

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138  
REGULAR SCHOOL BOARD MEETING  
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM  
SEPTEMBER 12, 2024**

The School Board of Independent School District 138 met in regular session on Thursday, September 12, 2024, at 5:30 p.m. in the Boardroom at the North Branch Area Education Center.

Chair MacMillan called the meeting to order.

Roll Call: Shelly Johnson, Adam Trampe, Sarah Grovender, Tim MacMillan, Superintendent Paul, Heather Naegele and Jesse LaValla

Absent: None

Others in Attendance:

David Treichel, Molly Whelan, Todd Tetzlaff, Pat Tepoorten and Pakou Lee

The Pledge of Allegiance was said by all.

Approval of Agenda:

Moved by Naegele, seconded by Trampe and carried unanimously to approve the agenda.

**SUPERINTENDENT'S REPORT**

Superintendent Paul reported on the Viking Spotlight featuring Kayla Cook, a 2023-24 graduate featured in one of The Youth Skills Training Program (YST) Grant video on YouTube. YST provides an opportunity to earn credits for high school, paid internship and work alongside professionals in the interested field perusing after graduating. Superintendent Paul is proud of the work base learning program and students who are in this program along with their accomplishments.

The Education Center, Sunrise River Elementary School and Middle School dedicated two days for parents/families to meet with teachers during Welcome Days. The average attendance across all sites were at 95%.

Zach Berg with Buildings and Grounds gave an update on what was happening districtwide. Superintendent Paul shared images from the different sites on some of the changes and accomplishments completed in the summer and recognized Mr. Berg and his department for their great work. In addition, Superintendent Paul highlighted a staff's meaningful interaction with Mr. Berg. Board members also thanked Mr. Berg and his department for their contributions to the district.

Congratulations to Abby Hunter of North Branch Area High School on her awards and achievements during the State FFA Livestock show at the Minnesota State Fair. Abby was overjoyed when the FFA Program was brought to North Branch Area Public Schools as the program had a big impact her, her values and what she loved.

The Wind in the Willow is coming soon! Dates are for October 3-5, 2024 and tickets can be purchased on line. The Wind in the Willow is really exciting for Community Education because it's run by the North Branch Area Public Schools students who runs all aspect of the production.

Walk and Roll is scheduled for Wednesday, October 9, 2024 at 7:05am, at St. Gregory's Church. Hats off to Pat Tepoorten for his ongoing work around this event. The participation rate has grown exponentially since the first start of the event.

**CONSENT ITEMS**

Moved by Grovender, seconded by LaValla and carried unanimously to approve the consent agenda.

- A. A. Minutes of August 8, 2024 Regular School Board Meeting
- B. B. Minutes of August 22, 2024 Work Session
- C. Authorization of Payments, Transfers, and Investment Activity
  - Accounts Payable, Bank 07 – \$1,244,061.83
  - Auxiliary, Bank 12 - \$2,503.80
  - Payroll, Bank 13 - \$1,597,135.06
  - Scholarship, Bank 18 - \$0.00
  - High School Student Activities, Bank 31 - \$7,730.47
  - Middle School Student Activities, Bank 32 - \$0.00
- D. Personnel
  - 1. Ashley Reichstadt, resignation effective August 19, 2024, as Special Education Assistant at Sunrise River Elementary School
  - 2. Daisy McLain, resignation effective August 23, 2024, as School Age Care Adult Assistant at North Branch Area Education Center
  - 3. Brianna Smith-Sheppard, resignation effective August 5, 2024, as Lunchroom Assistant at North Branch Area Middle School
  - 4. Dena Norring, resignation effective August 30, 2024, as Special Education Assistant at Sunrise River Elementary School
  - 5. Katelyn Hanna, leave request from approximately December 27, 2024, through

March 30, 2025, as Kindergarten Teacher at North Branch Area Education Center

6. Sireena Andersen, BA/BS, Step 12, one-year contract for 2024-25 school year for a CTE Tier 1 License, as Trades and Industry Teacher at North Branch Area High School
7. Simone Collins-Goodwin, BS+15, Step 1, one-year contract for 2024-25 school year for Tier 1 license as Health Teacher at North Branch Area High School
8. Stefan Lund, MA+60, Step 4, one-year contract for 2024-25 school year as 0.57 FTE Social Studies Teacher at North Branch Area High School
9. Kristin Mayne, BES, Step 17, one-year contract for 2024-25 school year as 1.0 FTE FACS/Work Based Learning Teacher at North Branch Area High School
10. Rebecca Springman, MS+45, Step 9, one-year contract for 2024-25 school year as 1.0 FTE Math/Science Teacher at North Branch Area High School
11. Stefan Lund, MA+60, Step 4, LTS for Jessica Konrad, effective August 26, 2024 through December 6, 2024, as Social Studies Teacher at North Branch Area High School
12. Tylor Sorgert, BAS, Step 7, beginning with the 2024-25 school year, as 1.0 FTE Automotive/Math Teacher at North Branch Area High School
13. Kendra Tlusty, MA+60, Step 17, beginning with the 2024-25 school year, as 0.5 FTE Elementary Teacher at Sunrise River Elementary School
14. Brianna Smith-Sheppard, employment effective August 16, 2024, as Schoolkeeper at North Branch Area Public Schools
15. Jennifer Daas, position change effective August 22, 2024 from Community Education Early Childhood Instructor to Elementary Teacher at North Branch Area Education Center
16. Geri Erickson, position change effective September 4, 2024 from Special Education Assistant to Early Childhood Assistant at North Branch Area Education Center
17. Shelly Young, position change effective August 27, 2024 from Lunchroom/Playground Assistant at Sunrise River Elementary School to Special Education Assistant at Life Work Center
18. Kristina Dufour, position change effective August 27, 2024 from Lunchroom/Playground Assistant at Sunrise River Elementary School to Special

