SAINT PETER SCHOOL BOARD
Regular Board Meeting
Wednesday, July 15, 2026
SPCC-Governor's Room, 600 S. 5th St., Saint Peter, MN 56082
5:00 PM

4. Board Committee Updates -
    a. Education Committee
    b. Business Committee
    c. Policy Committee
    d. HR Committee
    e. Shared Programs Committee

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

- *Business Committee Meeting:* August 12, 2026, at 10:00 AM (DO)
- *Policy Committee Meeting:* August 12, 2026, at 4:00 PM (DO)
- *Education Committee Meeting:* August 13, 2026, at 1:00 PM (DO)
- *Regular School Board Meeting:* August 19, 2026, at 5:00 PM (City Hall)

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."

SAINT PETER PUBLIC SCHOOLS
LEARNING MATTERS

ADDENDUM

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

V. CONSENT AGENDA

1. Approval of the Special Board Meeting minutes of June 10, 2026.
2. Approval of the Regular Board Meeting minutes of June 10, 2026.
3. Approval of the Special Board Meeting minutes of June 30, 2026.
4. Approval of Bills and Wire Transfers ($4,194,431.83) for June 2026.
5. Approval of Quarter 4 Overload Assignments for Teachers at:
    a) South Elementary - Sarah Hartfiel, Karissa Minks, Tressa Gruenzner and Bridget Powell
    b) North Elementary - Corie Walters, Bridget Schmidtke, John (Scott) Robinson, Ethan Sindelir, Amanda (Mandy) Kennedy, Shannon Nimps, and Kent Bass
6. Personnel Updates
    a) Please see the attached document

SAINT PETER PUBLIC SCHOOLS

LEARNING MATTERS

Special Closed Board Meeting Minutes
Saint Peter Public Schools

A Special Closed Board Meeting of the School Board of Saint Peter Public Schools was held Wednesday, June 10, 2026, in the Traverse des Sioux Room at the St. Peter Community Center. Board Chair Charlie Potts called the meeting to order at 4:30 pm. **Roll Call:** Charlie Potts, Kate 4
Martens, Rita Rassbach, Bill Kautt, Tracy Stuewe, Jon Graff, Ken Rossow and Drew Dixon.

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

A motion was made by Kautt, seconded by Rassbach, to close the meeting to conduct the 2025-2026 Superintendent Evaluation. The motion carried unanimously.

The Special Closed Board meeting was adjourned at 5:21 pm. (Kautt/Rassbach)

The Special Closed Board meeting was reopened at 5:21 pm. (Kautt/Rassbach)

Board Chair Potts stated that he will prepare a written summary of Superintendent Graff's evaluation for the July 15, 2026 Regular School Board Meeting.

A motion was made by Kautt, seconded by Rassbach, to adjourn the meeting at 5:22 pm.

Dated Approved: July 15, 2026

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Kate Martens, Board Clerk

Saint Peter Public Schools

Regular School Board Meeting Minutes

Date: Wednesday, June 10, 2026

Location: Saint Peter Community Center – Governor's Room

Members Present: Charlie Potts (Board Chair), Rita Rassbach, Ken Rossow, Tracy Stuewe, Bill Kautt, Drew Dixon, and Kate Martens.

Others Present: Jon Graff (Superintendent), Darin Doherty, Ytive Prafke, Seth Putz, and Kimberley Deming.

1. Call to Order & Agenda Approval

- **Call to Order:** Board Chair Charlie Potts called the meeting to order at 5:31 PM.
- **Approval of Agenda:** A motion was made by Stuewe, seconded by Rassbach, to adopt the agenda as presented. Motion carried unanimously.

2. Consent Agenda

The consent agenda items listed below were approved on a motion by Rossow, seconded by Martens. Motion carried unanimously.

- **Minutes:** Approval of the Regular Board Meeting minutes of May 20, 2026.
- **Bills & Wire Transfers:** Approval of payments totaling $4,411,320.37 for May 2026.
- **Personnel Changes:**
  - *Hiring:* Approval of Amory Afedi, Melic Thomas, Andrew Sorbo, Grace Remmert, Kiya Sohn, Aaliyah Fleischer, and Roxana Kennedy.
  - *Resignations:* Acceptance of resignations from Melic Thomas, Piper McCargar, Kaia Meyer, Isaac Alger, Theresa Lekander, and Anna Leafblad.
  - *Retirement:* Acceptance of retirement from Kathy Wobbrock.
  - *Transfers:* Approval of transfers for Nathan Hughes and Amanda (Mandy) Kennedy.

3. Action Items

- **Resolution Accepting Donations:** A motion was made by Kautt, seconded by Martens, to approve a resolution accepting donations from the Booster Club, Red Men Club, Pioneer Bank, Jeremy Hatlevig, Sota Scoops, the Thalia Lopez & Larry Taylor

Educational Scholarship Trust, and the American Red Cross. Following a roll call vote, the resolution passed 7-0.
    - *Voting Yes:* Rassbach, Rossow, Stuewe, Potts, Kautt, Dixon, Martens.
    - *Voting No:* None.
- **Preliminary 2026-2027 Budget:** Superintendent Graff presented information regarding the Preliminary 2026-2027 Budget. It was noted that school district fiscal years run from July 1 to June 30, and the Minnesota Department of Education requires all districts to have the upcoming budget approved by June 30. The budget was previously reviewed and recommended for approval by the Business Committee at their June 10 meeting. A motion was made by Rossow, seconded by Rassbach, to approve the budget as presented. Motion carried unanimously.
- **MSHSL Membership (2026-2027):** A motion was made by Stuewe, seconded by Rassbach, to approve the district's membership in the Minnesota State High School League (MSHSL) for the 2026-2027 school year. The MSHSL provides guidance and structure for the district's athletic, fine arts, speech, and drama activities. Following a roll call vote, the resolution passed 7-0.
    - *Voting Yes:* Rassbach, Rossow, Stuewe, Potts, Kautt, Dixon, Martens.
    - *Voting No:* None.
- **MSBA Membership (2026-2027):** A motion was made by Martens, seconded by Rossow, to approve the district's membership in the Minnesota School Boards Association (MSBA) for the 2026-2027 school year. The MSBA provides policy updates, leadership advice, training, BoardBook, financial services, and lobbying efforts. Motion carried unanimously.

- **Yearly Governmental Lease:** Superintendent Graff presented information on the Yearly Governmental Lease, which supports student and staff technology initiatives across all district sites. A motion was made by Rossow, seconded by Rassbach, to approve a resolution authorizing the lease through First National Bank. Following a roll call vote, the resolution passed 7-0.
    - *Voting Yes:* Rassbach, Rossow, Stuewe, Potts, Kautt, Dixon, Martens.
    - *Voting No:* None.
- **Tenure Status Approval:** A list of teachers who successfully completed their probationary teaching period was presented for consideration. A motion was made by Dixon, seconded by Martens, to grant tenure status effective July 1, 2026. Motion carried unanimously.
- **Office Support Master Agreement:** Superintendent Graff provided a summary of notable updates to the Office Support Master Agreement, noting that the changes align with budget goals set by the School Board Negotiations Committee and have been ratified by Office Support personnel. A motion was made by Kautt, seconded by Stuewe, to approve the agreement. Motion carried unanimously.

4. Information Items

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

- **Hail Damage:** Assessment is currently ongoing following recent storms.
- **High School Chiller:** Provided a status update on the current system.
- **Long-Term Facilities Maintenance (LTFM) Summer Projects:** Provided updates on upcoming summer work, including:
    - Resurfacing the outdoor track at Saint Peter Middle School.
    - Repairing the roadway entrance at Saint Peter High School.

- Resurfacing the gymnasium floor at Saint Peter High School.
- Repairing the pool decking at Saint Peter Middle School.

5. Reports

- **Special Programs Administrator:** Ytive Prafke reported that June 10 marked the first day of the Read and Feed program. She reminded the board that the Saint Peter Transit has established a 10-location route to pick up and drop off students wishing to attend.
- **North Elementary Principal & Curriculum Coordinator:** Darin Doherty provided details regarding the curriculum writing process, noting that 30 teachers attended sessions from June 9–11.
- **Superintendent of Schools:** Superintendent Graff thanked everyone for an outstanding school year.
- **Around the Table Updates:**
  - Board members complimented the district on a wonderful graduation ceremony and extended congratulations to all graduates.
  - Board members Stuewe and Kautt congratulated the Girls Track Team for placing 2nd at the State Track Meet.
  - Board Chair Potts announced he will prepare a written summary of Superintendent Graff's evaluation for the July 15, 2026, meeting.
- **Board Committee Updates:** Nothing additional was noted for the Education, Business, Policy, HR, or Shared Programs Committees.

6. Upcoming Meetings

- **Business Committee Meeting:** July 8, 2026, at 10:00 AM (DO)
- **Policy Committee Meeting:** July 8, 2026, at 4:00 PM (DO)
- **Education Committee Meeting:** July 9, 2026, at 1:00 PM (DO)
- **Regular School Board Meeting:** July 15, 2026, at 5:00 PM (SPCC – Governor's Room)

7. Adjournment

A motion was made by Stuewe, seconded by Rassbach, to adjourn the meeting at 6:33 PM. Motion carried unanimously.

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Kate Martens, Board Clerk

Date Approved: July 15, 2026

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Saint Peter Public Schools

Special School Board Meeting Minutes

Date: Tuesday, June 30, 2026
Location: Saint Peter Public Schools – District Office
Attendance:

- **In-Person:** Charlie Potts (Board Chair), Kate Martens, Bill Kautt and Ken Rossow
- **Virtual (via Zoom):** Drew Dixon (Business Obligation) and Superintendent Graff (Travel)
- **Absent:** Tracy Stuewe and Rita Rassbach

1. Call to Order & Agenda Approval

- **Call to Order:** Board Chair Charlie Potts called the meeting to order at 7:47 AM.
- **Approval of Agenda:** A motion was made by Kautt, seconded by Rossow, to adopt the agenda as presented. Motion carried unanimously.

2. Action Items

- **Consider Approval of Saint Peter High School Chiller Repair:** The chiller system has not been functioning correctly since May. At that time, short term solutions including renting a temporary chiller and installing above ground pipes were implemented. The district, in consultation with its HVAC partners, developed a recommendation for a long term solution involving replacing the cracked underground pipes.

  Rossow made a motion, seconded by Martens, to move forward with the project proposal from Peterson Sheet Metal (PSM) for an amount not to exceed $186,538. Because PSM is a state-approved contractor, the district is permitted to award them the contract without initiating the bidding process. As the primary contractor for the Mend the Middle Project, PSM's quality of work is known and trusted.

  Following a roll call vote, the motion passed 5-0 (with two members absent).
  - *Voting Yes:* Martens, Potts, Kautt, Rossow and Dixon (Virtual)
  - *Voting No*: None
  - *Absent:* Stuewe and Rassbach

3. Adjournment

A motion was made by Martens, seconded by Kautt, to adjourn the meeting at 8:12 AM. Motion carried unanimously.

