: Seniority shall terminate when an employee retires, resigns, or is discharged.

NOTICE OF OPENINGS

SECTION 13: Vacancies within the bargaining unit will be posted internally and externally for five (5) days, with current unit members given first consideration. Persons within the association shall be notified and shall be given an opportunity to apply for said position. The school district will select the most qualified candidate. Notification shall be given to the building steward of each building and shall be given prior to posting the opening through any other means. Should the opening occur during the period when school is not in session, notification will be sent to the stewards at their home address. The association shall notify each building principal and the district office of the designated individual(s) such notice should be sent to.

SECTION 14: Vacancies shall be defined as an additional position, a position with a new job description or a position that is vacated by resignation.

INVOLUNTARY TRANSFERS AND JOB TRANSFERS

SECTION 15: Involuntary and Job Transfers are any transfers that are initiated by the administration for the convenience of the district, be it at the same work site or a different work site, in which the position and hours remain the same. Transfers would be to existing positions and not to newly created positions. Job classification may not change except by mutual consent.

LAYOFF

SECTION 16: In the event of a layoff or the elimination of a position, the person with the least amount of seniority shall be laid off. Employees shall be rehired according to seniority in the reverse order of layoff. An employee shall be entitled to recall rights for two (2) years. If an employee declines a recall notice to a position of twenty (20) or more hours per week, they shall forfeit any further recall rights. However, an employee may decline a recall notice without forfeiture or recall rights if the position is less than (20) hours per week. Yearly written notification of availability must be received by the school district central office no later than March 1. If the school district is not notified by March 1, the employee will forfeit their recall rights.

SECTION 17: In the event of a layoff, if two or more employees at the bottom of the seniority list have the same date of employment, attendance, job performance and qualifications will be the deciding factor.

REHIRE

SECTION 18: Under no circumstances shall the employer hire from the open market while employees are on the recall list, qualified to perform the duties of a vacant position and are ready, willing and able, and have notified the district that they are available to be re-employed with comparable position and working hours if available. Upon returning to the district position, the employee shall be placed on the same step on the salary schedule as occupied at the time of layoff and shall be given credit for any seniority earned prior to layoff.

BUMPING RIGHTS

SECTION 19: In the event of the elimination of a position, the person with the least amount of seniority would be required to be laid off. The person in the position that is being eliminated may exercise the employee's seniority to bump a less senior employee with the most comparable hours in any classification provided that the school district determines the employee is capable of performing the job responsibilities. If the person elects not to accept the position with the most comparable hours, the person will bump into the position that was vacated by the person with the least amount of seniority

SECTION 20: Within a classification, if hours in a position are increased, that will constitute a change in position, and therefore, the employee with the most seniority in that classification may fill that position, provided the move does not create a full-time position.

SECTION 21: Should no one within the classification wish to move into the position, it shall be made available to the open market after persons from within the association are notified and given an opportunity to apply for said position.

TIME MANAGEMENT SYSTEM AND THE AFFORDABLE CARE ACT

SECTION 22: The use of the district's time management system is limited to providing the federal government information on employee hours with regards to health insurance and shall not be used for disciplinary purposes.

COLLABORATION TIME

SECTION 23: Paraprofessionals will have up to 15 minutes per week of paid time to coordinate with their case managers/supervisors/ classroom teachers, before or after the student contact day to discuss student information. Paraprofessionals are responsible for recording this time on a timesheet and submitting it to the district office by June 15 of each year. This practice will sunset on July 1, 2021.

Article XI LEAVES OF ABSENCE

SICK LEAVE

SECTION 1: Sick leave, with pay, shall be allowed by the school district whenever a paraprofessional employee's absence is due to any type of illness, including illness or disability

caused or contributed to by pregnancy or childbirth, which has prevented the attendance at school and performance of duties on that day or days. A paraprofessional may use personal sick leave benefits provided by the school district for absences due to an illness of or injury to the employee's child, adult child, spouse, significant other, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, for reasonable periods of time as the paraprofessional's attendance may be necessary, on the same terms upon which the paraprofessional is able to use sick leave benefits for the paraprofessional's own use of sick leave.

SECTION 2: School year paraprofessionals shall receive one day of sick leave for each month of employment in the school district. Part-time employees receive sick leave on a prorated basis.

SECTION 3: Sick leave benefits shall accumulate to 1400 hours.

SECTION 4: The superintendent or designee may require an employee to furnish a medical certificate from the school health officer or from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the school board.

SECTION 5: In the event that a medical certificate will be required, the employee will be so advised.

SECTION 6: Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee

SECTION 8: Sick leave pay shall be approved only upon submission of signed request upon the authorized sick leave form available at the principals' offices and the district office.

SECTION 9: Any personnel unable to perform duties of employment because of pregnancy or any medical complications of pregnancy, childbirth, or recovery therefrom, may begin leave upon certification from the attending physician that the person is unable to perform such duties, or upon agreement by said personnel and the building principal that leave should be commenced, and the personnel shall be entitled to sick leave without loss of pay to the extent provided by the above. Leave in excess of unused sick leave credit of such personnel shall be treated as a leave of absence without pay during the period such personnel is unable to work due to the pregnancy or any medical complication of pregnancy, childbirth, or recovery therefrom.

SICK LEAVE BANK

SECTION 10: Within thirty (30) days of the beginning of each school year, a paraprofessional may contribute up to one (1) or more of their accumulated sick leave days to the sick leave bank. Forms to contribute days will be made available to paraprofessionals at the beginning of each school year. Contributed days will be subtracted from the paraprofessional's accrued sick leave time.

1. A paraprofessional may use days from the sick leave bank if the following conditions have been met:
 - a. The paraprofessional has contributed to the sick leave bank annually for four (4) years or a total of four (4) days, after which contributions are voluntary.
 - b. The paraprofessional has exhausted his/her sick leave.
 - c. The situation which has caused the paraprofessional to exhaust his/her sick leave is

a situation that is covered under the definition of a serious illness in Article XI, Section 11.12-Serious Illness or Bereavement Leave.