Education Assistant at North Branch Area Middle School

19. Carmen Money, position change effective August 23, 2024 from Early Childhood Assistant to Community Education Early Childhood Instructor at North Branch Area Education Center
20. Abby Williams, position change effective August 26, 2024, from Lunchroom/Playground Assistant and Special Education Assistant to Special Education Assistant at North Branch Area Education Center
21. Raechel Apress, employment effective August 26, 2024, as School Age Care Adult Assistant at North Branch Area Education Center
22. Marsena Ames, employment effective August 27, 2024, as Lunchroom/Playground Assistant at North Branch Area Education Center
23. Amber Baker, employment effective August 26, 2024, as Schoolkeeper at North Branch Area Public Schools
24. Hannah Bjerke, employment effective August 27, 2024, as Special Education Assistant at Sunrise River Elementary School
25. Dawn Clemons, employment effective August 27, 2024, as English Learner Assistant at North Branch Area Public Schools
26. Kourtney Enstad, employment effective August 27, 2024, as Lunchroom/Playground Assistant at Sunrise River Elementary School
27. Christopher Johnson, employment effective August 21, 2024 as JROTC Instructor at North Branch Area High School
28. Leila Meyers, employment effective August 27, 2024, as Special Education Assistant at North Branch Area Education Center
29. Michelle Mitchell, employment effective September 4, 2024, as Special Education Assistant at North Branch Area Education Center in addition to Lunchroom/Playground Assistant at NBAEC
30. Jenna Morris, employment effective August 22, 2024, as Pre-Apprentice at North Branch Area Public Schools
31. Sidney Mullin, employment effective July 10, 2024, as School Age Care Adult Assistant at North Branch Area Education Center. Position change effective August 26, 2024 from School Age Care Adult Assistant at North Branch Area Education Center to Special Education Assistant at Sunrise River Elementary School

32. Patrice Ramaley, employment effective August 27, 2024, as Early Childhood Assistant & School Age Care Adult Assistant at North Branch Area Education Center
33. Devon Riveness, employment effective August 27, 2024, as Lunchroom/Playground Assistant at North Branch Area Education Center
34. Samantha Tagg, employment effective August 27, 2024, as Speech Language Pathology Assistant at North Branch Area Education Center
35. Emily Xiong, employment effective August 22, 2024, as Pre-Apprentice at North Branch Area Public Schools
36. Karlina Zimmerman, employment effective August 22, 2024, as Pre-Apprentice at North Branch Area Public Schools
37. James Heilig, termination effective August 5, 2024, as Lunchroom/Playground Assistant at Sunrise River Elementary School
38. 2023–24 Extracurricular Spring Coach Positions
  - a. Casey Schwalbe, Class 4, Step 1, as Assistant Coach for Baseball
39. 2024–25 Extracurricular Fall Coach Positions
  - a. Chad Carlson, Class 9, Step 10, Fitness Center Supervisor for 2024-25 Fall Season
  - b. Eli Erickson, Class 3, Step 1, as Assistant Coach for Football
  - c. Mason Niederkorn, Class 3, Step 8, as Assistant Coach for Football
  - d. Jessica Audette, Class 4, Step 7, as Assistant Coach for Boys Soccer
  - e. Tyler Johnson, Class 4, Step 2, as Assistant Coach for Girls Soccer
  - f. Brandon Hunter, Class 5, Step 1, as Assistant Coach for Girls Tennis
  - g. Rachel Wurdemann, Class 5, Step 1, as Assistant Coach for Girls Tennis
  - h. Lauren Hicks, Class 3, Step 1, as Assistant Coach for Volleyball
  - i. Ron Trunk, Class 3, Step 10, as Assistant Coach for Volleyball

- j. Megan Carlson, Class 3, Step 1, as Assistant Coach for Volleyball
- k. Galytea Pierce, Class 3, Step 2, as Assistant Coach for Volleyball

