Saint Peter Public Schools

Regular School Board Meeting Minutes

Date: Wednesday, July 15, 2026
Location: Saint Peter Community Center – Governor's Room
Attendance:

- Members Present: Charlie Potts, Ken Rossow, Tracy Stuewe and Drew Dixon
- Members Absent: Rita Rassbach, Bill Kautt and Kate Martens
- Others Present: Jon Graff, Megan Gracia, Shea Roehrkasse, Seth Putz and Kimberley Deming

1. Call to Order & Agenda Approval

- **Call to Order:** Chair Potts called the meeting to order at 5:02 p.m.
- **Approval of Agenda:** A motion was made by Dixon, seconded by Stuewe, 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 Dixon. The motion carried unanimously by the members present.

- **Minutes:**
  - Approval of the Special Board Meeting minutes of June 10, 2026.
  - Approval of the Regular Board Meeting minutes of June 10, 2026.
  - Approval of the Special Board Meeting minutes of June 30, 2026.
- **Bills & Wire Transfers:**
  - Approval of payments totaling $4,194,431.83 for June 2026.
- **Personnel Changes:**
  - Hiring: Approval of the hiring of David KelseyBassett, Ellen Davis, Julie Gault, Devyn Welp, Avyn Myhra, Connor Holicky, Ryker Ebert, Maverick Ingles, Claire Davis, Chloe Prom, Addison Landsom, Annika Ward, Magnus Soderlund, Katherine Gurrola, Cole Helgeson, Cassie Flynn, Hector Aguilar, Jacob Goebel, Elizabeth Day, Elizabeth Cosgrove and Makena Rohlfing.
  - Resignations: Acceptance of resignations from Sidney Arroyo, Will Fischenich, Ana Garza, Nicole Ruhland, Josaphine Gaffaney, Joseph Delacruz, Michael Myhra and Missy Terpstra.
  - Transfers: Approval of transfers for Adam Marsh, Jody Fischenich, Jennifer Lee and Rebecca Thurston.

3. Action Items

- **Approval of Resolution Accepting Donations:** There were no gifts, donations or grants to report this month.

- **Update to HomeTown Bank Student Activities Account Signer:** Saint Peter High Schools Activity accounts are held by HomeTown Bank of Saint Peter. A motion was made by Stuewe to approve Ellen Davis, Activities Department Administrative Assistant, as an authorized signer on the HomeTown Bank accounts. The motion also included removing Zoe Sindelir as a signer on the accounts. The motion was seconded by Rossow and carried unanimously by the members present.

- **Approval of Superintendent Graff to be the designated IOwA for SPPS**: Member Stuewe moved to approve the resolution appointing Superintendent Jon Graff to be the Identified Official with Authority (IOwA) for Saint Peter Public Schools. Member Dixon seconded the motion. Following a roll call vote, the resolution passed 4-0 (with three members absent).
    - *Voting Yes:* Rossow, Stuewe, Potts and Dixon
    - *Voting No*: None
    - *Absent:* Rassbach, Kautt and Martens

- **Approval of FY28 10-Year Long-Term Facilities Maintenance Plan:** On an annual basis, school districts are required to pass and submit a 10-year Long-Term Facilities Maintenance (LTFM) Plan to the Minnesota Department of Education. Member Rossow made a motion, seconded by Dixon, to approve the resolution for the FY28 10-Year LTFM Revenue Plan as presented by Business Manager Megan Gracia. Following a roll call vote, the resolution passed 4-0 (with three members absent).
    - *Voting Yes:* Rossow, Stuewe, Potts and Dixon
    - *Voting No*: None
    - *Absent:* Rassbach, Kautt and Martens

- **Approval of Superintendent Evaluation Summary:** The school board completed Superintendent Graff's evaluation at a closed meeting on June 10, 2026. A summary from the board indicates that Superintendent Graff demonstrates steady, confident leadership, using a calm, thoughtful approach. The board feels that Dr. Graff has exceptional communication, thorough preparation, and clear vision for St. Peter Public Schools. A motion was made by Stuewe, seconded by Rossow, to approve the Evaluation Summary for Superintendent Graff. The motion carried unanimously by the members present.