Kate Martens, Board Clerk

Date Approved: July 15, 2026

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

Date: July 15, 2026

To: Dr. Jon Graff - Superintendent

From: Melic Thomas - Finance Accountant

Monthly Business Office bills & Payroll Amounts:

June 2026 - Business Office checks	$1,748,031.30
June 2026 - Business Office wire payments	$1,195,645.83
June 2026 - Payroll	$1,250,754.70
	$4,194,431.83

Monthly Student Activity Amounts:

May 2026 - South Elementary	$3,076.11
May 2026 - North Elementary	$3,471.38
May 2026 - Middle School	$2,683.48
May 2026 - High School	$26,610.14
	$35,841.11

St. Peter Public Schools	Jun-26	
Outgoing Wire Payments		
MSDLAF to USBank - 2022 Refunded Bond MSDLAF to USBank - 2024 Bond		
BCBS - medicare health	6/23/2026	2,513.00
BCBS - medicare health	6/23/2026	5,683.50
Medicare Blue RX	6/1/2026	7,585.00
Life	6/1/2026	2,945.44
LTD	6/1/2026	4,248.84
NIS - MN Paid leave premium	6/1/2026	14,250.88
NIS - MN Paid leave premium	6/1/2026	15,378.98
VISA	June	15,585.54
IRS federal payroll taxes	6/15/2026	179,891.99
IRS federal payroll taxes	6/30/2026	238,761.39
MN state payroll taxes	6/1/2026	32,048.69
MN state payroll taxes	6/16/2026	31,342.77
MN UI Fund		
PERA payments	6/15/2026	30,068.03	11
PERA payments	6/25/2026	20.00
PERA payments	6/30/2026	25,277.56
TRA payments	6/15/2026	106,806.97
TRA payments	6/30/2026	145,707.72
Education MN/ESI	6/15/2026	2,722.50
Education MN/ESI	6/30/2026	2,722.50
Horace Mann	6/11/2026	1,780.83
Horace Mann	6/30/2026	1,780.83
Ameriprise/NBSGroup Bill	6/1/2026	2,532.14
Ameriprise/NBSGroup Bill	6/30/2026	2,532.18
Colonial Life	6/2/2026	15,687.76
EyeMed	6/1/2026	1,235.30
Arbiter-Pre fund		
HomeTown - Dental direct debits	6/1/2026	2,995.56
HomeTown - Dental direct debits	6/8/2026	2,876.09
HomeTown - Dental direct debits	6/15/2026	3,170.48
HomeTown - Dental direct debits	6/23/2026	5,048.28
HomeTown - Dental direct debits	6/29/2026	4,716.58
HomeTown - BCBS debits	6/4/2026	108,655.05
HomeTown - BCBS debits	6/11/2026	30,781.16
HomeTown - BCBS debits	6/18/2026	68,433.21
HomeTown - BCBS debits	6/25/2026	59,150.96
HomeTown - Healthiest You	6/4/2026	2,608.50
FNB HSA/VEBA-Medsurety/Matrix Trust	June	18,099.62
	Total Outgiong Wire Payments	**1,195,645.83**

SAINT PETER PUBLIC SCHOOLS
LEARNING MATTERS

Date: June 8, 2026

To: Dr. Jon Graff, Superintendent

From: Darin Doherty, Principal
North Elementary School

Re: Q4 - Overload Assignment
2025-26 School Year

The following overload assignments have been assigned for the fourth quarter of the 2025-26 school year. We will continue to use this document to update the overload each quarter.

SECTION 8. NORMAL TEACHING LOAD: A kindergarten teacher will have no more than 21 students in his/her class; a 1-3 grade classroom teacher 25 students; 4th grade classroom teacher 27 students. If a classroom teacher is asked to teach a class that exceeds this number, he/she will be compensated using the overload assignment rate.

Quarter 4 (3/31/2026-06/05/2026)

- Corie Walters - 2nd Grade Teacher: Had 26 students for **44 days**
- Bridget Schmidtke - 2nd Grade Teacher; Had 26 students for **44 days**
- John (Scott) Robinson - 2nd Grade Teacher; Had 26 students for **44 days**
- Ethan Sindelir - 3rd Grade Teacher: Had 26 students for **44 days**
- Amanda (Mandy) Kennedy - School Social Worker: Taught through her prep period for **44 days** (took on all PK, 2, 3, 4 grade students while Dave Ribar is on leave).
- Shannon Nimps - Special Education Case Facilitator: Taught through her prep period for **44 days** (took on progress reporting/IEP meetings for 2, 3, and 4 grade EBD students while Abby Ramirez is on leave).
- Kent Bass - PE Teacher: Taught through his prep period for **39 days** (while Jordyn Jarr is on leave).

If you have questions, please contact me.

CC: Kimberley Deming kdeming2@stpeterschools.org
Frances Long flong@stpeterschools.org
Megan Gracia mgracia@stpeterschools.org

SAINT PETER PUBLIC SCHOOLS
LEARNING MATTERS

Date: June 8, 2026

To: Dr. Jon Graff, Superintendent
Megan Gracia, Business Manager

From: Jana Sykora, Principal
South Elementary School

Re: Homeroom Overload Assignment
Quarter 4, 2025-2026 School Year

Our kindergarten enrollment numbers have resulted in our kindergarten teachers being on overload for all or part of the third quarter.

The 25-27 teacher contract states, “A kindergarten teacher will have no more than 21 students in his/her class. [...] If a classroom teacher is asked to teach a class that exceeds this number, he/she will be compensated using the overload assignment rate. [...] An elementary teacher will be paid $44 per day.”

I anticipate our kindergarten teachers will continue to have more than 21 students in class and will continue to submit memos quarters for overload assignments.

Fourth Quarter 3/31/2026-June 5 (44 instructional days + 1 PD Days + 1 work day)

- Sarah Hartfiel — more than 21 students 3/31-6/5/26 — 46 days
- Karissa Minks — more than 21 students 3/31-6/5/26 — 46 days
- Tressa Gruenzner — more than 21 students 3/31-6/5/26 — 46 days
- Bridget Powell — more than 21 students 4/13-6/5/26 — 39 days
- Janaye Rouillard — No overload Quarter 4 — 0 days
- Joyce Harvey — No overload Quarter 4 — 0 days

CC:
Frances Long
Sarah Hartfiel
Karissa Minks
Joyce Harvey
Bridget Powell
Tressa Gruenzner
Janaye Rouillard

Personnel Changes Summary for School Board Review - July 15, 2026

Staff Hires

Employee Name	Staff Replacing	Position	Location	Start Date	Lane/Level/Step	Salary
David KelseyBassett	N/A	Summer School Teacher	Oshawa Learning Academy	6/8/26	Lane 1/Step 1	Summer Hourly Rate
Ellen Davis	Zoe Sindelir	AD Admin Assistant	Saint Peter High School	6/15/26	N/A	$19.16/hr
Julie Gault	N/A	ECSE ESY Summer School Para	Early Childhood Center	6/22/26	Lane A/Step 6	$20.65/hr
Devyn Welp	N/A	ESCE ESY Summer School Para	Early Childhood Center	6/22/26	Lane A/Step 1	$18.65/hr
Avyn Myhra	N/A	ESCE ESY Summer School Para	Early Childhood Center	6/22/26	Lane A/Step 1	$20.65/hr
Connor Holicky	N/A	ESCE ESY Summer School Para	Early Childhood Center	6/22/26	Lane A/Step 1	$20.65/hr
Ryker Ebert	N/A	ESCE ESY Summer School Para	Early Childhood Center	6/22/26	Lane A/Step 1	$18.65/hr

Maverick Ingles	Anna Sandstrom	Cook/Dishwasher	Saint Peter High School	6/22/26	Lane 1/Step 1	$17.88/hr
Claire Davis	N/A	Summer SPED Para	North Elementary	7/6/26	Lane A/Step 1	$20.65/hr
Chloe Prom	N/A	Summer SPED Para	North Elementary	7/6/26	Lane B/Step 1	$20.95/hr
Addison Landsom	N/A	Summer School Paraprofessional	North Elementary	7/6/26	Lane A/Step 1	$20.65/hr
Annika Ward	N/A	Summer School Paraprofessional	North Elementary	7/6/26	Lane A/Step 1	$20.65/hr
Magnus Soderlund	Tim Stoffel (while on leave)	Summer Outside Custodian	Saint Peter Middle School	7/8/26	Step 1	$16.00/hr
Katherine Gurrola	N/A	ESCE ESY Summer School Para	Early Childhood Center	7/13/26	Lane A/Step 2	$21.05/hr
Cole Helgeson	Melic Thomas	Accounts Payable	District Office	7/16/26	Level 3/Step 1	$19.61/hr
Cassie Flynn	Naomi Wolfe	Title I Paraprofessional	South Elementary	8/1/26	Lane 1/Step 1	$20.65/hr
Hector Aguilar	Samantha Madden	Asst. Girls Soccer Coach	Saint Peter High School	8/17/26	N/A	$3,016/ stipend
Jacob Goebel	Wes Heiser	Special Education Teacher	Saint Peter Middle School	8/26/26	Lane 1/Step 7	$61,285/yr
Elizabeth Day	Caitlin Galagan	Elementary Teacher	Oshawa Learning Academy	8/26/26	Lane 8/Step 6	$65,521/yr
Elizabeth Cosgrove	Corie Walters	2nd Grade Elementary Teacher	North Elementary	8/31/26	Lane 5/Step 9	$74,898/yr
Makena Rohlfing	Mandy Kennedy	School Social Worker	North Elementary	8/31/26	Lane 5/Step 3	$61,285/yr
David KelseyBassett	N/A	OLA Paraprofessional	Oshawa Learning Academy	9/8/26	Lane 1/Step 3	$21.75/hr

Staff Retirements/Resignations/Terminations

Employee Name	Position	Location	Last Date of Employment	Reason for Separation	Will this position be replaced?
Sidney Arroyo	ECSE Paraprofessional	Early Childhood Center	6/4/26	Resignation	Yes
Will Fischenich	SPED Paraprofessional	South Elementary	6/4/26	Resignation	Yes
Ana Garza	High School Health Assistant	Saint Peter High School	6/15/26	Resignation	Yes
Nicole Ruhland	Aquatics Coordinator	Community Ed./Saint Peter Middle School	6/22/26	Resignation	Yes
Josaphine Gaffaney	SPED Paraprofessional	South Elementary	6/26/26	Resignation	Yes
Joseph Delacruz	Afternoon Custodian	North Elementary	7/2/26	Resignation	Yes
Michael Myhra	MVED Housekeeper	Oshawa Learning Academy	7/31/26	Retirement	Yes
Missy Terpstra	Planning Room Supervisor (Paraprofessional)	Saint Peter Middle School	8/31/26	Resignation	Yes

Staff Transfers

Employee Name	New position	New Location	Former Position	Former Location	Effective Date of Transfer	Will this position be replaced?
Adam Marsh	Head Custodian	South Elementary	Afternoon Custodian	South Elementary	7/1/26	Yes

Jody Fischenich	Nurse (1.0)	North Elementary	Nurse (.6 & .4)	.6 @ South and .4 @ North	7/1/26	Rebecca Thurston is being reassigned to this position
Kara Nagle	High School Health Assistant	Saint Peter High School	North/South Health Assistant	North/South Elementary	7/9/26	Yes
Jennifer Lee	SPED Paraprofessional	South Elementary	Title I Paraprofessional	South Elementary	8/1/26	Yes
Rebecca Thurston	South Nurse	South Elementary	North Nurse	North Elementary	8/31/26	Jody Fischenich is being reassigned to this position

SAINT PETER PUBLIC SCHOOLS
LEARNING MATTERS

ADDENDUM

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

VII. ACTION ITEMS

1. AGENDA ITEM #1

Subject: Consider Acceptance of Gifts, Donations and Grants

Action: Requires a Motion

Background: There are no gifts or donations to report this month.

Presentation: Superintendent of Schools, Jon Graff

Options/Recommendation: N/A

ADDENDUM

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

VII. ACTION ITEMS

2. AGENDA ITEM #2

Subject: Consider Approval of Updating the Student Activities Account Signer at HomeTown Bank

Action: Requires a Motion

Background: The Saint Peter High Schools Activity accounts are held by HomeTown Bank of Saint Peter. As the Office Support for Student Activities, Ellen Davis should replace Zoe Haugen (Sindelir) as a signer.

Presentation: Superintendent of Schools, Jon Graff

Options/Recommendation: I recommend approving Ellen Davis as a signer for the Saint Peter High Schools Activities account(s) with HomeTown Bank.

