



TO: Members of the School Board
Dr. Jeff Olson

FROM: Jana Sykora

DATE: June 25, 2025

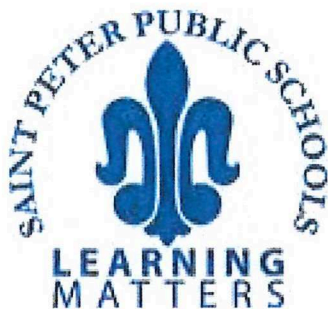
RE: Carol Glass Retirement

I'm writing to recommend acceptance of the retirement of Carol Class, special education paraprofessional at South Elementary, effective July 31, 2025.

Carol has been part of the South Elementary team for 30 years, and it's hard to imagine our building without her. She's known for her patience, warmth, and steady presence—someone who brings calm to any situation. Carol has a lovely sense of humor and a special way of connecting with students; it's clear they know how much she cares. Teachers count on her, and so often, she's the one quietly making sure things run smoothly.

We're so thankful for everything Carol has brought to South over the years. She'll be deeply missed, and we wish her nothing but the best as she steps into a well-earned retirement.

CC: Carol Glass, grp_hire_para



MEMO TO: Members of the School Board
Dr. Olson

FROM: Emily Craig

DATE: 6/17/2025

SUBJECT: Food Service resignation

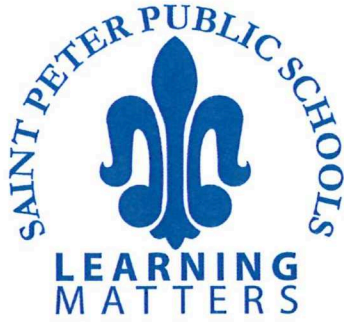
Nikki McClintock is resigning from Head Cook at St. Peter High School.

June 4rd, 2025

Nikki has been a staple of this kitchen for many years and it is with a heavy heart that we let her go into retirement. She will be greatly missed by me, the staff and the students.

We wish Nikki all the best in her retirement. The school will not be the same without her.

CC: Nikki McClintock



June 30th, 2025

To: Jon Graff

From: Seth Putz
Operations and Maintenance Supervisor

RE: Termination of Employment

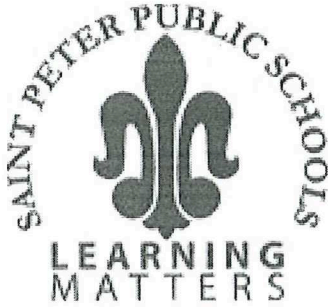
Please consider the following recommendation regarding the termination of Molly Moller's employment from her position at the St. Peter High School as an afternoon custodian.

Termination of Employee Summary

- Highschool School Afternoon Custodian
- Last day of employment- June 30, 2025

Thank you for your consideration and if you have any questions, please contact me.

Cc: Ytive Prafke
Bob Ploog
Eric Andreska



MEMO TO: Members of the School Board
Dr. Olson

FROM: Emily Craig

DATE: 6/17/2025

SUBJECT: Food Service Step down

Michelle Leonard is stepping down from Head Cook at South Elementary. This position change will take effect June 30th. Last day of the contract.

Michelle will stay with the district food service in a 6.5 hour position location to be determined.

CC: Michelle Leonard



MEMO TO: Dr. Jeff Olson
District 508 School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: June 16, 2025

SUBJECT: FMLA and Long-term Substitute

I am recommending the hire of **Kailee Byrd - AppNo: 7865** as a long-term substitute teacher to provide reading intervention services at North Elementary School during **Ashley Pope's** approved leave of absence.

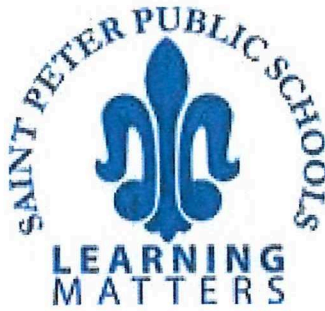
Ms. Pope will begin an intermittent leave starting August 25, 2025, through September 8, 2025. During this time, Ms. Byrd will serve as a substitute teacher and will be paid the regular substitute rate of \$180 per day.