- **Approval of Master Agreement with Operations and Maintenance Director:** Superintendent Graff summarized proposed updates to the Operations and Maintenance Director's Agreement, confirming alignment with budget goals set by the School Board Negotiations Committee. Key revisions include a title change from Supervisor to Director, a 4% salary increase, an AFO Certification stipend, VEBA contributions, bereavement leave, and standard contractual clauses for duration and grievance procedures. A motion was made by Dixon, seconded by Rossow, to approve the agreement as presented. The motion carried unanimously by the members present.

- **Approval of the Verizon Lease Agreement:** Superintendent Graff presented the school board with a summary of proposed updates to the Verizon Lease Agreement, which is scheduled for renewal on July 1, 2030. During the discussion, board members raised questions regarding the district's liability in the event of a catastrophic tower failure. To allow time for clarification, Member Dixon proposed tabling the agenda item, and Superintendent Graff agreed to contact Verizon to address the liability questions before the next meeting. The motion carried unanimously by the members present.

- **Declaration of Obsolete and Outdated Equipment:** Rossow made a motion, seconded by Stuewe, to approve the declaration of obsolete and outdated equipment as presented by Superintendent Graff. This process is used on an as-needed basis as items are removed from the operations of the district. The motion carried unanimously by the members present.

- **Approval of new Music Intern position:** To support rising middle school choir enrollment, the administrative team proposed creating a music intern position through a partnership with Gustavus Adolphus College (GAC). The internship would be awarded through an application process to a student within GAC's Music Education Program.This role will allow the intern to gain valuable experience while assisting with classroom management and differentiated instruction. The intern will receive a stipend of $800 per semester for this position. Member Dixon moved to approve the Music Intern position, and Member Rossow seconded the motion. The motion carried unanimously by the members present.

- **Approval of three year agreement with Adam's Mechanical:** Superintendent Graff presented a proposal for a three-year contract renewal with Adam's Mechanical to continue serving as the district's HVAC service provider from July 1, 2026, through June 30, 2029. Graff noted that the Business Committee reviewed the terms at its July 8 meeting and recommended board approval. A motion was made by Stuewe, seconded by Dixon, to approve the three-year contract with Adam's Mechanical as presented. The motion carried unanimously by the members present.

- **Approval of Finance Account Signer Updates:** A recommendation to update the authorized signers on specific district bank accounts following the retirement of Finance Accountant Bee Ong was presented by Superintendent Graff. To maintain continuous business operations, it is necessary to remove Bee Ong from the accounts and grant signatory authority to the newly hired Finance Accountant, Melic Thomas. Member Stuewe moved to approve the removal of Bee Ong and the addition of Melic Thomas as an authorized signer on the designated HomeTown Bank, Pioneer Bank, and MSDLAF accounts as presented. The motion was seconded by Member Rossow. The motion carried unanimously by the members present.

- **Policies for Approval in a Single Reading**: Superintendent Graff informed the Board that Policies 101 (Legal Status of the School District), 101.1 (Name of the School District), 102 (Equal Educational Opportunity), 103 (Complaints - Students, Employees, Parents, Other Persons) and 104 (School District Mission and Equity Statements) 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 Dixon and seconded by Stuewe to approve these policies with a single reading. The motion carried unanimously by the members present.

4. Information Items

- *Bi-Annual Review of Field Trips* - Per the requirements of Policy 610, Superintendent Graff gave a report on district wide field trips that are planned for the 2026-2027 school year.
- *Activities Update* - Activities Director Shea Roehrkasse presented an informational update highlighting spring activities participation numbers, student awards, and ongoing community engagement efforts. Additionally, Mr. Roehrkasse announced that the district will transition to *BOUND*, a new registration and ticketing platform, starting in the fall.
- *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 chiller project remains on schedule for completion prior to the start of the 2026-2027 school year, repairs to the high school parking lot entrance are currently underway, and the Mend the Middle project continues to move forward on schedule and on budget.

