



Saint Peter Public Schools

Regular School Board Meeting Minutes

Date: Wednesday, August 19, 2026

Location: Saint Peter Community Center – Governor's Room

Attendance:

- Members Present: Ken Rossow, Tracy Stuewe, Charlie Potts, Bill Kautt and Kate Martens
- Members Absent: Rita Rassbach and Drew Dixon
- Others Present: Ytive Prafke, Jana Sykora, Darin Doherty, Jessica Buttell, Annette Engeldinger, Jon Graff, Megan Gracia, Seth Putz and Kimberley Deming

1. Call to Order & Agenda Approval

- **Call to Order:** Chair Potts called the meeting to order at 5:10 p.m.
- **Approval of Agenda:** A motion was made by Stuewe, seconded by Martens, to adopt the agenda as presented. The motion carried unanimously by the members present.

2. Consent Agenda

The consent agenda items listed below were approved on a motion by Rossow, seconded by Stuewe. The motion carried unanimously by the members present.

- **Minutes:**
 - Approval of the Regular Board Meeting minutes of July 15, 2026.
- **Bills & Wire Transfers:**
 - Approval of payments totaling \$6,116,742.56 for July 2026.
- **Approval of Renewals for the Following Staff Agreements:**
 - Behavior Support Assistant
 - Reading Support Assistant
 - School Part-Time Nurse
- **Personnel Changes:**
 - Hiring: Approval of the hiring of Lathe Bly, Courtney Colton, Mikkell Feldmann, Claire Davis, Jada Richardson, Lisa Orback, Jennifer Leonard, Spencer Skjelstad, Aisha Sheikhomar, Ella Osborn, Corrington Jones Jr., Nathan Colum and Alishia Pete
 - Retirements: Acceptance of the retirement of Martha Devine
 - Resignations: Acceptance of resignations from Lisa Enz, Abby Feyereisen, Danielle Nelson and Magnus Soderlund
 - Transfers: Approval of transfers for Betsy Blume and Nicole Long

3. Action Items

- **Approval of Resolution Accepting Donations:** A motion was made by Kautt, seconded by Rossow, to approve a resolution accepting grants from the Mankato Area Foundation for the Flex Farm: Fresh Food for Thought project and Friends of Learning Backpack

Program, as well as a donation of musical scores and digital permissions from the Saint Peter Community Choir for use by the Saint Peter High School Choir. Following a roll call vote, the motion passed 5-0 (with two members absent).

- *Voting Yes:* Rossow, Stuewe, Potts, Kautt and Martens
- *Voting No:* None
- *Absent:* Rassbach and Dixon

- **Approval of Changes to the 2026-2027 Student Handbooks:** On an annual basis, the School Board is presented with recommended changes to K-12 Student Handbooks. Building Principals presented information regarding changes to their respective handbooks. A motion was made by Martens, seconded by Stuewe, to approve the 2026-2027 Student Handbooks as presented. The motion carried unanimously by the members present.
- **Approval of Changes to the 2026-2027 Crisis Management Plan:** Policy 806: Crisis Management requires annual board review and approval of the district's Crisis Management Plan. Principal Jessica Buttell provided an overview of updates to the 2026-2027 plan, which includes condensing the Crisis Management Plan from individual building documents into one district-wide document. Updates also include the addition of the Cardiac Emergency Response Plan, which is required per Minnesota Statute by the start of the 2026-2027 school year. Rossow made a motion, seconded by Kautt, to approve the 2026-2027 Crisis Management Plan as presented. The motion carried unanimously by the members present.
- **Approval of Changes to the Mobile Device Handbook:** Superintendent Graff informed the board that Technology Director Gus Sorbo reviewed the Mobile Device Handbook and has made an update to the replacement cost of lost chromebooks. This fee is changing due to the increased cost associated with purchasing new replacement devices. Martens made a motion, seconded by Stuewe, to approve the 2026-2027 Mobile Device Handbook as presented. The motion carried unanimously by the members present.
- **Approval of Adult Meal and Second Entrée Prices for 2026-2027:** Based on Federal Government and MDE guidance, the district's adult breakfast and lunch meal prices will be adjusted to \$2.55 and \$5.30 respectively. Per the recommendation of Food Service Director Emily Craig, breakfast and lunch second entrée prices will increase to \$1.75 and \$2.25 respectively. There will also be a slight increase in milk prices. These changes are due to increased food costs. A motion was made by Kautt, seconded by Rossow, to approve the changes as presented. The motion carried unanimously by the members present.
- **Approval of the Verizon Lease Agreement:** Superintendent Graff reminded the board of the proposed updates to the Verizon Lease Agreement, which is scheduled to renew on July 1, 2030. Graff shared information he received from Verizon regarding the district's liability in the event of a catastrophic tower failure. A motion was made by Rossow, seconded by Kautt, to approve moving forward with the amended Verizon Lease Agreement. The motion carried unanimously by the members present.
- **Policies for Approval in a Single Reading:** Superintendent Graff informed the Board that Policies 201 (Legal Status of the School Board), 202 (School Board Officers), 203 (Operation of the School Board), 204 (School Board Meeting Minutes) and 530 (Immunization Requirements) were reviewed as part of the district's regular policy cycle, and updates include minor or no changes at all. A motion was made by Martens and seconded by Kautt to approve these policies with a single reading. The motion carried unanimously by the members present.

- **Approval of Assigning TIF Funds to North HVAC and District Wide Roofing Projects:**
The district received a one-time payment of \$782,282.15 as a result of the maturation of local TIF districts. Business Manager Megan Gracia recommended assigning these funds to the North HVAC and District Wide Roofing Projects Fund. Should other needs arise, assigned funds can be shifted by the board or business manager. Martens made a motion, seconded by Rossow, to approve assigning these TIF Funds to the HVAC and District Wide Roofing Projects Fund. The motion carried unanimously by the members present.