Ms. Pope's leave will then continue in full from September 15, 2025, through November 20, 2025, during which Ms. Byrd will provide consistent reading intervention instruction in her absence. Per ARTICLE 34, SECTION 5 of the Master Agreement, teachers who substitute for the same classroom teacher for a period of 30 consecutive days or longer shall be placed on the salary schedule retroactively to the beginning of the assignment. Therefore, Ms. Byrd may be compensated retroactively from September 15, 2025, at Lane BA, Step 1 of the teacher salary schedule.

Ms. Pope is scheduled to return to her position on November 21, 2025, which will also be Kailee Byrd's last day of employment, allowing them to coordinate on services for student continuity of learning.

Please let me know if you need any additional information to process this assignment.

CC: grp_hire_certified <grp_hire_certified@stpetersschools.org>
Kailee Byrd <ktgirl1996@gmail.com>
Ashley Pope <apope@stpetersschools.org>



MEMO TO: Dr. Jeff Olson
District 508 School Board

FROM: Darin Doherty, Principal
North Elementary School
Jana Sykora, Principal
South Elementary School

DATE: June 25, 2025

SUBJECT: Health Office Paraprofessional Hire

A new health assistant paraprofessional position has been created to support student needs across both South Elementary and North Elementary. This position will be split between the two buildings, with approximately half of yearly scheduled hours served at each school on student contact days. We are recommending the following candidate:

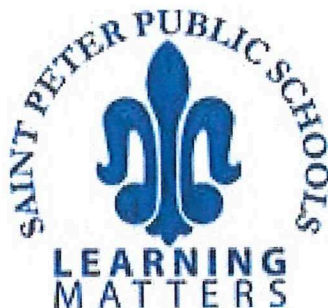
Kara Nagle – 6.75 hours/student contact day at a rate of \$19.95/hour (Step 6, Health Assistant Lane). Kara will begin her duties on the first student day of the 2025–26 school year.

Kara brings multiple years of experience in both healthcare and childcare settings, which makes her well-suited for this role. She will be jointly supported by myself at North Elementary and Jana Sykora, Principal at South Elementary, who will also serve as Kara's evaluating supervisor.

Kara is enthusiastic about joining our team and supporting student wellness and safety across both school communities.

If you have any questions, please contact us.

CC: District Office <grp_hire_para@stpetersschools.org>
Kara Nagle <hellokaraolson@gmail.com>



MEMO TO: Dr. Graff, Superintendent
School Board

FROM: Jana Sykora

DATE: July 9, 2025

SUBJECT: Title I Para Hire

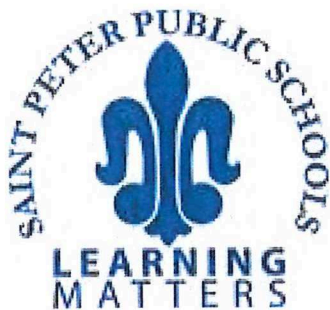
Applications were received and interviews were conducted for South Elementary Title I paraprofessional positions. There were two vacancies in the department due to retirements.

I am pleased to recommend the hiring of Evelin Canil Aguilar. Evelin has one year of second grade teaching experience, and she is very excited about providing reading intervention services to the students at South Elementary.

EMPLOYEE SUMMARY

- **Evelin Canil Aguilar**
 - Start Date August 25, 2025
 - STEP 2B: \$17.35
 - 6.75 hours daily
 - 6.5 hours daily Title I
 - .25 hours daily Supervision
 -

CC: Evelin Canil Aguilar
grp_hire_para



MEMO TO: Dr. Graff, Superintendent
School Board

FROM: Jana Sykora

DATE: July 9, 2025

SUBJECT: Title I Para Hire

Applications were received and interviews were conducted for South Elementary Title I paraprofessional positions. There were two vacancies in the department due to retirements.

I am pleased to recommend the hiring of Naomi Wolf. Naomi has worked with reading and math corp for a combined four years and has also worked short-term as a special education paraprofessional in Mankato. Naomi is very excited to join the South Title team and continue helping kids learn to read.

