

# Minutes of Regular Board Meeting

## The School Board - Saint Peter Public Schools

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**Members Present:** Rita Rassbach, Ken Rossow, Tracy Stuewe, Charlie Potts, Bill Kautt, Drew Dixon and Kate Martens

**Members Absent:**

**Principals:** Ytve Prafke, Jana Sykora, Darin Doherty, Jon Graff and Annette Engeldinger

**Administrative Team Members:** Superintendent Jeff Olson

**Others Present:** Administrative Assistant Kimberley Deming

A Regular Board Meeting of the School Board of Saint Peter Public Schools was held Monday, March 17, 2025, beginning at 6:30 PM in the SPCC-Governor's Room.

- I. **Call Meeting to Order** – 6:32 PM (Potts)
- II. **Pledge of Allegiance**
- III. **Consideration and Adoption of the Agenda** - (Kautt/Stuewe, unanimous)
- IV. **Consider Requests to Speak on the Agenda** – None
- V. **Approval of Consent Agenda Items** - (Rossow/Stuewe, unanimous)
  1. Approval of the Regular Board Meeting minutes of February 20, 2025.
  2. Approval of the Study Session minutes of March 3, 2025.
  3. Approval of the Special Superintendent Search Planning Meeting minutes of March 7, 2025.
  4. Approval of the Special Board Meeting minutes of March 11, 2025.
  5. Approval of the Special Board Meeting minutes of March 13, 2025.
  6. Approval of Bills and Wire Transfers (\$4,413,528.53) for February 2025.
  7. Personnel
    - a. The acceptance of the retirement of Kris Glidden.
    - b. The acceptance of the resignation of Hunter Jones.
    - c. The acceptance of the resignation of Angelica Hernandez.
    - d. The acceptance of the resignation of Allison Held.
    - e. The acceptance of the resignation of Isabella Delwiche.
    - f. The acceptance of the resignation of Amira Mallet.
    - g. The acceptance of the resignation of Alicia Hernandez.
    - h. The acceptance of the termination of Tonia Sonnek (Jimenez).
    - i. The approval of the hiring of Josephina Rosenow.
    - j. The approval of the hiring of Tom Leonhardt.
    - k. The approval of the hiring of Desirae Rokosz.
    - l. The approval of the reassignment of Jennifer Kapernick.
    - m. The approval of the transfer request of Malorie Kutil.
    - n. The approval of the FMLA leave request for Angela Krueger.
    - o. The approval of the extended leave request from Kim Osborne.
    - p. The approval of the hiring of coaches for the winter 2025 season.

## VI. **Student Spotlight -**

Akoni Hoffer, a first grade student at South Elementary, was chosen as the Student Spotlight for March. Akoni demonstrates STAR Pride daily, he consistently shows respect, responsibility, and makes safe choices while also putting forth great effort in his academics. His positive attitude and sense of humor brighten the school day for both peers and staff!

**Student Council Report - None**

## VII. **Action Items**

### 1. *Consider Acceptance of Gifts, Donations and Grants - (Kautt/Rassbach, unanimous)*

A donation of \$6,000 was made to the School District in memory of Edward Schultz. This donation will go towards six annual student scholarships.

The donation of a Zing Multi-Position Stander was given to the district by Bailey and Justin Theis for use at South Elementary or within the Early Childhood Program.

### 2. *Consider Policy for Approval with a Second Reading - (Martens/Dixon, unanimous)*

Policy 804 - Information Security is designed to provide necessary access to District data while also protecting the confidentiality of that data. The Policy Committee reviewed this policy and recommended its approval.

### 3. *Consider Policies with Legislative Requirements for Approval with One Reading - (Martens/Dixon, unanimous)*

The following policies were reviewed by the Policy Committee and due to statutory changes, were presented for acceptance after a single reading.

- Policy 607 - Organization of Grade Levels
- Policy 608 - Instructional Services - Special Education
- Policy 609 - Religion and Religious and Cultural Observations
- Policy 613 - Graduation Requirements
- Policy 616 - School District System Accountability

### 4. *Consider Approval of Achievement and Integration Plan - (Martens/Rassbach, unanimous)*

The Board was informed that the Achievement and Integration Plan for July 1, 2025 to June 30, 2028 had been reviewed by the Education Committee and submitted to MDE by the March 15, 2025 due date. Details of this plan were shared with the Board.



5. *Consider a Change to the 2024-2025 School Calendar - (Dixon/Rassbach, unanimous)*

Due to the need to move out of the Middle School building for the Mend the Middle Construction Project, adjustments to the 2024-2025 School Calendar were made. The change results in ending the school year one day early for Middle School and Early Childhood students.