4. Information Items

- Following a review by the Policy Committee at their August 17 meeting, the Board was presented with the first reading of proposed revisions to Policy 533 (Wellness). Superintendent Graff provided an update on the Wellness Policy Triennial assessment, as well as recommendations for policy language changes.
- *Buildings and Grounds update* - Operations and Maintenance Director Seth Putz updated the board on current district facility projects. Mr. Putz reported that the high school gymnasium flooring project is complete, the high school chiller project remains on schedule for completion prior to the start of the 2026-2027 school year, the football field press box project will be finished by early September, and the Mend the Middle project continues to move forward on schedule and on budget.

5. Reports

- **Special Programs Administrator:**
 - The district wrapped up its 15th successful year of the Read and Feed Program
 - 213 K-8 students and 32 preschoolers attended Summer Programming
- **South Elementary:**
 - K-1 enrollment numbers are looking great
 - The district's back to school conference scheduler will open on August 24
 - New Teacher Workshop will be held August 26 and 27
 - Workshop Week will be held August 31 - September 3
 - The Welcome Back Staff Breakfast at GAC will be held September 3.
- **Saint Peter Middle School:**
 - K-8 enrollment numbers are looking great
 - The middle school is looking good and Principal Buttell is excited to get back in the building
- **Saint Peter High School:**
 - An open house for all students will be held on September 2 from 3-7pm
 - Back to school pictures will be taken during the September 2 open house
- **Superintendent of Schools:** Excitement for the start of the school year is building
- **Around the Table Updates:** nothing noted
- **Board Committee Updates:** nothing noted

6. Upcoming Meetings

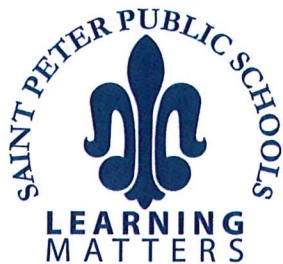
- **Business Committee Meeting:** September 9, 2026, at 10:00 AM (District Office)
- **Policy Committee Meeting:** September 9, 2026, at 4:00 PM (District Office)
- **Education Committee Meeting:** September 10, 2026, at 1:00 PM (District Office)
- **Regular School Board Meeting:** September 16, 2026, at 5:00 PM (TBD)

7. Adjournment

A motion was made by Stuewe, seconded by Kautt, to adjourn the meeting at 6:43 p.m. The motion carried unanimously by the members present.

Date Approved:

Kate Martens, Board Clerk



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

Date: September 16, 2026

To: Dr. Jon Graff - Superintendent

From: Melic Thomas - Finance Accountant

Monthly Business Office bills & Payroll Amounts:

August 2026 - Business Office checks	\$2,170,529.43
August 2026 - Business Office wire payments	\$1,272,822.32
August 2026 - Payroll	\$1,090,109.19
	\$4,533,460.94

Monthly Student Activity Amounts:

July 2026 - South Elementary	\$0.00
July 2026 - North Elementary	\$0.00
July 2026 - Middle School	\$18.00
July 2026 - High School	\$0.00
	\$18.00

St. Peter Public Schools	Aug-26	
Outgoing Wire Payments		
MSDLAF to USBank - 2022 Refunded Bond		
MSDLAF to USBank - 2024 Bond		
BCBS - medicare health	8/21/2026	8,828.00
Medicare Blue RX - July		0.00
Life		0.00
LTD		0.00
NIS - MN Paid leave premium - August	8/5/2026	3,960.95
VISA	August	10,548.77
IRS federal payroll taxes	8/14/2026	182,270.72
IRS federal payroll taxes	8/31/2026	157,378.24
MN state payroll taxes	8/3/2026	29,641.04
MN state payroll taxes	8/17/2026	31,659.91
MN UI Fund		
PERA payments	8/14/2026	24,488.17
PERA payments	8/31/2026	21,158.46
TRA payments	8/14/2026	116,453.33
TRA payments	8/31/2026	102,684.81
Education MN/ESI	8/14/2026	2,112.50
Education MN/ESI	8/31/2026	2,062.50
Horace Mann	8/3/2026	2,901.66
Horace Mann	8/14/2026	1,780.83
Horace Mann	8/31/2026	3,539.17
Ameriprise/NBSGroup Bill	8/3/2026	2,425.00
Ameriprise/NBSGroup Bill	8/14/2026	2,425.00
Ameriprise/NBSGroup Bill	8/31/2026	2,425.00
Colonial Life	8/6/2026	16,225.39
EyeMed	8/10/2026	1,322.83
Arbiter-Pre fund		
HomeTown - Dental direct debits	8/3/2026	3,269.92
HomeTown - Dental direct debits	8/10/2026	5,621.61
HomeTown - Dental direct debits	8/18/2026	3,490.43
HomeTown - Dental direct debits	8/21/2026	1,958.32
HomeTown - Dental direct debits	8/24/2026	4,175.92
HomeTown - Dental direct debits	8/31/2026	6,844.25
HomeTown - BCBS debits	8/6/2026	135,117.87
HomeTown - BCBS debits	8/13/2026	44,598.62
HomeTown - BCBS debits	8/20/2026	31,460.78
HomeTown - BCBS debits	8/27/2026	39,336.89
HomeTown - Healthiest You	8/5/2026	2,961.00
FNB HSA/VEBA-Medsurety/Matrix Trust	August	267,694.43
Total Outgiong Wire Payments		1,272,822.32