- d. The paraprofessional has accumulated, on the average, a minimum of four (4) days per year for each year of employment in the School District prior to the situation that caused the need to use the sick leave bank. Days used to cover a disability will lower the qualifying requirement by the number of days used for the disability. Days contributed to the sick leave bank will count as accumulated days.
2. The School District may extend this provision to a paraprofessional who does not meet the guidelines under extenuating circumstances.
3. A member may use up to ten (10) days per year.
4. A paraprofessional may not use days from the sick leave bank to substitute for extended maternity leave.
5. A request to draw sick days must be presented in writing to the Superintendent of Schools or his/her designee.
6. The sick leave bank will expire upon ratification of the 2025-2027 contract. Each employee will be credited with any unused sick leave days he/she contributed to the sick leave bank. Any excess days will be divided among the existing contributors.

SERIOUS ILLNESS OR BEREAVEMENT LEAVE

SECTION 11: A paraprofessional may be granted up to six (6) days of non-accumulative serious illness or bereavement leave annually which may be used for serious illness or death in the immediate family. Serious illness shall be defined as life threatening in nature and immediate family shall be defined as spouse, father, mother, siblings, children, grandparents, grandparents-in-law, grandchildren, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-law and son-in-law and any relative or non-relative living in the household with the employee. Three (3) of the six (6) days may be used for extended family or special friend. In the event of a second or any additional deaths to the following members of the immediate family--spouse, children, father, mother, brother, sister, father-in-law, mother-in-law, daughter-law and son-in-law, grandchildren, or anyone residing in the household at the time of their death--additional leave will be granted not to exceed five (5) days per death. Any additional days taken will be taken at a full deduction in pay.

CHILD CARE LEAVE

SECTION 12: Child care leave shall be granted by the district upon request delivered at least one (1) month prior to the time such leave is to be taken. Such leave may be for periods extending beyond a period of time the employee is unable to work due to pregnancy, childbirth, or recovery therefrom, but shall be for no longer than one full year from the date of the commencement of such leave. The leave shall be granted only in cases where the employee requests such leave for the purposes of attending to a newborn or newly adopted child.

SECTION 13: Employees on childcare leave, for the period not covered under sick leave, shall continue the insurance programs of the district by paying the full premiums regularly.

SECTION 14: Upon returning from approved child care leave the employee will assume the same position the employee had upon leave.

PERSONAL LEAVE

SECTION 15: Employees shall be granted personal days as follows: employees in years 1-4 shall receive one personal day, employees in years 5-10 shall receive two personal days and employees with more than 10 years shall receive three personal days. Unused days are able to be carried over to a maximum of five (5) days. Employees who have accumulated 15 or more sick days are eligible to exchange three (3) sick days for a personal day. In order to exchange sick days for a personal day the employee must submit a request, in writing, to the payroll department by October 1 or February 1 in the school year in which the additional personal day is to be used. Personal days are to be used at the discretion of the employee for situations that arise requiring the employee's attention and which cannot be attended to when school is not in session and which are not covered under provisions of this contract. A limit of two (2) employees per building per day may be absent on a personal leave day.

At the end of each school year, employees shall have the option of selling back unused personal days at a rate of \$50 per day if the employee has not exchanged any sick days for an additional personal day during the school year. This request must be submitted, in writing, to the payroll department within 1 week of the last day of school.

SECTION 16: Requests for personal leave must be submitted through Frontline at least two (2) days in advance, except in the event of emergencies.

MINNESOTA PAID LEAVE:

SECTION 17: Paid Family Medical Leave (PFML): Starting January 1, 2026, Employees are required to PFML pursuant to MN Statutes 268B et Seq., Family and Medical Benefits.

SECTION 18: Costs of PFML: The premium rate is a percentage of an employee's taxable wages that is set annually by the Minnesota Department of Employment and Economic Development (DEED). The district shall pay 50% of the total premium, and the employee shall pay 50% of the total premium for PFML.

SECTION 19: Should the District elect to purchase a private plan from among those approved by DEED, in no case will the employer withhold a higher percent of pay from the employees than may be withheld under the public program, even if the full premium charged by the private plan is higher than that of the public plan. If the premium charged by the private plan is lower than that of the public plan, the maximum contribution is 50% of the full premium for the private plan.

SECTION 20: Notification to the Employer: Pursuant to Minnesota Statute Section 268B.085, employees taking PFML shall provide the employer with thirty (30) days' notice prior to the start of leave when possible. If 30 days' notice is not practicable because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances or a medical emergency, notice must be given as soon as practicable.

SECTION 21: PFML will run concurrently with leave taken for the same qualifying purpose under the federal Family and Medical Leave Act or the Minnesota Parenting and Pregnancy Leave law, provided that the leave is eligible.

SECTION 22: In the event that an employee is approved for PFML for the period of time that was initially covered by ESST/sick leave, the employer shall provide the employee with the opportunity to pay back the value of some or all ESST/sick leave. The employer shall re-credit the leave back to the employee's individual leave account provided funds are repaid to the district according to IRS regulations.

JURY DUTY

SECTION 23: All paraprofessionals of School District 508 shall continue to receive their regular compensation when called for jury duty. The employee shall submit a copy of their jury duty check to the district and that compensation, except for mileage reimbursement and any meal allowance shall be deducted from their check.

SECTION 24: Any paraprofessional summoned or subpoenaed to provide testimony or information to any agency, commission, board, legislative committee, arbitrator, or court, during the regular workday, shall be provided leave with pay for each day or part thereof which the paraprofessional is required to be absent. The paraprofessional employee shall provide the district with a copy of the compensation. Except for mileage reimbursement and meal allowance, this amount shall be deducted from their check.

LEAVE OF ABSENCE

SECTION 25: An unpaid leave of absence may be granted for health reasons if recommended by the attending physician in writing and approved by the administration and school board. Time period may be renewable, upon review, up to one year.

SECTION 26: An unpaid leave of absence may be granted for other reasons, such as higher education, if approved by the school board, and provided the employee is working for the district at least three and one-half hours per day at the time of the request. When an employee returns from leave of absence, that employee shall return at the same level of pay and retain seniority, but does not gain seniority while on leave.

SECTION 27: Should an unpaid leave of absence be granted to an employee, upon returning from the leave, the employee shall be placed on the same step and will retain the original seniority date as when they left.

PROFESSIONAL DEVELOPMENT

SECTION 28: Professional Meetings: Paraprofessionals shall be permitted to attend professional meetings and/or classroom visitations as approved by the superintendent or his/her designee.

SECTION 29: Reimbursement: The School district shall pay for all reimbursable expenses incurred during the professional leave, if the school district requested the paraprofessional to attend the meeting.

