

Saint Peter Public Schools

Regular School Board Meeting Minutes

Date: Wednesday, September 16, 2026

Location: Saint Peter City Hall

Attendance:

- Members Present: Rita Rassbach, Ken Rossow, Tracy Stuewe, Charlie Potts, Bill Kautt, Drew Dixon and Kate Martens
- Members Absent: None
- Others Present: Ytve Prafke, Jana Sykora, Darin Doherty, Jessica Buttell, Annette Engeldinger, Jon Graff, Megan Gracia, Kimberley Deming and members of the public.

1. Call to Order & Agenda Approval

- **Call to Order:** Chair Potts called the meeting to order at 5:01 p.m.
- **Approval of Agenda:** A motion was made by Stuewe, seconded by Kautt, to adopt the agenda as presented. The motion carried unanimously.

2. Consent Agenda

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

- **Minutes:**
 - Approval of the Regular Board Meeting minutes of August 19, 2026.
- **Bills & Wire Transfers:**
 - Approval of payments totaling \$4,533,460.94 for August 2026.
- **Personnel Changes:**
 - Hiring: Approval of the hiring of Thomas Miller, Alessandra Mersman, Jill Schaffer, Heidi Niemeyer, Jeremy Bahr, Elizabeth White, Michelle Budach, Danika Hiniker, Georgia McManus, Corrington Jones-Collier, Kerri Ambrose, Marilyn Stutsman, Anna Goodman, Sonja Schoenecker, Britni Klatt, Leah Seath, Karen Mehlhaff, Lindsay O'Donnell, Mackynzie Leonard, Gabrielle Hoernemann, Olivia Denzer, Stephanie Moldaschel, William Helder and Drake Smuder.
 - Resignations: Acceptance of resignations from Alejandra Bonilla Hirdman, Kaia Meyer, Ainsley Thode, Mara Lien, Theresa Lekander, Keona Sisler, Bridget Mullaly, Shannon Ziegler, Lorna Sandvik, Michele Blaschko and Sheila Truebenbach.
 - Transfers: Approval of a transfer for Brad Boyer.

3. Action Items

- **Approval of Resolution Accepting Donations:** A motion was made by Kautt, seconded by Martens, to approve a resolution accepting donations from Steve and Lynn Kidder and Steve and Lori Kershner. These contributions were donated to the Saint Peter Community Choir in memory of Alan Brufat. Following a roll call vote, the motion passed 7-0.

- *Voting Yes:* Rassbach, Rossow, Stuewe, Potts, Kautt, Dixon and Martens
 - *Voting No:* None
 - *Absent:* None
- **Consider Certification of Preliminary 2026 Pay 2027 Levy:** On an annual basis, the School Board has the responsibility to set the levy for property taxes. Business Manager Megan Gracia presented preliminary figures for the initial 2026 pay 2027 levy. The final levy amount will be set at the December Board meeting. Kautt made a motion, seconded by Dixon, to recommend certifying the maximum allowable levy. The motion carried unanimously.
 - **Consider Approval of 2026-2027 Substitute Rates:** Periodically, the Administrative Team makes a recommendation to the Board to update the rates of pay for the district's substitute staff. Superintendent Graff presented recommendations for changes to the rates for substitute office support staff and interpreters. A motion was made by Rossow, seconded by Rassbach, to approve the rates as presented. The motion carried unanimously.
 - **Consider Approval of Math Pilot Curriculum Purchase:** Policy 606 gives the School Board final authority over decisions regarding the selection of textbook and instructional materials. A recommendation was made by the district's Curriculum Coordinator, Darin Doherty, to purchase math curriculum materials to be used as a high school pilot program in conjunction with the ongoing math curricular review process. A motion was made by Martens, seconded by Kautt, to approve the one year purchase of Amplify Desmos Math and Concepts and Connections to be piloted during the 2026-2027 school year. The motion carried unanimously.
 - **Policies for Approval with a Second Reading:** A motion was made by Stuewe, seconded by Martens, to approve Policy 533 with a second reading. Superintendent Graff reminded the School Board that the recommended updates to policy language regarding managing food and beverages served at class parties and celebrations, addressing triennial assessment results to the public, and addressing a plan to update this plan based on triennial assessment results, must be implemented for the district to remain compliant with Federal Law. The motion carried unanimously.
 - **Policies for Approval in a Single Reading:** Superintendent Graff informed the Board that Policies 402 (Disability Nondiscrimination), 423 (Employee-Student Relations), 521 (Student Disability Nondiscrimination) and 722 (Public Data and Data Subject Requests) were reviewed as part of the district's regular policy review cycle, and updates include minor language changes that reflect legislative updates. A motion was made by Martens and seconded by Rassbach to approve these policies with a single reading. The motion carried unanimously.