6. *Consider a Change to the Day and Time of School Board Meetings for the Period of May 2025 to June 2026 - (Dixon/Martens, unanimous)*

The day and time of School Board Meetings has been changed to Wednesday nights at 5:00 PM beginning Wednesday, May 7, 2025 and continuing through Wednesday, June 17, 2026. This includes Regular School Board Meetings and Study Sessions.

## VIII. **Information Items**

1. *Superintendent Search Update*

Round one of Superintendent interviews went well. Second round interviews were offered to Dr. Khuzana DeVaan, Dr. Daniel Edwards and Dr. Jonathon Graff. All three finalists will tour District buildings and participate in second round interviews on March 20, 2025.

2. *2025-2028 Budget Adjustment Plan*

Slight adjustments have been made to The Plan from what was shared with the Board at the March 3rd Study Session and with the Business Committee at their March 12th Meeting. These changes were discussed.

## IX. **Reports**

1. *Building Principals*

### **Early Childhood**

- All Early Childhood registrations are now taking place online
- Summer Programming will be taking place at North Elementary
- The Summer Read and Feed program will be held at North Elementary
- An Alternative Delivery of Specialized Instructional Services (ADSIS) Grant application has been submitted to MDE.

### **South Elementary**

- The Wild About Kindergarten Open House took place on March 4th.
- Online registration is taking place for new students. Paper copies of registration forms are available at Central Registration if needed.
- ACCESS Testing taking is taking place
- Spring STARS Academy is taking place
- Michael Callahan will be providing a Magical Celebration at the end of 3rd quarter.

### **North Elementary**

- The Arts & Academic Night took place on March 6th
- The end of 3rd quarter is March 21st and kids will celebrate by participating in Passion Projects.

### **Saint Peter Middle School**

- 45 students attended the Young Writers Conference on March 4th
- The SPMS Theater put on public performances of Puffs on March 7th & 8th
- 7th graders will be taking a field trip to the MN History Center on March 20th
- 21 History Day projects are moving on to the State Competition at the Minneapolis Convention Center on April 27th.
- MCA Testing will begin soon

### **Saint Peter High School**

- The High School, in conjunction with the Habitat for Humanity, submitted a grant for \$100,000.
- The High School is working on increasing student attendance and is having great success with a 94.5% attendance rate!
- Four teachers will attend the Minnesota Indian Education Association Conference March 18-March 21, 2025.
- Choir students leave for their trip to Puerto Rico on March 20, 2025.

#### ***1. Superintendent of Schools -***

Superintendent Olson stated that a meeting took place to discuss updates that will occur in the District Office due to the Mend the Middle Construction Project. He also informed the School Board of the unexpected passing of an MVED Paraprofessional who also supported students at North Elementary.

#### ***2. Board Members - Around the Table***

Rita Rassbach - Enjoyed attending the Day at the Capitol on March 10, 2025.

Ken Rossow - Enjoyed attending North Elementary's Arts & Academic Night.

Tracy Stuewe - N/A

Charlie Potts - Thanked the board for their diligent work with the Superintendent Search.

Bill Kautt - Thanked district staff; people are doing great things!

Drew Dixon - N/A

Kate Martens - N/A

#### ***3. Board Committee Updates***

- Education Committee - nothing noted
- Business Committee - nothing noted
- Policy Committee - nothing noted
- HR Committee - nothing noted
- Ad Hoc Legislative Committee - nothing noted

**X. Upcoming Meetings of the School Board**

Special School Board Meeting -  
Second Round of Superintendent Interviews  
Thursday, March 20, 2025  
3:30 PM  
SPHS - Media Center

HR Committee Meeting  
Friday, March 21, 2025  
9:00 AM  
DO

Special Board Meeting -  
Approval of New Superintendent Contract  
Friday, March 27, 2025  
8:00 AM  
DO

Business Committee Meeting  
Wednesday, April 9, 2025  
10:00 AM  
DO

Policy Committee Meeting  
Wednesday, April 9, 2025  
4:00 PM  
DO

Education Committee Meeting  
Thursday, April 10, 2025  
1:00 PM  
DO

School Board Study Session -  
Joint Meeting with the St. Peter City Council  
Monday, April 14, 2025  
5:30 PM  
SPPC - Governor's Room

Regular School Board Meeting  
Monday, April 21, 2025  
6:30 PM  
SPCC - Governor's Room

**XI. Adjournment - 7:52 PM (Martens/Rassbach, unanimous)**

Dated: April 21, 2025

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Kate Martens, Board Clerk



# **Special School Board Meeting - Second Round of Superintendent Interviews**

## **The School Board of Saint Peter Public Schools**

**Members Present:** Rita Rassbach, Ken Rossow, Tracy Stuewe, Charlie Potts, Bill Kautt, Drew Dixon and Kate Martens

**Members Absent:** None

**Administrative Team Members:** Annette Engeldinger, Ytve Prafke and Tami Skinner

**Others Present:** Administrative Assistant Kimberley Deming, MSBA Representative Amy Jordan, SPEA Representative Jodi Nixon and members of the public.

