

## Minutes of Regular School Board Meeting Saint Peter Public Schools

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A Regular Board Meeting of the School Board of Saint Peter Public Schools was held Wednesday, July 16, 2025, in the Saint Peter Community Center - Governor's Room. Board Chair Potts called the meeting to order at 5:02 PM. **Members Present:** Rita Rassbach, Ken Rossow, Tracy Stuewe, Charlie Potts, Bill Kautt, Drew Dixon and Kate Martens. **Members Absent:** None

**Others Present:** Jon Graff, Megan Gracia, Jessi Buttell and Kimberley Deming.

A motion was made by Dixon, seconded by Stuewe, to Adopt the Agenda as presented. The motion carried unanimously.

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

1. Approval of the Regular Board Meeting minutes of June 18, 2025.
2. Approval of Bills and Wire Transfers (\$4,031,092.39) for June 2025.
3. Personnel
  - a. The acceptance of the retirement of Carol Glass.
  - b. The acceptance of the retirement of Nikki McClintock.
  - c. The approval of the termination of Molly Moller.
  - d. The approval of the change in hours for Michelle Leonard.
  - e. The approval of the hiring of Kailee Byrd.
  - f. The approval of the hiring of Kara Nagle.
  - g. The approval of the hiring of Evelin Canil Aguilar.
  - h. The approval of the hiring of Naomi Wolf.
  - i. The approval of the hiring of Diana Jennings.
  - j. The approval of the hiring of Hannah Johnson.
  - k. The approval of the hiring of Lauren Stueber.
  - l. The approval of the hiring of Nick Rozsa.
  - m. The approval of the hiring of Ellie Guimond.

- n. The approval of the hiring of Keira Friedrich.
- o. The approval of the hiring of Shyla Burg.
- p. The approval of the change in rate of pay for Adam Marsh.
- q. The approval of the following teachers from North Elementary receiving overload pay during the fourth quarter of 24-25: Alex Noble, Breanna Landsteiner, Scott (John) Robinson, Kari Malz, Niki Zitur, Jennie Friedrich and Matthew Lewis.

### **Action Items**

There were no gifts, donations or grants to report this month.

Business Manager Megan Gracia presented information regarding the 10-Year LTFM Revenue Plan for FY27. A motion was made by Dixon, seconded by Martens to approve a resolution for the plan as presented. After a roll call vote, the resolution passed. Rassbach, Rossow, Stuewe, Potts, Kautt, Dixon and Martens - yes/0 no.

A motion was made by Rossow, seconded by Rassbach, to approve a resolution appointing Superintendent Jon Graff to be the Identified Official with Authority (IOWA) for Saint Peter Public Schools. After a roll call vote, the resolution passed. Rassbach, Rossow, Stuewe, Potts, Kautt, Dixon and Martens - yes/0 no.

A motion was made by Dixon, seconded by Stuewe, to approve a lease between the Saint Peter Public School District and the City of Saint Peter for use of space at the Community Center for the Rock Bend ALC program. The motion carried unanimously.

Following the three tiered change order approval process, a motion was made by Kautt, seconded by Stuewe, to approve a change order in excess of \$100,000 for the Mend the Middle Construction project. The motion carried unanimously.

A motion was made by Martens, seconded by Kautt, to approve Policy 610 after a third reading. After further discussion by the committee following the June 18th board meeting, the removal of booster organizations from "Trips not sponsored by the School District" was made. The motion carried unanimously.

A motion was made by Rassbach, seconded by Martens, to approve Policy 417 after a second reading. The policy had numerous changes to conform with recommended modifications from the Minnesota School Boards Association. The motion carried unanimously.

A motion was made by Rossow, seconded by Martens, to approve Policies 423, 424 and 427 after a first reading. Where required, changes to legal references were made. The motion carried unanimously.



## **Information Items**

*Emergency Action Plan Update* - Superintendent Graff explained the Standard Response Protocol that the district's Safety and Security Team has been exploring as part of its emergency action planning. Graff informed the School Board that moving forward, Jessi Buttell will be taking over as the Safety and Security Team lead.

## **Reports**

Updates were provided by the following Building Principals:

### **Saint Peter Middle School**

- Principal Jessi Buttell introduced herself, shared information about her previous work experiences, and updated the School Board on what she has been working on during her first few weeks on the job.

*Superintendent of Schools* - Dr. Graff reminded the School Board of the SPMS Tour on July 17th and he informed them of the MASA Great Start Cohort that he is participating in.

*Around the Table Updates* - Rassbach and Potts stated that it was great to be a part of the Hall of Fame event. Rossow spoke about the recent St. Peter Herald article regarding the District's preliminary budget projections. Kautt discussed his proposed resolution that must be reviewed by the School Board prior to being submitted to the MSBA. He noted that he would like to present the resolution for approval at the August 20th School Board meeting.