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

MEMO TO: Superintendent, Dr. Jon Graff,
Members of the School Board
FROM: Shea Roehrkasse
DATE: 6.23.26
SUBJECT: Elle Davis to HomeTown Bank Account

Please accept this letter as a request to remove Zoe Sindelir (Haugen) from the Student Activities Account at HomeTown Bank. I also request that we add Ellen Davis to this same account as part of her role as the Activities Office Admin Assistant. All documentation has been submitted through the Bank to the District Office.

Thank you,

Shea Roehrkasse

SAINT PETER PUBLIC SCHOOLS
LEARNING MATTERS

ADDENDUM

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

VII. ACTION ITEMS

3. AGENDA ITEM #3

Subject: Consider a Resolution Authorizing the Superintendent to be the Identified Official with Authority (IOwA) for Saint Peter Public Schools.

Action: Requires a Resolution

Background: The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each Local Educational Agency (LEA) that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their LEA in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually.

Presentation: Board Chair, Charlie Potts

Options/Recommendation: I recommend that the School Board pass a resolution authorizing Superintendent Jon Graff to act as the Identified Official with Authority (IOwA) for Saint Peter Public Schools.

Education Identity and Access Management Board Resolution

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

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

MDE strongly recommends that the superintendent or executive director is named IOwA, who then can grant IOwA proxy roles.

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

Organization Name: ______________________________

Organization Number: ______________________________

Will the Superintendent/Executive Director act as the IOwA? See options below, please check one:

☐ Yes, the Superintendent/Executive Director will serve as the IOwA.

Full Name: ______________________________

EDIAM Username: ______________________________

☐ No, in lieu of the Superintendent/Executive Director acting as the IOwA they designate the following individual to serve as the IOwA.

Full Name: ______________________________

EDIAM Username: ______________________________

Board Member Signature: ______________________________

Printed Name: ______________________________ Date: ______________________________

SAINT PETER PUBLIC SCHOOLS
LEARNING MATTERS

ADDENDUM

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

VII. ACTION ITEMS

4. AGENDA ITEM #4

Subject: Consider a Resolution Approving a 10-Year Long-Term Facilities Maintenance Revenue Plan for FY28

Action: Requires a Resolution

Background: The Long-term Facilities Maintenance (LTFM) Revenue Program provides funding for ongoing maintenance replacement or refurbishing needs. On an annual basis, school districts are required to pass and submit a 10-year Facilities Maintenance Plan to the Minnesota Department of Education. The plan was reviewed by the Business Committee at their July 8 meeting and was recommended for presentation to the School Board for acceptance.

Presentation: Business Manager, Megan Gracia
Operations and Maintenance Supervisor, Seth Putz
Superintendent of Schools, Jon Graff

Options/Recommendation: We recommend that the School Board passes the Resolution Approving the 10-Year Long-Term Facilities Maintenance Revenue Plan for FY28.

DEPARTMENT OF EDUCATION	Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413	**Long-Term Facility Maintenance Ten-Year Expenditure**				

Instructions: Enter estimated, allowable LTFM expenditures ***(Fund 01 and/or Fund 06 only)*** under Minnesota Statutes 2025, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Re

District Info.	(REQUIRED) Enter Information	District Info.	(REQUIRED) Enter Information			
District Name:	**Saint Peter Public Schools**	Date:	**7/1/2026**			
District Number:	**0508-01**	Email:	mgracia@stpeterschools.org			
District Contact Name:	**Megan Gracia**					
Contact Phone #	**507-934-5703 x 1035**					

Expenditure Categories		Fisca				
		2026 (base year)	**2027**	**2028**	**2029**	**2030**
Health and Safety - this section excludes project costs in Category 2 of $100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.						
Finance Code	**Category (1)**					
347	Physical Hazards	$44,089	$85,907	$87,625	$89,377	$91,165
349	Other Hazardous Materials	$10,416	$10,624	$10,837	$11,054	$11,275
352	Environmental Health and Safety Management	$33,214	$33,878	$34,555	$35,247	$35,952
358	Asbestos Removal and Encapsulation	$6,662	$96,795	$98,731	$6,931	$7,069
363	Fire Safety	$34,743	$35,438	$36,147	$36,870	$37,607
366	Indoor Air Quality	$9,408	$9,596	$9,788	$9,983	$10,183
	Total Health and Safety Capital Projects - Category (1)	$138,531	$272,238	$277,683	$189,462	$193,251
Health and Safety - Projects Costing $100,000 or more per Project/Site/Year - Additional Revenue						
Finance Code	**Category (2)**					
358	Asbestos Removal and Encapsulation	$0	$0	$0	$0	$0
363	Fire Safety	$0	$0	$0	$0	$0
366	Indoor Air Quality	$9,570,627	$5,528,767	$1,613,260	$0	$0
	Total Health and Safety Capital Projects $100,000 or More - Category (2)	$9,570,627	$5,528,767	$1,613,260	$0	$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151						
Finance Code	**Category 3 (a)**					
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.					
	Total Remodeling for Approved Voluntary Pre-K Projects - Category 3(a)	$0	$0	$0	$0	$0
Remodeling for Gender-Neutral Single-User Restrooms						
Finance/Course Codes	***Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025 and Beyond***					
Finance Code 384 and Course Code 684 MUST USE BOTH	Remodeling for gender-neutral single user restroom per site.					
	Total Remodeling for Gender-Neutral Single User Projects - Category 3(b)	$0	$0	$0	$0	$0
Accessibility						
Finance Code	**Category (4)**					
367	Accessibility					
	Total Accessibility Projects - Category (4)	$0	$0	$0	$0	$0
Deferred Capital Expenditures and Maintenance Projects						
Finance Code	**Category (5)**					
368	Building Envelope	$25,500	$54,500	$101,000	$94,000	$33,500
369	Building Hardware and Equipment	$18,700	$19,500	$19,500	$21,500	$20,300
370	Electrical	$344,022	$212,769	$111,233	$65,951	$12,000
379	Interior Surfaces	$271,160	$213,968	$77,734	$29,450	$18,000
380	Mechanical Systems	$753,202	$759,931	$180,471	$60,900	$60,900
381	Plumbing	$85,200	$83,545	$87,800	$84,800	$89,800
382	Professional Services and Salary	$186,295	$130,002	$72,289	$53,000	$53,000
383	Roof Systems (normally below $100,000 unless the school chooses not to receive additional revenue for $100K or more roofing project/site/year - pending 2025 Legislation)	$14,500	$14,500	$11,900	$27,400	$27,400
384	Site Projects	$59,100	$219,635	$292,150	$276,350	$217,700
	Total Deferred Capital Expenditures and Maintenance Projects - Category (5)	$1,757,679	$1,708,350	$954,077	$713,351	$532,600
Deferred Capital Expenditures for Roofing Projects - Additional Revenue for $100,000 or more project/site/year						
Finance Code	**Category (6)**					
383	**Roofing Systems - Additional Revenue (EFFECTIVE FY27)**			$0	$1,876,478	$0
		$0	$0	$0	$1,876,478	$0
Total Annual 10-Year Plan Expenditures		$11,466,837	$7,509,355	$2,845,020	$2,779,291	$725,851
Fund Balance Section						
	Fund 01	**FY 26 and 27 Revenue Projection Model Revenue**				F
		2026 (base year)	**2027**	**2028**	**2029**	**2030**
	Beginning Fund Balance 01-467-XX	$402,696	$258,340	-$412,226	-$885,069	-$3,069,535
	LTFM Fiscal Year Revenue - Levy	$610,634	$650,762	$593,775	$594,825	$596,137
	LTFM Fiscal Year Revenue - AID if Applicable	$0	$0	$0	$0	$0
LEVY Page 10, Line 422	*LTFM Deduction for applicable Cooperative/Intermediate Member District Levy*	$0	$0	$0	**$0**	$0
	LTFM Estimated Fiscal Year Expenditures	$754,991	$1,321,328	$1,066,618	$2,779,291	$725,851
Ending Fiscal Year Fund Balance 01-467-XX		$258,340	-$412,226	-$885,069	-$3,069,535	-$3,199,249
	Fund 06					
	Beginning Fund Balance 06-467-XX	$18,678,275	$7,966,429	$1,778,402	$0	$0
	LTFM Fiscal Year Bonded Revenue	$0	$0	$0	$0	$0
	LTFM Estimated Fiscal Year Expenditures	$10,711,846	$6,188,027	$1,778,402	$0	$0
Ending Fiscal Year Fund Balance 06-467-XX		**$7,966,429**	**$1,778,402**	**$0**	**$0**	**$0**
End of worksheet						

DEPARTMENT OF EDUCATION	Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413	Application (LTFM) - ***Fund 01 and Fund 06 Projects Only***	ED - 02478-12

Instructions: Enter estimated, allowable LTFM expenditures ***(Fund 01 and/or Fund 06 only)*** under Minnesotporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.	(REQUIRED) Enter Information
District Name:	**Saint Peter Public Schools**
District Number:	**0508-01**
District Contact Name:	**Megan Gracia**
Contact Phone #	**507-934-5703 x 1035**

Expenditure Categories		l Year (FY) Ending June 30					
		2031	**2032**	**2033**	**2034**	**2035**	**2036**
Health and Safety - this section excludes project costs in Category 2 of $100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.							
Finance Code	**Category (1)**						
347	Physical Hazards	$92,988	$94,848	$96,745	$98,680	$100,653	$32,733
349	Other Hazardous Materials	$11,500	$11,730	$11,965	$12,204	$12,448	$10,416
352	Environmental Health and Safety Management	$36,671	$37,404	$38,152	$38,915	$39,693	$33,214
358	Asbestos Removal and Encapsulation	$7,211	$7,355	$7,502	$7,652	$7,805	$6,662
363	Fire Safety	$38,359	$39,127	$39,909	$40,707	$41,521	$34,743
366	Indoor Air Quality	$10,387	$10,595	$10,806	$11,023	$11,243	$9,408
	Total Health and Safety Capital Projects - Category (1)	$197,116	$201,058	$205,079	$209,181	$213,365	$127,175
Health and Safety - Projects Costing $100,000 or more per Project/Site/Year - Additional Revenue							
Finance Code	**Category (2)**						
358	Asbestos Removal and Encapsulation	$0	$0	$0	$0	$0	$0
363	Fire Safety	$0	$0	$0	$0	$0	$0
366	Indoor Air Quality	$0	$0	$0	$0	$0	$0
	Total Health and Safety Capital Projects $100,000 or More - Category (2)	$0	$0	$0	$0	$0	$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151							
Finance Code	**Category 3 (a)**						
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.						
	Total Remodeling for Approved Voluntary Pre-K Projects - Category 3(a)	$0	$0	$0	$0	$0	$0
Remodeling for Gender-Neutral Single-User Restrooms							
Finance/Course Codes	***Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025 and Beyond***						
Finance Code 384 and Course Code 684 MUST USE BOTH	Remodeling for gender-neutral single user restroom per site.						
	Total Remodeling for Gender-Neutral Single User Projects - Category 3(b)	$0	$0	$0	$0	$0	$0
Accessibility							
Finance Code	**Category (4)**						
367	Accessibility						
	Total Accessibility Projects - Category (4)	$0	$0	$0	$0	$0	$0
Deferred Capital Expenditures and Maintenance Projects							
Finance Code	**Category (5)**						
368	Building Envelope	$20,000	$20,000	$20,000	$30,500	$14,000	$25,500
369	Building Hardware and Equipment	$20,300	$20,300	$22,300	$22,300	$20,700	$18,700
370	Electrical	$12,000	$13,000	$13,000	$13,000	$10,800	$18,800
379	Interior Surfaces	$23,150	$18,850	$24,050	$32,350	$26,750	$14,950
380	Mechanical Systems	$60,950	$62,450	$62,450	$62,450	$73,200	$58,200
381	Plumbing	$86,800	$102,200	$102,200	$102,200	$82,200	$67,200
382	Professional Services and Salary	$53,000	$53,000	$53,000	$53,000	$53,000	$53,000
383	Roof Systems (normally below $100,000 unless the school chooses not to receive additional revenue for $100K or more roofing project/site/year - pending 2025 Legislation)	$12,400	$68,484	$7,500	$7,500	$11,100	$14,500
384	Site Projects	$67,700	$62,150	$62,150	$62,150	$73,350	$82,100
	Total Deferred Capital Expenditures and Maintenance Projects - Category (5)	$356,300	$420,434	$366,650	$385,450	$365,100	$352,950
Deferred Capital Expenditures for Roofing Projects - Additional Revenue for $100,000 or more project/site/year							
Finance Code	**Category (6)**						
383	**Roofing Systems - Additional Revenue (EFFECTIVE FY27)**	$0	$2,078,951	$0	$0	$0	$0
		$0	$2,078,951	$0	$0	$0	$0
Total Annual 10-Year Plan Expenditures		$553,416	$2,700,443	$571,729	$594,631	$578,465	$480,125
Fund Balance Section							
	Fund 01	**Y 28 Revenue Projection Ten-Year Spreadsheet**					
		2031	**2032**	**2033**	**2034**	**2035**	**2036**
	Beginning Fund Balance 01-467-XX	-$3,199,249	-$3,160,203	-$5,266,084	-$5,246,139	-$5,246,208	-$5,232,211
	LTFM Fiscal Year Revenue - Levy	$592,462	$594,562	$591,675	$594,562	$592,462	$596,137
	LTFM Fiscal Year Revenue - AID if Applicable	$0	$0	$0	$0	$0	$0
LEVY Page 10, Line 422	*LTFM Deduction for applicable Cooperative/Intermediate Member District Levy*	$0	$0	$0	$0	$0	$0
	LTFM Estimated Fiscal Year Expenditures	$553,416	$2,700,443	$571,729	$594,631	$578,465	$480,125
	Ending Fiscal Year Fund Balance 01-467-XX	-$3,160,203	-$5,266,084	-$5,246,139	-$5,246,208	-$5,232,211	-$5,116,199
	Fund 06						
	Beginning Fund Balance 06-467-XX	$0	$0	$0	$0	$0	$0
	LTFM Fiscal Year Bonded Revenue	$0	$0	$0	$0	$0	$0
	LTFM Estimated Fiscal Year Expenditures	$0	$0	$0	$0	$0	$0
	Ending Fiscal Year Fund Balance 06-467-XX	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
End of worksheet							

