



SAINT PETER SCHOOL BOARD
Regular Board Meeting
Wednesday, May 21, 2025
SPCC-Governor's Room, 600 S. 5th St., Saint Peter, MN
56082
5:00 PM

I. Call Meeting to Order	
II. Pledge of Allegiance	
III. Consideration and Adoption of the Agenda	
IV. Consider Requests to Speak on the Agenda	
V. Approval of Consent Agenda Items	3
VI. Student Spotlight / Student Council Report	
1. Saint Peter High School Student - Ethan Harbitz	
2. Student Council Report	
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1. Building Principals	
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3. Board Members - Around the Table	
4. Board Committee Updates	
a. Education Committee	

- b. Business Committee
- c. Policy Committee
- d. HR Committee
- e. Hoc Legislative Committee

X. Upcoming Meetings of the School Board

Business Committee Meeting
Wednesday, June 11, 2025
10:00 AM
DO

Policy Review Committee Meeting
Wednesday, June 11, 2025
4:00 PM
DO

Education Committee Meeting
Thursday, June 12, 2025
1:00 PM
DO

Regular School Board Meeting
Wednesday, June 18, 2025
5:00 PM
SPCC - Governor's Room

XI. Adjournment



ADDENDUM

Regular Board Meeting Wednesday, May 21, 2025 SPCC-Governor's Room 5:00PM

V. CONSENT AGENDA

1. Approval of the Special Board Meeting minutes of April 21, 2025.
2. Approval of the Regular Board Meeting minutes of April 21, 2025.
3. Approval of the Study Session Meeting minutes of May 7, 2025.
4. Approval of the revised Monthly Bill Statement for March 2025.
5. Approval of Bills and Wire Transfers (\$3,617,058.86) for April 2025.

6. Personnel
 - a. The acceptance of the retirement of Miklos (Nick) Rozsa, a paraprofessional at North Elementary, effective May 29, 2025. Nick has served our students and school community with passion, creativity, and care. His impact has extended far beyond his assigned role. Nick's contributions have made a lasting impression on both students and staff. We sincerely thank him for his time and dedication to District 508.
 - b. The acceptance of the retirement of Ann Braun, a Title I paraprofessional at South Elementary, effective May 29, 2025. Ann brought warmth, patience, and a joyful presence to her work every day. Her genuine care for students and deep commitment to supporting them in every way possible have left a lasting impact on countless children and colleagues. We sincerely thank her for her time and dedication.
 - c. The acceptance of the retirement of Barb Franchino, a Title I paraprofessional at South Elementary, effective May 29, 2025. Her time at South has been filled with purpose, joy, and a deep commitment to students and school community. Barb has always found joy in the relationships she's built and she's been a steady, kind presence in every space she's been part of. We wish her all the best in this well-deserved next chapter.
 - d. The acceptance of the retirement of Christa Herr, a paraprofessional at Saint Peter High School, effective May 29, 2025. Christa has been a

dedicated paraprofessional for many years, and she has touched the lives of countless students and their families. We thank Christa for her patience and dedication to our students over her many years with us, and we wish her the best in her retirement!

- e. The acceptance of the retirement of Erin Domras, a Special Education paraprofessional at North Elementary, effective May 29, 2025. Erin has cared for her students and always worked hard to help them learn and grow. Her teamwork within the DCD resource room was strong and helped make their classroom a great place for students. We will miss Erin and are thankful for her years of service. We wish her all the best in retirement!
- f. The approval of the re-assignment of Kris Koehler-Sandborg, a Physical Education Teacher at Saint Peter Middle School, to the Physical Education position at Saint Peter High School, effective at the beginning of the 2025-26 school year.
- g. The approval of the re-assignment of Janaye Rouillard, a First Grade Teacher at South Elementary, to a Kindergarten position at South Elementary, effective at the beginning of the 2025-26 school year.
- h. The approval of the re-assignment of Karissa Minks, a First Grade Teacher at South Elementary, to a Kindergarten position at South Elementary, effective at the beginning of the 2025-26 school year.
- i. The acceptance of the resignation of Shelby Glover, a 6th Grade Science Teacher at Saint Peter Middle School, effective at the end of the 2024-25 school year.
- j. The acceptance of the resignation of Tasha Timmerman, a secretary at Oshawa Learning Academy, effective June 30, 2025.
- k. The acceptance of the resignation of Keith Hanson, Head Wrestling Coach, effective April 29, 2025. Coach Hanson has done an incredible job leading the district's wrestling program over the last 34 years. His time, effort and dedication has supported countless students and we appreciate all that he has done for the program!
- l. The acceptance of the resignation of James Mealman, a food service staff member at Saint Peter Middle School, effective May 7, 2025.
- m. The acceptance of the resignation of Charlie Barnick, a paraprofessional at Oshawa Learning Academy, effective May 9, 2025.

- n. The acceptance of the resignation of Alyza Wildes, a Head Cook at Saint Peter Middle School, effective May 12, 2025.
- o. The acceptance of the resignation of Ryan Timmerman, a Special Education Teacher at Oshawa Learning Academy, effective at the end of the 2024-25 school year.
- p. The acceptance of the resignation of the following Saints Overtime Assistants, effective May 1, 2025:

Will Elias	Madison Olson
Ruby Sletta	Aubrey Kusters
Shea Hildebrandt	Ella Bobrowski
Tovey Velin	Paige Gerads
Khloe Stinson	Maria Trochez
- q. The approval of the hiring of James Lybeck, as a paraprofessional at Saint Peter High School, effective May 8, 2025.
- r. The approval of the hiring of Justin Hohn, as a Custodial Engineer at Saint Peter Middle School, effective May 12, 2025.
- s. The approval of the hiring of Emilie Bode, as a speech language pathologist for both Saint Peter High School and Saint Peter Middle School, effective at the beginning of the 2025-26 school year.
- t. The approval of the hiring of Lexi Wentworth, as a paraprofessional at Oshawa Learning Academy, effective May 12, 2025.
- u. The approval of the hiring of Joey Brown, as the Head Wrestling Coach, effective for the upcoming wrestling season.
- v. The approval of the hiring of Kady Thoms, as a High School Saints Overtime staff, effective for the 2024-2025 school year and summer.
- w. The approval of the hiring of Huda Ahmed, as a High School Saints Overtime staff, effective for the 2024-2025 school year and summer.
- x. The approval of the hiring of Taylor Sickler, as a High School Saints Overtime staff, effective for the 2024-2025 school year and summer.
- y. The approval of the hiring of Aedan Sannes, as a High School Saints Overtime staff, effective for the 2024-2025 school year and summer.

- z. The approval of the FMLA leave request for Martha Kyoore, a paraprofessional at South Elementary, effective May 12, 2025 through the end of the 2024-25 school year.

- aa. The approval of the following teachers from North Elementary receiving overload pay during the third quarter of the 2024-2025 school year:

- Amanda (Mandy) Kennedy - School Social Worker
- Alex Noble - 3rd Grade Teacher
- Breanna Landsteiner - 3rd Grade Teacher
- Scott (John) Robinson - 3rd Grade Teacher
- Kari Malz - 3rd Grade Teacher
- Nicole (Niki) Zitur - 3rd Grade Teacher
- Jennifer (Jennie) Friedrich - 4th Grade Teacher
- Matthew Lewis - 4th Grade Teacher



Minutes of Special School Board Meeting Saint Peter Public Schools

A Special School Board Meeting of the School Board of Saint Peter Public Schools was held Monday, April 21, 2025, beginning at 5:30 PM in the Saint Peter Community Center (SPCC) - Community Education Conference Room.

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

Others Present : Superintendent Jeff Olson, Administrative Assistant Kimberley Deming, Ytve Prafke and Dr. Jon Graff

Call Meeting to Order - The meeting was called to order at 5:30 PM by Board Chair Potts.

Consideration and Adoption of the Agenda - A motion was made by Dixon, seconded by Rossow, the motion carried unanimously.

Close Meeting to Discuss Labor Negotiations Strategies - At 5:30 PM, in the Community Education Office at the SPCC, a motion was made by Martens, seconded by Rassbach, to close the meeting for the purpose of a Labor Negotiations Strategies discussion. The motion carried unanimously.

Roll Call: Ken Rossow, Drew Dixon, Bill Kautt, Ytve Prafke, Charlie Potts, Rita Rassbach, Kate Martens, Jon Graff, Jeff Olson and Kimberley Deming. Tracy Stuewe joined the meeting at 6:01 PM.

Reopen the Meeting - At 6:15 PM a motion to reopen the meeting was made by Rassbach, seconded by Martens, the motion carried unanimously.

Adjournment - A motion was made by Rossow, seconded by Dixon, to adjourn the Saint Peter Public Schools Special School Board Meeting at 6:19 PM. The motion carried unanimously.



Minutes of Regular School Board Meeting Saint Peter Public Schools

A Regular Board Meeting of the School Board of Saint Peter Public Schools was held Monday, April 21, 2025, in the Saint Peter Community Center - Governor's Room. Board Vice Chair Dixon called the meeting to order at 6:35 PM. **Members Present:** Rita Rassbach, Ken Rossow, Tracy Stuewe, Bill Kautt, Drew Dixon and Kate Martens. **Members Absent:** Charlie Potts

Others Present: Jeff Olson, Megan Gracia, Seth Putz, Tami Skinner, Ytive Prafke, Jana Sykora, Darin Doherty, Jon Graff, Annette Engeldinger, Administrative Assistant Kimberley Deming and members of the public.

A motion was made by Kautt, seconded by Martens, to Adopt the Agenda as presented. The motion carried unanimously.

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

1. Approval of the Regular Board Meeting minutes of March 17, 2025.
2. Approval of the Special Board Meeting minutes of March 20, 2025.
3. Approval of the Special Board Meeting minutes of March 27, 2025.
4. Approval of Bills and Wire Transfers (\$3,478,307.61) for March 2025.
5. Personnel
 - a. The approval of the assignment of Principal at South Elementary and the Oshawa Learning Academy for Jana Sykora.
 - b. The acceptance of the retirement of Kelly Jensen.
 - c. The acceptance of the retirement of George Schoenborn.
 - d. The acceptance of the retirement of Mike Keller.
 - e. The acceptance of the retirement of Heidi Wenner.
 - f. The acceptance of the resignation of William Hawkins.
 - g. The acceptance of the resignation of Cameron Estes.
 - h. The acceptance of the resignation of Bob Southworth.
 - i. The acceptance of the resignation of Ryan Timmerman.
 - j. The approval of the hiring of Abby Alderman (long-term sub in 24-25).
 - k. The approval of the hiring of Khamprasong (Air) Chantharak.
 - l. The approval of the hiring of Abby Alderman (first grade teacher in 25-26).
 - m. The approval of the hiring of Ashlyn Rosenberg.

- n. The approval of the hiring of Lily McCargar.
- o. The approval of the hiring of Piper McCargar.
- p. The approval of the adjustment in work hours for Charlie Barnick.
- q. The approval of the reassignment of Shannon Guimond.
- r. The approval of the FMLA return transition schedule for Dave Ribar.
- s. The approval of the FMLA leave request for Elizabeth Wenner.
- t. The approval of the hiring of coaches and event/activity workers for the spring 2025 sports season.

SPPS Student Spotlight - Dominick Jackson, a sixth grader at Saint Peter Middle School, has been wrestling for seven years. He recently earned 1st place in the Minnesota USA and Northland Youth Wrestling Association State Tournaments. He said the key to his success includes lots of practice and dedication. Dominick enjoys playing sports and hanging out with his friends. His favorite class in school is Phy Ed because it allows him to be active. His future goals are to wrestle at a D1 college. Hopefully the University of Minnesota!

Action Items

A motion was made by Kautt, seconded by Rossow to Accept the Donation of a Chill-Out Rocker Roller adaptive chair, a standing wheelchair, and additional adaptive equipment. The motion carried unanimously.

A motion was made by Kautt, seconded by Rossow to Approve the Revised FY25 Budget. The motion carried unanimously.

A motion was made by Rossow, seconded by Martens, to Consider Approval of FY25-FY28 Budget Plan and was carried unanimously. After a roll call vote, the resolution passed. Rassbach, Rossow, Stuewe, Dixon, Kautt and Martens - yes / 0 no

A motion was made by Martens, seconded by Rassbach, to Consider Policies with Legislative Requirements for Approval with One Reading. The motion carried unanimously and policies 620, 624, 707, 708, 709, 802, 413, 425 and 512 were accepted after a single reading.

A motion was made by Martens, seconded by Rassbach, to Consider Approval of the Adult Basic Education (ABE) Consortium Agreement and was carried unanimously. After a roll call vote, the resolution passed. Rassbach, Rossow, Stuewe, Dixon, Kautt and Martens - yes / 0 no

A motion was made by Stuewe, seconded by Rassbach, to Consider Approval of the Plan to Renovate the MVED Building. The motion carried unanimously.