4. Information Items

- Superintendent Graff presented the Board with the first reading of proposed revisions to Policies 524 (Internet, Technology, and Cell Phone Acceptable Use and Safety), 613 (Graduation Requirements) and 621 (Literacy and the Read Act). Due to the significance of the language changes taking place within these policies, the Policy Committee wanted to provide the Board an opportunity to review the recommended updates.
- Quarterly Fund Balance Tracker - Business Manager Gracia provided updates to the School Board regarding expenditure and revenue budget variations that have been identified on the Quarterly Fund Balance Tracker.

5. Reports

- **Special Programs Administrator:**
 - Early Childhood classes are in full swing
 - Students are developing relationships and routines
- **South Elementary:**
 - Close to 100% of families attended entrance conferences
 - Students are practicing school safety and new school routines
 - September is Attendance Awareness month
 - Staff and students are celebrating Hispanic Heritage Month
- **OLA**
 - Students are learning new routines
 - Staff and students are celebrating Hispanic Heritage Month
- **North Elementary**
 - A building wide assembly took place on Friday, September 18
 - Students are practicing all aspects of back to school safety
- **Saint Peter Middle School:**
 - A PBIS assembly took place on Friday, September 18
 - Students are practicing school safety and Standard Response Protocol procedures
 - Education students from Gustavus will begin supporting teachers in classrooms
- **Saint Peter High School:**
 - 70% of 9-11 grade students attended the September 2 open house
 - Rock Bend being located at the high school is going well
- **Superintendent of Schools:**
 - Graff gave an update regarding recent phishing attacks on the district
 - Reminded the Board of upcoming study session dates
- **Around the Table Updates:**
 - Rassbach - the middle school building looks fantastic
 - Rossow - appreciates that the Rock Bend program is available for students
 - Stuewe - the middle school building looks great
 - Kautt - thanked the district for a great welcome back program at Gustavus
 - Dixon - phases of the middle school project are coming together quite well
 - Martens - expressed excitement for the start of the school year and reminded individuals of the NAPAC walk on 10/5.
- **Board Committee Updates:** Superintendent Graff gave a brief update on the OFC athletic trainer contract.

6. Upcoming Meetings

- **School Board Study Session:** September 23, 2026, at 5:00 PM (SPMS Media Center)
- **School Board Study Session:** October 7, 2026, at 5:00 PM (SPMS Media Center)
- **Education Committee Meeting:** October 8, 2026, at 1:00 PM (District Office)
- **Business Committee Meeting:** October 14, 2026, at 10:00 AM (District Office)
- **Policy Committee Meeting:** October 14, 2026, at 4:00 PM (District Office)
- **Regular School Board Meeting:** October 21, 2026, at 5:00 PM (City Hall)

7. Adjournment

A motion was made by Stuewe, seconded by Rassbach, to adjourn the meeting at 6:05 p.m. The motion carried unanimously.

Date Approved: October 21, 2026

Kate Martens, Board Clerk



Saint Peter Public Schools

Study Session School Board Meeting Minutes

Date: Wednesday, September 23, 2026

Location: Saint Peter Middle School - Media Center

Attendance:

- Members Present: Rita Rassbach, Ken Rossow, Charlie Potts, Bill Kautt and Kate Martens
- Late Arrival: Tracy Stuewe arrived at 5:33 p.m.
- Members Absent: Drew Dixon
- Others Present: Gail Gilman, Jon Graff and Kimberley Deming

Call to Order & Agenda Approval

- Chair Potts called the meeting to order at 5:01 p.m.
- A motion was made by Rassbach seconded by Martens, to adopt the agenda as presented. The motion carried unanimously by members present.

