



**TO:** School Board

**FROM:** Jeff Olson

**DATE:** April 17, 2025

**RE:** Appointment of Permanent Principal at South Elementary

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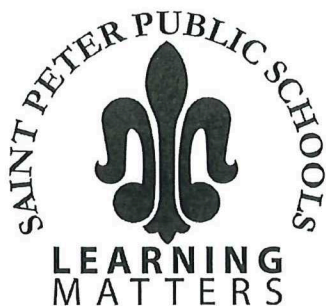
I am pleased to recommend that Jana Sykora be assigned as the permanent Principal of South Elementary effective July 1, 2025.

Since stepping into the role of Interim Principal, Mrs. Sykora has demonstrated exceptional leadership, professionalism and a commitment to the students, staff and families of South Elementary. The decision to make this recommendation is based on an outstanding evaluation of performance, which included:

- Observations of leadership within the building;
- Strong progress in meeting both school and district goals;
- Effective implementation of key district initiatives including the Read Act; and
- Significant contributions to the Administrative Team and Building Principals group.

I am confident that Jana Sykora will continue to guide South Elementary in meeting the needs of all students academically, socially and emotionally.

XC: Administrative Team



**TO:** Members of the School Board  
Dr. Olson

**FROM:** Annette Engeldinger

**DATE:** March 14, 2025

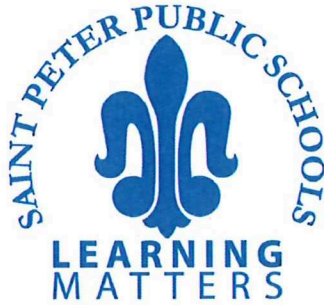
**RE:** School Social Worker Retirement

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I am writing to recommend that you accept the retirement of Kelly Jensen as a school social worker at Saint Peter High School. Her last day of employment with Saint Peter Schools will be May 30, 2025.

Kelly has been serving the students and families of Saint Peter since 1994, and we sincerely thank her for her time and dedication. She will be missed, and we wish her a happy retirement!

Please let me know if you have any questions.



**TO:** Members of the School Board  
Dr. Jeff Olson

**FROM:** Annette Engeldinger

**DATE:** April 8, 2025

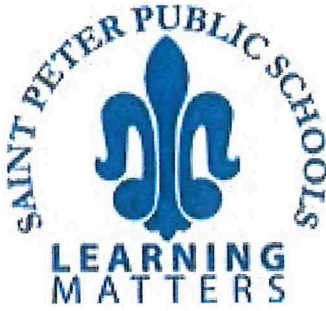
**RE:** Business Teacher Retirement

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I am writing to recommend that you accept the retirement of George Schoenborn as a business education teacher at Saint Peter High School. His last day of employment with Saint Peter Schools will be May 30, 2025.

We sincerely thank him for his time and dedication to the students of Saint Peter High School for the past 30 years. He will be missed, and we wish him the best of luck in retirement!

Please let me know if you have any questions.



**MEMO TO:** School Board

**FROM:** Seth Putz

**DATE:** April 17, 2025

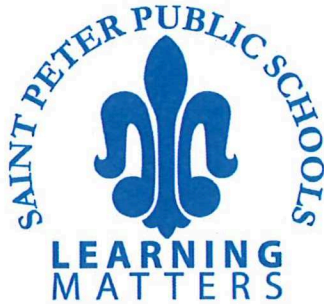
**SUBJECT:** North Elementary Building Lead

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Please accept the retirement of Mr. Michael Keller, North Elementary Building Lead for Saint Peter Public Schools, effective September 30, 2025.

We sincerely thank him for his time and dedication to District 508. Mr. Michael Keller has been an invaluable part of SPPS for many years, and he will be truly missed. I am sorry to see him go. We wish him the best of luck in his retirement!

Please let me know if you have any questions.