A motion was made by Kautt, seconded by Rossow, approving the Non-Renewal of the following Probationary Teacher contracts:

The Resolution for the Nonrenewal of Probationary Teacher Heidi Niemeyer - the motion was made by Kautt, seconded by Rossow and after a roll call vote, the resolution passed. Rassbach, Rossow, Stuewe, Dixon, Kautt and Martens - yes / 0 no

The Resolution for the Nonrenewal of Probationary Teacher Caryl Bunkowski - the motion was made by Stuewe, seconded by Kautt and after a roll call vote, the resolution passed. Rassbach, Rossow, Stuewe, Dixon, Kautt and Martens - yes / 0 no

The Resolution for the Nonrenewal of Probationary Teacher Kevin Durham - the motion was made by Rossow, seconded by Rassbach and after a roll call vote, the resolution passed. Rassbach, Rossow, Stuewe, Dixon, Kautt and Martens - yes / 0 no

Information Items

Artificial Intelligence (AI) Guidelines and Procedures - Principal Annette Engeldinger gave an update on the AI Pilot Plan.

Annual Report on Field Trips - Principal Engeldinger gave an update on the field trips taken within the district and the use of field trip approval checklists.

Reports

Updates were provided by the following Building Principals:

Early Childhood

- Working on student transitions from Early Childhood to South Elementary
- Students are taking field trips to local parks
- Read and Feed will be taking place at North Elementary this summer
- Preschool openings are still available for Fall 2025

South Elementary

- Working on student transitions from South Elementary to North Elementary
- Students are taking field trips to local parks and the Police & Fire Stations
- A \$200 donation from Scheels helped purchase camping chairs and a wagon to create an outdoor classroom
- Teacher Appreciation is May 5th through May 9th
- 55 individuals have completed their Read Act Training
- The Social Studies Team is working on Curriculum Review
- The ELA Team is preparing for Curriculum Review in June

North Elementary

- The Velveteen Rabbit will be performed on April 30th
- The Read Act Training has been great for core Teachers K-8
- The district is 70% complete with MCA Testing
- STARS Academy, K-4, will be wrapping up
- National Bike and Roll to School Day will take place on May 7th

Saint Peter Middle School

- Spring sports activities are in full swing
- The 6th-8th grade band concerts will take place on May 7th
- The 5th, 7th and 8th grade choir concerts will take place May 12th

- 8th graders will be taking a field trip to the High School on May 25th
- Upcoming 5th grade student orientation is tentatively scheduled for May 13th
- Dr. Graff gave a Mend the Middle Update
- The Middle School Principal search is in progress

Saint Peter High School

- Some FACS students took part in the Crave Culinary Arts Competition at Minnesota State University Mankato
- On April 22nd seventeen Art students will be taking part in the Section 2A Art Festival in Chanhassen
- On April 23rd Officer Hughes and the Saint Peter Police Department will be hosting a Mock Crash
- ACT and Pre ACT testing will be taking place on April 25th
- Prom will be taking place on April 26th

Superintendent of Schools - Dr. Olson is continuously working with Dr. Graff to ensure a smooth transition into the superintendent position.

Around the Table Updates - Updates were given by Rita Rassbach, Ken Rossow and Kate Martens.

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

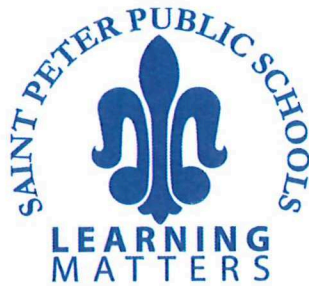
Upcoming Meetings of the School Board

- School Board Study Session - Wednesday, May 7, 2025 at 5:00 PM in the SPMS - Media Center
- Education Committee Meeting - Thursday, May 8, 2025 at 1:00 PM in the DO
- Policy Review Committee Meeting - Tuesday, May 13, 2025 at 3:30 PM in the DO
- Business Committee Meeting - Wednesday, May 14, 2025 at 10:00 AM in the DO
- Regular School Board Meeting - Wednesday, May 21, 2025 at 5:00 PM in the SPCC - Governor's Room

Adjournment - A motion was made by Rossow, seconded by Stuewe, to adjourn the meeting at 7:56 PM. The motion carried unanimously.

Dated Approved: May 21, 2025

Kate Martens, Board Clerk



Minutes of School Board Study Session Saint Peter Public Schools

A Study Session of the School Board of Saint Peter Public Schools was held Wednesday, May 7, 2025, in the Saint Peter Middle School Media Center. Board Chair Potts called the meeting to order at 5:00 PM. **Members Present:** Rita Rassbach, Ken Rossow, Tracy Stuewe, Charlie Potts, Bill Kautt, Drew Dixon and Kate Martens.

Others Present: Jeff Olson, Kimberley Deming, Ytive Prafke, Jon Graff and Annette Engeldinger.

A motion was made by Rossow, seconded by Rassbach, to Adopt the Agenda as presented. The motion carried unanimously.

Activities Director Update

Activities Director Shea Roehrkasse shared information regarding upcoming Minnesota State High School League and Big South Conference changes. He informed the School Board of the athletic and fine arts offerings provided to students, including participation numbers for these activities. Mr. Roehrkasse also discussed department changes that will be taking place, such as the implementation of a new Leadership Program, the hiring of new wrestling and basketball head coaches and updates to the staff evaluation process.

Curriculum Review

Principal Graff provided the School Board with an update on the Phasing Plan of the District's Curriculum Review process. Special Programs Administrator Ytive Prafke presented information on the state approved curriculum, Frog Street, that Early Childhood will begin using at the start of the 2025-2026 school year. Principal Engeldinger addressed the work that the ELA Curriculum Review Team has been conducting to align the District's instructional materials and strategies with the updated ELA standards. Mrs. Engeldinger also shared information on what the Social Studies Curriculum Review Team is working on to meet the new Minnesota Social Studies standards. Dr. Graff discussed that the Math Curriculum Review Team will begin their planning phase during summer 2025. He stated that Science had full implementation

during the 2024-2025 school year and mentioned the use of Modeling and Phenomenon Based Learning within classrooms.

Other Discussion

Principal Engeldinger provided an update on the Minnesota Transfer Curriculum Pathway Program.

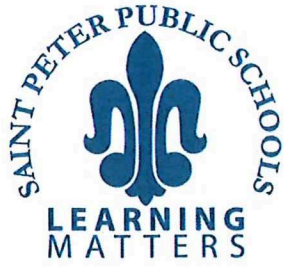
Upcoming Meetings of the School Board

- Education Committee Meeting - Thursday, May 8, 2025 at 1:00 PM in the DO
- HR/Negotiations Committee Meeting - Friday, May 9, 2025 at 10:00 AM in the DO
- Policy Review Committee Meeting - Tuesday, May 13, 2025 at 3:30 PM in the DO
- Business Committee Meeting - Wednesday, May 14, 2025 at 10:00 AM in the DO
- Regular School Board Meeting - Wednesday, May 21, 2025 at 5:00 PM in the SPCC - Governor's Room

Adjournment - A motion was made by Stuewe, seconded by Dixon, to adjourn the meeting at 6:31 PM. The motion carried unanimously.

Dated Approved: June 18, 2025

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.stpeterschools.org

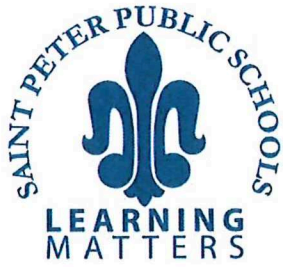
Date: April 30, 2025

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 (Revised)	\$24,773.07
	<hr/>
	<u>\$3,479,386.36</u>

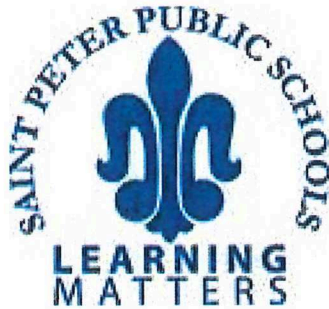


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Date: May 6, 2025
To: Dr. Jeff Olson - Superintendent
From: Bee Ong - Finance Accountant
Re: **Monthly Board Bills, Payroll &
Student Activity Amounts:**

April 2025 - Business Office checks	\$1,314,694.41
April 2025 - Business Office wire payments	\$1,184,711.04
April 2025 - Payroll	\$1,105,976.80
April 2025 - Student Activity	\$11,676.61
	<hr/>
	<u>\$3,617,058.86</u>

St. Peter Public Schools	Apr-25	
Outgoing Wire Payments		
MSDLAF to USBank (Feb/Aug bond pymt)		
BCBS - medicare health	4/22/2025	826.00
BCBS - medicare health	4/22/2025	12,039.60
Medicare Blue RX	4/1/2025	7,955.00
Life		
LTD	4/7/2025	4,110.36
FNB BO to VISA	Apr	17,875.25
Wire of federal payroll taxes	4/4/2025	311.62
Wire of federal payroll taxes	4/15/2025	173,744.66
Wire of federal payroll taxes	4/16/2025	39.98
Wire of federal payroll taxes	4/30/2025	177,130.64
Wire of state payroll taxes	4/1/2025	29,673.52
Wire of state payroll taxes	4/7/2025	2.04
Wire of state payroll taxes	4/10/2025	3.56
Wire of state payroll taxes	4/16/2025	423.00
Wire of state payroll taxes	4/16/2025	29,269.21
PERA payments	4/7/2025	26,710.40
PERA payments	4/16/2025	25,625.60
PERA payments	4/30/2025	26,856.42
.		
TRA payments	4/7/2025	80.37
TRA payments	4/7/2025	95,613.11
TRA payments	4/16/2025	95,856.63
TRA payments	4/30/2025	96,761.52
Horace Mann	4/8/2025	1,935.00
Horace Mann	4/17/2025	2,185.00
Ameriprise/NBSGroup Bill	4/8/2025	2,275.00
Ameriprise/NBSGroup Bill	4/17/2025	2,275.00
Colonial Life	4/14/2025	13,724.53
HomeTown - Dental direct debits	4/7/2025	2,792.25
HomeTown - Dental direct debits	4/15/2025	2,334.21
HomeTown - Dental direct debits	4/22/2025	1,755.60
HomeTown - Dental direct debits	4/22/2025	3,492.82
HomeTown - Dental direct debits	4/29/2025	4,130.52
HomeTown - BCBS debits	4/3/2025	129,976.09
HomeTown - BCBS debits	4/10/2025	74,248.63
HomeTown - BCBS debits	4/17/2025	54,119.04
HomeTown - BCBS debits	4/24/2025	46,553.26
HomeTown - Healthiest You	4/4/2025	2,691.15
FNB HSA/VEBA-Medsurety/Matrix Trust	Apr	19,314.45
	16 Total Outgiong Wire Payments	1,184,711.04



MEMO TO: Superintendent Dr. Jeff Olson
School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: May 1, 2025

SUBJECT: Paraprofessional Retirement

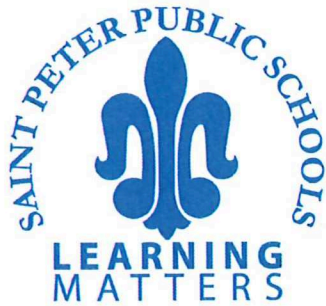
I recommend the acceptance of the retirement of Miklos (Nick) Rozsa, effective at 3:00 p.m. on May 29, 2025.

Nick has served our students and school community with passion, creativity, and care. His impact as our media center paraprofessional has extended far beyond his assigned role. From cultivating a vibrant and welcoming reading environment, to launching student-led podcasts and supported imaginative spaces like the "Hammock Forest," Nick's contributions have made a lasting impression on both students and staff. His love of storytelling and connection with kids has made the library a hub of joy and curiosity.

While we will greatly miss his daily presence and dedication, we support his decision to enter retirement and enjoy a well-earned chapter filled with fishing, National Park adventures, and well-deserved rest.

Please contact me with any questions.

CC: grp_hire_para@stpeterschools.org
Nick Rozsa <nrozsa@stpeterschools.org>



TO: Members of the School Board
Dr. Jeff Olson

FROM: Jana Sykora

DATE: May 2, 2025

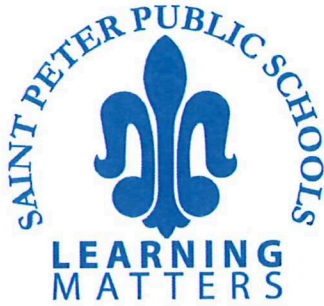
RE: A. Braun Retirement

I am writing to recommend that you accept the retirement of Ann Braun, Title I paraprofessional at South Elementary. Her last day of employment with Saint Peter Schools will be May 29, 2025.