Independent School District No. 0508

Saint Peter Public Schools

Pursuant to due call and notice thereof, a School Board meeting of Independent School District 0508, State of Minnesota, was held on July 15, 2026 at 5:00 PM for the purpose in part, of approving the District's Fiscal Year (FY) 28 Long-Term Facility Maintenance Ten-Year Plan as established in Minnesota Statutes, section 123B.595.

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

Resolution Adopting Independent School District No. FY28 Long-Term Facilities Maintenance Ten-Year Plan

Be it resolved that the School Board of Independent School District No. 0508, State of Minnesota, approves the attached FY28 Long-Term Facilities Maintenance Ten-Year Plan.

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

And the following voted against:

Whereupon the resolution was declared duly passed and adopted on the 15th day of July 2026.

Date: July 15, 2026

____

Kate Martens, School Board Clerk

ADDENDUM

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

SAINT PETER PUBLIC SCHOOLS
LEARNING MATTERS

VII. ACTION ITEMS

5. AGENDA ITEM #5

Subject: Consider Approval of Superintendent Evaluation Summary

Action: Requires a Motion

Background: The Superintendent is evaluated by the School Board on an annual basis. By law, a summary of the evaluation is shared publicly and included in the School Board minutes. The School Board completed the evaluation at a closed meeting on June 10, 2026, and a summary is being shared with you this evening.

Presentation: Board Chair, Charlie Potts

Recommendation: I recommend approval of the 2025-2026 Superintendent Evaluation.

TO: Dr. Jon Graff, Superintendent

FROM: Charlie Potts, Chair

DATE: July 15, 2026

SUBJECT: Annual Performance Evaluation Summary (2025–2026 Academic Year)

Dear Dr. Graff,

This letter serves as the official summary of your annual performance evaluation for the 2025–2026 academic year. Feedback was compiled from all seven school board members between May 25 and June 5, 2026, ahead of our formal evaluation conversation on June 10, 2026.

Executive Summary

The School Board overwhelmingly commended your **highly successful first year** as Superintendent of District 508. You demonstrated steady, confident leadership and brought a calm, thoughtful approach to a demanding year marked by major facilities construction, complex budgeting, and curriculum reviews. The board highlighted your exceptional communication, thorough preparation, and clear vision for St. Peter Public Schools as foundational strengths that have quickly built trust across the district.

Performance Across Key Evaluation Areas

Your quantitative ratings across the 14 core evaluation areas reflected strong, consistent leadership. A significant majority of marks fell into the *Highly Effective* category:

- **District Operations & Facilities:** Your proactive management of the "Mend the Middle" construction project kept the work on schedule and within budget while minimizing daily educational disruptions.
- **Teaching & Learning:** The board highly valued your organization of the curriculum review process. Strategically adding the North Elementary Dean position was a celebrated decision, allowing building principals to pivot more fully toward instructional leadership.
- **Information for Decision-Making & Visibility:** You consistently delivered succinct, well-framed data to the board and have made yourself approachable and visible to staff and families across the district.
- **Budgeting & Personnel:** Working alongside the business office, you brought added transparency to fiscal planning. In addition, you did significant work related to successful contract negotiations.

- **School Safety & Student Support:** The standardized implementation of the "I Love U Guys" framework strengthened emergency preparedness and unified safety protocols across the district.

Strategic Opportunities for Future Growth

While your first year as Superintendent was exemplary, the board has identified two key areas to optimize your leadership moving forward:

1. **Regional & State Advocacy:** While local collaboration is excellent, the board encourages you to build stronger relationships with state legislators and regional government officials to expand our district's external influence.
2. **Structured Student Engagement:** Though you are viewed as highly approachable, the board suggests developing formal mechanisms to involve students directly in district-wide goal-setting beyond standard survey feedback.

Conclusion

The board has confidence in your leadership. Thank you for your dedication, integrity, and stewardship during your first year as Superintendent. We look forward to partnering with you in the years ahead. On behalf of the St. Peter Public Schools School Board, thank you to Dr. Graff for his outstanding work this year.

Sincerely,

Charlie Potts
Chair, St. Peter School Board
charlie.potts@stpeterschools.org
507-351-1042

ADDENDUM

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

VII. ACTION ITEMS

6. AGENDA ITEM #6

Subject: Consider Approval of the Master Agreement with the Operations and Maintenance Supervisor (Director)

Action: Requires a Motion

Background: The School Board Negotiations Team has reached a 2026-2027 contract agreement with the Operations and Maintenance Supervisor (Director) of Saint Peter Public Schools.

Notable changes include:

- Change in title from Supervisor to Director
- 4% increase in base salary
- Addition of stipend for AFO Certification ($1,500)
- The addition of a $7,500 VEBA Contribution
- Bereavement leave
- Language:
  - The addition of a duration clause
  - The addition of a grievance procedure

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

Options/Recommendation: I recommend your approval of the Master Agreement with the Operations and Maintenance Director for 2026-2027.

SAINT PETER PUBLIC SCHOOLS

Agreement

with

Operations/Maintenance Director

July 1, 2026 - June 30, 2027

AGREEMENT WITH THE OPERATIONS AND MAINTENANCE DIRECTOR

July 1, 2026 - June 30, 2027

The terms and conditions of employment for the position of Operations/Maintenance Director shall be determined by the Saint Peter School Board.

COMPENSATION

1. Salary: See Appendix A.

2. Salary Payment: The salary shall be paid in twenty-four (24) equal monthly installments deposited directly to the Operations/Maintenance Director's individual bank account on the 15th and the last banking day of the month.

3. Additional VEBA/Health and Hospitalization Insurance: The Operations/Maintenance Director will receive an additional annual $7,500 contribution to either: (1) the individual VEBA account; or (2) the cost of family health and hospitalization insurance. The option selected for contribution shall be based on a written request of the Operations/Maintenance Director by May 15 of the year preceding the July 1 contract year.

4. Tax Sheltered Annuities: Operations/Maintenance Director is eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, M.S. 123B.02, Subd. 15., School District policy, and otherwise provided by law.

5. Other Benefits: The school district agrees to pay the dues for the Operations/Maintenance Director's professional and service organizations with the approval of the Superintendent.

HOURS AND DUTY DAYS

1. The work year shall consist of two hundred and forty (240) days.

2. The Operations/Maintenance Director shall be subject to emergency call and duty, but as supervisor shall not be entitled to overtime or additional compensation for these duties.

3. In the event of an emergency or other cause for school closing, regular hours shall be maintained unless otherwise directed by the Superintendent of Schools.

GRIEVANCE PROCEDURE

1. GRIEVANCE DEFINITION: A "grievance" shall mean an allegation by an Operations/Maintenance Director resulting in a dispute or disagreement between the Operations/Maintenance Director and the school district as to the interpretation or application of terms and conditions contained in this agreement.

2. REPRESENTATIVE: The Operations/Maintenance Director or school board may be represented during any step of the procedure by any person or agent designated by such party to act on his/her behalf.

3. DEFINITIONS AND INTERPRETATIONS:

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

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

   3.3 COMPUTATION 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.

   3.4. FILING AND POSTMARK: The filing or service of any notice or document herein shall be timely, if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

4. TIME LIMITATION AND WAIVER: A Grievance shall not be valid for consideration unless the grievance is submitted in writing to the school district's designee, setting forth the facts and the specific provision of the agreement allegedly violated and the particular relief sought within twenty (20) days after the date of the first event giving rise to the grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the Operations/Maintenance Director and the school district's designee.

5. ADJUSTMENT OF GRIEVANCE: The school district and the Operations/Maintenance Director shall attempt to adjust all grievances which

may arise during the course of employment within the school district in the following manner:

5.1 LEVEL I. If the grievance is not resolved through informal discussions, the superintendent or his designee shall give a written decision on the grievance to the parties involved within five (5) days after receipt of the written grievance.

5.2 LEVEL II. In the event the grievance is not resolved in Level I, 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 I. If a grievance is properly appealed to the school board, the school board shall set a time to hear the grievance within ten (10) days after receipt of the appeal. Within five (5) days after the meeting, the school board shall issue its decision in writing to the parties involved. At the option of the school board, a committee or representative(s) of the board may be designated by the board to hear the appeal at this level, and report its findings and recommendations to the school board. The school board shall then render its decision.

6. SCHOOL BOARD REVIEW: The school board reserves the right to review any decision issued under Level I of this procedure provided the school board or its representative notify the parties of its intentions to review 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.

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 Operations and Maintenance Director may appeal it to the next level.

8. ARBITRATION PROCEDURES: In the event that the Operations/Maintenance Director and the school board are unable to resolve any grievance, any grievance may be submitted to arbitration as defined herein:

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

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

8.3 SELECTION OF ARBITRATOR: The Operations/Maintenance Director and the school district shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the Operations and Maintenance Supervisor and the school district are unable to agree on an arbitrator within five (5) days, they shall request from the BMS, state of Minnesota, a list of five (5) qualified arbitrators. The parties shall alternately strike names from the list of five (5) arbitrators until only one name remains. The remaining arbitrator shall hear and decide the grievance. If the parties are unable to agree on who shall strike the first name, the question shall be decided by the flip of a coin.