**TO:** Members of the School Board  
Dr. Jeff Olson

**FROM:** Jana Sykora

**DATE:** April 9, 2025

**RE:** H. Wenner Retirement

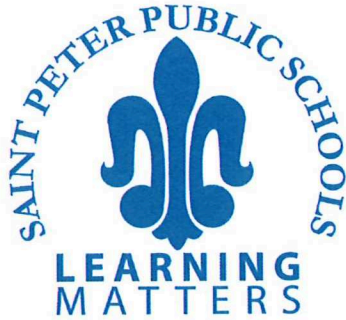
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I am writing to recommend that you accept the retirement of Heidi Wenner, kindergarten teacher at South Elementary. Her last day of employment with Saint Peter Schools will be May 30, 2025.

Mrs. Wenner has been a cornerstone of excellence in both instruction and leadership at Saint Peter Public Schools. Her warm, joyful, and developmentally appropriate approach has helped countless students begin their educational journeys with confidence and curiosity. Beyond the classroom, Heidi has made lasting contributions through her leadership on the PBIS team, as a PLC leader, and as a valued member of the Q Comp Advisory Board. She has played a vital role in shaping curriculum and building strong family partnerships, always placing the needs of students at the center. Mrs. Wenner truly embodies the mission and vision of our district, and her legacy will continue to inspire long after her retirement.

Please let me know if you have any questions.

CC: Heidi Wenner



March 31, 2025

To: Jeff Olson

From: Seth Putz  
Operations and Maintenance Supervisor

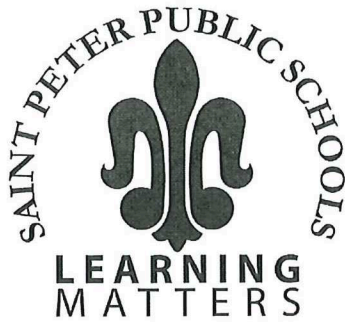
RE: Resignation

William Hawkins has left employment as Housekeeper at North Elementary. Williams's last day of work was March 26th, 2025. He left without turning in a letter of Resignation.

The needs of the custodial staff will be reviewed before a replacement position is posted. The search for a replacement will begin internally after the review. We will advertise in the local media if necessary to fill this position.

Cc: Mike Keller





April 16, 2025

To: Jeff Olson

From: Seth Putz  
Operations and Maintenance Supervisor

RE: Resignation

Cameron Estes has turned in his Letter of Resignation. His last day of employment will be April 30th, 2025. Cameron is going to be truly missed. He was very dependable and trustworthy. He has decided to pursue other opportunities.

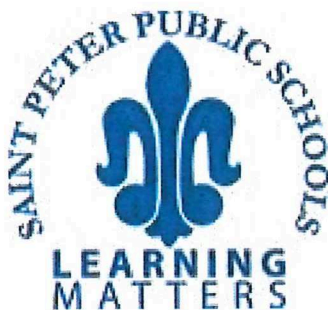
The needs of the custodial staff will be reviewed before a replacement position is posted. The search for a replacement will begin internally after the review. We will advertise in the local media if necessary to fill this position.

Cc: Mike Keller

Lisa Pierson

Robert Ploog

Annette Engeldinger



**MEMO TO:** Members of the School Board  
Superintendent Olson

**FROM:** Shea Roehrkasse

**DATE:** April 1, 2025

**SUBJECT:** Head Girls Basketball Coach  
Resignation

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Please accept this resignation message from Coach Bob Southworth as the Head Girls Basketball Coach (see message below). Coach Southworth has done an incredible job leading our girls basketball program over the last 15 years. We appreciate all that he has done for our student-athletes. Thank you Coach Southworth for your dedication, effort, time and commitment to our student-athletes and countless girls you have coached!

We wish Bob nothing but the best and wish him luck in the future getting to watch his girls play college basketball.

The position for a Head Girls Basketball coach will begin right away.

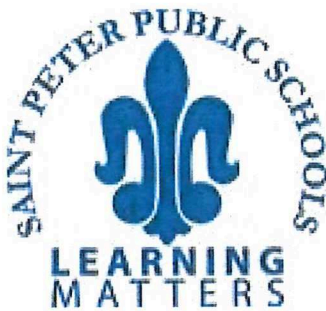
**RESIGNATION SUMMARY**

- **Bob Southworth**
  - Letter of Resignation 4/1/2025

Thank you for your consideration.