Ann's retirement marks the end of a meaningful and heartfelt chapter at South Elementary. What began as a personal connection—watching her son thrive at South—grew into a long career rooted in compassion, dedication, and an unwavering love for children. Ann brought warmth, patience, and a joyful presence to her work every single day. Her genuine care for students and deep commitment to supporting them in every way possible have left a lasting impact on countless children and colleagues. The friendships she's built and the lives she's touched will remain part of South's story for years to come. We thank Ann for her years of service and wish her a retirement filled with the same joy she brought to all of us.

Please let me know if you have any questions.

CC: Ann Braun



TO: Members of the School Board
Dr. Jeff Olson

FROM: Jana Sykora

DATE: May 5, 2025

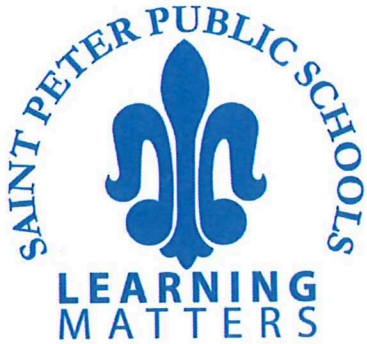
RE: B. Franchino Retirement

I am writing to recommend that you accept the retirement of Barb Franchino, Title I paraprofessional at South Elementary effective August 15, 2025. Her last day student-contact day will be May 29, 2025.

After years of dedicated service to South Elementary, Barb is getting ready to turn the page to a well-earned retirement. Her time here has been filled with purpose, joy, and a deep commitment to our students and school community. Barb has always found joy in the relationships she's built—with kids, families, and staff—and she's been a steady, kind presence in every space she's been part of. She's often said how grateful she is for the opportunities she's had at South, and we feel just as lucky to have had her as part of our team. As she steps into retirement, we'll miss her warmth, her heart, and the way she quietly made a difference every day. We wish her all the best in this well-deserved next chapter.

Barb is training in the new membership contact person for their union and needs to have access to her school email until August 15, 2025.

CC: Barb Franchino, grp_hire_para



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

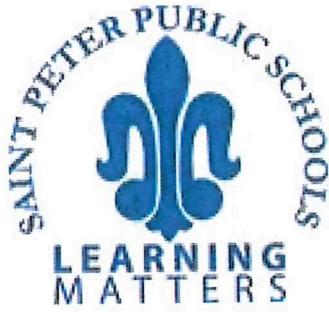
FROM: Annette Engeldinger

DATE: May 5, 2025

SUBJECT: Paraprofessional Retirement

I am writing to recommend that you accept the retirement of Christa Herr from her position as a high school paraprofessional. Christa has been a dedicated paraprofessional at the high school for many years, and she has touched the lives of countless students and their families. We thank Christa for her patience and dedication to our students over her many years with us, and we wish her the best in her retirement! Her last day with Saint Peter Schools will be May 29, 2025.

Thank you, and please let me know if you have any questions.



MEMO TO: Superintendent Dr. Jeff Olson
School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: May 16, 2025

SUBJECT: Paraprofessional Retirement

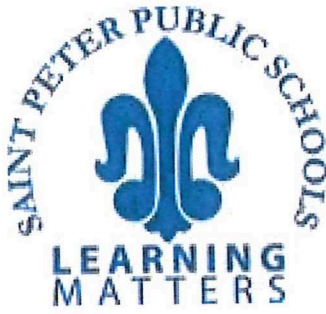
I recommend accepting the retirement of Erin Domras, effective at 3:00 p.m. on May 29, 2025.

Erin has worked at North Elementary for 14 years as a special education paraprofessional. She has cared for her students and always worked hard to help them learn and grow. Her teamwork within our DCD resource room was strong and helped make their classroom a great place for students.

We will miss Erin and are thankful for her years of service. We wish her all the best in retirement.

Please contact me with any questions.

CC: grp_hire_para@stpeterschools.org
Erin Domras edomras@stpeterschools.org
Julie Emley jemley@stpeterschools.org



MEMO TO: Dr. Jeff Olson
Ytive Prafke

FROM: Annette Engeldinger

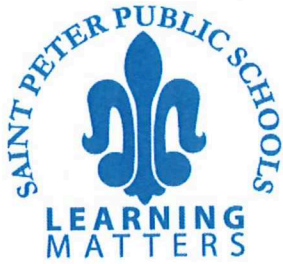
DATE: March 27, 2025

SUBJECT: Teacher Reassignment

Internal letters of interest were accepted for the physical education teacher position at Saint Peter High School. This position is available due to Kris Glidden's retirement.

I recommend that Kris Koehler-Sandborg be reassigned from her current physical education teaching position at the middle school to the SPHS position beginning in the 2025-2026 school year.

Cc:
Kris Koehler-Sandborg
Dr. Jon Graff



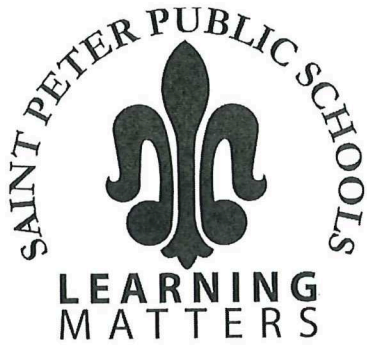
TO: Dr. Jeff Olson
FROM: Jana Sykora
DATE: March 18, 2025
RE: Change of Assignment
CC: Janaye Rouillard

Please accept this notice of change of assignment for Janaye Rouillard. Janaye will move within South Elementary from the first grade team to the kindergarten team beginning in the 25-26 school year.



TO: Dr. Jeff Olson
FROM: Jana Sykora
DATE: April 10, 2025
RE: Change of Assignment
CC: Karissa Minks

Please accept this notice of a change of assignment for Karissa Minks. Karissa will move within South Elementary from the first grade team to the kindergarten team beginning in the 25-26 school year. Mrs. Minks will be filling an open position due to a retirement.



MEMO TO: Dr. Jeff Olson, Superintendent
Saint Peter School Board

FROM: Jon Graff, Principal, SPMS

DATE: April 22, 2025

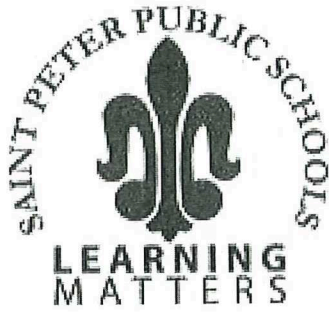
SUBJECT: Teacher Resignation Memo

Please accept the resignation of Shelby Glover, 6th grade science teacher at SPMS, effective at the end of the 204-2025 school year.

We thank Shelby for her service, and we wish her the best of luck in her future endeavors.

Please let me know if you have any questions.

Cc: Shelby Glover
grp_hire_certified



MEMO TO: Dr. Jeff Olson
School Board

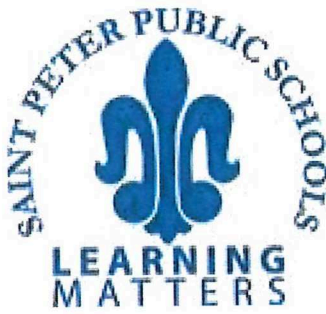
FROM: Jana Sykora

DATE: April 23, 2025

SUBJECT: TT Resignation

Please accept the resignation of Tasha Timmerman. Tasha is currently the secretary at the Oshawa Learning Academy. Tasha has been instrumental in maintaining student records and assisting with the day-to-day operations of the school. Tasha's last day will be June 30, 2025.

CC: Tasha Timmerman
grp_hire_office



MEMO TO: Members of the School Board
Superintendent Olson

FROM: Shea Roehrkasse

DATE: April 29, 2025

SUBJECT: Head Wrestling Coach
Resignation

Please accept this resignation message from Coach Keith Hanson from his role as Head Wrestling Coach. Coach Hanson has done an incredible job leading our wrestling program over the last 34 years. His time, effort and dedication has supported countless students over the timeframe. We thank him for all he has done for the wrestling program over the better part of three decades, and we know he will continue to be a huge supporter of the program in a variety of ways.

Mr. Hanson plans to continue teaching and will continue to be the head coach of the Boys Track & Field program.

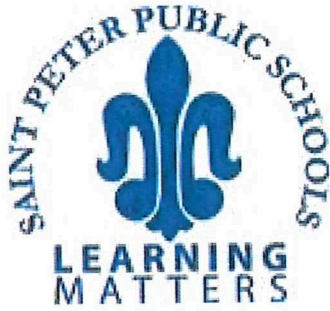
The position for a Head Wrestling Coach will begin right away with an internal search, and if we do not have anyone that can fit what we are looking for we will continue with an external search.

RESIGNATION SUMMARY

- **Keith Hanson (wrestling coach only)**
 - Letter of Resignation 4/29/2025

Thank you for your consideration.

CC: Keith Hanson
grp_hire_misc



MEMO TO: Members of the School Board
Dr. Olson

FROM: Emily Craig

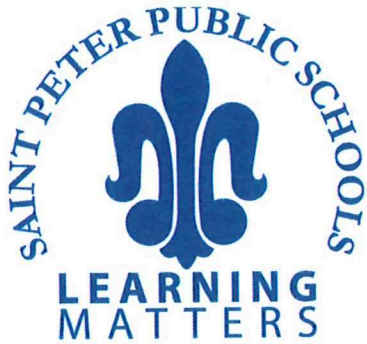
DATE: 4/30/2025

SUBJECT: Food Service resignation

James Mealman is resigning from his middle school food service position. His resignation will take effect 5/7/2025

We wish him all the best in his future endeavors. Jim will be missed

CC: James Mealman



MEMO TO: Dr. Jeff Olson, Superintendent
Saint Peter School Board

FROM: Jana Sykora
South/OLA Elementary Principal

DATE: May 6, 2025

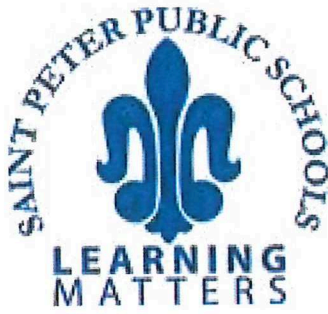
SUBJECT: Paraprofessional Resignation

I am writing to recommend that you accept the resignation of Charlie Barnick, paraprofessional at the Oshawa Learning Academy, effective May 9, 2025.

We thank Charlie for his service and wish him the best of luck in his future endeavors.

Please let me know if you have any questions.

CC: Charlie Barnick, grp_hire_para



MEMO TO: Members of the School Board
Dr. Olson

FROM: Emily Craig

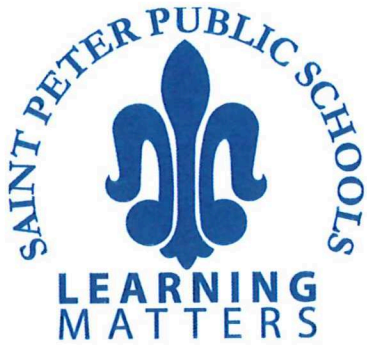
DATE: 5/12/2025

SUBJECT: Food Service resignation

Alyza Wildes is resigning from Head Cook at St. Peter Middle School. Her resignation will take effect 5/12/2025

We wish Alyza all the best in her future endeavours. She will be missed

CC: Alyza Wildes



MEMO TO: Dr. Jeff Olson, Superintendent
Saint Peter School Board

FROM: Jana Sykora
South/OLA Elementary Principal

DATE: May 13, 2025

SUBJECT: Ryan Timmerman Resignation

Please accept the resignation of Ryan Timmerman from his special education teaching position at the Oshawa Learning Academy. During his time at the Oshawa learning Academy, Ryan has excelled in building relationships with a wide variety of students. Ryan's ability to connect with students and make a learning relevant will be sincerely missed by coworkers and students alike.

We wish Ryan the very best as he pursues his career coaching Wrestling at the collegiate level.

Please let me know if you have any questions.

CC: Ryan Timmerman, grp_hire_para



MEMO TO: Jeff Olson, Interim
Superintendent and
School Board Members

FROM: Tami Skinner

DATE: May 1, 2025

SUBJECT: Saints Overtime Assistant
Resignation

Please accept the resignation of Will Elias, a 2024 Summer Saints Overtime Assistant. He has expressed his decision not to join us this summer. His last day of employment was August 16, 2024.

We wish him the very best in his future endeavors.

Please contact me if you have any questions regarding this resignation.



MEMO TO: Jeff Olson, Interim
Superintendent and
School Board Members

FROM: Tami Skinner

DATE: May 1, 2025

SUBJECT: Saints Overtime Assistant
Resignation

Please accept the resignation of Ruby Sletta, a high school Saints Overtime staff member. She has expressed her decision not to join us this summer. Her last day of employment was Nov. 1, 2024.

We wish her the very best in his future endeavors.

