



**SAINT PETER SCHOOL BOARD**  
**Regular Board Meeting**  
**Wednesday, June 10, 2026**  
**SPCC-Governor's Room, 600 S. 5th St., Saint Peter, MN**  
**56082**  
**5:30 PM**

<b>I. Call Meeting to Order</b>	
<b>II. Pledge of Allegiance</b>	
<b>III. Consideration and Adoption of the Agenda</b>	
<b>IV. Consider Requests to Speak on the Agenda</b>	
<b>V. Approval of Consent Agenda Items</b>	<b>3</b>
<b>VI. Student Spotlight / Student Council Report</b>	
1. Student Spotlight - N/A	
2. Student Council Report - N/A	
<b>VII. Action Items</b>	
1. Consider a Resolution to Accept Gifts, Donations, and Grants	13
2. Consider Approval of the Preliminary 2026-2027 Budget	23
3. Consider Approval of Membership in the Minnesota State High School League (MSHSL) for 2026-2027	32
4. Consider Approval of Membership in the Minnesota School Boards Association (MSBA) for 2026-2027	35
5. Consider a Resolution to Approve the Yearly Governmental Lease	37
6. Consider Approval of Tenure Action for Probationary Teachers	41
7. Consider Approval of Master Agreement with Office Support	46
<b>VIII. Information Items</b>	
1. Buildings and Grounds Update	98
<b>IX. Reports</b>	
1.	
1. Building Principals	
2. Superintendent of Schools	
3. Board Members -	
a. Around the Table	
4. Board Committee Updates -	
a. Education Committee	
b. Business Committee	
c. Policy Committee	
d. HR Committee	
e. Shared Programs Committee	
<b>X. Upcoming Meetings of the School Board</b>	
Education Committee Meeting	
Thursday, June 11, 2026	

1:00 PM  
District Office

Business Committee Meeting  
Wednesday, July 8, 2026  
10:00 AM  
District Office

Policy Committee Meeting  
Wednesday, July 8, 2026  
4:00 PM  
District Office

Education Committee Meeting  
Thursday, July 9, 2026  
1:00 PM  
District Office

Regular School Board Meeting  
Wednesday, July 15, 2026  
5:00 PM  
SPCC - Governor's Room

**XI. Adjournment**

XII. "In the event that this meeting is canceled due to inclement weather, it will be held on the next business day at the same time and place, unless a quorum of the board is not available."



## **ADDENDUM**

### **Regular Board Meeting Wednesday, June 10, 2026 SPCC-Governor's Room 5:30 PM**

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#### **V. CONSENT AGENDA**

1. Approval of the Regular Board Meeting minutes of May 20, 2026.
2. Approval of Bills and Wire Transfers (\$4,411,320.37) for May 2026.
3. Personnel Updates
  - a) Please see the attached document
  - b) Please see the attached Saints Overtime Summer staff Memo 2026



## Regular School Board Meeting Minutes Saint Peter Public Schools

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A Regular Meeting of the School Board of Saint Peter Public Schools was held Wednesday, May 20, 2026, in the Saint Peter Community Center - Governor's Room. Board Chair Charlie Potts called the meeting to order at 5:02 pm. **Members Present:** Rita Rassbach, Ken Rossow, Tracy Stuewe, 4 Charlie Potts, Bill Kautt, Drew Dixon and Kate Martens. Rassbach left the meeting at 5:57 pm.

**Others Present:** Jon Graff, Annette Engeldinger, Jessi Buttell, Darin Doherty, Jana Sykora, Ytive Prafke, Tami Skinner, Seth Putz, Gus Sorbo, 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.

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 April 15, 2026.
2. Approval of the Study Session minutes of May 6, 2026.
3. Approval of Bills and Wire Transfers (\$4,738,313.45) for April 2026.
4. Approval of awarding a Saint Peter High School diploma to Cameron Shoop.
5. Approval of Quarter 1, 2 and 3 overload assignment payments for specialist teachers at:
  - a. South Elementary - Kelly Nyhammer, Rachael Schweigert, Robin Woods and Christi Maloney
  - b. North Elementary - Kelly Nyhammer, Rachael Schweigert, Robin Woods and Kent Bass
6. Personnel changes:
  - The approval of the hiring of Colin Flowers, Marie Wills, Katie Torres, Brody Hinton, Clarissa Deming, Elizabeth Ristau, Ashley Fleischer, Natalie Anderson, Liliana Deming, Iris Elias, Jane Amunrud, Ellen Fischenich, Ethan Sindelir and Chloe Prom
  - The acceptance of the retirement of Bee Ong and Jerry Doyle
  - The acceptance of the resignations of Sorren Chaudhury, Anna Sandstrom, Ainsley Thode, Kia Williams, Lisa Pierson, Zoe Sindelir and Caitlin Galagan
  - The approval of the non-renewal of Naomi Wolfe
  - The approval of the transfer of Corie Walters

## **Student Spotlight**

High School Senior and 2026 Class President Quinn DeBlieck was this month's Student Spotlight. A dedicated leader, Quinn has represented his class with incredible enthusiasm and a fun spirit. Throughout the year, his goal was to implement unique activities that were designed to bring the senior class closer together during their final months as a student body. After graduation, Quinn will be attending South Dakota State University majoring in construction management.

## **Action Items**

A motion was made by Kautt, seconded by Rassbach, to consider a resolution accepting donations from the Booster Club, Sota Scoops and Marie Gran, and a "Winter Wings and Trails" grant from the Minnesota DNR. After a roll call vote, the resolution passed. Rassbach, Rossow, Stuewe, Potts, Kautt, Dixon and Martens - 7 yes/0 no.

Dixon made a motion, seconded by Kautt, to approve a two-year agreement between Nicollet County and Saint Peter Public Schools for a shared Truancy Liaison Officer position. This individual will work with students and families throughout Nicollet County to avoid habitual truancy. The motion carried unanimously.

5

To be eligible for graduation, students must meet all requirements set by the local School Board and the State of Minnesota. High School Principal Annette Engeldinger presented the tentative list of candidates for the June 5, 2026 commencement. A motion was made by Stuewe, seconded by Rossow, to approve this list. The motion carried unanimously.

A motion was made by Martens, seconded by Dixon, to approve a Memorandum of Understanding between Community and Family Education and the City of Saint Peter's Department of Recreation and Leisure Services. Community Education Director Tami Skinner shared that the agreement, which is renewed annually, outlines the responsibilities for each entity in providing programs and services in the community. The partnership between the two entities helps maximize resources allowing them to offer a wider variety of activities. The motion carried unanimously.

Dixon made a motion, seconded by Martens, to approve the declaration of obsolete and outdated technology equipment as presented by Technology Director Gus Sorbo. This process is used on an as-needed basis as items are removed from the operations of the district. The motion carried unanimously.

Special Programs Administrator Ytve Prafke presented an overview of the 2026 summer programming. At North Elementary, programs will include Read and Feed, K-8 Targeted Services, and K-8 Extended School Year (ESY). South Elementary will host the Early Childhood ESY program, while Saint Peter High School will offer Credit Recovery and ESY courses for students in grades 9-12. Additionally, summer school courses will be held at Oshawa Learning Academy. A motion was made by Stuewe, seconded by Rassbach to approve the 2026 summer programming as presented. The motion carried unanimously.

Policies 623 (Summer School Instruction) and 908 (Volunteers) were presented for a second reading. Revisions to Policy 623 include correcting omissions in Section III.A, eliminating the requirement for mandatory summer school, and updating policy language. Revisions to Policy 908 include the addition of mandatory background check procedures for volunteers. Martens made a

motion, seconded by Rassbach, to approve the adoption of both policies with a second reading. The motion carried unanimously.

Superintendent Graff informed the Board that Policy 510 (School Activities) was reviewed as part of the district's regular policy cycle, and no changes are recommended. A motion was made by Stuewe and seconded by Rassbach to approve Policy 510 via a single reading. The motion carried unanimously.

North Elementary Principal and Curriculum Coordinator Darin Doherty presented the final recommendations for K-12 English Language Arts (ELA) and Social Studies instructional materials. Doherty explained that the review process involved educators from every grade level, ensuring that selected materials were measured against state benchmarks and district goals using rubrics consistent with the MDE framework. The Education and Business Committees reviewed the proposal at their April meetings, and the full Board reviewed the purchase request at its May Study Session. Dixon made a motion, seconded by Kautt, to approve the ELA and Social Studies curriculum as presented. The motion carried unanimously.

### **Information Items**

6

Seth Putz, Operations and Maintenance Supervisor, provided updates on several district facility items:

- **Hail Damage:** Assessment is ongoing following recent storms.
- **High School Chiller:** Provided a status update on the current system.
- **North Elementary HVAC:** The district remains in communication with ICS regarding future system updates.
- **Pool Deck:** A leak has been identified and is scheduled for repair this summer.

### **Reports**

#### Early Childhood

- The Vehicle Fair took place on April 30.
- Preschoolers took field trips to Fallenstein Park.
- Preschoolers visited South Elementary for building tours.

#### South Elementary

- Students are taking trips to police and fire stations, as well as the public library.
- The Spring Music Concert took place on May 14 in the PAC at the High School.
- The Parent Council raised \$1000 for playground equipment for students.

#### North Elementary

- 2nd graders took field trips to the Arboretum at Gustavus and the Picklenbarn.
- 3rd graders took a field trip to the Science Museum on May 12.
- 4th graders took a field trip to Farm America on May 15.
- Students performed the Spring Play on May 15.
- Field Day will take place on June 1.

#### Saint Peter Middle School

- 7th/8th grade choir concert took place on May 5.

- 5th grade orientation took place on May 11.
- 6th grade music concert took place on May 12.
- The Middle School band concert took place on May 13.
- Results from a student survey indicate that 92.4% of students feel that their teachers care about them and 93% of students feel safe, physically and emotionally, in their classrooms.

#### High School

- Senior Awards Night took place on May 20.
- Preparing for graduation is a main focus at the high school.

#### Oshawa Learning Academy

- Congratulations to Cameron Shoop who earned his high school diploma.

Superintendent of Schools - Dr. Graff mentioned that he enjoyed watching the Pops Concert and he congratulated the Native American Parent Advisory Council (NAPAC) for hosting a successful Student Recognition event. The event was a great success and very powerful.

Around the Table Updates - Board members Stuewe and Kautt gave a shout out to the girls track team for winning the State AA True Team Meet. Member Dixon congratulated the Senior class of 2026. Board member Martens congratulated NAPAC on a successful 4th Annual NAPAC recognition ceremony where a few of the district's Native American students were awarded with eagle feathers and star quilts.

#### Board Committee Updates -

- Education Committee - nothing additional noted
- Business Committee - nothing additional noted
- Policy Committee - nothing additional noted
- HR Committee - nothing additional noted
- Shared Programs Committee - nothing additional noted

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

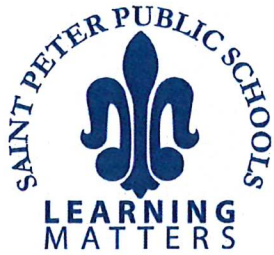
- Office Support/HR Negotiations Meeting - May 28, 2026 at 3:30 PM in the Middle School Conference Room
- Policy Committee Meeting - June 9, 2026 at 8:15 AM in the DO
- Business Committee Meeting - June 10, 2026 at 10:00 AM in the DO
- Special Closed School Board Meeting - June 10, 2026 at 4:30 PM in the SPCC - Traverse des Sioux Room - #102
- Regular School Board Meeting - June 10, 2026 at 5:30 PM in the SPCC - Governor's Room
- Education Committee Meeting - June 11, 2026 at 1:00 PM in the DO

**Adjournment** - A motion was made by Stuewe, seconded by Kautt, to adjourn the meeting at 6:12 PM. The motion carried unanimously.

Dated Approved: June 10, 2026

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Kate Martens, Board Clerk



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

Date: June 3, 2026

To: Dr. Jon Graff - Superintendent

From: Bee Ong - Finance Accountant

**Monthly Business Office bills & Payroll Amounts:**

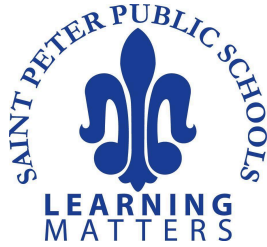
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May 2026 - Business Office checks	\$2,150,973.76
May 2026 - Business Office wire payments	\$1,094,052.09
May 2026 - Payroll	\$1,166,294.52
	<hr/>
	\$4,411,320.37
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**Monthly Student Activity Amounts:**

Apr 2025 - South Elementary	\$4,065.88
Apr 2025 - North Elementary	\$6,205.75
Apr 2025 - Middle School	\$410.40
Apr 2025 - High School	\$7,153.88
	<hr/>
	\$17,835.91
	<hr/>

<b>St. Peter Public Schools</b>	<b>May-26</b>	
<b>Outgoing Wire Payments</b>		
MSDLAF to USBank - 2022 Refunded Bond		
MSDLAF to USBank - 2024 Bond		
BCBS - medicare health	5/21/2026	2,513.00
BCBS - medicare health	5/21/2026	5,683.50
Medicare Blue RX	5/1/2026	7,585.00
Life	5/1/2026	3,047.33
LTD	5/4/2026	4,285.86
NIS - MN Paid leave premium		
VISA	May	12,894.32
IRS federal payroll taxes	5/15/2026	183,468.85
IRS federal payroll taxes	5/29/2026	183,677.99
MN state payroll taxes	5/18/2026	32,007.50
MN UI Fund		
PERA payments	5/15/2026	30,231.46
PERA payments	5/29/2026	30,385.92
TRA payments	5/15/2026	109,424.31
TRA payments	5/29/2026	109,619.50
Education MN/ESI	5/15/2026	2,822.50
Education MN/ESI	5/29/2026	2,722.50
Horace Mann	5/4/2026	1,780.83
Horace Mann	5/18/2026	1,780.83
Ameriprise/NBSGroup Bill	5/1/2026	2,532.14
Ameriprise/NBSGroup Bill	5/18/2026	2,532.14
Colonial Life	5/6/2026	15,670.75
EyeMed	5/4/2026	1,225.32
Arbiter-Pre fund	5/7/2026	15,000.00
HomeTown - Dental direct debits	5/4/2026	2,316.71
HomeTown - Dental direct debits	5/12/2026	2,637.51
HomeTown - Dental direct debits	5/18/2026	3,727.32
HomeTown - Dental direct debits	5/21/2026	1,951.04
HomeTown - Dental direct debits	5/26/2026	3,369.66
HomeTown - BCBS debits	5/7/2026	73,648.20
HomeTown - BCBS debits	5/14/2026	67,167.45
HomeTown - BCBS debits	5/21/2026	86,234.53
HomeTown - BCBS debits	5/28/2026	66,053.72
HomeTown - Healthiest You	5/5/2026	2,608.50
FNB HSA/VEBA-Medsurety/Matrix Trust	May	23,445.90
<b>Total Outgiong Wire Payments</b>		<b>1,094,052.09</b>



**Personnel Changes Summary for School Board Review - June 10, 2026**

**Staff Hires**

<b>Employee Name</b>	<b>Staff Replacing</b>	<b>Position</b>	<b>Location</b>	<b>Start Date</b>	<b>Lane/Level/Step</b>	<b>Salary</b>
Amory Afedi	N/A	sPARK Program Lead	Community Education and North Elementary	6/1/2026	N/A	\$20/hr 10
Melic Thomas	Bee Ong	Finance Accountant	District Office	6/15/2026	N/A	\$53,000 Annual Salary
Andrew Sorbo	N/A	Summer Technology Intern	All Buildings	6/5/2026	N/A	\$18.65/hr
Grace Remmert	Brielle Bushaw	B Squad Volleyball Coach	Saint Peter High School	8/17/2026	N/A	\$3,016 / stipend
Kiya Sohn	Piper McCargar	Saints OT High School Staff	Community Education and North Elementary	6/4/2026	N/A	\$11.41/hr
Aaliyah Fleischer	Kaia Meyer	Saints OT Assistant	Community Education and North Elementary	6/1/2026	N/A	\$16.65/hr
Roxana Kennedy	Anna Leafblad	SPED Paraprofessional	South Elementary	9/10/2026	Lane B/Step 2	\$21.35/hr

### Staff Retirements/Resignations/Terminations

Employee Name	Position	Location	Last Date of Employment	Reason for Separation	Will this position be replaced?
Melic Thomas	Accounts Payable	District Office	6/12/2026	Resignation to take over the Finance Accountant position	Yes
Piper McCargar	Saints OT High School Staff	Community Ed.	5/22/2026	Resignation	Yes
Kaia Meyer	Saints OT Assistant	Community Ed.	5/7/2026	Resignation	Yes
Isaac Alger	Paraprofessional	Saint Peter Middle School	5/14/2026	Resignation	Yes
Theresa Lekander	SPED Paraprofessional	South Elementary	8/31/2026	Resignation	Yes
Anna Leafblad	SPED Paraprofessional	South Elementary	6/4/2026	Resignation	Yes
Kathy Wobbrock	Central Registrar/Tech Admin Assistant	District Office	6/30/2026	Retirement	Yes

### Staff Transfers

Employee Name	New position	New Location	Former Position	Former Location	Effective Date of Transfer	Will this position be replaced?
Nathan Hughes	Middle School Head Custodian	Saint Peter Middle School	South Elementary Head Custodian	South Elementary	7/1/2026	Yes
Amanda Kennedy	Dean of Students	North Elementary	Social Worker	North Elementary	8/31/2026	Yes



**TO: Jon Graff, Superintendent**  
**FROM: Tami Skinner, Community & Family Education Director**  
**SUBJECT: Returning Saints Overtime Staff**  
**DATE: June 9, 2026**

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The following individuals will resume their roles as Saints Overtime Assistants for the 2026 Summer Program. Their hours will be submitted electronically.