CC: Bob Southworth  
grp\_hire\_misc





**MEMO TO:** Members of the School Board  
Superintendent Olson

**FROM:** Shea Roehrkasse

**DATE:** April 11, 2025

**SUBJECT:** Co-Head Wrestling Coach, Cross  
Country Asst. Coach, C Squad  
Baseball Coach Resignation

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Please accept this resignation message from Coach Ryan Timmerman as the Co-Head Wrestling Coach (see message below). He has accepted an offer to be the Women's Head Wrestling Coach at Luther College! He will continue his role as C Squad Baseball coach through the Spring of 2025.

Coach Timmerman has done a great job of working with our staff and students in a variety of ways. He will be deeply missed in the wrestling community as the co-head coach and heavily involved in the youth association. We appreciate all that he has done for our student-athletes over a variety of sports during his time here. We wish him the best of luck in his next chapter!

We will be reviewing our staffing for next year to see about any necessary replacement positions.

**RESIGNATION SUMMARY**

- **Ryan Timmerman**
  - Letter of Resignation 4/11/2025

Thank you for your consideration.

CC: Ryan Timmerman  
grp\_hire\_misc



**MEMO TO:** Dr. Jeff Olson, Superintendent  
School Board

**FROM:** Jana Sykora

**DATE:** March 21, 2025

**SUBJECT:** South Elementary Long-Term  
Substitute Teacher

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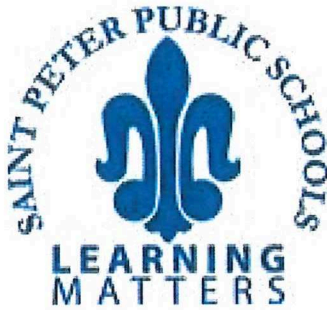
This memo is to recommend the placement of Ms. Abby Alderman as a long term substitute teacher in Mrs. Elizabeth Wenner's first grade classroom this spring while Mrs. Wenner is on an FMLA leave. Abby's first day of consecutive substitute teaching in Mrs. Wenner's class was March 10 and she will continue to teach in the classroom until Mrs. Wenner returns on April 28. Ms. Alderman will also work on March 24 (teacher workday) in order to complete third quarter grades for Mrs. Wenner's students.

**EMPLOYEE SUMMARY**

- **Abby Alderman**
  - Long-Term Substitute, South Elementary (32 days)
  - Daily rate based on Step 1/Lane BA
    - \$48,872
  - Start Date: March 10, 2025
  - Last Day: TBD

Ms. Alderman has been paid at a regular daily sub rate so her pay will require an adjustment.

CC: Abby Alderman  
grp\_hire\_Certified



**MEMO TO:** Members of the School Board  
Superintendent Olson

**FROM:** Shea Roehrkasse

**DATE:** April 9, 2025

**SUBJECT:** Head Girls Basketball Coach  
Hire

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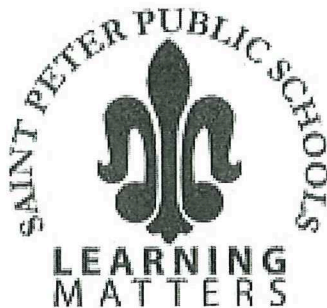
I am pleased to recommend Khamprasong (Air) Chantharak to be the next Head Girls Basketball Coach. Air is a Special Education teacher at the HS, and has a great rapport with all students and staff here at the high school. Air has an extensive background and knowledge of coaching at the high school level. His values, philosophy, coaching style and plans for our program will be a great asset to have for years to come!

**NEW HIRE SUMMARY**

- **Khamprasong Chantharak**
  - Co-Curricular - 1.10
  - \$5542
  - Replacement Position

Thank you for your consideration.

CC: Khamprasong Chantharak  
grp\_hire\_misc



**MEMO TO:** Members of the School Board  
Dr. Jeff Olson

**FROM:** Jana Sykora

**DATE:** April 17, 2025

**SUBJECT:** South Elementary First Grade  
Position

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Earlier this spring, we posted two first-grade teaching positions—one due to a staff retirement and another to cover a long-term leave of absence. We received a strong pool of over 40 applicants and conducted 10 interviews with candidates who brought a range of experience and enthusiasm for early elementary education.