Please contact me if you have any questions regarding this resignation.



MEMO TO: Jeff Olson, Interim
Superintendent and
School Board Members

FROM: Tami Skinner

DATE: May 1, 2025

SUBJECT: Saints Overtime Assistant
Resignation

Please accept the resignation of Shea Hildebrandt, a 2024 Summer Saints Overtime Assistant. He has a college internship and will not be able to join us this summer. His last day of employment was August 16, 2024.

We wish him the very best in his future endeavors.

Please contact me if you have any questions regarding this resignation.



MEMO TO: Jeff Olson, Interim
Superintendent and
School Board Members

FROM: Tami Skinner

DATE: May 1, 2025

SUBJECT: Saints Overtime Assistant
Resignation

Please accept the resignation of Tovey Velin, a 2024 Summer Saints Overtime Assistant. She has graduated from college and will be relocating. Her last day of employment was August 16, 2024.

We wish her the very best in her future endeavors.

Please contact me if you have any questions regarding this resignation.



MEMO TO: Jeff Olson, Interim
Superintendent and
School Board Members

FROM: Tami Skinner

DATE: May 1, 2025

SUBJECT: Saints Overtime Assistant
Resignation

Please accept the resignation of Khloe Stinson, a 2024 Summer Saints Overtime Assistant. She graduated from college and has a full-time job in her field of education. Her last day of employment was August 16, 2024.

We wish her the very best in his future endeavors.

Please contact me if you have any questions regarding this resignation.



MEMO TO: Jeff Olson, Interim
Superintendent and
School Board Members

FROM: Tami Skinner

DATE: May 1, 2025

SUBJECT: Saints Overtime Assistant
Resignation

Please accept the resignation of Madison Olson, a Saints Overtime Assistant. Her last day of employment was April 30, 2025. Ms. Olson is graduating from Gustavus Adolphus College and will be relocating from the area.

Ms. Olson has done a great job working with the children at Saints Overtime and will be missed by students, staff, and parents. We wish her the very best in her future endeavors.

Please contact me if you have any questions regarding this resignation.



MEMO TO: Jeff Olson, Interim
Superintendent and
School Board Members

FROM: Tami Skinner

DATE: May 1, 2025

SUBJECT: Saints Overtime Assistant
Resignation

Please accept the resignation of Aubrey Kusters, a Saints Overtime Assistant. Her last day of employment was April 30, 2025. Ms. Kusters is graduating from Gustavus Adolphus College and will be relocating from the area.

Ms. Kusters has done a great job working with the children at Saints Overtime and will be missed by students, staff, and parents. We wish her the very best in her future endeavors.

Please contact me if you have any questions regarding this resignation.



MEMO TO: Jeff Olson, Interim
Superintendent and
School Board Members

FROM: Tami Skinner

DATE: May 1, 2025

SUBJECT: Saints Overtime Assistant
Resignation

Please accept the resignation of Ella Bobrowski, a Saints Overtime Assistant. Her last day of employment was April 30, 2025. Ms. Bobrowski is graduating from Gustavus Adolphus College and will be relocating from the area.

Ms. Bobrowski has done a great job working with the children at Saints Overtime and will be missed by students, staff, and parents. We wish her the very best in her future endeavors.

Please contact me if you have any questions regarding this resignation.



MEMO TO: Jeff Olson, Interim
Superintendent and
School Board Members

FROM: Tami Skinner

DATE: May 1, 2025

SUBJECT: Saints Overtime Assistant
Resignation

Please accept the resignation of Paige Gerads, a Saints Overtime Assistant. Her last day of employment was April 30, 2025. Ms. Gerads is graduating from Gustavus Adolphus College and will be relocating from the area.

Ms. Gerads has done a great job working with the children at Saints Overtime and will be missed by students, staff, and parents. We wish her the very best in her future endeavors.

Please contact me if you have any questions regarding this resignation.



MEMO TO: Jeff Olson, Interim
Superintendent and
School Board Members

FROM: Tami Skinner

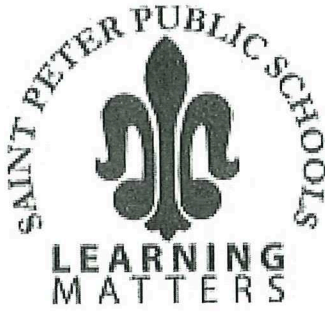
DATE: May 1, 2025

SUBJECT: Saints Overtime Assistant
Resignation

Please accept the resignation of Maria Trochez, a 2024 Saints Overtime Assistant. She has graduated from college and will be relocating. Her last day of employment was December 16, 2024.

We wish her the very best in her future endeavors.

Please contact me if you have any questions regarding this resignation.



MEMO TO: Dr. Jeff Olson, Superintendent
School Board

FROM: Annette Engeldinger

DATE: May 5, 2025

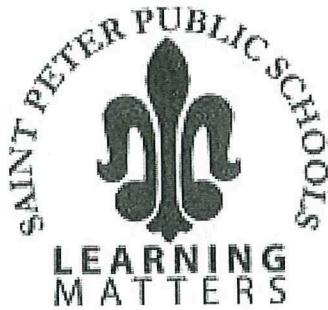
SUBJECT: Paraprofessional Hire

Applications were received, and interviews took place for a paraprofessional position at Saint Peter High School. I am pleased to recommend James Lybeck for the position. This is a replacement position.

EMPLOYEE SUMMARY

- **James Lybeck**
 - Step 1/ Lane A - \$16.65 per hour
 - Start date: Thursday, May 8, 2025

CC: grp_hire_para



MEMO TO: Dr. Jeff Olson, Superintendent
School Board

FROM: Seth Putz

DATE: April 22, 2025

SUBJECT: Recommendation for hire

The Operations and Maintenance Department has an open custodial/engineer position at Saint Peter Middle School on the day shift School.

I recommend the hiring of Justin Hohn to serve as a Custodial Engineer/Special at Saint Peter Middle School. I believe he will be a good fit for this position and the district.

EMPLOYMENT HIRING SUMMARY

- **Justin Hohn**
 - Custodial Engineer/Special - Rate of pay 19.77 per hour
 - Start Date: May 12, 2025
 - 9 month probationary period ending February 12, 2026
 - Obtainment of a Special class C boiler license is required by the last day of the probationary period

Cc: Justin Hohn
Jerry Doyle
Mike Keller
Jon Graff
Ytive Prafke



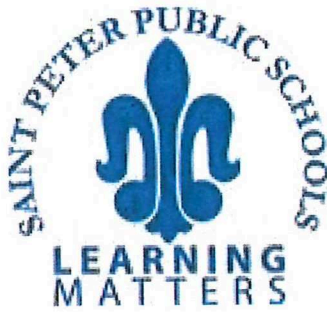
Date: May 1, 2025
To: Dr. Jeff Olson, Superintendent
Saint Peter School Board
From: Jon Graff, Principal
Re: Speech Language Pathologist,
SPHS and SPMS

Applications were received and interviews took place for a speech language pathologist position that serves both Saint Peter Middle and High Schools. I am pleased to recommend Emilie Bode for the position.

NEW EMPLOYEE SUMMARY

- Emilie Bode
- 1.0 FTE
- Step 1/MA
 - \$55,867
- Start Date: 2025-2026 School Year

CC: Emilie Bode (emilybode2001@gmail.com)
Group Hire Certified



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

FROM: Jana Sykora

DATE: May 6, 2025

SUBJECT: OLA Paraprofessional Hire

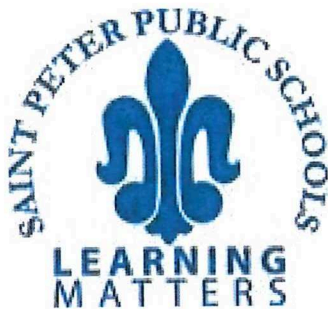
Applications were received and interviews took place for a special education paraprofessional position. This is a replacement position due to a recent resignation.

I am pleased to recommend Lexi Wentworth for the position. Lexi has worked as a substitute paraprofessional at Oshawa Learning Academy several times and has been a good fit for the program.

EMPLOYEE SUMMARY

- **Lexi Wentworth**
 - Start Date: May 12, 2025
 - 6.75 hours per student contact day
 - STEP 1A: \$16.65
 - 7:50 am - 3:05 pm Monday-Friday

CC: Lexi Wentworth
grp_hire_para



MEMO TO: Members of the School Board
Superintendent Olson

FROM: Shea Roehrkasse

DATE: May 14, 2025

SUBJECT: Head Wrestling Coach Hire

I am pleased to recommend Joey Brown to be the next Head Wrestling Coach. Joey is a Special Education teacher in the district, and comes with a great background in coaching wrestling at a variety of levels. I am excited to see how he continues to develop our program and look forward to supporting him and his vision for Saints Wrestling.

NEW HIRE SUMMARY

- **Joey Brown**
 - Co-Curricular - 1.10
 - Head Coach
 - Replacement Position

Thank you for your consideration.

CC: Joey Brown
grp_hire_misc



TO: Jeff Olson, Interim Superintendent,
School Board Members

FROM: Tami Skinner, Community & Family
Education Director

SUBJECT: High School Saints Overtime Staff

DATE: April 21, 2025

Interviews were conducted, and I am pleased to recommend hiring Kady Thoms as a High School Saints Overtime Staff member. Her previous volunteer experience makes her an ideal candidate for this position.

This is a replacement position.

EMPLOYEE SUMMARY

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



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

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

SUBJECT: High School Saints Overtime Staff

DATE: April 21, 2025

Interviews were conducted, and I am pleased to recommend hiring Huda Ahmed as a High School Saints Overtime Staff member. Her previous volunteer experience makes her an ideal candidate for this position.

This is a replacement position.

EMPLOYEE SUMMARY

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



TO: Jeff Olson, Interim Superintendent,
School Board Members

FROM: Tami Skinner, Community & Family
Education Director

SUBJECT: High School Saints Overtime Staff

DATE: May 5, 2025

Interviews were conducted, and I am pleased to recommend hiring Taylor Sickler as a High School Saints Overtime Staff member. Her previous volunteer experience makes her an ideal candidate for this position.

This is a replacement position.

EMPLOYEE SUMMARY

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



TO: Jeff Olson, Interim Superintendent,
School Board Members

FROM: Tami Skinner, Community & Family
Education Director

SUBJECT: High School Saints Overtime Staff

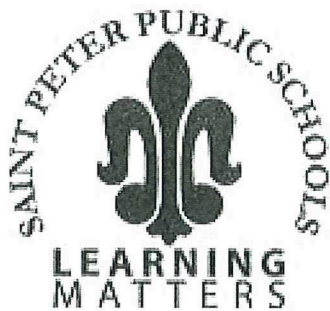
DATE: May 13, 2025

Interviews were conducted, and I am pleased to recommend hiring Aeden Sannes as a High School Saints Overtime Staff member. His previous volunteer experiences make him an ideal candidate for this position.

This is a replacement position.

EMPLOYEE SUMMARY

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



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

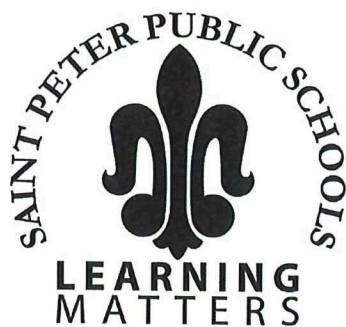
FROM: Jana Sykora

DATE: April 22, 2025

SUBJECT: MK Leave of Absence

I recommend you approve the unpaid leave of absence request for South Elementary special education paraprofessional Martha Kyoore. Martha is requesting a leave of absence due to a postsecondary course May 12 through the end of the school year. Martha plans to return to assist with summer school in July.

Cc: Martha Kyoore
Grp_hire_para



Date: April 30, 2025

To: Dr. Jeff Olson, Superintendent

From: Darin Doherty, Principal
North Elementary School

Re: Q3 - Overload Assignment
2024-25 School Year

The following overload assignments have been assigned for the third quarter of the 2024-25 school year. We will continue to use this document to update overload each quarter.

Third Quarter (1/21/2025-3/24/2025)

- 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).
- Alex Noble 3rd Grade Teacher: Had 26 students for 41 days.
- Breanna Landsteiner 3rd Grade Teacher: Had 26 students for 41 days.
- Scott (John) Robinson 3rd Grade Teacher: Had 26 students for 41 days.
- Kari Malz 3rd Grade Teacher: Had 26 students for 41 days.
- Nicole (Niki) Zitur 3rd Grade Teacher: Had 26 students for 41 days.
- Jennifer (Jennie) Friedrich 4th Grade Teacher: Had 28 students for 41 days.
- Matthew Lewis 4th Grade Teacher: Had 28 students for 41 days

If you have any questions, please don't hesitate to contact me.