PAID HOLIDAYS

SECTION 30: Holidays: The following days are recognized as holidays with regular pay for full-time paraprofessionals working during the period the holiday occurs:

- Good Friday
- Memorial Day
- Thanksgiving Day
- Christmas Day
- New years Day
- Labor Day

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

SECTION 31: Less than full-time employees shall receive holiday pay on a prorated basis.

ARTICLE XII GROUP INSURANCE

SELECTION OF CARRIER

SECTION 1: The selection of the insurance carrier and policy shall be made by the School Board.

HEALTH AND HOSPITALIZATION INSURANCE

SECTION 2: Effective July 1, 2025, and through June 30, 2027, contract, the school district shall pay the entire premium for individual coverage and 50 percent of the premium for family coverage, not to exceed \$2,617, for each full-time educational assistant employee who qualifies. Paraprofessionals who work full time for the school year shall receive full benefits during the months they work, but will be responsible to pay their own premiums in advance, during the non-school months.

The above represents the total agreement for health and hospitalization insurance and no monetary rebate shall be made to any employee should premiums be less than the amount the school district agrees to contribute. It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

WORKERS' COMPENSATION

SECTION 3: Upon request of an employee who is absent from work as a result of a compensable injury, while working for the school district, the school district will pay the difference between the compensation received pursuant to the Workers' Compensation Act by the employee and the employee's regular rate of pay to the extension of the employee's earned accrual of sick leave and/or vacation pay. This paragraph may be effectuated on the delivery of the school district to the employee of a paycheck for said employee's regular rate of pay during the affected period when and after the employee endorses to the district the employee's workers' compensation check or has said amount of workers' compensation check deducted from gross wages on paycheck.

SECTION 4: Workers' compensation benefits shall not be granted to persons for injuries received while employed by any individual or firm other than the school district.

INCOME PROTECTION INSURANCE

SECTION 5: The school district shall contribute a sum necessary to pay the premium of income protection insurance for all employees. Such insurance shall begin 60 calendar days after the injury or illness and extend to age 65.

LIFE INSURANCE

SECTION 6: The school district shall contribute a sum equal to the premium for a \$50,000 group life insurance policy for each school-year paraprofessional employee of the school district for the term of this contract.

DURATION OF INSURANCE CONTRIBUTION

SECTION 7: An employee is eligible for school district contributions, as provided by this article, as long as the employee is employed by the school district and meets the qualifications as outlined in this article. Upon termination of employment, and effective on the last working day, all school district participation and contribution shall cease unless the employee is entitled to the benefits as provided in No. 1 under Retirement.

REDUCTION OF HOURS

SECTION 8: 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 district will try to continue health insurance with the group carrier at the employee's own expense, if so requested. The employer will allow premiums to be paid by payroll deduction so long as the employee pays the entire premium.

HEALTH REIMBURSEMENT ACCOUNT

SECTION 9: Saint Peter School District shall make available an HRA, which is mutually selected between the union and the district, to all qualified bargaining unit members. The HRA will be composed of individual accounts for each eligible participant. Participants who leave employment will be permitted to continue accessing their individual HRA balances until the account is exhausted. The HRA will reimburse all expenses eligible under IRS rules and regulations, without restriction. The plan document will provide that any individual trust assets remaining upon the death of a participant without a named beneficiary will revert back to the school district. Payment of Administrative Fees:

- a. Administrative fees allocable to individual accounts of active employees who are active participants in the HRA Plan shall be paid by the district.
- b. Administrative fees allocable to the individual accounts of former employees and retirees shall be paid from the account.
- c. If the HRA Plan is terminated, or if employer contributions cease by agreement between the parties, administrative fees shall be paid from the account.

Employer Contributions to the HRA for Active Employees:

- a. The participant's employer contribution shall be \$.30 per hour worked from July 1 to the following June 30.
- b. One hundred (100) percent of the employer contribution calculated pursuant to letter a above shall be deposited on or before June 30th of each year.
- c. Any amount remaining in the individual account at the end of the HRA Plan year will be carried forward for use by the participant or their eligible dependents.

ARTICLE XIII RETIREMENT

SECTION 1: Any full-time paraprofessional employee who has been employed ten (10) consecutive years by the school district may retire at the end of the school year in which he or she reaches the age of fifty-six (56) years. Upon retirement at the age of fifty-six (56) or thereafter, and with ten (10) years of full-time employment, the district will set aside \$7,800 to be used for both school district provided, and non-district provided medical insurance related expenses, including Medicare supplemental coverage if eligible. The school district will contribute eligible funds into a school district sponsored retiree Health Reimbursement Arrangement (HRA) on behalf of the employee annually in the amount equal to the lessor of the plan chosen by the eligible employee. The contribution to be made monthly in the amount of 1/12 th of the annual amount until the eligible school district funds have been exhausted. If an eligible employee elects medical coverage outside of the school district's plans, they will be ineligible to return to the school district's group plan(s). In the event of the employee's death, this benefit ceases. With regard to life insurance at the time of retirement, the school district will continue to pay life insurance premiums for up to five (5) years after retirement or age sixty-five (65), whichever comes first.

SECTION 2: Upon retirement at the age of fifty-six (56) or thereafter, and with ten (10) years of continuous employment in District 508, all paraprofessionals shall be paid \$6.00 per hour, up to 1400 hours, or \$8,400, for accumulated sick leave. The employee must request, in writing, payment of these funds, which will be paid within thirty (30) days of receiving the request.

SECTION 3: All Employees that work at least 14 hours per week or 35 percent of the normal work week, whichever is less of the ESP Bargaining unit will be automatically enrolled in a voluntary 403(b) plan. Employees may choose from any of the qualified investment companies listed in the Employee 403(b) Plan Document, Adoption Agreement. Twenty Dollars (\$20.00) will be deducted from each employee, per pay period, and contributed into an account managed by the employee-chosen company. Should no choice be made as to the investment company, monies withheld shall be contributed into a Target Date Fund (TDF) as the default investment, managed by EFS. EFS will be the responsible Fiduciary of the default investments. All employees can opt out of this plan within 90 days and withdrawals will be returned to the school and added back into the employee's paycheck. Employees may transfer the account to any of the qualified investment companies listed in the Employee 403(b) Plan Document, Adoption Agreement. Employees may choose to contribute a different amount per paycheck, but the minimum is Twenty Dollars (\$20.00).

