

## 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, January 21, 2026, in the Saint Peter Community Center - Governor's Room. Board Chair Potts called the meeting to order at 5:06 PM. **Members Present:** Ken Rossow, Tracy Stuewe, Charlie Potts, Bill Kautt, Kate Martens and Drew Dixon (arrived at 5:53 pm).

**Members Absent:** Rita Rassbach

**Others Present:** Jon Graff, Ytive Prafke, Jana Sykora, Darin Doherty, Annette Engeldinger, Megan Gracia, Kimberley Deming and members of the public.

A motion was made by Kautt, seconded by Stuewe, to adopt the agenda as presented. The motion carried unanimously amongst those present.

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

1. Approval of the Regular Board Meeting minutes of December 17, 2025.
2. Approval of the Organizational Board Meeting minutes of January 5, 2026.
3. Approval of Bills and Wire Transfers (\$3,819,349.40) for December 2025.
4. Personnel changes:
  - The acceptance of the resignations of Melinda Lexvold, Anna Goodman, Hailee Guth and James Lybeck.
  - The acceptance of the termination of Dolores Griffith
  - The approval of the hiring of Holly Hanson, Isaac Alger, Rachel Dauk, Bridget Campbell, Melic Thomas, Andrew Elofson and Megan Geraets.
  - The approval of the FMLA leave request for Abby Ramirez.

### **Action Items**

A motion was made by Stuewe, seconded by Martens, to Consider a Resolution Accepting donations from Paul & Gayla Rodning and Sota Scoops, and grants from the Kristine Lindvall and Gene Biewen/Noel VanTol Funds. After a roll call vote, the resolution passed. Rossow, Stuewe, Potts, Kautt and Martens - 5 yes/2 absent (Rassbach and Dixon).

Principal Annette Engeldinger presented information on high school course/program changes for the 2026-2027 school year. The Education Committee reviewed these recommendations at their January 8, 2026 meeting and are in support of the changes. A motion was made by Martens, seconded by Stuewe, to approve the changes as presented. The motion carried unanimously amongst those present.

After further review of the 2026-2027 District Calendar, there was a desire to alter the November 11, 2026 workday so as to support Saint Peter High School's ability to continue offering its community wide Veterans Day program. A motion was made by Martens, seconded by Rossow, to approve the update to the 2026-2027 District Calendar. The motion carried unanimously amongst those present.

As part of the District's 2024-2025 audit, it was the recommendation of Abdo, our District auditor, to increase the District's Capitalization Threshold from \$2,500 to \$10,000 beginning with the 25-26 school year. The Business Committee reviewed this recommendation at their January 13th meeting and are in support of this recommendation. A motion was made by Rossow, seconded by Kautt, to approve the increase in the District's Capitalization Threshold. The motion carried unanimously amongst those present.

Superintendent Graff provided a summary of notable changes to the Paraprofessional Educators' Master Agreement. Updates made are in line with budget goals set by the School Board Negotiations Committee and have been ratified by Paraprofessional personnel. A motion was made by Kautt, seconded by Rossow, to approve the Paraprofessional Educators' Master Agreement as presented. The motion carried unanimously amongst those present.

### **Information Items**

On an annual basis, the Native American Parent Advisory Council (NAPAC) has a duty to pass a resolution of concurrence or non-concurrence. This resolution is based on the school district's support of Native American students and families, and progress toward goals set by the committee. NAPAC has passed a resolution of concurrence. Charmayne Klah, NAPAC Liaison, and Skyanne Walker, NAPAC Chairperson, shared information regarding NAPAC and their resolution.

As a part of the school district's Enrollment Options Annual Reporting process, Superintendent Graff shared information regarding the number of students enrolling into the district as well as leaving our district, including the variety of reasons these changes are taking place.

Business Manager Megan Gracia provided an update on the "Quarterly Fund Balance Tracker" which identifies major budget variations in terms of expenditures and revenues. These changes are shared monthly with the Business Committee and on a regular basis with the full School Board.

On an annual basis the School Board Chair works collaboratively with School Board Directors to decide on standing School Board Committees and other assignments. Assignments for 2026 were presented by Board Chair Potts.



On behalf of the Minnesota School Boards Association (MSBA), Superintendent Graff and Chair Potts congratulated Member Rossow for being the recipient of the President's Award, which he received at the MSBA Leadership Conference, and Dr. Graff presented Board Member Martens with the 2025-2026 MSBA Directors' Award. Member Rassbach was not present but was the recipient of the Leadership Development Certificate.

**Oath of Office** - Board Chair Charlie Potts led re-elected School Board Member Drew Dixon in the acceptance of the Oath of Office.