Following this process, I am pleased to recommend the hiring of Abby Alderman. Abby is no stranger to our building—she has served as a long-term substitute in two different classrooms this school year, already spending 118 days with us. Abby completed her student teaching last year in Mrs. Eyler's classroom and graduated from Minnesota State University, Mankato in May 2024. She has built strong relationships with students, families, and staff, and is a great fit for our school community. We are excited to welcome her back to South Elementary!

**NEW EMPLOYEE SUMMARY**

- **Abby Alderman**
  - 1.0 FTE
  - BA, Step 2
  - Start Date: 25-26 School Year

CC: Abby Alderman  
grp\_hire\_certified





**MEMO TO:** Members of the School Board  
Dr. Jeff Olson

**FROM:** Jana Sykora

**DATE:** April 17, 2025

**SUBJECT:** South Elementary First Grade  
Position

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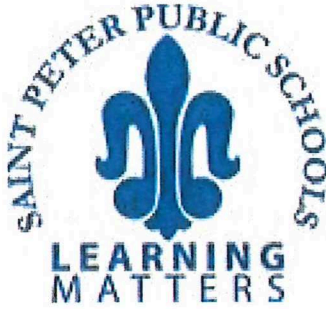
Earlier this spring, we posted two first-grade teaching positions—one due to a staff retirement and another to cover a long-term leave of absence. We received a strong pool of over 40 applicants and conducted 10 interviews with candidates who brought a range of experience and enthusiasm for early elementary education.

I am pleased to recommend Ashlyn Rosenberg for a first-grade teaching position at South Elementary. Ashlyn began her teaching career as a graduate fellow in Waseca, teaching both third and first grade classrooms in 23-24 and 24-25 respectively. She also student-taught in a first-grade classroom in the Tri-City United schools and previously served as a Level III special education paraprofessional. Ashlyn brings a positive, student-centered approach, with a strong foundation in early literacy and numeracy. She is currently completing her Master's degree in Elementary Education at Minnesota State University, Mankato, with graduation anticipated in May 2025. We are excited to welcome Ashlyn to the South Elementary team!

#### **NEW EMPLOYEE SUMMARY**

- **Ashlyn Rosenberg**
  - 1.0 FTE
  - MA, Step 1
  - Start Date: 25-26 School Year

CC: Ashlyn Rosenberg  
grp\_hire\_certified



MEMO TO: Dr. Olson, Superintendent  
School Board

FROM: Jana Sykora

DATE: March 21, 2025

SUBJECT: Special Education Para Hire

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Applications were received and interviews were conducted for a South Elementary Special Education paraprofessional position. This is an added position due to an evaluation of paraprofessional services required on IEPs for students at South Elementary conducted in collaboration with MVED.

We are pleased to hire Lily McCargar. Lily currently works in the Saints Over Time room at South after school and has experience working with children in a variety of settings.

**EMPLOYEE SUMMARY**

- **Lily McCargar**
  - Start Date: April 1, 2025
  - STEP 1A: \$16.65
  - 6.75 hours daily 7:40 am - 2:55 pm

CC: Lily McCargar  
Grp\_hire\_para  
Tara Johnson (South Para Mentor)  
Deb Pfeifer (South Secretary)





**TO:** Jeff Olson, Interim Superintendent,  
School Board Members

**FROM:** Tami Skinner, Community & Family  
Education Director

**SUBJECT:** High School Saints Overtime Staff

**DATE:** April 15, 2025

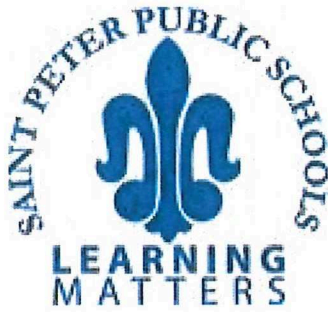
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Interviews were conducted, and I am pleased to recommend hiring Piper McCargar as a High School Saints Overtime Staff. Her previous volunteer experiences make her an ideal candidate for this position.

This is a replacement position.