**EMPLOYEE SUMMARY -**

**\$16.65 per hour pay rate until June 30. Effective July 1, an updated pay increase will be applied (amount to be determined).**

Natalie Anderson	Kennedy Johnson
Shyla Burg	CeeJay King
Liliana Deming	Aedan Sannes
Alex Dorow	Taylor Sickler
Iris Elias	Calleejo Sohn
Aaliyah Fleischer	Grace Timm
Ashley Fleischer	Tiana Wilkinson
Ian Gerstbauer	

**DISTRICT PARAPROFESSIONALS -**

**2025/26 Hourly Rate until June 30. On July 1, the rate will increase to the 2026/27 contract rate.**

Bridget Mullaly

**High School & Adult Aide\***

**\$11.41 per hour pay rate until June 30. Effective July 1, an updated pay increase will be applied (amount to be determined).**

Emma Bohmer	Lizzie Ristau
Miah Castillo	Kady Thoms
Clarie Deming	Katie Torres
Brody Hinton	Marie Wills



## ADDENDUM

**Regular Board Meeting  
Wednesday, June 10, 2026  
SPCC-Governor's Room  
5:30 PM**

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### VII. ACTION ITEMS

<b>1. AGENDA ITEM #1</b>
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**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 \$8,647.99 from the Saint Peter Booster Club was received by the Activities Department. This is to reimburse the district for items purchased on behalf of the Booster Club during the Winter season.
2. Donations in the amount of \$250 from the Red Men Club and \$500 from Pioneer Bank were received by the Saint Peter High School Choir during the Pops Concert. These donations will be put into the Choir Student Activity fund.
3. A donation in the amount of \$2,000 from Jeremy Hatlevig was received by the Activities Department. This donation will be used towards the purchase of the TeamBuildr weight tracking program.
4. A donation in the amount of \$200 from Sota Scoops was received by South Elementary. This donation will be put towards the South Parent Council playground and activity fund.
5. Donations in the amounts of \$5,000 and \$30,285 were made to the School District by the Thalia Lopez & Larry Taylor Educational Scholarship Trust. These

donations are to go towards the annual Lopez/Taylor Scholarship and are to be used for the benefit of students who are first-generation members of their family to attain a post-secondary degree and/or students who come from a socioeconomically disadvantaged community.

6. A donation in the amount of \$500 was received from the American Red Cross and is to be used to fund a scholarship for the higher education costs of a graduate.

**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)
Saint Peter Booster Club	\$8,647.99 donation	Reimbursement for Winter season purchases on behalf of the Booster Club.
Red Men Club	\$250 donation	Choir Student Activity Donation
Pioneer Bank	\$500 donation	Choir Student Activity Donation
Jeremy Hatlevig / Lawn Ranger Lawn Service	\$2,000 donation	This donation is to be used towards the purchase of the TeamBuildr weight tracking program.
Sota Scoops	\$200 donation	This donation will be put towards the South Parent Council playground and activities fund.
Thalia Lopez & Larry Taylor Educational Scholarship Trust	\$5,000 donation \$30,285 donation	These donations are to go towards the annual Lopez/Taylor Scholarship.
American Red Cross	\$500 donation	This donation is to be used to fund a scholarship for the higher education costs of a graduate.

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly:

Dated: June 10, 2026

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Kate Martens, Board Clerk



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

**MEMO TO:** Superintendent, Dr. Jon Graff,  
Members of the School Board  
**FROM:** Shea Roehrkaske  
**DATE:** 5.15.26  
**SUBJECT:** 5.13.26 Booster Donation

Please accept this donation from the Saint Peter Booster Club for \$8,647.99. This is for items throughout the end of the Winter seasons and start of the Spring seasons that our Booster club approved to reimburse the school. Please let me know if you have any questions.

Thank you,

Shea Roehrkaske  
Activities Director



**MEMO TO:** Superintendent, Jon Graf  
Members of the School Board

**FROM:** Shea Roehrkasse

**DATE:** 5/15/2026

**SUBJECT:** Choir Student Activity  
Donations

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Please accept the donations from the Red Men Club and Pioneer Bank for the High School Choir Pops Concert.

- \$250 from the Red Men Club
- \$500 from Pioneer Bank

Thank you,

Shea Roehrkasse  
Activities Director



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

**FROM:** Shea Roehrkasse, Activities  
Director

**DATE:** 5/18/2026

**SUBJECT:** TeamBuildr Donation

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Please accept this donation from Jeremy Hatlevig from the Lawn Ranger Lawn Service for \$2,000. Mr. Hatlevig has been wanting to help with something in the weight room. TeamBuildr is a program that helps to track students and coaches can create programs based on sport and athlete. This will allow them to safely track students to ensure they are lifting a safe weight based on their program. All students that use the weight room will have access to this program in-step with Coach Boyer.

Thank you,

Shea Roehrkasse  
Activities Director



**MEMO TO:** Dr. Graff, Superintendent  
School Board

**FROM:** Jana Sykora

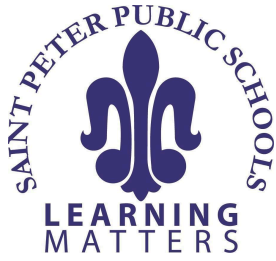
**DATE:** May 20, 2026

**SUBJECT:** Sota Scoops Donations

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This memo recommends acceptance of a \$200 donation to South Elementary from Sota Scoops.

South Elementary extends its sincere gratitude to Emma and Kai Sills, owners of Sota Scoops, for their partnership and generosity. They collaborated with the South Elementary Parent Council to host a “South Elementary Night,” donating a portion of the day’s proceeds to support the Parent Council’s playground and activity fund. This event resulted in a \$200 donation.



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

**FROM:** Megan Gracia, Business Manager

**DATE:** May 21<sup>st</sup>, 2026

**RE:** Donation – Thalia Lopez & Larry Taylor  
Scholarship

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Two donations in the amounts of \$5,000 and \$30,285 were made to the School District by the Thalia Lopez & Larry Taylor Educational Scholarship Trust.

These donations are to go towards the annual Lopez/Taylor scholarship. This scholarship is to be used for the benefit of students who would be a first-generation member of their family to attain a post-secondary degree and/or students who come from a socioeconomically disadvantaged community. We are grateful for the continued support and assistance given to our SPPS students looking to further their education.

We request that you accept this donation.



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

**FROM:** Megan Gracia, Business Manager

**DATE:** May 22<sup>nd</sup>, 2026

**RE:** Donation – American Red Cross Scholarship

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The District received \$500 from the American Red Cross to fund a scholarship for higher education costs for a graduating high school student. As noted on the letter from the Red Cross:

*“Education is a key factor in the work we do at the Red Cross. The Red Cross High School Scholarship program was developed to show appreciation to high schools, and their students, who display a commitment to our mission of helping to save lives. This program offers an opportunity for today’s youth to understand the importance of donating blood and preparing for emergencies by participating in blood drives hosted by their schools.”*

We are grateful for the continued support and assistance given to our SPPS students looking to further their education.

We request that you accept this donation.



## ADDENDUM

**Regular Board Meeting  
Wednesday, June 10, 2026  
SPCC-Governor's Room  
5:30 PM**

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### VII. ACTION ITEMS

<b>2. AGENDA ITEM #2</b>
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**Subject:** Consider Approval of the Preliminary 2026-2027 Budget

**Action:** Requires a Motion

**Background:** School district fiscal years begin July 1st and end on June 30th of each year. The Minnesota Department of Education requires all school districts to have a budget for the following school year in place by June 30th of each year. The budget can be amended as needed throughout the school year. Business Manager Megan Gracia will present the "Preliminary 2026-2027 Budget" and answer any questions you have concerning said budget. The FY27 Preliminary Budget was reviewed by the Business Committee at their June 10th meeting. The Business Committee recommends your approval of the Preliminary Budget for 2026-2027.

**Presentation:** Business Manager, Megan Gracia

**Options/Recommendation:** I recommend your approval of the Preliminary FY27 Budget.

**FY27 Preliminary Budget**

	<u>FB 7/1/26</u>	<u>Revenue</u>	<u>Expenses</u>	<u>Man. Adj.</u>	<u>FB 6/30/27</u>	<u>Diff \$</u>	<u>Diff %</u>
<b>General Fund</b>							
<b>General Fund Unassigned</b>							
General Fund, Transportation, OLC, Concessions	5,917,395.40	29,064,931.24	30,162,891.20		4,819,435.44	(1,097,959.96)	-19%
General Fund Unassigned Total	5,917,395.40	29,064,931.24	30,162,891.20	-	4,819,435.44	(1,097,959.96)	-19%
Prepays/Nonspendable	-				-	-	0%
<b>General Fund Restricted</b>							
Achievement & Integration	-	264,604.59	264,604.59		0.00	0.00	NA
American Indian Education Aid	1,008.64	49,500.00	49,500.00		1,008.64	-	0%
Area Learning Center (ALC)	-	192,978.00	192,978.00		-	-	NA
Basic Skills/Compensatory	-	1,601,252.00	1,601,252.00		-	-	NA
English Learner	-	443,166.77	443,166.77		-	-	NA
Gifted and Talented	-	29,642.73	29,642.73		-	-	NA
Learning and Development	-	445,039.10	445,039.10		-	-	NA
Literacy Incentive Aid	-	92,288.69	92,288.69		-	-	NA
LTFM/Health & Safety	40,794.79	650,762.26	776,781.00		(85,223.95)	(126,018.74)	-309%
Medical Assistance	269,027.36	110,000.00	33,825.50		345,201.86	76,174.50	28%
Operating Capital	275,049.58	517,813.05	436,409.22		356,453.41	81,403.83	30%
Q Comp	238,216.90	549,561.74	550,723.44		237,055.20	(1,161.70)	0%
READ Act - Literacy Aid	67,494.85	-	32,473.75		35,021.10	(32,473.75)	-48%
READ Act - Teacher Training	-	-	-		-	-	NA
Safe Schools	-	81,633.60	81,633.60		-	-	NA
Scholarships	142,122.41	38,414.00	50,534.93		130,001.48	(12,120.93)	-9%
School Library Aid	-	23,112.24	23,112.24		-	-	NA
Staff Development	-	350,377.07	350,377.07		-	-	NA
Student Activities (S, N, MS, HS)	179,115.49	242,200.00	242,700.00		178,615.49	(500.00)	0%
Student Support Personnel	-	68,144.19	68,144.19		-	-	NA
General Fund Restricted Total	1,212,830.02	5,750,490.03	5,765,186.82	-	1,198,133.23	(14,696.79)	-308%
<b>General Fund Assigned</b>							
AAA, South \$50K, NAPAC, Frank Fredlund, etc.	139,721.90	500.00	12,750.00		127,471.90	(12,250.00)	-9%
Fund the Depreciation	167,684.57	-	-		167,684.57	-	0%
North HVAC & Districtwide Roofing Projects	500,000.00				500,000.00	-	0%
Severance	264,171.00	-	-		264,171.00	-	0%
VEBA Trust	302,650.00	-	-		302,650.00	-	0%
General Fund Assigned Total	1,374,227.47	500.00	12,750.00	-	1,361,977.47	(12,250.00)	-9%
<b>General Fund Total</b>	<b>8,504,452.89</b>	<b>34,815,921.27</b>	<b>35,940,828.02</b>	<b>-</b>	<b>7,379,546.14</b>	<b>(1,124,906.75)</b>	<b>-336%</b>
Unassigned General Fund Expenditures	30,162,891.2						
Unassigned General Fund Expenses/Day	82,638.1						
Unassigned General Fund Balance	4,819,435.4						
30 Day Expenditure Target	2,479,141.8						
Estimated Days of Operation	58.3						

**FY27 Preliminary Budget**

<b>Food Service</b>	<b>FB 7/1/26</b>	<b>Revenue</b>	<b>Expenses</b>	<b>Man. Adj.</b>	<b>FB 6/30/27</b>	<b>Diff \$</b>	<b>Diff %</b>
Food Service (Restricted)	733,739.26	2,224,296.30	2,316,229.73		641,805.83	(91,933.43)	-13%
<b>Food Service Total</b>	<b>733,739.26</b>	<b>2,224,296.30</b>	<b>2,316,229.73</b>	<b>-</b>	<b>641,805.83</b>	<b>(91,933.43)</b>	<b>-13%</b>
<b>Community Service</b>							
<b>Community Service Unassigned</b>							
Community Service	(12,735.58)	-	-		(12,735.58)	-	0%
<b>Community Service Restricted</b>							
Community Education	272,376.57	411,610.23	475,019.00	-	208,967.80	(63,408.77)	-23%
Early Childhood Family Education	107,846.70	118,495.15	104,324.00	-	122,017.85	14,171.15	13%
School Readiness	(1,074,614.73)	750,369.07	599,110.00	-	(923,355.66)	151,259.07	-14%
Non-Public	5,651.92	34,328.94	36,350.39	-	3,630.47	(2,021.45)	-36%
<b>Community Service Total</b>	<b>(701,475.12)</b>	<b>1,314,803.39</b>	<b>1,214,803.39</b>	<b>-</b>	<b>(601,475.12)</b>	<b>100,000.00</b>	<b>-14%</b>
<b>Building Construction Fund</b>							
Building Construction	14,339,965.89	300,000.00	6,617,991.00		8,021,974.89	(6,317,991.00)	-44%
<b>Debt Redemption Total</b>	<b>14,339,965.89</b>	<b>300,000.00</b>	<b>6,617,991.00</b>	<b>-</b>	<b>8,021,974.89</b>	<b>(6,317,991.00)</b>	<b>-44%</b>
<b>Debt Redemption</b>							
Debt Redemption	993,052.59	5,900,233.95	5,779,230.00		1,114,056.54	121,003.95	2%
<b>Debt Redemption Total</b>	<b>993,052.59</b>	<b>5,900,233.95</b>	<b>5,779,230.00</b>	<b>-</b>	<b>1,114,056.54</b>	<b>121,003.95</b>	<b>12%</b>
<b>Trust Fund/Scholarships</b>							
Scholarships	749,362.22	26,800.00	22,000.00		754,162.22	4,800.00	1%
<b>Trust Fund/Scholarships Total</b>	<b>749,362.22</b>	<b>26,800.00</b>	<b>22,000.00</b>	<b>-</b>	<b>754,162.22</b>	<b>4,800.00</b>	<b>1%</b>
<b>Insurance Fund</b>							
Dental Reserve	248,632.83	255,096.00	230,378.04		273,350.79	24,717.96	10%
Health Reserve	848,945.87	4,981,154.44	4,406,803.14		1,423,297.17	574,351.30	68%
<b>Insurance Fund Total</b>	<b>1,097,578.70</b>	<b>5,236,250.44</b>	<b>4,637,181.18</b>	<b>-</b>	<b>1,696,647.96</b>	<b>599,069.26</b>	<b>55%</b>
District Totals	25,716,676.45	49,818,305.35	56,528,263.32	-	19,006,718.48	(6,709,957.97)	-26%

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**FY27 Preliminary Budget - Summary**

**General Fund**

	<b><u>FY27 Preliminary Budget</u></b>					<b><u>Increase/(Decrease)</u></b>		
	<b><u>FB 7/1/26</u></b>	<b><u>Revenue</u></b>	<b><u>Expenses</u></b>	<b><u>Man. Adj.</u></b>	<b><u>FB 6/30/27</u></b>	<b><u>Inc/(Dec)</u></b>	<b><u>% Change</u></b>	
<b><u>General Fund</u></b>								
General Fund Unassigned	5,917,395.40	29,064,931.24	30,162,891.20	-	4,819,435.44	(1,097,959.96)	-18.6%	
Prepays/Nonspendable	-	-	-	-	-	-	NA	
General Fund Restricted	1,212,830.02	5,750,490.03	5,765,186.82	-	1,198,133.23	(14,696.79)	-1.2%	
General Fund Assigned	1,374,227.47	500.00	12,750.00	-	1,361,977.47	(12,250.00)	-0.9%	
<b>General Fund Total</b>	<b>8,504,452.89</b>	<b>34,815,921.27</b>	<b>35,940,828.02</b>	<b>-</b>	<b>7,379,546.14</b>	<b>0.00</b>	<b>(1,124,906.75)</b>	<b>-13.2%</b>