MSBA Strategic Planning Presentation

Gail Gilman, MSBA Director of Strategic Planning and Board Leadership, presented detailed information regarding the Minnesota School Boards Association's (MSBA) strategic planning services. These services assist school boards and superintendents with establishing long-term direction, meeting state legal requirements, and improving student learning.

Service Scope & Process

- **Meeting Structure:** The standard process includes five sessions:
 1. One Listening Session Meeting
 2. Three framework creation meetings focused on developing the district's belief statements, mission statement, vision statement, goals, and objectives.
 3. One meeting dedicated to clarifying the Strategic Planning Committee's work.
- **Stakeholder Input:** MSBA administers anonymous community and internal surveys to pinpoint strengths, priorities, and areas for improvement, providing summary reports to leadership.

During the presentation, MSBA outlined that its role is to support the Board in setting school district direction and goals, while the Board provides governance, formalizes the plan, allocates resources, and monitors progress. School district staff remain responsible for developing the action plan to achieve these goals.

The base fee for this service incorporates travel, preparation, facilitation, and a comprehensive final report to direct administration implementation.

Board Strategic Planning Discussion

Following discussion, the School Board consensus was to move forward with further consideration at the upcoming Education Committee meeting. If appropriate, the Education Committee will present a formal recommendation for full board approval at the October 21, 2026 Regular School Board meeting.

Upcoming Meetings

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- **Business Committee Meeting:** October 14, 2026, at 10:00 AM (District Office)
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- **Regular School Board Meeting:** October 21, 2026, at 5:00 PM (City Hall)

Adjournment

A motion was made by Martens, seconded by Rassbach, to adjourn the meeting at 6:10 p.m. The motion carried unanimously.

Date Approved: October 21, 2026

Kate Martens, Board Clerk



Saint Peter Public Schools

Study Session School Board Meeting Minutes

Date: Wednesday, October 7, 2026

Location: Saint Peter Middle School - Media Center

Attendance:

- Members Present: Rita Rassbach, Ken Rossow, Bill Kautt, Drew Dixon and Kate Martens
- Late Arrivals: Tracy Stuewe at 5:08 p.m. and Charlie Potts at 5:12 p.m.
- Early Departure: Charlie Potts at 5:58 p.m.
- Others Present: Ytve Prafke, Jana Sykora, Darin Doherty, Jessica Buttell, Annette Engeldinger, Jon Graff and Kimberley Deming

Call to Order & Agenda Approval

- Vice Chair Dixon called the meeting to order at 5:00 p.m.
- A motion was made by Rassbach seconded by Kautt, to adopt the agenda as presented. The motion carried unanimously by members present.

Annual Report on Student Achievement

Each year the school district engages in regular and ongoing data collection and reporting to stakeholders regarding student achievement. Principal Jessica Buttell discussed details from *The Annual Report on Student Achievement*, an in-house report that identifies student performance across various standardized assessments. Mrs. Buttell provided a description of state-required assessments for Minnesota and highlighted details from the *North Star Report*, which summarizes student achievement and growth within identified areas. Additionally, Principal Buttell summarized the MCA Math, Reading, and Science results. The Board discussed proficiency levels, academic achievement, and student cohort trends across the district. A snapshot of the Saint Peter ISD 508 District Testing and Assessment Calendar for the 2026-2027 school year was also provided.

District and Building/Program Level Strategic Plans

Superintendent Graff shared a draft of district-level commitments, initiatives, and strategic plans for the 2026-2027 school year. Key priorities for the district include implementing the newly adopted curriculum improvement plan, improving delivery of the Multi-tiered System of Supports (MTSS), continuing the implementation of culturally responsive pedagogy, and completing a comprehensive strategic planning process for 2027-2028 through 2031-2032. Each building principal then presented their strategic initiatives, key performance indicators, and critical action plans for the upcoming school year.