**EMPLOYEE SUMMARY**

- **Piper McCargar**
- Rate of pay - \$11.13/hr.
- Part-time hours to be submitted on a timesheet
- 2024-25 School Year and Summer



MEMO TO: Dr. Olson, Superintendent  
School Board

FROM: Jana Sykora

DATE: April 1, 2025

SUBJECT: Special Education Para Hire

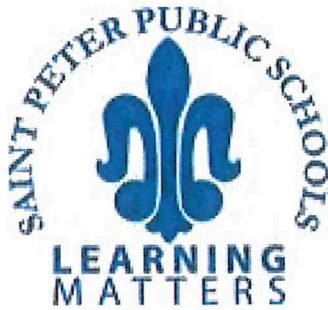
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Please adjust work hours for paraprofessional Charlie Barnick at Oshawa Learning Academy.

**EMPLOYEE SUMMARY**

- **Charles Barnick**
  - Start Date: 4/1/202
  - STEP 1A: \$16.65
  - 7:50 am - **3:05 pm** Tuesdays and Thursdays.

CC: Charles Barnick  
grp\_hire\_para



**MEMO TO:** Jeff Olson, Superintendent  
School Board

**FROM:** Jon Graff

**DATE:** March 24, 2025

**SUBJECT:** Teacher Reassignment

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Internal letters of interest were accepted for the SPMS special education teacher position which will be open beginning in the 2025-2026 school year as a result of an internal transfer.

I recommend that Shannon Guimond be reassigned from her current special education case facilitator position at North Elementary to the SPMS special education position beginning in the 2025-2026 school year.

Cc:  
Grp\_hire\_certified  
Shannon Guimond



**MEMO TO:** Dr. Jeff Olson  
District 508 School Board

**FROM:** Darin Doherty, Principal  
North Elementary School

**DATE:** March 21, 2025

**SUBJECT:** FMLA Return Update

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I am recommending the FMLA return transition of Dave Ribar, Licensed Social Worker, at North Elementary School, effective March 10, 2025. His assignment is designed to strengthen our behavior intervention supports, with a focus on helping students process social errors and reinforcing positive behavior across various school settings.

Dave will play a critical role in coaching students, supporting staff, working with parents, and promoting a positive school climate. The phased transition plan allows for a gradual increase in hours to ensure a smooth implementation:

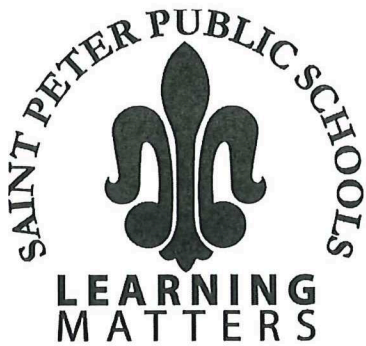
Week 1 (March 10-14): 1-2 hours daily, 7:30-9:30 AM

Week 2 (March 17-21): 4 hours daily, 7:30-11:30 AM

Week 3 & Beyond (starting March 24): Full-time, 7:30 AM-3:30 PM

If you have questions, please contact me.

CC: grp\_hire\_certified <[grp\\_hire\\_certified@stpetersschools.org](mailto:grp_hire_certified@stpetersschools.org)>  
Dave Ribar <[dribar@stpetersschools.org](mailto:dribar@stpetersschools.org)>



**MEMO TO:** Dr. Jeff Olson, Superintendent  
School Board

**FROM:** Jana Sykora, South Elementary Principal

**DATE:** March 21, 2025

**SUBJECT:** FMLA Request

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This memo is to recommend the approval of a Family Medical Leave request for Elizabeth Wenner. She will be on leave beginning March 20, 2025 and does not have an anticipated return date at this time.

Cc: Elizabeth Wenner  
Grp\_hire\_certified



**MEMO TO:** Members of the School Board  
Superintendent Olson

**FROM:** Shea Roehrkasse

**DATE:** April 2, 2024

**SUBJECT:** MS Track & Field Coach

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I am pleased to recommend Keisha Aubrey for the position of Middle School Track & Field Coach starting in the Spring of 2025 season. Keisha is a student at MSU, Mankato and will be a great addition to our program.

**NEW EMPLOYEE SUMMARY**

- **Keisha Aubrey**
  - First year coaching
  - Co-Curricular Fee Schedule - 1.00
  - Middle School
  - \$1,872
  - Replacement Position

Thank you for your consideration.