ARTICLE XIV GRIEVANCE PROCEDURE

DEFINITION OF TERMS AND INTERPRETATIONS

SECTION 1: GRIEVANCE: A "grievance" shall mean a dispute or disagreement as to the interpretation or application of any term or terms of any contract required by the PELRA between Independent School District 508 and the authorized representative. A "grievance" relating to a policy of the school district will be carried through level three of this procedure.

AGGRIEVED: Any person or group of persons within the appropriate unit having a grievance.

ADMINISTRATIVE SUPERVISOR: The immediate supervisor to whom the aggrieved is responsible.

GRIEVANCE COMMITTEE: The committee appointed by the exclusive representative.

DISPOSED: A settlement of a grievance to the satisfaction of both parties, which has been reduced to writing.

EXTENSION: Time limits specified in this procedure may be extended by mutual agreement.

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.

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.

FILING AND POSTMARK: The filing of services of any notice or document herein shall be timely if it bears a postmark of the United States Mail within the time period.

REPRESENTATIVE

SECTION 2: The aggrieved, administrator or special board may be represented during any step of the procedure by any person or agent designated by such party to act in their behalf.

TIME LIMITATIONS AND WAIVER

SECTION 3: Grievances shall not be valid for consideration unless the grievance is submitted in writing in the form herein prescribed to the administrative supervisor, setting forth the facts and the specific provision of the agreement allegedly violated and the particular relief sought within twenty (20) days of the knowledge of the event giving rise to the grievance. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance.

INFORMAL DISCUSSION

SECTION 4: In the event that an individual or group of individuals believes that there is a basis for a grievance, he/she or they may first discuss the alleged grievance with his/her or their administrative supervisor either privately or accompanied by a representative of the grievance committee without having reduced the grievance to writing.

ADJUSTMENT OF GREIVANCE

SECTION 5: The school board and the aggrieved shall attempt to adjust all grievances, which may arise during the course of employment of any member of the exclusive representative in the following manner.

LEVEL I: The aggrieved shall file grievance, in the form herein provided, with his/her administrative supervisor within twenty (20) days of knowledge of the event giving rise to the grievance. If the grievance is not disposed of, the administrative supervisor shall give a written decision on the grievance to the parties involved within ten (10) days after receipt of the

written grievance.

LEVEL II: In the event the grievance is not disposed of in Level I, the decision rendered may be appealed to the superintendent of schools, provided such appeal is made in writing, in the form herein provided, within five (5) days after receipt of the decision in Level I. If a grievance is so appealed to the superintendent, the superintendent shall set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within the ten (10) days after the meeting, the superintendent shall issue a decision in writing to the parties involved.

LEVEL III: In the event the grievance is not disposed of in Level II, the decision rendered may be appealed to the school board, provided such appeal is made in writing, in the form herein provided within five (5) days after receipt of the decision in Level II: If a grievance is so appealed to the clerk of the school board, the school board shall set a time to hear the grievance within twenty (20) days after receipt of the appeal. Within twenty (20) days after the meeting, the school board shall issue its decision, in writing, to the parties involved. At the option of the school board, a committee of the board may be designated by the board to hear the appeal at this level, and report its findings and recommendations to the school board. The school board shall then render its decision.

SCHOOL BOARD REVIEW

SECTION 6: The school board reserves the right to review any decision issued under Level I or Level II of this procedure provided the school board or its representative notify the parties of its intention within ten (10) days after the decision has been rendered. In the event the school board reviews a grievance under this Section, the school board reserves the right to reverse or nullify such decision. Such notification by the board automatically advances the grievance to Level III.

DENIAL OF GRIEVANCE

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

LEVEL II INITIATION

SECTION 8: A grievance that affects a group of members of the exclusive representative involving more than one administrative supervisor and all salary determination grievances shall be initiated at Level II.

ARBITRATION PROCEDURES

SECTION 9: In the event the aggrieved and the school board are unable to resolve any grievance, any grievance may be submitted to arbitration as defined herein.

REQUEST: A request to submit a grievance to arbitration must be in writing, in the form provided herein, signed by the aggrieved, and such request must be filed in the office of the superintendent within ten (10) days following the decision in Level III of the grievance procedure.

SELECTION OF ARBITRATORS: Upon the proper submission of grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to select an arbitrator. The grievance shall be heard by a single arbitrator if such arbitrator can be

selected. In the event no agreement between the parties can be reached within the ten (10) day period, either party may request to proceed according to the rules and regulations of the Public Employees Labor Relations Board of the State of Minnesota (PELRA). The parties shall request that the appointment pursuant to the PELRA shall be made within thirty (30) days following the receipt of such request.

HEARING: Either party may be represented by such person or persons as they may choose at the arbitration hearing, and each party shall have the opportunity to submit evidence, offer testimony and to make oral and written arguments pursuant to the rules of the Public Employees Labor Relations Act (PELRA). Neither party shall be permitted to assert any ground or to rely on evidence not previously disclosed to the other party at the time of the arbitration procedure.

DECISION: The decision by the arbitrator shall be rendered after the close of the hearing. Decisions by the arbitrator in cases properly before his/her shall be final and binding upon the parties, subject however, to the limitations of arbitration decisions as provided in PELRA.

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 of the hearing shall be made at the request of either party. The parties shall equally share 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 arbitration.

ARTICLE XV DURATION

SECTION 1: Terms 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 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 Sixty (60) days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than sixty (60) days prior to the expiration of this Agreement.

SECTION 2: Effect: This agreement constitutes the full and complete Agreement between the school district and the exclusive representative representing the employees. The provision 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 these provisions.

SECTION 3: Finality: Any matters relating to the terms and conditions of employment, whether referred to in this Agreement, shall not be open for negotiations during the term of this Agreement.

SECTION 4: Severability; The provision 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:

Association's Negotiator

Board Chair

Association's Negotiator

Board Clerk

Dated:_____

Dated:_____

PARAPROFESSIONAL EDUCATOR SALARY SCHEDULE

2025-2026				
Step	A	B	Health Asst.	Longevity
1	18.65	18.95	20.45	
2	19.05	19.35	20.75	\$.75
3	19.45	19.75	21.05	\$.75
4	19.85	20.15	21.35	\$.75
5	20.25	20.55	21.65	*amounts are cumulative
6	20.65	20.95	21.95	
2026-2027				
Step	A	B	Health Asst.	Longevity
1	20.65	20.95	22.45	
2	21.05	21.35	22.75	\$.75
3	21.45	21.75	23.05	\$.75
4	21.85	22.15	23.35	\$.75
5	22.25	22.55	23.65	*amounts are cumulative
6	22.65	22.95	23.95	

*Career Increment for those hired after 2001-2002:

- After 10 years-Longevity 1
- After 15 years-Longevity 1 and 2
- After 20 years-Longevity 1, 2, and 3

Supplementary Teacher Rate of Pay- When a licensed paraprofessional is assigned to be a supplementary teacher, the licensed paraprofessional will receive an additional amount per hour equal to the difference between their current hourly salary and the hourly salary of a BA, step 1 teacher.