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

	<b><u>FY27 Preliminary Budget</u></b>					<b><u>Increase/(Decrease)</u></b>		
	<b><u>FB 7/1/26</u></b>	<b><u>Revenue</u></b>	<b><u>Expenses</u></b>	<b><u>Man. Adj.</u></b>	<b><u>FB 6/30/27</u></b>	<b><u>Inc/(Dec)</u></b>	<b><u>% Change</u></b>	
<b><u>Food Service</u></b>	733,739.26	2,224,296.30	2,316,229.73	-	641,805.83	(91,933.43)	-12.5%	
<b><u>Community Service</u></b>	(701,475.12)	1,314,803.39	1,214,803.39	-	(601,475.12)	100,000.00	-14.3%	
<b><u>Building Construction Fund</u></b>	14,339,965.89	300,000.00	6,617,991.00	-	8,021,974.89	(6,317,991.00)	-44.1%	
<b><u>Debt Redemption</u></b>	993,052.59	5,900,233.95	5,779,230.00	-	1,114,056.54	121,003.95	12.2%	
<b><u>Trust Fund/Scholarships</u></b>	749,362.22	26,800.00	22,000.00	-	754,162.22	4,800.00	0.6%	
<b><u>Insurance Fund</u></b>	1,097,578.70	5,236,250.44	4,637,181.18	-	1,696,647.96	599,069.26	54.6%	
<b>District Totals</b>	<b>25,716,676.45</b>	<b>49,818,305.35</b>	<b>56,528,263.32</b>	<b>-</b>	<b>19,006,718.48</b>	<b>0.00</b>	<b>(6,709,957.97)</b>	<b>-26.1%</b>

FY27 Preliminary Budget  
 Grade Progression Ratio Model  
 Updated 5.29.26

		<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>	<b>FY29</b>	<b>FY30</b>
<b>Grade</b>	<b>Weighting</b>	<b>Total Students</b>	<b>Total Students</b>	<b>Total Students</b>	<b>Total Students</b>	<b>Total Students</b>	<b>Total Students</b>	<b>Total Students</b>	<b>Total Students</b>	<b>Total Students</b>
EC	1	39.75	42.33	37.40	42.54	38.58	38.00	38.00	38.00	38.00
HK	1	28.47	30.83	-	-	-	-	-	-	-
KG	1	115.07	101.54	137.19	124.18	131.13	130.00	130.00	130.00	130.00
1	1	119.84	141.22	135.80	152.14	127.51	135.90	134.73	134.73	134.73
2	1	137.62	124.50	148.20	147.89	150.71	132.86	141.61	140.39	140.39
3	1	124.61	138.88	129.99	154.64	150.23	154.95	136.60	145.59	144.34
4	1	149.47	132.27	146.33	137.72	155.12	156.90	161.83	142.67	152.06
5	1	158.69	156.96	139.17	151.04	142.30	161.62	163.48	168.62	148.65
6	1	133.53	153.30	153.90	142.41	157.15	142.67	162.04	163.90	169.05
7	1.2	175.73	149.41	160.74	160.31	152.74	168.22	152.71	173.45	175.44
8	1.2	177.76	164.85	149.23	161.66	161.08	150.73	166.00	150.70	171.17
9	1.2	177.95	191.03	184.34	168.25	182.10	179.07	167.57	184.54	167.54
10	1.2	190.59	174.26	186.35	184.79	165.14	179.31	176.33	165.00	181.72
11	1.2	183.23	188.99	172.67	187.30	183.02	164.23	178.32	175.36	164.09
12	1.2	155.69	181.31	191.69	168.96	183.15	181.20	162.60	176.55	173.61
EC		39.75	42.33	37.40	42.54	38.58	38.00	38.00	38.00	38.00
HK		28.47	30.83	-	-	-	-	-	-	-
KG		115.07	101.54	137.19	124.18	131.13	130.00	130.00	130.00	130.00
GR 1-3		382.07	404.60	413.99	454.67	428.45	423.71	412.94	420.71	419.45
GR 4-6		441.69	442.53	439.40	431.17	454.57	461.19	487.35	475.19	469.76
GR 7-8		353.49	314.26	309.97	321.97	313.82	318.95	318.71	324.15	346.61
GR 9-12		707.46	735.59	735.05	709.30	713.41	703.81	684.82	701.45	686.96
Total ADM		2,068.00	2,071.68	2,073.00	2,083.83	2,079.96	2,075.67	2,071.82	2,089.50	2,090.78
Total WADM		2,280.19	2,281.65	2,282.00	2,290.08	2,285.41	2,280.22	2,272.53	2,294.62	2,297.50
		-	-	-	-	-	-	-	-	-

ADM Difference over PY	3.68	1.32	10.83	(3.87)	(4.29)	(3.84)	17.68	1.28
WADM Difference over PY	1.46	0.35	8.08	(4.68)	(5.19)	(7.69)	22.09	2.87

**FY27- FY30 Fund Balance Estimates**  
**Data as of 5.30.26**

Starting Fund Balance - FY27 Estimate	5,917,395.4
Estimated Revenue	29,064,931.2
Estimated Expenditures	30,162,891.2
Transfers to Restricted Funds	-
Ending Fund Balance - FY27 Estimate	<u>4,819,435.4</u>
Unassigned General Fund Expenditures	30,162,891.2
Unassigned General Fund Expenditures/Day	82,638.1
Unassigned General Fund Balance - Ending	4,819,435.4
Estimated Days of Operation	58.3

	FY27 Adj.
Revenue Adj.	
Expense Adj.	
Transfer Adj.	-

Starting Fund Balance - FY27 Estimate	5,917,395.4
Estimated Revenue	29,064,931.2
Estimated Expenditures	30,162,891.2
Transfers to Restricted Funds	-
Ending Fund Balance - FY27 Estimate	<u>4,819,435.4</u>
Unassigned General Fund Expenditures	30,162,891.2
Unassigned General Fund Expenditures/Day	82,638.1
Unassigned General Fund Balance - Ending	4,819,435.4
Estimated Days of Operation	58.3

<b>FY27</b>	
Rev over Exp	(1,097,960.0)
Transfers	-
Inc/(Dec) of FB	(1,097,960.0)

Starting Fund Balance - FY28 Estimate	4,819,435.4
Estimated Revenue	29,928,902.1
Estimated Expenditures	31,214,238.6
Transfers to Restricted Funds	-
Ending Fund Balance - FY28 Estimate	<u>3,534,098.9</u>
Unassigned General Fund Expenditures	31,214,238.6
Unassigned General Fund Expenditures/Day	85,518.5
Unassigned General Fund Balance - Ending	3,534,098.9
Estimated Days of Operation	41.3

	FY27 Adj.	FY28 Adj.
Revenue Adj.	-	
Expense Adj.	-	(100,000.0)
Transfer Adj.		-

Starting Fund Balance - FY28 Estimate	4,819,435.4
Estimated Revenue	29,928,902.1
Estimated Expenditures	31,114,238.6
Transfers to Restricted Funds	-
Ending Fund Balance - FY28 Estimate	<u>3,634,098.9</u>
Unassigned General Fund Expenditures	31,114,238.6
Unassigned General Fund Expenditures/Day	85,244.5
Unassigned General Fund Balance - Ending	3,634,098.9
Estimated Days of Operation	42.6

<b>FY28</b>	
Rev over Exp	(1,185,336.5)
Transfers	-
Inc/(Dec) of FB	(1,185,336.5)

Starting Fund Balance - FY29 Estimate	3,534,098.9
Estimated Revenue	30,681,116.3
Estimated Expenditures	32,318,951.1
Transfers to Restricted Funds	-
Ending Fund Balance - FY29 Estimate	<u>1,896,264.1</u>
Unassigned General Fund Expenditures	32,318,951.1
Unassigned General Fund Expenditures/Day	88,545.1
Unassigned General Fund Balance - Ending	1,896,264.1
Estimated Days of Operation	21.4

	FY27 Adj.	FY28 Adj.	FY29 Adj.
Revenue Adj.	-	-	
Expense Adj.	-	(100,000.0)	(100,000.0)
Transfer Adj.			-

Starting Fund Balance - FY29 Estimate	3,634,098.9
Estimated Revenue	30,681,116.3
Estimated Expenditures	32,118,951.1
Transfers to Restricted Funds	-
Ending Fund Balance - FY29 Estimate	<u>2,196,264.1</u>
Unassigned General Fund Expenditures	32,118,951.1
Unassigned General Fund Expenditures/Day	87,997.1
Unassigned General Fund Balance - Ending	2,196,264.1
Estimated Days of Operation	25.0

<b>FY29</b>	
Rev over Exp	(1,437,834.8)
Transfers	-
Inc/(Dec) of FB	<del>2,196,264.1</del> (1,437,834.8)

Starting Fund Balance - FY30 Estimate	1,896,264.1
Estimated Revenue	31,294,921.5
Estimated Expenditures	32,375,360.0
Transfers to Restricted Funds	-
Ending Fund Balance - FY30 Estimate	<u>815,825.7</u>
Unassigned General Fund Expenditures	32,375,360.0
Unassigned General Fund Expenditures/Day	88,699.6
Unassigned General Fund Balance - Ending	815,825.7
Estimated Days of Operation	9.2

	FY27 Adj.	FY28 Adj.	FY29 Adj.	FY30 Adj.
Revenue Adj.	-	-	-	
Expense Adj.	-	(100,000.0)	(100,000.0)	(100,000.0)
Transfer Adj.				-

Starting Fund Balance - FY30 Estimate	2,196,264.1
Estimated Revenue	31,294,921.5
Estimated Expenditures	32,075,360.0
Transfers to Restricted Funds	-
Ending Fund Balance - FY30 Estimate	<u>1,415,825.7</u>
Unassigned General Fund Expenditures	32,075,360.0
Unassigned General Fund Expenditures/Day	87,877.7
Unassigned General Fund Balance - Ending	1,415,825.7
Estimated Days of Operation	16.1

<b>FY30</b>	
Rev over Exp	(780,438.5)
Transfers	-
Inc/(Dec) of FB	(780,438.5)

**Adjustments:**  
FY28 - \$100,000 in Budget Adjustments  
FY29 - \$100,000 in Budget Adjustments  
FY30 - \$100,000 in Budget Adjustments

## FY28 (2027-2028) Estimates

	FY27 Estimated Revenue (General Fund, Unassigned)	29,064,931
Revenue	FY28 Estimated Changes to Revenue (General Fund, Unassigned)	
	Basic Aid Adjustment Adjustment (2.0% Basic Formula or \$154 x 2,272 APU)	349,888
	Less Aid for 8 Students	(80,000)
	Unemployment Aid Potentially Runs Out	(76,000)
	Student Support Personnel Aid (Increase from \$30.05/APU to \$34.32/APU)	9,701
	SPED Aid (50% Cross Subsidy started in FY27)	660,381
	FY28 Estimated Revenue (General Fund, Unassigned)	29,928,902

	FY27 Estimated Expenses (General Fund, Unassigned)	30,162,891
Expenses	FY28 Estimated Changes to Expenses (General Fund, Unassigned)	
	Staff Salary/Fringe Expense Increases, Decreases, Shifts	891,678
	Consulting Fees/Contracted Services	16,255
	MVED Expense Estimates (4% Increase)	20,287
	Electricity, Water, Sewer, Garbage, Fuels (3% Increase)	18,971
	Shift in Employee Time - Bond/Construction Funds Depleted	
	Property Insurance	15,384
	Transportation Costs (3.85% Increase)	66,576
	Interfund Transfer	22,197
	FY28 Estimated Expenses (General Fund, Unassigned)	31,214,239

FY28 Beginning General Fund, Unassigned Balance	4,819,435
FY28 Estimated Revenue	29,928,902
FY28 Estimated Expenses	31,214,239
FY28 Estimated Transfers	-
FY28 Ending General Fund, Unassigned Balance	3,534,099
<b>Unassigned General Fund Expenditures</b>	31,214,238.6
<b>Unassigned General Fund Expenses/Day</b>	85,518.5
<b>Unassigned General Fund Balance</b>	3,534,098.9
<b>30 Day Expenditure Target</b>	2,565,553.9
<b>Estimated Days of Operation</b>	41.3

## FY29 (2028-2029) Estimates

Revenue	FY28 Estimated Revenue (General Fund, Unassigned)	29,928,902
	FY29 Estimated Changes to Revenue (General Fund, Unassigned)	
	Basic Aid Adjustment Adjustment (2% Basic Formula or \$157 x 2,295 APU)	360,315
	Plus Aid for 17 Students	170,000
	SPED Aid (50% Cross Subsidy started in FY27)	221,899
	FY29 Estimated Revenue (General Fund, Unassigned)	30,681,116

Expenses	FY28 Estimated Expenses (General Fund, Unassigned)	31,214,239
	FY29 Estimated Changes to Expenses (General Fund, Unassigned)	
	Staff Salary/Fringe Expense Increases, Decreases, Shifts	938,843
	Consulting Fees/Contracted Services/Miscellaneous	16,742
	MVED Expense Estimates (4% increase)	21,098
	Electricity, Water, Sewer, Garbage, Fuels (3% increase)	19,540
	Property Insurance	16,153
	Transportation Costs (3.85% increase)	69,140
	Interfund Transfer	23,196
	FY29 Estimated Expenses (General Fund, Unassigned)	32,318,951

FY29 Beginning General Fund, Unassigned Balance	3,534,099
FY29 Estimated Revenue	30,681,116
FY29 Estimated Expenses	32,318,951
FY29 Estimated Transfers	-
FY29 Ending General Fund, Unassigned Balance	1,896,264
<b>Unassigned General Fund Expenditures</b>	32,318,951.1
<b>Unassigned General Fund Expenses/Day</b>	88,545.1
<b>Unassigned General Fund Balance</b>	1,896,264.1
<b>30 Day Expenditure Target</b>	2,656,352.1
<b>Estimated Days of Operation</b>	21.4

## FY29 (2028-2029) Estimates

Revenue	FY29 Estimated Revenue (General Fund, Unassigned)	30,681,116
	FY30 Estimated Changes to Revenue (General Fund, Unassigned)	
	Basic Aid Adjustment Adjustment (2% Basic Formula or \$160 x 2,298 APU)	360,786
	Plus Aid for 2 Students	20,000
	SPED Aid (50% Cross Subsidy started in FY27)	233,019
	FY30 Estimated Revenue (General Fund, Unassigned)	31,294,921

Expenses	FY29 Estimated Expenses (General Fund, Unassigned)	31,214,239
	FY30 Estimated Changes to Expenses (General Fund, Unassigned)	
	Staff Salary/Fringe Expense Increases, Decreases, Shifts	988,807
	Consulting Fees/Contracted Services/Miscellaneous	17,245
	MVED Expense Estimates (4% increase)	21,942
	Electricity, Water, Sewer, Garbage, Fuels (3% increase)	20,127
	Property Insurance	16,961
	Transportation Costs (3.85% increase)	71,801
	Interfund Transfer	24,239
		FY30 Estimated Expenses (General Fund, Unassigned)

FY30 Beginning General Fund, Unassigned Balance	1,896,264
FY30 Estimated Revenue	31,294,921
FY30 Estimated Expenses	32,375,360
FY30 Estimated Transfers	-
FY30 Ending General Fund, Unassigned Balance	815,826
<b>Unassigned General Fund Expenditures</b>	32,375,360.0
<b>Unassigned General Fund Expenses/Day</b>	88,699.6
<b>Unassigned General Fund Balance</b>	815,825.7
<b>30 Day Expenditure Target</b>	2,660,988.5
<b>Estimated Days of Operation</b>	9.2



## ADDENDUM

**Regular Board Meeting  
Wednesday, June 10, 2026  
SPCC-Governor's Room  
5:30 PM**

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### VII. ACTION ITEMS

<b>3. AGENDA ITEM #3</b>
--------------------------

**Subject:** Consider Approval of Membership in the Minnesota State High School League (MSHSL) for 2026-2027.

**Action:** Requires a Resolution

**Background:** This item is regarding our membership in the Minnesota State High School League (MSHSL). The MSHSL provides guidance and structure for all of our athletic, fine arts, speech and drama activities. In addition, membership extends catastrophic insurance to our students participating in interscholastic activities. The renewal process requires that the School Board has reviewed all required materials provided by the League which defines the purpose and value of education-based activity and athletic programs and defines each member school's responsibilities. Please review the attached resolution and materials prior to the meeting. A resolution is required as part of the MSHSL application process and is due prior to the start of the 2026-2027 school year.