5. Reports

- **Superintendent of Schools:** nothing noted
- **Around the Table Updates:** nothing noted
- **Board Committee Updates:** nothing noted

6. Upcoming Meetings

- **Business Committee Meeting:** August 12, 2026, at 10:00 AM (DO)
- **Policy Committee Meeting:** August 12, 2026, at 4:00 PM (DO)
- **Education Committee Meeting:** August 13, 2026, at 1:00 PM (DO)
- **Regular School Board Meeting:** August 19, 2026, at 5:00 PM (Governor's Room)

7. Adjournment

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

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Kate Martens, Board Clerk

Date Approved: August 19, 2026

SAINT PETER PUBLIC SCHOOLS
LEARNING MATTERS

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

Date: August 19, 2026

To: Dr. Jon Graff - Superintendent

From: Melic Thomas - Finance Accountant

Monthly Business Office bills & Payroll Amounts:

July 2026 - Business Office checks	$3,153,934.35
July 2026 - Business Office wire payments	$1,868,775.53
July 2026 - Payroll	$1,094,032.68
	$6,116,742.56

Monthly Student Activity Amounts:

June 2026 - South Elementary	$2,003.52
June 2026 - North Elementary	$700.99
June 2026 - Middle School	$2,423.21
June 2026 - High School	$34,673.86
	$39,801.58

St. Peter Public Schools	**Jul-26**	
Outgoing Wire Payments		
MSDLAF to USBank - 2022 Refunded Bond		
MSDLAF to USBank - 2024 Bond		
BCBS - medicare health	7/21/2026	2,513.00
BCBS - medicare health	7/21/2026	5,683.50
Medicare Blue RX - July	7/1/2026	7,585.00
Medicare Blue RX - August	7/31/2026	7,585.00
Life - July	7/1/2026	2,997.38
Life - August	7/31/2026	3,028.25
LTD - July	7/1/2026	4,214.04
NIS - MN Paid leave premium July	7/1/2026	15,464.42
NIS - MN Paid leave premium - August	7/31/2026	13,355.87
VISA	July	16,617.42
IRS federal payroll taxes	7/15/2026	159,401.15
IRS federal payroll taxes	7/29/2026	5,962.48
IRS federal payroll taxes	7/31/2026	174,375.67
MN state payroll taxes	7/1/2026	43,695.15
MN state payroll taxes	7/13/2026	135.00
MN state payroll taxes	7/16/2026	27,499.49
MN state payroll taxes	7/30/2026	1,054.27
MN UI Fund		
PERA payments	7/16/2026	21,612.43
PERA payments	7/29/2026	3,503.18
PERA payments	7/31/2026	22,748.97
TRA payments	7/15/2026	6,490.11
TRA payments	7/16/2026	98,769.89
TRA payments	7/31/2026	113,657.72
Education MN/ESI	7/16/2026	2,112.50
Education MN/ESI	7/31/2026	2,132.50
Horace Mann	7/20/2026	2,901.66
Ameriprise/NBSGroup Bill	7/20/2026	2,425.00
Colonial Life	7/1/2026	2,346.59
Colonial Life	7/6/2026	13,180.20
EyeMed	7/1/2026	1,252.39
Arbiter-Pre fund		
HomeTown - Dental direct debits	7/7/2026	4,337.90
HomeTown - Dental direct debits	7/13/2026	550.36
HomeTown - Dental direct debits	7/13/2026	3,246.61
HomeTown - Dental direct debits	7/20/2026	5,463.49
HomeTown - Dental direct debits	7/21/2026	1,958.32
HomeTown - Dental direct debits	7/27/2026	4,775.04
HomeTown - BCBS debits	7/2/2026	149,321.43
HomeTown - BCBS debits	7/9/2026	41,043.10
HomeTown - BCBS debits	7/16/2026	122,665.72
HomeTown - BCBS debits	7/23/2026	23,650.82
HomeTown - BCBS debits	7/30/2026	33,671.49
HomeTown - Healthiest You	7/3/2026	2,620.25
FNB HSA/VEBA-Medsurety/Matrix Trust	July	691,170.77
	Total Outgiong Wire Payments	**1,868,775.53**