ADDENDUM

**Regular Board Meeting
Wednesday, January 21, 2026
SPCC-Governor's Room
5:00PM**

IX. INFORMATION ITEMS

1. AGENDA ITEM #1

Subject: NAPAC Annual Compliance Update

Background: On an annual basis, the Native American Parent Advisory Council (NAPAC) has a duty to pass a resolution of concurrence or non-concurrence. This resolution is based on the school district's support of Native American students and families, and progress toward goals set by the committee. NAPAC has passed a resolution of concurrence. Charmayne Klah, NAPAC facilitator and Native American Liaison, will provide a NAPAC update as well as share information regarding their resolution of concurrence.

Presentation: Charmayne Klah, Native American Liaison
Skyanne Walker, NAPAC Vice Chair
Beth Pletka, NAPAC Member



ADDENDUM

**Regular Board Meeting
Wednesday, January 21, 2026
SPCC-Governor's Room
5:00PM**

IX. INFORMATION ITEMS

2. AGENDA ITEM #2

Subject: Enrollment Options: Yearly Comparison Report

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

Presentation: Superintendent of Schools, Jon Graff

St. Peter Public Schools - Enrollment Options Report

2025-26

	Date	Public	Charter	Online	Parochial	Homeschools	Total Leaving	ECSE-12 Enrollment	% of Total
Total Leaving	2021-22	149	52	21	151	27	400	2087	19%
	2022-23	143	52	15	152	26	388	2086	19%
	2023-24	144	37	14	144	27	366	2091	17%
	2024-25	123	40	21	137	24	345	2105	16%
	2025-26	140	39	22	115	41	357	2102	17%

	Date	Leaving	Coming	Net Effect
Other Public Schools	12/1/2021	149	168	19
	12/1/2022	143	184	41
	12/1/2023	144	197	53
	12/2/2024	123	220	97
	12/1/2025	140	229	89

Current Year - 12/1/25

Residents Attending MVED

	EC	KG	1	2	3	4	5	6	7	8	9	10	11	12	Total
EC	0	0	1	1	1	1	4	3	2	2	4	3	1	1	24
KG	0	0	1	1	1	1	4	3	2	2	4	3	1	1	24
1	1	1	1	1	1	1	4	3	2	2	4	3	1	1	24
2	1	1	1	1	1	1	4	3	2	2	4	3	1	1	24
3	1	1	1	1	1	1	4	3	2	2	4	3	1	1	24
4	1	1	1	1	1	1	4	3	2	2	4	3	1	1	24
5	1	1	1	1	1	1	4	3	2	2	4	3	1	1	24
6	1	1	1	1	1	1	4	3	2	2	4	3	1	1	24
7	1	1	1	1	1	1	4	3	2	2	4	3	1	1	24
8	1	1	1	1	1	1	4	3	2	2	4	3	1	1	24
9	1	1	1	1	1	1	4	3	2	2	4	3	1	1	24
10	1	1	1	1	1	1	4	3	2	2	4	3	1	1	24
11	1	1	1	1	1	1	4	3	2	2	4	3	1	1	24
12	1	1	1	1	1	1	4	3	2	2	4	3	1	1	24
Total:															24

St. Peter Enrollments

	Open	Resident	Total
EC	7	73	80
KG	16	115	131
1	15	109	124
2	11	136	147
3	12	136	148
4	19	135	154
5	14	125	139
6	11	143	154
7	20	129	149
8	15	144	159
9	16	163	179
10	17	148	165
11	31	153	184
12	25	164	189
Total:			2102

	Date	Charters	Online	Total
Leaving for Other Options	12/1/2021	52	21	73
	12/1/2022	52	15	67
	12/1/2023	37	14	51
	12/2/2024	40	21	61
	12/1/2025	39	22	61

	Parochial	Home School	Total
2021-22	151	27	178
2022-23	152	26	178
2023-24	144	27	171
2024-25	137	24	161
2025-26	115	41	156

Students Leaving St. Peter 2025-26

Grade	Cleveland	Mankato	Nicollet	JMP	LSH	New Ulm	Sibley East	Waseca	Belle Plaine	Maple River	Monticello	New Prague	Prior Lake	TCU	LSH ALC	Houston Alp	Eden Prairie	Houston	Owatoma	Brooklyn Center	Regus Falls	Worthington	MN New Country	MN Transitions	Bluesky	Edvions	MN Online HS	MN Intern. Ctr.	Parochial	Homeschool	Total			
0391	0077	0507	2835	2397	0088	2310	0829	0716	2135	0882	0721	0719	2905	2397	0294	0272	0294	0294	0761	0286	0544	0518	4007	4017	4082	4151	4150	4102						
EC	1	7						1																								9		
K	9	2																														16	1	31
1	3	6	1			1				1						1							1									11	3	21
2	7	6	1																													14	2	36
3	3	2																1					1									10	5	22
4	4					1											1						1									20	5	34
5	5	1	1				1					1											3	1								15	3	31
6	5	3																					4									8	3	23
7	4	3	1	2			1												1				2									6	6	27
8	3	3																														5	2	26
9	7	2	1																													2	5	21
10	3	2		1	1						1										1											2	2	17
11	5	5	1	1		2					1					1	1		1				5	3	2	1					3	2	34	
12	3	5														2							4	2	1		1				3	2	34	
District Tot	62	41	6	3	3	2	2	2	1	1	1	1	1	1	3	1	2	2	2	2	1	1	39	14	4	2	1	1	1	115	41	357		

Snapshot Date: 12-1-2025

Public school:	127
Public School ALC:	4
Public School Online:	9
Charter school:	39
On-line:	22
Parochial:	115
Homeschool:	41
Total	357