### **Board Committee Updates** -

- a. *Education Committee* - nothing additional noted
- b. *Business Committee* - nothing additional noted
- c. *Policy Committee* - nothing additional noted
- d. *HR Committee* - Board Member Kautt informed the group of upcoming negotiation meeting dates.
- e. *Ad Hoc Legislative Committee* - nothing additional noted

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

- HR/Negotiations Committee Meeting - Thursday, July 17, 2025 at 4:30 PM at the HS
- HR/Negotiations Committee Meeting - Tuesday, August 5, 2025 at 4:00 PM at the HS
- Business Committee Meeting - Wednesday, August 13, 2025 at 10:00 AM at the HS
- Policy Review Committee Meeting - Wednesday, August 13, 2025 at 4:00 PM at the HS
- HR/Negotiations Committee Meeting - Wednesday, August 13, 2025 at 5:15 PM at the HS
- Education Committee Meeting - Thursday, August 14, 2025 at 1:00 PM at the HS

- Regular School Board Meeting - Wednesday, August 20, 2025 at 5:00 PM in the SPCC - Governor's Room

**Adjournment** - A motion was made by Stuewe, seconded by Martens, to adjourn the meeting at 6:07 PM. The motion carried unanimously.

Dated Approved: August 20, 2025

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Kate Martens, Board Clerk



## **Minutes of Special School Board Meeting Saint Peter Public Schools**

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A Special Board Meeting of the School Board of Saint Peter Public Schools was held Monday, August 4, 2025, in the Superintendent's Office at Saint Peter High School. Board Chair Potts called the meeting to order at 4:23 PM. **Members Present:** Rita Rassbach, Ken Rossow, Tracy Stuewe, Charlie Potts, Bill Kautt and Kate Martens. **Members Absent:** Drew Dixon

**Others Present:** Jon Graff, Ytve Prafke and Kimberley Deming

A motion was made by Kautt, seconded by Stuewe, to Adopt the Agenda as presented. The motion carried unanimously.

### **Action Items**

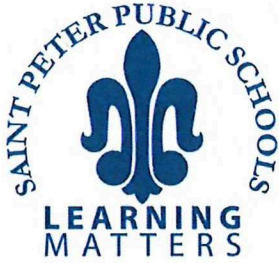
Pursuant to Minnesota law, the school board must pass a resolution calling for the election of school board members and setting the conditions for said election. A motion was made by Kautt, seconded by Rassbach to Approve a Resolution Calling the School District General Election. The motion carried unanimously and after a roll call vote, the resolution passed 6/0.

**Adjournment** - A motion was made by Stuewe, seconded by Martens, to adjourn the meeting at 4:28 PM. The motion carried unanimously.

Dated Approved: August 20, 2025

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Kate Martens, Board Clerk



**DISTRICT OFFICE**  
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Date: August 7, 2025

To: Dr. Jon Graff - Superintendent

From: Bee Ong - Finance Accountant

Re: **Monthly Board Bills, Payroll &  
Student Activity Amounts:**

July 2025 - Business Office checks	\$3,652,132.45
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July 2025 - Business Office wire payments	\$1,844,855.17
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July 2025 - Payroll	\$1,018,389.24
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	\$6,515,376.86
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<b>St. Peter Public Schools</b>	<b>Jul-25</b>	
<b>Outgoing Wire Payments</b>		
MSDLAF to USBank (Feb/Aug bond pymt)		
BCBS - medicare health	7/22/2025	826.00
BCBS - medicare health	7/22/2025	12,663.60
Medicare Blue RX	7/1/2025	7,770.00
Life	7/1/2025	3,084.31
LTD	7/1/2025	4,112.40
FNB BO to VISA	July	24,179.67
Wire of federal payroll taxes	7/15/2025	163,264.54
Wire of federal payroll taxes	7/18/2025	114.01
Wire of federal payroll taxes	7/22/2025	1,041.60
Wire of federal payroll taxes	7/23/2025	546.85
Wire of federal payroll taxes	7/31/2025	163,026.10
Wire of state payroll taxes	7/1/2025	44,211.11
Wire of state payroll taxes	7/16/2025	27,601.24
Wire of state payroll taxes	7/18/2025	94.00
Wire of state payroll taxes	7/21/2025	1.87
Wire of state payroll taxes	7/24/2025	311.24
PERA payments	7/16/2025	21,007.23
PERA payments	7/18/2025	98.52
PERA payments	7/24/2025	88.14
PERA payments	7/31/2025	19,941.59
TRA payments	7/16/2025	101,570.83
TRA payments	7/18/2025	1,983.18
TRA payments	7/31/2025	105,292.58
Horace Mann	7/2/2025	2,185.00
Horace Mann	7/16/2025	3,185.00
Ameriprise/NBSGroup Bill	7/1/2025	2,275.00
Ameriprise/NBSGroup Bill	7/16/2025	2,275.00
Colonial Life	7/1, 7/11	12,579.63
EyeMed	7/1/2025	1,172.35
HomeTown - Dental direct debits	7/8/2025	4,225.86
HomeTown - Dental direct debits	7/14/2025	3,887.51
HomeTown - Dental direct debits	7/21/2025	6,135.70
HomeTown - Dental direct debits	7/22/2025	1,749.00
HomeTown - Dental direct debits	7/28/2025	3,372.95
HomeTown - BCBS debits	7/3/2025	132,173.55
HomeTown - BCBS debits	7/10/2025	57,649.04
HomeTown - BCBS debits	7/17/2025	30,644.02
HomeTown - BCBS debits	7/24/2025	37,642.65
HomeTown - BCBS debits	7/31/2025	96,963.95
HomeTown - Healthiest You	7/8/2025	2,668.00
FNB HSA/VEBA-Medsurety/Matrix Trust	July	741,240.35
<b>Total Outgiong Wire Payments</b>		<b>1,844,855.17</b>