

## Regular School Board Meeting Minutes

### Saint Peter Public Schools

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A Regular Meeting of the School Board of Saint Peter Public Schools was held Wednesday, December 17, 2025, in the Saint Peter Community Center - Governor's Room. Board Chair Potts called the meeting to order at 6:03 PM. **Members Present:** Rita Rassbach, Ken Rossow, Charlie Potts, Bill Kautt, Drew Dixon and Kate Martens. **Members Absent:** Tracy Stuewe

**Others Present:** Jon Graff, Ytive Prafke, Jana Sykora, Jessi Buttell, Megan Gracia, Seth Putz, Kimberley Deming and members of the public.

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

Business Manager Megan Gracia provided information on the proposed tax levy for 2026. The presentation included levy history and spreadsheets showing various levy and budget related information for the School Board's consideration.

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

1. Approval of the Regular Board Meeting minutes of November 19, 2025.
2. Approval of the School Board Study Session minutes of December 3, 2025.
3. Approval of Bills and Wire Transfers (\$3,564,370.78) for November 2025.
4. Personnel
  - a. The acceptance of the retirement of Cheryl Weisgerber.
  - b. The acceptance of the retirement of Shannon Burg-O'Keefe.
  - c. The acceptance of the resignation of Signe Jeremiason.
  - d. The acceptance of the resignation of Nora Fredrick.
  - e. The acceptance of the resignation of Aidan Sindelir.
  - f. The acceptance of the resignation of Korrina Haack.
  - g. The acceptance of the resignation of Eric Thiese.
  - h. The acceptance of the resignation of Desirae Rokosz.
  - i. The acceptance of the termination of Ashley Pope.
  - j. The acceptance of the transfer of Jonathan Smith.

- k. The acceptance of the transfer of Micah Gilbertson.
- l. The acceptance of the transfer of Evan Ryan.
- m. The acceptance of the transfer of Jessica Vogt.
- n. The acceptance of the transfer of Nikki McClintock.
- o. The acceptance of the transfer of Alena Webster.
- p. The approval of the hiring of Will Fischenich.
- q. The approval of the hiring of Liliana Prunty.
- r. The approval of the hiring of Abigail Flowers.
- s. The approval of the hiring of Timothy Culuris.
- t. The approval of the hiring of Vivian Hendrickson.
- u. The approval of the hiring of Mia Trifeilette-Simons.
- v. The approval of the hiring of Sarah Sullivan.
- w. The approval of the hiring of Eric Thiese.
- x. The approval of the hiring of Jennifer Steele.
- y. The approval of the change in rate of pay for Micah Gilbertson.
- z. The approval of the FMLA leave request for Jordyn Jarr.
- aa. The approval of the extension of Jacqueline Molitor's long-term substitute assignment.
- bb. The approval of overload pay for Andy Vander Linden.
- cc. The approval of the South Elementary Quarterly Overload Assignments for First Quarter.
- dd. The approval of the North Elementary Quarterly Overload Assignments for First Quarter.
- ee. The approval of the hiring of coaches and event/activity workers.

### **Student Spotlight**

Saint Peter Middle School eighth grader, Jaxon Throldahl, was the Student Spotlight. Jaxon exemplifies Saints Pride by consistently demonstrating preparedness, respect, integrity, determination and empathy. Jaxon has an energy that brightens the middle school every day and he shows kindness to all those around him. Jaxon's favorite subject in school is science and in his spare time he enjoys playing hockey.

### **Action Items**

In September, the School Board approved a preliminary levy for taxes payable in 2026. An opportunity for citizen input was held during the Truth In Taxation Presentation at the beginning of this meeting. A motion was made by Kautt, seconded by Rassbach to approve the resolution for a levy in the amount of \$9,967,685.97, a 0.66% increase from the 2025 amount. After a roll call vote, the resolution passed. Rassbach, Rossow, Potts, Kautt, Dixon and Martens - 6 yes/1 absent (Stuewe).

Tom Olinger, a representative from Abdo, presented a report updating the School Board on the school district's fund balances as of June 30, 2025. A motion was made by Kautt, seconded by Rossow to accept the 2024-2025 audit results. The motion carried unanimously.

A motion was made by Martens, seconded by Rassbach to approve Policy 527 with a second reading. Policy 527, Student Use and Parking of Motor Vehicles; Patrols,

Inspections, and Searches includes updates to language, as well as a legal update to match MSBA's model policy. The motion carried unanimously.

A motion was made by Rassbach, seconded by Martens, to approve Policies 706, 710, 711, 712 and 721 with a single reading. Superintendent Graff informed the School Board that these policies have been reviewed as part of the district's regular review cycle and include minor or no changes at all. The motion carried unanimously.

A motion was made by Kautt, seconded by Martens to Consider a Resolution Accepting a grant from Prairie Lakes Regional Arts Council, a donation from Paul and Gayla Rodning, donations towards North Elementary playground projects, and a donation from the Good Neighbor Diversity Council. After a roll call vote, the resolution passed. Rassbach, Rossow, Stuewe, Potts, Kautt, Dixon and Martens - 6 yes/1 absent (Stuewe).