Students Coming to St. Peter 2025-26

Grade	Mankato ISD 0077	Cleveland ISD 0391	Le Sueur ISD 2397	Nicollet ISD 0507	TCU ISD 2905	Sibley East ISD 2310	New Ulm ISD 0088	JWP ISD 2835	Jordan ISD 0717	Madelia ISD 0837	WEM ISD 2143	Total
EC	2	1	4									7
KG	8	3	2	2	1							16
1	4	7	3	1								15
2	4	4	0	3								11
3	7	1	1	1	1		1					12
4	10	4	3	1				1				19
5	3	2	5	3		1						14
6	5	1	2			2	1					11
7	6	1	8	3	2							20
8	5	4	2	1		1	1	1				15
9	5	2	3	3	1	1	1					16
10	5	3	3	4	1						1	17
11	8	8	6	6	1	1		1				31
12	9	7	1	4	1	1			1	1		25
District Total	81	48	43	32	8	7	4	3	1	1	1	229



ADDENDUM

**Regular Board Meeting
Wednesday, January 21, 2026
SPCC-Governor's Room
5:00PM**

IX. INFORMATION ITEMS

3. AGENDA ITEM #3

Subject: Quarterly Fund Balance Tracker Update

Background: The "Quarterly Fund Balance Tracker" identifies major budget variations in terms of expenditures and revenues. Changes in these two categories are tracked July to September, October to December, January to March and April to June. These changes are shared monthly with the Business Committee and on a regular basis with the full School Board.

Presentation: Superintendent of Schools, Jon Graff
Business Manager, Megan Gracia

FY26 Quarterly Fund Balance Tracker

Adjustments Identified in Quarter 2 - October - December

Updated 1.9.26

FY26 Beginning Unassigned General Fund Balance	5,530,742
FY26 Budgeted Unassigned General Fund Revenue	28,059,830
FY26 Budgeted Unassigned General Fund Expenses	28,108,485
FY26 Budgeted Unassigned General Fund Transfers	(100,000)
FY26 Budgeted Ending Unassigned General Fund Balance	<u>5,382,087</u>
	(69.9 days)

Unassigned General Fund Changes - Quarter 2

Revenue Adjustments

1	Quarter 1 Fund Balance Tracker - Revenue Adjustments	353,831
1	Enrollment Adjustment - 6 Students over Budget Estimates (29 in Q1)	(230,000)
2		
3		
Total Quarter 2 Revenue Adjustments		(230,000)

Expense Adjustments

1	Quarter 1 Fund Balance Tracker - Expense Adjustments	38,220
1	HR Adjustments (Negotiations, MN Paid Leave, etc.)	(272,681)
2		
3		
Total Quarter 2 Expense Adjustments		(272,681)

Total Net Quarter 1 Adjustments	392,051
Total Net Quarter 2 Adjustments	(502,681)
Audited FY25 Adjustment to Beginning Fund Balance	989,943
Total Adjustments	<u>879,313</u>

Adjusted FY26 Anticipated Ending Unassigned General Fund Balance 6,261,400

Adjusted Unassigned General Fund Expenditures	28,342,945.7
Unassigned General Fund Expenses/Day	77,651.9
Unassigned General Fund Balance	6,261,400.0
30 Day Expenditure Target	2,329,557.3
Estimated Days of Operation	80.6

Note:

Numbers in () REDUCE unassigned general fund balance

Numbers that are positive (no parentheses) INCREASE unassigned general fund balance

FY26- FY29 Fund Balance Estimates

Scenario 1 - \$200,000 Adjustments for FY27, No Assigned Funds

Data as of 1.9.2026

Starting Fund Balance - FY26 Actual	6,520,684.4
Estimated Revenue	28,183,661.3
Estimated Expenditures	28,342,945.7
Transfers to Restricted Funds	(100,000.0)
Ending Fund Balance - FY26 Estimate	6,261,400.0
Unassigned General Fund Expenditures	28,342,945.7
Unassigned General Fund Expenditures/Day	77,651.9
Unassigned General Fund Balance - Ending	6,261,400.0
Estimated Days of Operation	80.6

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

Starting Fund Balance - FY26 Actual	6,520,684.4
Estimated Revenue	28,183,661.3
Estimated Expenditures	28,342,945.7
Transfers to Restricted Funds	(100,000.0)
Ending Fund Balance - FY26 Estimate	6,261,400.0
Unassigned General Fund Expenditures	28,342,945.7
Unassigned General Fund Expenditures/Day	77,651.9
Unassigned General Fund Balance - Ending	6,261,400.0
Estimated Days of Operation	80.6

FY26	
Rev over Exp	(159,284.4)
Transfers	(100,000.0)
Inc/(Dec) of FB	(259,284.4)

Starting Fund Balance - FY27 Estimate	6,261,400.0
Estimated Revenue	28,700,735.1
Estimated Expenditures	29,280,109.8
Transfers to Restricted Funds	-
Ending Fund Balance - FY27 Estimate	5,682,025.4
Unassigned General Fund Expenditures	29,280,109.8
Unassigned General Fund Expenditures/Day	80,219.5
Unassigned General Fund Balance - Ending	5,682,025.4
Estimated Days of Operation	70.8

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

Starting Fund Balance - FY27 Estimate	6,261,400.0
Estimated Revenue	28,700,735.1
Estimated Expenditures	29,080,109.8
Transfers to Restricted Funds	(300,000.0)
Ending Fund Balance - FY27 Estimate	5,582,025.4
Unassigned General Fund Expenditures	29,080,109.8
Unassigned General Fund Expenditures/Day	79,671.5
Unassigned General Fund Balance - Ending	5,582,025.4
Estimated Days of Operation	70.1

FY27	
Rev over Exp	(379,374.6)
Transfers	(300,000.0)
Inc/(Dec) of FB	(679,374.6)

Starting Fund Balance - FY28 Estimate	5,682,025.4
Estimated Revenue	28,906,516.3
Estimated Expenditures	30,317,916.5
Transfers to Restricted Funds	-
Ending Fund Balance - FY28 Estimate	4,270,625.3
Unassigned General Fund Expenditures	30,317,916.5
Unassigned General Fund Expenditures/Day	83,062.8
Unassigned General Fund Balance - Ending	4,270,625.3
Estimated Days of Operation	51.4