8.4 SUBMISSION OF GRIEVANCE INFORMATION:

a. Upon appointment of the arbitrator, the appealing party shall, within five (5) days after notice of appointment, forward to the arbitrator, with a copy to the superintendent, the submission of the grievance which shall include the following:

    1. The issues involved
    2. Statement of the facts
    3. Position of the grievant
    4. The written documents relating to this agreement

b. The school district may make a similar submission of information relating to the grievance either before or at the time of the hearing.

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

8.6. DECISION: 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. The arbitrator shall issue a written decision and order including findings of fact that shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.

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

8.8. JURISDICTION: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel.

In considering any issue in dispute, in its order, the arbitrator shall give due consideration to the statutory rights and obligation of the public school district to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

SPECIAL LEAVES AND HOLIDAYS

1. Leaves of absence without pay for personal reasons may be approved by the Superintendent of Schools.

2. The Operations/Maintenance Director shall be granted leave of absence with regular pay on the following holidays:

Independence Day	New Year's Eve Day
Labor Day	New Years Day
Thanksgiving Day	Martin Luther King Day*
Friday after Thanksgiving	President's Day
December 24 (Christmas Eve)	Good Friday
December 25 (Christmas Day)	Memorial Day
	Juneteenth

*MLK Day will only be considered a holiday if school is not in session and no staff work day or staff development day is in session.

3. New Year's Day, Memorial Day, Independence Day, and Christmas Day shall be considered major holidays. When any such holiday falls on a weekend, the closest weekday shall be considered the holiday.

SICK LEAVE

1. Earned Safe & Sick Leave: At the beginning of each contract year, the Operations/Maintenance Director shall be credited with 12 working days of sick leave. If for any reason the Operations/Maintenance Director is no longer employed by the district before the end of the contract year, the number of allowable sick days will be prorated and rounded to the nearest whole. If more than the allowable number of sick days has been used, including any accumulated sick leave, there shall be a deduction from pay for any excess sick leave taken beyond what was earned.

    1.1. Unused sick leave days may accumulate to a maximum credit of two hundred forty (240) days of sick leave.

    1.2. Sick leave with pay shall be allowed by the school district whenever an absence is due to any type of illness, including illness or disability caused or contributed to by pregnancy or childbirth, which prevented the attendance at school and performance of duties on that day or days.

    1.3. Sick leave may be used to cover absences necessitated by the illness or disability of a child, spouse, parent in the need of the Operations/Maintenance Director's personal care or attention. Such care shall be deducted from accumulated sick leave.

    1.4. The Superintendent may require a medical certificate from a qualified physician, or psychiatrist, as evidence of illness. If such a requirement is made, and the Operations/Maintenance Director is billed, the district shall pay the entire cost of such billing.

    1.5. All sick leave allowed under this article shall be deducted from the accrued sick leave days earned by the Operations/Maintenance Director.

    1.6. If the Operations/Maintenance Director is beginning this position as an internal candidate, accumulated sick days will carry forward into this agreement up to the limits of this agreement.

SERIOUS ILLNESS

The Operations/Maintenance Director may be granted up to 6 days of non-accumulated serious illness leave annually which may be used for serious illness leave in the immediate family. The immediate family shall include: spouse, father, mother, brother, sister, children, grandparents, grandparents-in-law, grandchildren, parents-in-law, brother-in-law, sister-in-law, and any other relative or non-relative living in the household with the employee. Three of the six days may be used for extended family or special friend. In the event of a second or any additional deaths to the following members of the immediate family (spouse, children, father, mother, brother, sister, children, grandparents, grandparents-in-law, grandchildren, parents-in-law, brother-in-law, sister-in-law, and any other relative or non-relative living in the household with the employee), additional leave will be granted not to exceed five full days per month. Any additional days taken will be taken at a full deduction of pay.

BEREAVEMENT LEAVE

An Operations/Maintenance Director may be granted up to six (6) days of non-accumulative bereavement leave annually which may be used for bereavement leave in the immediate family. The immediate family shall include: spouse, father, mother, brother, sister, children, grandparents, grandparents-in-law, grandchildren,

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

PERSONAL LEAVE

1. The Operations/Maintenance Director will be allowed 2 days per year for personal leave. This may accumulate to 4 days.

2. These days may be used at the discretion of the Operations/Maintenance Director for situations that may arise requiring personal attention which cannot be attended to when school is not in session and which are not covered under

the provisions of this agreement. Requests for a personal leave must be made in writing to the Superintendent of schools.

3. Personal leave may not be used for absence caused by inclement weather.

4. If the Operations/Maintenance Director is beginning this position as an internal candidate, accumulated personal leave days will carry forward into this agreement up to the limits of this agreement.

WORKERS' COMPENSATION

1. Upon request of the Operations/Maintenance Director who is absent from work as a result of a compensable injury under the provisions of the Worker's Compensation Act, the school district will pay the difference between the compensation received pursuant to the Workers' Compensation Act by the employee and the employee's regular rate of pay to the extent of the employee's earned accrual of sick leave.

2. A deduction shall be made from the Operations/Maintenance Director's accumulated sick leave accrual time according to the pro rata portions of days of sick leave time which is used to supplement workers' compensation.

3. Such payment shall be paid by the school district to the Operations/Maintenance Director only during the period of disability.

4. In no event shall the additional compensation paid to the Operations/Maintenance Director by virtue of sick leave pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the employee.

5. The Operations/Maintenance Director who is absent from work as a result of an injury compensable under the Workers' Compensation Act who elects to receive sick leave pay pursuant to this policy shall have deducted either a one-half or a full day of workers' compensation pay from the employee's salary for the days affected by the workers' compensation.

JURY DUTY

1. The Operations/Maintenance Director shall continue to receive his/her regular compensation when called for jury duty. A one-half day or full day of jury duty pay will be deducted from the employee's daily salary.

2. If summoned or subpoenaed to provide testimony or information to any agency, commission, board, legislative committee, arbitrator, or court, during the regular workday, shall be provided leave with pay for each day or part thereof of which the director is required to be absent. The employee shall reimburse the district that compensation, except for mileage reimbursement and meal allowance, which they receive for providing such testimony.

GROUP INSURANCE

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

2. HEALTH AND HOSPITALIZATION INSURANCE: For the period of this agreement the school district will contribute an amount equal to an individual insurance plan at the VEBA level for the Operations/Maintenance Director. The employee has the option of applying the individual insurance benefit to a family plan.

3. INCOME PROTECTION INSURANCE: The school district shall pay the premium for Income Protection Insurance to the extent of 66 2/3 percent of the gross annual salary for the Operations/Maintenance Director beginning 60 calendar days after the injury or illness and extending to age 65.

4. LIFE INSURANCE: The school district shall contribute a sum equal to the premium for a $200,000 group life insurance policy for the Operations/Maintenance Director for each year of the agreement.

5. DENTAL INSURANCE: For the life of the agreement the school district shall pay the entire premium for family dental insurance.

6. DURATION OF INSURANCE CONTRIBUTIONS: An employee is eligible for district contributions in this article as long as the employee is employed by the school district. Upon termination of employment and effective on the last working day all district participation and contribution shall cease unless the employee is entitled to the benefits as provided under RETIREMENT.

CHILD CARE LEAVE

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

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

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

4. Date of Leave: The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave coincide with some natural break in the school year – i.e., winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like.

5. Duration: In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:
    1. grant any leave more than twelve (12) months in duration;
    2. permit the employee to return to employment prior to the date designated in the request for child care leave.

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

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

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

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

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

RETIREMENT

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

With regard to medical insurance, the district will provide up to $60,000 that may be used towards any of the district's medical insurance plans or a plan from a provider of the employee's choosing. This money is for medical insurance coverage. This amount can be held should the employee choose to forego insurance coverage temporarily. In the event of the employee's death, this benefit ceases.

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

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

Upon retirement from full-time employment at age 56 or thereafter, and upon retirement with ten (10) consecutive years of full-time employment in District 508, the Operations/Maintenance Director shall be paid $50 per day for each day accumulated unused sick leave up to a maximum of 225 days. This payment may be deposited into a VEBA or HSA account. In the event of the death of the employee this money is paid to the employee's estate.

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

PUBLIC OBLIGATION

STRIKES OR WORK STOPPAGES: The administrator covered by this agreement, in the event of a strike or work stoppage by other groups of district employees, will be on duty in their respective building or in the district administrative office, as directed by the superintendent, if physically possible, for the purpose of carrying out board policy and ensuring the safety of personnel and property.

DURATION

1. DATES: This agreement shall be effective as of July 1, 2026, and shall continue in effect until June 30, 2027. If a new and substitute agreement has not been duly entered into prior to June 30, 2027, the terms of this agreement shall continue in full force and effect until such substitute agreement is adopted, which shall be fully retroactive to July 1, 2027.

2. EFFECT: This master agreement constitutes the full and complete master agreement between the school district and Operations and Maintenance Director. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

3. FINALITY: Any matters relating to the current agreement term, whether or not referred to in this master agreement, shall not be open for negotiation during the term of this master agreement, except by mutual agreement.

4. CONFORMITY OF LAW: If any provision of this agreement or any application of the agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

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

______________________________	______________
Operations/Maintenance Director	Date
______________________________	______________
Chairperson of the School Board	Date
______________________________	______________
Clerk of the School Board	Date

APPENDIX A

OPERATIONS/MAINTENANCE DIRECTOR
SALARY SCHEDULE

Base Salary	
July 2026 - June 30, 2027	$84,624

Additional Compensation:

MAMS Facility Manager Certification	$2,000 per year
Boiler License Special	$1,500 per year
AFO Certification	$1,500 per year

Experience in Saint Peter School District:

0-1 year	$0
2 years	$500
3-4 years	$1,500
5-6 years	$2,000

SAINT PETER PUBLIC SCHOOLS

Agreement

with

Operations/Maintenance Director

July 1, 2026 - June 30, 2027

AGREEMENT WITH THE OPERATIONS AND MAINTENANCE DIRECTOR
July 1, 2026 - June 30, 2027

The terms and conditions of employment for the position of Operations/Maintenance Director shall be determined by the Saint Peter School Board.

COMPENSATION

1. Salary: See Appendix A.

2. Salary Payment: The salary shall be paid in twenty-four (24) equal monthly installments deposited directly to the Operations/Maintenance Director's individual bank account on the 15th and the last banking day of the month.

3. Additional VEBA/Health and Hospitalization Insurance: The Operations/Maintenance Director will receive an additional annual $7,500 contribution to either: (1) the individual VEBA account; or (2) the cost of family health and hospitalization insurance. The option selected for contribution shall be based on a written request of the Operations/Maintenance Director by May 15 of the year preceding the July 1 contract year.

4. Tax Sheltered Annuities: Operations/Maintenance Director is eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, M.S. 123B.02, Subd. 15., School District policy, and otherwise provided by law.

5. Other Benefits: The school district agrees to pay the dues for the Operations/Maintenance Director's professional and service organizations with the approval of the Superintendent.

HOURS AND DUTY DAYS

1. The work year shall consist of two hundred and forty (240) days.

2. The Operations/Maintenance Director shall be subject to emergency call and duty, but as supervisor shall not be entitled to overtime or additional compensation for these duties.

3. In the event of an emergency or other cause for school closing, regular hours shall be maintained unless otherwise directed by the Superintendent of Schools.

GRIEVANCE PROCEDURE

1. GRIEVANCE DEFINITION: A "grievance" shall mean an allegation by an Operations/Maintenance Director resulting in a dispute or disagreement between the Operations/Maintenance Director and the school district as to the interpretation or application of terms and conditions contained in this agreement.

2. REPRESENTATIVE: The Operations/Maintenance Director or school board may be represented during any step of the procedure by any person or agent designated by such party to act on his/her behalf.

3. DEFINITIONS AND INTERPRETATIONS:

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

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

   3.3 COMPUTATION 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.

   3.4. FILING AND POSTMARK: The filing or service of any notice or document herein shall be timely, if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

4. TIME LIMITATION AND WAIVER: A Grievance shall not be valid for consideration unless the grievance is submitted in writing to the school district's designee, setting forth the facts and the specific provision of the agreement allegedly violated and the particular relief sought within twenty (20) days after the date of the first event giving rise to the grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the Operations/Maintenance Director and the school district's designee.