A Special Board Meeting was held with the School Board of Saint Peter Public Schools on Thursday, March 20, 2025, beginning at 3:30 PM in the Saint Peter High School Media Center.

- I. **Call Meeting to Order** – 3:30 PM (Potts)
- II. **Consideration and Adoption of the Agenda** - (Dixon/Rassbach, unanimous)
- III. **Interview Finalists for Superintendent Position**  
The School Board conducted Round 2 interviews with the following candidates:
  - Dr. Khuzana DeVaan, Elementary Principal, Waconia Public Schools, MN
  - Dr. Daniel Edwards, Executive Director of Academic Services, Prior Lake – Savage Area Schools, MN
  - Dr. Jonathon Graff, Middle School Principal, Saint Peter Public Schools, MN
- IV. **Recess the Meeting Until Approximately 7:25 PM**
- V. **Reconvene the Meeting to Consider Superintendent Finalists**  
The meeting was reconvened at 7:22 PM.
- VI. **Consider a Motion to Name Superintendent Finalist and Set Negotiation Process** - (Stuewe/Martens, unanimous)  
Stuewe moved to extend the offer of an employment contract for the position of Saint Peter Public Schools Superintendent to Dr. Jonathan Graff contingent upon the following: that a mutually-agreeable employment contract is negotiated, and a criminal background check is completed with results acceptable to the school board.
- VII. **Adjournment** - 8:19PM (Rassbach/Dixon, unanimous)

Dated: April 21, 2025

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Kate Martens, Board Clerk

# Minutes of Special School Board Meeting

## The School Board of Saint Peter Public Schools

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**Members Present:** Rita Rassbach, Ken Rossow, Tracy Stuewe, Charlie Potts, Bill Kautt, Drew Dixon and Kate Martens

**Members Absent:** None

**Administrative Team Members:** Superintendent Jeff Olson and Ytve Prafke

**Others Present:** Administrative Assistant Kimberley Deming and students from Gustavus Adolphus College

A Special School Board Meeting was held with the School Board of Saint Peter Public Schools on Thursday, March 27, 2025, beginning at 8:00 AM in the District Office at Saint Peter Public Schools.

- I. **Call Meeting to Order** – 8:00 AM (Potts)
- II. **Consideration and Adoption of the Agenda** - (Dixon/Rossow, unanimous)
- III. **Consider Requests to Speak on the Agenda** – None
- IV. **Consider Approval of 2025-2028 Superintendent of Schools Contract** - (Dixon/Kautt, unanimous)

Dixon made a motion, seconded by Kautt, to Approve the 2025-2028 Superintendent of Schools Contract for Dr. Jonathon Graff.

- V. **Adjournment** - 8:20AM (Rossow/Rassbach, unanimous)

Dated: April 21, 2025

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Kate Martens, Board Clerk

# Minutes of Special School Board Meeting

## The School Board - Saint Peter Public Schools

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**Members Present:** Rita Rassbach, Ken Rossow, Tracy Stuewe, Charlie Potts, Bill Kautt, Drew Dixon and Kate Martens

**Members Absent:** None

**Administrative Team Members:** Superintendent Jeff Olson and Dr. Jon Graff

**Others Present:** Administrative Assistant Kimberley Deming and City of Saint Peter Council Members

A Joint School Board / City Council Meeting was held Monday, April 14, 2025, beginning at 5:30 PM in the SPCC-Governor's Room.

I. **Call Meeting to Order** – 5:31 PM (Potts)

II. **Welcome**

III. **Introductions**

Members of the School Board and City Council introduced themselves, stated their role and number of years in their position.

IV. **Discussion Items**

1. *School Resource Officer (SRO)*

A discussion took place regarding the SRO Agreement between the City of Saint Peter and the School District. Both City Council and School Board members feel the relationship is beneficial and meets the needs of both entities.

2. *Community Education Lease (Ends 10/2025)*

The relationship between Community Education and the City of Saint Peter was discussed. City Council members feel it is important to keep the Community Education Office located at the Community Center.

3. *Rock Bend Academy Review/Location*

Superintendent Olson spoke about the possibility of leasing space within the Saint Peter Community Center for the Rock Bend ALC Program.

4. *Cultural Liaison Contract*

The goal of this contract would be similar to the SRO Agreement. The School District's Cultural Liaison could support the City with things such as promoting Community Programming, assisting departments with language barriers and helping families navigate youth association programs and sports groups.