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

Starting Fund Balance - FY28 Estimate	5,582,025.4
Estimated Revenue	28,906,516.3
Estimated Expenditures	30,117,916.5
Transfers to Restricted Funds	(300,000.0)
Ending Fund Balance - FY28 Estimate	4,070,625.3
Unassigned General Fund Expenditures	30,117,916.5
Unassigned General Fund Expenditures/Day	82,514.8
Unassigned General Fund Balance - Ending	4,070,625.3
Estimated Days of Operation	49.3

FY28	
Rev over Exp	(1,211,400.1)
Transfers	800,000.0
Inc/(Dec) of FB	(1,511,400.1)

Starting Fund Balance - FY29 Estimate	4,270,625.3
Estimated Revenue	29,449,548.1
Estimated Expenditures	31,368,356.5
Transfers to Restricted Funds	-
Ending Fund Balance - FY29 Estimate	2,351,817.0
Unassigned General Fund Expenditures	31,368,356.5
Unassigned General Fund Expenditures/Day	85,940.7
Unassigned General Fund Balance - Ending	2,351,817.0
Estimated Days of Operation	27.4

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

Starting Fund Balance - FY29 Estimate	4,070,625.3
Estimated Revenue	29,449,548.1
Estimated Expenditures	31,168,356.5
Transfers to Restricted Funds	(300,000.0)
Ending Fund Balance - FY29 Estimate	2,051,817.0
Unassigned General Fund Expenditures	31,168,356.5
Unassigned General Fund Expenditures/Day	85,392.8
Unassigned General Fund Balance - Ending	2,051,817.0
Estimated Days of Operation	24.0

FY29	
Rev over Exp	(1,718,808.3)
Transfers	(300,000.0)
Inc/(Dec) of FB	(2,018,808.3)

Adjustments:

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

Enrollment Comparisons
FY26ADP vs FY26 YTD
1/6/2026

	FY26ADP	FY26 Enrollment 1/6/2026	Difference
In-Seat			
EC	38.00	38.00	-
KG	130.00	130.72	0.72
1	129.04	124.43	(4.61)
2	156.68	146.13	(10.55)
3	146.54	147.01	0.47
4	156.08	151.98	(4.10)
5	136.87	138.41	1.54
6	146.36	155.43	9.07
7	147.01	149.88	2.87
8	157.24	161.05	3.81
9	170.02	178.26	8.24
10	160.82	161.13	0.31
11	175.78	180.66	4.88
12	174.07	181.15	7.08
	<u>2,024.51</u>	<u>2,044.24</u>	<u>19.73</u>
Rockbend			
9	0	0.00	-
10	0	1.80	1.80
11	5	1.83	(3.17)
12	10	3.07	(6.93)
	<u>15.00</u>	<u>6.7</u>	<u>(8.30)</u>
Tuition-Out			
Tuition EC	0.00	0.00	-
Tuition K	0.00	0.00	-
Tuition 1-3	5.93	5.93	-
Tuition 4-6	6.20	6.20	-
Tuition 7-12	14.54	14.54	-
	<u>26.67</u>	<u>26.67</u>	<u>-</u>
Adj. Per PY Average Drops	0.00	-5.75	-5.75
Total Enrollment	<u><u>2,066.18</u></u>	<u><u>2,071.86</u></u>	<u><u>5.68</u></u>
	-	-	(0.00)

FY26 Budget Revisions
 Grade Progression Ratio Model
 Updated 1.9.26

		FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29
		Total								
Grade	Pupil Unit Weight	Students								
EC	1	45.32	39.75	42.33	37.40	42.54	38.00	38.00	38.00	38.00
HK	1	31.16	28.47	30.83	-	-	-	-	-	-
KG	1	82.77	115.07	101.54	137.19	124.18	129.72	130.00	130.00	130.00
1	1	144.13	119.84	141.22	135.80	152.14	125.60	135.25	135.54	135.54
2	1	134.74	137.62	124.50	148.20	147.89	146.89	129.75	139.72	140.02
3	1	161.65	124.61	138.88	129.99	154.64	150.01	147.68	130.45	140.47
4	1	169.65	149.47	132.27	146.33	137.72	153.63	153.73	151.34	133.68
5	1	140.93	158.69	156.96	139.17	151.04	140.01	156.31	156.42	153.99
6	1	178.24	133.53	153.30	153.90	142.41	156.38	137.12	153.08	153.18
7	1.2	176.61	175.73	149.41	160.74	160.31	152.61	164.00	143.80	160.55
8	1.2	174.37	177.76	164.85	149.23	161.66	162.62	150.67	161.92	141.97
9	1.2	188.22	177.95	191.03	184.34	168.25	182.72	176.48	163.51	175.72
10	1.2	189.14	190.59	174.26	186.35	184.79	164.50	181.34	175.15	162.27
11	1.2	158.75	183.23	188.99	172.67	187.30	183.23	162.70	179.36	173.23
12	1.2	186.69	155.69	181.31	191.69	168.96	185.94	181.54	161.20	177.70
EC		45.32	39.75	42.33	37.40	42.54	38.00	38.00	38.00	38.00
HK		31.16	28.47	30.83	-	-	-	-	-	-
KG		82.77	115.07	101.54	137.19	124.18	129.72	130.00	130.00	130.00
GR 1-3		440.52	382.07	404.60	413.99	454.67	422.50	412.68	405.71	416.04
GR 4-6		488.82	441.69	442.53	439.40	431.17	450.02	447.16	460.84	440.85
GR 7-8		350.98	353.49	314.26	309.97	321.97	315.23	314.67	305.72	302.52
GR 9-12		722.80	707.46	735.59	735.05	709.30	716.39	702.06	679.22	688.93
Total ADM		2,162.37	2,068.00	2,071.68	2,073.00	2,083.83	2,071.86	2,044.58	2,019.49	2,016.34
Total WADM		2,377.13	2,280.19	2,281.65	2,282.00	2,290.08	2,278.18	2,247.92	2,216.48	2,214.63
		-	-	-	-	-	-	-	-	-

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ADM Difference over PY	(94.37)	3.68	1.32	10.83	(11.97)	(27.28)	(25.09)	(3.15)
WADM Difference over PY	(96.94)	1.46	0.35	8.08	(11.90)	(30.26)	(31.44)	(1.85)

ADDENDUM



**Regular Board Meeting
Wednesday, January 21, 2026
SPCC-Governor's Room
5:00PM**

IX. INFORMATION ITEMS

4. AGENDA ITEM #4

Subject: Appointments to Standing School Board Committees

Background: On an annual basis the School Board Chair works collaboratively with School Board Directors to decide on standing school board committee and other assignments. Assignments for 2026 are attached.

