

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
REGULAR SCHOOL BOARD MEETING
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM
June 12, 2025**

The School Board of Independent School District 138 met in regular session on Thursday, June 12, 2025, at 4:30 p.m. in the Boardroom at the North Branch Area Education Center.

Chair MacMillan called the meeting to order.

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

Absent: None

Notes:

- Member Johnson arrive at 4:36 p.m.
- Due to remote attendance and technical difficulties, Member Naegele abstained from voting during the meeting. The Board proceeded with standard voting rather than roll-call voting.

Others in Attendance:

Blake Dufek, Gina Dufek, Stephen Dufek, Rachel Kytonen, Pakou Lee, Max Malmquist, Dan Meyer, Bethany Stiles, Paul Stiles, Todd Tetzlaff and David Treichel

The Pledge of Allegiance was said by all.

Approval of Agenda:

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

Abstention: Member Naegele abstained from voting due to remote attendance and technical difficulties.

SUPERINTENDENT'S REPORT

Superintendent Paul spotlighted another school year from start to finish, legislative win advancing Teacher Apprenticeships, return of full-time School Resource Officer (SRO) position, representation from the Sheriff's Department for Crisis Management, summer building walkthroughs with the county and local officials, and The Max Impact.

Removal of Consent Items for Discussion:

None

CONSENT ITEMS

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

Abstention: Member Naegele abstained from voting due to remote attendance and technical difficulties.

A. Minutes of May 8, 2025 Policy Committee Meeting

B. Minutes of May 8, 2025 Regular School Board Meeting

C. Minutes of May 22, 2025 Work Session

D. Authorization of Payments, Transfers, and Investment Activity

- Accounts Payable, Bank 07 – \$1,229,575.49
- Auxiliary, Bank 12 - \$16,366.68
- Payroll, Bank 13 - \$3,383,041.04
- Scholarship, Bank 18 - \$0.00
- High School Student Activities, Bank 31 - \$14,341.78
- Middle School Student Activities, Bank 32 - \$0.00

E. Personnel

1. Amy DeWitt, resignation effective May 29, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
2. Juliana Orellano-Tirado, resignation effective May 27, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
3. Juliet Orellano-Tirado, resignation effective May 12, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
4. Theresa Running, resignation effective May 16, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
5. Ashlie Sawka, resignation effective May 23, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
6. Emily Striefel, resignation effective at the end of the 2024-25 School Year, as Agriculture Teacher at North Branch Area Middle School and Norse Area Learning Center
7. Christopher Thompson, resignation effective at the end of the 2024-25 School Year, as ALC Teacher/Coordinator at Norse Area Learning Center

8. Kelsey Lien, leave request approximately October 16, 2025 for 13 weeks, returning on January 5, 2026, as Early Childhood Special Education Teacher at North Branch Area Education Center
9. Sherri Matheson, leave request from April 22, 2025 through June 6, 2025, as Lunchroom/Playground Assistant at Sunrise River Elementary School
10. Samantha Nuthak, leave request effective approximately October 1, 2025 through January 19, 2026, as Spanish Teacher at North Branch Area High School
11. Cynthia Scheele, leave request effective May 29, 2025 through June 22, 2025, as Youth Connections Program Manager at North Branch Area Education Center
12. Samantha Stoesz, leave request effective approximately November 10, 2025 for 12 weeks, as English Teacher at North Branch Area Middle School
13. Kyle Joos, employment effective April 28, 2025, as Schoolkeeper at North Branch Area Public Schools
14. Theresa Running, employment effective May 12, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
15. Ashlie Sawka, employment effective May 12, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
16. Heather Stilwell-Brandt, employment effective May 12, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
17. Kayla Anderson, BA, Step 5, beginning with the 2025-26 School Year, as Elementary Teacher at Sunrise River Elementary School
18. Michele Anderson, MA, Step 17, One-Year Contract for the 2025-26 School Year, as Tier 2 License Special Education Teacher at North Branch Area High School
19. Alissa Glines, MEd+15, Step 6, beginning with the 2025-26 School Year, as Elementary Teacher at Sunrise River Elementary School
20. Jon Griffith, BS+15, Step 2, One-Year Contract for the 2025-26 School Year, as Tier 2 License Special Education Teacher at North Branch Area High School
21. Charles Linder, BA, Step 4, One-Year Contract for the 2025-26 School Year, as Tier 2 License Special Education Teacher at North Branch Area High School

22. Madeline Nelson, MA, Step 2, change from Tier 2 License to Continuing Contract effective 2025-26 School Year, as Early Childhood Special Education Teacher at North Branch Area Education Center

23. Deanna Wilson, BA, Step 4, One-Year Contract for the 2025-26 School Year, as Tier 2 License English Teacher at North Branch Area Middle School

24. Eric Wilson, BS+45, Step 9, beginning with the 2025-26 School Year, as Elementary Teacher at Sunrise River Elementary School

25. Kaitlyn Wolff, BA, Step 7, beginning with the 2025-26 School Year, as Special Education Teacher at Sunrise River Elementary School