5. ADJUSTMENT OF GRIEVANCE: The school district and the Operations/Maintenance Director shall attempt to adjust all grievances which

may arise during the course of employment within the school district in the following manner:

5.1 LEVEL I. If the grievance is not resolved through informal discussions, the superintendent or his designee shall give a written decision on the grievance to the parties involved within five (5) days after receipt of the written grievance.

5.2 LEVEL II. In the event the grievance is not resolved in Level I, 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 I. If a grievance is properly appealed to the school board, the school board shall set a time to hear the grievance within ten (10) days after receipt of the appeal. Within five (5) days after the meeting, the school board shall issue its decision in writing to the parties involved. At the option of the school board, a committee or representative(s) of the board may be designated by the board to hear the appeal at this level, and report its findings and recommendations to the school board. The school board shall then render its decision.

6. SCHOOL BOARD REVIEW: The school board reserves the right to review any decision issued under Level I of this procedure provided the school board or its representative notify the parties of its intentions to review 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.

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 Operations and Maintenance Director may appeal it to the next level.

8. ARBITRATION PROCEDURES: In the event that the Operations/Maintenance Director and the school board are unable to resolve any grievance, any grievance may be submitted to arbitration as defined herein:

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

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

8.3 SELECTION OF ARBITRATOR: The Operations/Maintenance Director and the school district shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the Operations and Maintenance Supervisor and the school district are unable to agree on an arbitrator within five (5) days, they shall request from the BMS, state of Minnesota, a list of five (5) qualified arbitrators. The parties shall alternately strike names from the list of five (5) arbitrators until only one name remains. The remaining arbitrator shall hear and decide the grievance. If the parties are unable to agree on who shall strike the first name, the question shall be decided by the flip of a coin.

8.4 SUBMISSION OF GRIEVANCE INFORMATION:

a. Upon appointment of the arbitrator, the appealing party shall, within five (5) days after notice of appointment, forward to the arbitrator, with a copy to the superintendent, the submission of the grievance which shall include the following:

    1. The issues involved
    2. Statement of the facts
    3. Position of the grievant
    4. The written documents relating to this agreement

b. The school district may make a similar submission of information relating to the grievance either before or at the time of the hearing.

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

8.6. DECISION: 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. The arbitrator shall issue a written decision and order including findings of fact that shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.

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

8.8. JURISDICTION: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel.

In considering any issue in dispute, in its order, the arbitrator shall give due consideration to the statutory rights and obligation of the public school district to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

SPECIAL LEAVES AND HOLIDAYS

1. Leaves of absence without pay for personal reasons may be approved by the Superintendent of Schools.

2. The Operations/Maintenance Director shall be granted leave of absence with regular pay on the following holidays:

Independence Day	New Year's Eve Day
Labor Day	New Years Day
Thanksgiving Day	Martin Luther King Day*
Friday after Thanksgiving	President's Day
December 24 (Christmas Eve)	Good Friday
December 25 (Christmas Day)	Memorial Day
	Juneteenth

*MLK Day will only be considered a holiday if school is not in session and no staff work day or staff development day is in session.

3. New Year's Day, Memorial Day, Independence Day, and Christmas Day shall be considered major holidays. When any such holiday falls on a weekend, the closest weekday shall be considered the holiday.

SICK LEAVE

1. Earned Safe & Sick Leave: At the beginning of each contract year, the Operations/Maintenance Director shall be credited with 12 working days of sick leave. If for any reason the Operations/Maintenance Director is no longer employed by the district before the end of the contract year, the number of allowable sick days will be prorated and rounded to the nearest whole. If more than the allowable number of sick days has been used, including any accumulated sick leave, there shall be a deduction from pay for any excess sick leave taken beyond what was earned.

   1.1. Unused sick leave days may accumulate to a maximum credit of two hundred forty (240) days of sick leave.

   1.2. Sick leave with pay shall be allowed by the school district whenever an absence is due to any type of illness, including illness or disability caused or contributed to by pregnancy or childbirth, which prevented the attendance at school and performance of duties on that day or days.

   1.3. Sick leave may be used to cover absences necessitated by the illness or disability of a child, spouse, parent in the need of the Operations/Maintenance Director's personal care or attention. Such care shall be deducted from accumulated sick leave.

   1.4. The Superintendent may require a medical certificate from a qualified physician, or psychiatrist, as evidence of illness. If such a requirement is made, and the Operations/Maintenance Director is billed, the district shall pay the entire cost of such billing.

   1.5. All sick leave allowed under this article shall be deducted from the accrued sick leave days earned by the Operations/Maintenance Director.

   1.6. If the Operations/Maintenance Director is beginning this position as an internal candidate, accumulated sick days will carry forward into this agreement up to the limits of this agreement.

SERIOUS ILLNESS

The Operations/Maintenance Director may be granted up to 6 days of non-accumulated serious illness leave annually which may be used for serious illness leave in the immediate family. The immediate family shall include: spouse, father, mother, brother, sister, children, grandparents, grandparents-in-law, grandchildren, parents-in-law, brother-in-law, sister-in-law, and any other relative or non-relative living in the household with the employee. Three of the six days may be used for extended family or special friend. In the event of a second or any additional deaths to the following members of the immediate family (spouse, children, father, mother, brother, sister, children, grandparents, grandparents-in-law, grandchildren, parents-in-law, brother-in-law, sister-in-law, and any other relative or non-relative living in the household with the employee), additional leave will be granted not to exceed five full days per month. Any additional days taken will be taken at a full deduction of pay.

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the provisions of this agreement. Requests for a personal leave must be made in writing to the Superintendent of schools.

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2. A deduction shall be made from the Operations/Maintenance Director's accumulated sick leave accrual time according to the pro rata portions of days of sick leave time which is used to supplement workers' compensation.

3. Such payment shall be paid by the school district to the Operations/Maintenance Director only during the period of disability.

4. In no event shall the additional compensation paid to the Operations/Maintenance Director by virtue of sick leave pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the employee.

5. The Operations/Maintenance Director who is absent from work as a result of an injury compensable under the Workers' Compensation Act who elects to receive sick leave pay pursuant to this policy shall have deducted either a one-half or a full day of workers' compensation pay from the employee's salary for the days affected by the workers' compensation.

JURY DUTY

1. The Operations/Maintenance Director shall continue to receive his/her regular compensation when called for jury duty. A one-half day or full day of jury duty pay will be deducted from the employee's daily salary.

2. If summoned or subpoenaed to provide testimony or information to any agency, commission, board, legislative committee, arbitrator, or court, during the regular workday, shall be provided leave with pay for each day or part thereof of which the director is required to be absent. The employee shall reimburse the district that compensation, except for mileage reimbursement and meal allowance, which they receive for providing such testimony.

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

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

4. Date of Leave: The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave coincide with some natural break in the school year – i.e., winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like.

5. Duration: In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:
    1. grant any leave more than twelve (12) months in duration;
    2. permit the employee to return to employment prior to the date designated in the request for child care leave.

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

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Upon retirement from full-time employment at age 56 or thereafter, and upon retirement with ten (10) consecutive years of full-time employment in District 508, the Operations/Maintenance Director shall be paid $50 per day for each day accumulated unused sick leave up to a maximum of 225 days. This payment may be deposited into a VEBA or HSA account. In the event of the death of the employee this money is paid to the employee's estate.

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

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STRIKES OR WORK STOPPAGES: The administrator covered by this agreement, in the event of a strike or work stoppage by other groups of district employees, will be on duty in their respective building or in the district administrative office, as directed by the superintendent, if physically possible, for the purpose of carrying out board policy and ensuring the safety of personnel and property.

DURATION

1. DATES: This agreement shall be effective as of July 1, 2026, and shall continue in effect until June 30, 2027. If a new and substitute agreement has not been duly entered into prior to June 30, 2027, the terms of this agreement shall continue in full force and effect until such substitute agreement is adopted, which shall be fully retroactive to July 1, 2027.

2. EFFECT: This master agreement constitutes the full and complete master agreement between the school district and Operations and Maintenance Director. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

3. FINALITY: Any matters relating to the current agreement term, whether or not referred to in this master agreement, shall not be open for negotiation during the term of this master agreement, except by mutual agreement.

4. CONFORMITY OF LAW: If any provision of this agreement or any application of the agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

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

Operations/Maintenance Director	Date
Chairperson of the School Board	Date
Clerk of the School Board	Date

APPENDIX A

OPERATIONS/MAINTENANCE DIRECTOR
SALARY SCHEDULE

Base Salary	
July 2026 - June 30, 2027	$84,624

Additional Compensation:

MAMS Facility Manager Certification	$2,000 per year
Boiler License Special	$1,500 per year
AFO Certification	$1,500 per year

Experience in Saint Peter School District:

0-1 year	$0
2 years	$500
3-4 years	$1,500
5-6 years	$2,000

SAINT PETER PUBLIC SCHOOLS
LEARNING MATTERS

ADDENDUM

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

VII. ACTION ITEMS

7. AGENDA ITEM #7

Subject: Consider Approval of the Verizon Lease Agreement

Action: Requires a Motion

Background: The District owns the tower on SPMS's campus located adjacent to Floyd B. Johnson Stadium. Verizon leases the tower to support its cell equipment. The current lease expires on June 30, 2030. Verizon has presented the district with an amended lease agreement to go into effect on July 1, 2030.

Summary of updated agreement:
- 5 year term commencing on July 1, 2030
- Automatic renewal of 4 consecutive five year terms (20 years)
- $30,000 annual payment
- 5% increase each year for the duration of the agreement

The Business Committee reviewed the updated lease agreement at its July 8 meeting and recommended approval.

Presentation: Superintendent of Schools, Jon Graff

Options/Recommendation: I recommend your approval of the amended lease agreement with Verizon.

SEVENTH AMENDMENT TO ST. PETER TOWER LEASE AGREEMENT

This Seventh Amendment to St. Peter Tower Lease Agreement ("Seventh Amendment") is made, and shall be effective, as of the last date of the signatures below ("Effective Date"), between the Independent School District 508, Saint Peter, Minnesota ("LESSOR"), and Alltel Corporation d/b/a Verizon Wireless ("LESSEE"). LESSOR and LESSEE (or their predecessors in interest) entered into that certain St. Peter Tower Lease Agreement dated July 12, 1995, as may have been previously amended and/or assigned, (the "Agreement"), pursuant to which LESSEE is leasing or licensing from LESSOR a portion of that certain property located at 100 Lincoln Drive, Saint Peter, MN 56082, as more particularly described in the Agreement. LESSOR and LESSEE may be referenced in this Seventh Amendment individually as a "Party" or collectively as the "Parties."

In consideration of the mutual covenants and promises contained in this Seventh Amendment, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree to amend the Agreement as follows:

1. Term. Notwithstanding anything contained in the Agreement to the contrary, the Agreement shall expire on June 30, 2030. Commencing on July 1, 2030, the Agreement shall be extended for five (5) years ("Initial Extension Term"). The term of the Agreement shall thereafter automatically extend for four (4) additional terms of five (5) years each (each, an "Additional Extension Term"), unless LESSEE terminates the Agreement by giving LESSOR notice of such termination at least 30 days prior to the expiration of the Initial Extension Term or then-current Additional Extension Term.

2. Rent. Commencing on July 1, 2030, the annual rent shall be $30,000.00 to be paid annually, in advance to LESSOR or such other person as LESSOR may designate in writing at least 30 days in advance of any rental payment date. Beginning on July 1, 2031, the annual rent shall increase by 4% over the annual rent then in effect and by 4% over the then current annual rent on each one-year anniversary of July 1, 2031 thereafter.

