

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138  
NORTH BRANCH AREA EDUCATION CENTER, BOARD ROOM C120,  
38705 GRAND AVENUE, NORTH BRANCH, MN 55056  
REGULAR SCHOOL BOARD MEETING  
THURSDAY, November 13, 2025  
5:30 PM**

The School Board of Independent School District 138 met in regular session on Thursday, November 13, 2025, at 5:30 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, Heather Naegele Tim MacMillan, and Superintendent Paul

**Absent:** Adam Trampe

**Others in attendance:** Kate Andersen, Erica Bjerketvedt, Tara Hallberg, Sara Kaminski, Pakou Lee, Shelby McGray, Lanay Miller, Samantha Pederson, Taylor Swanson, Pat Tepoorten, Todd Tetzlaff and David Treichel

**Approval of Agenda:**

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

**Superintendent's Report**

Superintendent Paul spotlighted Veteran's Day in the school district and gave updates on the Strategic Planning Advisory Meeting that was held on November 12, 2025 and apprenticeship opportunities.

Superintendent Paul, school board members and the Minnesota Community Education Association celebrated Erica Bjerketvedt, Kate Anderson, Katie Malchow, Lanay Miller, Michelle Thomas, Nancy Hoffman, Sara Petersen and Tara Hallberg for their contributions to community education.

NBAPS reviewed how weather decisions are made, focusing on safety and keeping schedules consistent. The district does not use early dismissals. Staff monitor conditions closely and decide whether to hold a normal day, delay, or close. Families are notified through all major communication channels.

**Removal of Consent Items for Discussion:** None

**Consent Items:**

Motion by Grovender, seconded by Naegele to approve the consent agenda. Motion carried.

Voted for: Grovender, LaValla, Naegele, McMillan

Voted against: None

Abstained: Johnson

- A. Minutes of October 9, 2025 Policy Committee Meeting
- B. Minutes of October 9, 2025 Regular School Board Meeting
- C. Minutes of October 9, 2025 School Board Retreat
- D. Minutes of October 15, 2025 OPEB Trust Committee Meeting
- E. Minutes of October 23, 2025 Work Session
- F. Authorization of Payments, Transfers, and Investment Activity
  - Accounts Payable, Bank 07 – \$2,155,891.54
  - Auxiliary, Bank 12 - \$2,419.93
  - Payroll, Bank 13 - \$3,351,057.63
  - Scholarship, Bank 18 - \$0.00
  - High School Student Activities, Bank 31 - \$16,640.65
  - Middle School Student Activities, Bank 32 - \$111.37

G. Personnel

1. Cydnie Brown, resignation effective October 29, 2025, as Lunchroom/Playground Assistant at North Branch Area Education Center
2. Amy Segelstrom, resignation effective October 7, 2025, as Special Education Assistant at Sunrise River Elementary School
3. Joanie Tjomsland, resignation effective December 15, 2025, as Custodian at North Branch Area Public Schools
4. Lisa Vang, termination effective October 3, 2025, as Special Education Assistant at Life Work Center
5. Jennifer McCann, leave request effective December 15, 2025 returning on February 9, 2026, as Kindergarten Teacher at North Branch Area Education Center
6. Rachel Mellem, extension of leave request to return on March 16, 2026, as Grade 2 Teacher at Sunrise River Elementary School

7. Jessica Felt, employment effective October 6, 2025, as Special Education Assistant at North Branch Area High School
8. Dawn Newton, employment effective September 22, 2025, as Lunchroom Assistant at North Branch Area Middle School
9. Katrina Rossman, employment effective as of October 6, 2025, as Schoolkeeper at North Branch Area Public Schools
10. Megan Wieczorek, employment effective October 6, 2025, as Special Education Assistant at Sunrise River Elementary School
11. Molly Christensen, position change effective October 13, 2025, from Lunchroom/Playground Assistant to Special Education Assistant at Sunrise River Elementary School
12. Dawn Newton, position change effective October 21, 2025, from Lunchroom Assistant at North Branch Area Middle School to Special Education Assistant at Life Work Center and Lunchroom Assistant at North Branch Area Middle School
13. 2025-26 Extracurricular Fall Coach Positions
  - a. Lauren Larsen, Class 3, Step 1, as Assistant Coach for Volleyball
14. 2025-26 Extracurricular Winter Coach Positions
  - a. Nathan Appleby, Class 3, Step 10, Assistant Coach for Boys Basketball
  - b. Josh Beaver, Class 3, Step 3, as Assistant Coach for Boys Basketball
  - c. James VanEerden, Class 3, Step 10, as Assistant Coach for Boys Basketball
  - d. Claire Patterson, Class 1, Step 1, as Head Coach for Girls Basketball
  - e. Hunter Brandel, Class 3, Step 3, as Assistant Coach for Girls Basketball
  - f. Brandon Hunter, Class 3, Step 3, as Assistant Coach for Girls Basketball
  - g. Rob Johnson, Class 1, Step 1, as Head Coach for Boys Basketball