Superintendent Goals

Dr. Graff presented a draft of his Superintendent Goals for the 2026-2027 school year, which have been developed in alignment with his vision for Saint Peter Public Schools, previous strategic plans, and current district priorities. Superintendent Graff noted that these goals align with the district's mission to inspire a passion for learning that enables all individuals to reach their highest potential. His five key goals include:

- Ensuring that the Mend the Middle Project remains on time and within budget.
- Strengthening community partnerships.
- Ensuring fiscal and organizational management.
- Improving student learning outcomes.
- Completing a comprehensive strategic planning process for 2027-2028 through 2031-2032.

Upcoming Meetings

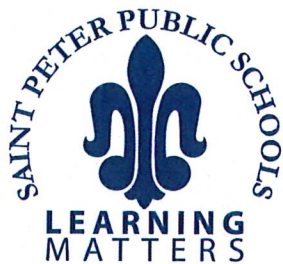
- **Education Committee Meeting:** October 8, 2026, at 1:00 PM (District Office)
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- **Regular School Board Meeting:** October 21, 2026, at 5:00 PM (City Hall)

Adjournment

A motion was made by Stuewe, seconded by Rassbach, to adjourn the meeting at 7:05 p.m. The motion carried unanimously by members present.

Date Approved: October 21, 2026

Kate Martens, Board Clerk



DISTRICT OFFICE
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507-934-2805 (Fax)
www.stpetersschools.org

Date: October 21, 2026

To: Dr. Jon Graff - Superintendent

From: Melic Thomas - Finance Accountant

Monthly Business Office bills & Payroll Amounts:

September 2026 - Business Office checks	\$4,014,378.90
September 2026 - Business Office wire payments	\$1,160,849.88
September 2026 - Payroll	\$1,128,016.95
	\$6,303,245.73

Monthly Student Activity Amounts:

August/September 2026 - South Elementary	\$0.00
August/September 2026 - North Elementary	\$0.00
August/September 2026 - Middle School	\$0.00
August/September 2026 - High School	\$0.00
	\$0.00

St. Peter Public Schools	Sep-26	
Outgoing Wire Payments		
MSDLAF to USBank - 2022 Refunded Bond		
MSDLAF to USBank - 2024 Bond		
BCBS - medicare health	9/22/2026	8,407.00
Medicare Blue RX - July	9/1/2026	8,140.00
Life	9/1/2026	3,145.27
LTD	9/9/2026	3,958.42
NIS - MN Paid leave premium - September	9/2/2026	13,352.73
VISA	September	23,021.16
IRS federal payroll taxes	9/15/2026	171,502.59
IRS federal payroll taxes	9/30/2026	184,687.89
MN state payroll taxes	9/1/2026	26,708.34
MN state payroll taxes	9/16/2026	30,202.97
MN UI Fund		
PERA payments	9/15/2026	21,696.81
PERA payments	9/30/2026	30,191.62
TRA payments	9/15/2026	110,989.17
TRA payments	9/30/2026	112,752.14
Education MN/ESI	9/1/2026	50.00
Edu Benefits Cons (Horace Mann, Ameriprise, ...)	9/15/2026	8,949.83
Colonial Life	9/3/2026	2,415.64
Colonial Life	9/4/2026	13,671.11
EyeMed	9/2/2026	1,322.83
Arbiter-Pre fund	9/2/2026	15,000.00
Arbiter-Pre fund	9/14/2026	15,000.00
Arbiter-Pre fund	9/24/2026	15,000.00
HomeTown - Dental direct debits	9/8/2026	6,939.73
HomeTown - Dental direct debits	9/14/2026	3,467.84
HomeTown - Dental direct debits	9/21/2026	4,095.67
HomeTown - Dental direct debits	9/22/2026	1,951.04
HomeTown - Dental direct debits	9/28/2026	2,941.79
HomeTown - BCBS debits	9/3/2026	140,709.08
HomeTown - BCBS debits	9/10/2026	55,979.57
HomeTown - BCBS debits	9/17/2026	36,570.69
HomeTown - BCBS debits	9/24/2026	53,495.81
HomeTown - Healthiest You	9/2/2026	2,737.75
FNB HSA/VEBA-Medsurety/Matrix Trust	September	31,795.39
	Total Outgiong Wire Payments	1,160,849.88