Kautt made a motion, seconded by Rassbach to approve the contract for the new Community and Family Education Graphic Designer position that was created due to a planned retirement and reconfiguration of the Community and Family Education Program Assistant position. The motion carried unanimously.

A motion was made by Kautt, seconded by Rassbach to approve setting the Meal Reimbursement Rates for 2026 to the rates provided by the US General Services Administration, which remain unchanged from 2025, as well as allow the district authority to set the Mileage Reimbursement Rates for 2026 to the IRS rate once the information becomes available. The motion carried unanimously.

### **Information Items**

Seth Putz, Operations and Maintenance Supervisor, provided the School Board with an update regarding projects taking place within the district. The board was informed that Mend the Middle projects will be worked on over winter break and Seth also stated that the recent fire marshall inspection went well. Official results of the inspection will be forthcoming.

### **Reports**

Updates were provided by the following Building Principals:

#### *Early Childhood*

- There was a fantastic turnout for conferences in November
- Classrooms are focusing on winter themes

#### *South Elementary*

- 125 individuals attended the recent South Movie Night
- Winter Solstice was celebrated on December 19th
- ELA curriculum review will continue to take place in 2026

#### *Saint Peter Middle School*

- Two new staff members will be joining the Middle School Office
- A Winter Assembly was held on December 19th

### Oshawa Learning Academy

- OLA has a full teaching staff
- A new secretary will be joining OLA in the new year
- Key fob readers have been installed by the tech department

Superintendent of Schools - Superintendent Graff spoke about the importance of focusing on next year's budget, provided a reminder that there will be no school December 22, 2025 - January 2, 2026, and informed the board that a Saint Peter Police Department and Emergency Response Team training will be taking place at the Middle School on December 29, 2025.

Around the Table Updates - Board member Rassbach said she's impressed with all the activities happening in the district. Member Kautt gave an update on his resolution that was taken to the Delegate Assembly and he thanked Cheryl Weisgerber for her years of service to the district. Martens thanked those that helped put on the Unity is Joy Day, congratulated Cheryl for her years of service and spoke about the tipi painting that recently took place with the NAPAC group.

### Board Committee Updates -

- a. *Education Committee* - nothing additional noted
- b. *Business Committee* - nothing additional noted
- c. *Policy Committee* - nothing additional noted
- d. *HR Committee* - negotiations with Teacher, Office Support and Paraprofessional Units are in process.
- e. *Ad Hoc Legislative Committee* - nothing additional noted
- f. *Shared Programs Committee* - nothing additional noted

### Upcoming Meetings of the School Board

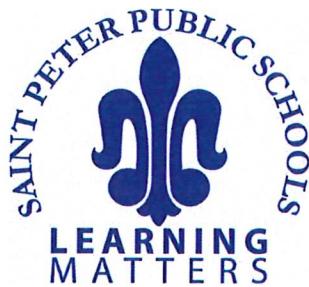
- School Board Organizational Meeting - Monday, January 5, 2026 at 5:00 PM in the SPCC Governor's Room
- HR/Negotiations Committee Meeting - Wednesday, January 7, 2026 at 5:00 PM in the SPMS Conference Room
- Education Committee Meeting - Thursday, January 8, 2026 at 1:00 PM in the DO
- HR/Negotiations Committee Meeting - Thursday, January 8, 2026 at 4:30 PM in the SPMS Conference Room
- HR/Negotiations Committee Meeting - Monday, January 12, 2026 at 4:30 PM in the SPMS Conference Room
- Policy Review Committee Meeting - Tuesday, January 13, 2026 at 9:00 AM in the DO
- Business Committee Meeting - Wednesday, January 14, 2026 at 10:00 AM in the DO
- Regular School Board Meeting - Wednesday, January 21, 2026 at 5:00 PM in the SPCC - Governor's Room

**Adjournment** - A motion was made by Martens, seconded by Rassbach, to adjourn the meeting at 6:28 PM. The motion carried unanimously.

Dated Approved: January 21, 2026

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Kate Martens, Board Clerk



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**Others Present:** Jon Graff and Kimberley Deming

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

**Oath of Office** - Board member Kautt led re-elected School Board Members Potts and Martens in the acceptance of the Oath of Office.

### **Election of Officers**

- Chairperson - Charlie Potts, Acclamation - Martens/Kautt, Potts accepts
- Vice Chairperson - Drew Dixon, Acclamation - Martens/Kautt, Dixon was absent
- Clerk - Kate Martens, Acclamation - Rossow/Kautt, Martens accepts
- Treasurer - Ken Rossow, Acclamation - Kautt/Martens, Rossow accepts

### **Designate Depositories** - (Kautt/Stuewe, Rossow abstained)

- First National Bank of Saint Peter
- Pioneer Bank of Saint Peter
- HomeTown Bank of Saint Peter
- U.S. Bank of Saint Paul
- Wells Fargo
- South Point Financial Credit Union
- MSDLAF (MSBA Investment Program)

### **Designate Official Newspaper** - (Stuewe/Martnes, unanimous)

Currently, Saint Peter Herald

**Designate Auditor for School District Audit** - (Rossow/Kautt, unanimous)  
Currently, Abdo Firm

**Designate Business Manager, or Her Designee, to Continue to Make Wire Transfers for the School District** - (Kautt/Stuewe, unanimous)