### **Reports**

Updates were provided by the following Building Principals:

#### **Early Childhood**

- Teachers are continuing to make progress with the Frog Street Curriculum.
- Round two of Early Childhood Screening was held on January 22.
- An Early Childhood Open House is scheduled for February 12.

#### **South Elementary**

- Paraprofessional Recognition Week was January 19-23.
- The end of the second quarter was January 23.
- I Love to Read Month will take place in February.
- K-8 conferences will be held in February.
- Kindergarten registration has begun, with an open house planned for March 5.

#### **North Elementary**

- Passion Projects will take place to celebrate the end of the second quarter.
- The Kindness Retreat is scheduled for February 19 at Johnson Hall.
- The North School of Excellence Ceremony will be held on February 26.

#### **Saint Peter High School**

- The One Act Play hosted a festival for local schools on January 19.
- The One Act Play presented a free performance of "The Visitor" on January 22.
- Snow Week is scheduled for the week of January 26.

**Superintendent of Schools** - Superintendent Graff gave an update on the potential for a weather related closure on Friday, January 23.

**Around the Table Updates** - Members who attended the MSBA Leadership Conference stated that they were grateful for the opportunity to attend the event. Progress with contract negotiations was discussed and member Martens thanked district staff for the ongoing support that is continuously shown towards the district's students and families.

#### **Board Committee Updates** -

- a. *Education Committee* - nothing additional noted
- b. *Business Committee* - nothing additional noted
- c. *Policy Committee* - nothing additional noted
- d. *HR Committee* - nothing additional noted

e. *Shared Programs Committee* - nothing additional noted

**Upcoming Meetings of the School Board**

- HR/Negotiations Committee Meeting - Monday, January 26, 2026 at 4:30 PM in the SPMS Conference Room
- School Board Study Session - Wednesday, February 4, 2026 at 5:00 PM in the SPMS Media Center
- Business Committee Meeting - Wednesday, February 11, 2026 at 10:00 AM in the DO
- Policy Review Committee Meeting - Wednesday, February 11, 2026 at 4:00 PM in the DO
- Education Committee Meeting - Thursday, February 12, 2026 at 4:00 PM in the DO
- Regular School Board Meeting - Wednesday, February 18, 2026 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 6:36 PM. The motion carried unanimously amongst those present.

Dated Approved: February 18, 2026

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Kate Martens, Board Clerk



## **Minutes of School Board Study Session Saint Peter Public Schools**

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A Study Session of the School Board of Saint Peter Public Schools was held Wednesday, February 4, 2026, in the Saint Peter Middle School Media Center. Vice Board Chair Dixon called the meeting to order at 5:04 PM. **Members Present:** Rita Rassbach, Ken Rossow, Tracy Stuewe, Bill Kautt, Drew Dixon, and Kate Martens. **Members Absent:** Charlie Potts

**Others Present:** Jon Graff, Ytve Prafke, Jessi Buttell and Annette Engeldinger.

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

### **Update on District and Building Level Strategic Plans**

The Administrative Team provided the board with an update on the district's progress toward initiatives identified in the district's strategic plan. The 2025-2026 initiatives include implementing Standard Response Protocol (SRP), improving delivery of the Multi-tiered System of Supports (MTSS), implementing the new curriculum improvement plan, Culturally Responsive Pedagogy, and Phase One of the Artificial Intelligence Pilot.

### **Update on Superintendent Focus Areas and Goals: 2025-2026**

Given time constraints created by the Special Board Meeting scheduled for 6:00 PM, this agenda item was tabled for a future date.

### **Legislative Planning:**

This agenda item was also tabled for a future date.

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

- Business Committee Meeting - Wednesday, February 11, 2026 at 10:00 AM in the District Office
- Policy Review Committee Meeting - Wednesday, February 11, 2026 at 4:00 PM in the District Office

- HR/Negotiations Committee Meeting - Wednesday, February 11, 2026 at 5:00 PM in the Middle School Conference Room A/B.
- Education Committee Meeting - Friday, February 13, 2026 at 11:00 AM in the District Office
- Regular School Board Meeting - Wednesday, February 18, 2026 at 5:00 PM in the SPCC - Governor's Room

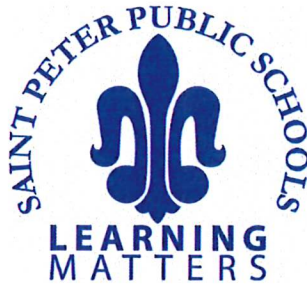
**Adjournment** - A motion was made by Stuewe, seconded by Martens, to adjourn the meeting at 6:05 PM. The motion carried unanimously.