26. 2024-25 Activity Advisor Position

a) Brian Moffet, Class 3, Step 1, as Auditorium Coordinator/Tech Club Advisor

b) James Pope, Class 7, Step 10, as Musical Assistant (Band) Advisor

F. Q-Comp Report

G. Acceptance of Donations

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
5/2/25	North Branch Fire Relief Association, PO Box 245, North Branch, MN 55056	NBHS Scholarship A/C	\$5,000.00	Scholarship Donation
5/8/25	Anonymous	Sunrise River Elem.	\$64.00	Fun Run Donation
5/15/25	Almelund Threshing Company, 17760 St. Croix Trl, Taylor Falls, MN 55084	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
5/15/25	East Central Energy, PO Box 39, Braham, MN 55006	NBHS Scholarship A/C	\$4,500.00	Scholarship Donation
5/15/25	Sons of The American Legion, PO Box 87, North Branch, MN 55056	NBHS Scholarship A/C	\$2,000.00	Scholarship Donation
5/15/25	St. Francis Blue Line Club (Northern Edge), PO Box 153, St. Francis, MN 55070	NBHS Scholarship A/C	\$750.00	Scholarship Donation
5/22/25	Cyber Grants/US Bank (Matching Gift-D. Cash)	Sunrise River Elem.	\$64.00	Fun Run Donation
5/22/25	Lakes Region EMS, 40245 Fletcher Ave, North Branch, MN 55056	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
5/22/25	Lloyd's Construction Services, 6528 County Rd 101 E, Shakopee, MN 55379	NBHS	\$100.00	Career Day Sponsor Donation
5/22/25	NB Area Hockey Association, PO Box 541, North Branch, MN 55056	NBHS Scholarship A/C	\$400.00	Scholarship Donation
5/22/25	North Branch Traveling Baseball, PO Box 644, North Branch, MN 55056	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
			\$15,878.00	
May	Anderson & Koch Ford, PO Box 158, North Branch, MN 55056	NBHS		*Donated a 2012 Ford Taurus to the High School Auto Shop class
May	Empowered HQ	NBHS		*Donated a \$500 Gift Card toward Auto Class purchases

OPEN MIC

No one signed up for open mic.

NEW BUSINESS

- A. Approval of Revisions to the 2024-25 Budget and Adoption of 2025-26 Budget
 Todd Tetzlaff, Director of Finance and Human Resources, presented a brief summary on the proposed revised FY 2024-25 budget and the adoption of the 2025-26 budget.

Moved by Trampe, seconded by LaValla and carried unanimously to approve the revisions to the 2024-25 budget and adoption of 2025-26 Budget.

Abstention: Member Naegele abstained from voting due to remote attendance and technical difficulties.

B. Public Hearing on Student Fees for the 2025-26 School Year

Todd Tetzlaff, Director of Finance and Human Resources, gave a presentation on the recommendations of student fees beginning with the 2025-26 school year. There are some proposed fee increases for 2025-26.

After the presentation, the public was invited to ask questions and comments on the recommendation of student fees. The public is also invited to contact Todd Tetzlaff with any questions at 651-674-1009 or ttetzlaf@isd138.org.

C. Approval of the Student Fees for the 2025-26 School Year

Moved by Trampe, seconded by LaValla and carried unanimously to approve the Student Fees for the 2025-26 School Year with amendments to one free milk for all students and one free breakfast and lunch for any distant learning students who is on site for learning during the breakfast and/or lunch period.

Abstention: Member Naegele abstained from voting due to remote attendance and technical difficulties.

D. Approval of the Long-Term Facilities Maintenance Plan

Moved by Grovender, seconded by LaValla and carried unanimously to approve the Long-Term Facilities Maintenance Plan and ten-year expenditure plan.

Abstention: Member Naegele abstained from voting due to remote attendance and technical difficulties.

E. Approval of the Resolution Approving Long-term Facility Maintenance Program Budget and Authorizing the Inclusion of a Proportionate Share of those Projects in the District's Application for Fiscal Year 2027 Long-term Facility Maintenance Revenue

Member Trampe introduced the following resolution and moved its adoption:

Resolution approving long-term facility maintenance program budget and authorizing the inclusion of a proportionate share of those projects in the district's application for fiscal year (FY) 2027 long-term facility maintenance revenue

Be it resolved by the School Board of District No. 138, State of Minnesota, as follows:

1. The Governing Board of St. Croix River Education District has approved a long-term facility maintenance program budget for its facilities for the 2026-2027 school year (FY 2027) in the amount of \$104,902 of which District Number 138's proportionate share is \$28,302.56 consisting of \$28,302.56 for pay as you go projects. The various components of this program budget are attached as Exhibit A hereto and are

incorporated herein by reference. Said budget is hereby approved. (Exhibit A)

2. Minnesota Statutes, section 123B.53, subdivision 1, as amended, provides that if a special education district's long-term facility maintenance budget is approved by the school boards of each of the education district's member school districts, each member district may include its proportionate share of the costs of the education school district's program in its long-term facility maintenance revenue application.
3. The proportionate share of the costs of the education district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the education district's long-term facility maintenance program times the most current finalized year end ADM percentage of participation in the education district. For school year 2026-27 (fiscal year 27), the long-term facility maintenance costs shall be funded through annual levy. The inclusion of this proportionate share in the district's long-term facility maintenance revenue application for FY 27 is hereby approved, subject to approval by the Commissioner of Education. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the education district's program, the district shall promptly pay to the education district the applicable aid or levy proceeds.