EMPLOYEE SUMMARY

- **Naomi Wolf**
 - Start Date August 25, 2025
 - STEP 5A: \$18.25
 - 6.75 hours daily
 - 6.5 hours daily Title I
 - .25 hours daily Supervision
 -

CC: Naomi Wolf
grp_hire_para



Date: July 9, 2025
To: Dr. Jon Graff, Superintendent
Saint Peter School Board
From: Jessica Buttell, Principal
Re: Middle School ELA Teacher

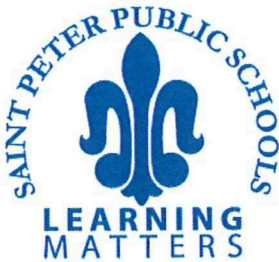
I recommend hiring the following individual for a replacement ELA teaching position with an assignment as 6th grade ELA position:

- Diana Jennings– ELA teacher with four years of experience contracted with public school districts to be placed at **Lane BA, Step 4, 1.0 FTE (\$54,029)** of the current teacher master agreement.

Diana taught English to grades 9 and 12 at LeSueur-Henderson MS/HS from 2022 to 2025, where she also served as Yearbook Advisor. Prior to 2022, she worked as an associate editor and columnist for the Free Press of Mankato, served as a paraprofessional at MVED, and taught ESL for LeSueur Henderson Community Education

We are excited to welcome Ms. Jennings to our ELA team for the 2025-26 school year at St. Peter Middle School.

CC: Diana Jennings <dianakjennings@gmail.com>
grp_hire_certified@stpeterschools.org



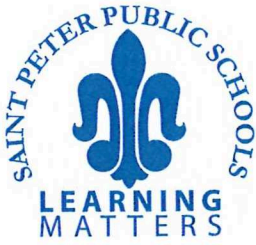
TO: Dr. Jeff Olson
FROM: Jana Sykora
DATE: June 18, 2025
RE: Summer School Para Hire
CC: Hannah Johnson (para)

This memo is to recommend rehiring Hannah Johnson as a paraprofessional to assist in our summer ESY program. Hannah was previously a special education paraprofessional at South Elementary and did a wonderful job. We are excited to have Hannah back for the summer.

Location: North Elementary

Dates: July 7-31, Monday-Thursday

Hannah should be paid her hourly rate from the immediately preceding school year prior to her resignation in December 2024 (step 3).



**TO: Superintendent Olson
School Board Members**

FROM: Darin Doherty

SUBJECT: ESY Paraprofessional Hire

DATE: June 25, 2025

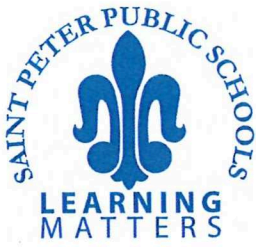
Please consider the following paraprofessional hire for the North Extended School Year (ESY) program.

NEW EMPLOYEE SUMMARY

- **Lauren Stueber**
 - North ESY Paraprofessional
 - June 2025- July 2025
 - Rate of pay- \$ 16.65 per hour
 - Timesheets will be completed

Thank you and please let me know if you have any questions.

CC: Lauren Stueber <lauren.e.stueber@gmail.com>
grp_hire_para@stpeterschools.org



**TO: Superintendent Olson
School Board Members**

FROM: Darin Doherty

**SUBJECT: Stars Academy Paraprofessional
Hire**

DATE: June 25, 2025

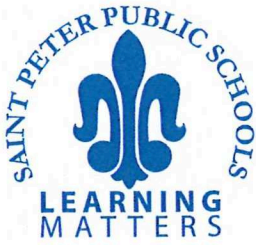
Please consider the following paraprofessional hire for the North Stars Academy (Targeted Services) program.

NEW EMPLOYEE SUMMARY

- **Nick Rozsa**
 - North Targeted Services Paraprofessional
 - June 2025- July 2025
 - Rate of pay- \$ 18.65 per hour
 - Timesheets will be completed

Thank you and please let me know if you have any questions.

CC: Nick Rozsa <nrozsa@stpetersschools.org>
grp_hire_para@stpetersschools.org



**TO: Superintendent Olson
School Board Members**

FROM: Darin Doherty

**SUBJECT: Stars Academy Paraprofessional
Hire**

DATE: June 25, 2025

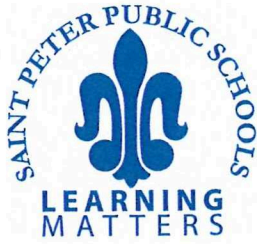
Please consider the following paraprofessional hire for the North Stars Academy (Targeted Services) program.