Presentation: School Board Chair, Charlie Potts

Saint Peter School Board Committees 2026

STANDING COMMITTEES	* = CHAIR
Education Committee	<ul style="list-style-type: none"> ● Tracy Stuewe* ● Kate Martens ● Bill Kautt
Business Committee	<ul style="list-style-type: none"> ● Ken Rossow* ● Rita Rassbach ● Drew Dixon
Human Resources Committee	<ul style="list-style-type: none"> ● Bill Kautt* ● Drew Dixon ● Ken Rossow
Shared Programs Committee	<ul style="list-style-type: none"> ● Charlie Potts* ● Bill Kautt ● Tracy Stuewe
Policy Committee	<ul style="list-style-type: none"> ● Charlie Potts* ● Kate Martens ● Rita Rassbach
REPRESENTATIVES ON OTHER AGENCY BOARDS/COMMITTEES	
Community Education Advisory Committee	Kate Martens
Legislative Committee	Bill Kautt
Meet and Confer Committee	Ken Rossow
Minnesota State High School League Advisory Committee	Charlie Potts
Minnesota Valley Education District (MVED Board)	Tracy Stuewe
Nicollet County Collaborative	Rita Rassbach
Saint Peter Education Foundation	Kate Martens
South Central Educational Service Cooperative	Ken Rossow
Comprehensive Achievement and Civic Readiness (CACR)	Tracy Stuewe
Saint Peter High School Hall of Fame Selection Committee	Drew Dixon
ALC Governing Board	Rita Rassbach
Education Equity Advisory Council	Kate Martens
Native American Parent Advisory Council	Kate Martens



ADDENDUM

**Regular Board Meeting
Wednesday, January 21, 2026
SPCC-Governor's Room
5:00PM**

IX. INFORMATION ITEMS

5. AGENDA ITEM #5

Subject: Presentation of MSBA Awards

Background: The Minnesota School Boards Association (MSBA) recognizes school board members who complete 300 or more hours of attendance at MSBA sponsored meetings and activities with the President's Award and 100 or more hours of attendance at MSBA sponsored meetings and activities with the "Directors' Award." Members who complete Phase I, II, III and IV of the Leadership Workshop Series are presented with the Leadership Development Certificate. On behalf of the MSBA, I am pleased to present Ken Rossow with the President's Award for 2025-2026, Kate Martens with the Directors' Award for 2025-2026 and Rita Rassbach with the Leadership Development Certificate. Congratulations Ken, Kate and Rita!

Presentation: Superintendent of Schools, Jon Graff



Where Minnesota School Boards Learn to Lead

December 2025

Ken Rossow
503 Inverness Lane
St. Peter, MN 56082

Dear Ken:

On behalf of the Minnesota School Boards Association, I am delighted to inform you that you have earned the President's Award for 2025-2026! This distinguished honor is awarded to individuals who have completed 300 or more hours of attendance at MSBA-sponsored meetings and activities—proof of your dedication and commitment as a school board member. Congratulations on this outstanding achievement!

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You will be recognized and presented with a certificate at the **2026 MSBA Leadership Conference**, to be held at the Minneapolis Convention Center at our Awards Banquet.

Awards Banquet Details

- The Awards Ceremony will take place on **Wednesday, January 14, 2026, from 5:30 p.m. to 7:00 p.m.**
- With the purchase of a banquet ticket; immediately following the banquet (7:15 p.m. – 9:00 p.m.), you will have entry to the brand-new **Wednesday Night Social**, featuring a live performance by Deuces Wild Dueling Pianos. It's sure to be a fun, high-energy way to celebrate your service and connect with peers across Minnesota.

We hope you, your superintendent, and your entire board will attend so you can receive this well-deserved recognition surrounded by colleagues who understand and appreciate the hard work and commitment. Please coordinate with your district office to ensure banquet tickets are ordered promptly.

If you have any questions, please contact Jackie Fahey at 507-934-8134.

On behalf of MSBA, we truly look forward to celebrating your decades of service — and hope to see you in Minneapolis for what promises to be a memorable evening.

Sincerely,

Katie Klanderud
MSBA Director of Board Development

cc: Jon Graff, Superintendent

MINNESOTA SCHOOL BOARDS ASSOCIATION

1900 West Jefferson Avenue, St. Peter, MN 56082-3015 Phone: 507-934-2450 or 800-324-4459

www.mnmsba.org



Where Minnesota School Boards Learn to Lead

December 2025

Jon Graff, Superintendent
St. Peter
100 Lincoln Dr.
St. Peter, MN 56082

Dear Superintendent Graff:

The Minnesota School Boards Association Awards Program includes a category of recognition for those individuals who complete 100 or more hours of attendance at MSBA sponsored meetings and activities within a four-year period. I am pleased to inform you that **Kate Martens** has attained the Directors' Award for 2025-2026.

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

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

All of MSBA's award winners will be honored at the **2026 MSBA Leadership Conference**, to be held at the Minneapolis Convention Center at our Awards Banquet.

Awards Banquet Details

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We hope you and your entire board will attend our banquet to celebrate with colleagues who understand and appreciate the hard work and commitment of board service. Please coordinate with your district office to ensure banquet tickets are ordered promptly.

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

Sincerely,

Katie Klanderud
MSBA Director of Board Development

enc.

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1900 West Jefferson Avenue, St. Peter, MN 56082-3015 Phone: 507-934-2450 or 800-324-4459
www.mnmsba.org



Where Minnesota School Boards Learn to Lead

December 2025

Jon Graff, Superintendent
St. Peter Public Schools
100 Lincoln Dr.
St. Peter, MN 56082

Dear Superintendent Graff:

The Minnesota School Boards Association Awards Program includes a category of recognition for those individuals who complete the Leadership Workshop Series: Phases I, II, III, and IV. I am pleased to inform you that **Rita Rassbach** has attained the Leadership Development Certificate!

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

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

All of MSBA's award winners will be honored at the **2026 MSBA Leadership Conference**, to be held at the Minneapolis Convention Center at our Awards Banquet.

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We hope you and your entire board will attend our banquet to celebrate with colleagues who understand and appreciate the hard work and commitment of board service. Please coordinate with your district office to ensure banquet tickets are ordered promptly.

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

Sincerely,

Katie Klanderud
MSBA Director of Board Development

enc.

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