

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138  
REGULAR SCHOOL BOARD MEETING  
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM  
November 14, 2024**

The School Board of Independent School District 138 met in regular session on Thursday, November 14, 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 (remote) and Jesse LaValla

Absent: None

Others in Attendance:

David Treichel, Molly Whelan, John Wagner, Todd Tetzlaff, Pat Tepoorten, Pakou Lee, Erica Bjerketvedt, Erin Young, Chelsea Halseth, Cassie Breaw, Lorie Petrik, Abby Williams, Jenny Heath, Thuy Meinz, Rachelle Weinand, Lynn Kozar-Gyrte and David Gryte

The Pledge of Allegiance was said by all.

Approval of Agenda:

Moved by Trampe, seconded by Grovender and carried unanimously to approve the agenda following the roll call vote.

Voting for: Grovender, Johnson, LaValla, MacMillan, Naegele and Trampe

Voting against: None

Abstained: None

**SUPERINTENDENT'S REPORT**

Superintendent Paul gave updates on:

- The Strategic Advisory Committee meeting held the evening of November 6, 2024
- First Tiny Prom held the evening of November 7, 2024
- Viking stories
- The Witches production which was led by our middle school students
- Fentanyl Crisis event held on November 12, 2024
- Know the Truth Program and its partners

Superintendent Paul highlighted:

- Letter of Intent signing for students Jordan Stumm and Ella Kuhlman. The two are leaders in sports and Vikings are proud to be a part of their experiences.
- Honoring local veterans on Veteran's Day with a full day of celebrations.
- School Board Student Advisory: It'll be the first year for experience for students Blake Hunter, Nora Toussaint and Shakarah Jackson to be voice at the table. The trio will be presenting at the upcoming MSBA Leadership Conference in January of 2025, on the cell phone policy.

### **CONSENT ITEMS**

Moved by Grovender, seconded by LaValla and carried unanimously to approve the agenda following the roll call vote.

Voting for: Grovender, Johnson, LaValla, MacMillan, Naegele and Trampe

Voting against: None

Abstained: None

- A. Minutes of October 10, 2024 School Board Retreat
- B. Minutes of October 10, 2024 Regular School Board Meeting
- C. Minutes of October 24, 2024 Policy Committee Meeting
- D. Minutes of October 24, 2024 Work Session Meeting
- E. Authorization of Payments, Transfers, and Investment Activity
  - Accounts Payable, Bank 07 – \$1,732,322.49
  - Auxiliary, Bank 12 - \$144,930.31
  - Payroll, Bank 13 - \$2,207,079.57
  - Scholarship, Bank 18 - \$0.00
  - High School Student Activities, Bank 31 - \$19,195.07
  - Middle School Student Activities, Bank 32 - \$58.87
- F. Personnel
  1. Kristen Leaf, retirement effective at the end of the 2024-25 school year, as Elementary Teacher at Sunrise River Elementary School
  2. Stacy Redding, extension of leave request from October 19, 2024, through November 18, 2024, as Counselor at North Branch Area High School

3. Ramona Wideen, retirement effective October 18, 2024, as Lead Custodian at North Branch Area Public Schools
4. Rebecca LeMire, request to be released from her 2024-25 contract effective November 15, 2024, as Special Education Teacher at the Life Work Center
5. Katherine Sapp, resignation effective October 23, 2024, as Behavior Interventionist at North Branch Area High School
6. Maria Bloomquist, employment effective September 30, 2024, as Lunchroom Assistant at North Branch Area Middle School
7. Maria Bloomquist, employment effective October 7, 2024, as Special Education Assistant at North Branch Area Middle School and the Life Work Center
8. Amy DeWitt, employment effective September 25, 2024, as School Age Care Adult Assistant at North Branch Area Education Center
9. Lovinsky Ricard, employment effective October 28, 2024, as Schoolkeeper at North Branch Area Public Schools
10. Amanda Tessmer, MS, Step 7, employment effective November 6, 2024 thru the remainder of the 2024-25 school year, as Counselor at North Branch Area High School
11. Raechel Abress - position change effective October 21, 2024 from School Age Care Adult Assistant to School Age Care Senior Adult Assistant at North Branch Area Education Center
12. Emma Anderson, position change effective October 21, 2024 from School Age Care Senior Adult Assistant at North Branch Area Education Center to Special Education Assistant at Sunrise River Elementary School
13. Justin Sletten, position change effective October 28, 2024 from Custodian to Lead Custodian at North Branch Area Public Schools
14. 2024-25 Extracurricular Winter Coaching Positions
  - a. Trevor Walton, Class 1, Step 4, as Head Coach for Boys Basketball
  - b. Joe Lattimore, Class 1, Step 7, as Head Coach for Girls Basketball
  - c. Kyle Kahl, Class 1, Step 10, as Head Coach for Wrestling
  - d. Chloe Kavanagh, Class 3, Step 1, as Head Coach for Dance
  - e. Chris Johnson, Class 2, Step 10, as Head Coach for Gymnastics