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

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



**2026-2027 RESOLUTION FOR MEMBERSHIP  
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE  
Membership Renewal Form**

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

**Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2026. Retain one copy for the school files.**

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

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

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

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

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

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

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

**208.00 LOCAL CONTROL**

**208.01 Designated School Representatives**

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

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

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

**208.02 Designated Activity Representatives**

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

**208.03 Local Advisory Committee**

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, ~~33~~ advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

\_\_\_\_\_  
Saint Peter High School  
Name of School (Please Print)

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

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

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

\_\_\_\_\_  
charlie.potts@stpetersschools.org  
Email Address

\_\_\_\_\_  
sroehrkas@stpetersschools.org  
Email Address

**208.02 ACTIVITY REPRESENTATIVES**

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

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

\_\_\_\_\_  
Erica Carlson  
(Speech – please print)

\_\_\_\_\_  
Bri Bergstrom  
(Music – please print)

**208.03 LOCAL ADVISORY COMMITTEE MEMBERS**

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

\_\_\_\_\_  
Liliana Prunty  
(Student—please print)

\_\_\_\_\_  
Brielle Swenson  
(Parent—please print)

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

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

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

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

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

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

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



## ADDENDUM

**Regular Board Meeting  
Wednesday, June 10, 2025  
SPCC-Governor's Room  
5:30 PM**

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### VI. ACTION ITEMS

<b>4. AGENDA ITEM #4</b>
--------------------------

**Subject:** Consider Approval of Membership in the Minnesota School Boards Association (MSBA) for 2026-2027.

**Action:** Requires a Motion

**Background:** This item is in regard to our membership in the Minnesota School Boards Association (MSBA). MSBA provides policy updates, advice to Superintendents and School Board Members, in-service training for Board Members, BoardBook, financial services, and lobbying efforts on behalf of member schools. Virtually every school district in the State of Minnesota belongs to MSBA. The cost for membership for the 2026-2027 school year is \$11,328.00.

**Presentation:** Superintendent of Schools, Jon Graff

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



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

<b>Invoice</b>	INV-15840-G4W1L7
<b>Date</b>	7/1/2026
<b>Amount Due</b>	\$11,328.00
<b>Date Due</b>	8/15/2026

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

<b>Customer Name</b>	<b>Purchase Order No.</b>			
St. Peter				
<b>Description</b>	<b>Quantity</b>		<b>Unit Price</b>	<b>Ext. Price</b>
Policy Services Subscription - St. Peter	1		\$775.00	\$775.00
ISD Membership - St. Peter	1		\$7,328.00	\$7,328.00
BoardBook Subscription - St. Peter	1		\$3,225.00	\$3,225.00

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Dues for your district are based on "Average Daily Membership of Students Served" for the fiscal year ended June 30, 2025, as provided by the Minnesota Department of Education.

<b>Subtotal</b>	\$11,328.00
<b>Total</b>	\$11,328.00

MSBA is not able to accept Credit, Debit, or Procurement Cards as a method of payment of your 2026-2027 Dues Invoice. Please remit payment of this invoice to MSBA by CHECK. Thank you for your cooperation.

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



## ADDENDUM

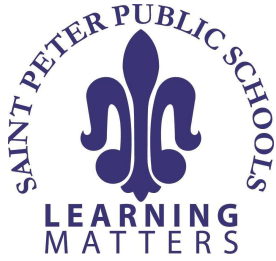
**Regular Board Meeting  
Wednesday, June 10, 2026  
SPCC-Governor's Room  
5:30 PM**

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### VII. ACTION ITEMS

<b>5. AGENDA ITEM #5</b>
--------------------------

- Subject:** Consider a Resolution to Approve the Yearly Governmental Lease
- Action:** Requires a Resolution
- Background:** Governmental lease purchase arrangements are used to support technology purchases across the school district. This year's lease is designed to support student and staff technology initiatives for all sites within the district. The low bid for the lease was from First National Bank. Lease details are enclosed in your packet. The lease has been reviewed by the Business Committee and they recommend your approval.
- Presentation:** Business Manager, Megan Gracia
- Options/Recommendation:** I recommend that you pass a resolution for the yearly governmental lease through First National Bank.



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

**FROM:** Megan Gracia, Business Manager

**DATE:** June 3<sup>rd</sup>, 2026

**RE:** Annual Technology Lease

Saint Peter Public Schools submitted requests for proposal (RFPs) from local banks for our annual Tax-Exempt Governmental Lease. Two of the three banks that we requested a submission from returned a response. The total amount of the two leases for FY26 is \$307,200.25

The leases are comprised of two separate projects:

<u>Project</u>	<u>Lease Length</u>	<u>Total Lease Amount</u>
Student technology	4 years	\$169,714.00
Staff technology	5 years	\$137,486.25
	Total	\$307,200.25

The results were as follows:

<u>Bank</u>	<u>4 Year Rate</u>	<u>5 Year Rate</u>
First National Bank	4.85%	4.75%
HomeTown Bank	4.90%	4.75%
Pioneer Bank	N/A	N/A

It is recommended that the Saint Peter School Board, at the June 2026 board meeting, vote on a resolution to authorize the leases with First National Bank.

FY26 Governmental Lease  
Amortization Schedule Comparison

First National Bank				First National Bank			
5 Year Project				4 Year Project			
Loan Amount	137,486.25			Loan Amount	169,714.00		
Interest Rate	4.85%			Interest Rate	4.75%		
	Principal	Interest	Total		Principal	Interest	Total
12/15/2026	27,700.10	3,204.38	30,904.48	12/15/2026	42,633.93	3,873.95	46,507.88
12/15/2027	25,505.90	5,398.58	30,904.48	12/15/2027	40,387.74	6,120.14	46,507.88
12/15/2028	26,748.77	4,155.71	30,904.48	12/15/2028	42,321.37	4,186.51	46,507.88
12/15/2029	28,075.45	2,829.03	30,904.48	12/15/2029	44,370.96	2,136.89	46,507.85
12/15/2030	29,456.03	1,448.45	30,904.48				
Total	<u>137,486.25</u>	<u>17,036.15</u>	<u>154,522.40</u>	Total	<u>169,714.00</u>	<u>16,317.49</u>	<u>186,031.49</u>
	-	-	-		-	-	-

HomeTown Bank				HomeTown Bank			
5 Year Project				4 Year Project			
Loan Amount	137,486.25			Loan Amount	169,714.00		
Interest Rate	4.90%			Interest Rate	4.75%		
	Principal	Interest	Total		Principal	Interest	Total
12/15/2026	27,702.78	3,237.42	30,940.20	12/15/2026	42,633.92	3,873.96	46,507.88
12/15/2027	25,486.10	5,454.10	30,940.20	12/15/2027	40,387.74	6,120.14	46,507.88
12/15/2028	26,740.79	4,199.41	30,940.20	12/15/2028	42,321.36	4,186.52	46,507.88
12/15/2029	28,080.76	2,859.44	30,940.20	12/15/2029	44,370.98	2,136.89	46,507.87
12/15/2030	29,475.82	1,464.38	30,940.20				
Total	<u>137,486.25</u>	<u>17,214.75</u>	<u>154,701.00</u>	Total	<u>169,714.00</u>	<u>16,317.51</u>	<u>186,031.51</u>
	-	-	-		-	-	-

Pioneer Bank				Pioneer Bank			
5 Year Project				4 Year Project			
Loan Amount	-			Loan Amount	-		
Interest Rate	0.00%			Interest Rate	0.00%		
	Principal	Interest	Total		Principal	Interest	Total
12/15/2025	-	-	-	12/15/2025	-	-	-
12/15/2026	-	-	-	12/15/2026	-	-	-
12/15/2027	-	-	-	12/15/2027	-	-	-
12/15/2028	-	-	-	12/15/2028	-	-	-
12/15/2029	-	-	-				
Total	<u>-</u>	<u>-</u>	<u>-</u>	Total	<u>-</u>	<u>-</u>	<u>-</u>
	-	-	-		-	-	-

	<b>First National</b>	<b>HomeTown</b>	<b>Pioneer</b>
Principal - 4 Year	169,714.00	169,714.00	-
Interest - 4 Year	16,317.49	16,317.51	-
Subtotal	<u>186,031.49</u>	<u>186,031.51</u>	-
	-	-	-
Principal - 5 Year	137,486.25	137,486.25	-
Interest - 5 Year	17,036.15	17,214.75	-
Subtotal	<u>154,522.40</u>	<u>154,701.00</u>	-
	-	-	-
Grand Total	<u>340,553.89</u>	<u>340,732.51</u>	-





## ADDENDUM

**Regular Board Meeting  
Wednesday, June 10, 2026  
SPCC-Governor's Room  
5:30 PM**

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### VII. ACTION ITEMS

<b>6. AGENDA ITEM #6</b>
--------------------------

**Subject:** Consider Approval of Tenure Action for Probationary Teachers

**Action:** Requires a Motion

**Background:** The following teachers have successfully completed their probationary teaching period and are being presented for consideration of tenure on August 31, 2026, the 1<sup>st</sup> day of the upcoming 2026-2027 contract year.

- |                   |                         |
|-------------------|-------------------------|
| ● Chelsey Crary   | Oshawa Learning Academy |
| ● Lisa Senear     | Oshawa Learning Academy |
| ● Shannon Nimps   | North Elementary        |
| ● Emmelyn King    | Middle School           |
| ● Dianna Jennings | Middle School           |
| ● Cole Petersen   | Middle School           |
| ● Jean Liou       | High School             |
| ● Jacob Pehrson   | High School             |
| ● Jasmine Witty   | High School             |
| ● Michelle Javens | High School             |

**Presentation:** Building Principals  
Superintendent of Schools, Jon Graff

**Options/Recommendation:** I recommend that the School Board recognize the tenure status of the teachers being presented by their building principals.



**MEMO TO:** Dr. Jon Graff, Saint Peter School Board  
**FROM:** Jana Sykora, South Elementary Principal  
**DATE:** June 3, 2026  
**RE:** Teacher Tenure Recommendations

---

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

- Chelsey Crary (6-12 ELA)
- Lisa Senear (K-12 SPED)



Date: June 4, 2026

To: ISD 508 School Board  
Dr. Jon Graff, Superintendent

From: Darin Doherty, Principal  
North Elementary School

Re: Tenure Recommendations

---

I recommend the following faculty members for a continuing contract (tenure) starting with the 2026-2027 school year. They have completed all necessary portions of our probationary teacher supervision and evaluation system.

Shannon Nimps

If you have any further questions or require additional information, please do not hesitate to contact me.

CC: Shannon Nimps  
grp\_hire\_certified@stpetersschools.org



**MEMO TO:** Dr. Jon Graff  
**FROM:** Jessica Buttell  
**DATE:** June 5, 2026  
**RE:** Teacher Tenure

---

The following teachers have completed all necessary portions of our probationary teacher supervision and evaluation system.

- Emmelyn King
- Dianna Jennings
- Cole Petersen



**MEMO TO:** Dr. Graff

**FROM:** Annette Engeldinger

**DATE:** June 5, 2026

**RE:** Teacher Tenure Recommendation

---

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

- Jean Liou
- Jacob Pehrson
- Jasmine Witty
- Michelle Javens



## ADDENDUM

**Regular Board Meeting  
Wednesday, June 10, 2026  
SPCC-Governor's Room  
5:30 PM**

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### VII. ACTION ITEMS

<b>7. AGENDA ITEM #7</b>
--------------------------

**Subject:** Consider Approval of Master Agreement with Office Support

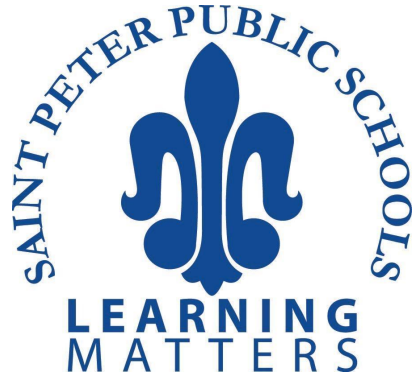
**Action:** Requires a Motion

**Background:** The School Board Negotiations Team has reached a 2025-2027 contract agreement with the Office Support group of Saint Peter Public Schools. The settlement is in line with the budget goals set by the committee and the Office Support personnel have ratified this agreement. Notable changes include:

- A 2.5% and 3.25% increase on the salary schedule
- An increase of \$0.05 for career increments
- An increase in district's insurance contribution cap (\$16,500 for year 1 and \$17,500 for year 2)
- An increase in the district's contribution to insurance at retirement (from \$15,000 to \$25,000)
- Change in how the district places new hires on the salary schedule. District may now give credit for prior year's experience (half credit for related experience, full credit for same experience).

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

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



**SAINT PETER PUBLIC SCHOOLS**

**Agreement**

**With**

**Office Support Staff**

**2025-2026~~2023-2024~~**

**and**

**2026-2027~~2024-2025~~**

**OFFICE SUPPORT STAFF  
TABLE OF CONTENTS:**

Article		Page
1	Purpose	3
2	Recognition of Exclusive Representative	3
3	Rights, Definitions, and Responsibilities	4
4	Union Rights	4
5	Definition of Full-Time or Part-Time Employee	5
6	Seniority	5
7	Comparable Worth	6
8	Job Openings	6
9	Reduction of Staff	7
10	New Employee	7
11	Advancing Classification	7
12	Change of Classification	8
13	Personnel Files	8
14	Pay Day	8
15	Call Back Time	9
16	Compensation Time/Overtime	9
17	Substitute Secretarial Support Staff Personnel	9
18	Emergency or School Closings	9
19	Vacations	10
20	Holidays	11
21	Earned Safe & Sick Leave	11
22	Leaves of Absence	13
23	Contract Period	14
24	Dissemination of Policies	15
25	Mileage	15
26	Group Insurance	15
27	Retirement	16
28	Grievance Procedure	17
	Signature Page	21
	Level/Classifications	22

Salary Schedule	23
Addendum A – Professional Standards Program	25

**OFFICE SUPPORT STAFF AGREEMENT**  
**~~2025-2027~~~~2023-2025~~**

**ARTICLE ~~1~~~~I~~**  
**PURPOSE**

**1.1 PARTIES:**

This AGREEMENT is entered into between the School Board of Independent School District 508, Saint Peter, Minnesota, hereinafter referred to as the school district, and the Minnesota Teamsters Public and Law Enforcement Employees Union, Local No. 320, hereinafter referred to as the union, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, [hereinafter referred to as PELRA](#), to provide the terms and conditions of employment for secretarial support staff employees during the duration of this AGREEMENT.

**ARTICLE ~~2~~~~II~~**  
**RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

**2.1 RECOGNITION OF EXCLUSIVE REPRESENTATIVE:**

In accordance with the PELRA, the school district recognizes Minnesota Teamsters Public and Law Enforcement Employees Union, Local 320, as the exclusive representative for the Secretarial Support Staff Employees 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.

**2.2 APPROPRIATE UNIT:**

The exclusive representative shall represent all such employees of the district contained in the appropriate unit, the PELRA and the director of mediation services certification, if any.

**2.3 DESCRIPTION OF APPROPRIATE UNIT:**

For purposes of this AGREEMENT, the term support staff employees shall mean: secretaries, clerk typist, receptionist, and accounting clerks, excluding those employees whose service does not exceed fourteen (14) hours per week or who hold positions of a temporary or seasonal character for a period not in excess of one hundred (100) working days per calendar year.



## **ARTICLE ~~3~~<sup>III</sup>** **RIGHTS, DEFINITIONS AND RESPONSIBILITIES**

### **3.1 TERMS:**

Terms used in this AGREEMENT shall have those meanings as defined by the PELRA of 1971, as amended.

### **3.2 RIGHTS:**

School district and employee rights shall be defined as follows:

- A. Employee rights shall be defined in the PELRA ~~of 1971, as amended.~~
- B. School district rights shall be as defined in the PELRA ~~of 1971, as amended.~~ All management rights and functions not expressly delegated in this AGREEMENT are reserved to the school district.

### **3.3 RESPONSIBILITIES:**

The union recognizes that the primary obligation of the school district is to provide educational opportunity for the students of the school district. The school district retains the right to efficiently manage and conduct the operation of the school district within its legal limitations in accordance with the terms of this AGREEMENT.

## **ARTICLE ~~4~~<sup>IV</sup>** **UNION RIGHTS**

### **4.1 REQUEST FOR DUES CHECK-OFF:**

Employees shall have the right to request and be allowed dues check-off for the union; provided that dues check-off and the proceeds thereof shall not be allowed the union if it has lost its right to dues check-off pursuant to ~~179.75 of the PELRA of 1971, as amended.~~ Upon receipt of a properly executed dues deduction card by the employee involved, the school district will deduct from the employee's paycheck the dues that the employee has agreed to pay to the union during the period provided in said authorization.