- h. Natalie Bristol, Class 6, Step 3, as Coach for Middle School Boys Basketball
- i. Natalie Bristol, Class 6, Step 3, as Coach for Middle School Girls Basketball
- j. Allison Glenna, Class 6, Step 1, as Coach for Middle School Girls Basketball
- k. Chloe Kavanagh, Class 3, Step 2, as Head Coach for Dance
- l. Marissa Minor, Class 5, Step 2, as Assistant Coach for Dance
- m. Chris Johnson, Class 2, Step 10, as Head Coach for Gymnastics
- n. Jessica Audette, Class 4, Step 2, as Assistant Coach for Gymnastics
- o. Rylie Halbur, Class 4, Step 2, as Assistant Coach (0.5 FTE) for Gymnastics
- p. Norm Nagel, Class 9, Step 10, as Fitness Center Supervisor
- q. Kyle Kahl, Class 1, Step 10, as Head Coach for Wrestling
- r. Ryan Henry, Class 3, Step 1, as Assistant Coach (0.5 FTE) for Wrestling
- s. David Kaiser, Class 3, Step 4, as Assistant Coach for Wrestling
- t. Everett Appleby, Volunteer Coach for Boys Basketball
- u. Jim Roo, Volunteer Coach for Boys Basketball
- v. Justin Baker, Volunteer Coach Wrestling
- w. Ashton LaBelle, Volunteer Coach Wrestling
- x. Lucas Nadeau, Volunteer Coach Wrestling

15.2025-26 Activity Advisor Positions

- a. Melissa Kleschult, Class 7, Step 4, as Elementary Yearbook Advisor
- b. Chloe Petersen, Class 7, Step 1, as One Act Director

c. Juli Summer, Class 7, Step 4, as Elementary Yearbook Advisor

H. Annual Assurance of Compliance Report

I. Policies

1. Policy 527 - Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches
2. Policy 528 - Student Parental, Family, and Marital Status Nondiscrimination
3. Policy 711 - Video Recording on School Buses
4. Policy 712 - Video Surveillance Other Than on Buses

J. Acceptance of Donations

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
10/2/2025	Anderson & Koch Ford, PO Box 158, North Branch, MN 55056	NBHS	\$500.00	Career Day Sponsor Donation
10/8/2025	Anonymous	Sunrise River Elem.	\$64.00	Field Trip Fund Donation
10/9/2025	Anderson & Koch Ford, PO Box 158, North Branch, MN 55056	NBHS Athletics	\$200.00	Girls Golf Tournament Sponsor Donation
10/9/2025	Anderson Landscaping, 39155 Mica Ave, North Branch, MN 55056	NBHS Athletics	\$200.00	Girls Golf Tournament Sponsor Donation
10/9/2025	Grizzly Concrete & Masonry, 5547 340th St, Stacy, MN 55079	NBHS Athletics	\$300.00	Girls Golf Tournament Sponsor Donation
10/9/2025	Kwik Trip, PO Box 2107, 1626 Oak St, La Crosse, WI 54603	NBHS Athletics	\$100.00	Girls Golf Tournament Sponsor Donation
10/9/2025	Lelm Custom Homes, 40452 Lowden Ave, North Branch, MN 55056	NBHS Athletics	\$500.00	Homecoming Fireworks Donation
10/9/2025	Matt & Mindy Lattimore, 38163 Everton Ave, North Branch, MN 55056	NBHS Athletics	\$100.00	Girls Golf Tournament Sponsor Donation
10/9/2025	Miller Trucking Incorporated, PO Box 414, Isle, MN 56342	NBHS Athletics	\$100.00	Homecoming Fireworks Donation
10/9/2025	North Branch Family Chiropractic, 6241 Main St, Ste. 102, North Branch, MN 55056	NBHS Athletics	\$100.00	Girls Golf Tournament Sponsor Donation
10/9/2025	Reider Machine, 6760 Ash St, North Branch, MN 55056	NBHS Athletics	\$100.00	Girls Golf Tournament Sponsor Donation
10/9/2025	The Hideout Restaurant & Bar, 31035 Forest Blvd, Stacy, MN 55079	NBHS Athletics	\$100.00	Homecoming Fireworks Donation
10/15/2025	Betty Ambers, PO Box 231, North Branch, MN 55056	NBHS Athletics	\$100.00	Girls Golf Tournament Sponsor Donation
10/15/2025	A-Star Concrete Pumping, PO Box 134, Baldwin, WI 54002	NBHS Athletics	\$200.00	Girls Golf Tournament Sponsor Donation
10/15/2025	Kristina Kolinski, 1391 Jake P, Chippewa Falls, WI 54729	NBHS Athletics	\$100.00	Girls Golf Tournament Sponsor Donation
10/15/2025	James Riley, RILEYJAMESP@JOHNDEERE.COM	NBHS Athletics	\$1,600.00	FRC Robotics Program Donation
10/15/2025	Team Watters Real Estate, 6041 Main St, Ste. C, North Branch, MN 55056	NBHS Athletics	\$200.00	Girls Golf Tournament Sponsor Donation
10/16/2025	NBAEF, 38868 12th Ave #4, North Branch, MN 55056	Community Ed	\$400.00	Concerts in the Park Donation
10/17/2025	Cyber Grants/US Bank (Matching Gift-D. Cash)	Sunrise River Elem.	\$64.00	Field Trip Fund Donation
10/30/2025	First State Bank of Wyoming, PO Box 308, Wyoming, MN 55092	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
10/30/2025	Michael & Kathryn Wilcox, 310 1st Ave NW, New Prague, MN 56071	NBHS Scholarship A/C	\$10,000.00	Scholarship Donation
			<b>\$16,028.00</b>	
OCT	Living Branch Lutheran Church, North Branch, MN 55056	Sunrise River Elem.		*Donated School Supplies Valued at Approx. \$400