- f. Natalie Bristol, Class 6, Step 2, as Coach for Middle School Girls Basketball
- g. Justin Voss, Class 9, Step 10, as Fitness Center Supervisor
- h. Norm Nagel, Class 9, Step 10, as Fitness Center Supervisor
- i. Andrew VanEerden, Class 3, Step 3, as Assistant Coach for Boys Basketball
- j. James VanEerden, Class 3, Step 10, as Assistant Coach for Boys Basketball
- k. Hunter Brandel, Class 3, Step 2, as Assistant Coach for Girls Basketball
- l. Kyle Groh, Class 3, Step 5, as Assistant Coach for Girls Basketball
- m. Dave Kaiser, Class 3, Step 3, as Assistant Coach for Wrestling
- n. Marissa Minor, Class 5, Step 1, as Assistant Coach for Dance
- o. Brandon Hunter, as Volunteer Coach for Girls Basketball
- p. Lucas Nadeau, as Volunteer Coach for Wrestling
- q. Justin Baker, as Volunteer Coach for Wrestling
- r. Jorge Perales, as Volunteer Coach for Wrestling
- s. Michael Thao, as Volunteer Coach for Wrestling

15.2024-25 Extracurricular Activity Advisor Positions

- a. Kelly Doohen, Class 8, Step 2, as Advisor for Middle School Math League
- b. Nathan Korkowski, Class 6, Step 4, as Advisor for 10-12 FRC Robotics Coach
- c. Becky Leuer, Class 6, Step 6, as Advisor for 7-9 FTC Robotics Coordinator
- d. Laura Long, Class 7, Step 6, as Advisor for One Act Director
- e. Laura Long, Class 3, Step 7, as Advisor for Auditorium Coordinator/Tech Club
- f. Sam Lubs, Class 4, Step 1, as Advisor for Vocals (Harmonaires)
- g. Sam Lubs, Class 10, Step 1, as Advisor for Middle School Show Choir
- h. Angela Tveit, Class 6, Step 4, as Advisor for 10-12 FRC Robotics Coordinator

- i. Pam Newbauer, Class 9, Step 10, withdrawn from position as Middle School Knowledge Bowl Advisor

G. Annual Assurance of Compliance Report

H. Approval of the Following Policies

1. Policy 206-NB - Public Participation in School Board Meetings revised 8.11.22 (Review only, No MSBA changes)
2. Policy 208 - Development, Adoption and Implementation of Policies revised 06.08.17 (Review only, No MSBA changes)
3. Policy 209-NB - School Board Code of Ethics reviewed 03.09.23 (Review only, No MSBA changes)
4. Policy 210 - Conflict of Interest - School Board Members revised 03.09.23 (Review only, No MSBA changes)

I. Acceptance of Donations

October 2024				
DATE	DONATION FROM	DONATION TO	AMOUNT	USE
10/3/24	Mike & Kay Wilcox, 310 1st Ave NW, New Prague, MN 56071	NBHS Scholarship A/C	\$5,000.00	Scholarship Donation
10/3/24	Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094	NBHS Athletics	\$50.00	Boys Soccer Program-Sports Physical Donation
10/3/24	Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094	NBHS Athletics	\$100.00	Girls Soccer Program-Sports Physical Donation
10/11/24	Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094	NBHS Athletics	\$50.00	Volleyball Program-Sports Physical Donation
10/15/24	Anderson & Koch Ford, PO Box 158, North Branch, MN 55056	NBHS	\$500.00	Firework Sponsor for Homecoming
10/15/24	Associated Bank, 38860 10th Ave, North Branch, MN 55056	NBHS	\$250.00	Firework Sponsor for Homecoming
10/15/24	Branch Manufacturing, PO Box 68, North Branch, MN 55056	NBHS	\$50.00	Firework Sponsor for Homecoming
10/15/24	Prism Design & Embroidery LLC, PO Box 820, North Branch, MN 55056	NBHS	\$500.00	Firework Sponsor for Homecoming
10/17/24	Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094	NBHS Athletics	\$100.00	Clay Target Program-Sports Physical Donation
10/17/24	Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094	NBHS Athletics	\$50.00	Football Program-Sports Physical Donation
			<b>\$6,650.00</b>	

**OPEN MIC**

No one signed up for open mic.

**NEW BUSINESS**

A. National Apprenticeship Month

Certificates were awarded to pioneers in education for our Viking Teacher Apprenticeship Program: administrative leaders, committee members, journey teachers, apprentices and school board members.