CC: Dr. Jeff Olson jolson@stpeterschools.org
Kimberley Deming kdeming2@stpeterschools.org
Lisa Pierson lperson@stpeterschools.org
Megan Gracia mgracia@stpeterschools.org



ADDENDUM

**Regular Board Meeting
Wednesday, May 21, 2025
SPCC-Governor's Room
5:00PM**

VII. ACTION ITEMS

1. AGENDA ITEM #1

Subject: Consider Acceptance of Gifts and Donations

Action: Requires a Motion

Background: The following donations have been generously offered to Saint Peter Public Schools:

1. A \$32,372 donation was received on behalf of the Estate of Frank Fredlund and is to be used to support the athletic programs at St. Peter High School. This is the final donation from the Estate. Mr. Fredlund was a long-time teacher and coach for the St. Peter School District. Activities Director, Shea Roehrkasse, continues to work on finding a way to make this incredibly generous donation be part of something special that Mr. Fredlund would be proud of.
2. A donation of \$22,651.65 was made to the School District by the Thalia Lopez & Larry Taylor Educational Scholarship Trust. This donation is to go towards the annual Lopez/Taylor Scholarship and is to be used for the benefit of students who are first-generation members of their family to attain a post-secondary degree and/or students who come from a socioeconomically disadvantaged community. We are grateful for the continued support and assistance given to our SPPS students looking to further their education.

Presentation: Superintendent of Schools, Jeff Olson

Options/Recommendation: I recommend your acceptance of the Gifts and Donations as presented.



TO: Superintendent Jeff Olson
School Board Members

FROM: Megan Gracia, Business Manager

DATE: May 13th, 2025

RE: Donation Acceptance – Frank Fredlund Estate

Earlier this year, the board accepted the first of a two-part distribution from the Estate of Frank Fredlund. Mr. Fredlund served as both a teacher and coach for the District and was a lifelong supporter of students inside and outside of the classroom.

The first contribution, which was already approved in the fall of 2024, was in the amount of \$35,000. A final distribution in the amount of \$32,372 was received by the District in May 2025. Both of these distributions are to be used in support of the boys and girls athletics at St. Peter High School.

These donations are incredibly generous, and the District is working to find a way to put the donation towards something that Mr. Fredlund would be proud of. We recommend that you accept the second portion of this donation from Mr. Fredlund's estate.



TO: Superintendent Jeff Olson
School Board Members

FROM: Megan Gracia, Business Manager

DATE: April 17th, 2025

RE: Donation – Thalia Lopez & Larry Taylor
Scholarship

A donation of \$22,651.65 was made to the School District by the Thalia Lopez & Larry Taylor Educational Scholarship Trust. This donation is to go towards the annual Lopez/Taylor scholarship. This scholarship is to be used for the benefit of students who would be a first-generation member of their family to attain a post-secondary degree and/or students who come from a socioeconomically disadvantaged community. We are grateful for the continued support and assistance given to our SPPS students looking to further their education.

We request that you accept this donation.



ADDENDUM

**Regular Board Meeting
Wednesday, May 21, 2025
SPCC-Governor's Room
5:00PM**

VII. ACTION ITEMS

2. AGENDA ITEM #2

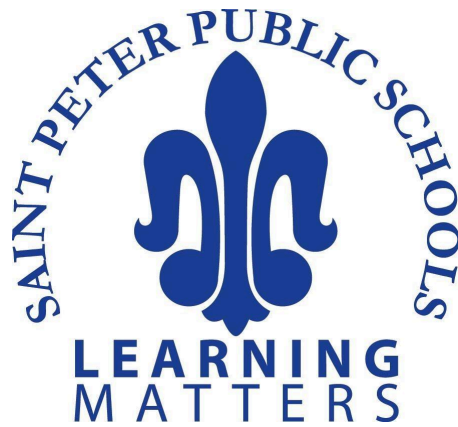
Subject: Consider Approval of Agreement with City of Saint Peter for the School Resource Officer Program

Action: Requires a Motion

Background: You are being asked to approve a two-year agreement for the City of Saint Peter to provide a School Resource Office (SRO) to the School District. This agreement is similar to past agreements with clarification added as to the SRO's access to student information or data.

Presentation: Superintendent of Schools, Jeff Olson

Options/Recommendation: I recommend your approval of the agreement for School Resource Officer services.



SAINT PETER PUBLIC SCHOOLS

Agreement

With

**SCHOOL RESOURCE OFFICER PROGRAM
&
CITY OF SAINT PETER**

2025-2026

2026-2027

SCHOOL RESOURCE OFFICER PROGRAM AGREEMENT

THIS AGREEMENT is by and between INDEPENDENT SCHOOL DISTRICT NO. 508 hereinafter referred to as the "School District", and the CITY OF SAINT PETER, hereinafter referred to as "City".

WHEREAS, School District and City desire to join in a mutual effort to curb delinquency and crime in the community and to develop better community understanding of law and law enforcement; and

WHEREAS, the State Legislature has provided in Minnesota Statutes Section 124.912, Subdivision 6, a vehicle to fund a cooperative effort by School District and City to curb juvenile delinquency and crime.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained in this Agreement, School District and City mutually agree as follows:

ARTICLE I - SCHOOL RESOURCE OFFICER DEFINITION AND DUTIES

- 1.1. For the purpose of this Agreement, the term "School Resource Officer" hereinafter referred to as "SRO" shall:
 - a. Be a Police Officer of the City of Saint Peter Police Department who will assist in the establishment and coordination of a cooperative community approach among schools, parents, police and other resources in reaching the children's and the community's needs and problems.

- 1.2. The duties of the SRO shall include, but are not limited to, the following:
 - a. Provide diligent patrol to School District schools and property to deter crimes against students, staff, and property.
 - b. Act as a liaison between School District, local law enforcement agencies, and the community.
 - c. Model behaviors and actions aligned with School District's mission, vision and goals.
 - d. Serve as a resource to staff, administration, parents, and students regarding Police and juvenile policies and procedures, and juvenile court procedures and determinations.
 - e. Work with the building principal to resolve unique neighborhood/school problems and issues for residents, businesses, students and staffs
 - f. Work in conjunction with School District administrators and certified instructors to assist in the delivery of instruction in a variety of subject areas, including but not limited to, police and their role in society; laws; juvenile and adult criminal justice systems; career opportunities in law enforcement; drug education; crime and community; conflict resolution; bullying prevention and resolution; diversity and

tolerance in the school and community; and other classes as permitted by scheduling and as determined appropriate by respective administrators and staff.

- g. Participate in professional development related to Safe Schools, School Resource Officer programs, age-appropriate interventions, trauma, diversity and working with underrepresented communities, and other challenges students may be facing.
- h. Participate in and/or attend school functions and assist in the scheduling of additional police/security personnel as needed.
- i. Be present during lunch periods, programs, presentations, and other activities during the school day as scheduling permits and where opportunities exist to promote communication and build rapport with students, staff and the community.
- j. Assist in traffic control as needed and advise School District personnel concerning vehicular and traffic safety on and around school campuses.
- k. Make referrals to appropriate school staff or community agencies when the Officer receives information or observes conditions that jeopardize the welfare of students.
- l. Assist with school safety and crisis response planning, training, drills, and implementation.
- m. Conduct investigations within the schools and surrounding community, both criminal and other, as deemed necessary by the Police Department or between the Police Department and school personnel by mutual agreement. Assist other law enforcement officers in matters regarding the SRO school assignment, whenever necessary.
- n. In the instance of law violations, serve in the normal Police Officer capacity. That is, the Officer has the obligation to protect life, limb and property; to prevent crime; to recover stolen and lost property; and to apprehend and prosecute offenders, but in so doing having discretion to orient activities toward rehabilitation and correction.
- o. Continue as a member and employee of the Police Department of the City and operate under the direct administration and supervision of the Police Department. Work in cooperation with School District administrators towards mutually agreed upon goals involving the Police Department, School District, and students. The School Resource Officer shall not have disciplinary authority within the school.

Responses:

- A. School District staff will call 911, the SRO, or any Police Officer in an emergency or crisis situation.
- B. If there is no threat of immediate danger to students or others, school staff will contact a site administrator to decide whether to request Police assistance for an incident involving potentially criminal behavior by a student.

- C. School District staff will only request Police assistance when:
 - a. Necessary to protect the safety of students and staff.
 - b. Required by law.
 - c. Appropriate to address criminal behavior of persons other than students.
- D. School District administrators have the primary responsibility to ensure consistency in enforcement of school rules and policies.
- E. Absent a real and immediate threat to students, teachers, or public safety, incidents shall be considered school discipline and should be handled by school officials rather than warranting formal law enforcement intervention, i.e. issuance of criminal citation, ticket or summons, filing a delinquency petition, referral to a probation officer, or actual arrest.
- F. To minimize disruption to the learning environment, SRO should consider the reasonableness of making an arrest on campus or summoning a student from the classroom utilizing the following criteria:
 - a. The seriousness of the offense.
 - b. Whether there is an imminent threat to public safety.
 - c. Federal, state and local requirements.
 - d. Whether the SRO is able to accomplish the arrest by other means in a safe manner.

Prohibitions:

- A. SRO will not transport students or school staff unless related to a medical emergency, lawful arrest or detention, or due to victimization.
- B. SRO will not engage in verification of student attendance or classroom participation.
- C. SRO will not have special access to student information or data unless there is a legitimate educational interest defined as “When a school official needs to access information to fulfill their job duties in the school.”

ARTICLE II - FUNDING OF THE SCHOOL RESOURCE OFFICER PROGRAM

- 2.1 The parties agree that during the life of this Agreement the number of School Resource Officers actually employed pursuant to this contract may be adjusted upward or downward by mutual consent of the parties. The parties agree to meet on an annual basis on or before April 1 of each year of this agreement to review the number of Officers to be employed for the next upcoming school year.
- 2.2 School resource officers shall spend approximately sixty-two percent (62%) of their time (annually) working directly on School District issues as identified in Section 1.2. This represents thirty-six (36) weeks with approximately ninety percent (90%) availability, which equals 32.4 weeks.

- 2.3 School District agrees to pay the City per School Resource Officer, seventy percent (70%) of personnel costs including wages, PERA, health insurance, and all applicable payroll taxes for each School Resource Officer during each year of this two-year agreement.
- a. Fifty percent (50%) of the total amount to be paid during any year of this agreement is due and owing on June 15th of each year of the agreement.
 - b. Fifty percent (50%) of the total amount to be paid during any year of this agreement is due and owing on December 15h of each year of the agreement.
- 2.4 The City agrees to provide an invoice for payments specified in this Article.

ARTICLE III – RESPONSIBILITY OF SCHOOL DISTRICT

- 3.1 The School District shall be responsible for the following duties and/or services:
- a. Provide guidance and assistance to the SRO through the principals, teachers, administrative staff and student body.
 - b. Provide a private office, desk, and telephone for use by the SRO to meet with people on both a public and private meeting basis.
 - c. Requires its principals to coordinate efforts of the SRO within the schools.
 - d. To meet cooperatively with the City and its Police Department on a regular basis to review the goals, needs, operations and effectiveness of the school resource office program and officers.

ARTICLE IV - RESPONSIBILITY OF CITY

- 4.1 The City shall be responsible for the following duties and/or services:
- a. Provide one (1) SRO to School District.
 - b. Provide the Police Department equipment needed by SRO to perform necessary functions.
 - c. Provide training and education within the scope of the Police Department of the City.
 - e. Provide temporary replacement for the SRO as deemed necessary by the Police Chief or in the event SRO absence extends beyond five consecutive days.
 - f. To meet cooperatively with School District and its Superintendent on a regular basis to review the goals, needs, operations and effectiveness of the SRO.

ARTICLE V - INDEMNITY AND HOLD HARMLESS

- 5.1. City agrees to indemnify and save harmless the School District of and from any and all liability and expenses, including attorneys' fees, of any nature whatsoever (including any claim on account of any injuries, diseases, or claimed injuries or diseases compensable under the Worker's Compensation Laws of the State of Minnesota) resulting or in any manner arising out of the use of any property, structures, or equipment of the School District (whether improved, modified, altered, or developed by City or otherwise) or any activities sponsored by City taking place on any such property, structures or equipment.
- 5.2 School District agrees to indemnify and safe harmless City of and from any and all liability and expenses, including attorneys' fees, of any nature whatsoever (including any claim on account of any injuries, diseases, or claimed injuries or diseases compensable under the Worker's Compensation Laws of the State of Minnesota) resulting or in any manner arising out of the use by School District of any property, structures or equipment of City (whether improved, modified, altered, or developed by School District or otherwise) or any activities sponsored by the School District taking place on any such property, structures, or equipment.
- 5.3 The indemnity provisions of Section 5.1 shall not apply to any liability incurred by the School District as a result of any wrongful or tortious acts of the School District, its officers, agents or employees.
- 5.4 The indemnity provisions of Section 5.2 hereof shall not apply to any liability or expenses incurred by the City as a result of any wrongful or tortious acts of the City, its officers, agents or employees.
- 5.5 The parties hereto agree to cooperate with one another in the defense of any claims, demand or rights of action within the terms of this Agreement.
- 5.6 In no case shall either party's obligation to indemnify the other party exceed the statutory liability limit of the party.