Dated Approved: February 18, 2026

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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 Wednesday, February 4, 2026, beginning at 6:00 PM in the Saint Peter Middle School Conference Room.

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

**Others Present:** Jon Graff, Megan Gracia and Ytve Prafke

**Call Meeting to Order** - The meeting was called to order at 6:13 PM by Vice Board Chair Dixon.

**Consideration and Adoption of the Agenda** - A motion was made by Kautt, seconded by Rassbach to adopt the agenda as presented. The motion carried unanimously.

**Close Meeting to Discuss Labor Negotiations Strategies** - At 6:14 PM, in the Saint Peter Middle School Conference Room, a motion was made by Kautt, seconded by Rossow, to close the meeting for the purpose of a Labor Negotiations Strategies discussion. The motion carried unanimously.

**Roll Call:** Tracy Stuewe, Kate Martens, Drew Dixon, Ken Rossow, Bill Kautt, Jon Graff, Mega Gracia, and Ytve Prafke (left the meeting at 7:03 PM)

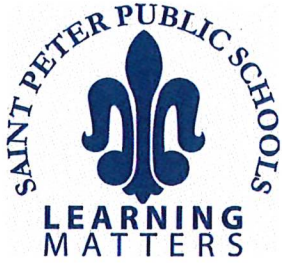
**Reopen the Meeting** - At 7:14 PM a motion to reopen the meeting was made by Martens, seconded by Rassbach. The motion carried unanimously.

**Adjournment** - A motion was made by Martens, seconded by Rassbach, to adjourn the Saint Peter Public Schools Special School Board Meeting at 7:15 PM. The motion carried unanimously.

Date Approved: February 18, 2026

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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: February 9, 2026

To: Dr. Jon Graff - Superintendent

From: Bee Ong - Finance Accountant

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

Jan 2026 - Business Office checks	\$862,300.11
Jan 2026 - Business Office wire payments	\$5,433,241.57
Jan 2026 - Payroll	\$1,034,137.15
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	<u>\$7,329,678.83</u>

**Monthly Student Activity Amounts:**

Dec 2025 - South Elementary	\$1,823.82
Dec 2025 - North Elementary	\$3,874.74
Dec 2025 - Middle School	\$1,675.49
Dec 2025 - High School	\$6,357.88
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	<u>\$13,731.93</u>



St. Peter Public Schools	Jan-26	
<b>Outgoing Wire Payments</b>		
MSDLAF to USBank - 2022 Refunded Bond	1/29/2026	3,012,305.65
MSDLAF to USBank - 2024 Bond	1/29/2026	1,145,000.00
BCBS - medicare health	1/21/2026	1,615.50
BCBS - medicare health	1/21/2026	6,104.50
Medicare Blue RX	1/2/2026	7,585.00
Life	1/2/2026	3,121.71
LTD	1/6/2026	4,193.21
FNB BO to VISA	Jan	14,226.25
Wire of federal payroll taxes	1/5/2026	90.74
Wire of federal payroll taxes	1/14/2026	1,918.92
Wire of federal payroll taxes	1/15/2026	158,927.25
Wire of federal payroll taxes	1/30/2026	169,277.34
Wire of state payroll taxes	1/2/2026	29,625.37
Wire of state payroll taxes	1/7/2026	46.91
Wire of state payroll taxes	1/16/2026	26,721.52
Wire of state payroll taxes	1/21/2026	186.00
Wire of MN UI Fund		
PERA payments	1/5/2026	28,727.00
PERA payments	1/16/2026	22,948.83
PERA payments		
TRA payments	1/5/2026	103,645.93
TRA payments	1/16/2026	100,280.08
Education MN/ESI	1/6/2026	2,802.50
Education MN/ESI	1/14/2026	2,802.50
Education MN/ESI	1/16/2026	2,692.50
Horace Mann	1/6/2026	1,860.00
Horace Mann	1/20/2026	1,880.83
Ameriprise/NBSGroup Bill	1/5/2026	2,532.14
Ameriprise/NBSGroup Bill	1/20/2026	2,532.14
Colonial Life	1/9/2026	16,700.68
EyeMed	1/5/2026	1,257.62
Arbiter-Pre fund	1/13/2026	15,000.00
HomeTown - Dental direct debits	1/6/2026	2,176.49
HomeTown - Dental direct debits	1/12/2026	4,493.72
HomeTown - Dental direct debits	1/20/2026	5,193.75
HomeTown - Dental direct debits	1/21/2026	1,980.16
HomeTown - Dental direct debits	1/26/2026	4,409.05
HomeTown - BCBS debits	1/2/2026	200,402.62
HomeTown - BCBS debits	1/8/2026	46,981.12
HomeTown - BCBS debits	1/15/2026	93,356.57
HomeTown - BCBS debits	1/22/2026	64,268.12
HomeTown - BCBS debits	1/29/2026	96,480.50
HomeTown - Healthiest You	1/5/2026	2,549.75
FNB HSA/VEBA-Medsurety/Matrix Trust	Jan	24,341.10
<b>Total Outgiong Wire Payments</b>		<b>5,433,241.57</b>