B. Preliminary Financial Statement Report

A report only was presented by Todd Tetzlaff, Director of Human Resources and Finance.

C. Approval of the Resolution Canvassing Returns of Votes of School District General and Special Election

After discussion, it was discovered that the voting numbers for Heather Naegele and Tim MacMillan presented on resolution were incorrect. The following numbers are the correct numbers for each candidate: Heather Naegele receiving a total of 4928 votes and Tim MacMillan receiving a total of 5601 votes.

Motioned by Trampe and second by Grovender to correct the votes.

Moved by Trampe, seconded by Grovender and carried unanimously to approve the Resolution Canvassing Returns of Votes of School District General and Special Election following a roll call vote.

Voting for: Grovender, Johnson, LaValla, MacMillan, Naegele and Trampe

Voting against: None

Abstained: None

D. Approval of the Resolution Authorizing Issuance of Certificates of Election and Directing the School District Clerk to Perform Other Election Related Duties

Moved by Grovender, seconded by LaValla, third by Trampe and carried unanimously to approve the Resolution Authorizing Issuance of Certificates of Election and Directing the School District Clerk to Perform Other Election Related Duties following a roll call vote.

Voting for: Grovender, Johnson, LaValla, MacMillan, Naegele and Trampe

Voting against: None

Abstained: None

E. Approval of the First Reading of the 2025-26 Draft School Calendar

Moved by Grovender, seconded by LaValla and carried unanimously to approve the First Reading of the 2025-26 Draft School Calendar following a roll call vote.

Voting for: Grovender, Johnson, LaValla, MacMillan, Naegele and Trampe

Voting against: None

Abstained: None

F. Approval of the First Reading of the Following Policies

Moved by Grovender, seconded by Trampe and carried unanimously to approve the First Reading of the following policies following a roll call vote.

1. Policy 410 - Family Medical Leave revised 06.13.24 (Annual Review, No MSBA changes)
2. Policy 602 - Organization of School Calendar and Instruction Goals revised 11.02.23 (Annual Review, No MSBA changes)
3. Policy 616-NB - School District System Accountability revised 06.13.24 (Annual Review,

No MSBA changes)

4. Policy 806 - Crisis Management revised 08.10.23 (Annual Review, No MSBA changes)

Voting for: Grovender, Johnson, LaValla, MacMillan, Naegele and Trampe

Voting against: None

Abstained: None

- G. Approval of the Updated Terms and Conditions for the 12-Month Hourly Employee Group for the 2024-2025 and 2025-2026 School Years

Moved by Trampe, seconded by LaValla and carried unanimously to approve the Updated Terms and Conditions for the 12-Month Hourly Employee Group for the 2024-2025 and 2025-2026 School Years following a roll call vote.

Voting for: Grovender, Johnson, LaValla, MacMillan, Naegele and Trampe

Voting against: None

Abstained: None

- H. Approval of the 2024–2025 and 2025–2026 Principal Contract

Moved by Trampe, seconded by LaValla and carried unanimously to approve the 2024–2025 and 2025–2026 Principal Contract following a roll call vote.

Voting for: Grovender, Johnson, LaValla, MacMillan, Naegele and Trampe

Voting against: None

Abstained: None

## **Addendum**

- a. Approval of the Resolution of Governing Board Supporting Form A Application to Minnesota State High School League Foundation

Moved by Grovender, seconded by Trampe and carried unanimously to approve the Resolution of Governing Board Supporting Form A Application to Minnesota State High School League Foundation following a roll call vote.

Voting for: Grovender, Johnson, LaValla, MacMillan, Naegele and Trampe

Voting against: None

Abstained: None

## **INFORMATION**

- a. Fundraising Reports from May 1- October 31, 2024

## **BOARD REQUESTS**

None

## **COMMITTEE REPORTS**

Member Grovender reported on SCRED.

Member Johnson reported on the East Central Commission Committee and its mission as a committee.

Reminder given by Member LaValla to the community on the Community Education Center and programs offered.

## **DATES TO REMEMBER**

- A. November 21, 2024 at 5:30 PM - School Board Work Session, North Branch Area Education Center, Board Room, Room C120
- B. December 12, 2024 at 4:30 PM - Policy Committee Meeting, North Branch Area Education Center, DO Conference Room B122
- C. December 12, 2024 at 5:30 PM - Regular School Board Meeting, North Branch Area Education Center, Board Room, Room C120

## **Adjournment**

Moved by Grovender, seconded by Johnson and carried unanimously following a roll call vote to adjourn the regular meeting at 6:58 PM.

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Heather Naegele, Clerk  
(Unapproved)