ARTICLE VI - GENERAL PROVISIONS

- 6.1 Regardless of the date of attestation, this Agreement shall commence on July 1, 2025 and end on June 30, 2027. Either party may terminate this Agreement by providing six (6) months written notice to the other of its intention to terminate this Agreement.
- 6.2 Nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners, joint venture, or joint enterprise between the parties hereto or as constituting either party as an agent, representative or employee of the other for any purpose or in any manner whatsoever.
- 6.3 This Agreement shall be construed and understood solely as an Agreement between the parties hereto and shall not be deemed to create any rights in any other person. No person shall have the right to make claim that she or he is a third-party beneficiary of this Agreement or of any of the terms and conditions hereof, which, as between the parties hereto, may be waived at any time by mutual agreement between the parties hereto.

- 6.4 Any amendment to this Agreement shall be in writing and shall be executed by the same parties who executed the original Agreement or their successors in office.
- 6.5 This Agreement, together with all its paragraphs, terms and provisions is made in the State of Minnesota and shall be construed and interpreted in accordance with the laws of the State of Minnesota.
- 6.6 The waiver by the parties of any breach of any term, covenant, or condition herein contained, shall not be deemed to be a waiver of any subsequent breach of same or any other term, covenant, or condition herein contained.
- 6.7 Notices to provided for herein shall be sufficient if sent by the regular United States Postal Service, postage prepaid, addressed as follows:

TO THE CITY:

Saint Peter Police Department
 Attn: Chief of Police
 207 South Front Street
 St. Peter, MN 56082

TO SCHOOL DISTRICT #508

School District #508
 Attn: School Superintendent
 100 Lincoln Drive
 St. Peter, MN 56082

- 6.8 This Agreement may be executed in separate counterparts with the same effect as if all signatures were on the same Agreement.
- 6.9 For purposes of this Agreement, a telecopy or facsimile document and signature shall be deemed as, and shall serve as, an original Agreement and signature.
- 6.10 This Agreement, along with any attached exhibits, embodies the entire understanding of the parties and there are no further or other agreements, permits, or understandings, written or oral, in effect between the parties relating to the subject matter hereof.
- 6.11 The understandings of Article 5 above shall also extend to any uncommunicated expectations the parties may have regardless whether specifically mentioned in this Agreement.



ADDENDUM

**Regular Board Meeting
Wednesday, May 21, 2025
SPCC-Governor's Room
5:00PM**

VII. ACTION ITEMS

3. AGENDA ITEM #3

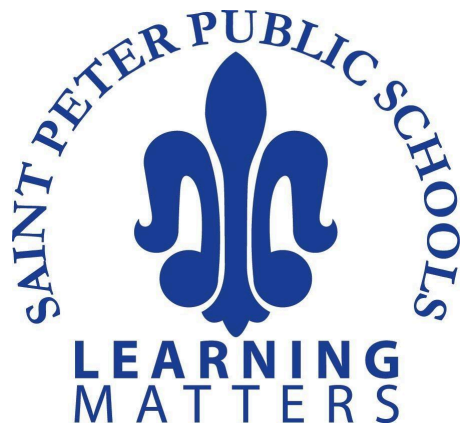
Subject: Consider Approval of Agreement with City of Saint Peter for the School Cultural Liaison Program

Action: Requires a Motion

Background: As you are aware, we are moving forward with plans to have the City of Saint Peter pay \$5,000 per year to the School District for Cultural Liaisons to assist members of the community in accessing City programs and services. This is the first time this agreement will be in place and I recommend your review after the completion of the first year of the agreement.

Presentation: Superintendent of Schools, Jeff Olson

Options/Recommendation: I recommend your approval of the agreement.



SAINT PETER PUBLIC SCHOOLS

Agreement

With

SCHOOL CULTURAL LIAISON PROGRAM

&

CITY OF SAINT PETER

2025-2026

2026-2027

SCHOOL CULTURAL LIAISON PROGRAM AGREEMENT

THIS AGREEMENT is by and between INDEPENDENT SCHOOL DISTRICT NO. 508 hereinafter referred to as the "School District, and the CITY OF SAINT PETER, hereinafter referred to as "City".

WHEREAS, School District and City desire to join in a mutual effort to enhance communication and program and service access to all members of the Saint Peter Community; and

WHEREAS, School District provides Cultural Liaisons that can provide assistance to City Department to enhance program knowledge and access.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained in this Agreement, School District and City mutually agree as follows:

ARTICLE I - CULTURAL LIAISON DEFINITION AND DUTIES

- 1.1. For the purpose of this Agreement, the term "CULTURAL LIAISON" hereinafter referred to as "LIAISON" shall:
 - a. Be an employee of School District who's primary job task is to assist members of the community who may have access challenges due to language or culture to navigate systems that help provide for use of programs and services.
- 1.2. The duties of the LIAISON shall include, but are not limited to, the following:
 - a. Provide promotion of and assistance for registration for Youth Activities (youth sports, special events, general interest).
 - b. Provide promotion of and assistance for registration for summer swimming lessons.
 - c. May provide promotion of and assistance for registration for youth athletic associations and summer camps.
 - d. Provide promotion of and assistance for accessing and using the City Transit system.
 - e. Assist City staff in connecting with program users including parents and children and elders.
 - f. From time to time assist in translating and/or providing interpretation for direct communication with program users.

ARTICLE II - FUNDING OF THE CULTURAL LIAISON PROGRAM

The City Agrees to pay the sum of \$5,000 per school year to be paid in two installments. One installment of \$2500 will be paid in September of 2025 and one in March of 2026.

- 2.4 School District agrees to provide an invoice for payments specified in this Article.

ARTICLE III – RESPONSIBILITY OF SCHOOL DISTRICT

- 3.1 School District shall be responsible for the following duties and/or services:

- a. Provide guidance and assistance to the LIAISON(S) through the principals, teachers, administrative staff and student body.
- b. Requires its principals to coordinate efforts of the LIAISON(S) within the schools.
- c. To meet cooperatively with the City and its Recreation and Transit (MRVT) Department on a regular basis to review the goals, needs, operations and effectiveness of the school resource office program and officers.

ARTICLE IV - RESPONSIBILITY OF CITY

- 4.1 The City shall be responsible for the following duties and/or services:
 - a. Provide a contact list of City Employees including emails and phone numbers, promotional material and web site information.
 - b. To meet cooperatively with School District and its Superintendent on an as needed basis to review the goals, needs and effectiveness of the LIAISON(S).

ARTICLE V - INDEMNITY AND HOLD HARMLESS

- 5.1. School District agrees to indemnify and save harmless the City of and from any and all liability and expenses, including attorneys' fees, of any nature whatsoever (including any claim on account of any injuries, diseases, or claimed injuries or diseases compensable under the Worker's Compensation Laws of the State of Minnesota) resulting or in any manner arising out of the use of any property, structures, or equipment of the School District (whether improved, modified, altered, or developed by City or otherwise) or any activities sponsored by City taking place on any such property, structures or equipment.
- 5.2 City agrees to indemnify and safe harmless School District of and from any and all liability and expenses, including attorneys' fees, of any nature whatsoever (including any claim on account of any injuries, diseases, or claimed injuries or diseases compensable under the Worker's Compensation Laws of the State of Minnesota) resulting or in any manner arising out of the use by School District of any property, structures or equipment of City (whether improved, modified, altered, or developed by School District or otherwise) or any activities sponsored by School District taking place on any such property, structures, or equipment.
- 5.5 The parties hereto agree to cooperate with one another in the defense of any claims, demand or rights of action within the terms of this Agreement.
- 5.6 In no case shall either party's obligation to indemnify the other party exceed the statutory liability limit of the of the party.

ARTICLE VI - GENERAL PROVISIONS

- 6.1 Regardless of the date of attestation, this Agreement shall commence on July 1, 2025 and end on June 30, 2026. Either party may terminate this Agreement by providing six (6) months written notice to the other of its intention to terminate this Agreement.
- 6.2 Nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners, joint venture, or joint enterprise between the parties hereto or as constituting either party as an agent, representative or employee of the other for any purpose or in any manner whatsoever.
- 6.3 This Agreement shall be construed and understood solely as an Agreement between the parties hereto and shall not be deemed to create any rights in any other person. No person shall have the right to make claim that she or he is a third-party beneficiary of this Agreement or of any of the terms and conditions hereof, which, as between the parties hereto, may be waived at any time by mutual agreement between the parties hereto.
- 6.4 Any amendment to this Agreement shall be in writing and shall be executed by the same parties who executed the original Agreement or their successors in office.
- 6.5 This Agreement, together with all its paragraphs, terms and provisions is made in the State of Minnesota and shall be construed and interpreted in accordance with the laws of the State of Minnesota.
- 6.6 The waiver by the parties of any breach of any term, covenant, or condition herein contained, shall not be deemed to be a waiver of any subsequent breach of same or any other term, covenant, or condition herein contained.
- 6.7 Notices to provided for herein shall be sufficient if sent by the regular United States Postal Service, postage prepaid, addressed as follows:
- | | |
|--|---|
| TO THE CITY:
Saint Peter Police Department
Attn: Chief of Police
207 South Front Street
St. Peter, MN 56082 | TO SCHOOL DISTRICT #508
School District #508
Attn: School Superintendent
100 Lincoln Drive
St. Peter, MN 56082 |
|--|---|
- 6.8 This Agreement may be executed in separate counterparts with the same effect as the if all signatures were on the same Agreement.
- 6.9 For purposes of this Agreement, a telecopy or facsimile document and signature shall be deemed as, and shall serve as, an original Agreement and signature.
- 6.10 This Agreement, along with any attached exhibits, embodies the entire understanding of the parties and there are no further or other agreements, permits, or understandings, written or oral, in effect between the parties relating to the subject matter hereof.
- 6.11 The understandings of Article 5 above shall also extend to any uncommunicated expectations the parties may have regardless whether specifically mentioned in this Agreement.



ADDENDUM

**Regular Board Meeting
Wednesday, May 21, 2025
SPCC-Governor's Room
5:00PM**

VII. ACTION ITEMS

4. AGENDA ITEM #4

Subject: Consider Approval of the Hiring of the Middle School Principal

Action: Requires a Motion

Background: The process for hiring a new Middle School Principal included the following:

- the creation of a "Principal Profile" based on input from Middle School staff;
- a review of candidate applications and references;
- a first round interview of five candidates conducted by incoming Superintendent Graff, Special Programs Administrator Prafke and representatives of the faculty and staff;
- a second round interview of three candidates conducted by Jon Graff, Ytive Prafke, Darin Doherty and Steve Alger; and
- Final reference and background checks.

Based on this process Dr. Graff is recommending your approval of Jessica Buttell for the position of Principal of Saint Peter Middle School starting July 1, 2025. Ms. Buttell's resume is included for your review.

Presentation: Incoming Superintendent, Dr. Jon Graff

Options/Recommendation: I recommend your approval of the hiring of Middle School Principal.

JESSICA BUTTELL

1762 Leona Drive, North Mankato, 56003 | jessibuttell@gmail.com | 507-720-2350

Objective

To obtain a position that allows me to use my professional experiences to enhance the field of education through progressive thinking and a dedication to serve all students.

