

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
ORGANIZATIONAL SCHOOL BOARD MEETING
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM
January 8, 2026**

The School Board of North Branch Independent School District 138 held its Organizational Meeting on Thursday, January 8, 2026 at 5:30 p.m. in the Boardroom at the North Branch Area Education Center.

Chair MacMillan called the meeting to order at 5:33 p.m.

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

Absent: None

Others in Attendance

Blake Defeck, Gina Dufeck, Rachel Kytonen, Pakou Lee, Max Malmquist, Denise Martin, Todd Tetzlaff, Pat Tepoorten, David Treichel

The Pledge of Allegiance was said by all.

Nomination of Officers

Chair

Motion by Grovender, seconded by Trampe to nominate Tim MacMillan as Chair. After a call for more nominations and none being received, Tim MacMillan was elected as Chair unanimously.

Vice Chair

Motion by Trampe, seconded LaValla to nominate Sarah Grovender as Vice Chair. After a call for more nominations and none being received, Sarah Grovender was elected as Vice Chair unanimously.

Clerk

Motion by LaValla, seconded by Grovender to nominate Heather Naegele as Clerk. After a call for more nominations and none being received, Heather Naegele was elected as Clerk unanimously.

Treasurer

Motion by Trampe, seconded by Grovender to nominate Jesse LaValla as Treasurer. After a call for more nominations and none being received, Jesse LaValla was elected as Treasurer unanimously.

Setting of Board Salary

Moved by Grovender, seconded by Trampe and carried unanimously to keep the current

reimbursement of \$60 per meeting under four hours and \$125 for all day meetings lasting more than four hours and to keep the current reimbursement for officers at the following amount: Chair at \$800 annually, Vice Chair and Clerk at \$500 annually and Treasurer at \$300 annually.

Designation of Official Newspaper

Moved by Grovender, seconded by LaValla and carried unanimously to designate the County News Review as the official newspaper.

Appointment of Law Firm – Kennedy & Graven, Chartered and other legal support as needed

Moved by Grovender, seconded by LaValla and carried unanimously to appoint Kennedy & Graven, Chartered as the district law firm, and other legal support as needed.

Designation of Official Depositories – Wells Fargo Bank, Associated Bank, MN Trust Bank, and Neighborhood National Bank

Moved by Trampe, seconded by Naegele and carried unanimously to designate Wells Fargo Bank, Associated Bank, MN Trust Bank, and Neighborhood National Bank as the official depositories.

Delegation of Authority to Make Electronic Funds Transfers on Behalf of the School District. Designate Todd Tetzlaff, Jenna Battaglia, Jennifer Thompson, Christine Lundgren, and Angela Nelson

Moved by Naegele, seconded by LaValla and carried unanimously to designate Todd Tetzlaff, Jenna Battaglia, Jennifer Thompson, Christine Lundberg, and Angela Nelson the authority to make electronic funds transfers on behalf of the school district.

Setting Board Meeting Dates for 2026

Moved by Trampe, seconded by LaValla and carried unanimously to approve the Board Meeting Dates for 2026

2026 SCHOOL BOARD MEETING SCHEDULE	
January 8, 2026	Regular School Board Meeting
January 22, 2026	Work Session
February 12, 2026	Regular School Board Meeting
February 26, 2026	Work Session
March 5, 2026	Regular School Board Meeting

March 26, 2026	Work Session
April 9, 2026	Regular School Board Meeting
April 23, 2026	Work Session
May 14, 2026	Regular School Board Meeting
May 28, 2026	Work Session
June 11, 2026	Regular School Board Meeting
July 9, 2026	Regular School Board Meeting
July 23, 2026	Work Session
August 13, 2026	Regular School Board Meeting
August 27, 2026	Work Session
September 10, 2026	Regular School Board Meeting
September 24, 2026	Work Session
October 8, 2026	Regular School Board Meeting
October 22, 2026	Work Session
November 5, 2026	Regular School Board Meeting
November 19, 2026	Work Session
December 3, 2026	Regular School Board Meeting
December 17, 2026	Work Session

Appointment of Board Committee Representatives

Moved by Trampe, second by Grovender and carried unanimously to approve the following committee assignments for 2026.

COMMITTEE	2026 SCHOOL BOARD MEMBER APPOINTEE(S)
Personnel Committee (Chair & V. Chair)	Grovender, MacMillan
Custodian	Grovender, LaValla, Trampe
Nine-month Classified	Grovender, MacMillan, Trampe

Twelve-month Classified	Grovender, MacMillan, Trampe
Twelve-month Classified Salary	Grovender, MacMillan, Trampe
Directors	Grovender, MacMillan, Naegele
Administrators	Grovender, MacMillan, Naegele
Teachers	Grovender, MacMillan, Naegele
Community Ed	LaValla
District Staff Development	Johnson
ECMECC	Superintendent
Legislative Liaison	Naegele (Alternate – Trampe)
MSBA Legislative	Naegele (Alternate – Grovender)
MSHSL	Superintendent
Native American Parent Advisory Committee	Naegele
OPEB	MacMillan, Trampe
Policy Committee	Grovender, MacMillan, Naegele
SCRED	Grovender (Alternate - LaValla)
SEE	MacMillan (Alternate – Naegele)
Strategic Planning Advisory Committee	LaValla, Johnson, Naegele
East Central Regional Development Commission	Johnson

Authorization to use current check-signer plate until new plate is processed
Officers remained the same, therefore a new check-signer plate is not needed.

Approval of Resolution Providing Limited Authorization for the Superintendent and Director of Finance and Human Resources to Sign Contracts
Member Naegele introduced the following resolution and moved its adoption:

**RESOLUTION PROVIDING LIMITED AUTHORIZATION FOR THE SUPERINTENDENT
AND DIRECTOR OF FINANCE AND HUMAN RESOURCES TO SIGN CONTRACTS**

WHEREAS, Independent School District No. 138, North Branch, Minnesota (the “School District”) is an independent school district duly formed and organized pursuant to Minnesota law; and

WHEREAS, Minn. Stat. § 123B.52, subd. 2 allows a school board of an independent school district to authorize the superintendent and business manager to sign contracts within the school district’s adopted budget, and

WHEREAS, Minn. Stat. § 123B.52, subd. 1 stipulates that contracts made without compliance with that statute shall be void.

NOW, THEREFORE, BE IT RESOLVED by the School Board that the Superintendent and Director of Finance and Human Resources shall have the authority to execute and deliver contracts within the School District's adopted budget, as approved by the School Board. Any transaction in an amount exceeding the minimum for which bids are required must first be specifically authorized by the School Board and must fulfill all other applicable requirements.

The motion for the adoption of the foregoing resolution was duly seconded by Member LaValla and upon vote being taken thereon, the following voted in favor thereof: Grovender, Johnson, LaValla, MacMillan, Naegele and Trampe

and the following voted against: None

whereupon said resolution was declared duly passed and adopted.

Adoption of School Board Policy Book

Moved by Naegele, seconded by Grovender and carried unanimously to adopt the School Board Policy Book.

Adjournment

Moved by Trampe seconded by Grovender and carried unanimously following to adjourn the Organizational Meeting at 5:43 PM to go into the Regular School Board Meeting

Heather Naegele, Clerk