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

Grovender, LaValla, MacMillan

and the following voted against: None

Abstention: Member Naegele abstained from voting due to remote attendance and technical difficulties.

F. Approval of the Clifton Larson Allen, LLP Service Agreement for Financial Audit at North Branch Area Public Schools

Moved by Grovender, seconded by Trampe and carried unanimously to approve the Clifton Larson Allen, LLP Service Agreement for Financial Audit at North Branch Area Public Schools.

Abstention: Member Naegele abstained from voting due to remote attendance and technical difficulties.

G. Approval of Renewal of Membership in Minnesota School Boards Association (MSBA)

Moved by Grovender, seconded by LaValla and carried unanimously to approve the Renewal of Membership in Minnesota School Boards Association (MSBA) in the amount of \$11,873.00.

Abstention: Member Naegele abstained from voting due to remote attendance and technical difficulties.

H. Approval of Renewal of Membership in Resource Training and Solutions

Moved by Grovender, seconded by LaValla and carried unanimously to approve the Renewal of Membership in Resource Training and Solutions in the amount of \$3,676.96.

Abstention: Member Naegele abstained from voting due to remote attendance and technical difficulties.

I. Request to Bid for Garbage Services

Moved by Grovender, seconded by Johnson and carried unanimously to request bids for garbage services.

Abstention: Member Naegele abstained from voting due to remote attendance and technical difficulties.

J. Request to Bid for Fuel and Gasoline

Moved by Trampe, seconded by LaValla and carried unanimously to request bids for fuel and gasoline.

Abstention: Member Naegele abstained from voting due to remote attendance and technical difficulties.

K. Approval of the first Reading for the Following Policies

Moved by Trampe, seconded by Johnson and carried unanimously to approve the first reading of the following policies.

Abstention: Member Naegele abstained from voting due to remote attendance and technical difficulties.

1. Policy 510 - School Activities
2. Policy 511 - Fund-Raising and Solicitation
3. Policy 613 - Graduation Requirements

ADDENDUM

A. Approval of the Resolution Certifying the District Population Estimate for the 2025 Payable 2026 Levy of Independent School District #138

Motion by Member LaValla to approve the following resolution:

Certification of Updated District Population Estimate

RESOLUTION CERTIFYING THE POPULATION ESTIMATE FOR THE 2025 PAYABLE 2026 LEVY OF INDEPENDENT SCHOOL DISTRICT #138

WHEREAS, the Independent School District #138 has experienced an increase in population from the 2020 census figure of 20,964 to the current census figure of 22,696 as determined by the State Demographer.

BE IT RESOLVED, by the School Board of Independent School District #138 that the census figure of 22,696 be certified to the State Demographer for approval of use in the 2025 payable 2026 revenue calculations.

For the adoption of the foregoing resolution was duly seconded by Member Trampe and upon vote being taken thereon, the following voted in favor thereof:

Grovender, Johnson, MacMillan

and the following voted against: None

Abstention: Member Naegele abstained from voting due to remote attendance and technical difficulties.

Whereupon said resolution was declared duly passed and adopted.

Date: June 12, 2025

INFORMATION

None

BOARD REQUESTS

Board member Trampe requested to bring Policy 511 - Fund-Raising and Solicitation back to the Policy Committee for further review.

COMMITTEE REPORTS

Member Grovender gave an update on SCRED's purposed budget and special report.

DATES TO REMEMBER

- A. June 17, 2025 at 3:30 PM - Negotiations Committee Meeting, North Branch Area Education Center
- B. June 17, 2025 at 4:00 PM - NBEA Negotiation Session, North Branch Area Education Center - DO Conference Room B122
- C. July 2, 2025 at 3:00 PM - Negotiations Committee Meeting, North Branch Area Education Center
- D. July 10, 2025 at 4:30 PM - Policy Committee Meeting, North Branch Area Education Center - DO Conference Room, B122

E. July 10, 2025 at 5:30 PM - Regular School Board Meeting, North Branch Area Education Center - Board Room, C120

F. July 22, 2025 at 5:00 PM – Special Board Meeting, North Branch Area Education Center - Board Room, C120

Adjournment

Moved by Trampe, seconded by LaValla and carried unanimously to adjourn the regular meeting at 5:49 PM.

Abstention: Member Naegele abstained from voting due to remote attendance and technical difficulties.

Heather Naegele, Clerk