Professional Experience

Assistant Principal *July 2023 - Present*

Dakota Meadows Middle School

- Implement and enforce school rules and policies, address behavioral issues, and conduct meetings with students and parents regarding disciplinary matters
- Conduct classroom observations and evaluate teacher performance to support professional development and instructional effectiveness
- Analyze student performance data to identify learning trends and support the development and implementation of targeted intervention programs
- Facilitated MTSS meetings by presenting student progress updates and providing data-driven insights to guide collaborative and solution-focused discussions
- Coordinate faculty FTE allocations in alignment with the annual scheduling plan for all staff members to ensure optimal resource utilization
- Actively participated in and contributed to Professional Learning Communities (PLCs) in collaboration with secondary principals and district leadership team members
- Foster and promote a positive school environment that supports student well-being, academic success, and a culture of respect through PBIS
- Advocate for and support equity and inclusion initiatives to ensure a fair and inclusive educational environment for all students
- Attend IEP meetings to ensure compliance with special education laws and procedures, and support the development of individualized education plans
- Provide supervision of hallways, cafeterias, and school grounds to ensure a safe and orderly environment

Dean of Students

August 2022 - Present

Dakota Meadows Middle School

- Effective and contributing member of the building Problem-Solving Team, Leadership Team, Student Support team, and within the grade-level student solution meetings
- Collaborate with grade-level teaching teams on individual student academic, behavioral, and social-emotional needs to create action plans that capitalized on student strengths to increase student success within the educational setting
- Establish and foster meaningful and positive relationships with students and families to ensure positive experiences within Dakota Meadows Middle School
- Implementing and monitoring school policies and safety protocols to ensure a safe learning environment
- Maintained extensive documentation to ensure information was communicated effectively and reliably to all stakeholders
- Dynamic communication skills with the proven ability to build lasting relationships with teachers, staff, students, and families by utilizing transparency to build partnerships and foster trust

JESSICA BUTTELL

1762 Leona Drive, North Mankato, 56003 | jessibuttell@gmail.com | 507-720-2350

Lead Teacher of PEEK
August 2020 - June 2022

Central Middle School

- Designed and implemented a project-based/experiential education middle level ALC program for grades 6-8
- Created project-based curriculum for grades 6-8 incorporating grade level standards in the core areas of math, English, science and history
- Implemented standard-based grading for project-based curriculum
- Designed a referral process for PEEK students from their homeschool to the PEEK program
- Address student behavior concerns as they arise to provide support students to ensure a safe and productive learning environment
- Communicated daily with parents pertaining to student academic and social-emotional concerns and progress
- Established communication with outside services such as child mental health case managers, outside therapists and probations
- Communicated with homeschool Problem Solving Teams student's gains and concerns in the areas of academics and social-emotional development
- Developed various service learning opportunities and partnerships for students within the ISD 77 community and local Mankato community
- Created and implemented behavioral plans for students need additional support
- Worked together with PEEK principal to implement changes, communicate needs within the system of PEEK and problem-solve through various issues
- Created a PEEK newsletter sent quarterly to families, donors, and administrators outlining the academic and social-emotional learning/experiences accomplished by students
- Implemented individual Student Portfolios (via google sites) that housed individual student learning and experiences with reflections of each activity
- Implemented Student-Led Conferences solely led by each individual student explaining and reflecting on their learning through the use of their Student Portfolio

References

Dr. Paul Peterson

Superintendent - Mankato Area Public Schools
(507) 387-1869 ppeter1@isd77.org

Aaron Hyer

Principal - Dakota Meadows Middle School
(952) 693-5453 ahyer1@isd77.org

Dr. Samantha Steinman

Assistant Director of Special Education - Mankato Area Public Schools
(507) 276-7277 sstein1@isd77.org



ADDENDUM

**Regular Board Meeting
Wednesday, May 21, 2025
SPCC-Governor's Room
5:00PM**

VII. ACTION ITEMS

5. AGENDA ITEM #5

Subject: Consider Approval of Candidates for Graduation

Action: Requires a Motion

Background: Ms. Engeldinger will present the tentative list of candidates for graduation from Saint Peter High School on May 30, 2025. To be eligible to graduate, a student must meet all requirements set by the local School Board and the State of Minnesota.

Presentation: High School Principal, Annette Engeldinger

Options/Recommendation: I recommend your approval of the candidates for graduation with the Saint Peter High School Class of 2025.

MEMO TO: Dr. Olson
Members of the Board of Education

FROM: Annette Engeldinger

DATE: May 14, 2025

SUBJECT: Graduating Class of 2025

Attached is a list of seniors who, at this time, have met all graduation requirements and are scheduled to be awarded diplomas on May 30, 2025. Students who do not fulfill all graduation requirements are not permitted to go through commencement exercises. This approval is therefore tentative, pending final completion of all requirements.

Attachment

GRADUATING CLASS OF 2025

Roblae	Abdi	Gia	Holland	Luis	Ramirez
Umayma	Abdi	Maxwell	Holmquist	Ryan	Ranft
Miranda	Adams	Wyatt	Holtz	Emmy	Remmert
Tania	Aguilar Cruz	Nolan	Honza	Leilani	Reyna
Mohamed	Ahmed	Tiarnan Cole	Hopp	Ezekiel	Ribar
Kyler	Anderson	Eleanor	Hughes	Brianna	Rocha
Wade	Anthony	Isam	Ibrahim	Ashley	Rodriguez
Bianca	Arrizola	Eva	James	Rocio	Romero
Gretta	Baker	Grant	Janni	Sophia	Ruffing
Luke	Banks	Carl	Jenkins	Emilio	Salcido
Riley	Baron	Gavin	Jensen	Isaac	Sanchez
Kailey	Bittner	Dylan	Jentz	Aedan	Sannes
Charles	Born	Mohamed	Jimale	Lydia	Sargeant
Ryhlea	Boswell	Colin	Johnson	Justin	Sassenberg
Sophia	Brown	Sofia	Juantos	Mesa	Sati
Charlie	Buesgens	Alexa	Juarez	Kadar	SayidNour
Evan	Buffington	Gavin	Kendall	Kyra	Scherer
Max	Bultman	John	Kennedy	Lynnea	Schwecke
Avery	Burgess	Riley	Kisor	Olivia	Seys
Sophia	Christensen	Avery	Kisor	Phoenix	Shane
Austin	Coates	Zyriah	Kopischke	Taylor	Sickler
Sarah	Coe	Noah	Kracht	Meghan	Sikkema
Lucas	Cole	Caleb	Krueger	Drake	Smuder
Cesar	Cruz	Bryan	Kukacka	Jeremiah	Soderlund
Jennifer	Cruz Del Angel	Addison	Landsom	Denise	Somnis
Hani	Daud	Trista	Landsom	Annika	Southworth
Wyatt	Davis	Tomas	Larios	Jaspir	Stearns
Mohamed	Dekene	Lillie	Leach	Ana	Stoffregen
Mumtaz	Dekene	Ashley	Liebl	Eli	Stoll
Allison	Dent	Riley	Looft	Emily	Sustaita
Quinn	Dixon	Nicolas	Lopez	Hailey	Telshaw
Braedon	Dornfeld	Regan	Lyle	Michael	Thompson
Luciana	Drechsel	Aamista	Maas	Kaden	Throldahl
Gabriella	Dunker	Noah	Maas	Henry	Timm
Iris	Elias	Hayden	Mack	Dayne	Tollefson
Cole	Engelhardt	Jace	Majerus	Tobias	Twait
Gabriella	Erickson	Adan	Marchan-Ellefson	Maricruz	Vargas
Ethan	Farlinger	Gavin	Marquardt	Santiago	Vega
Justin	Fitzpatrick	Patch	Marthaler	Rhian	Velasquez
Colin	Flowers	Barry	Mathwig	Franklin	Wachlarowicz
Gabriel	Franklin	Carter	Meyer	Evan	Walter
Chesney	Freeman	Karli	Miller	Caleb	Westphal
Ashley	Garcia	Isabelle	Mish	Nora	Whipps
Logan	Gessner	Sean	Mitchell	Colton	Willaert
Ezequiel	Gonzalez	Fardows	Mohamed	Chase	Williams
Yadhira	Gonzalez	Haley	Morsching	Karsyn	Williams
Chayton	Gransee	Ellie	Myers-Cox	Nicholas	Wilmes
Alan	Guerra	Cameron	Nelsen	Paige	Winkelmann
Derek	Guth	Tucker	Nimps	Maya	Winsell
Kaiser	Hagen	Nasra	Nur	Cecily	Winterfeldt
Sarah	Haggenmiller	Daniel	Olson	Aiden	Wohlers
Anja	Harbo	Jordan	Ornelas	Samara	Yushta
Callum	Harmes	Iris	Panteghini	Tavian	Zarbano
Alayna	Hawker	Manuel	Pargas		
Emily	Heins	Michael	Passmore		
Sarah	Heins	Lola	Peif ⁷⁶		
Roy	Hendrickson	Julian	Perez		
Edgar	Hernandez	Logan	Pherson		



ADDENDUM

**Regular Board Meeting
Wednesday, May 21, 2025
SPCC-Governor's Room
5:00PM**

VII. ACTION ITEMS

6. AGENDA ITEM #6

Subject: Consider Resolution Appointing Ken Rossow as a Trustee for the MSDLAF Plus Fund

Action: Requires a Resolution

Background: Ken Rossow has been appointed as Voting Trustee of the Minnesota School District Liquid Asset Fund Plus. The Minnesota School Boards Association is requesting your formal support of Ken's appointment. A resolution approving the "Trustee Appointment" is included in your packet.

Presentation: Superintendent of Schools, Jeff Olson

Options/Recommendation: I recommend your approval of the resolution.

ST. PETER SCHOOL DISTRICT #508
St. Peter, Minnesota

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING TRUSTEE APPOINTMENT

WHEREAS, Ken Rossow has been appointed to serve as voting Trustee of the Minnesota School District Liquid Asset Fund Plus (the “Fund”) for a term expiring at the annual meeting to be held following the conclusion of the fiscal year of the Fund ending on June 30, 2026, and remaining in effect upon election for subsequent three-year terms; and

WHEREAS, St. Peter School District #508 supports this action on behalf of Ken Rossow:

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 508 (St. Peter Public Schools), as follows;

Ken Rossow’s service as Trustee for MN District Liquid Asset Fund Plus is approved for a term expiring at the annual meeting to be held following the conclusion of the fiscal year of the Fund ending on June 30, 2026, and for any subsequent three-year terms following the election at the 2026 annual meeting.

The motion for the adoption of the foregoing Resolution was duly second by Member _____, and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

WHEREUPON, said Resolution was declared duly passed and adopted.

Adopted the _____ day of _____, 2025 by the School Board of St. Peter Public School District #508.

ST. PETER SCHOOL DISTRICT #508

By: _____

Attest: _____
Chair



ADDENDUM

**Regular Board Meeting
Wednesday, May 21, 2025
SPCC-Governor's Room
5:00PM**

VII. ACTION ITEMS

7. AGENDA ITEM #7

Subject: Consider Approval of a Memorandum of Understanding between Community and Family Education and the Department of Recreation and Leisure Services

Action: Requires a Motion

Background: Tami Skinner will be present to review the key components of an agreement between the School District's Community and Family Education program and the City of St. Peter's Department of Recreation and Leisure Services. This is an agreement that has been in place for a number of years and is reviewed and approved on an annual basis. The agreement lays out responsibilities for each entity in providing programs and services in the community.

Presentation: Community Education Director, Tami Skinner
Superintendent of Schools, Jeff Olson

Options/Recommendation: I recommend your approval of the Memorandum of Understanding.



MEMORANDUM OF UNDERSTANDING

July 1, 2025 – June 30, 2026

**Saint Peter Public Schools - Community and Family Education
and
City of Saint Peter - Recreation and Leisure Services Department**

This memorandum identifies key components to maximize opportunities for the community.

I. BEST PRACTICES AND GUIDING PRINCIPLES – School District #508, through the Community and Family Education Department (C&FE), and the City of Saint Peter, through the Department of Recreation and Leisure Services (R&LS), recognize a shared commitment to best practices that maximize opportunities for the community.

- A. Prioritize community needs and allocation of funding
- B. Delineate responsibilities to minimize program duplication
- C. When appropriate, combine resources, including staff and facilities, to strengthen and/or develop signature community-wide events
- D. Routinely examine and address community program and service needs
- E. Collaborate with other area organizations to strengthen the involvement and support of underserved families
- F. Co-publish seasonal brochures
 - Should C&FE no longer have an office at the St. Peter Community Center, the Co-publish seasonal brochures may be removed from this MOU prior to the completion of the stated term.
- G. Offer common registration dates

II. YOUTH DEVELOPMENT/SERVICE FUNDING ASSURANCES

STATEMENT OF ASSURANCES:

Community and Family Education will provide funding to Recreation and Leisure Services to enhance Youth Development opportunities, meeting the intent of State Statutes, which govern Youth Development expenditures. (\$7,500)

Minnesota Statute (2003) 124D.19, Subd. 9. and 10.)

(Age priority: 8 through 14 years)

All programs assigned to these funds will not be subject to non-resident fees (City of Saint Peter); non-resident fees may be charged for non-residents of the Saint Peter School District.

With additional youth development/service funds, the Recreation and Leisure Services Department will offer youth programs that provide youth with:

- *An understanding and appreciation of service in their community through hands-on experiences*
- *Knowledge needed to make safe and healthy lifestyle choices*

- *An understanding of and appreciation and respect for diversity in race, culture, gender, age, social status, ability, etc.*
- *An opportunity to have a voice in decisions that affect them*
- *Positive recreational, social, and learning activities*
- *Opportunities to develop a safe, equitable, accepting, cooperative, friendly, and inclusive school and community environment*

III. AFTER-SCHOOL FUNDING ASSURANCES

STATEMENT OF ASSURANCES: Community and Family Education (C&FE) will provide funding to Recreation and Leisure Services (R&LS) to enhance after-school opportunities, meeting the intent of State statutes, which govern after-school expenditures. (\$2,700)

(Minnesota Statute (2003) 124D.19, Subd. 13.)