Date: January 29, 2026  
Updated February 9, 2026

To: Dr. Jon Graff, Superintendent

From: Jana Sykora, Principal  
South Elementary School

Re: Overload Assignment  
Quarter 2, 2025-2026 School Year

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Our kindergarten enrollment numbers have resulted in all of our kindergarten teachers being on overload for all or part of the first quarter.

The 23-25 teacher contract states, "A kindergarten teacher will have no more than 21 students in his/her class. [...] If a classroom teacher is asked to teach a class that exceeds this number, he/she will be compensated using the overload assignment rate. [...] An elementary teacher will be paid \$44 per day."

I anticipate our kindergarten teachers will continue to have more than 21 students in class and will continue to submit memos quarters for overload assignments.

**Second Quarter 11/10/25 - 1/26/26 (41 instructional days + 2 Conference Days + 1 work day)**

- |                    |                                   |  |
|--------------------|-----------------------------------|--|
| • Sarah Hartfiel   | more than 21 students for 38 days | 11/17/25-1/26/26                       |
| • Karissa Minks    | more than 21 students for 44 days | 11/10/25-1/26/26                       |
| • Joyce Harvey     | more than 21 students for 44 days | 11/10/25-1/26/26                       |
| • Bridget Powell   | more than 21 students for 16 days | 11/10/25-11/30/25<br>& 12/18/25-1/4/26 |
| • Tressa Gruenzner | more than 21 students for 44 days | 11/10/25-1/26/26                       |
| • Janaye Rouillard | more than 21 students for 41 days | 11/10/25-1/21/26                       |

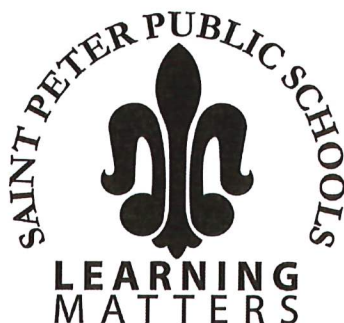
**The following teachers should get overload pay for two (2) additional days for Q1 because I did not originally count the Sept. 19 PD day or the Nov. 7 work day.**

- Karissa Minks
- Joyce Harvey
- Bridget Powell
- Tressa Gruenzner
- Janaye Rouillard

I will submit a memo quarterly for overload continuation or expiration. If you have questions, please contact me.

CC:  
Lisa Pierson  
Sarah Hartfiel  
Karissa Minks  
Joyce Harvey

Bridget Powell  
Tressa Gruenzner  
Janaye Rouillard



Date: January 27, 2026

To: Dr. Jon Graff, Superintendent

From: Darin Doherty, Principal  
North Elementary School

Re: Q2 - Overload Assignment  
2025-26 School Year

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The following overload assignments have been assigned for the second quarter of the 2025-26 school year. We will continue to use this document to update the overload each quarter.

SECTION 8. NORMAL TEACHING LOAD: A kindergarten teacher will have no more than 21 students in his/her class; a 1-3 grade classroom teacher 25 students; 4th grade classroom teacher 27 students. If a classroom teacher is asked to teach a class that exceeds this number, he/she will be compensated using the overload assignment rate.

**Quarter 2 (11/10/2025-01/26/2026)**

- Corie Walters - 2nd Grade Teacher: Had 26 students for 41 days
- Bridget Schmidtke - 2nd Grade Teacher; Had 26 students for 13 days
- Alex Noble 3rd Grade Teacher: Had 26 students for 41 days
- Ethan Sindelir 3rd Grade Teacher: Had 26 students for 41 days
- Amanda (Mandy) Kennedy School Social Worker: Taught through her prep period for 41 days (took on all PK, 2, 3, 4 grade students while Dave Ribar is on leave).

If you have questions, please contact me.

CC: Dr. Jon Graff [jgraff@stpeterschools.org](mailto:jgraff@stpeterschools.org)  
Kimberley Deming [kdeming2@stpeterschools.org](mailto:kdeming2@stpeterschools.org)  
Lisa Pierson [lperson@stpeterschools.org](mailto:lperson@stpeterschools.org)  
Megan Gracia [mgracia@stpeterschools.org](mailto:mgracia@stpeterschools.org)