### **4.2 FAIR SHARE FEE:**

All employees covered by this AGREEMENT who are not members of the union may be required by the union to contribute a fair share fee. The school district, upon receipt of written certification from the union designating the employees from whom a fair share fee shall be deducted and the amount of the fair share fee, shall deduct the fair share fee from those employees designated as not being members of the union from the employees' paycheck.

### **4.3 INDEMNIFICATION:**

The union shall indemnify and hold the school district harmless against any and all

claims, orders or judgements made against the school district in the administration of sections 1 and 2 of this article.

#### **4.4 REMITTANCE:**

The school district shall remit all monthly union dues and fair share fees deducted in accordance with sections 1 and 2 of this article to the union within seven (7) calendar days of the payday from which the deductions were made.

#### **4.5 UNION STEWARD:**

The union may designate employees in the bargaining unit to act as stewards and/or alternates and shall inform the employer in writing of such choices and changes in the positions of stewards and/or alternates. Stewards shall be permitted reasonable time to perform and discharge the duties that are properly assigned to them under terms of this AGREEMENT. The stewards shall be permitted reasonable time to process grievances without loss of time or pay during regular working hours. Stewards shall be allowed reasonable time to transmit messages which have originated with and are authorized by the union so long as the transmission of said messages does not interfere with their regular work assignment.

### **ARTICLE 5V**

#### **DEFINITION OF FULL-TIME - PART-TIME EMPLOYEE**

##### **5.1 FULL-TIME:**

Full-time shall be any member who is regularly scheduled to work at least seven (7) hours per day for a minimum of thirty-five (35) hours per week.

##### **5.2 PART-TIME:**

Part-time employees who are regularly scheduled to work less than seven (7) hours per day and less than thirty-five (35) hours per week.

### **ARTICLE 6VI** **SENIORITY**

##### **6.1 SENIORITY:**

Seniority shall be defined as follows:

Continuous service in District 508 in a support staff position with the date of record being the first date of employment.

Seniority shall terminate when a support staff employee retires, resigns or is discharged.

The District will provide a seniority list by December 1st of each year and distribute it to all bargaining unit employees via email.

## **6.2 LAYOFF:**

In the event of a layoff, employees shall be laid off according to seniority in the inverse order of hiring. Support staff employees shall be rehired according to seniority in the inverse order of layoff. A support staff employee's recall rights shall terminate after twenty-four (24) months of continuous layoff. Yearly notification of availability to be received by April 1 at the district office.

## **6.3 ELIMINATION OF POSITION:**

In the event of the elimination of a position, the junior employee in the affected classification shall be laid off. However, the laid off support staff employee shall have the right to bump the least senior support staff employee in the next lower classification, if qualified, and as determined by the employer and the said employee is senior to the employee being bumped.

## **6.4 REHIRE:**

Under no circumstances shall the employer hire from the open market while support staff 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.

Upon returning to a district position, the support staff employee shall be placed on the same step on the salary schedule as occupied at the time of layoff-termination and shall be given credit on the seniority list for all years worked in a secretarial support staff in the district prior to layoff-termination.

## **ARTICLE ~~7~~VII COMPARABLE WORTH**

### **7.1 COMPARABLE WORTH:**

Any and all comparable worth inequities shall be implemented and retroactive to the date of the appeal, including any classification upgrading, job description update and on file and appeals process. In order to maintain requirements of the Job Evaluation System and Equitable Compensation Relationships defined in state statute, employees may appeal their job placement.

## **ARTICLE ~~8~~VIII JOB OPENINGS**

### **8.1 NOTIFICATION OF JOB OPENINGS:**

When a vacancy in the office support staff unit occurs, consideration shall be given to the most senior qualified applicant. Openings will be posted by the building secretary from which the opening originates. If office support is not working when summer postings occur, the Superintendent's Administrative Assistant will post the position.

Posting shall be made internally and externally at the same time. All support staff employees currently on the payroll and recall list will be notified of the opening. When school is not in session, a notice will be mailed to the employee's home address. In addition, all vacancy notices shall be on file in the administrative office area of each building or program location for employee review. Stewards of the unit will receive, via mail, vacancy notices. Should the school district change the number of hours or the duties of a current position, the position need not be posted if the current employee chooses to accept the changes being made by the district.

**8.2** The District will offer an interview to current employee applicants who meet the minimum qualifications for position vacancies.

**8.3** When a qualified employee bids for a position, the employer will make every effort to fill the position with the most qualified employee from the unit. The district reserves the right to hire outside the unit if such an applicant is more qualified. Preference will be given to senior employees. An employee not given the position may request a written explanation.

## **ARTICLE ~~9~~X** **REDUCTION OF STAFF**

### **9.1 REDUCTION OF STAFF:**

Bargaining unit support staff employees shall be notified of any decrease in staff for the next school year by June 1.

## **ARTICLE ~~10~~X** **NEW EMPLOYEE**

### **10.1 NEW EMPLOYEE:**

An individual being hired from the outside will serve a nine (9) month probationary period. During the probationary period, newly hired or rehired employees may be discharged at the sole discretion of the employer.

## **ARTICLE ~~11~~XI** **ADVANCING IN CLASSIFICATION**

### **11.1 ADVANCING IN CLASSIFICATION:**

Secretarial support staff employees transferred from one classification to another higher classification shall move to the same step presently occupied within the classification to which such support staff employee is transferred. In the event of unsatisfactory performance in the new position, the employee is eligible to return to the former classification. The employee may request moving back to the previous classification. The school district shall allow such a request provided the previous classification position has not been offered or hired, and the employee has been in the position for a minimum of two (2) weeks.

**ARTICLE 12XII**  
**CHANGE OF CLASSIFICATION**

**12.1 CHANGE OF CLASSIFICATION PROCEDURES:**

If either the support staff employee or the immediate supervisor should determine that the classification of a job no longer describes the requirement of that position the appeals process can be initiated by using the appropriate appeals process forms.

**ARTICLE 13XIII**  
**PERSONNEL FILES**

**13.1 PERSONNEL FILES:**

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. When meetings between the employer and employee are scheduled that could lead to disciplinary action, employees will be notified of the option for representation.

If a member wishes to review this district personnel file, request shall be made to the immediate supervisor, who will schedule the review of the file. 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.

**ARTICLE 14XIV**  
**PAY DAY**

**14.1 PAY DAY:**

The full-time support staff employees pay day shall be spread equally over a twelve (12) month period and such support staff employees will be paid on the 15th and last banking day of the month (when the 15th falls on a Saturday or Sunday, pay day is the preceding Friday). Working hours for 20235-246 are 2,080 hours and for 20246-257 are 2,080 hours.

Less than full-time support staff employees shall be paid at the same time as full-time support staff employees for work performed during the same period.

**14.2 DEPOSIT OF CHECKS:**

Payroll checks of support staff personnel will be deposited each payday by the district in a ~~district~~ bank designated by said office personnel, and the check stub will be available electronically. A request so made must be for the balance of the school year and shall continue from year to year until cancelled by said office personnel.

**ARTICLE ~~15~~XV**  
**CALL BACK TIME**

**15.1 CALL BACK TIME:**

There will be a minimum two-hour (2) pay for any support staff employee required to perform functions related to their job after regular working hours, or on weekends or holidays.

**ARTICLE ~~16~~XVI**  
**COMPENSATION TIME/OVERTIME**

**16.1 COMPENSATION TIME/OVERTIME:**

Support staff employees shall not be requested or required to take time off for overtime worked or to be worked. Employees may request and receive, time off as a method of paying for overtime hours when such hours have been pre-approved by their supervisor. The maximum number of compensation time hours that can be accumulated is eighty (80) hours. Compensation time shall be at the appropriate overtime rate at which it was earned. Compensation time off may be taken any time during the contract period with approval of the immediate supervisor, with a maximum carryover of twenty (20) hours to the next fiscal year.

**ARTICLE ~~17~~XVII**  
**SUBSTITUTE SECRETARIAL SUPPORT STAFF PERSONNEL**

**17.1 SUBSTITUTE SECRETARIAL SUPPORT STAFF PERSONNEL**

~~A non-union substitute employed to fill in for any support staff personnel will be paid at Level 1 step 1 rate of pay.~~

If an "in-house" employee is used to fill in for another position, that employee will be paid at the rate of the existing Step I of the classification for which they are substituting or their current job rate, whichever is greater.

**ARTICLE ~~18~~XVIII**  
**EMERGENCY OR SCHOOL CLOSINGS**

**18.1 EMERGENCY OR SCHOOL CLOSINGS:**

On days when school has been called off prior to the start of the day by the Governor or other State Representative, office support may work remotely. There shall be no loss in pay for time missed because of an emergency or Governor/State Representative closure.

On days when school has been called off prior to the start of the day by the superintendent and when the day is identified as a "Flexible Learning Day" or "Good Old Fashioned Snow Day", only emergency duty office support staff (as determined by their supervisor shall be required to report to work. Non-emergency duty office support staff

may choose to either report to work or work remotely. Staff required to work on these days will be provided with compensatory or overtime pay. On “flexible learning days” and “Good Old Fashioned Snow Days” office support will be paid for their regular number of hours.

On days when school begins late (i.e., two hour late start), office support staff shall report to work as soon as road and weather conditions allow for safe travel. There shall be no loss in pay for time missed because of a late start.

On days when school is dismissed early, office support staff shall maintain regular work hours until the time of the early dismissal. There shall be no loss in pay for time missed because of an early dismissal. Office Support required to stay beyond the early dismissal time or until dismissed by their supervisor shall be provided with compensatory or overtime pay. There shall be no loss in pay for time missed when dismissed by their supervisor. If an employee prefers to leave earlier than this, they shall be allowed to use accrued compensatory time, ESST, vacation time (if applicable), or personal leave.

## **ARTICLE 19XIX** **VACATIONS**

### **19.1 VACATION:**

All full-time support staff employees who work ten (10) months and were employed prior to January 1, 1988, shall earn vacation time with pay as follows:

- A. One (1) day of vacation for each month of employment for first five (5) years of continuous employment.
- B. One and one-fourth (1¼) days each month of employment after five (5) years and through the fourteenth (14) year of continuous employment.
- C. Four (4) weeks of vacation after fourteen (14) years of continuous employment.

If a holiday falls in the vacation period, the holiday shall not count as a day of vacation.

If hired after January 1, 1988, all support staff employed for a minimum of two hundred and sixty (260) days will earn vacation time.

- One (1) day of vacation for each month of employment for first five (5) years of continuous employment.
- One and one-fourth days (1¼) each month of employment after five (5) years and through the fourteenth (14) year of continuous employment.
- Four (4) weeks of vacation after fourteen (14) years of continuous employment.

Employees who work a minimum of two hundred and sixty (260) days shall be allowed to carry over five (5) days of earned vacation to the next year, to be used by the end of the current calendar year. These five (5) days cannot be used on student contact days. When vacation time is granted, employees shall not be required to provide explanation for accrued time.

## **ARTICLE ~~20XX~~** **HOLIDAYS**

### **20.1 HOLIDAYS:**

The following days are recognized as holidays with regular pay for full time clerical employees working during the period the holiday occurs:

Independence Day (~~July 4~~)  
Labor Day (~~1<sup>st</sup> Monday of September~~)  
Thanksgiving Day (~~3<sup>rd</sup> Thursday of November~~)  
Day after Thanksgiving (~~3<sup>rd</sup> Friday of November~~)  
Christmas Eve Day (~~December 24~~)  
Christmas Day (~~December 25~~)  
New Year's Eve Day (~~December 31~~)  
New Year's Day (~~January 1~~)  
President's Day (~~3<sup>rd</sup> Monday of February~~)  
Good Friday (~~According to Lunar Calendar~~)  
Martin Luther King Day (~~third Monday of January~~) (if school is not in session)  
Memorial Day (~~Last Monday of May~~)  
Juneteenth (~~June 19~~)

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

If school is scheduled on a holiday, employees will be given a floating holiday which would be agreed upon by the employee and supervisor.

**20.2** Less than full-time employees to receive holiday pay on a pro-rated basis.

## **ARTICLE ~~21XXI~~** **EARNED SAFE & SICK LEAVE (ESST)**

**21.1** Approved ~~ESST earned safe & sick leave~~ as provided in this section shall be granted with pay.

**21.2** All full-time and full-time school year support staff employees shall receive one day of ~~ESST earned safe & sick leave~~ for each month of employment in the school district.

Any part-time clerical employee shall receive ~~ESST earned safe & sick leave~~ on a pro-rated basis.

**21.3** ~~ESST Earned safe & sick leave~~ benefits shall accumulate to one hundred and eighty (180) working days.

**21.4** ~~ESST Earned safe & sick leave~~, with pay, shall be allowed by the school district whenever a support staff employee's absence is due to any type of illness, including illness or disability caused or contributed to pregnancy or childbirth, which has prevented the attendance at school and performance of duties on that day or days.

**21.5** The superintendent may require an employee to furnish a medical certificate from the school health officer or from a qualified physician as evidence of illness, in order to qualify for ~~ESST sick leave~~ pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the school board.

**21.6** In the event that a medical certificate will be required, the employee will be so advised.

**21.7** ~~ESST Earned safe & sick leave~~ allowed shall be deducted from the accrued sick leave days earned by the employee.

**21.8** A support staff may use ~~ESST sick leave~~ to cover absences, as defined in MN Statute 181.9447 USE OF EARNED SAFE & SICK TIME, Such family health care leave shall be limited to the amount of accrued ~~ESST sick leave~~ of the employee.

**21.9** ~~ESST Sick leave~~ pay shall be approved only upon submission of signed request upon the authorized ~~ESST sick leave~~ form.

**21.10** Any office personnel unable to perform duties of employment because of pregnancy, adoption or any medical complications of pregnancy, childbirth or recovery therefrom, may begin leave upon certification from the attending licensed physician that the person is unable to perform such duties, or upon the agreement by said office personnel and the building principal that leave should be commenced, and the office personnel shall be entitled to ~~ESST sick leave~~ without loss of pay to the extent provided by the above. Leave in excess of unused ~~ESST 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, adoption or any medical complication of pregnancy, childbirth, or recovery therefrom.

**21.11** 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 the school board. Time period may be renewable, upon review, up to one (1) year.

**21.12** 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.

**21.13** In September and January of each year, employees who earn vacation time shall be allowed to trade three (3) sick leave days for one (1) additional vacation day. A maximum of six (6) sick leave days shall be allowed to be converted to two (2) vacation days per year (September 1 to August 31).

Employees who do not earn vacation time shall be allowed to trade three (3) sick leave days for one (1) additional personal day. A maximum of nine (9) ~~six (6)~~ sick leave days shall be allowed to be converted to three (3) ~~two (2)~~ personal days per year (September 1 to August 31).

## **ARTICLE 22XXII** **LEAVES OF ABSENCE**

### **22.1 UNRELATED LEAVES OF ABSENCE:**

An unpaid leave of absence may be granted for other reasons, if approved by the school board, such as higher education.

### **22.2 SERIOUS ILLNESS OR BEREAVEMENT LEAVE:**

All support staff employees will 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, mother-in-law, father-in-law, siblings, children, grandparents, grandparents-in-law, sister-in-law, brother-in-law, grandchildren, step parents, 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, 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.

### **22.3 CHILD CARE LEAVE:**

Child care leave shall be granted by the district to any employee upon written 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.

Employees on child care leave, for the period not covered under sick leave, shall continue the insurance programs of the district by paying the full premiums regularly. Upon returning from approved child care leave the employee will assume the same position the employee had upon leave.

#### **22.4 LEAVES OF JOB RELATED INJURIES:**

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, personal leave, and/or vacation pay. This paragraph may be effectuated on the delivery by 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 sends a copy of the compensation check and said amount of workers' compensation payment has been deducted from gross wages on paycheck.

#### **22.5 JURY DUTY:**

**Section 1.** Support staff employees of ~~the School District~~ Independent 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 school district and that compensation, except for mileage reimbursement and any meal allowance, shall be deducted from their check.

**Section 2.** Any Support staff summoned or subpoenaed to provide testimony or information to any agency, commission, boards, legislative committee, arbitrator, or court, during the regular workday, shall be provided leave with pay for each day or part thereof which the clerical worker is required to be absent. The employee shall provide the school district with a copy of any compensation and this amount, except for mileage reimbursement and any meal allowance, shall be deducted from their check.

#### **22.6 PERSONAL LEAVE:**

All support staff who are employed full time or who have been employed at least one (1) year by the school district, shall be entitled to one (1) personal leave day per year accumulative to three (3) per year. All support staff who have been employed at least five (5) years by the school district shall be entitled to one (1) additional personal leave day per year accumulative to a maximum of four (4) per year. Part-time employees are pro-rated.