(Age priority: 8 through 14 years)

All programs assigned to these funds will not be subject to non-resident fees (City of Saint Peter); non-resident fees may be charged for non-residents of the Saint Peter School District.

With additional youth funds, the Recreation and Leisure Services Department will offer after-school programs that:

- *Collaborate with and leverage existing community resources that have demonstrated effectiveness*
- *Reach out to youth, including underserved and at-risk youth in the community*
- *Serve children participating in adult-supervised programs during non-school hours*
- *Support academic achievement*
- *Increase skills in sports and other activities*

IV. GUIDELINES FOR SPONSORING YOUTH PROGRAMS

SCHOOL YEAR 2025-26 YOUTH PROGRAMS

(July 1, 2025–June 30, 2026)

R&LS will offer the following:

- After school activities (e.g. Legos Program, eSports, Kids Club, Exploration Recreation, Fencing, Early Rec Out Days, and Open Gym)
- Leadership and/or certification programs for youth ages 14 and under (e.g. Babysitter Training, Be Prepared...NOT Scared, and Home Alone Class)

C&FE will offer the following:

- Theatre & Fine Arts experiences (e.g. Arts Center, Music Lessons)
- Educational enrichment experiences (e.g. foreign languages, nutrition, STEM, and STEAM)
- American Red Cross Swim Lessons at the high school pool
- Certification programs for young adults 15 yrs+ (e.g. First Aid, CPR, Lifeguard Training, Water Safety Instruction)

SUMMER YOUTH PROGRAMS

(July 1–August 31, 2025 and June 2-30, 2026)

R&LS will offer the following:

- E-12 Youth activities, teams, and camps (e.g. Exploration Recreation, eSports, Fencing, youth sports, and camps)

- American Red Cross Swim Lessons at the City outdoor pool
- Leadership and/or certification programs for youth ages 14 and under (e.g. Volunteer In the Park, Babysitter Training, Guard Start, Water Safety Instructor Aide)

C&FE will offer the following:

- Theatre and Fine Arts experiences (e.g. Prairie Fire Theatre, Music Lessons, and Arts Center Classes)
- Educational enrichment experiences (e.g. foreign languages, nutrition, STEM, STEAM reading)
- Parent/Child classes/events
- Certification programs for young adults 15 yrs+ (e.g. First Aid, CPR, lifeguard training, and water safety instruction)

V. FUNDING

School District #508 shall provide the following funding to the City of Saint Peter for the provision of services:

Youth Development Funding	\$7,500
After School Funding	\$2,700

The distribution of funds shall be made twice a year, and funds may be requested and distributed in two equal payments (e.g., July 1, 2025, and January 2, 2026).

VI. AMENDMENTS

Either party may request changes to this MOU. Any changes, modifications, or revisions to this MOU that are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument and effective when signed by both parties to this MOU.

This agreement by and between School District #508 and the City of Saint Peter is hereby approved

CITY OF SAINT PETER

SCHOOL DISTRICT #508

 Todd Prafke
 City Administrator

 Jeff Olson
 Interim Superintendent

 Date

 Date



ADDENDUM

**Regular Board Meeting
Wednesday, May 21, 2025
SPCC-Governor's Room
5:00PM**

VII. ACTION ITEMS

8. AGENDA ITEM #8

Subject: Consider Declaration of Obsolete and Outdated Equipment

Action: Requires a Motion

Background: Board Policy 802 - Disposition of Obsolete Equipment and Material provides direction to the school district on the disposition of obsolete and outdated equipment. This process is used on an as needed basis as equipment is removed from the operations of the district. Included in your materials for the meeting is a list of materials that are being recommended to be deemed obsolete. If approved, this allows the school district to dispose of equipment at auction that is no longer in use.

Presentation: Superintendent of Schools, Jeff Olson

Options/Recommendation: I recommend your approval of declaring the list of equipment as presented as obsolete and outdated.



TO: Saint Peter Public Schools School Board
FROM: Gus Sorbo
DATE: 14-MAY-2025
RE: Designate Equipment Obsolete
CC: Jeff Olson, Megan Gracia, Jon Graff

Recommendation: I recommend the school board designate the following equipment as obsolete in order to remove it from the district inventory and properly sell, recycle, or dispose of it.

Equipment:	<u>Quantity</u>	<u>Description</u>
	340	iPads
	66	Desktops
	80	Laptops
	355	Chromebooks
	6	Computer monitors
	42	Projectors
	9	Printers
	15	Network Switches
	6	Power Supplies
	29	Smartboards
	4	DVD/VCR players
	16	Apple TVs
	1	Laminator
	1	Fax machine
	16	Cell Phones
	25	Smart Board Speakers
	27	2-way Radios
	Multiple	Peripherals (mice, keyboards, cases)
	Multiple	Misc A/V Equipment

Notes:

- All data will be wiped or data storage will be removed prior to recycling or disposing of the equipment.
- The equipment recommended for recycling or disposal will no longer run current software or is damaged/non-functioning. We cannot re-use it within the district and it does not have meaningful resale value.

- A detailed list of equipment has been submitted to the business office.
- iPads and chromebooks will be wiped and offered for resale, if there is value



ADDENDUM

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5:00PM**

VII. ACTION ITEMS

9. AGENDA ITEM #9

Subject: Consider Policy with Minor Clarifications or Changes for Approval with One Reading

Action: Requires a Motion

Background: The following policy was reviewed by the Policy Committee and brought forward for a single reading. Policies being adopted with minor language changes that do not affect the substance of the policy can be adopted in one reading.

- **Policy 409** - Employee Publications, Instructional Materials, Inventions and Creations
 - Clarifications and grammatical corrections were made to the policy

The Policy Committee was in consensus that Policy 409, as amended, should be adopted in a single reading.

Presentation: Superintendent of Schools, Jeff Olson
Policy Review Committee

Options/Recommendation: I recommend you adopt Policy 409 as amended.

Adopted: January 2023

Revised:

Policy 409
Orig. 1995
Rev. 20252008

409 EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS, AND CREATIONS

I. PURPOSE

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

II. GENERAL STATEMENT OF POLICY

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, ~~on demand of the school district,~~ assign to the district any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

III. DISTRIBUTION OF INCOME

If any net income is realized from any activity under Section II above, the net income shall be divided as follows: (1) 33 1/3 percent to the creator; and (2) 66 2/3 percent to the School District.

IV. NOTICE OF POLICY

The school district shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

Legal References: Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)
17 U.S.C. § 101 *et seq.* (Copyrights)

Cross References:



ADDENDUM

**Regular Board Meeting
Wednesday, May 21, 2025
SPCC-Governor's Room
5:00PM**

VII. ACTION ITEMS

10. AGENDA ITEM #10

Subject: Consider Change Order Authorization

Action: Requires a Motion

Background: For the Middle School Construction project, you have authorized the Superintendent of Schools to approve change orders of \$50,000 or less. Change orders over \$50,000 require School Board approval. On Tuesday, May 20th we were informed by ICS, our Construction Management Company, that we will be receiving two change orders of over \$50,000 before the end of the month. One change order is for the APX Construction Company to complete upgrades to the District Office as a part of the HVAC and lighting work that will occur this summer. It is anticipated that this change order will be in the \$85,000 to \$100,000 range. The second change order is for the State Plan Review. This change order is anticipated to be in the \$60,000-\$75,000 range. By granting prior approval for these change orders, we will be able to move forward with the project in a timely manner.

Presentation: Superintendent of Schools, Jeff Olson
Operations and Maintenance Supervisor, Seth Putz

Options/Recommendation: I recommend you approve authorization of the anticipated change orders.



ADDENDUM

**Regular Board Meeting
Wednesday, May 21, 2025
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VIII. INFORMATION ITEMS

1. AGENDA ITEM #1

Subject: First Reading of Revisions to the Policy Manual

Background: The following policies were reviewed by the Policy Committee and are being brought forward for a first reading:

Policy 412.1 - Expense Reimbursement on Clothing or Personal Property Damage

Policy 610 - Field Trips

Presentation: Superintendent of Schools, Jeff Olson
Policy Review Committee

Adopted: October 2022
Revised:

Policy 412.1
Rev. 2025

412.1 EXPENSE REIMBURSEMENT FOR CLOTHING ~~DAMAGE~~ OR PERSONAL PROPERTY DAMAGE

I. PURPOSE

The purpose of this policy is to provide direction for clothing ~~reimbursement~~ or personal property reimbursement to employees.

II. GENERAL STATEMENT OF POLICY

The school district shall provide reasonable reimbursement to employees for the loss or damage of personal items resulting from direct personal contact with students in the performance of regular duties during assigned working hours.

The superintendent shall formulate the procedure and requirements for expense reimbursement.

610 FIELD TRIPS

I. PURPOSE

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

II. GENERAL STATEMENT OF POLICY

The general expectation of the school board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

A. Instructional Trips

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

C. Extended Trips

1. Trips that involve ~~one or more overnight stops out of state or out of country~~ travel fall into this category. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: ~~student/teacher/advisor~~, principal, ~~and~~ superintendent, ~~and school board~~. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g., tournament competition).
2. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.
3. General Guidelines
 - a. All extended field trips are optional for students.
4. Preliminary Approval
 - a. Preliminary approval must be granted prior to announcement of the trip to students or parents/guardians. It must include the education/activity objectives for the proposed extended field trip.

- b. Preliminary approval requires the principal and superintendent signature.
- c. Preliminary approval authorizes the teacher/advisor to determine student and parent/guardian interest, acquire cost information, and generally access the feasibility of the trip.

5. Formal Approval

- a. The School Board acknowledges and appreciates the financial contributions of organizations in providing extended trip opportunities for students.
- b. After securing preliminary approval, an extended trip request form must be completed and approved at each level: teacher/advisor, principal, and superintendent.
- c. It must be approved before any contracted arrangements are made or any trip specific fundraising occurs.
- d. The contract(s) with providers and agents must be approved by the Business Manager in consultation with the teacher/advisor.
- e. Upon receipt of formal approval by the principal and superintendent, parents and guardians will be asked to sign a permission form authorizing their child's participation and accepting the conditions under which the trip was approved.
- f. A detailed itinerary and complete roster of participants and chaperones including the home addresses, phone number, and emergency contacts, shall be filed with the Principal before trip departure.

6. Additional Rules

- a. All costs will be assumed by participants. Donations and approved fundraisers will be accepted.
- b. Student participation or lack thereof shall not be subject to, or affect, the classroom grade.
- c. Trips will have prior approval. Typically, no group or organization will be allowed more than one trip every two years.

D. Trips not sponsored by the School District

This category includes trips that involve district students and staff, but are organized and financed entirely by booster organizations, fundraising, and/or participants. Individuals occasionally organize and fund trips that the School District does not sponsor. The School District encourages such trips for the purpose of enhancing the educational opportunities of students, subject to the following:

- 1. Since such trips are not sponsored by the School District, the School District will not be involved in funding or managing funds for the trip, nor will it assume any liability or responsibility for the participants.
- 2. Organizers of such trips shall clearly inform students and parents/guardians that the trip is not sponsored by the School District.

3. Other than incidental time and supplies, the organizers shall not use school time or resources for preparation, communications, or organization of fund-raising.
4. If any school time is to be missed by student participants, parents/guardians must arrange to have their child excused according to normal building procedures.
5. If any work time is to be missed by staff, it shall be unpaid; however, personal leave days may be used if available, in accordance with the applicable labor agreement.

III. REGULATIONS

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle.
- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
 1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
 2. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

IV. SCHOOL BOARD REVIEW

The superintendent, or the superintendent's designee, shall at least bi-annually report to the school board upon the utilization of trips under this policy.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
 Minn. Stat. § 123B.37 (Prohibited Fees)
 Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities; Insurance)
 Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)
 Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)
Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721, 327 F.3d 675 (8th Cir. 2003)
Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)

Cross References: Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

Policy 423 (Employee – Student Relationships)
Policy 506 (Student Discipline)
Policy 707 (Transportation of Public School Students)
Policy 709 (Student Transportation Safety Policy)
Policy 710 (Extracurricular Transportation)



ADDENDUM

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Wednesday, May 21, 2025
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VIII. INFORMATION ITEMS

2. AGENDA ITEM #2

Subject: Summer Programming 2025

Background: Saint Peter students participate in a wide range of academic and co-curricular programs throughout the summer. Administrators will provide an overview of summer programs at the meeting.

Further, the school district is once again hosting the "Read and Feed" program, providing free lunch to all children along with reading opportunities.

In addition, Saints Overtime will be operating at North Elementary providing school care and enrichment programs for students in Kindergarten through sixth grade.

Presentation: Principals
Special Programs Administrator
Community Education Director