NEW EMPLOYEE SUMMARY

- **Ellie Guimond**
 - North Targeted Services Paraprofessional
 - June 2025- July 2025
 - Rate of pay- \$ 16.65 per hour
 - Timesheets will be completed

Thank you and please let me know if you have any questions.

CC: Ellie Guimond <ellieguimond35@gmail.com>
grp_hire_para@stpeterschools.org



**TO: Superintendent Graff
School Board Members**

FROM: Darin Doherty

**SUBJECT: Targeted Services Paraprofessional
Hire**

DATE: June 30, 2025

Please consider the following paraprofessional hire for the North Targeted Services (Stars Academy) program.

NEW EMPLOYEE SUMMARY

- **Keira Friedrich**
 - North Targeted Services Paraprofessional
 - June 2025- July 2025
 - Rate of pay- \$ 16.65 per hour
 - Timesheets will be completed

Thank you and please let me know if you have any questions.

CC: Keira Friedrich <keira.friedrich@gmail.com>
grp_hire_para@stpetersschools.org



TO: Dr. Jeff Olson, Interim
Superintendent,
School Board Members

FROM: Tami Skinner, Community & Family
Education Director

SUBJECT: Saints Overtime Staff

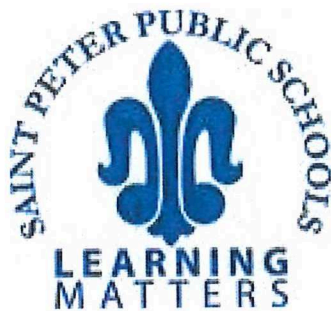
DATE: June 26, 2025

Interviews were conducted, and I am happy to recommend hiring Shyla Burg as a Saints Overtime Assistant. Her work experience makes her a great candidate.

NEW EMPLOYEE SUMMARY

- **Shyla Burg**
- Rate of pay - \$15.75/hr.
- Part-time hours submitted on a timesheet
- 2025 Summer and 25-26 School Year
- This is a replacement position.

Thank you for your consideration.



MEMO TO: Jeff Olson, Jon Graff,
School Board
Lisa Pierson, HR/Payroll

FROM: Seth Putz

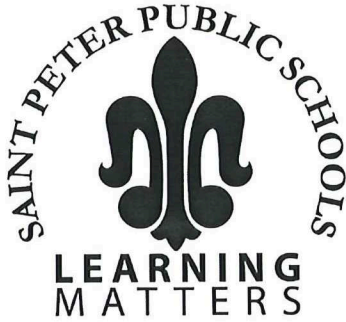
DATE: June, 26, 2025

SUBJECT: Pay rate change

The Operations and Maintenance Department is changing Adam Marsh's rate of pay accordingly. He successfully passed his Second Class Boiler Operator Test. His rate of pay will be changing from \$20.11 to \$21.01 per hour. The change in pay will take effect July 1st, 2025.

Congratulations Adam for taking the next step towards a building lead position in the future. Thank you for your hard work.

Cc: Mike Keller
Ytive Prafke
Adam Marsh
Jana Sykora



Date: June 16, 2025

To: Dr. Jeff Olson, Superintendent

From: Darin Doherty, Principal
North Elementary School

Re: Q4 - Overload Assignment
2024-25 School Year

The following overload assignments have been assigned for the fourth quarter of the 2024-25 school year. We will continue to use this document to update overload each quarter.

Fourth Quarter (3/25/2025-5/30/2025)

- Alex Noble 3rd Grade Teacher: Had 26 students for 44 days.
- Breanna Landsteiner 3rd Grade Teacher: Had 26 students for 44 days.
- Scott (John) Robinson 3rd Grade Teacher: Had 26 students for 44 days.
- Kari Malz 3rd Grade Teacher: Had 26 students for 44 days.
- Nicole (Niki) Zitur 3rd Grade Teacher: Had 26 students for 44 days.
- Jennifer (Jennie) Friedrich 4th Grade Teacher: Had 28 students for 44 days.
- Matthew Lewis 4th Grade Teacher: Had 28 students for 44 days

If you have any questions, please don't hesitate to contact me.

CC: Kimberley Deming
Lisa Pierson
Megan Gracia
Teachers