Employees shall not be required to give reasons for personal leave.

#### **22.7 MINNESOTA PAID LEAVE LAW:**

Upon implementation, as prescribed by statute, the school district will begin deducting the employee portion of the premiums from wages and submitting the wage deductions to the insurance carrier. ~~Madison National~~. The default employee portion is fifty percent

(50%) of the premium costs. Any subsequent changes in premium will be split with the employer paying fifty percent (50%) and the employee paying fifty percent (50%).

### **ARTICLE ~~23XXIII~~** **CONTRACT PERIOD**

#### **23.1 CONTRACT PERIOD:**

July 1, 202~~3~~5, to June 30, 202~~5~~7

### **ARTICLE ~~24XXIV~~** **DISSEMINATION OF POLICIES**

#### **24.1 DISSEMINATION OF POLICIES:**

Each support staff employee shall be given a copy of this AGREEMENT. At the time a new employee is placed on the payroll that employee shall be given a copy of this AGREEMENT, at which time the AGREEMENT shall be reviewed with the new employee. Employees shall also be given copies of the staff handbook.

#### **24.2 BENEFIT DOCUMENTATION**

The school district will supply each employee with a list by the end of September each year itemizing the following:

- Hourly wage
- Work days for the year
- Hours per day
- Vacation time accrued and expected accrual
- Sick days accrued and expected accrual
- Personal days accrued and expected accrual

### **ARTICLE ~~25XXV~~** **MILEAGE**

#### **25.1 MILEAGE:**

If support staff persons are required to use their car for school business, mileage will be paid at the rate established by the IRS. The district will pay a minimum of one dollar and fifty cents (\$1.50) for any school travel for each start-up.

### **ARTICLE ~~26XXVI~~** **GROUP INSURANCE**

#### **26.1 SELECTION OF CARRIER:**

The selection of the insurance carrier and policy shall be made by the school board in accordance with state statute.

## **26.2 HEALTH AND HOSPITALIZATION INSURANCE:**

The school district shall pay, full-time employees (as defined in 5.1), up to a maximum of \$16,500 for the 2025-2026 school year and \$17,500 for the 2026-2027 school year, towards the medical insurance premium and deductible at the VEBA 834 level. The above represents the total agreement for health and hospitalization insurance and no monetary rebate shall be made to any employee should premiums and deductible be less than the amount the school district agrees to contribute. The employee may credit the amount towards the premium for family insurance coverage with the remaining premium being paid at the employee's expense. 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. In accordance with federal law, the school district shall make health insurance available to all employees contracted to work between thirty (30) and thirty-four (34) hours per week. For these employees, there shall be no school district contribution.

~~For 2023-24 and 2024-25, the school district will pay full single insurance at the VEBA 834, including the \$1,200 deductible, for employees contracted to work thirty-five (35) hours per week and above. 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. The employee may credit the amount towards the premium for family insurance coverage beginning with the remaining premium being paid at the employee's expense.~~

~~For 2023-2024 school year, an amount not to exceed \$14,500. Beginning in 2024-2025, this amount is increased to \$16,000.~~

~~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. In accordance with federal law, the school district shall make health insurance available to all employees contracted to work between thirty (30) and thirty-four (34) hours/per week. For these employees, there shall be no school district contribution.~~

## **26.3 INCOME PROTECTION INSURANCE:**

The school district shall contribute a sum necessary to pay the premium of income protection insurance for all full-time or full-time for a school year support staff employee. Such insurance shall begin sixty (60) calendar days after the injury or illness and extend to age sixty-five (65).

## **26.4 LIFE INSURANCE:**

The school district shall contribute a sum equal to the premium for a \$50,000 group life insurance policy for each full-time or full-time for a school year support staff employee of

the school district for the term of this contract. The school district shall contribute a sum equal to the premium for a \$25,000 group life insurance policy for each part-time support staff employee of the school district for the term of this contract.

### **26.5 DURATION:**

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 contributions shall cease unless the employee is entitled to the benefits as provided in Article XXVII under RETIREMENT.

### **26.6 REDUCTION OF HOURS:**

Whenever a full-time employee's hours are reduced to the point where the number of hours falls below the minimum necessary to qualify for group insurance coverage, the 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.

## **ARTICLE ~~27~~XXVII RETIREMENT**

**27.1** Any full-time support staff 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 ~~\$25,000~~\$15,000 that may be used for both district-provided and non-district provided medical insurance plans, including Medicare supplemental coverage This amount is for continuing coverage of medical insurance. In the event of the death of the employee, this benefit ceases.

**27.2** Upon retirement at the end of the year in which a support staff employee reaches the age of fifty-six (56) years, and with ten (10) consecutive years of service, the support staff employee may remain in the district's insurance plans.

- With regard to life insurance in effect at the time of retirement, the district will continue to pay life insurance premiums for each full-time, or full-time for a school year, support staff employee for seven (7) years after retirement or to the age of sixty-five (65) years, whichever comes first.

**27.3** Upon retirement at the age of fifty-six (56) or thereafter, and with ten (10) years of continuous employment in District 508, support staff employees shall be paid twenty-five (\$25.00) dollars per day for each eight (8) hour day of accumulated sick leave up to a maximum of one hundred and sixty (160) days.

## **ARTICLE ~~28~~~~XXVIII~~** **GRIEVANCE PROCEDURE**

### **28.1 DEFINITION OF TERMS AND INTERPRETATIONS:**

**SUBD. 1. GRIEVANCE:** A "Grievance" shall mean a dispute or disagreement as to the interpretation or application of any term or terms and conditions of any contract required by the PELRA between the School District Independent School District 508 and the authorized representative

**SUBD. 2. AGGRIEVED:** A person or group of persons within the appropriate unit having a grievance.

**SUBD. 3. ADMINISTRATIVE SUPERVISOR:** The immediate supervisor to whom the aggrieved is responsible.

**SUBD. 4. GRIEVANCE COMMITTEE:** The committee appointed by the exclusive representative.

**SUBD. 5. DISPOSED:** A settlement of a grievance to the satisfaction of both parties that has been reduced to writing.

**SUBD. 6. EXTENSION:** Time limits specified in this procedure may be extended by mutual agreement.

**SUBD. 7. DAYS:** Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays not designated as holidays by state law.

**SUBD. 8. COMPUTATION OF TIME:** In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

**SUBD. 9. 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 or as an attachment to an email.

### **28.2 REPRESENTATIVE:**

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

### **28.3 TIME LIMITATIONS AND WAIVER:**

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.

### **28.4 INFORMAL DISCUSSION:**

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, having reduced the grievance to writing.

### **28.5 ADJUSTMENT OF GRIEVANCE:**

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

**SUBD. 1. LEVEL I:** The aggrieved shall file a grievance, 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.

**SUBD. 2. 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, 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 ten (10) days after the meeting, the superintendent shall issue a decision in writing to the parties involved.

**SUBD. 3. LEVEL III:** In the event the grievance is not disposed of in Level II, the decision rendered may be appealed to the school board, provided such appeal is made in writing, 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 opinion 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 finding and recommendations to the school board. The school board shall then render its decision.

### **28.6 SCHOOL BOARD REVIEW:**

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 reserve or modify such decision. Such notification by the board automatically advances the grievance to Level III.

### **28.7 DENIAL OF GRIEVANCE:**

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.

### **28.8 LEVEL II INITIATION:**

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.

### **28.9 ARBITRATION PROCEDURES:**

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:

**SUBD. 1. REQUEST:** A request to submit a grievance to arbitration must be in writing, 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.

**SUBD. 2. PRIOR PROCEDURE REQUIRED:** No grievance shall be considered by the arbitrator which who has not been first duly processed in accordance with the grievance procedure and appeal provisions.

**SUBD. 3. SELECTION OF ARBITRATORS:** Upon the proper submission of a 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 an 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.

The parties shall request that the appointment pursuant to the Public Employees

Labor Relations Act shall be made within thirty (30) days following the receipt of such request.

**SUBD. 4. 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. 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 procedures.

**SUBD. 5. DECISION:** The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided in PELRA.

**SUBD. 6. EXPENSES:** Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses, which the parties mutually agree are necessary for the conduct of arbitration.

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

\_\_\_\_\_  
Teamster Union Local 320  
Business Representative

\_\_\_\_\_  
Chair of the School Board

\_\_\_\_\_  
Union Steward

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

\_\_\_\_\_  
Union Steward

\_\_\_\_\_  
Union Steward

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

Board Approved:

## ADDENDUM A Office Support Salary Placement

LEVEL	CLASSIFICATION
LEVEL <del>1</del> <sup>II</sup>	<input type="checkbox"/> Media/Library <input type="checkbox"/> <del>Clerical in School Offices</del> <input type="checkbox"/> <del>ECFE Coordinator</del> <input type="checkbox"/> <del>AV/Computer Office</del> <input type="checkbox"/> <del>Curriculum Director's Office</del>
LEVEL <del>2</del> <sup>III</sup>	<input type="checkbox"/> <del>Attendance</del> <input type="checkbox"/> <del>Guidance Counselors</del> <input type="checkbox"/> Community Education Office <input type="checkbox"/> <del>Activities Athletic Office</del> <input type="checkbox"/> <del>Middle School Office</del> <input type="checkbox"/> Technology Department Assistant/Secretary <input type="checkbox"/> <del>Accounts Payable Assistant</del> <input type="checkbox"/> <del>Clerical Receptionist/Student Services Assistant</del>
LEVEL <del>3</del> <sup>IV</sup>	<input type="checkbox"/> <del>Accounts Payable Clerk Assistant</del> <input type="checkbox"/> <del>District Office Assistant</del> <input type="checkbox"/> <del>Early Childhood/Targeted Services Assistant</del> <input type="checkbox"/> Secretary for Principal (K- <del>13</del> ; <del>2-4</del> ; <del>45-86</del> ; <del>79-12</del> )
Career Increment Schedule (Cumulative to \$ <del>1.650</del> ) (beginning <del>20215-20237</del> )	<input type="checkbox"/> Years 11-14 \$ <del>0.5550</del> /hour <input type="checkbox"/> Years 15-19 \$ <del>0.5550</del> /hour <input type="checkbox"/> Years 20+ \$ <del>0.5550</del> /hour

- All office support employees will be provided at least 30 minutes for a duty-free, unpaid lunch as assigned by their supervisor.
- Saint Peter Public Schools Office Support Staff Professional Standards Program (**Addendum A**)
- Retroactive Pay: Upon signatures of the new contract, employees who worked with the new contract terms, retired, or otherwise severed employment, will receive back pay for hours worked in the new contract term prior to their separation, for the contract term 2025-2027~~2023-2025~~
- Employees who have more than 1 year of experience in the St. Peter school system shall be placed at step three of the compensation schedule.

Employees new to the district with prior related office support experience will be placed on the compensation schedule in a manner that recognizes half of their qualifying prior experience relevant to the bargaining unit work and full credit for work experience in the same position (job title/job duties) within another district.

New hires with no related experience will start at step 1.

Qualifying related experience includes employment in: clerical, office support, administrative support, bookkeeping, payroll, accounting support, receptionists, records, attendance, student services, or substantially comparable positions relevant to bargaining unit work.

- ~~For the 2025-20272023-2025 Contract, new hires will be placed at step one of the appropriate classification.~~
  
- ~~Regarding the calculation of career increment increases, the employee must work a minimum of 130 days in the fiscal year for the year to count in the calculation.~~ Increases will be given on July 1 of the fiscal year the employee becomes eligible based on their anniversary date. (example: hire date of April 26, 2014 would receive an increment July 1, 2023)

## ADDENDUM A

### □ Office Support: Salary Schedule: 2025-2026~~2023-2024~~

Step	<u>1II</u>	<u>2III</u>	<u>3IV</u>
1	<u>17.33</u> 16.26	<u>18.56</u> 17.41	<u>18.99</u> 17.82
2	<u>17.57</u> 16.48	<u>18.82</u> 17.65	<u>19.25</u> 18.06
3	<u>17.82</u> 16.72	<u>19.07</u> 17.88	<u>19.50</u> 18.29
4	<u>18.20</u> 17.08	<u>19.43</u> 18.23	<u>19.86</u> 18.63
5	<u>18.42</u> 17.28	<u>19.68</u> 18.46	<u>20.11</u> 18.87
6	<u>18.67</u> 17.51	<u>19.93</u> 18.69	<u>20.36</u> 19.10
7	<u>18.91</u> 17.74	<u>20.18</u> 18.93	<u>20.61</u> 19.34
8	<u>19.15</u> 17.96	<u>20.46</u> 19.19	<u>20.88</u> 19.59
9	<u>19.41</u> 18.21	<u>20.72</u> 19.43	<u>21.15</u> 19.84
10	<u>19.73</u> 18.51	<u>21.06</u> 19.76	<u>21.53</u> 20.19

### Office Support: Salary Schedule: 2026-2027~~2024-2025~~

Step	<u>1II</u>	<u>2III</u>	<u>3IV</u>
1	<u>17.89</u> 16.91	<u>19.16</u> 18.11	<u>19.61</u> 18.53
2	<u>18.14</u> 17.14	<u>19.43</u> 18.36	<u>19.88</u> 18.78
3	<u>18.40</u> 17.39	<u>19.69</u> 18.60	<u>20.13</u> 19.02
4	<u>18.79</u> 17.76	<u>20.06</u> 18.96	<u>20.51</u> 19.38
5	<u>19.02</u> 17.97	<u>20.32</u> 19.20	<u>20.76</u> 19.62

6	<del>19.27</del> 18.21	<del>20.58</del> 19.44	<del>21.02</del> 19.86
7	<del>19.52</del> 18.45	<del>20.84</del> 19.69	<del>21.28</del> 20.11
8	<del>19.77</del> 18.68	<del>21.12</del> 19.96	<del>21.56</del> 20.37
9	<del>20.04</del> 18.94	<del>21.39</del> 20.21	<del>21.84</del> 20.63
10	<del>20.37</del> 19.25	<del>21.74</del> 20.55	<del>22.23</del> 21.00

**ADDENDUM B-A**  
**SAINT PETER PUBLIC SCHOOLS**  
**Office Support Staff**

**PROFESSIONAL STANDARDS PROGRAM**

**EDUCATION CERTIFICATE**

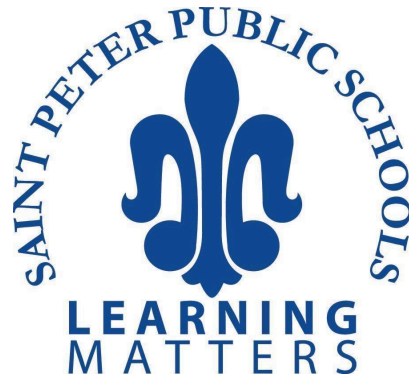
In order to meet the education requirements for the Basic ~~through Advanced Level 11~~, ~~Advanced Level I~~, ~~Advanced Level II~~, ~~Advanced Level III~~, ~~Advanced Level IV~~, ~~Advanced Level V~~, ~~Advanced Level VI~~ and ~~Advanced Level VII~~ certificates, the following will apply:

- Education courses must be a minimum of 10 classroom hours. Courses may be combined to equal required 10 classroom clock hours. Education credit is cumulative from one certificate to another.
- Upon completion of every pre-approved 10 classroom hours an employee will receive an additional \$.15 per hour to their base rate of pay.
- Courses must be documented by a college transcript or a signed certificate of completion from the granting institution. For other than transcripts, the certificates must include authorized signature, name of course, date(s) and total number of clock hours completed, or an official course description stating such attached to the certificate.
- All education courses must have the pre-approval of the building principal.

<b>REQUIREMENTS FOR THE PROFESSIONAL STANDARDS CERTIFICATES</b>	
<b>Certificate Level</b>	<b>Education</b>
Basic	1 Education Credit Certificate
Advanced <del>1</del>	2 Education Credit Certificates
Advanced <del>2</del>	3 Education Credit Certificates
Advanced <del>3</del>	4 Education Credit Certificates
Advanced <del>4</del>	5 Education Credit Certificates
Advanced <del>5</del>	6 Education Credit Certificates
Advanced <del>6</del>	7 Education Credit Certificates

Advanced <del>7</del> VII	8 Educational Credit Certificates
Advanced <del>8</del> VIII	9 Educational Credit Certificates
Advanced <del>9</del> IX	10 Educational Credit Certificates
Advanced <del>10</del> X (begins 2023-24)	11 Educational Credit Certificates
Advanced <del>11</del> XI (begins 2024-2025)	12 Educational Credit Certificates

A payment of \$ .15 cents per hour will be made to individual members of the unit for each certificate level earned.