3. Rent Credit. This Seventh Amendment provides for a reduction in rent, effective July 1, 2030. The Parties acknowledge and agree that LESSEE shall be entitled to a credit in the event of any overpayment of rent resulting from said reduction in rent. Such credit shall be applied against LESSEE's rent due under the Agreement.

4. Notice Address. The notice address for LESSEE in the Agreement is hereby amended as follows:

If to LESSEE: Verizon WirelessBasking Ridge Mail Hub
Attn: Legal Intake
One Verizon Way
Basking Ridge, NJ 07920

5. Continued Effect. Except as amended hereby, all of the other terms and conditions of the Agreement shall remain in full force and effect. In the event of a conflict between any term

and provision of the Agreement and this Seventh Amendment, the terms and provisions of this Seventh Amendment shall control. In addition, except as otherwise stated in this Seventh Amendment, all initially capitalized terms shall have the same respective defined meaning stated in the Agreement. All captions are for reference purposes only and shall not be used in the construction or interpretation of this Seventh Amendment.

6. Ratification and Reaffirmation. LESSOR and LESSEE do hereby ratify, reaffirm, adopt, contract for and agree to be, or continue to be, bound by all of the terms and conditions of the above-referenced Agreement. Except as modified by this Seventh Amendment, all of the terms and conditions of the Agreement are incorporated by reference herein as if set forth at length. It is acknowledged and agreed that the execution of this Seventh Amendment by the Parties is not intended to and shall not constitute a release of either Party from any obligation or liability which said Party has to the other pursuant to the Agreement.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, this Seventh Amendment is effective and entered into as of the date last written below.

LESSOR:

Independent School District 508, Saint Peter, Minnesota

By: ______________________________

Name: ______________________________

Title: ______________________________

Date: ______________________________

LESSEE:

Alltel Corporation d/b/a Verizon Wireless

By: ______________________________

Name: ______________________________

Title: ______________________________

Date: ______________________________

ADDENDUM

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

SAINT PETER PUBLIC SCHOOLS
LEARNING MATTERS

VII. ACTION ITEMS

8. AGENDA ITEM #8

Subject: Consider Declaration of Obsolete and Outdated Equipment

Action: Requires a Motion

Background: Board Policy 802 - Disposition of Obsolete Equipment and Material provides direction to the school district on the disposition of obsolete and outdated equipment. This process is used on an as needed basis as equipment is removed from the operations of the district. Included in BoardBook is a list of materials that are being recommended to be deemed obsolete. If approved, this allows the school district to dispose of equipment at auction that is no longer in use.

Presentation: Superintendent of Schools, Jon Graff
Operations and Maintenance Supervisor, Seth Putz

Options/Recommendation: I recommend your approval of declaring the list of equipment as presented as obsolete and outdated.

Date: 07/07/2026

To: Board

From: Seth Putz

Re: Obsolete equipment

The following items have reached the end of their usefulness to the district. I propose they be deemed obsolete and properly remove them from possession of Independent School District #508.

Equipment (amount)	Model #	Serial #
2008 Ford Pickup 4x4 (1)	F250	1FTSF21RX8EA86626
75+ desks	Classroom	N/A
75+ chairs	Classroom	N/A
40 Standing desks	Classroom	N/A
20 lower tables & chairs	Classroom	N/A

Return this form to your Principal or Supervisor to be presented to the School Board.

This equipment can be removed from your work space when the Board has approved its disposal at its regularly scheduled monthly meeting.

ADDENDUM

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

VII. ACTION ITEMS

9. AGENDA ITEM #9

Subject: Consider Approval of New Position - Music Intern

Action: Requires a Motion

Background: In recent years, middle school choir numbers have grown. In support of these sections, the administrative team is proposing the addition of a music intern, a partnership with Gustavus Adolphus College.

The internship would be provided through an application process to a student within GAC's Music Education Program.

Once selected, the intern would work under the supervision of the middle school choir director during choir classes and provide support in various ways including classroom management and differentiated instruction.

The intern would gain valuable experience within the classroom setting and be provided with a stipend of $800/semester.

The Business Committee reviewed this proposal at its July 8 meeting and recommended its approval.

Presentation: Superintendent of Schools, Jon Graff

Options/Recommendation: I recommend your approval of the new Music Intern position.

ADDENDUM

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

VII. ACTION ITEMS

10. AGENDA ITEM #10

Subject: Consider Approval of Three - Year Contract With Adam's Mechanical

Action: Requires a Motion

Background: Adam's Mechanical has served as the district's HVAC service provider for a number of years. New terms were proposed for a three-year contract.

Summary of Terms:

- July 1, 2026 - June 30, 2029
  - Year 1: $110/hour (4.8% increase)
  - Year 2: $112/hour (1.8% increase)
  - Year 3: $114/hour (1.8% increase)

The Business Committee reviewed the proposed contract at its July 8 meeting and recommended approval.

Presentation: Superintendent of Schools, Jon Graff

Options/Recommendation: I recommend your approval of the three - year contract with Adam's Mechanical (July 2026 - June 2029).

INDEPENDENT SCHOOL DISTRICT NO. 508 ST. PETER. MINNESOTA

QUOTATION FORM

June 22, 2026

TO: Mechanical Maintenance Labor Quotation Contractors

St. Peter Public School District #508 is seeking quotes from local mechanical contractors for the purpose of providing mechanical preventive maintenance and repair maintenance for the year of 2021. Specifications and expectations of the mechanical contractor selected to serve the St. Peter School District are outlined below. **Quotations will be received at this office by June 30th, 2026, at 3:00 p.m.**

Quotes to be delivered to: Seth Putz
Director of Operations and Maintenance.
St. Peter Public Schools
100 Lincoln Drive
St. Peter, MN 56082

Please contact Seth Putz at 507-934-5703 ext. 1034 or via email at sputz@stpeterschools.org if you have any questions regarding the specifications or expectations of the mechanical contractor.

SPECIFICATIONS:

- Contract term to be effective July 1, 2026 - June 30, 2029. School reserves the right to reject any or all quotations.
- Minimum of one-hour time charged per call.
- Available 24 hours/day, seven days a week, year-round.
- A minimum of a licensed journeyman is required to be on all calls.
- The maximum charge per event does not exceed $300. Projects in excess of $300 will require prior notification from your firm and separate quotations or prior permission to complete work by the Director of Operations and Maintenance.
- Contractor must provide current Mechanical Contractor Bond from the State of Minnesota with submission of this quotation.
- Contractor will provide current certificate of workmen's compensation, and comprehensive general insurance and shall maintain such insurance in full force and effect in all times work is being performed.
- Work commonly requested will include HVAC and Pneumatic troubleshooting, immediate repairs, preventative maintenance, coordination with district controls contractors and other work associated with HVAC systems.
- Preventative maintenance will include inspecting and providing recommendations to HVAC systems at all sites prior to the start of the heating and cooling season.

- Contractor duties shall encompass the initiation of chiller operations and verification of mechanical performance, followed by decommissioning at the conclusion of the summer period.
- Contractor shall furnish proof that all staff possess necessary permits and have completed routine safety and AHERA training. It is further affirmed that all personnel deployed to the premises are certified to perform tasks safely in the presence of asbestos.
- Non-essential situations will be allowed to accumulate and be completed within a reasonable (5 working days) time period.
- A top priority project. as determined by the district. shall be completed within 36 hours of notification. In the event a licensed mechanic from your firm is not available to complete the priority project within 36 hours, the school district retains the right to contract another mechanical firm to complete the work. If your firm is unable to provide a minimum of a journeyman more than twice, the school district retains the right to void the contract.
- In the event a journeyman or master level mechanic from your firm is not available in district-determined emergency situations, the school district shall have the right to contract another mechanical firm to complete the emergency.
- Separate monthly invoices consisting of name of mechanic, labor hours and materials are required for each visit unless negotiated with the Operations and Maintenance Supervisor. Billings submitted to the district business office by the 1st working day of the month shall be paid on or before the 16th of the month.
- The school district reserves the right to purchase all materials, or any portion of materials, directly from the wholesaler. The school district is a tax-free organization.
- Rates will include all the associated costs. Additional charges for mileage, resources needed to complete work and time to and from shop will not be accepted.
- The School district retains the right to terminate this agreement at the end of each contract year with a 30 day notice to the contractor.

HOURLY RATE PER LICENSED JOURNEYMAN $ 1st year = $110.00, 2nd year = $112.00, 3rd year = $114.00 per/hr

NAME OF PRIMARY MECHANIC ASSIGNED TO SAINT PETER SCHOOLS

CONTRACTOR MECHANICAL CONTRACTOR BOND NUMBER______________

CONTRACTOR SIGNATURE AND TITLE ____

EMAIL ADDRESS ______________________________

COMPANY NAME ____

PHONE NUMBER ______________________________

MAILING ADDRESS ____

CITY, STATE, ZIP CODE ______________________________

ADDENDUM

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

SAINT PETER PUBLIC SCHOOLS
LEARNING MATTERS

VII. ACTION ITEMS

11. AGENDA ITEM #11

Subject: Consider Approval of Updating the Finance Accountant Signer on Specific HomeTown Bank, Pioneer Bank, and MSDLAF Accounts.

Action: Requires a Motion

Background: The District has numerous bank accounts at Board-approved institutions. Due to the retirement of Bee Ong, Finance Accountant, it is necessary for the Board to approve that Melic Thomas, who was hired as Bee's replacement, be authorized as a signer on certain accounts. At the same time, Bee Ong should be removed.

This authorization would be valid for the accounts noted below:

Hometown Bank:
- Health & Dental
- Food Service

Pioneer Bank
- Community Education

MSDLAF
- Liquid, MAX, CD, & Term
- 2024 Bond Proceeds

Presentation: Superintendent of Schools, Jon Graff

Options/Recommendation: I recommend approving Melic Thomas as a signer on The HomeTown Bank, Pioneer Bank and MSDLAF accounts as listed above.

SAINT PETER PUBLIC SCHOOLS
LEARNING MATTERS

TO: Superintendent Jon Graff
School Board Members

FROM: Megan Gracia, Business Manager

DATE: July 6th, 2027

RE: Bank Signer – Melic Thomas

The District has numerous bank accounts at Board-approved institutions. Due to the retirement of Bee Ong, Finance Accountant, it is necessary for the Board to approve that Melic Thomas, who was hired as Bee's replacement, be authorized as a signer on certain accounts. At the same time, Bee Ong should be removed.

This authorization would be valid for the accounts noted below:

Hometown Bank:
- Health & Dental
- Food Service

Pioneer Bank
- Community Education

MSDLAF
- Liquid, MAX, CD, & Term
- 2024 Bond Proceeds

I request that you authorize this change in account signers.

ADDENDUM

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

VII. ACTION ITEMS

12. AGENDA ITEM #12

Subject: Consider Policies for Approval with a Single Reading

Action: Requires a Motion

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

- **Policy 101:** Legal Status of the School District
  - Minor changes to legal references.
- **Policy 101.1:** Name of the School District
  - No changes recommended.
- **Policy 102:** Equal Educational Opportunity
  - No changes recommended.
- **Policy 103:** Complaints - Students, Employees, Parents, Other Persons
  - Minor grammatical/mechanical updates
  - Minor changes to legal references
- **Policy 104:** School District Mission and Equity Statements
  - Minor changes to legal references.

Presentation: Policy Review Committee
Superintendent of Schools, Jon Graff

Options/Recommendation: I recommend your approval of policies 101, 101.1, 102, 103 and 104 in a single reading.

*Adopted:*_________________ *Policy 101*
Orig. 1995
Revised: July 2026 *Rev. 2022*

101 LEGAL STATUS OF THE SCHOOL DISTRICT

I. PURPOSE

A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

II. GENERAL STATEMENT OF POLICY

A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.

B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.