**Designate Superintendent to Approve Non-Resident Student Agreements** - (Martens/Rossow, unanimous)

**Set Board Salaries** - (Kautt/Stuewe, unanimous)

Proposed:

- Board Chair: \$500/month (\$6,000)
- Vice Chair: \$300/month (\$3,600)
- Treasurer: \$400/month (\$4,800)
- Clerk: \$350/month (\$4,200)
- Director: \$300/month (\$3,600)
- \$100/month stipend to be paid to members of the HR/Negotiations Committee

**Identify Primary Legal Counsel** - (Martens/Rossow, unanimous)

Currently, Kennedy and Graven - Individuals authorized to contact legal counsel include the Chairperson, the Superintendent, and the Special Programs (Human Resources) Administrator.

**Set Day, Time, and Place of Regular Board Meetings and Study Sessions** - (Stuewe/Martens, unanimous)

The recommendation was to (1) set regular meetings for the third Wednesday of the month at 5:00 p.m. in the Governor's Room/Community Center and (2) set study sessions for the first Wednesday of the month at 5:00 p.m. in the Middle School Media Center.

**Discuss Appointments to School Board Committees** - No approval was needed as this was a discussion item. Minor adjustments may be made to School Board Committees based on the recommendation of Chairperson Potts. This item will be re-presented at the January 21st Regular School Board Meeting if any changes are made.

**Adjournment** - A motion was made by Stuewe, seconded by Rossow, to adjourn the meeting at 5:32 PM. The motion carried unanimously.

Dated Approved: January 21, 2026

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Kate Martens, Board Clerk



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Date: January 7, 2026

To: Dr. Jon Graff - Superintendent

From: Bee Ong - Finance Accountant

**Monthly Business Office bills & Payroll Amounts:**

Dec 2025 - Business Office checks	\$1,521,322.45
Dec 2025 - Business Office wire payments	\$1,186,375.22
Dec 2025 - Payroll	\$1,111,651.73
	<hr/> <u>\$3,819,349.40</u>

**Monthly Student Activity Amounts:**

Nov 2025 - South Elementary	\$949.52
Nov 2025 - North Elementary	\$4,078.27
Nov 2025 - Middle School	\$460.98
Nov 2025 - High School	\$7,823.46
	<hr/> <u>\$13,312.23</u>

St. Peter Public Schools	Dec-25	
<b>Outgoing Wire Payments</b>		
MSDLAF to USBank (Feb/Aug bond pymt)		
BCBS - medicare health	12/23/2025	1,256.50
BCBS - medicare health	12/23/2025	6,104.50
Medicare Blue RX	12/1/2025	7,955.00
Life	12/1/2025	3,058.41
LTD	12/9/2025	4,218.78
FNB BO to VISA	Dec	16,158.99
Wire of federal payroll taxes	12/15/2025	172,088.00
Wire of federal payroll taxes	12/18/2025	3,856.85
Wire of federal payroll taxes	12/31/2025	174,521.18
Wire of state payroll taxes	12/2/2025	29,700.58
Wire of state payroll taxes	12/16/2025	130.01
Wire of state payroll taxes	12/16/2025	29,057.76
Wire of state payroll taxes	12/19/2025	492.32
Wire of MN UI Fund	12/15/2025	811.00
PERA payments	12/4/2025	26,692.17
PERA payments	12/16/2025	26,242.51
PERA payments	12/19/2025	2,717.46
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TRA payments	12/4/2025	107,676.56
TRA payments	12/16/2025	106,190.87
Education MN/ESI	12/16/2025	5,625.00
Education MN/ESI	12/19/2025	5,625.00
Horace Mann	12/5/2025	1,860.00
Horace Mann	12/17/2025	1,860.00
Ameriprise/NBSGroup Bill	12/5/2025	2,275.00
Ameriprise/NBSGroup Bill	12/17/2025	2,532.14
Colonial Life	12/11/2025	16,763.89
EyeMed	12/5/2025	1,230.31
Arbiter-Pre fund	12/9/2025	20,000.00
HomeTown - Dental direct debits	12/2/2025	2,382.20
HomeTown - Dental direct debits	12/8/2025	4,024.87
HomeTown - Dental direct debits	12/15/2025	4,278.17
HomeTown - Dental direct debits	12/22/2025	1,926.20
HomeTown - Dental direct debits	12/23/2025	1,987.44
HomeTown - Dental direct debits	12/30/2025	6,178.45
HomeTown - BCBS debits	12/4/2025	91,854.82
HomeTown - BCBS debits	12/11/2025	134,527.59
HomeTown - BCBS debits	12/18/2025	82,846.99
HomeTown - BCBS debits	12/26/2025	38,084.81
HomeTown - BCBS debits		
HomeTown - Healthiest You	12/4/2025	2,585.00
FNB HSA/VEBA-Medsurety/Matrix Trust	Dec	38,997.89
	<b>Total Outgiong Wire Payments</b>	<b>1,186,375.22</b>