**SAINT PETER PUBLIC SCHOOLS**

**Agreement**

**With**

**Office Support Staff**

**2025-2026**

**and**

**2026-2027**

**OFFICE SUPPORT STAFF  
TABLE OF CONTENTS:**

<b>ARTICLE 1: PURPOSE.....</b>	<b>3</b>
<b>ARTICLE 2: RECOGNITION OF EXCLUSIVE REPRESENTATIVE.....</b>	<b>3</b>
<b>ARTICLE 3: RIGHTS, DEFINITIONS AND RESPONSIBILITIES.....</b>	<b>4</b>
<b>ARTICLE 4: UNION RIGHTS.....</b>	<b>4</b>
<b>ARTICLE 5: DEFINITION OF FULL-TIME - PART-TIME EMPLOYEE.....</b>	<b>5</b>
<b>ARTICLE 6: SENIORITY.....</b>	<b>5</b>
<b>ARTICLE 7: COMPARABLE WORTH.....</b>	<b>6</b>
<b>ARTICLE 8: JOB OPENINGS.....</b>	<b>6</b>
<b>ARTICLE 9: REDUCTION OF STAFF.....</b>	<b>7</b>
<b>ARTICLE 10: NEW EMPLOYEE.....</b>	<b>7</b>
<b>ARTICLE 11: ADVANCING IN CLASSIFICATION.....</b>	<b>7</b>
<b>ARTICLE 12: CHANGE OF CLASSIFICATION.....</b>	<b>7</b>
<b>ARTICLE 13: PERSONNEL FILES.....</b>	<b>8</b>
<b>ARTICLE 14: PAY DAY.....</b>	<b>8</b>
<b>ARTICLE 15: CALL BACK TIME.....</b>	<b>8</b>
<b>ARTICLE 16: COMPENSATION TIME/OVERTIME.....</b>	<b>9</b>
<b>ARTICLE 17: SUBSTITUTE SECRETARIAL SUPPORT STAFF PERSONNEL.....</b>	<b>9</b>
<b>ARTICLE 18: EMERGENCY OR SCHOOL CLOSINGS.....</b>	<b>9</b>
<b>ARTICLE 19: VACATIONS.....</b>	<b>10</b>
<b>ARTICLE 20: HOLIDAYS.....</b>	<b>11</b>
<b>ARTICLE 21: EARNED SAFE &amp; SICK LEAVE (ESST).....</b>	<b>11</b>
<b>ARTICLE 22: LEAVES OF ABSENCE.....</b>	<b>13</b>
<b>ARTICLE 23: CONTRACT PERIOD.....</b>	<b>14</b>
<b>ARTICLE 24: DISSEMINATION OF POLICIES.....</b>	<b>14</b>
<b>ARTICLE 25: MILEAGE.....</b>	<b>15</b>
<b>ARTICLE 26: GROUP INSURANCE.....</b>	<b>15</b>
<b>ARTICLE 27: RETIREMENT.....</b>	<b>16</b>
<b>ARTICLE 28: GRIEVANCE PROCEDURE.....</b>	<b>17</b>
<b>ADDENDUM A: Office Support Salary Placement.....</b>	<b>21</b>
<b>ADDENDUM B: Salary Schedule.....</b>	<b>22</b>
<b>ADDENDUM C: SAINT PETER PUBLIC SCHOOLS Office Support Staff PROFESSIONAL STANDARDS PROGRAM.....</b>	<b>23</b>

## **OFFICE SUPPORT STAFF AGREEMENT 2025-2027**

### **ARTICLE 1: PURPOSE**

#### **1.1 PARTIES:**

This AGREEMENT is entered into between the School Board of Independent School District 508, Saint Peter, Minnesota, hereinafter referred to as the school district, and the Minnesota Teamsters Public and Law Enforcement Employees Union, Local No. 320, hereinafter referred to as the union, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as PELRA, to provide the terms and conditions of employment for secretarial support staff employees during the duration of this AGREEMENT.

### **ARTICLE 2: RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

#### **2.1 RECOGNITION OF EXCLUSIVE REPRESENTATIVE:**

In accordance with the PELRA, the school district recognizes Minnesota Teamsters Public and Law Enforcement Employees Union, Local 320, as the exclusive representative for the Secretarial Support Staff Employees 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.

#### **2.2 APPROPRIATE UNIT:**

The exclusive representative shall represent all such employees of the district contained in the appropriate unit, the PELRA and the director of mediation services certification, if any.

#### **2.3 DESCRIPTION OF APPROPRIATE UNIT:**

For purposes of this AGREEMENT, the term support staff employees shall mean: secretaries, clerk typist, receptionist, and accounting clerks, excluding those employees whose service does not exceed fourteen (14) hours per week or who hold positions of a temporary or seasonal character for a period not in excess of one hundred (100) working days per calendar year.

## **ARTICLE 3: RIGHTS, DEFINITIONS AND RESPONSIBILITIES**

### **3.1 TERMS:**

Terms used in this AGREEMENT shall have those meanings as defined by the PELRA of 1971, as amended.

### **3.2 RIGHTS:**

School district and employee rights shall be defined as follows:

- A. Employee rights shall be defined in the PELRA.
- B. School district rights shall be as defined in the PELRA. All management rights and functions not expressly delegated in this AGREEMENT are reserved to the school district.

### **3.3 RESPONSIBILITIES:**

The union recognizes that the primary obligation of the school district is to provide educational opportunity for the students of the school district. The school district retains the right to efficiently manage and conduct the operation of the school district within its legal limitations in accordance with the terms of this AGREEMENT.

## **ARTICLE 4: UNION RIGHTS**

### **4.1 REQUEST FOR DUES CHECK-OFF:**

Employees shall have the right to request and be allowed dues check-off for the union; provided that dues check-off and the proceeds thereof shall not be allowed the union if it has lost its right to dues check-off pursuant to the PELRA. Upon receipt of a properly executed dues deduction card by the employee involved, the school district will deduct from the employee's paycheck the dues that the employee has agreed to pay to the union during the period provided in said authorization.

### **4.2 FAIR SHARE FEE:**

All employees covered by this AGREEMENT who are not members of the union may be required by the union to contribute a fair share fee. The school district, upon receipt of written certification from the union designating the employees from whom a fair share fee shall be deducted and the amount of the fair share fee, shall deduct the fair share fee from those employees designated as not being members of the union from the employees' paycheck.

### **4.3 INDEMNIFICATION:**

The union shall indemnify and hold the school district harmless against any and all claims, orders or judgements made against the school district in the administration of sections 1 and 2 of this article.

#### **4.4 REMITTANCE:**

The school district shall remit all monthly union dues and fair share fees deducted in accordance with sections 1 and 2 of this article to the union within seven (7) calendar days of the payday from which the deductions were made.

#### **4.5 UNION STEWARD:**

The union may designate employees in the bargaining unit to act as stewards and/or alternates and shall inform the employer in writing of such choices and changes in the positions of stewards and/or alternates. Stewards shall be permitted reasonable time to perform and discharge the duties that are properly assigned to them under terms of this AGREEMENT. The stewards shall be permitted reasonable time to process grievances without loss of time or pay during regular working hours. Stewards shall be allowed reasonable time to transmit messages which have originated with and are authorized by the union so long as the transmission of said messages does not interfere with their regular work assignment.

### **ARTICLE 5: DEFINITION OF FULL-TIME - PART-TIME EMPLOYEE**

#### **5.1 FULL-TIME:**

Full-time shall be any member who is regularly scheduled to work at least seven (7) hours per day for a minimum of thirty-five (35) hours per week.

#### **5.2 PART-TIME:**

Part-time employees who are regularly scheduled to work less than seven (7) hours per day and less than thirty-five (35) hours per week.

### **ARTICLE 6: SENIORITY**

#### **6.1 SENIORITY:**

Seniority shall be defined as follows:

Continuous service in District 508 in a support staff position with the date of record being the first date of employment.

Seniority shall terminate when a support staff employee retires, resigns or is discharged.

The District will provide a seniority list by December 1st of each year and distribute it to all bargaining unit employees via email.

#### **6.2 LAYOFF:**

In the event of a layoff, employees shall be laid off according to seniority in the inverse order of hiring. Support staff employees shall be rehired according to seniority in the inverse order of layoff. A support staff employee's recall rights shall terminate after

twenty-four (24) months of continuous layoff. Yearly notification of availability to be received by April 1 at the district office.

### **6.3 ELIMINATION OF POSITION:**

In the event of the elimination of a position, the junior employee in the affected classification shall be laid off. However, the laid off support staff employee shall have the right to bump the least senior support staff employee in the next lower classification, if qualified, and as determined by the employer and the said employee is senior to the employee being bumped.

### **6.4 REHIRE:**

Under no circumstances shall the employer hire from the open market while support staff 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.

Upon returning to a district position, the support staff employee shall be placed on the same step on the salary schedule as occupied at the time of layoff and shall be given credit on the seniority list for all years worked in a secretarial support staff in the district prior to layoff.

## **ARTICLE 7: COMPARABLE WORTH**

### **7.1 COMPARABLE WORTH:**

Any and all comparable worth inequities shall be implemented and retroactive to the date of the appeal, including any classification upgrading, job description update and on file and appeals process. In order to maintain requirements of the Job Evaluation System and Equitable Compensation Relationships defined in state statute, employees may appeal their job placement.

## **ARTICLE 8: JOB OPENINGS**

### **8.1 NOTIFICATION OF JOB OPENINGS:**

When a vacancy in the office support staff unit occurs, consideration shall be given to the most senior qualified applicant. Openings will be posted by the building secretary from which the opening originates. If office support is not working when summer postings occur, the Superintendent's Administrative Assistant will post the position. Posting shall be made internally and externally at the same time. All support staff employees currently on the payroll and recall list will be notified of the opening. When school is not in session, a notice will be mailed to the employee's home address. In addition, all vacancy notices shall be on file in the administrative office area of each building or program location for employee review. Stewards of the unit will receive, via mail, vacancy notices. Should the school district change the number of hours or the duties of a current position, the position need not be posted if the current employee

chooses to accept the changes being made by the district.

**8.2** The District will offer an interview to current employee applicants who meet the minimum qualifications for position vacancies.

**8.3** When a qualified employee bids for a position, the employer will make every effort to fill the position with the most qualified employee from the unit. The district reserves the right to hire outside the unit if such an applicant is more qualified. Preference will be given to senior employees. An employee not given the position may request a written explanation.

## **ARTICLE 9: REDUCTION OF STAFF**

### **9.1 REDUCTION OF STAFF:**

Bargaining unit support staff employees shall be notified of any decrease in staff for the next school year by June 1.

## **ARTICLE 10: NEW EMPLOYEE**

### **10.1 NEW EMPLOYEE:**

An individual being hired from the outside will serve a nine (9) month probationary period. During the probationary period, newly hired or rehired employees may be discharged at the sole discretion of the employer.

## **ARTICLE 11: ADVANCING IN CLASSIFICATION**

### **11.1 ADVANCING IN CLASSIFICATION:**

Secretarial support staff employees transferred from one classification to another higher classification shall move to the same step presently occupied within the classification to which such support staff employee is transferred. In the event of unsatisfactory performance in the new position, the employee is eligible to return to the former classification. The employee may request moving back to the previous classification. The school district shall allow such a request provided the previous classification position has not been offered or hired, and the employee has been in the position for a minimum of two (2) weeks.

## **ARTICLE 12: CHANGE OF CLASSIFICATION**

### **12.1 CHANGE OF CLASSIFICATION PROCEDURES:**

If either the support staff employee or the immediate supervisor should determine that the classification of a job no longer describes the requirement of that position the appeals process can be initiated by using the appropriate appeals process forms.

## **ARTICLE 13: PERSONNEL FILES**

### **13.1 PERSONNEL FILES:**

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. When meetings between the employer and employee are scheduled that could lead to disciplinary action, employees will be notified of the option for representation.

If a member wishes to review this district personnel file, request shall be made to the immediate supervisor, who will schedule the review of the file. 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.

## **ARTICLE 14: PAY DAY**

### **14.1 PAY DAY:**

The full-time support staff employees pay day shall be spread equally over a twelve (12) month period and such support staff employees will be paid on the 15th and last banking day of the month (when the 15th falls on a Saturday or Sunday, pay day is the preceding Friday). Working hours for 2025-26 are 2,080 hours and for 2026-27 are 2,080 hours.

Less than full-time support staff employees shall be paid at the same time as full-time support staff employees for work performed during the same period.

### **14.2 DEPOSIT OF CHECKS:**

Payroll checks of support staff personnel will be deposited each payday by the district in a bank designated by said office personnel, and the check stub will be available electronically. A request so made must be for the balance of the school year and shall continue from year to year until cancelled by said office personnel.

## **ARTICLE 15: CALL BACK TIME**

### **15.1 CALL BACK TIME:**

There will be a minimum two-hour (2) pay for any support staff employee required to perform functions related to their job after regular working hours, or on weekends or holidays.

## **ARTICLE 16: COMPENSATION TIME/OVERTIME**

### **16.1 COMPENSATION TIME/OVERTIME:**

Support staff employees shall not be requested or required to take time off for overtime worked or to be worked. Employees may request and receive time off as a method of paying for overtime hours when such hours have been pre-approved by their supervisor. The maximum number of compensation time hours that can be accumulated is eighty (80) hours. Compensation time shall be at the appropriate overtime rate at which it was earned. Compensation time off may be taken any time during the contract period with approval of the immediate supervisor, with a maximum carryover of twenty (20) hours to the next fiscal year.

## **ARTICLE 17: SUBSTITUTE SECRETARIAL SUPPORT STAFF PERSONNEL**

### **17.1 SUBSTITUTE SECRETARIAL SUPPORT STAFF PERSONNEL:**

If an "in-house" employee is used to fill in for another position, that employee will be paid at the rate of the existing Step I of the classification for which they are substituting or their current job rate, whichever is greater.

## **ARTICLE 18: EMERGENCY OR SCHOOL CLOSINGS**

### **18.1 EMERGENCY OR SCHOOL CLOSINGS:**

On days when school has been called off prior to the start of the day by the Governor or other State Representative, office support may work remotely. There shall be no loss in pay for time missed because of an emergency or Governor/State Representative closure.

On days when school has been called off prior to the start of the day by the superintendent and when the day is identified as a "Flexible Learning Day" or "Good Old Fashioned Snow Day", only emergency duty office support staff (as determined by their supervisor) shall be required to report to work. Non-emergency duty office support staff may choose to either report to work or work remotely. Staff required to work on these days will be provided with compensatory or overtime pay. On "flexible learning days" and "Good Old Fashioned Snow Days" office support will be paid for their regular number of hours.

On days when school begins late (i.e., two hour late start), office support staff shall report to work as soon as road and weather conditions allow for safe travel. There shall be no loss in pay for time missed because of a late start.

On days when school is dismissed early, office support staff shall maintain regular work hours until the time of the early dismissal. There shall be no loss in pay for time missed because of an early dismissal. Office Support required to stay beyond the early dismissal time or until dismissed by their supervisor shall be provided with

compensatory or overtime pay. There shall be no loss in pay for time missed when dismissed by their supervisor. If an employee prefers to leave earlier than this, they shall be allowed to use accrued compensatory time, ESST, vacation time (if applicable), or personal leave.

## **ARTICLE 19: VACATIONS**

### **19.1 VACATION:**

All full-time support staff employees who work ten (10) months and were employed prior to January 1, 1988, shall earn vacation time with pay as follows:

- A. One (1) day of vacation for each month of employment for first five (5) years of continuous employment.
- B. One and one-fourth ( $1\frac{1}{4}$ ) days each month of employment after five (5) years and through the fourteenth (14) year of continuous employment.
- C. Four (4) weeks of vacation after fourteen (14) years of continuous employment.

If a holiday falls in the vacation period, the holiday shall not count as a day of vacation.

If hired after January 1, 1988, all support staff employed for a minimum of two hundred and sixty (260) days will earn vacation time.

- One (1) day of vacation for each month of employment for first five (5) years of continuous employment.
- One and one-fourth days ( $1\frac{1}{4}$ ) each month of employment after five (5) years and through the fourteenth (14) year of continuous employment.
- Four (4) weeks of vacation after fourteen (14) years of continuous employment.

Employees who work a minimum of two hundred and sixty (260) days shall be allowed to carry over five (5) days of earned vacation to the next year, to be used by the end of the current calendar year. These five (5) days cannot be used on student contact days. When vacation time is granted, employees shall not be required to provide explanation for accrued time.

## ARTICLE 20: HOLIDAYS

### 20.1 HOLIDAYS:

The following days are recognized as holidays with regular pay for full time clerical employees working during the period the holiday occurs:

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

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

If school is scheduled on a holiday, employees will be given a floating holiday which would be agreed upon by the employee and supervisor.