*5. Elections*

City Administrator Todd Prafke stated that the City of Saint Peter enjoys the great collaborative relationship that takes place with the School District during elections.

*6. Community Spirit Park Maintenance Agreement Review*

The partnership between the City of Saint Peter and the School District is going great and things are progressing nicely. Seth Putz is a great resource to work with as a representative of the School District.

*7. Housing Update/Farmland Use*

A housing update was provided by City Council members and Superintendent Olson led a discussion regarding the Ag Academy using "The Triangle" for some unique farming opportunities as part of the Ag Program.

*8. Childcare Task Force Sharing*

The City has been working diligently to try and get a core group together but unfortunately has not received the necessary participation for significant input. Round two for this Task Force will be revisited at a later date.

*9. Community Conversation Project Sharing*

This is a major project that the City Council has taken on in the past few years. This platform is not designed to build new programming, it is designed to ensure that everyone knows what programming provided by the City is currently available to them.

*10. Promotional/Lobby Efforts Opportunity*

This discussion provided an opportunity for both the School District and the City Council to share updates on priorities that each group is facing with state Legislators.

*11. Scholarship America Building Update*

City Administrator Todd Prafke provided the group with an update on the Scholarship America Building. He stated that as of April 3rd the City owns the building and ongoing development work is taking place.

*12. Shared Services Committee Reboot*

Superintendent Olson stated that the City and School District used to have a Shared Services Committee that was designed to talk about general topics as well as provide a space for new ideas to be discussed. Olson mentioned that it would be a great idea to bring this committee back.

*13. Habitat for Humanity Homes*

City Administrator Prafke said that the City appreciates the School District's work with this program as it makes a difference in the community.

Superintendent Olson stated that the program started in 1995 and this year marks the 30th Habitat for Humanity House that students in the program have helped construct.

14. Other - No additional topics were discussed.

V. **Adjournment** - 6:58 PM (Mayor Nowell)

Dated: April 21, 2025

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Kate Martens, Board Clerk



DISTRICT OFFICE  
100 Lincoln Drive, Suite 229  
Saint Peter, MN 56082-1351  
507-934-5703 (Office)  
507-934-2805 (Fax)  
[www.stpetersschools.org](http://www.stpetersschools.org)

Date: April 7, 2025

To: Dr. Jeff Olson - Superintendent

From: Bee Ong - Finance Accountant

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

March 2025 - Business Office checks	\$1,266,543.76
March 2025 - Business Office wire payments	\$1,107,295.33
March 2025 - Payroll	\$1,080,774.20
March 2025 - Student Activity	\$23,694.32
	<hr/>
	<u>\$3,478,307.61</u>



St. Peter Public Schools	Mar-25	
<b>Outgoing Wire Payments</b>		
MSDLAF to USBank (Feb/Aug bond pymt)		
BCBS - medicare health	3/21/2025	826.00
BCBS - medicare health	3/21/2025	12,039.60
Medicare Blue RX	3/3/2025	7,955.00
Life	3/5/2025	1,797.50
LTD	3/3/2025	4,110.08
FNB BO to VISA	Mar	18,901.18
Wire of federal payroll taxes	3/14/2025	168,828.59
Wire of federal payroll taxes	3/31/2025	175,050.13
Wire of state payroll taxes	3/3/2025	29,049.56
Wire of state payroll taxes	3/17/2025	28,307.61
PERA payments	3/7/2025	26,935.41
PERA payments	3/17/2025	25,651.73
TRA payments	3/7/2025	92,998.46
TRA payments	3/17/2025	92,660.79
Horace Mann	3/10/2025	1,935.00
Horace Mann	3/18/2025	1,935.00
Ameriprise/NBSGroup Bill	3/7/2025	2,275.00
Ameriprise/NBSGroup Bill	3/18/2025	2,275.00
Colonial Life	3/12/2025	13,367.57
HomeTown - Dental direct debits	3/3/2025	4,698.90
HomeTown - Dental direct debits	3/10/2025	2,607.86
HomeTown - Dental direct debits	3/18/2025	5,451.38
HomeTown - Dental direct debits	3/21/2025	1,749.00
HomeTown - Dental direct debits	3/24/2025	2,515.01
HomeTown - Dental direct debits	3/31/2025	2,343.89
HomeTown - BCBS debits	3/6/2025	127,669.39
HomeTown - BCBS debits	3/13/2025	93,831.76
HomeTown - BCBS debits	3/20/2025	58,867.31
HomeTown - BCBS debits	3/27/2025	80,664.21
FNB HSA/VEBA-Medsurety/Matrix Trust	Mar	19,997.41
<b>Total Outgiong Wire Payments</b>		<b>1,107,295.33</b>