**Open Mic**

None

**Old Business**

- A. Approval of Second Reading for the 2026-27 School Year Calendar  
Motion by Naegele, seconded by Johnson and carried unanimously to approve Second Reading for the 2026-27 School Year Calendar
- A. Approval of Second Reading of the Following Policies  
Motion by Grovender, seconded by Naegele and carried unanimously to approve Second Reading of the Following Policies.

1. Policy 204 - School Board Meeting Minutes

2. Policy 511 NB - Fundraising
3. Policy 524 NB - Internet Acceptable Use and Safety Policy
4. Policy 606 - Textbooks and Instructional Materials

### **New Business**

B. Preliminary Financial Statement Report

Todd Tetzlaff, Director of Finance and Human Services gave a presentation. Audit will be presented by auditor from Clifton Larson Allen to the school board at the December regular school board meeting. Truth in Taxation Hearing is also scheduled for the December meeting. If there are any questions, please contact Dr. Tetzlaff directly at (651) 674-1009 or email him at [ttetzlaff@isd138.org](mailto:ttetzlaff@isd138.org).

C. Approval of the Resolution Relating to Renewing the Expiring Capital Project Levy Authorization to Fund Technology of the School District and Calling an Election Thereon

Motion by Naegele, seconded by Grovender and carried unanimously to approve the Resolution Relating to Renewing the Expiring Capital Project Levy Authorization to Fund Technology of the School District and Calling an Election Thereon

D. Approval of the Memorandum of Understanding (MOU) between North Branch Area School District and North Branch Education Association - Resolving A Grievance and Amending and Restating the Career Step Provision of the Master Agreement

Motion by Naegele, seconded by LaValla and carried unanimously to approve the Memorandum of Understanding (MOU) between North Branch Area School District and North Branch Education Association - Resolving A Grievance and Amending and Restating the Career Step Provision of the Master Agreement

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

Motion by Grovender, seconded by LaValla and carried unanimously to approve the Resolution of Governing Board Supporting Form "A" Application to Minnesota State High School League Foundation

F. Approval of First Reading of the Following Policies

Motion by Naegele, seconded by LaValla and carried unanimously to approve First Reading of the Following Policies.

1. Policy 610 NB - Field Trips
2. Policy 616 NB - School District System Accountability

**Addendum**

None

**Information**

Fundraising Reports from May 1 - October 31

**Board Requests**

None

**Committee Reports**

Member Grovender reported on SCRED

Member LaValla reported on Community Education Committee Council

Member MacMillan informed that the next American Indian Parent Advisory Committee meeting date changed from November 19, 2025 to November 20, 2025.

**Dates to Remember**

- A. November 18, 2025 at 4:15 PM - Negotiations Committee Meeting, North Branch Area Education Center
- B. November 18, 2025 at 4:30 PM - Custodian Negotiations Session, North Branch Area Education Center, DO Conference Room B122
- C. December 11, 2025 at 4:30 PM - Policy Committee Meeting, North Branch Area Education Center, DO Conference Room B122
- D. December 11, 2025 at 5:30 PM - Regular School Board Meeting, North Branch Area Education Center, Board Room, Room B122

**Adjournment**

Motion by Grovender, seconded by Johnson and carried unanimously to adjourn the regular meeting at 6:42 PM.

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Heather Naegele, Clerk