**20.2** Less than full-time employees to receive holiday pay on a pro-rated basis.

## ARTICLE 21: EARNED SAFE & SICK LEAVE (ESST)

**21.1** Approved ESST as provided in this section shall be granted with pay.

**21.2** All full-time and full-time school year support staff employees shall receive one day of ESST for each month of employment in the school district. Any part-time clerical employee shall receive ESST on a pro-rated basis.

**21.3** ESST benefits shall accumulate to one hundred and eighty (180) working days.

**21.4** ESST, with pay, shall be allowed by the school district whenever a support staff employee's absence is due to any type of illness, including illness or disability caused or contributed to pregnancy or childbirth, which has prevented the attendance at school and performance of duties on that day or days.

**21.5** The superintendent may require an employee to furnish a medical certificate from the school health officer or from a qualified physician as evidence of illness, in order to qualify for ESST pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the school board.

**21.6** In the event that a medical certificate will be required, the employee will be so advised.

**21.7** ESST allowed shall be deducted from the accrued sick leave days earned by the employee.

**21.8** A support staff may use ESST to cover absences, as defined in MN Statute 181.9447 USE OF EARNED SAFE & SICK TIME, Such family health care leave shall be limited to the amount of accrued ESST of the employee.

**21.9** ESST pay shall be approved only upon submission of signed request upon the authorized ESST form.

**21.10** Any office personnel unable to perform duties of employment because of pregnancy, adoption or any medical complications of pregnancy, childbirth or recovery therefrom, may begin leave upon certification from the attending licensed physician that the person is unable to perform such duties, or upon the agreement by said office personnel and the building principal that leave should be commenced, and the office personnel shall be entitled to ESST without loss of pay to the extent provided by the above. Leave in excess of unused ESST 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, adoption or any medical complication of pregnancy, childbirth, or recovery therefrom.

**21.11** 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 the school board. Time period may be renewable, upon review, up to one (1) year.

**21.12** 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.

**21.13** In September and January of each year, employees who earn vacation time shall be allowed to trade three (3) sick leave days for one (1) additional vacation day. A maximum of six (6) sick leave days shall be allowed to be converted to two (2) vacation days per year (September 1 to August 31).

Employees who do not earn vacation time shall be allowed to trade three (3) sick leave days for one (1) additional personal day. A maximum of nine (9) sick leave days shall be allowed to be converted to three (3) personal days per year (September 1 to August 31).

## **ARTICLE 22: LEAVES OF ABSENCE**

### **22.1 UNRELATED LEAVES OF ABSENCE:**

An unpaid leave of absence may be granted for other reasons, if approved by the school board, such as higher education.

### **22.2 SERIOUS ILLNESS OR BEREAVEMENT LEAVE:**

All support staff employees will 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, mother-in-law, father-in-law, siblings, children, grandparents, grandparents-in-law, sister-in-law, brother-in-law, grandchildren, step parents, 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, 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.

### **22.3 CHILD CARE LEAVE:**

Child care leave shall be granted by the district to any employee upon written 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.

Employees on child care leave, for the period not covered under sick leave, shall continue the insurance programs of the district by paying the full premiums regularly. Upon returning from approved child care leave the employee will assume the same position the employee had upon leave.

### **22.4 LEAVES OF JOB RELATED INJURIES:**

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, personal leave, and/or vacation pay. This paragraph may be effectuated on the delivery by 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 sends a copy of the compensation check and said amount of workers' compensation payment has been deducted from gross wages on paycheck.

## **22.5 JURY DUTY:**

**Section 1.** Support staff employees of the School District 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 school district and that compensation, except for mileage reimbursement and any meal allowance, shall be deducted from their check.

**Section 2.** Any Support staff summoned or subpoenaed to provide testimony or information to any agency, commission, boards, legislative committee, arbitrator, or court, during the regular workday, shall be provided leave with pay for each day or part thereof of which the clerical worker is required to be absent. The employee shall provide the school district with a copy of any compensation and this amount, except for mileage reimbursement and any meal allowance, shall be deducted from their check.

## **22.6 PERSONAL LEAVE:**

All support staff who are employed full time or who have been employed at least one (1) year by the school district, shall be entitled to one (1) personal leave day per year accumulative to three (3) per year. All support staff who have been employed at least five (5) years by the school district shall be entitled to one (1) additional personal leave day per year accumulative to a maximum of four (4) per year. Part-time employees are pro-rated.

Employees shall not be required to give reasons for personal leave.

## **22.7 MINNESOTA PAID LEAVE LAW:**

Upon implementation, as prescribed by statute, the school district will begin deducting the employee portion of the premiums from wages and submitting the wage deductions to the insurance carrier. The default employee portion is fifty percent (50%) of the premium costs. Any subsequent changes in premium will be split with the employer paying fifty percent (50%) and the employee paying fifty percent (50%).

## **ARTICLE 23: CONTRACT PERIOD**

### **23.1 CONTRACT PERIOD:**

July 1, 2025, to June 30, 2027

## **ARTICLE 24: DISSEMINATION OF POLICIES**

### **24.1 DISSEMINATION OF POLICIES:**

Each support staff employee shall be given a copy of this AGREEMENT. At the time a new employee is placed on the payroll that employee shall be given a copy of this AGREEMENT, at which time the AGREEMENT shall be reviewed with the new employee. Employees shall also be given copies of the staff handbook.

## **24.2 BENEFIT DOCUMENTATION**

The school district will supply each employee with a list by the end of September each year itemizing the following:

- Hourly wage
- Work days for the year
- Hours per day
- Vacation time accrued and expected accrual
- Sick days accrued and expected accrual
- Personal days accrued and expected accrual

## **ARTICLE 25: MILEAGE**

### **25.1 MILEAGE:**

If support staff persons are required to use their car for school business, mileage will be paid at the rate established by the IRS. The district will pay a minimum of one dollar and fifty cents (\$1.50) for any school travel for each start-up.

## **ARTICLE 26: GROUP INSURANCE**

### **26.1 SELECTION OF CARRIER:**

The selection of the insurance carrier and policy shall be made by the school board in accordance with state statute.

### **26.2 HEALTH AND HOSPITALIZATION INSURANCE:**

The school district shall pay, full-time employees (as defined in 5.1), up to a maximum of \$16,500 for the 2025-2026 school year and \$17,500 for the 2026-2027 school year, towards the medical insurance premium and deductible at the VEBA 834 level. The above represents the total agreement for health and hospitalization insurance and no monetary rebate shall be made to any employee should premiums and deductible be less than the amount the school district agrees to contribute. The employee may credit the amount towards the premium for family insurance coverage with the remaining premium being paid at the employee's expense. 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. In accordance with federal law, the school district shall make health insurance available to all employees contracted to work between thirty (30) and thirty-four (34) hours per week. For these employees, there shall be no school district contribution.

### **26.3 INCOME PROTECTION INSURANCE:**

The school district shall contribute a sum necessary to pay the premium of income protection insurance for all full-time or full-time for a school year support staff employee. Such insurance shall begin sixty (60) calendar days after the injury or illness and extend to age sixty-five (65).

#### **26.4 LIFE INSURANCE:**

The school district shall contribute a sum equal to the premium for a \$50,000 group life insurance policy for each full-time or full-time for a school year support staff employee of the school district for the term of this contract. The school district shall contribute a sum equal to the premium for a \$25,000 group life insurance policy for each part-time support staff employee of the school district for the term of this contract.

#### **26.5 DURATION:**

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 contributions shall cease unless the employee is entitled to the benefits as provided in Article XXVII under RETIREMENT.

#### **26.6 REDUCTION OF HOURS:**

Whenever a full-time employee's hours are reduced to the point where the number of hours falls below the minimum necessary to qualify for group insurance coverage, the 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.

### **ARTICLE 27: RETIREMENT**

**27.1** Any full-time support staff 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 \$25,000 that may be used for both district-provided and non-district provided medical insurance plans, including Medicare supplemental coverage. This amount is for continuing coverage of medical insurance. In the event of the death of the employee, this benefit ceases.

**27.2** Upon retirement at the end of the year in which a support staff employee reaches the age of fifty-six (56) years, and with ten (10) consecutive years of service, the support staff employee may remain in the district's insurance plans.

- With regard to life insurance in effect at the time of retirement, the district will continue to pay life insurance premiums for each full-time, or full-time for a school year, support staff employee for seven (7) years after retirement or to the age of sixty-five (65) years, whichever comes first.

**27.3** Upon retirement at the age of fifty-six (56) or thereafter, and with ten (10) years of continuous employment in District 508, support staff employees shall be paid

twenty-five (\$25.00) dollars per day for each eight (8) hour day of accumulated sick leave up to a maximum of one hundred and sixty (160) days.

## **ARTICLE 28: GRIEVANCE PROCEDURE**

### **28.1 DEFINITION OF TERMS AND INTERPRETATIONS:**

**SUBD. 1. GRIEVANCE:** A "Grievance" shall mean a dispute or disagreement as to the interpretation or application of any term or terms and conditions of any contract required by the PELRA between the School District and the authorized representative

**SUBD. 2. AGGRIEVED:** A person or group of persons within the appropriate unit having a grievance.

**SUBD. 3. ADMINISTRATIVE SUPERVISOR:** The immediate supervisor to whom the aggrieved is responsible.

**SUBD. 4. GRIEVANCE COMMITTEE:** The committee appointed by the exclusive representative.

**SUBD. 5. DISPOSED:** A settlement of a grievance to the satisfaction of both parties that has been reduced to writing.

**SUBD. 6. EXTENSION:** Time limits specified in this procedure may be extended by mutual agreement.

**SUBD. 7. DAYS:** Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays not designated as holidays by state law.

**SUBD. 8. COMPUTATION OF TIME:** In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

**SUBD. 9. 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 or as an attachment to an email.

### **28.2 REPRESENTATIVE:**

The aggrieved administrator or special board may be represented during any step of the

procedure by any period or agent designated by such party to act in their behalf.

### **28.3 TIME LIMITATIONS AND WAIVER:**

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.

### **28.4 INFORMAL DISCUSSION:**

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, having reduced the grievance to writing.

### **28.5 ADJUSTMENT OF GRIEVANCE:**

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

**SUBD. 1. LEVEL I:** The aggrieved shall file a grievance, 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.

**SUBD. 2. 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, 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 ten (10) days after the meeting, the superintendent shall issue a decision in writing to the parties involved.

**SUBD. 3. LEVEL III:** In the event the grievance is not disposed of in Level II, the decision rendered may be appealed to the school board, provided such appeal is made in writing, 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 opinion 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 finding and recommendations to the school board. The

school board shall then render its decision.

**28.6 SCHOOL BOARD REVIEW:**

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 reserve or modify such decision. Such notification by the board automatically advances the grievance to Level III.

**28.7 DENIAL OF GRIEVANCE:**

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.

**28.8 LEVEL II INITIATION:**

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.

**28.9 ARBITRATION PROCEDURES:**

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:

**SUBD. 1. REQUEST:** A request to submit a grievance to arbitration must be in writing, 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.

**SUBD. 2. PRIOR PROCEDURE REQUIRED:** No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

**SUBD. 3. SELECTION OF ARBITRATORS:** Upon the proper submission of a 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 an 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.

The parties shall request that the appointment pursuant to the Public Employees Labor Relations Act shall be made within thirty (30) days following the receipt of

such request.

**SUBD. 4. 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. 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 procedures.

**SUBD. 5. DECISION:** The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided in PELRA.

**SUBD. 6. EXPENSES:** Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses, which the parties mutually agree are necessary for the conduct of arbitration.

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

\_\_\_\_\_  
Teamster Union Local 320  
Business Representative

\_\_\_\_\_  
Chair of the School Board

\_\_\_\_\_  
Union Steward

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

\_\_\_\_\_  
Union Steward

\_\_\_\_\_  
Union Steward

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

Board Approved:

## ADDENDUM A: Office Support Salary Placement

LEVEL	CLASSIFICATION
LEVEL 1	<ul style="list-style-type: none"> <li>● Media/Library</li> </ul>
LEVEL 2	<ul style="list-style-type: none"> <li>● Community Education Office</li> <li>● Activities Office</li> <li>● Technology Department Assistant/Secretary</li> <li>● Clerical Receptionist/Student Services Assistant</li> </ul>
LEVEL 3	<ul style="list-style-type: none"> <li>● Accounts Payable Clerk</li> <li>● District Office Assistant</li> <li>● Early Childhood/Targeted Services Assistant</li> <li>● Secretary for Principal (K-1; 2-4; 5-8; 9-12)</li> </ul>
Career Increment Schedule (Cumulative to \$1.65) (beginning 2025-2027)	<ul style="list-style-type: none"> <li>● Years 11-14 \$0.55/hour</li> <li>● Years 15-19 \$0.55/hour</li> <li>● Years 20+ \$0.55/hour</li> </ul>

- All office support employees will be provided at least 30 minutes for a duty-free, unpaid lunch as assigned by their supervisor.
  
- Saint Peter Public Schools Office Support Staff Professional Standards Program (Addendum B)
  
- Retroactive Pay: Upon signatures of the new contract, employees who worked with the new contract terms, retired, or otherwise severed employment, will receive back pay for hours worked in the new contract term prior to their separation, for the contract term 2025-2027
  
- Employees who have more than 1 year of experience in St. Peter school system shall be placed at step three of the compensation schedule. Employees new to the district with prior related office support experience will be placed on the compensation schedule in a manner that recognizes half of their qualifying prior experience relevant to the bargaining unit work and full credit for work experience in the same position (job title/job duties) within another district.  
 New hires with no related experience will start at step 1.  
 Qualifying related experience includes employment in: clerical, office support, administrative support, bookkeeping, payroll, accounting support, receptionists, records, attendance, student services, or substantially comparable positions relevant to bargaining unit work.
  
- Regarding the calculation of career increment increases, the employee must work a minimum of 130 days in the fiscal year for the year to count in the calculation. Increases will be given on July 1 of the fiscal year the employee becomes eligible based on their anniversary date.

## ADDENDUM B: Salary Schedule

### 2025-2026

<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	17.33	18.56	18.99
2	17.57	18.82	19.25
3	17.82	19.07	19.50
4	18.20	19.43	19.86
5	18.42	19.68	20.11
6	18.67	19.93	20.36
7	18.91	20.18	20.61
8	19.15	20.46	20.88
9	19.41	20.72	21.15
10	19.73	21.06	21.53

### Salary Schedule: 2026-2027

<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	17.89	19.16	19.61
2	18.14	19.43	19.88
3	18.40	19.69	20.13
4	18.79	20.06	20.51
5	19.02	20.32	20.76
6	19.28	20.58	21.02
7	19.52	20.84	21.28
8	19.77	21.12	21.56
9	20.04	21.39	21.84
10	20.37	21.74	22.23

## **ADDENDUM C: SAINT PETER PUBLIC SCHOOLS Office Support Staff PROFESSIONAL STANDARDS PROGRAM**

### **EDUCATION CERTIFICATE**

In order to meet the education requirements for the Basic through Advanced Level 11 certificates, the following will apply:

- Education courses must be a minimum of 10 classroom hours. Courses may be combined to equal required 10 classroom clock hours. Education credit is cumulative from one certificate to another.
- Upon completion of every pre-approved 10 classroom hours an employee will receive an additional \$.15 per hour to their base rate of pay.
- Courses must be documented by a college transcript or a signed certificate of completion from the granting institution. For other than transcripts, the certificates must include authorized signature, name of course, date(s) and total number of clock hours completed, or an official course description stating such attached to the certificate.
- All education courses must have the pre-approval of the building principal.

<b>REQUIREMENTS FOR THE PROFESSIONAL STANDARDS CERTIFICATES</b>	
<b>Certificate Level</b>	<b>Education</b>
Basic	1 Education Credit Certificate
Advanced 1	2 Education Credit Certificates
Advanced 2	3 Education Credit Certificates
Advanced 3	4 Education Credit Certificates
Advanced 4	5 Education Credit Certificates
Advanced 5	6 Education Credit Certificates
Advanced 6	7 Education Credit Certificates
Advanced 7	8 Educational Credit Certificates
Advanced 8	9 Educational Credit Certificates
Advanced 9	10 Educational Credit Certificates
Advanced 10 (begins 2023-24)	11 Educational Credit Certificates
Advanced 11 (begins 2024-2025)	12 Educational Credit Certificates

A payment of \$ .15 cents per hour will be made to individual members of the unit for each certificate level earned.



## ADDENDUM

**Regular Board Meeting  
Wednesday, June 10, 2026  
SPCC-Governor's Room  
5:30 PM**

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### VIII. INFORMATION ITEMS

<b>A. AGENDA ITEM A</b>
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- Subject:** Buildings and Grounds Update
- Background:** Seth Putz will provide an update on district facilities.
- Presentation:** Operations and Maintenance Supervisor, Seth Putz