E. Acceptance of Donations

| AUGUST 2024 |   |                      |                   |  |
|-------------|---|----------------------|-------------------|--|
| DATE        | DONATION FROM   | DONATION TO          | AMOUNT            | USE  |
| 8/5/24      | Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094 | NBHS Athletics       | \$50.00           | Tennis Program-Sports Physical Donation                            |
| 8/5/24      | Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094 | NBHS Athletics       | \$50.00           | Boys Soccer Program-Sports Physical Donation                       |
| 8/23/24     | Mark Carter, 555 NW 2nd Ave, Forest Lake, MN 55025          | NBHS                 | \$300.00          | Auto Shop Donation   |
| 8/26/24     | Dr. Tina Thompson, 11481 Elmwood Ave N, Champlin, MN 55316  | NBHS Scholarship A/C | \$2,000.00        | Scholarship Donation   |
| 8/29/24     | Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094 | NBHS Athletics       | \$50.00           | Girls Soccer Program-Sports Physical Donation                      |
| 8/29/24     | Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094 | NBHS Athletics       | \$50.00           | Boys Soccer Program-Sports Physical Donation                       |
| 8/29/24     | Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094 | NBHS Athletics       | \$50.00           | Football Program-Sports Physical Donation                          |
|             |   |                      | <b>\$2,550.00</b> |  |
|             |   |                      |                   | *Donated specialists & teacher supplies valued at approx. \$500.00 |
| AUG         | Minnco Credit Union, 38807 9th Ave., North Branch, MN 55056 | Sunrise River Elem.  |                   | \$500.00   |

**OPEN MIC**

No one signed up for open mic.

**OLD BUSINESS**

No old business to discuss.

**NEW BUSINESS**

- A. Consider Agreement of the Master Agreement, Letter of Agreement and Memorandum of Understanding (the "MOU") Trimester Meetings Between Independent School District No.138, North Branch and North Branch Support Staff Association (NBSSA) Effective July 1, 2024 to June 30, 2026

Chair MacMillan entertained the motion to approve the Master Agreement, Letter of Agreement and MOU Trimester in one motion.

Moved by Trampe, seconded by LaValla, and carried unanimously to approve the Master Agreement, Letter of Agreement and Memorandum of Understanding (the "MOU") Trimester Meetings Between Independent School District No.138, North Branch and North Branch Support Staff Association (NBSSA) Effective July 1, 2024 to June 30, 2026

- B. Consider Memorandum of Understanding (the "MOU") Regarding the Continuation of a Teacher Apprenticeship Program Between Independent School District No. 138, North Branch and North Branch Education Association and North Branch Support Staff Association (NBSSA) Effective July 1, 2024 to June 30, 2026

Board Member Trampe moved to approve MOU for NBSSA and North Branch Education Association under one motion, second by Naegele

Moved by Grovender, seconded by Trampe, and carried unanimously to approve the Memorandum of Understanding (the "MOU") Regarding the Continuation of a Teacher Apprenticeship Program Between Independent School District No. 138, North Branch and North Branch Education Association and North Branch Support Staff Association (NBSSA) Effective July 1, 2024 to June 30, 2026

C. Approval of Certification of Proposed Property Tax Levy 2024 Payable 2025 and Setting December 12, 2024 for the Truth In Taxation Hearing to Certify the Property Tax Levy 2024 Payable 2025

Todd Tetzlaff, Director of Finance and Human Resources, presented the preliminary information on the property tax levy 2024 payable 2025. This information will be used by the auditor in preparing the property tax statements that will be mailed out in November. Mr. Tetzlaff recommended the board certify the levy to the maximum.

Chair MacMillan entertained the motion to approve both the tax levy and setting the date for the Truth in Taxation Hearing in one motion.

Moved by Naegele, seconded by Trampe and carried unanimously to certify the proposed property tax levy 2024 payable 2025 to the maximum and to set December 12, 2024 at 6:00 pm in Room C120 at the North Branch Area Education Center as the date to certify the property tax levy.

D. Approval of MSBA Legislative Resolution

New this year from MSBA: All resolutions must be approved and submitted by the full school board.

Moved by Trampe, seconded by Grovender and carried unanimously to approve the MSBA Legislative Resolution.

**INFORMATION**

None

**BOARD REQUESTS**

None

**COMMITTEE REPORTS**

- A. Board Member Grovender reported on the 2023-24 SCRED Annual Report attached to the board agenda for the school board to review. She also mentioned that the Legislative Forum is coming up on October 3, 2024 and encourages everyone to attend.
- B. Board Member Naegele reported on the SAP Executive Committee.

**DATES TO REMEMBER**

- A. September 24, 2024 at 4:00 PM - Negotiations Committee Meeting
- B. September 24, 2024 at 4:30 PM - Principal Negotiations Session
- C. September 26, 2024 at 5:30 PM - School Board Work Session
- D. October 10, 2024 at 4:00 PM - School Board Retreat
- E. October 10, 2024 at 5:30 PM - Regular School Board Meeting
- F. October 24, 2024 at 4:30 PM – Policy Committee Meeting
- G. October 24, 2024 at 5:30 PM - School Board Work Session

Adjournment

Moved by Grovender, seconded by LaValla and carried unanimously to adjourn the regular meeting at 6:42 pm.

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Heather Naegele, Clerk  
(Unapproved)