C. The school district has only the powers conferred on it by the legislature; however, the school board's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

III. RELATIONSHIP TO OTHER ENTITIES

A. The school district is a separate legal entity.

B. The school district is coordinate with and not subordinate to the county(ies) in which it is situated.

C. The school district is not subservient to municipalities within its territory.

IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

A. Funds

1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools and authority to manage and expend such funds, subject to applicable law.

2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.

3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.

2. The school district may issue bonds in accordance with the provisions of Minnesota Statutes chapter 475~~Minn. Stat. Ch. 475~~, or other applicable law.

3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.

2. The school district shall manage its property in a manner consistent with the educational functions of the district.

3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.

4. School district officials hold school property as trustees for the use and benefit of students, taxpayers, and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.

2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minnesota Statutes section 465.71~~Minn. Stat. § 465.71~~ or other applicable law.

3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.

4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.

2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

Legal References:
Minn. Const. art. 13, § 1
Minn. Stat. Ch. 123B (School District~~s,~~ Powers and Duties)
Minn. Stat. Ch. 179A (Public Employment Labor Relations)
Minn. Stat. § 465.035 (Public Corporation, Conveyance or Lease of Land)
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights, Powers, Duties; Municipalities~~ of Political Subdivisions~~)
Minnesota Association of Public Schools v. Hanson, 287 Minn. 415, 178 N.W.2d 846 (1970)
Independent School District No. 581 v. Mattheis, 275 Minn. 383, 147 N.W.2d

374 (1966)
Village of Blaine v. Independent School District No. 12, 272 Minn. 343, 138 N.W.2d 32 (1965)
Huffman v. School Board, 230 Minn. 289, 41 N.W.2d 455 (1950)
State v. Lakeside Land Co., 71 Minn. 283, 73 N.W.970 (1898)

Cross References:

MSBA/MASA Model Policy 201 (Legal Status of School Board)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 705 (Investments)
MSBA/MASA Model Policy 706 (Acceptance of Gifts)
MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA School Law Bulletin "F" (School District Contract and Bidding Procedures)

101.1 NAME OF THE SCHOOL DISTRICT

I. PURPOSE

The purpose of this policy is to clarify the name of the school district.

II. GENERAL STATEMENT OF POLICY

Pursuant to statute, the official name of the school district is Independent School District No. 508. However, the school district is often referred to by other informal names. In order to avoid confusion and to encourage consistency in school district letterheads, signage, publications and other materials, the school board intends to establish a uniform name for the school district.

III. UNIFORM NAME

A. The name of the school district shall be Saint Peter Public Schools.

B. The name specified above may be used to refer to the school district and may be shown on school district letterheads, signage, publications and other materials.

C. In official communications and on school district ballots, the school district shall be referred to as Independent School District No.508 (Saint Peter Public Schools), but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document.

Legal References: Minn. Stat. § 123A.55 (Classes, Number)

Cross References:

102 EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not discriminate on the basis of one or more of the following: race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodation for students with disabilities.

B. The school district prohibits harassment and discrimination of any individual based on any of the protected classifications listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence (Policy 413).

C. The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district's corresponding procedures for addressing disability discrimination complaints, refer to the school district's policy on student disability nondiscrimination (Policy 521).

D. The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and school district's corresponding procedures and processes for addressing sexual harassment and discrimination, refer to the school district's policy on Title IX sex nondiscrimination (Policy 522).

E. The school district shall provide equal opportunity for members of each sex and to members of all races and ethnicities to participate in its athletic program. In determining whether equal opportunity to participate in athletic programs is available for the purposes of this law, at least the following factors shall be considered to the extent that they are applicable to a given situation: whether the opportunity for males and females to participate in the athletic program reflects the demonstrated interest in athletics of the males and females in the student body of the educational institution; whether the opportunity for members of all races and ethnicities to participate in the athletic program reflects the demonstrated interest in athletics of members of all races and ethnicities in the student body of the educational institution; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of each sex; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of all races and ethnicities; the provision of equipment and supplies; scheduling of games and practice times; assignment of coaches; provision of locker rooms; practice and competitive facilities; and the provision of necessary funds for teams of one sex.

F. This policy applies to all areas of education including academics, coursework, cocurricular and extracurricular activities, or other rights or privileges of enrollment.

G. Every school district employee shall be responsible for complying with this policy.

H. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
42 U.S.C. § 2000d *et seq*. (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)

Adopted: _________________

Revised: July 2026

Policy 103
Orig. 1995
Rev. 2022~~05~~

103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

I. PURPOSE

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

II. GENERAL STATEMENT OF POLICY

A. Students, parents, employees, or other persons~~,~~ may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.

B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent, who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for ~~the~~ investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.

C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of ~~Minn. Stat. Ch.~~Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act) or other law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 514 (Bullying Prohibition)
MSBA ~~Service Manual, Chapter 13,~~ School Law Bulletin "I" (School Records – Privacy – Access to Data)

Adopted: May 2022 *Policy 104*
Orig. 1997
Reviewed: July 2026 *Rev. 2023*

104 SCHOOL DISTRICT MISSION & EQUITY STATEMENTS

I. PURPOSE

The purpose of this policy is to establish clear statements of the purpose for which the school district exists.

II. GENERAL STATEMENT OF POLICY

The school board believes that mission & equity statements should be adopted. The statements should be based on the beliefs and values of the community, should direct any change effort and should be the basis on which decisions are made. The school board, on behalf of and with extensive participation by the community, should develop a consensus among its members regarding the nature of the enterprise the school board governs, the purposes it serves, the constituencies it should consider, including student representation, and the results it intends to produce.

III. MISSION & EQUITY STATEMENTS

Saint Peter Schools Mission Statement:
To inspire a passion for learning that encourages and enables all individuals to reach their highest potential.

Saint Peter Schools Equity Statement:
We believe each student is unique and can be successful.
We value individual strengths, talents, and identities.
We will cultivate educational environments that provide access, representation, and opportunity.

IV. REVIEW

The school board will review the school district's mission and equity statements every two years, especially when members of the board change. The school board will conduct a comprehensive review of the mission, including the beliefs and values of the community, every five to seven years.

Legal References: Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness
~~Minn. Rule Parts 3501.0010-3501.0180~~
~~Minn. Rule Parts 3501.0200-3501.0270~~

Cross References:

ADDENDUM

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

VIII. INFORMATION ITEMS

1. AGENDA ITEM 1

Subject: Bi-Annual Report on Field Trips

Background: School Board Policy 610 - Field Trips requires that the superintendent, or the superintendent's designee, shall at least bi-annually report to the school board on field trips that involve students and are sponsored by the School District. A report will be given at tonight's meeting on trips taken this school year and planned for next school year.

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

	Date:	July 9, 2026
	To:	Dr. Jon Graff Saint Peter School Board
	From:	Jana Sykora South Elementary Principal
	Re:	South Elementary 2026–2027 Field Trip Plan

The purpose of this memo is to provide the School Board with an overview of the planned field trip experiences for South Elementary students during the 2026–2027 school year. These experiences extend classroom learning through hands-on opportunities that support curriculum, student engagement, and social-emotional development.

The current South Elementary field trip plan includes:

Kindergarten

- **Children's Museum of Southern Minnesota (Spring):** Students explore interactive science exhibits, learn through play, and experience their first out-of-town field trip while building curiosity and confidence.
- **Saint Peter Fire Station (Spring):** Students learn about fire safety, tour a fire truck, meet local firefighters, and gain an appreciation for the role of first responders.

First Grade

- **Ferguson's Fall Harvest (Fall):** Students investigate plant life cycles, agriculture, and how farms provide food and other resources through hands-on science experiences.
- **Ney Nature Center (Winter):** Students may explore seasonal changes, animal adaptations, and living things through outdoor learning. Future participation will depend on adjustments to better enhance our science curriculum, as portions of the 2026 repeated experiential learning activities are already integrated into our curriculum.
- **Saint Peter Public Library (Spring):** Students meet library staff, learn about the upcoming summer reading program and become familiar with library resources that support reading beyond the school year.

To ensure equitable access, Parent Council activity funds are available to assist families so all South Elementary students have the opportunity to participate regardless of financial circumstances. Additional instructional experiences that occur within the City of Saint Peter or are within walking distance of South Elementary are not included in this summary.

Please let me know if you have any questions regarding the 2026–2027 South Elementary field trip plan.

Date: July 8, 2026

To: Dr. Jon Graff
Saint Peter School Board

From: Darin Doherty
North Elementary Principal

Re: North Elementary 2026–2027 Field Trip Plan

The purpose of this memo is to provide the School Board with an overview of the planned field trip experiences for North Elementary students during the 2026–2027 school year. These experiences are designed to extend classroom learning through authentic, hands-on opportunities that support district curriculum, student engagement, and social-emotional development.

The current field trip plan includes the following grade-level experiences:

- **Second Grade**
    - Gustavus Adolphus College Arboretum (Spring) – Outdoor environmental learning experience. Transportation costs are limited to in-city busing.
    - Picklebarn in Mankato (Spring) – Social-emotional learning experience with an approximate admission cost of $3 per student.
- **Third Grade**
    - Minnesota Science Museum (Spring) – Science curriculum extension supporting Minnesota Academic Standards. Costs include transportation and a student admission fee of approximately $2–3 per student. Scholarships are typically available to offset admission costs.
- **Fourth Grade**
    - Farmamerica in Waseca (Spring) – Agricultural literacy and STEM learning experience with transportation costs limited to busing.
    - Nicollet County Fairgrounds Kindness Retreat (Spring) – Character education and leadership experience. Expenses are generally supported through grants and community donations.

To ensure equitable access, **Saints Funds** are available to provide financial assistance so that every student has the opportunity to participate regardless of financial circumstances. Additionally, classrooms may participate in other instructional experiences throughout the year that occur within the City of Saint Peter or are within walking distance of the school and therefore are not included in this annual summary.

These field experiences align with district goals of providing engaging, real-world learning opportunities while reinforcing classroom instruction and supporting the development of the whole child.

Please let me know if you have any questions regarding the 2026–2027 North Elementary field trip plan.

MEMO TO: Dr. Jon Graff
School Board

FROM: Jessi Buttell

DATE: July 8, 2026

RE: Middle School Trips

The following are the Saint Peter Middle School trips for 2025-2026 and 2026-2027.

Instructional

5th Grade:
- History Fest
- Minnesota Zoo

6th Grade:
- Bizz Town
- Ski Trip

7th Grade:
- History Day

Supplemental
- Gustavus Science & Nature Conference (**5th Grade**)
- South Central Service Cooperative Young Writers & Artists Conference (**5th & 6th Grade**)

MEMO TO: Dr. Graff
School Board

FROM: Annette Engeldinger

DATE: July 9, 2026

RE: High School Trips

The following are the Saint Peter High School trips for the 2026-2027 school year.

FFA:

- **Destination:** Northern Italy, Sustainable Farming
- **Dates:** July 22-30, 2026
- **Travel Company:** EF Educational Tours
- **Cost:** $4,200

Choir:

- **Destination:** Spain
- **Dates:** March 4 - 12, 2027
- **Travel Company:** Grand Tours
- **Cost:** $4,495

World Language:

- **Destination:** Concordia Language Village
- **Dates:** April 2027
- **Cost:** $370

SAINT PETER PUBLIC SCHOOLS
LEARNING MATTERS

ADDENDUM

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

VIII. INFORMATION ITEMS

2. AGENDA ITEM 2

Subject: Activities Update

Background: Shea Roehrkasse will provide an Activities Update.

Presentation: Activities Director, Shea Roehrkasse

ADDENDUM

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

VIII. INFORMATION ITEMS

3. AGENDA ITEM 3

Subject: Buildings and Grounds Update

Background: Seth Putz will provide an update on district facilities.

Presentation: Operations and Maintenance Supervisor, Seth Putz