CC: Keisha Aubrey  
grp\_hire\_misc





MEMO TO:                   Members of the School Board  
                                  Superintendent Olson

FROM:                     Shea Roehrkaske

DATE:                     April 4, 2025

SUBJECT:                 MS Baseball Coach Hire

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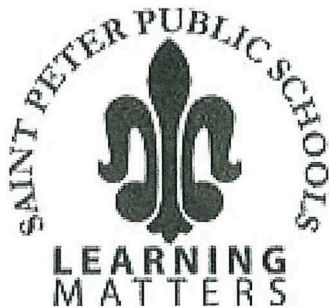
I am pleased to recommend Evan Wieker for the position of Middle School Baseball Coach starting in the Spring of 2025 season. Evan is a student at Gustavus and will be a great addition to our program.

**NEW EMPLOYEE SUMMARY**

- **Evan Wieker**
  - First year coaching
  - Co-Curricular Fee Schedule - 1.00
  - Middle School
  - \$1,872
  - Replacement Position

Thank you for your consideration.

CC:   Evan Wieker  
      grp\_hire\_certified



MEMO TO:                   Members of the School Board  
Superintendent Olson

FROM:                     Shea Roehrkasse

DATE:                     March 19, 2025

SUBJECT:                 Event Worker

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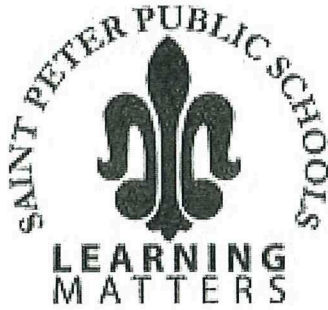
Please accept Joshua Drinkall for the position of Event Worker as an umpire for the baseball season. This would begin for the 2025 Spring season.

**NEW EMPLOYEE SUMMARY**

- **Josh Drinkall**
  - Pay is per event

Thank you for your consideration.

CC:   Josh Drinkall  
      grp\_hire\_certified



**MEMO TO:** Members of the School Board  
Superintendent Olson

**FROM:** Shea Roehrkaske

**DATE:** April 10, 2025

**SUBJECT:** Event Worker

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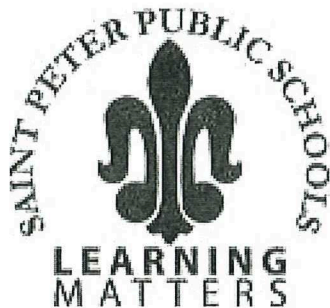
I am pleased to recommend Bailey Hafferman for the position of Event Worker to help with various duties starting the Spring of 2025. She is also going to be helping as a volunteer track coach when available.

**NEW EMPLOYEE SUMMARY**

- **Bailey Hafferman**
  - Pay is per event
  - 4/10/25

Thank you for your consideration.

CC: Bailey Hafferman  
grp\_hire\_misc



**MEMO TO:** Members of the School Board  
Superintendent Olson

**FROM:** Shea Roehrkasse

**DATE:** April 10, 2025

**SUBJECT:** Event Worker

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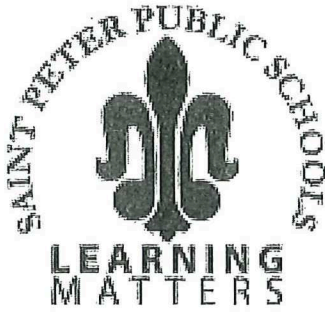
I am pleased to recommend Kaleb Hafferman for the position of Event Worker to help with various duties starting the Spring of 2025.

**NEW EMPLOYEE SUMMARY**

- **Kaleb Hafferman**
  - Pay is per event
  - 4/10/25

Thank you for your consideration.

CC: Kaleb Hafferman  
grp\_hire\_misc



**MEMO TO:** Members of the School Board  
Superintendent Olson

**FROM:** Shea Roehrkasse

**DATE:** April 15, 2025

**SUBJECT:** Event Worker

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I am pleased to recommend Isaac Alger for the position of Event Worker to help with various duties, mainly a lower level official, starting the Spring of 2025.

**NEW EMPLOYEE SUMMARY**

- **Isaac Alger**
  - Pay is per event

Thank you for your consideration.

CC: Isaac Alger  
grp\_hire\_misc